

**CITY COUNCIL
MEMBERS:**

KEITH WEISS (MAYOR)
ROBBIE MCCOY (PRESIDENT)
ALEXA BENSON

PAT COY
MAUREEN WRIGHT

MINUTES

City Council Meeting
Monday, February 13, 2023 6:00 PM
Veneta City Hall – J.W. “Bill” Smigley Room
88184 8TH Street, Veneta, Oregon

Present: Mayor Keith Weiss, President Robbie McCoy, Councilor Alexa Benson, Councilor Pat Coy, and Councilor Maureen Wright
Absent: None
Staff: City Administrator (CA) Matt Michel, Management Analyst (MA) Cole Haselip, Community Development Director (CDD) Matt Laird, Finance Director (FD) Tim Gaines, and City Recorder (CR) Grace Jelks
Other: LCSO Sgt. Tim Ware

1. CALL TO ORDER

Mayor Weiss called the City Council to order at 6:00 p.m. and reviewed the agenda.

2. EXECUTIVE SESSION

Mayor Weiss read the Executive Session instructions.

The Veneta City Council will now meet in executive session pursuant to ORS 192.660(2)(i), which allows the Council to meet in executive session “to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.”

The Veneta City Council entered into Executive Session at 6:00 p.m.

After making no decisions, the Veneta City Council returned to regular session at 6:31 p.m.

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

- a. Minutes for January 9, 2023 Regular Session
- b. Minutes for January 23, 2023 Regular Session
- c. Minutes for January 23, 2023 Work Session
- d. Minutes for January 27, 2023 Work Session
- e. Monthly Check Register
- f. Civic Calendar for March
- g. Public Works Department Monthly Report
- h. Community Development Department Monthly Report
- i. City Administrator Employment Agreement Amendment
- j. Rescue Veneta Grant Award

MOTION: Councilor McCoy made a **motion to approve the consent agenda as presented**. Councilor Coy seconded the motion. **The motion passed unanimously (5-0).**

VOTE: Mayor Weiss, aye; President McCoy, aye; Councilor Benson, aye; Councilor Coy, aye; and Councilor Wright, aye.

5. COUNCIL BUSINESS REPORTS

- a. Business
 - (1) LCSO Sgt. Tim Ware presented the Veneta Public Safety Report for January.
 - (2) Mayor Weiss presented the City Administrator Performance Evaluation.
Mayor Weiss read into the record that City Council met in executive session for CA Michel's annual performance review and found that he is fully qualified to continue in his position.
 - (3) Mayor Weiss presented the Budget Committee Appointment and appointed new member Clint Case.
 - (4) MA Haselip presented the Economic Development Committee's recommended Business Assistance Committee Appointments, and Mayor Weiss appointed Gina Haley-Morrell and Brittany Lehman.
 - (5) Mayor Weiss presented the Donation Request from Elmira High School Grad Night Committee.

MOTION: President McCoy made a **motion to donate \$500 to Elmira High School Class of 2023 Grad Night from the Council's Discretionary fund**. Councilor Wright seconded the motion. **The motion passed unanimously (5-0).**

- (6) Mayor Weiss presented the Donation Request from Veneta Elementary PALS.

MOTION: President McCoy made a **motion to donate 2 (two), 1-day Veneta Community Pool family passes to Veneta Elementary PALS to be paid from the Council's Discretionary fund.** Councilor Wright seconded the motion. **The motion passed unanimously (5-0).**

b. Council/Committee Liaison Reports

- (1) Councilor Benson discussed the Park Board activities to get ready for the Easter Egg Hunt on April 9th, the Veneta Community Run will be on September 24th, and there is a consensus for a 4-unit pickleball court.
- (2) Councilor McCoy discussed the January 26th LCOG meeting. The Veneta Chamber of Commerce meeting will be tomorrow.
- (3) Councilor Wright missed the February 8th meeting but discussed activities of the Economic Development Committee. The Business Assistance Committee approved negotiations with the Smith Family for "The Attic" property and approved two (2) Rescue Veneta Grants.
- (4) Councilor Coy discussed a fundraiser held on Friday night at the Fern Ridge Community Center. Mid Lane Cares will have a fundraiser on May 7th. Kiwanis will participate in the Kruse-In at the Harvest Festival on September 9th.
- (5) Mayor Weiss discussed the NEPA study that was introduced at the Lane-ACT meeting on February 8th. The Link Lane transportation route is expanding its service routes.

6. STAFF REPORTS

a. Public Works Director

- (1) 2022 Pool Season Report was set over to the March 13, 2023 meeting.

b. Finance Director

- (1) FD Gaines presented the City 2nd Quarter Financials.
- (2) FD Gaines presented the Urban Renewal Agency Annual Report.
- (3) FD Gaines presented the Budget Preparation Calendar.

c. Community Development Director

- (1) CDD Laird presented Correcting Exhibit F of Ordinance No. 571 "Housekeeping Amendments."

MOTION: Councilor McCoy made a **motion to have Ordinance No. 572 introduced, read twice, and adopted in one meeting.** Councilor Coy seconded the motion. **The motion passed unanimously (5-0).**

VOTE: Mayor Weiss, aye; President McCoy, aye; Councilor Benson, aye; Councilor Coy, aye; and Councilor Wright, aye.

MOTION: Councilor McCoy made a **motion for the First Reading in full of Ordinance No. 572, an Ordinance to correct Exhibit F of Ordinance No. 571**. Councilor Wright seconded the motion. **The motion passed unanimously (5-0).**

VOTE: Mayor Weiss, aye; President McCoy, aye; Councilor Benson, aye; Councilor Coy, aye; and Councilor Wright, aye.

Community Development Director Matt Laird read Ordinance No. 572 in full.

MOTION: Councilor McCoy made a **motion for the Second Reading of Ordinance No. 572, an Ordinance to correct Exhibit F of Ordinance No. 571, by title only**. Councilor Benson seconded the motion. **The motion passed unanimously (5-0).**

VOTE: Mayor Weiss, aye; President McCoy, aye; Councilor Benson, aye; Councilor Coy, aye; and Councilor Wright, aye.

City Recorder Grace Jelks read Ordinance No. 572 by title only.

MOTION: Councilor McCoy made a **motion to Adopt Ordinance No. 572**. Councilor Coy seconded the motion. **The motion passed unanimously (5-0).**

VOTE: Mayor Weiss, aye; President McCoy, aye; Councilor Benson, aye; Councilor Coy, aye; and Councilor Wright, aye.

(2) CDD Laird presented the Revised Park Board Bylaws.

CA Michel clarified that the attachment (Exhibit A) has been revised to reflect the correct effective date of February 13, 2023.

MOTION: Councilor McCoy made a **motion to adopt Resolution No. 1376, a Resolution adopting Park Board Bylaws and repealing Resolution No. 1169, as amended**. Councilor Wright seconded the motion. **The motion passed unanimously (5-0).**

d. Management Analyst

(1) MA Haselip presented the Water System Development Charge Multi-Family Adjustment.

MOTION: Councilor McCoy made a **motion to direct staff to further explore multi-family adjustments to the water system development charges**

as directed by the Veneta City Council. Councilor Benson seconded the motion. **The motion passed unanimously (5-0).**

- (2) MA Haselip presented the Water System SDC Methodology Inflation Index Clarification.

MOTION: Councilor McCoy made a **motion to adopt Resolution No. 1377, a Resolution setting forth the methodology and determination of system development charges and repealing Resolution No. 1125.** Councilor Coy seconded the motion. **The motion passed unanimously (5-0).**

- (3) MA Haselip presented the Sewer System SDC Methodology Inflation Index Clarification.

MOTION: Councilor McCoy made a **motion to adopt Resolution No. 1378, a Resolution establishing a wastewater system development charge and repealing Resolution No. 1138.** Councilor Wright seconded the motion. **The motion passed unanimously (5-0).**

- (4) MA Haselip presented the Exclusive Right to Negotiate Agreement for the Lease or Sale of "The Attic."

MOTION: Councilor McCoy made a **motion to direct staff to enter into an exclusive negotiating agreement with the Smith family.** Councilor Wright seconded the motion. **The motion passed unanimously (5-0).**

e. City Administrator

- (1) CA Michel presented the Solid Waste Fee Increase.

Sanipac's representative Aaron Donely informed the Council that Sanipac amended their initial request of an 8.15% rate adjustment to a 5.00% rate adjustment. He discussed the factors for the rate adjustment.

MOTION: Councilor McCoy made a **motion to adopt Resolution No. 1379, a Resolution establishing solid waste management rates and repealing Resolution No. 1149, as amended.** Councilor Benson seconded the motion. **The motion passed unanimously (5-0).**

- (2) CA Michel presented the Veneta Fern Ridge Chamber of Commerce Utility Rate Agreement.

MOTION: Councilor McCoy made a **motion to direct the City Administrator to develop a special agreement with the Chamber for utility billing support for a term of three (3) years and conditions as directed by Council.** Councilor Coy seconded the motion. **The motion passed unanimously (5-0).**

- (3) CA Michel presented the Fern Ridge Center Lease Agreement.

MOTION: Councilor McCoy made a **motion to direct the City Administrator to work with Mid Lane Cares to amend the lease agreement as directed by Counsel.** Councilor Wright seconded the motion. **The motion passed unanimously (5-0).**

- (4) CA Michel presented the Draft City 2023 – 2025 Work Plan Review.

MOTION: Councilor McCoy made a **motion to direct staff to prepare a final draft 2023 – 2025 work plan as amended, to reflect addition of Hwy 126 and 8th Street intersection safety improvement and expand the Code Enforcement project milestones.** Councilor Benson seconded the motion. **The motion passed unanimously (5-0).**

7. OTHER

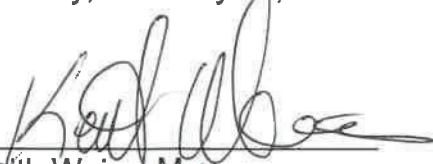
- a. Mayor Weiss discussed the Elmira-Veneta Multi-Use Path presentations by CA Michel and expressed appreciation to Administrative Supervisor (AS) Ann Haxby for producing the flyer and posters.
- b. CA Michel discussed his presentations to the community about the Elmira-Veneta Multi-Use Path project.
- c. CA Michel discussed the Lane Council of Governments annual “Appreciation Dinner” on March 4th in Cottage Grove at the Armory.
- d. CA Michel discussed Kiwanis’ special “thank you” to the City.

8. ADJOURN

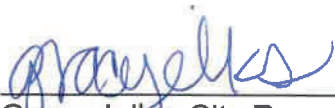
Mayor Weiss adjourned the February 13, 2023, regular meeting of the Veneta City Council at 8:13 p.m.

ATTEST:

City Council Minutes
Monday, February 13, 2023



Keith Weiss, Mayor



Grace Jelks, City Recorder

