

Minutes of the Veneta City Council

March 23, 2009

Present: Mayor Sharon Hobart-Hardin, Darrell Carman, T. J. Brooker and Sandra Larson

Absent: Marion Esty (arrived at 7:00 p.m.)

Others: Ric Ingham, City Administrator; Jerri Moore, Finance Director; Brian Issa, Community Services Director; Kyle Schauer, Public Works Superintendent; Sheryl Hackett, City Recorder; Darci Henneman, Assistant City Recorder; Jerry Elliott, City Engineer, Brian Ginter, Murray Smith & Associates; Joan Mariner, Craig Harbison, Lee Taylor-Loewe and Ephraim Payne, West Lane News

1. **WORK SESSION**

Murray Smith & Associates - Water Master Plan Update

In June 2008 the firm of Murray Smith & Associates, Inc. was authorized by the City of Veneta to prepare the Water System Master Plan (WSMP). The purpose of the study is to perform a comprehensive analysis of the City's water system to identify system deficiencies, determine future water supply requirements and to recommend water system expansion. The planning and analysis efforts include consideration of the ultimate integration of recommended distribution system improvements with the City's long-term water source and supply decision.

The City's current water service area includes all areas within the current City limits and Urban Growth Boundary (UGB). The City provides potable water to approximately 4,244 residents through approximately 1,555 residential, commercial and industrial service connections. The study area of this planning effort is the entire area within the UGB.

Murray Smith & Associates provided the Council with a power point presentation of their executive summary of the draft Water Master Plan and asked the Council for their comments and questions. Councilor Brooker expressed concern over the estimated \$13.9 million dollar investment and suggested exploring some alternatives that might be more cost effective. Sandra Larson said to meet the City's water needs they may need to look at sources outside the UGB. Mayor Hobart-Hardin said she had been in favor of working with EWEB but that cost is more than she expected. Darrell Carman said based on the projected population the cost is very high per capita.

The Council said they would like to explore conservation and water reclamation plans. Another suggestion was to explore increased storage facilities so water could be held over from the winter months. The Council also discussed the need for a separate distribution system for reclaimed water and that some of the City's existing concrete pipes are 40 years old and will eventually need to be replaced.

Joan Mariner, 25712 Cochran Ct., Veneta, OR

Ms. Mariner would like to see the City get involved with conserving water by harvesting rain in barrels during the winter months to be used during the drier months. She said many cities offer incentives for rain harvesting rather than using municipal water for irrigation. She said the projections for climate changes in Willamette Valley call for more rain in the winter months and longer dry spells in the summer months. She said her home is equipped with rain harvesting equipment which can harvest 5,000 gallons of water to use this summer for her yard and garden.

Ric said water rights are a big issue for many communities. He said if residents are harvesting

water it limits what goes into the aquifer. He said it presents some potential to decrease the load on the system. He said a municipal rain harvesting system would have the same issues and associated costs as a water reclamation system. Ric said rain harvesting could always be encouraged on an individual basis per residents rather than being a City program.

Brian Issa said 5,000 gallons of water for a single residential home in the peak summer months equates to about 10 days of watering. He said conservation alone will not meet the need. He said the best intended conservation program will only reduce daily use by 10%.

Craig Harbison said gray water systems could be mandated for new construction on individual sites and would not require a distribution system.

T. J. Brooker said it's a great idea but would also mean higher construction costs for developers.

Lee Taylor-Loewe suggested public education on irrigation and encouraging residents to use minimum landscaping or drought resistant plantings. She said community groups could also assist the City by providing "free staff" to provide water conservation education.

Brian Ginter said many cities have aggressive conservation programs such as offering residents a rebate for turning in their existing toilets for low flow water efficient toilets.

Ric said an active water conservation program would be an excellent project for a R.A.R.E. student. He said the project could include public education, new codes that encourage conservation, landscaping issues and rain harvesting.

Ric advised the Council that later in the meeting staff will make a recommendation for the next step of the Water Master Plan.

2. PUBLIC COMMENT
None

3. CONSENT AGENDA

MOTION: T. J. Brooker made a motion to approve the consent agenda as presented. Sandra Larson seconded the motion.
Vote: Darrell Carman, aye; Mayor Hobart-Hardin, aye; Sandra Larson, aye; and T. J. Brooker, aye.

The consent agenda as approved included Bills paid and payable for February/March 2009 and the Civic Calendar for April, 2009.

4. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

Sandra Larson said the pool committee has been formally adopted by the City Council. She said there will be a meeting on April 2, 2009 and they will discuss the letters of recommendation and submitting the grant application to the Oregon Parks and Recreation Department.

Marion Esty said she attended the Community Action Network (CAN) board meeting. She said it was a very productive meeting.

Mayor Hobart-Hardin said CAN is in the process of discussing the next activities. She said the next meeting will be April 9, 2009.

5. STAFF REPORTS

a. COMMUNITY SERVICES DIRECTOR..... BRIAN ISSA

- (1) Water Master Plan Discussion
Ric would like to see the Council review the Water Master Plan materials and schedule adoption of the Plan at the April 13, 2009 meeting. He said the Action Plan should also be reviewed at that time and a discussion on the possibility of hiring a R.A.R.E. intern to review water conservation and reclamation options.

- (2) **Resolution 996 – A RESOLUTION AUTHORIZING THE CITY OF VENETA TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR POOL CONSTRUCTION AND DELEGATING AUTHORITY TO THE MAYOR TO SIGN THE APPLICATION**

Brian said the Oregon State Parks and Recreation Department has grant funds available up to \$750,000. He said the total cost of the new swimming pool is 3.2 million dollars. The City still needs to come up with approximately one third of that figure in donations and/or grant funds. He has been working with Kristen Kelley, the grant writer to submit the grant application to the Oregon Parks and Recreation Department by the deadline of April 4, 2009. Resolution 996 is required in order to submit the application for consideration.

MOTION: T. J. Broker made a motion to approve Resolution 996. Marion Esty seconded the motion which passed with a vote of 5-0.

b. FINANCE DIRECTOR.....JERRI MOORE

- (1) Second Quarter Financial Report FY 2008-2009
Jerri said the majority of our resources are exceeding 50% at the mid-point of the year particularly in property taxes. She said interest is lagging behind at 8 or 9% which is due to the economy. She said the majority of our expenditures are below 50% at the mid-point of the year. She addressed an early area of concern, Transportation SDC collections. She said the City had made a significant reduction in the deficit at the beginning of the year. She felt the accumulated Transportation SDCs should have a positive balance by the next report ending March 31, 2009.

In response to a question from Darrell Carman, Jerri said the Transportation SDC deficit of \$27,000 at June 30, 2008 has been reduced to approximately \$7,700 at December 31, 2008.

In response to a question from Mayor Hobart-Hardin, Jerri said we were waiting for final costs on the Bolton Hill Road Sewer Improvement Project to be completed by Lane County so staff can calculate loan proceeds in order to pursue funding for the LID. She said loan proceeds are the City's most significant resource for the Local Improvements Fund in the FY 2008-09. She is hopeful the loan process will be completed next month and then the City can rely on the assessment payments for debt service.

In response to a question from T. J. Brooker, Jerri said the majority of the Inverse

Condemnation funds were budgeted to be paid FY 2008-09 but the City settled the claim in FY 2007-08.

Ric said the City will probably not meet the cash carry-over projections this year. He said law enforcement revenue comes from the general fund and approximately 90% of the revenue has been collected. He said revenue is down slightly from what we expected. He said we've been very conservative with our property tax projections but only 50% of the contract payments have been made. He said overall expenditures were at 82% this year and cash carry-over projections will not be met in FY 2009-10 when things drop off even more.

Mayor Hobart-Hardin said we will continue to discuss these issues at the Budget Committee meetings in May 2009.

T. J. Brooker would like to discuss bringing back a half time sergeant if we can afford it and if Lane County has the man power.

Ric said we have yet to receive a cost estimate of the new public safety contract with Lane County. He said public safety costs are estimated to increase 3 to 8%. He said Sgt. Harrold had shoulder surgery last week but Ric should receive something from him next week.

(2) Bolton Hill Wastewater Project Financial Report

Jerri Moore provided a financial report for the final costs for the project. She said the majority of the costs were expended last fiscal year. She said we received the final billings from Lane County and Weber Elliott and do not anticipate further project costs. She said the total project costs were \$235,177 which is about \$38,000 less than the projected cost estimated for this project about a year ago. She said at this point she will be collecting information on administrative costs related to the financing and servicing of the LID assessments to allow the City to get financing and initiate the assessment process.

In response to questions from Darrell Carman, Jerri said \$19,000 remains of the \$30,000 budgeted to complete the project. She said compared to the project cost estimates done a year ago, the project actually came in at 235,000. She said the excess \$19,000 will be unexpended at the end of the FY 2008-09. Jerri said the negative \$11,000 on the project worksheet was a comparison between the contractor's bid and the actual final cost. She said it was not a City budget comparison. She said there was a small cost overrun and additional costs were billed to us by Lane County as they went through their final phase of the project. She said they ran over their budget but we paid the overage from the \$30,000 in the City's budget.

In response to a question from T. J. Brooker, Jerry Elliott said Lane County's service costs were not known until the project was completed. He said they didn't bid on the project but with the County's inspection crews on the job they were able to follow the project costs until completion and submitted a final bill.

c. CITY ADMINISTRATOR.....RIC INGHAM

(1) Travel Lane County (CVALCO) presentation

Kari Westlund of Travel Lane County provided a power point presentation to the

Council.

Mayor Hobart-Hardin said this is very exciting and is looking forward to working with Travel Lane County.

- (2) Award of contract for architectural services for the Fern Ridge Service Center (Senior Center)
Ric said staff interviewed three architects for the Senior Center on March 17. Two proposals stood out, Rowell Brokaw and Scott Edwards. Scott Edwards has done many senior centers and CDBG projects and has a very aggressive community outreach. Therefore staff recommended awarding the contract to Scott Edwards.

MOTION: T. J. Brooker made a motion to award the Fern Ridge Service Center contract to Scott Edwards Architecture LLP at a not to exceed amount of \$11,500. Sandra Larson seconded the motion which passed with a vote of 5-0.

- (3) Award of contract for architectural services for the West Broadway Redevelopment Project
Ric said during the review process staff learned a lot about design and what an architect can do to help the City coordinate the three downtown development projects; LTD transit stop, St. Vincent multi-use, and the Senior Center. All three projects are being designed by different architects and staff feels it is important to give them some idea of the City's preference as to what the downtown should look like. Rowell Brokaw has a lot experience in master planning and staff feels that experience could help the City establish some design review criteria.

Brian said the downtown code updates are the last piece of the puzzle. He said we have no cohesive architectural style to apply to the three projects. The community made it clear they don't want a 'theme' for the downtown area. Brian said the code updates should not be finalized prior to reviewing preliminary designs from the three architects.

Sandra Larson asked if the three architects will conduct meetings to create a development plan that will organize the architects and partners in downtown. She said the main goal should be focused on how the buildings work together to provide visual characteristics to be carried throughout downtown and providing for future development.

Brian said the architects know what they have to build but they're building from the inside out.

In response to a question from T. J. Brooker if existing downtown businesses would be included in the design meetings, Ric said our effort will be measured in the success of attracting new development that private investors will make in the downtown. He said there would be additional public meetings and public hearings.

Brian said the Council and Planning Commission will decide on the code updates at the April 13, 2009 Joint Work Session.

After a thorough discussion it was the consensus of the Council to approve that

the City enter into a contract with Rowell Brokaw Architects to coordinate the separate architects' design standards for the St. Vincent De/Paul project, LTD Transit Center and the Senior Center.

MOTION: Darrell Carman made a motion to enter into a contract with Rowell Brokaw for their services to coordinate the design standards of the separate architects for the LTD Transit Center, St. Vincent De/Paul project and the Senior Center at a not to exceed amount of \$5,000. Marion Esty seconded the motion which passed with a vote of 5-0.

d. PUBLIC WORKS SUPERINTENDENT KYLE SCHAUER

(1) Request to authorize staff to award bid for Well 12

Kyle Schauer, Public Works Superintendent provided a contract selection request to the City Council. Staff is requesting Council's approval to review quotes from vendors and authorize awarding the Well 12 contract to a qualified vendor. Kyle said the bid opening will be on March 27, 2009. He said the contract is for piping and accessories to connect Well 12 into the water delivery system.

In response to a question from T. J. Brooker, Ric said the construction phase was budgeted at \$100,000 with \$88,000 in available funds. He said staff is expecting the scope of work and the required automation to cost approximately \$70,000.

MOTION: T. J. Brooker made a motion to award the contract for the Well 12 connection to the lowest responsible bidder. Darrell Carman seconded the motion which passed with a vote of 5-0.

(2) Water Quality Notification

Kyle provided the Council with a letter that was sent to water customers. He said a recent water sample taken tested positive for coliforms. He said this happened also in November 2008. He said four other samples were taken and two came back negative. Due to the Department of Human Services, Drinking Water Program and City Ordinance requirements we are required to notify all residents of the test results and to inform them what we've done to rectify the problem. Kyle said the notification letter will be mailed March 24, 2009. Public Works employees investigated the entire test site area and found no reason for the contamination. He said in talking with the Dept. of Human Services authorities it was concluded that the testing procedure may have been the culprit. He said the testing procedures have been modified and when used the test results came back negative. He said the Dept. of Human Services has deemed this problem resolved and they are satisfied with how staff handled the problem.

In response to questions from Mayor Hobart-Hardin, Kyle said the November sample was taken from the Bolton Hill Road supply and the recent sample was taken from the Jeans Road supply. He said this matter should be resolved now that a different testing process will be followed.

In response to a question from Sandra Larson, Kyle believes the testing process used was inadequate.

In response to a question from Darrell Carman, Kyle felt the handling of the water sample was the problem. He said when a positive sample is taken the State

requires samples to be taken upstream and downstream of the site. He said the samples could have been taken in areas not normally used for samplings. Staff disinfects the faucet prior to taking the sample.

6. OTHER

Ric provided an update on the West Broadway Redevelopment project. He said Weber Elliott's bid for the street improvements was approximately \$11,000 and the bid for sewer upgrades was around \$12,000. He said because of the size of the County's project, Jerry Elliott's services are needed to provide a plan check of their project. He said the contracts are being finalized. He said the first open house on the pool construction will be held on April 2, 2009.

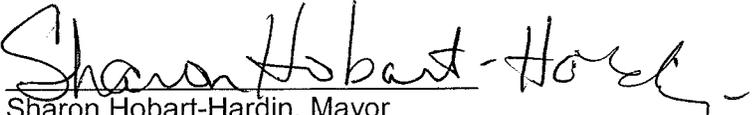
Gail Wilkie said Mr. Bruce's leadership class from Fern Ridge Middle School, the Kiwanis and the Eagle Scouts are volunteering to stuff eggs for the Easter Egg Hunt on April 11, 2009.

Brian said the Kiwanis Club will be providing local free range beef burgers at the Earth Day celebration on April 25, 2009 at the Bolton Hill Sports Fields. He said Earth Day activities include tree planting and updating the backstops and benches. He said the Farmers' Market will also be at Earth Day and EPUD offered the use of their auger for digging holes for tree planting.

Jerri reported no applications had been received for Budget Committee positions. She asked the Council to assist with suggestions of potential new members.

7. ADJOURN

Mayor Hobart-Hardin adjourned the City Council at 8:37 p.m.


Sharon Hobart-Hardin, Mayor

ATTEST:


Darci Henneman, Assistant City Recorder
(Minutes prepared by Dhenneman)