

Minutes of the Veneta City Council July 9, 2007

Council

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

Others:

Ric Ingham, City Administrator; Margaret Boutell, Community Service Director; Brian Issa, Associate Planner; Darci Henneman, Assistant City Recorder; Taunya Jones, Trails Project Coordinator; Mona Linstromberg; Arol Petty; Webb Sussman; and Jeneca Jones; West Lane News

Mayor Brooker called the Veneta City Council meeting to order at 7:06 p.m.

1. PUBLIC COMMENT

Mona Linstromberg, Veneta, OR;

Ms. Linstromberg told Councilors that one million plastic water bottles are produced every 60 seconds. She said the Oregon Bottle Bill will soon include plastic water bottles but she suggested Councilors and Commissioners use large, refillable water bottles instead of individual water bottles.

2. CONSENT AGENDA

MOTION: Sharon Hobart-Hardin made a motion to approve the consent agenda except for the Bills Payable for June 2007 and the Minutes of the June 25, 2007 meeting. Marion Esty seconded the motion.

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

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

b. COUNCIL/COMMITTEE LIAISONS

Marion Esty said at the July 2, 2007 Planning Commission meeting, the Commissioners postponed making a decision on the Aspen Heights Tree Removal Permit until the August 6th meeting. Approximately 50 people attended the July 2nd meeting and expressed concern about the impact the tree removal permit would have on existing neighborhoods. She recommended Councilors attend the next Planning Commission meeting on August 6, 2007. She said the Lane County Transportation Advisory Committee is looking for rural residents to sit on the board.

Darrell Carman attended the June 28, 2007 LCOG meeting and provided Councilors with notes from that meeting.

Sharon Hobart-Hardin said the July 4, 2007 Parks Board meeting has been rescheduled for July 10, 2007.

4. STAFF REPORTS

a. COMMUNITY SERVICE DIRECTOR MARGARET BOUTELL

- (1) Fern Ridge Trail System Proposal
Margaret congratulated Taunya Jones on the Fern Ridge Trail System making the front page of Register Guard newspaper and being highlighted on National Public Radio (NPR).

Taunya provided a brief power point presentation which outlined the conceptual plan to establish a network of bike routes, multi-use paths and hiking paths to create alternative forms of transportation between Veneta and the Fern Ridge area, creating outdoor recreation opportunities for residents and visitors, and boosting eco-tourism in the area.

The Fern Ridge Trail System visioning document and map are complete except for some minor revisions that may be required as staff finishes collecting community input and conducts the final discussion with partnering agencies. When the conceptual plan and map are finalized the next step would be to build and strengthen partnerships and seek grant funding for individual trail projects. Staff felt an official endorsement of the plan by the Veneta City Council would help facilitate these next critical steps.

Staff requested the Council endorse the plan with the understanding that a final plan will reflect some minor adjustments which may include additions to Appendices A and B as a result of public input. It will also likely include at least one more trail segment, a bike lane along Territorial from Elmira to Clear Lake Road. The project list will include a column showing the prioritization of projects. Staff has intentionally held off prioritizing projects pending discussion with Councilors and the completion of the community input process. Staff recommends the Councilors formally approve the final prioritization list at the next Council meeting of July 23, 2007.

Taunya said Councilors could endorse the Project now and revisit it after the changes have been made. She wanted to clarify what the Council wanted to do. Because Taunya will be leaving the City the first week of August, she requested the document be endorsed by Councilors at tonight's meeting.

Darrell Carman found no reason why Councilors couldn't endorse the

Trail Project conception at this time.

Mayor Brooker invited people in the audience to comment.

Carol Petty, 25020 Oak Lane, Elmira, OR

Ms. Petty read her letter to the Councilors. She is concerned about the two-mile stretch of Territorial Rd. from Fir Grove Lane to Richardson Park. She said the stretch of road is unsafe, there is no shoulder and the pavement is uneven. She would like to see a bike path along this stretch of scenic roadway.

Webb Sussman, 642 Wimbledon Ct., Eugene, OR

Mr. Sussman is a member of the Eugene Bike Coalition. His organization supports all points of the Trail Project and would like to work with the City to see this project completed. He said there are regional bicycle touring routes throughout the area. Improvements to Territorial Rd. could draw traffic to Veneta by connecting Fern Ridge and Veneta to Mt. Pisga via the Ridgeline Trail extension.

Thomas Cotter liked the Trail Project plan but felt the appropriate time for the Councilors to fully endorse it should be after a public hearing.

Mayor Brooker would like to have the Trail Project plan complete and hold a public hearing so residents could get a chance to review it and provide comments. He said the Council could tentatively endorse it tonight but when the Trail Project document is complete would be the time it should be endorsed by the City Council.

In response to a question from Thomas Cotter, Taunya said including a horse trail is difficult because different walking/biking/riding surfaces are needed. She spoke with Della Webb of Oregon Equestrian Trails who suggested a separate path be constructed with a different material for horses. She said the proposed Ridgeline Trail extension includes an equestrian path. Thomas Cotter suggesting leaving the plan open to accommodate a horse trail at a later date. Mayor Brooker said it could be added to the plan for future comments. Thomas Cotter tentatively moved to endorse the Project plan.

There was a consensus of the Council to add a sentence about equestrian trails to the Report.

Marion Esty suggested having a public hearing during which there would be a discussion about including a horse trail in the Fern Ridge Trail

System. She would like to endorse the concept but would like to see something more specific, including a corrected map. She referred to Taunya's concept as a preliminary report and felt there should be more public input.

Mayor Brooker said there have been many opportunities for public Comment at the open house, the questionnaires provided and the City's website requesting public input.

Mona Linstromberg suggested Council endorsement of the Trail Project at tonight's meeting may get the project more public participation. She said any plan needs tweaking before it can be finalized.

Joan Mariner said if Councilors endorse the Safe Routes to Schools Project it would show City support of the Trail Project and may encourage more community partners for the Fern Ridge Trail Project.

MOTION: Thomas Cotter made a motion to tentatively endorse the conceptual plan for Fern Ridge Trail System Project and to hold a public hearing. (Failed for lack of second).

In response to a question from Darrell Carman, Thomas Cotter said the tentative endorsement is to provide for the public hearing and the finalization of the plan. Thomas Cotter agreed with the Trail Project concept but felt endorsement of the plan should come after the public hearing.

In response to a question from Sharon Hobart-Hardin, Thomas Cotter said he would make a motion to endorse the conceptual plan if that helps clarify it for everyone.

MOTION: Thomas Cotter made a motion to endorse the conceptual plan for the Fern Ridge Trail System and hold a public hearing at the July 23, 2007 City Council meeting for finalizing the Plan. Sharon Hobart-Hardin seconded the motion.

In response to a question from Mayor Brooker, Ric said Taunya is only here for another four and a half weeks. The last opportunity for Taunya to bring this to the Council for approval and conduct a public hearing would be the upcoming Council meeting of July 23, 2007.

Mayor Brooker felt the Project should be endorsed tonight if there will not be a second meeting in July.

Darrell Carman agreed that Councilors should be more positive of the endorsement.

VOTE 4-1. Mayor Brooker voted no.

Mayor Brooker felt the endorsement of the City Council should be more positive. He would like staff to go through the criteria filtering process to provide the needed information to the Councilors.

Taunya asked Councilors how we should come up with a name for the “tag line” or is it really needed.

Joan Mariner suggested having a community contest.

Sharon Hobart-Hardin said on behalf of the Parks Board that was a great idea to get residents involved.

Mayor Brooker liked idea number 8 of Taunya’s handout, “Fern Ridge Trail System: Biking, Birds, and Byways”.

Thomas Cotter suggested leaving it at “Fern Ridge Trail System” and see how things progress.

Taunya suggested as the project progress and the trails are implemented one at a time, naming the individual trails could be more of a public project.

Sharon Hobart-Hardin suggested not voting on a tag line at this time and watch how the project progresses in stages may help make the decision.

(2) Safe Routes to School Program Report

Taunya said the Safe Routes to School Program (SRTS) is a federally funded grant program administered by the Oregon Department of Transportation (ODOT). The purpose of the program is to help communities identify and reduce barriers preventing children from walking and biking safely to school. Grant funds are available for infrastructure projects, i.e., sidewalks and pathways, and non-infrastructure including law enforcement, encouragement and education activities.

City staff became involved with the program in March, when the Veneta Elementary SRTS Team was created. The School Team, which includes City staff, representatives from Veneta Elementary, the School District and the community are required to work together to develop an Action Plan to address the barriers. The Action Plan is used to arrive at a decision about which projects to seek SRTS funding for. City staff initiated the SRTS process and has assumed leadership over the project.

Since March, the School Team conducted community outreach and collected data to develop the Action Plan which is now completed and in the Council packets. City staff would like to apply for two SRTS grants: one for an infrastructure project to complete sidewalks along McCutcheon Avenue and one for a non-infrastructure project. The School Team is still discussing which non-infrastructure projects to apply for. It is likely the City will seek funding for on-going bicycle and pedestrian education and implementation of additional bicycle and pedestrian safety programs like "Safety on Wheels" and a "Walking School Bus Program".

City staff is requesting the City Council to authorize continuation of the SRTS Plan including applications for infrastructure and non-infrastructure grants.

In response to a question from Darrell Carman, Taunya said each school is required to form their own School Team and develop their Action Plan. She has worked with Veneta Elementary only, but there is a potential for the next grant cycle to include other schools in the area.

In response to a question from Sharon Hobart-Hardin, Taunya said the reason the City initiated the project is because she discovered the project accidentally while researching funding for the Trails Project and thought it was a great project. It evolved into what it is now.

In response to a question from Thomas Cotter, Taunya said she went before the School Board and got their authorization to proceed with project. She said a representative of the School District is on the Veneta School Team.

MOTION: Thomas Cotter made a motion to authorize continuation of the Safe Routes to Schools Program. Darrell Carman seconded the motion which passed with a vote of 5-0.

b. CITY ADMINISTRATOR RIC INGHAM

(1) Well 11 Construction Proposal

Ric felt it was appropriate to have Jerry Elliott attend tonight's meeting and present his proposal for his engineering services for drilling Well 11 and the construction and equipment necessary for connection to the Jeans Road Treatment Plant. His proposal specifies the activities and subsequent budgetary line-items.

The item is brought before the City Council because the proposal exceeds the amount budgeted for Well 11 engineering service. Also staff thought it was appropriate to notify Councilors of the timeline and suggested procurement process.

Ric said the additional expenditure funds could be covered by expensing them to the contingency line-item or the corresponding budget category.

Jerry Elliott said the proposal covered the drilling and design for Well 11 and the connection to the Jeans Rd. facility. He said Councilors approved the change order in February, 2007 for the eventual hook up to Jeans Rd. facility. The piping and conduit are installed. No changes are needed to the building for the hook up but a power supply to the motor and instrumentation and controls are needed. Jerry said the well would be dug to a 100 ft. depth, then production tests will be conducted for 24 hours to determine the size of the pump and motor needed. Water quality samples will be taken to confirm the water quality meets the state health department water quality standards. He said the quote should be well under \$100,000 and possibly under \$50,000 to get the pump, motor and piping hooked up to the existing building.

Ric said originally Councilors budgeted \$14,500 in engineering services and \$92,000 for the actual construction. Subsequently, Councilors and staff talked about construction which would be for completion of the well drilling activities and the pumps, motors and the connection. The challenge at the site is that a certain amount of chlorine contact time is required. It's not a matter of running the pipe from where Well 11 is drilled to the filtration plant but depending on the amount of production and the amount of water, that pipe could actually run 100 to 200 ft., in a zig zag in order to get the chlorine contact time needed prior to the water entering the filtration plant. One of the questions for the Councilors is in order to come under budget, it's appropriate to get Jerry Elliott started on the project so the well driller can get the production well in place. Once the well is in and the engineering designs are done, Jerry will complete the actual construction estimate and pursue bids to complete the construction.

In response to a question from Mayor Brooker, Ric said the original engineering budget was \$14,500.

In response to a question from Mayor Brooker, Jerry said now it's at \$18,000 but he said when he went through his notes, the difference of \$3,500 includes construction period services.

Jerry contacted Henderson Well Drilling, who was not available and Christensen Well Drilling, who is available now. Casey Jones Well Drilling has the boring equipment, but a bid he provided on a previous job was 20% to 30% higher than the other two. Jerry said legal counsel recommended getting three bids for the file for procurement rules.

Mayor Brooker said he understood what Ric was saying but after construction of Well 9 and 10, we should have some idea of what the electrical panel will cost. He said \$5,200 is budgeted for electrical engineering for instrument panel and controls.

In response to a question from Mayor Brooker, Jerry said yes, the \$5,200 only covers the design work.

Mayor Brooker felt we should have a better idea of what the design is because of the previous panels built. He said the rehabilitation of the previous well required the electrical panel to be rebuilt. He felt it was a lot of money for the design work only.

Jerry agreed with Mayor Brooker. He said the electrical engineer the City has had past success with was not available so he had to go with another contractor. Jerry said the contractor agreed the bid was high and said he could deduct \$1,000 off the top of the bid. Jerry felt it's still a little high but that's what's happening in the marketplace.

In response to a question from Mayor Brooker, Jerry said the programmer, as a third party, was called in on Well 10 to make it all work once the electrical design was finalized.

In response to a question from Thomas Cotter, Jerry said yes, the programmer will still have to mobilize and put the interface back into the main plant.

Councilors, staff and the City Engineer discussed costs and determined the cost of construction, engineering and supplies.

In response to a question from Mayor Brooker, Ric said generally, with any proposal, a 5% to 10% contingency is added.

In response to questions from Thomas Cotter, Jerry said task 3 covers the chlorination and power feed to be adequate for treatment. It may have to be extended to cover the contact time for the quota. Jerry said a pitless adaptor is a mechanism that sits on top of a well that a motor can be attached to. The advantage is that the City's Public Works crew can unbolt the top of the head and pull the motor out without needing specialized equipment.

In response to a question from Mayor Brooker, Jerry said certain parts cannot be ordered prior to confirmation of the pump test.

MOTION: Thomas Cotter made a motion to approve the City Engineer's proposal for Well 11 to proceed with well drilling and procurement activities not to exceed \$70,000. Darrell Carman seconded the motion, which passed with a vote of 5-0.

(2) Jeans Road Filtration Plant Update

Jerry Elliott, City Engineer provided an update for Councilors and staff on the filtration plant project. The Well has been on line since May. It's been off-line a couple of times to see how it would react to Well 11. They did not notice any reaction. Jerry said this is a good sign that when Well 11 is drilled, they shouldn't interfere with one another. Jerry said Kyle indicated the well production has decreased. Jerry is concerned about the motor mounting and will look at it. The filters were getting short run time. He felt the PH is low which could cause the short filter run time. He said Kyle will do some routine testing over the next week.

Jerry said the wells are too new to really know how they're going to operate. He said the distribution pumps are under sized and production is down. He recommended the frequency drive be increased and suggested running the well to the end of the month to see if things improve. At the August 13th meeting he will report back to the Council.

In response to a question from Mayor Brooker, Jerry said the Public Works crew can make the motor nut adjustment but they may not want to.

Ric suggested the Councilors go on a tour of the water plant at 6:30 on August 13, 2007.

5. **OTHER**

Ric reported that the vote by employees to form a collective bargaining unit took place and was defeated as a result of a tie vote.

Resolution 951 is the compensation schedule approved by the compensation committee earlier this year. He recommended to the Council that they approve Resolution 951 prior to the first payroll period of the 2007-2008 fiscal year.

MOTION: Sharon Hobart-Hardin made a motion to approve Resolution 951. Thomas Cotter seconded the motion which passed with a vote of 5-0.

In response to a question from Thomas Cotter, Ric said eleven employees were eligible to vote for union representation. Only nine ballots were returned and one was voided because it was improperly filled out. Four employees voted for the union and four voted against, resulting in a tie vote; therefore, union representation was denied.

Mayor Brooker said changes to the employees' handbook are needed based on the negotiations last March. The revisions should be in the handbook and presented to the Council at the next meeting for their review.

Ric suggested having a Council meeting on July 23, 2007, which would allow Taunya to Finalize the Trail Project plan and give Council the opportunity to hold a public hearing.

Councilors and staff discussed holding the second meeting in July. It was agreed to Have a second City Council meeting on July 23, 2007.

In response to a question from Sharon Hobart-Hardin, Margaret said Taunya would have Sufficient time to finalize the Trail Project plan.

In response to a question from Mayor Brooker, Ric said the changes needed to the employee handbook are not extensive and shouldn't create a problem. He said the changes could be made quickly and reviewed by legal counsel.

Mayor Brooker doesn't want to delay the process because he was involved in the negotiations. He said it doesn't necessarily have to be in the handbook to go forward but he doesn't want any question at a later date that the changes did not get included appropriately.

Darrell Carman said it would be nice to have Taunya's presentation at the next meeting. Mayor Brooker, Darrell Carman, Thomas Cotter and Marion Esty said they could attend the July 23, 2007 meeting. Sharon Hobart-Hardin will not be in attendance for that meeting.

Ric said we will plan for a meeting on July 23rd and add other items to the agenda if they come up.

Marion Esty said residents have called her complaining of the branches hanging over the sidewalk on Territorial Rd., at Shalimar Mobile Home Park, which inhibit riding on the sidewalk. She asked staff to follow up with Public Works and have the branches trimmed.

In response to a question from Thomas Cotter, Ric said Mindy is ready to operate Zumwalt Park for camping for the Oregon Country Fair and asked everyone to come to the campground and say hello.

Ric said the University of Oregon notified staff a few months ago that we would not receive a R.A.R.E. participant. However, at this time a community dropped out of the program so they asked the City to participate. Ric said hopefully the City will be securing our fourth year of the assistance of a R.A.R.E participant. This person will follow up on Amie Collins' work with Urban Renewal, the Ford Family Leadership Group and possibly work on a community facilities plan for a senior center and ART, Inc. building. Ric said the interviews will be the week of August 2nd to 6th. If any Councilors would like to participate with the interviews, please let Ric know.

Sharon Hobart-Hardin expressed an interest.

Ric said on August 1, at 5:30 p.m., after the Park Board meeting, City staff would like to host a going away party for Taunya Jones and Amie Collins at Our Daily Bread. He suggested opening the event to the entire public. Sharon Hobart-Hardin is looking for volunteers for the program committee for this function. If you would like to lend a hand, please contact her. Ric said a small parting gift for each would be appropriate.

In response to a question from Darrell Carman, Mayor Brooker said the minutes for the June 25, 2007 City Council meeting were pulled from the agenda because there was a question on two motions made.

6. ADJOURN

Mayor Brooker adjourned the City Council at 8:36 p.m.



T.J. Brooker, Mayor

ATTEST:



Darci Henneman, Assistant City Recorder
(minutes prepared by dhenneman)