

Minutes of the Veneta City Council Meeting

April 27, 2020

Present: Keith Weiss, Mayor; Thomas Cotter, Council President; Robbie McCoy, Councilor; Pat Coy, Councilor (via telephone)

Absent: Calvin Kenney, Councilor

Others: Matt Michel, City Administrator; Shauna Hartz, Finance Director; Evan MacKenzie, Community Development Director; Darci Henneman, City Recorder

1. CALL TO ORDER

Mayor Weiss called the City Council to order at 6:29 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent agenda as presented.

Robbie McCoy seconded the motion.

VOTE: Calvin Kenney, aye; Thomas Cotter, aye; Keith Weiss, aye; Robbie McCoy, aye; Pat Coy, aye.

The consent agenda as approved included Minutes for March 23, 2020, Accounts Payable - Paid Invoices Through April 14, 2020, Unpaid Invoices Through April 20, 2020, Civic Calendar for May, 2020, Public Works Activity Report for March, 2020, Planning and Building Activity Report for January – March 2020, Recommended Approval of Annual OLCC Liquor License Renewals, Arbor Day Proclamation (previously signed by Mayor Weiss).

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Appointment to Budget Committee (Position 1)

With no objections from the Council, Mayor Weiss appointed Steve Nutter to position 1 as a citizen Veneta Budget Committee member.

(2) Child Abuse Prevention Month Proclamation (previously signed by Mayor Weiss)

Mayor Weiss said he signed this proclamation on April 10th proclaiming April as Child Abuse Prevention Month. He then read the proclamation in full.

b. Council/Committee Liaison Reports

Robbie McCoy said the Chamber is not doing any events but they created a Facebook page for members to chat, or to post questions about needed services. She said they are also working with businesses.

Thomas Cotter said he attended two LCOG meetings, the Executive Council and the Board meeting. He said topics discussed at both included the budget and their emergency procedures. Things are going well, they received more funding than usual and have set aside some funds for to address possible future problems regarding COVID-19. The LTD bus from Eugene to Florence is running. He said most municipalities in our area and as members of LCOG, are taking the same social distancing measures that we are.

In response to a question from Mayor Weiss, Thomas Cotter said the LTD bus to Florence is also practicing social distancing and will only hold 16 riders.

Mayor Weiss said he had a conference call with Governor Brown and she indicated she appreciates the efforts citizens are making in complying with her Executive Order (EO) and she understands the hardships that come with that EO. She will slowly open a few things, starting with medical, dental, and veterinary offices. Followed by opening boat ramps which has been the most common complaint. He said she would like to get parks open with social distancing. She said Eastern Oregon has had very little effect, so she will likely start with that region to get the harvest workers back to work. He said it was much more positive than the previous conference call and hopefully we will start seeing restrictions relaxed before too long.

5. STAFF REPORTS

a. Community Development Director.....Evan MacKenzie

(1) OPRD Local Government Grant Program Grant Support

i. Agenda Item Summary

MacKenzie said this resolution, through the Local Government Grant Program, is almost identical to Resolution No. 1293 which was through the Land and Water Conservation grant program. Both are administered through Oregon Parks and Recreation Dept. Staff urges the Council to approve the resolution which is required as part of the grant application. He said the resolution will be attached to the application to Oregon Parks and Recreation Department.

In response to a question from Mayor Weiss, MacKenzie said he's not sure when we will hear about an award but it should be soon. He said the Land & Water Conservation Fund grant will likely be awarded toward the end of the year but that may be too late for us to take advantage of.

ii. **RESOLUTION No. 1294 –A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE OREGON PARKS AND RECREATION DEPARTMENT FOR A LOCAL GOVERNMENT GRANT PROGRAM**

MOTION: Thomas Cotter made a motion to approve Resolution No. 1294 as presented. Robbie McCoy seconded the motion which passed with a vote of 4-0.

b. Finance Director.....Shauna Hartz

(1) Financial Activity Fund Balance Report 3rd Quarter FY2019/20

Hartz said this Report is through March 31, 2020 which is about 75% of our current fiscal year. As she has stated before, she uses those for guidelines for routine revenue and expenditures. She didn't see any concerns on the revenue side, but there are a couple of oddities. The first being on page 47 of the packet, in the Parks and Recreation Dept., there is a large negative number on the grant and donations line but that will be a positive number on the next report because we actually received those grant funds today. The other area that has low percentages is the Government Agencies, which is because the Urban Renewal Agency hasn't done the transfers into the City for the projects we specified. She said she wrote the check in April, so the next report will reflect that. On the expenditure side, all routine expenses are below 75%. The exceptions are for debt service for transfers and those will show closer to 100% but these expenses only occur once or twice during the year.

In response to a question from Mayor Weiss, Hartz said the Budget Committee meeting will be May 21, 2020.

In response to a question from Mayor Weiss, MacKenzie, said Kelsie from the consultant's office said they had received several completed surveys.

c. City Administrator..... Matt Michel

(1) Extension of the Temporary State of Emergency to Address COVID-19

i. Administrative Order No. 20-3

Michel said this is the third Administrative Order (AO) he has done. He said this AO is required to extend Resolution No. 1293 six hours or until 11:00 p.m. tonight in order to allow staff to present Resolution No. 1295 to the Veneta City Council for approval. If approved, Resolution No. 1295 will extend the temporary state of emergency for two months until 11:00 p.m., June 28th. He said it's important that the Council retain that legislative authority rather than staff do it administratively. He said things are still unknown, but hopefully we'll hear about gradual openings in mid-May. He said we'll have the flexibility and authority to act on anything that may come our way. He said there's word that local government assistance may be provided. He said if so, we could accept that administratively, rather than convening the Council. He said he will also note that we've only needed to draft three AOs, we're able to hold steady, and Council is able to meet safely. He said the AO is in effect and a good safety net but we haven't had to use it at this point.

Mayor Weiss said Michel has done a great job in communicating and preparing the Council about the AOs and the process.

ii. **RESOLUTION NO. 1295 – A RESOLUTION AMENDING RESOLUTION NO. 1293 AND EXTENDING TEMPORARY STATE OF EMERGENCY WITHIN THE BOUNDARIES OF THE CITY OF VENTA AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR**

MOTION: Thomas Cotter made a motion to approve Resolution No. 1295, a Resolution Amending Resolution No. 1293 and Extending Temporary State of Emergency within the Boundaries of the City of Veneta and Delegating Authority to the City Administrator. Robbie McCoy seconded the motion which passed with a vote of 4-0.

(2) Veneta Downtown Farmers' Market Request for Funding

Michel said the Market plans to open on May 2nd and is working with the state on vendor and site issues. He said Market Director, Lyndsie Leech is on the phone to answer any questions from the Council. He said the Market submitted a donation request of \$4500, however, he is recommending the Council approve \$3200 from the accounts listed in his agenda item summary. He said the funds would be broke into two groups; one for food support, at the same level that we've done the last two years. The second group is for marketing costs, advertising, printing, etc., which includes flyers to be handed out at school, however, as we know, schools are closed. Also they planned to have new signage, however, we felt it was more important to focus on the food funding level as the Market moves toward more self-sufficiency.

In response to a question from Pat Coy, Michel said the portion of funds coming from the Zumwalt Discretionary fund are from the 2019-20 budget.

In response to a question from Mayor Weiss, Michel said each vendor will be required to provide their own safety officer to make sure that safe distancing is being observed. He said the number of vendors are limited and the entire site will be monitored as well as entering and exiting the Market.

In response to a question from Thomas Cotter, Michel said the Market requested a portable handwashing station which the City is providing.

Ms. Leech took part in the meeting via telephone and said the board met on site to discuss several things, including how to regulate the traffic flow. She explained how the vendor booths/tables will face towards the street in an "L" shape. She said signage and markings six feet apart will be on the ground. She said there will be one way in and one way out for people to move through the Market and exit on the other side. Visitors will be limited so when the Market reaches capacity, they will stop letting people in until someone leaves. She said all vendors will need two staff members; one to help with product and the other to take money.

MOTION: Thomas Cotter made a motion to authorize the expenditure of \$3,200 for Veneta Downtown Farmers' Market 2020 Season as presented to City Council with funding sources identified and presented by staff. Robbie McCoy seconded the motion which passed with a vote of 4-0.

(3) Review Two-Year Work Plan

Michel said this updated two year plan extends to the end of December, which he reviewed. He said once we're in the upcoming fiscal year, we'll look at what the next two year work plan will look like. He said two years ago the Council prioritized five goals so this fall, he'd like the Council to discuss those goals and priorities and staff can work on achieving those goals. He asked if the Council had any questions.

(4) Questions from Councilors

Thomas Cotter said from what he reads, only cities with a population of 500,000 or more are receiving financial assistance, regarding the COVID-19 pandemic, and there wasn't anything about rural counties or communities.

Michel said that is true, a lot of the funding assistance arising from the COVID-19 pandemic is at that high level. He said the League of Oregon Cities (LOC) is advocating for more direct small city help and access. The existing funding is focused on emergency responder or COVID-19 direct support. He said we sit in a unique position that Lane County Public Health is our resident first responder for health and safety issues. He said Chapter 8 of our Emergency Operating Plan covers pandemics and we are partnered with Lane Fire Authority (LFA) as far as operational responses. LFA is the lead agency as a front line agency and our role is truly support only. When it comes to funds coming to the City that are COVID-19 response specific we have our other partners on the front line for us. He said for example, Valley United Methodist Church (VUMC) needed a wash station and he was able to advocate for that through the County. There is talk about another round of assistance to local government but it will not be given to make up for lost revenue. An example would be Zumwalt Park ticket sales.

Thomas Cotter said we've been working hard on trying to get people to start businesses in our area. He said if a small business had to close doors for 30 to 60 days, the likelihood of them surviving is very low. He said it's so unjust that small communities are trying to survive but there isn't a funding source to aid them.

Michel said he is working with the City's Oregon RAIN venture catalyst. We have an economic development grant from Rural Development Initiative (RDI) and the Kaufman Fund and that was largely to go to sponsoring gathering events for the entrepreneurs to create a pop up district. He said we weren't able to pull off the spring market place and we likely will need to redesign the pop up district. He said he asked grantors if we could rework the measures and goals of the grant proposal to fit the times. He said they were receptive of that and they are developing a "Business Accelerator Crash Course". Which will be an online program to help entrepreneurial businesses get more comfortable in the online retail market space quickly. He said Oregon RAIN said it's become critical for upstarting businesses to

have some online retail exposure. He said also, Austin Ramirez and Jenna Cusimano, from Lane County, have been doing a wonderful job of taking the lead on economic development programs. He said they have been on the County conference calls that start with the Health Authority and hands it off to economic development. He said they're gathering funds from non-profits, along with donations from the County for rural areas, that businesses can apply for.

In response to a question from Robbie McCoy, Thomas Cotter said he was referring to small, local businesses and he was curious what was available locally and do people even know how to apply for assistance.

Robbie McCoy said if they're a Chamber member, they have the Chamber Chatter with all of that information. She said they have been working with Travel Lane County and with other Chambers so small businesses can go on the Chamber Chatter through their website and start applying.

6. OTHER

Hartz said the Budget Committee will meet at City Hall on May 21st at 5:30 p.m. She said we received the budget award again for the seventh year in a row.

Thomas Cotter wanted to remind everyone that even though the weather is getting nicer, please continue to practice safe distancing.

In response to a question from Pat Coy, Mayor Weiss said the City-wide clean-up has been postponed to a date to be determined.

7. ADJOURN

Mayor Weiss adjourned the Veneta City Council at 7:08 p.m.



Keith Weiss, Mayor

ATTEST:



Darci Henneman, City Recorder
(Minutes prepared by DHenneman)