

Minutes of the Veneta City Council
February 14, 2005

Council
Present: Mayor T. J. Brooker, Darrell Carman, Thomas Cotter, and Marion Esty

Absent: Fred Miller

Others: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Shauna Hartz, Finance Officer; Jerry Elliott, City Engineer; Sharon Hobart-Hardin; Andy Smith; and Raychel Kolen, West Lane News

Mayor Brooker called the City Council to order at 7:04 p.m.

1. PUBLIC COMMENT

In response to a question from Andy Smith, Ric Ingham said the City Council will be accepting comments on the proposed transportation SDC fee at their March 14, 2005 meeting. Written comments can be submitted at any time during the 60-day review period.

2. CONSENT AGENDA

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

Vote: Marion Esty, aye; Thomas Cotter, aye; Mayor Brooker, aye; and Darrell Carman, aye

The consent agenda as approved included minutes for January 24, 2005 and bills paid and payable for January/February 2005.

In response to a request from Thomas Cotter, Ric said he will ask Kyle to include a summary of training sessions in his monthly report. He said most training sessions are for the public works crew to obtain their certifications.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

- (1) Appointment of new members to the Veneta Park Board
Mayor Brooker said the Council hopes to have a much more active Park Board that will explore new ideas and funding sources for park development and acquisition. He said the Council and staff will help with any policy decisions that need to be made to make things happen.

Mayor Brooker appointed Judith Colvard, Sharon Hobart-Hardin, Lawrence Larson, and Gail Wilkie to the Veneta Park Board.

- (2) City Administrator Evaluation Process
The City Council was provided a copy of the City's Employee Evaluation form. Mayor Brooker asked the Council to complete the evaluation forms

and return them to Shauna Hartz or Sheryl Hackett by February 22, 2005. The Council will hold an executive session to evaluate the City Administrator's performance.

b. COUNCIL/COMMITTEE LIAISONS

Marion Esty (Planning Commission) - The Planning Commission discussed panhandle lots and postponed taking action until March 7, 2005 for a request to create panhandle lots on E. Bolton Road. The panhandle lots will have access via an existing driveway that crosses wetlands. Jerry Elliott gave the Planning Commission a report on the guidelines he uses for reviewing drainage and grading plans. A joint public hearing with the Veneta City Council and Planning Commission will be held on March 7, 2005 to consider a variance to Veneta's wetland protection ordinance for the Slaven Subdivision.

Marion Esty (Region 2050) - Three possible scenarios for the future have been decided on and they are now starting to take a more practical approach. LCDC plans to use the Region 2050 process as an example for the rest of the state. Region 2050 is forming a new farm and forest committee task force and she encouraged local residents with expertise in the field of agriculture and forestry to apply. The purpose of the task force is to determine the impact the three growth scenarios will have on commercial agriculture and forest lands.

Marion Esty said she received some statistics regarding real estate sales for the past year. She said Veneta/Elmira had 288 new listings and a 16.2% increase in sales price. She will provide the information to staff.

Marion Esty (Southeast Veneta Advisory Committee) - The committee will be meeting Tuesday, February 15, 2005 at City Hall.

Thomas Cotter (Fern Ridge Reservoir) - The Corp of Engineers has provided new information about the repair work. They now say they have the funding to do the repairs over a one year time period and the lake could possibly be filled back up in 2006. He said during that time there are projects the Fern Ridge Chamber and other interested groups would like to see done. A committee has been formed to explore some of the options for projects that would help keep tourists in the area during the restoration period.

Darrell Carman (LCOG) - Darrell said he will attend the meeting in Coburg on February 24, 2005. He said he will also be attending a budget law workshop in Eugene on February 15, 2005.

Ric said the City has reserved five spots for the wetlands training in Harrisburg on March 28, 2005.

Mayor Brooker (Personnel Committee) - Mayor Brooker said he and Fred Miller met with the employee representatives and staff to discuss the revisions to the personnel handbook. He said some clarifications will be made and, after an all City staff meeting on February 25, 2005, the handbook will be reviewed again by the City Council on February 28, 2005. He said there are some policy changes in

the handbook that the City Council needs to be aware of and make decisions on. Mayor Brooker said he and Fred Miller will meet again with the employee representatives on March 3, 2005 and then the handbook will be sent out for final legal review and adopted by the Council on March 28, 2005.

Mayor Brooker (Lane County CIP) - Mayor Brooker said he will be attending a meeting on March 23, 2005 to show solidarity for continued distribution of road fund money. Ric said Margaret Boutell will also be attending that meeting and will present a written report to the Council.

4. STAFF REPORTS

a. FINANCE OFFICER/HR

(1) Financial Report for July-September 2004

Shauna presented the City's financial report for the first quarter of the fiscal year. The expenditures are broken into function groups. The report shows the beginning balance from last year, resources and expenditures through September, and the ending balance through September. The percentage columns for revenues and expenditures show what percentage of the current budget the City has actually received or spent.

In response to a question from Mayor Brooker, Shauna said the 107% in the expenditure column for Zumwalt indicates that the costs exceeded the amount that was budgeted.

Ric said the personnel expenses for each of the fund categories came in at an acceptable amount or below the 25% target. He said materials and services were a little higher but that generally happens at the first of the fiscal year when supplies are reordered. Shauna plans to have the second quarter report completed by the next meeting.

(2) Financial Status of Projects through January 2005

Shauna brought to the attention of the Council two corrections to the summary sheets under "unexpended balance in budget"; the negative \$4,119.82 on the Transportation Study and SDC Calculations summary sheet should be a positive \$5.19 and the negative \$11,500.00 on the Electronic Meter Read System summary sheet should be a positive \$3,500.

Shauna said the report includes all costs except the paid and payables approved with the current consent agenda.

In response to questions, Shauna said the Dogwood Reservoir project is complete with the possible exception of some additional engineering bills. In response to a question about the Pearl Buck charges on the Stormwater Management Plan summary, Shauna said the City used the services of Pearl Buck to fold and mail information fliers. Ric said the purpose of the fliers was to notifying property owners about keeping storm drains clear and about the stormwater surcharge.

In response to a question about the acquisition of Well 10, Ric said Margaret Boutell has been working on a land partition. He said the bids to do the partition are higher than expected.

In response to a question about the electronic meter reading system. Ric said the \$11,500 covers the cost of the computer program, supplies, FCC licensing, training, and other things needed to get the program started. The electronic meters are now being installed with new construction and the cost of the meters is paid for by the builder. In future budgets, the City will need to include the cost to replace existing meters.

In response to a question about the Poplar Plantation Development, Ric said it includes both planting and maintenance. He said they are still trying to determine the long term maintenance costs. Mayor Brooker said at some point he would like to see development and maintenance separated out.

In response to a question about the Cherry Street Drainage project, Ric said the City has received feedback from the Corp of Engineers and DSL recommending removing the high spots in the ditch rather than scraping the entire ditch. Jerry had some survey work done for the cross section profile of the ditch and is in the process of doing some ground work to finish up the proposal. Ric said because of the cost for the extra work, the construction will need to be done next fiscal year and budgeted accordingly. He said the budget sheet shows the engineering costs that have been incurred; the left side of the sheet shows the total costs and the right side shows the costs for the current fiscal year-to-date. The highlighted text shows the new invoices that have been added since the last report.

In response to a question about the Economic Development Plan, Ric said the plan is still in the process. LCOG has not yet billed for some of the contract work they have done.

Mayor Brooker said the City will need to budget more money next fiscal year for computer system upgrades.

b. CITY ENGINEER

(1) Inflow & Infiltration Report

Jerry Elliott presented the Council with an updated list of the failure points where there are cracks and leaks in the sewer system that were discovered last spring. He also provided an updated cost estimate for the needed repairs. The project is small which increases the cost per repair. Jerry asked the Council if they want him to put together bid documents to have the work done this summer. The other alternative would be for the Council to direct him to do a more comprehensive evaluation so more repairs can be made at one time. Jerry said I & I repair work is a very specialized field and the only way to get competitive pricing is to put together a package and give them a big window of time to get the work

done. Jerry said the lack of rain has made it difficult to assess the system. Jerry said his recommendation is to do the work now because there will continue to be leaks and the City's NPDES permit requires the City to have an aggressive I & I program. The City has budgeted \$90,000/year for I & I work. The estimate for the repairs listed is about \$55,000. Jerry said the contractor will need to put a camera down the sewer lines which will allow them to see if there are more bad areas. Jerry suggested having the contractor do additional repairs that may be discovered at that time.

Ric said he feels Jerry's proposal is very reasonable and overdue. If they decide to do more evaluations it would probably delay the project for another year.

Jerry suggested preparing the bid documents to be bid on a per joint repair basis and allow the contractor to submit change orders for repairing any new leaks they find during to process.

In response to a question, Jerry recommended putting the project out to bid in mid-May and giving the contractor until November 15, 2005 to complete the work.

Ric said the current proposal is for only about half the budgeted funds. He said the Council may want to add a contingency to allow additional work to be done while the contractor is on site.

MOTION: Thomas Cotter made a motion to authorize City Engineer Jerry Elliott to bid the Inflow and Infiltration repairs. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.

Jerry Elliott said he should have the bid documents ready by mid-April.

(2) Filter Media

Jerry said the supplier of the filter media delivered new media for one filter which was installed by the Public Works crew last Thursday. He said the filter should be in service by the end of this week. Once in service, the other filters will be shut down so they can run water through the new media at the design rate to test it's performance. The supplier has agreed that the problems could be caused by the media; therefore, they supplied the new media at no charge.

c. CITY ADMINISTRATOR

(1) Fuel tax update - Authorization for City Administrator to sign ODOT IGA

Ric explained that the Attorney General prepared an Intergovernmental Agreement (IGA) that allows ODOT to collect the gas tax for cities and act as the administrator. There are some initial start up costs involved and ODOT will charge the City a 4% collection fee. Ric said Eugene and several other cities have chosen to use ODOT. City Attorney Carrie

Connelly has reviewed the IGA and feels it meets the City's needs. Due to the paperwork involved, Ric said collection of the tax probably won't begin until March 1, 2005.

MOTION: Darrell Carman made a motion to authorize the signing of the IGA by City Administrator Ric Ingham. Thomas Cotter seconded the motion which passed with a unanimous vote of 4-0.

- (2) Economic Development update
Ric provided the Council with an updated Economic Development Report.

2004 Needs & Issue Update: The report includes four of the City's priorities in the following order: StormWater Drainage Improvements, Cornerstone Drive and Loten Way Street Connection, Fiber Optics, and Veneta Territorial Park Improvements. The City will continue to look for any assistance it can get for storm water capital improvements. He said fiber optics has been moved lower on the priority list partly because the company that was to do the work has gone bankrupt.

Veneta Business Park/Cornerstone Drive: This project is part of the proposed Veneta Business Park development. Ric said they have had a lot of activity over the past few months and the project is back on track with a 90-day extension for the loan. The private parties are beginning to work more aggressively to get the project done. The initial engineer has been asked to look at some ways to reduce the cost of the project, such as eliminating sidewalks and trees. ODOT is still willing to support the project with Immediate Opportunity Funds.

Mayor Brooker congratulated Ric on keeping the project moving forward. He said the project is complicated and is taking a lot of partners to make it happen. Ric attached a fact sheet for the Cornerstone Industrial Park Project to the Economic Development Report.

Fern Ridge Area Economic Development Implementation Plan: Five persons have agreed to chair different elements of the plan.

Northeast Employment Center Industrial Lands Certification: The certification process is underway. The City has a checklist for 106 items that need to be completed. The private property owners will be asked to participate in that process. LCOG will do all of the map and design work. Once the certification is done, Veneta will be marketed nationally. The most difficult part will be getting the owners of the Tanglewood property to participate.

Fern Ridge Reservoir Draw-down: Ric has been working with the Chamber of Commerce and other agencies to make the Corp aware of what a huge asset the lake is for the community and the hardship the draw-down will put on the area's tourist market. The groups have also been

working to find ways to diversity the local tourist market, including bird watching activities and promotion of wineries. They have also considered undertaking a major project to clean-up the lake during the time the reservoir is drawn down.

Ric said the Corp has thousands of projects nationwide; however, he has heard they have now decided they can do the Fern Ridge Reservoir repairs in one year.

Mayor Brooker thanked Ric for bringing together the efforts of the community in a positive way.

(3) Zumwalt Ticket Prices

Ric advised the City Council that some of the expenses for running the Zumwalt Campground may be increasing and he asked the City Council if they would be in favor of increasing the price of pre-sold tickets from \$38.00 to \$40.00 and on-site tickets to \$50.00. By increasing the price of on-site tickets to \$50.00 he said they hope to encourage people to purchase tickets ahead of time.

In response to a question, Ric said the profits from Zumwalt go into the City's discretionary fund. The discretionary fund has been shrinking over the past three to four years. There are also a lot of hidden costs such as public works time and staff time that does not show up as expenses.

Thomas Cotter said he is in favor of raising ticket prices even higher. He felt \$42.00 is a reasonable price for what people get. After some discussion about how much to raise prices, the Council agreed that the price should be raised but to let staff determine how much to charge.

MOTION: Darrell Carman made a motion to support a recommendation by staff as to how much the price increase should be. Marion Esty seconded the motion which passed with a vote of 4-0.

5. OTHER

- a. City Recorder Sheryl Hackett reminded the Council that the 2005 Statements of Economic Interest will be mailed soon and need to be returned by April 15, 2005.
- b. Distinguished Citizens Award Banquet
Ric advised the Council that the Fern Ridge School District will no longer participate and the banquet has been shifted to the Crow-Applegate School District. The Kiwanis Club is also helping with the banquet. Ric said the City will pay for members of the Council to attend the banquet and he encouraged the Councilors to attend.

6. **ADJOURN**

Mayor Brooker adjourned the City Council at 8:48 p.m.



T. J. Brooker, Mayor

ATTEST:



Sheryl Hackett, City Recorder
(minutes prepared by SL Hackett)