

**Minutes of the Veneta City Council**  
**September 11, 2006**

Council

Present: Mayor T. J. Brooker, Darrell Carman, Thomas Cotter, Marion Esty, and Sharon Hobart-Hardin

Others

Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Margaret Boutell, Community Services Director, Jerry Elliott, City Engineer; Bruce Montgomery, City Auditor; Norman Welch; Cathy Coulson-Keegan; Charles Standeford; and Jeneca Jones, West Lane News

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Mayor Brooker called the City Council to order at 7:02 p.m.

Mayor Brooker called for a moment of silence in recognition of the fifth anniversary of the September 11, 2001 terrorist attack.

**1. PUBLIC COMMENT**

**Norman Welch; 25181 Cherry Lane; Veneta, OR**

Mr. Welch requested an update on when the City will begin work to remove part of the wing wall on the culvert under Cherry Lane to allow water to flow into the overflow ditch on the Coven property.

Margaret advised Mr. Welch that Mr. Coven has submitted a permit to do the work on his property and the permit has not yet been issued. She has been talking with the Division of State Lands and she said the City will do their part after Mr. Coven has his permit.

Mr. Welch again told the Council that the detention pond in Perkins Country Estates has had standing water in it all summer.

**Cathy Coulson-Keegan; 25130 E. Broadway; Veneta, OR**

Ms. Coulson-Keegan said the Neighbors for Responsible Growth advocacy group is having a fundraiser this weekend at the Lavelle Winery and she invited the Council to purchase tickets. She said the event will be a fall festival and salmon bake. She read a poem written by a local poet and said it will be given away at a drawing.

**Charles Standeford; 25158 Hunter Road; Veneta, OR**

Mr. Standeford said the traffic signal at the intersection of Hwy 126 and Territorial still cannot be tripped by a motorcycle. He said the Council previously referred him to the Oregon Department of Transportation. He said an ODOT representative said he would do some follow-up; however, Mr. Standeford has not heard anything more about the issue. Mayor Brooker said he will ask staff to contact ODOT to try to get a response.

## 2. CONSENT AGENDA

**MOTION:** Thomas Cotter made a motion to approve the consent agenda as presented. Sharon Hobart-Hardin seconded the motion.

**Discussion:** Marion Esty noted that the Civic Calendar was adopted prior to setting an exact time and date for the Region 2050 workshop that will be held prior to the next Council meeting. She asked Jeneca Jones if she could put an announcement in the West Lane News. Staff clarified that the workshop will begin at 6:00 p.m.

**Vote:** Marion Esty, aye; Thomas Cotter, aye; Mayor Brooker, aye; Darrell Carman, aye; and Sharon Hobart-Hardin, aye

The consent agenda as approved included minutes for August 14, 2006 and bills paid for August 2006.

## 3. DEPARTMENT REPORTS

### a. FROM MAYOR/COUNCILORS

#### (1) League of Oregon Cities voting delegate

Mayor Brooker appointed Darrell Carman as the voting delegate at the League of Oregon Cities conference.

### b. COUNCIL/COMMITTEE LIAISONS

Marion Esty (Kiwanis) - The new Peer Court advisor gave a presentation to the Kiwanis Club. The club donated \$300 to help them get the program started again.

Marion Esty (Adult and Senior Services) - A presentation about services available to the senior citizens in the community will be held upstairs at the Fire Station from 2:00 to 3:30 this Friday afternoon.

Marion Esty reported to staff that there is a large pothole in the middle of the intersection of Eighth and Parkside.

Marion Esty (Fern Ridge Community Library) - Marion reported that she has been elected to be a member of the Library Foundation board. She said they are planning a large renovation project that she will be involved with. She said the library needs more volunteers.

Darrell Carman (LCOG) - Darrell said he will be attending the LCOG meeting this month and asked the Council if they would be interested in hosting a meeting. Staff was directed to contact LCOG to schedule a date sometime in October or November.

Sharon Hobart-Hardin (Park Board) - Sharon said the Park Board elected Gail Wilkie as the new chairperson and Robert Hladky as the new vice-chair. At their last meeting they prioritized their goals and looked at the available resources to

implement them. She said they also elected subcommittees for each of the goals and she feels they have a good chance of accomplishing all of the goals they set for the year.

#### 4. STAFF REPORTS

##### a. FINANCE DEPARTMENT

##### (1) Presentation of Audit Report for 2004/2005

Finance Officer Jerri Moore introduced the City's auditor, Bruce Montgomery, who presented the audit report recently submitted to the state for fiscal year ending June 30, 2005.

Audit Report: Mr. Montgomery said the audit process for the 2004/05 fiscal year was finished in July of this year. He said the State was very understanding and gave the City three extensions. He credited Jerri Moore for stepping in and getting the audit materials together in a short period of time.

He reminded the Council that his staff attests that the information in the audit report financial statement is accurate. He said they discovered a couple of minor problems during the audit process but nothing significant. He said pages one and two of the report are the auditors' unqualified, clean opinion which means there are no material misrepresentations that the auditor is aware of. He said this is the second year the report has been presented under the new Government Accounting Standards Board (GASB) requirements. He said the new reporting model makes it difficult to compare audit numbers with the reports from previous years. He said one thing for the Council to keep an eye on from year to year are the water and sewer funds which are called enterprise funds. He said those funds should be self-sufficient, meaning the user charges support the system. For the 2004/05 fiscal year he said the water fund was in good shape and the sewer fund was break even. He said the sewer fund includes some sizeable depreciation amounts and interest expenses. He said the City is doing very well in both funds.

Mr. Montgomery said two flaws are noted, one on page 76 and one on page 44. One flaw was budgetary and one was an oversight in getting the purchase of the Bolton Hill site on the books as an asset at the beginning of 2004. Both flaws are minor in nature and should not occur again.

##### Questions & Comments:

In response to questions about comparing audit reports, Mr. Montgomery said GASB requires a full accrual basis of accounting which makes some things difficult to trace throughout the reports from previous years.

In response to a question from Mayor Brooker, Mr. Montgomery said if the City decides to change accounting software he would recommend converting to Cassel, a program used by the other cities he works with. He said it is a very high powered program that can improve efficiency by deleting some hand entry processes. He said he has had no negative

feedback of the software. He said the program is not cheap so one thing to consider is conducting a cost/benefit analysis.

(2) Audit Schedule for Fall 2006

Mr. Montgomery said he has scheduled the field work for this 2005/06 audit for early November. Jerri Moore said the City continues to make progress on getting work caught up in time for the audit field work date.

b. COMMUNITY SERVICES DIRECTOR

(1) Public Works Monthly Activity Report for August 2006

Margaret Boutell presented Kyle Schauer's monthly activity report. She pointed out that Bruce Nelson has been hired as the new foreman and will begin work September 18, 2006.

(2) Nuisance Abatements

Margaret advised the Council that Mr. Vloedman was sent a letter asking him to remove the large pile of dirt from his property at the intersection of Hwy 126 and Territorial Road. A temporary occupancy permit was issued and the City gave Mr. Vloedman 45 days to remove the dirt. The dirt has not been removed and the time period has expired. Mr. Vloedman had his engineer send a letter saying the dirt is needed for a second phase of storage units; however, Mr. Vloedman has not yet submitted a site plan application. Margaret asked the Council if they would want to declare the dirt a nuisance under the Veneta Municipal Code and take enforcement action.

In response to a question, Margaret said the engineer's report was submitted after the 45 days had expired.

Darrell Carman said the dirt may not be an erosion problem because it is now covered with grass. He did note that it is covering the roots of several trees.

Ric said staff is concerned that the dirt is located at the entrance to town and that it could cause additional sedimentation in the drainage under Hwy 126.

Sharon Hobart-Hardin said Mr. Vloedman has been made aware of the City's regulations and given time to remove the dirt. She said they talked at the last Council meeting about getting more proactive with nuisance abatement and she feels it is appropriate for the City to take further actions.

Mayor Brooker said Mr. Vloedman has already been given 45 days to remove the dirt and he is in favor of declaring it a nuisance. After discussion, the Council agreed that the dirt should be removed before the rainy season.

**MOTION:** Sharon Hobart-Hardin made a motion to declare the pile of dirt on the Vloedman property as a nuisance to be abated under the Veneta Municipal Code Chapter 8. Thomas Cotter seconded the motion which passed with a vote of 5-0.

(3) Water Investigation Plan

Margaret Boutell said the Water Investigation Plan has immediate, intermediate, and long range steps, including gathering information on test well locations. She said the first goal is to find the best locations for test wells. The long range steps include talking with the Corp of Engineers and Eugene Water and Electric Board about potential new water sources.

**MOTION:** Darrell Carman made a motion to approve the Water Investigation Plan as submitted by staff. Sharon Hobart-Hardin seconded the motion.

Discussion: Marion Esty said she has heard from many citizens that they are concerned about how all the new development will affect the City's water supply. She said the City should be very diligent in implementing the plan.

Ric said the City recently met the need to have some reliable redundancy in the system. He agreed with Marion that the City needs to be very diligent and more aggressive in bringing new sources on line. He said due to the security risks the City may not want water rights to draw water from the reservoir; however, the City may want to pursue getting water rights to drill wells closer to the reservoir which is now prohibited.

**Vote:** The motion passed with a vote of 5-0.

(4) Lane County Animal Regulation Agency (LCARA) Contract review

Margaret said the City's contract with Greenhill expires October 31, 2006. She said animals that are impounded must be held for 72 hours before they can be adopted or destroyed. She said the City does not have the facilities to hold animals at this time; therefore, staff has been talking with Mike Wellington at LCARA about their options. A draft agreement has been prepared which includes holding fees and fees for euthanasia. She said the draft is the standard contract they have with other small cities. She said one advantage to the LCARA agreement is that dogs can be dropped off 24 hours a day and citizens can go on-line to look for their pets on the LCARA website. The City Attorney has reviewed the draft and has suggested some changes with regard to citations. LCARA will only take dogs impounded by the City, not from private citizens. LCARA will not take cats.

Sharon Hobart-Hardin said the key issue is the fact the City does not have any other options.

In response to a question from Thomas Cotter, Margaret said LCARA will issue Veneta licenses for a \$2.50 license fee. Licenses will continue to be sold by the Veneta Veterinary Clinic and the City as well.

Ric said Mr. Wellington has been very responsive. He said some budget issues for LCARA have improved which allows them more options for dealing with animals.

**MOTION: Thomas Cotter made a motion to authorize the City Administrator to sign a contract with the Lane County Animal Regulatory Agency subject to review by the City Attorney. Sharon Hobart-Hardin seconded the motion which passed with a vote of 5-0.**

(5) Planning Commission vacancy

Margaret announced that James Dean resigned from the Planning Commission and the City is now recruiting for a new member. She said staff hopes the City can appoint a new member at their October 9, 2006 meeting.

c. CITY ENGINEER

(1) Request for authorization to award contract for Pine Street

Jerry Elliott said bids from the Pine Street extension were opened on August 31, 2006. The City received four bids, the lowest from Delta Sand and Gravel for \$261,637 which is about 30% higher than the 2004 estimate. Jerry Elliott said Delta put a lot of work in on their bid which was \$20,000 lower than the other bidders.

Ric said at this point the bid is about \$80,000 over what was budgeted. He said the City is still waiting for the wetland permit from the Division of State Lands. He said he feels it would be appropriate to authorize awarding the bid to Delta with the condition they wait for the wetland permit.

Jerry Elliott said Delta has agreed to honor the price if awarded the bid now.

In response to a question from Darrell Carman, Ric said the City may have to transfer funds and hold off on some other capital improvement projects for transportation. He said it is also possible that part of the project will carry over into the next budget year.

Jerry Elliott also reminded the Council that the \$25,000 grant from ODOT for the Pine Street extension has been extended but there is always the

possibility if the City doesn't begin the project the grant will be pulled.

**MOTION:** Thomas Cotter made a motion to award the bid for Pine Street to Delta Sand and Gravel in the amount of \$261,637. Sharon Hobart-Hardin seconded the motion.

Discussion: In response to a question, Jerry Elliott said the bid does not include a contingency amount.

**MOTION:** Thomas Cotter amended his motion to award the bid to Delta Sand and Gravel in an amount not to exceed \$275,000. Sharon Hobart-Hardin seconded the amended motion which passed with a vote of 5-0.

Jerry Elliott said he will send notice to Delta Sand and Gravel and request a performance bond and insurance.

(2) Well 10 Update

Jerry Elliott said the plans have been sent out to qualified contractors with a request for proposals. It was officially advertised last Tuesday in the Daily Journal of Commerce and last Friday in the Register Guard.

Jerry said Requests for Proposals have to be evaluated on five criteria, not just costs. He said the bids are scheduled to be opened at City Hall on September 28, 2006 and brought to the Council at their first meeting in October.

d. CITY ADMINISTRATOR

(1) Scope-of-Work

Ric presented the Council with an updated work plan and distributed a list of proposed purchases and projects for the 2006/07 budget. He said the Work Plan is ambitious and the staff will need to be very diligent. He said the projects have not been prioritized; however, the criteria the management team looks at for prioritization are listed at the top of the Work Plan.

In response to questions from the Council, Ric said some of the projects will be dependent on available staff time and how many issues come up that require a reactive approach by staff. He said some of the capital improvement projects have been carried over from year-to-year. He said he feels the City has some good momentum going with the Downtown Development Plan, the Urban Renewal update, and the planning for parks.

Ric said it is appropriate for the City Council to prioritize the Work Plan if they want to.

Sharon Hobart-Hardin expressed concern that the number of projects is overwhelming. She said she felt it would be helpful to separate out some

of the projects and then prioritize them.

Mayor Brooker said he looks at the list as a way to track all the things that need to be done, realizing that some of the projects will be ongoing. He said the list is also a way for staff to keep track of projects. He said the biggest problem is staff time is affected by what comes through the door on a daily basis. He said he is more interested in the work plan for being a guide for the overall plan for the City.

The Council agreed they would like staff to continue updating them on the Work Plan on a quarterly basis. Ric suggested having another goal setting session in January to help with the budget process.

**5. OTHER**

Margaret Boutell reminded the Council that a work session on Region 2050 is scheduled for 6:00 p.m. on September 25, 2006.

Thomas Cotter announced Ric is being honored with an Award of Excellence from the Oregon Economic Development Association for his economic development work. He was nominated by Mary Bosch who did the market analysis for the cities and works with rural communities throughout the nation. He said the recognition will put the City on the radar screen with funding partners. Sharon Hobart-Hardin said the award is a Governor's Award and is well deserved.

Mayor Brooker said he received a letter from County Commission Faye Stewart thanking the City for its efforts and collaboration on the Law Enforcement Task Force. He said the Commission will send a representative to the September 25, 2006 Council meeting to discuss the new proposal for a law enforcement income tax initiative. Ric said the Council will be asked to adopt a resolution in support of the initiative.

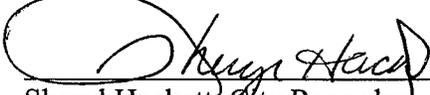
Sharon Hobart-Hardin said she will be unable to attend the September 25, 2006 meeting.

**6. ADJOURN**

Mayor Brooker adjourned the City Council at 9:05 p.m.

  
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T. J. Brooker, Mayor

ATTEST:

  
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Sheryl Hackett, City Recorder  
(minutes prepared by SLHackett)