

**Minutes of the Veneta City Council**  
**April 10, 2006**

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

Other: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Margaret Boutell, Community Services Director, Brian Issa, Planer; David Cady; Earle Ellson; Sharon Hobart-Hardin; Mona Linstromberg; and Rob Lafferty, West Lane News

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**1. PUBLIC COMMENT**

**David Cady, Hayden Homes, 2464 Glacier Place, Redmond, OR**

Mr. Cady said he is working with the School District on a naming process for the SWAP. He said they would like each class to come up with a name and make a presentation to either the Veneta City Council or Planning Commission in support of their name. He said Hayden will donate money for the winning name. He said the goal is to have students do some historical research and to gain some experience in speaking in front of a governmental body. He asked the Council if they would be interested in the project or if they would consider asking the Planning Commission to do it.

In response, Mayor Brooker asked Mr. Cady to present something in writing for Margaret to take to the Planning Commission for consideration.

**2. CONSENT AGENDA**

**MOTION: Thomas Cotter made a motion to approve the consent agenda. 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 the March 27, 2006 joint meeting with the Planning Commission, bills paid and payable for January/February 2006, approval of an off-premise sale Liquor License for Our Daily Bread, and acceptance of a Warranty Deed for park land in Austin Acres Subdivision.

**3. DEPARTMENT REPORTS**

a. FROM MAYOR/COUNCILORS

(1) Council Vacancy

Mayor Brooker advised the Council that they received only one application for the Council position. He said the applicant, Sharon Hobart-Hardin, is very qualified for the position. He invited questions from the Councilors. Marion Esty said she attends the Park Board meetings and has found Sharon to be very knowledgeable and talented at soliciting volunteers. Darrell Carman said based on what he has seen he would endorse the appointment. Mayor Brooker said Sharon has been very active with the Park Board and will be a good addition to the Council. He said they will need to fill her vacancy on the Park Board.

**Mayor Brooker appointed Sharon Hobart-Hardin to fill Fred Miller's vacancy on the Council.**

In response to a question, Ric said Sharon will be sworn in at the April 24, 2006 meeting.

- (2) Appointment of new Park Board members

**Mayor Brooker appointed Robert Zavrel and Cathleen Coulson-Keegan to the Park Board.**

Mayor Brooker said Mr. Zavrel resides in Elmira and will serve as an at-large member. He asked staff to advertise the vacancy created by Sharon's appointment to the Council.

b. COUNCIL/COMMITTEE LIAISONS

- (1) Park Board Annual Report for 2005

Earle Ellson presented a written statement in response to the Annual Report prepared for 2005. He said it was determined in March that his term had expired in December, 2005 and that he is no longer in a position to speak for the current Park Board. However, he said he had a chance to review the Annual Report and pointed out several inaccuracies and several omissions. He asked that the report be returned to the Park Board for further review. He said his biggest concern is that Goal 7, the youth center, was not addressed. He said the Territorial Park will not be complete without a Youth Center and he doesn't want to see that goal eliminated.

In response to Mr. Ellson's comments, Mayor Brooker said the Youth Center is still being considered and they will make sure the Park Board keeps it as one of their goals.

Mayor Brooker asked Mr. Ellson to attend the April 24, 2006 Council meeting for a presentation by the Council.

**4. STAFF REPORTS**

a. COMMUNITY SERVICES DIRECTOR

- (1) Southwest Area Plan (SWAP) Final Decision

Brian Issa asked the Council for final approval of the SWAP. The proposed final order includes the changes requested by the City Council with their tentative approval of the plan on February 27, 2006. Ordinance 463 is the adopting ordinance that will repeal and replace Article 4, Section 4.14, Subsection (7)(b) of the Land Development Ordinance to adopt the Southwest Specific Development Plan and map dated April 10, 2006. The conditions of approval listed in the proposed final order have been inserted as Appendix B of the plan. Conditions which have already been met were deleted from the list. Staff recommends approval of the plan as revised and adoption of Ordinance 463.

**MOTION: Thomas Cotter made a motion to approve the proposed**

**final order amending the Southwest Area Plan. Darrell Carman seconded the motion which passed with a unanimous vote of 4-0.**

**MOTION: Thomas Cotter made a motion to approve Ordinance 463 for first reading by title only. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.**

Ordinance 463 was read as follows:

Ordinance 463, an ordinance amending Article 4, Section 4.14, Subsection (7)(b) of the Veneta Land Development Ordinance 461.

Mayor Brooker announced that the ordinance will be read for a second reading at the next meeting and will become effective 30 days thereafter.

- (2) **Public Works Monthly Activity Report for March 2006**  
Kyle Schauer presented his monthly activity report. He said the backwash system for the water treatment facility has been improved and tests show that the City is getting better results. He said they still do not have full data. He said a radio link to the control system was repaired. At the wastewater plant a pump failed and was replaced. He said the bid process for the overlay on E. Hunter from Lindsey Lane to Territorial has begun and should be available at the next meeting.

Kyle reported that they are still having some software problems so he can't get an accurate accounting of how much water has been billed.

In response to a question from Mayor Brooker, Kyle said the street sweeping program solves some of the problem of leaves and debris getting into catch basins. He said educating the public to not put leaves in the street also helps to keep the catch basins clean. The City's leaf pick up program and County Transfer's recycling program also help.

- (3) **Work Plan Update**  
The Council was provided with an updated work plan. Margaret and Ric provided them with the most recent actions.

Water:

Water Plant Meter Relocation program has been completed.

Wastewater

Effluent Area Master Plan - The NPDES permit renewal application process asking for permission to discharge into the river the months of April and October has begun.

Sludge Management - The application was sent to DEQ in early March to apply bio-solids to a farm site north of the City on Territorial Road. The application is expected to be approved because the soils tests have shown it to be a good site for application of bio-solids.

### Parks and Recreation

Parks SDC Update - A Parks Facility Survey is out and posted on the City's website. Staff is hoping to have the SDC update completed in early August..

### Planning

Staff is working on the fee analysis and hope to have it completed by the end of this fiscal year with increases ready for adoption by July 1, 2006.

Transportation Plan Update - The final adoption is scheduled for the April 24, 2006 Council meeting.

### Stormwater

Stormwater has become a big issue since the end of last year. Staff hopes to have a work session with the Planning Commission and Council to talk about how the City should proceed.

Transportation - Jerry Elliott will be making a presentation on the Pine Street extension later in the meeting. Kyle Schauer is getting close to having the Hunter Road overlay project ready for Council approval.

Mayor Brooker said he would like the land use fees to cover the City's costs for processing applications. In response, Margaret said staff is tracking time to help evaluate the costs. Ric said as a move towards full cost recovery, the planning department will have it's own fund category in the new budget, making it easier to track revenue and expenses.

### Fiscal & Administrative Services

2004-05 Year End closeout - The new Finance Director is getting closer to completing this task.

Electronic Meter Reading Upgrade - There are still some issues to be addressed for the successful implementation of the program. Kyle, Margaret, and Mindy are doing some reassessments to determine what the problems are. Once the problems are resolved, the end result will be a good cost saving for the City.

Computer Upgrade - The new computers have been phased in. It was discovered that Shauna's older machine was corrupting the entire network.

Website - The website work is ongoing. City codes and other things still need to be added to make it a more useful tool for the residents and City staff.

### Economic Development

Strategic Plan - Ric said he feels very positive about the progress being made.

Veneta Business Park - Contracts should be signed by April 31<sup>st</sup>. The Council will need to hold a special meeting to meet the public contracting exemption process publication time line.

- (4) Greenway Overlay Subzone update - Postponement of Public Hearing until May 22, 2006

Margaret advised the Council that the Planning Commission held their public hearing on the Greenway Overlay subzone update open until May 1, 2006. After that they will probably make their recommendation to the Council. Therefore, the public hearing scheduled for the April 24, 2006 Council meeting has been postponed until May 22, 2006 .

b. CITY ENGINEER

(1) Pine Street update

Jerry reported that the wetland delineation for Pine Street has been completed. Jerry said he has the information necessary to complete the design Environmental Solution needs for the wetland permit application. Jerry said he expects to complete the design work by mid-May and he expects the bidding documents to be available in mid-July so construction can take place before the rainy season.

(2) Well 10 update

Jerry said moving the treatment facility from the well site to Jeans Road has been problematic. He provided the Council with a list of issues that need to be resolved and a revised schedule. He said most of the equipment has been purchased and may be installed before the building. He hopes to have the plant operational by mid-August; however, that may mean the building will have to be built around the equipment.

(3) Water Rights Transfer

Jerry advised the Council that because the well production did not match the water rights the attorney suggested reapplying for a limited license application that would allow use of water until August 2011 and then ask Oregon Water Resources Department to put the current application on hold until the City finds a companion well for Well 10.

Thomas Cotter said his only concern would be whether or not the water rights could be revoked. Mayor Brooker said the City will need to have a clear understanding of what restrictions would be put on a limited license.

In response to questions about the next well, Jerry Elliott said they will begin working on that right away. Ric said Well 11 could be located outside the UGB if they could procure property, if the costs to deliver the water to the filter plants was not prohibitive, and if it was approved by the Boundary Commission.

In response to a question from Darrell Carman, Ric said the City has the capacity to meet the City's water needs for many years. The only concern is during the peak demand months of July and August. He said educating the developers and public on how to maintain landscaping would help reduce the demand.

Mayor Brooker said he believes the City needs to educate the public on conservation measures. He would rather see voluntary conservation than having to set mandates.

In response to a question from Darrell Carman, Jerry Elliott said the City has evaluated drawing water from the lake or purchasing water from EWEB. He said there are water rights issues with drawing from the lake, and piping water from EWEB is cost prohibitive.

c. CITY ADMINISTRATOR

(1) Land Swap Well 10 Filter Plant

Ric said it has been decided to avoid impacts to the wetlands in and around the Well 10 site by moving the filter plant to one of the lots between Jeans Road and Todd Way. The parcel of land the City would like to acquire is owned by Frontier Resources and McDougall Bros. and is a little smaller than two of the City-owned Tanglewood lots. If the Council agrees, staff will come back with a proposal to swap one or two of the Tanglewood lots for the new well 10 treatment site. Ric said the cost will probably be less than what the City would have spent if they had to purchase wetland mitigation credits. The City still currently owns 8 lots in the Tanglewood area.

(2) Submittal of R.A.R.E. Application

The Council was provided with a draft pre-application for the 2006/07 R.A.R.E program. He said Brian was the City's first R.A.R.E. student and Dan is the second. The City has been fortunate in getting good placements out of the University of Oregon Program. It allows the City to meet some of it's needs at about 1/3 the cost of a regular staff person.

Ric said there are three projects included in the application; one to develop a bike and pedestrian trail plan to connect the Amazon Trail in Eugene and the County Parks to Veneta, the second project is to initiate a community wide plastics recycling program that combines recycling efforts with access to natural areas by providing the raw materials to manufacture foot and bicycle trail planks to be used in the community's wetlands, and the third to develop a pilot citizen volunteer program to promote community awareness and citizen volunteers that can produce assistance with parks development & maintenance and public relations. In response to a request by Ric, Sharon Hobart-Hardin provided the Council with more detail about the projects. She said one of the ideas is to utilize the wetlands as an opportunity to develop paths and trails for the residents of Veneta and to help promote tourism. She said similar projects have been done successfully in other communities. She said it takes someone to provide coordination for any of the projects to get done.

Ric said he would like the Chamber of Commerce to be encouraged to submit an application for a R.A.R.E. student that could help develop an entrepreneur program for this area to help with economic development. Last year 58 applications were submitted and only 22 placements awarded. Ric said the Chamber may be more successful as an applicant because the City has had placements the last two years.

**By consensus the Council authorized staff to submit the R.A.R.E. pre-application.**

- (3) Appointment of Downtown Advisory Committee  
Dan Watts prepared a memorandum for the Council that explains the purpose of the Downtown Advisory Committee (DAC) will be to advise both the City's Urban Renewal Agency and the Oregon Downtown Development Association (ODDA) on the downtown redevelopment plan. After several Town Hall meetings were held to get input from the general public, it was decided that it would be best to form a small group to work out the core issues with ODDA to get the project back on track. The first meeting will be held with the Veneta Urban Renewal Agency and DAC on April 24, 2006 at 5:00 p.m. at City Hall. Dan has had e-mail confirmations back from everyone on the list that they are still interested in serving on the committee.

**Mayor Brooker appointed the seven citizens on the list attached to Dan's memorandum to serve on the CAC along with the Urban Renewal members and one alternate.**

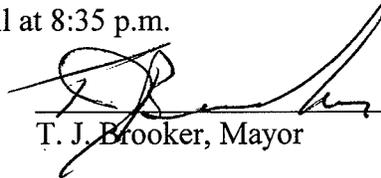
## **5. OTHER**

- a. Hometown Voices  
Mayor Brooker encouraged the Council to participate in the Hometown Voices Program. He said it is a great opportunity to meet with legislators and establish good communication lines for getting things done on behalf of the City. The Council was provided with a list of four conference dates and times to select from.
- b. The Council was reminded that their Statements of Economic Interest are due April 15, 2006.
- c. Easter Egg Hunt - Sharon Hobart-Hardin reported that the annual Easter Egg Hunt is scheduled for this Saturday, April 15<sup>th</sup>. She reported that the event is a big responsibility for a small group like the Park Board to handle on their own. She asked the Council to consider asking another civic group to help next year.
- d. Veneta Business Park - Ric said the City Attorney has been working on the agreements. The contractors have said they will honor their bids from last fall if the contracts are signed by the end of April. Before signing the contracts, the City needs to pass a resolution opting out of the public contract rules. The City has to provide a 14-day notice prior to adopting the resolution.

**By consensus, the Council agreed to hold a special joint meeting with the Local Public Contract Review Board at 5:30 p.m. on April 27, 2006 at Veneta City Hall for the purpose of adopting a resolution exempting the public improvement contract for the Cornerstone Project from the competitive bidding requirements.**

6. **ADJOURN**

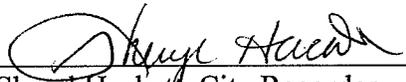
Mayor Brooker adjourned the City Council at 8:35 p.m.



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T. J. Brooker, Mayor

ATTEST:



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Sheryl Hackett, City Recorder  
(minutes prepared by slhackett)