

**Minutes
Veneta City Council
July 14, 2008**

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

Absent: Marion Esty

Others: Ric Ingham, City Administrator; Jerri Moore, Finance Director; Sheryl Hackett, City Recorder; Brian Issa, Community Services Director; Darci Henneman, Assistant City Recorder; Joan Mariner, and Phil Hawkins, West Lane News

Mayor Brooker called the Veneta City Council to order at 7:00 p.m.

1. PUBLIC COMMENT

Joan Mariner, 25712 Cochran Ct., Veneta, OR

Ms. Mariner commented on the article in the Register Guard about the conflict at Zumwalt Park between the Oregon Country Fair campers and the Boy Scouts.

2. CONSENT AGENDA

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

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

The consent agenda as approved included Minutes for June 23, 2008 and Bills Paid for June and July, 2008.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

- (1) Re-Adoption of 2008-2009 Public Safety Contract (PSC) with Lane County.

Ric said the Public Safety Contract was presented to the Council at the June 9th City Council meeting. At that time the County's new budget may have created a reduction in Section 1.d of the PSC. On June 23, 2008 the Council held the PSC over until the amount in Section 1.d was reviewed by legal counsel. Because the existing Public Safety Contract expired June 30, 2008, Ric suggested the Council approve the 2008-09 Public Safety Contract at the June 23, 2008 Council meeting in order to be effective on July 1, 2008. Ric said the modifications were made to paragraph 1.d and the 2008-09 PSC with Lane County and staff requested the Council to approve the modified Public Safety Contract.

MOTION: Darrell Carman made a motion to approve the modified Public Safety Contract lfor 2008/09. Sharon Hobart-Hardin seconded the motion which passed with a vote of 4-0.

b. COUNCIL/COMMITTEE LIAISONS

Sharon Hobart-Hardin said the Parks Board met on July 2, 2008. She said the main topic was to develop a garden club. The Parks Board will

try to locate some individuals who were active in the previous Veneta Garden Club about 20 years ago. She said the Park Board will foster the Club. She said the Board discussed Fern Park and the many opportunities that exist to revamp the park.

In response to a question from Mayor Brooker, Sharon Hobart-Hardin said eventually the Board would like to redesign Fern Park by using a design from the U of O students, one of which was chosen for Ralph Johnson Park. She said Fern Park could have a natural theme with stones and rocks to climb on and a nature path for viewing natural plantings. She said Joan Mariner and Craig Harbison of Fern Ridge Community Action Network (CAN) met with Lane County Fire District (LCFD) No. 1 to discuss the reader board which LCFD accepted. She said the Volunteer Fire Fighter's Association donated \$1,000 for the cost of the reader board.

Mayor Brooker said he and Ric will meet with Representative Fleenor on Thursday, July 17, 2008 to clarify a few things with the County. Mayor Brooker asked Sharon Hobart-Hardin if she would like to attend- she said "yes". Mayor Brooker and Sharon Hobart-Hardin will meet with the Fern Ridge Chamber of Commerce on Tuesday, July 22 to discuss funding options with the Chamber. Mayor Brooker said he got a call from Jim Torrey asking if the City's voice is being heard, hopefully there will be issues to discuss regarding Highway 126 improvements.

Ric commented the City sponsored Oregon Country Fair bus had 51 participants on Friday and 57 on Saturday. He said most were from Veneta with a few from Walton, Crow and Elmira. He said the City Administrator from Junction City road the bus. He said next year they will attempt to get a bus to the Oregon Country Fair from Junction City.

Mayor Brooker suggested running a bus for the Wings & Wine event in the spring.

4. STAFF REPORTS

a. FINANCE DIRECTOR JERRI MOORE

(1) **Resolution 981 - A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK EXHIBIT "A" OF RESOLUTION 953**

Jerri said Resolution 981 amends the employee handbook. She said last spring management met with staff and completed the employee benefit package negotiations. She said Resolution 981 is required to reflect the agreed upon changes to the employee handbook.

MOTION: Sharon Hobart-Hardin made a motion to approve Resolution 981. Darrell Carman seconded the motion which passed with a vote of 4-0.

In response to a question from Thomas Cotter, Jerri said employees can accrue personal and administrative leave upon meeting certain criteria. Both of those benefits can be "paid out" or "taken as time off". She said requests for payment were restricted to once a year. This change will allow employees to request payment once per quarter.

Ric said when an employee reaches 240 hours of sick leave, they start to earn personal leave which now can also be paid out quarterly rather than just once a year.

Thomas Cotter thanked Jerri and Ric for the explanation.

VOTE: The Motion passed with a vote of 4-0.

b. CITY ADMINISTRATOR RIC INGHAM

(1) Authorization for City Administrator to sign Contract with CSO Financial to provide debt collection services.

Ric said Sheryl Hackett and Teresa Warrick have been working on contracting with a collection agency to collect the past due Municipal Court fines. They reviewed the collection agencies and chose CSO Financial, which allowed the highest rate of collectibles. Staff is asking the Council to approve entering into an agreement with CSO Financial to collect past due Municipal Court fines on behalf of the City.

Sheryl Hackett said Teresa Warrick and Jerri Moore interviewed several agencies and CSO Financial came highly recommended.

In response to a question from Thomas Cotter, Sheryl said legal counsel reviewed the contract provided by CSO Financial.

Jerri said prior to sending a fine to collections, a letter will be sent advising the debtor that a 40% fee will be included if the City uses CSO Financial to collect unpaid court fines.

MOTION: Sharon Hobart-Hardin made a motion to approve the City enter into a contract with CSO Financial for collection of unpaid Municipal Court fines. Thomas Cotter seconded the motion which passed with a vote of 4-0.

(2) 2008-2009 Work Plans

Ric highlighted the 2008-2009 Fiscal Work Plan. He said some of the Work Plan goals include Enterprise Fund Capitalization, develop infrastructure capacity, improve community health and safety, and ensure greater fiscal accountability. He said new audit services need to be completed and staff needs to work on implementing new accounting software. He said staff has been looking into modifying work spaces rather than adding onto the City Administrative Center. He said EPUD will be moving forward with the installation of solar panels. He said the tentative plan is to build a carport on the southern portion of the parking lot. He said the initial estimate is the panel will supply 50% of the electricity City Hall uses and will possibly return electricity back to the power grid.

Ric said staff will continue to talk with commercial realtors in pursuing and acquiring a motel to occupy Tax Lot 600. He said ongoing efforts by staff include assisting micro and entrepreneurial businesses and grow our economic base by

implementing the Downtown Master Plan. He said the Lane Transit District (LTD) grant funds were awarded by ODOT. He said this should kick off several new downtown activities.

Ric reviewed several other goals staff has set in the 2008-09 work plan. He said a high priority is getting the pool bond passed, possibly initiating a parks and recreation district and identifying landscaping funds for Fern Park.

Ric said we just received the Stormwater Master Plan and a corresponding CIP from a consulting firm. He said staff will be asking for direction from the Council on how to proceed.

Ric said there have been some hold up on the Bolton Hill Road improvements. He said a fire hydrant had to be moved and some water lines were damaged and needed repair. He said preparing a design for Perkins Road and pinpointing how much right of way to acquire are on the 2008-09 Work Plan as well as improvements to Highway 126. Ric suggested developing a white paper based on the highlighted activities within the Federal Highway Grant requested last year in order to get Congressional attention. He said ODOT prepared an additional safety update for Highway 126. He said we're not getting much assistance from County Commissioners. He said staff will look into who is the ODOT contact on the Highway 126 improvement project.

Mayor Brooker said a white paper tends to move projects forward. He said whatever staff can do to move Highway 126 improvements would be helpful.

In response to a question from Mayor Brooker, Ric said the City, ODOT and LCOG worked to put the Federal Highway Grant application together last year. He said that group recently reconvened and ODOT will put up some funds into the pot as well as regional transportation funds from LCOG. He said we could combine funds from all three entities rather than apply for another grant.

Ric said commercial development is on the rise along Highway 126 between Huston Road and Cornerstone Drive. He said when those potential businesses approach ODOT, they (ODOT) requests road improvements like a de-acceleration lane and/or turn lane. He said this area should develop a long range corridor plan to aid in expected major improvement in that area. He said staff's main concern is to address the entire area and not just one business at a time.

Ric said Well 12 will be on board soon. He said the consultants are working on the Water Master Plan and CIP which should be completed by this fall. Staff has a draft of a Utility Rate Analysis, which will come before the Council this fall. Ric said backwash at the water plants is a continuing issue. He said a high iron content is apparent and these systems are not

operating the way they should. He said Jerry Elliott will complete his Wastewater Master Plan in August and staff plans on moving forward with the Wastewater Master Plan without a Coordinated Population number. He said we can't wait for the new figure and try to continue with these projects. Ric said if all goes well, the LID process for East Bolton Road will begin this fall. He said this will be the last major area to be built out.

In response to a question from Thomas Cotter, Ric said Lily Rees filed a clean water violation against the Army Corp. of Engineers regarding flooding issues in the Oak Island/Cherry Street area. He said the City should have more information once those federal agencies have investigated the alleged violation. Ric felt this shouldn't be a major litigation issues but could consume many staff hours. He said to date, nothing has been filed against the City.

Sharon Hobart-Hardin suggested some prioritization should be done because there are many projects slated for completion from July to December 2008. Ric said many of the projects are construction projects which are budgeted in the first part of the fiscal year and need to be done during that time period. He said 80% of what is there are carry over items where much of the ground work has been done. Ric said the projects aren't going to take much to kick start them and get them off the ground. Ric said at this time the East Bolton sewer LID is really the only project to be initiated. He said the majority of the construction projects have already been started. Ric said staff will work on including the park goals.

c. COMMUNITY SERVICES DIRECTOR BRIAN ISSA

(1) **Resolution 982** - A RESOLUTION OF THE CITY OF VENETA, LANE COUNTY, OREGON, CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION OF AUTHORIZING UP TO \$1,100,000 OF GENERAL OBLIGATION BONDS TO FINANCE THE COSTS OF CAPITAL CONSTRUCTION AND CAPITAL IMPROVEMENTS; DECLARING INTENT TO REIMBURSE EXPENDITURES; AND RELATED MATTERS

Brian said time is of the essence and staff would like to move forward with placing a bond measure on the November 2008 ballot. He said the time line is being worked from November 2008. He said the sooner the Council acts, the sooner the Pool Committee can separate from the City and act accordingly. He said getting the bond measure certified will take several weeks. He said certifying the bond measure and getting it on the ballot is the first step. Brian said K & L Gates and the Ullum Group prepared Resolution 982. He said once approved by the Council, Resolution 982 would allow the City to place a 1.1 million dollar obligation bond on the November 2008 ballot. Brian also provided the Council with a Notice of Bond Election as exhibit A to Resolution 982, which will also appear on the ballot. Brian said at

this point, K & L Gates and the Ullum Group are reimbursed for their costs after passage of the measure.

MOTION: Thomas Cotter made a motion to approve Resolution 982. Sharon Hobart-Hardin seconded the motion.

In response to a question from Mayor Brooker, Ric said the median assessed values used to calculate the bond amount came directly from the Lane County Assessor's office. He said the underwriters developed a graph of assessed values verses market values. He said the assessed value as a percentage of real market value dropped from 60% to mid 40% in the last five years.

VOTE: The Motion passed with a vote of 4-0.

5. OTHER

Ric said Zumwalt Park Campground for the Oregon Country Fair turned campers away on Saturday because it was full. Over 1200 tickets were sold. Ric said Kyle Schauer, Mindy Sanford and the Public Works crew worked very hard to get things set up. He said attendance numbers for the Oregon Country Fair were high.

Ric said this is the last Fair for Leslie Scott, the General Manager of the Oregon Country Fair. He asked the Council for their approval to do something, on behalf of the City, to wish her well. He will discuss the options with Mayor Brooker. Mayor Brooker and Sharon Hobart-Hardin agreed the City should do something to commemorate her commitment to the community as well as to the Oregon Country Fair.

Ric also handed out a letter from the League of Oregon Cities. They have 10 to 12 items they propose as legislative priorities which they compiled into a questionnaire. Ric asked the Council to complete and return the questionnaires to him. He will then compile the Council's individual responses to one questionnaire and return it to the League by August 15, 2008.

Mayor Brooker said the League has an impact on the legislature and we should take advantage of completing and returning their questionnaire.

Ric said the St. Catherines' property swap is set for closing on Thursday, July 17, 2008 at 5:00 p.m. at City Hall. He said the panhandle lot at Hunter Road that connects the St. Catherines property was actually owned by Veneta Alliance Church. St. Catherines' had to purchase the property before they could swap properties with the City.

Ric said there is a new hire in the Public Works Department. He said Justin Mitchell moved into Chuck McJunckin's position when Chuck left to go to Africa. Ric said the new hire will take Justin's previous position of Utility Worker 1. Ric felt the economy has spurred an incredible pool of applicants. He said it was a tough decision to make.

6. **ADJOURN**

Mayor Brooker adjourned the City Council at 7:59 p.m.



T.J. Brooker, Mayor

ATTEST:



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