

# Minutes of the Veneta City Council Meeting

## May 11, 2020

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

**Others:** Matt Michel, City Administrator; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Evan MacKenzie, Community Development Director; Darci Henneman, City Recorder

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### 1. CALL TO ORDER

Mayor Weiss called the City Council to order at 6:31 p.m. Mayor Weiss introduced Barry Zalac. Mr. Zalac lives on Ellmaker Rd. and is attending the meeting as a concerned citizen.

### 2. PUBLIC COMMENT

None

### 3. CONSENT AGENDA

**MOTION:** Thomas Cotter made a motion to approve the consent agenda as presented. Pat Coy 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 April 27, 2020, Accounts Payable - Unpaid Invoices Through May 6, 2020, Civic Calendar for June, 2020, Approval of New Liquor License for Grocery Outlet, Elmira High School Graduation Ceremony Parade Permit Application.

### 4. COUNCIL BUSINESS AND REPORTS

#### a. Business

#### (1) Lane County Sheriff's Office Activity Reports (February, March, April 2020)

Sgt. Sieczkowski thanked the Council and briefly reviewed three reports. He said February had a total of 197 calls for service, March had 220, and April had 224. He said all numbers are pretty much within the sync of what they've been in the past. He reviewed the numbers per incident type. He said after Governor Brown's order, we saw a slight uptick and through March and April we had a couple of individuals entering cars with backpacks and masks. He said Property Crimes, Individual Welfare, Offenses against the State, and Civil calls all went down in April and Person, Public Order, and Skate Park Calls all increased in April even though everyone was pretty much on lockdown. He said unemployment is taking its toll a little but there's a few people in the community that are stepping in and helping some individuals. He said he doesn't see anything highly unusual.

Pat Coy said he is amazed at the number of people that don't know the food pantry is open three days a week (Monday, Wednesday, and Friday). He said the number of food boxes they prepare went down in April from March, He asked Sgt. Sieczkowski to pass that on to the deputies to get that information out there. He said they also provide monetary assistance for utilities. He said residents can call the Service Center and leave a message and someone will get back to them.

#### (2) National Public Works Week Proclamation

Mayor Weiss said the Council appreciates how hard the City's Public Works crew work and we're very fortunate to have Schauer for his skills and to have a strong crew. He said this is a

National recognition. He said for the last couple of years, the City has bought the crew lunch and he will also write a thank you note to all members of the City Public Works Dept. He read the proclamation and asked Schauer to please pass on to the entire crew how much the Council cares.

Schauer said the entire City staff has really worked hard during the pandemic and on behalf of the Public Works crew, he said thank you.

(3) Letters of Support

Michel said he received two requests for Letters of Support. One is from Coos Bay Rail Line and the other is from the Cities of Eugene and Springfield. The request from the two cities is for a federal grant program asking for Letters of Support from local Mayors. He said we don't have a direct connection with the Eugene and Springfield project but we should show our support. He said he actually rewrote the Coos Bay Rail Line Letter of Support to customize it for Veneta. We have a connection and the economic health of Lane County and the Rail Line directly affects us. He said we should show our support by submitting the Letter.

After a brief discussion, it was the consensus of the Council to approve Michel sign the Coos Bay Rail Line Letter of Support and Mayor Weiss sign the Cities of Eugene and Springfield Letter of Support.

Mayor Weiss thanked Michel for making the Council aware of this matter.

b. Council/Committee Liaison Reports

Calvin Kenney said Lane ACT is meeting on Wednesday.

Pat Coy thanked the City for the Mid Lane Cares article in the Fern Ridge Review newspaper. He said thankfully the community has stepped up and Mid Lane Cares is financially stable this year. As Chairman of the Board he was a little concerned but the community has really shown its support.

Robbie McCoy said the Chamber Board will have a Zoom Board meeting tomorrow. She said so far only one business in Veneta permanently closed and most of the other businesses seem to be doing okay. She said Our Daily Bread Restaurant will reopen in the former optical shop space at Fern Ridge Shopping Center, next to her shop. She said they will be open 9:00 a.m. to 6:00 p.m. and will serve breakfast sandwiches, soup, salads, and beer and wine.

In response to a question from Mayor Weiss, Robbie McCoy said she thought the new owners of the old building will be moving in next fall.

Thomas Cotter said this week's LCOG meeting has been cancelled.

**5. STAFF REPORTS**

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

(1) Veneta Municipal Code Updates – Type I – IV Procedures (verbal)

MacKenzie said the Planning Commission met on May 5<sup>th</sup> to discuss the Type I-V Procedure text amendments and recommended it go to the Council for approval. He said there will be a Public Hearing at the June 8<sup>th</sup> Council meeting. He said instead of Type I-IV Procedures, he recommends the Council approve Type I – V Procedures. He said Type V Procedures are rare but our code needed to address it. He said the Planning Commission provided some good input and a small change was made to the definition of a dwelling in the residential code to provide consistency. He said the materials in the May 5<sup>th</sup> Planning Commission packet are

very similar to what the Council will get at the June 8<sup>th</sup> meeting and he suggested the Council review that material ahead of time. He said the amendments are significant and there is no way staff could put it all together for the Council. He said this is a subject that if a resident asks questions about, you may discuss it.

Michel said the big picture for this is we're looking at inserting structured procedures in the code. He said we're not changing the code but how staff processes applications. He said MacKenzie's guidance and vision is to make the process easier and more streamlined.

MacKenzie said the ultimate goal is that residents will be able to identify what they need to do and what they can do.

b. Public Works Director..... Kyle Schauer

(1) Bids on Phase II of City Park Improvements

Schauer said last Wednesday, May 5<sup>th</sup> the bidding closed for Phase II of the City Park Improvements which include a covered stage area, installation of fitness equipment, a pathway to Jameson Way out to Hunter Ave., lighting on existing pathways, utilities, landscaping and related work, and construction of a pad for future restrooms. He said we received four bids for this project and we're pursuing a grant to pay for the restroom. There were two bid alternates, one for an expanded pool deck to the north and a shade structure. The other was for additional lighting for the walkways constructed in Phase I. This project was budgeted in this budget year and the next budget year. Dougherty Landscape Architect (DLA) was our consultant on this project and they vetted out Bingham Construction had the lowest responsive base bid of \$593,000. Staff recommends we move forward with their base bid and the two alternate bids of a total not to exceed \$650,000 which includes a 10% contingency.

In response to a question from Pat Coy, Schauer said if the Council approves awarding the bid tonight, DLA will issue the Notice of Intent to Award, which starts a seven day clock, once it expires, they intend to get started fairly soon. He said some value engineering is needed and a discussion is needed about how we're going to expand the pool deck without disrupting the pool season - if we have one.

In response to questions from Mayor Weiss, Schauer said the restrooms are a pre-made building and once connected to utilities, they are fully functional. He said the structure is almost bullet proof. Schauer said the restrooms will be connected to City services.

Calvin Kenney said pre-fabricated buildings are the way to go.

Schauer agreed and said after looking at all options, it was the way to go. The restroom will be installed next year and will have automatic locks set on a timer.

In response to a question from Sgt. Sieczkowski, Schauer said the automatic locks can be overridden for emergency access.

**MOTION: Thomas Cotter made a motion that the Council authorize staff to enter into contract with Bineham Construction, Inc. for the construction of the City Park Phase II Improvement Project for an amount not to exceed \$650,000.00. Robbie McCoy seconded the motion which passed with a vote of 5-0.**

c. City Administrator..... Matt Michel

(1) Modifications to Lane County Law Enforcement Intergovernmental Agreement for Police Services & Related Intergovernmental Agreement with the Fern Ridge School District  
Michel said the City has already signed the Public Safety Intergovernmental Agreement (IGA) with Lane County Sheriff's Office (LCSO) but we wanted to set a little slower pace to discuss the IGA with the School District for the School Resource Deputy (SRD) rather than School Resource Office (SRO). He said instead of adopting that contract in April we wanted to wait to see what level of funding the School District received from the Oregon Dept. of Education (ODE) but the pandemic hit. The ODE has asked for budget options from the School District that may impact whether or not this type of program gets funded. Funds come from corporate sales tax and the School District needs to provide the ODE program scenarios at a 75% level, 50% level, 25% level, and 0% level. We're not quite sure if the program is going to go through but we need to sign our contract. We came up with an Agreement to use our current services including the SRD and the extra sergeant time. We'll hear from the state by mid-June what their funding level will be. We have the contract structurally built but can remove the SRD and the sergeant's time if it doesn't go through. The City's budget will include funding the SRD and additional sergeant time. He said both agreements are standalone documents but go hand in hand.

In response to a question from Mayor Weiss, Michel said our partners in the sheriff's office have been in the process of selecting a SRD.

In response to a question from Robbie McCoy, Michel said the School District felt this bucket of funds doesn't flow to West Lane Technical Learning Center (WLTLC). In the beginning they were but in subsequent discussions, the superintendent said these funds don't flow in that direction. Michel said it's not our position to pass that coverage to the SRD.

**MOTION: Thomas Cotter made a motion to authorize the City Administrator to sign the intergovernmental agreement with Lane County and the intergovernmental agreement with the Fern Ridge School District. Robbie McCoy seconded the motion which passed with a vote of 5-0.**

(2) Questions from Councilors

In response to a question from Pat Coy, Schauer said opening the pool is dependent on when Governor Brown changes her order. He said we're continuing with maintenance to be open on the open date but we'll have to scramble to get life guards and instructors trained. YMCA is helping with certifications and we may have to use our pool for re-certifications. He said there's been a lot of discussion on what a public pool is going to look like and if it's even feasible. Staff is planning on opening some time, Cornelius is working hard and she's staying on top of things. Florida opened their pools with some pretty stringent guidelines and he's not sure what that will look like here. When we know what we're allowed to do, we'll get started.

In response to a question from Pat Coy, MacKenzie said he hasn't heard from Sarto Village developers.

Robbie McCoy said something's happening because she sees the plans laid out.

In response to a question from Robbie McCoy, Michel said Lane County submitted their application for Phase I of reopening the County. He said we need to have 21 days of no new cases in order to move to Phase II. For instance, a gym could open if they limit their capacity and use social distancing measures. He said Phase I begins this Friday and the 21 day count begins, if there's no new cases after 21 days, we move to Phase II and so on. He said we're looking at August to see what kind of public recreation is allowed.

Calvin Kenney said 21 Oregon counties have applied for Phase I of reopening and Governor Brown has until Friday to respond.

**6. OTHER**

(1) June 3, 2020 - First Day to File for November 3, 2020 General Election

Staff reminded the Council that the first day to file for office is June 3, 2020. Mayor Weiss and Councilors Coy and Kenney's terms expire December 31, 2020.

Hartz reminded the Council that the budget document will be delivered this Friday and the budget meeting is Thursday, May 21, 2020 at 5:30 p.m.

Schauer said Zumwalt Campground will not be happening this year because Oregon Country Fair has announced this year's Fair is cancelled.

**7. ADJOURN**

Mayor Weiss adjourned the Veneta City Council at 7:23 p.m.

  
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Keith Weiss, Mayor

ATTEST:



Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)