

# Minutes of the Veneta City Council

## August 10, 2009

Present: Mayor Sharon Hobart-Hardin, T. J. Brooker, Sandra Larson, and Marion Esty

Absent: Darrell Carman

Others: Ric Ingham, City Administrator; Brian Issa, Community Services Director; Jerri Moore, Finance Director; Zac Moody, Assistant City Planner; Darci Henneman, Assistant City Recorder; Carl Sherwood, Robertson/Sherwood Architects and Ephraim Payne, West Lane News

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Mayor Sharon Hobart-Hardin called the Veneta City Council to order at 7:00 p.m.

### 1. PUBLIC COMMENT

None

### 2. CONSENT AGENDA

**MOTION:** T. J. Brooker made a motion to approve the Consent Agenda as presented. Marion Esty seconded the motion.

**Vote:** Marion Esty, aye; Mayor Hobart-Hardin, aye; Sandra Larson, aye; and T. J. Brooker, aye.

The consent Agenda as approved included minutes for July 27, 2009, bills paid and payable for July, 2009 and the Public Works Activity Report for June and July, 2009.

### 3. DEPARTMENT REPORTS

#### a. FROM MAYOR/COUNCILORS

Marion Esty said tomorrow, August 11, 2009 will be the first of three meetings conducted by LCOG and Senior and Disabled Services.

Mayor Hobart-Hardin said last week an interview committee consisting of a few staff members, herself and Craig Harbison, interviewed seven students for the Resource Assistance for Rural Environments (R. A. R. E.) program through the University of Oregon. Many of the students held Masters Degrees and other had previously worked in the R.A.R.E. program. All seven students were qualified. Their enthusiasm for their work was inspiring. The interview committee was pleased that their top candidate also choose the City of Veneta.

In response to a question from Marion Esty, Brian said the person chosen by the City received her Masters Degree from the University of Nevada at Las Vegas and is currently working for the city of Portland.

Sandra Larson said she did not attend the last pool committee meeting but was told fundraising was the main topic of discussion.

### 4. STAFF REPORTS

#### a. FINANCE DIRECTOR.....JERRI MOORE

(1) Fourth Quarter Financial Report for FY 2008/09

Jerri said this will not be the final financial report for FY 08/09. There are numerous

year end adjustments/expenditures that still need to be entered, i.e., payroll, accounts payables of approximately \$80,000, yearend interest of \$175,000 and a \$1,000,000 transfer from the Street Fund to the Cash Reserve Fund. These year end adjustments total approximately \$1,600,000. The report she provided to the Council shows expenditures at 43% of the budget. When the above adjustments have been made it should bring the total expenditures to more than 50% of the FY 2008/09 budget. There were other expenditures related to capital projects and additional revenue items also need to be entered, all of which is the normal year end process. The Transportation SDC fund ended with a positive balance of approximately \$16,000. The City received no Transportation SDCs in April or May but had a lot of activity in June.

In response to a question from Mayor Hobart-Hardin, Jerri explained the interest earnings in the Pool Fund were estimated at \$100; actual earnings were much higher because there was a cash balance in the fund for a good part of the year.

(2) Software Update

Jerri has been working with the project manager from Springbrook in setting an aggressive three week training schedule for utility billing software implementation. The first week of training has been scheduled for mid-September; continuing with the second week of training October 5<sup>th</sup> – 9<sup>th</sup> and then using the new software for the end of month billing in October 2009. General ledger and payroll software training will follow shortly thereafter. The first conversion of the utility billing data has been completed by Springbrook. LCOG will also have a computer support person on site for the installation of the software on August 19th.

b. COMMUNITY SERVICES DIRECTOR.....BRIAN ISSA

(1) Pool Project Update

a. Approval of Contract Extension with Robertson/Sherwood Architects (RSA)

In order to release the pool plans for bid, the Council needs to authorize Phase II of the City's contract with Robertson/Sherwood Architects (RSA). Based on the most recent cost estimate of June 2009 the City still has a significant funding gap of nearly one million dollars. Brian's memo details staffs' plan to raise the additional funds necessary to begin construction of the main tank and bathhouse this year or to postpone construction of specific options for the pool.

Staff requested the Council approve extending the City's contract with RSA to proceed with Phase II which includes the bidding process and final construction documents at a cost of \$71,300.

**MOTION: Marion Esty made a motion to approve extending the City's contract with Robertson/Sherwood Architects at a not to exceed \$71,300. Sandra Larson seconded the motion which passed with a vote of 4-0.**

b. Approval of Final Design and Release of Bids for Construction

Brian said RSA is in the process of finalizing construction and bid documents for the new pool. They plan to advertise for bids beginning August 10<sup>th</sup> with the bids opening on September 3<sup>rd</sup>. Staff felt releasing the documents for bid

is the only way to know what the project will cost.

The Geo-tech experts did recommend reinforced underground pool tie downs at a cost of \$60,000. The tie downs are optional but would ensure if the pool were drained, it would not pop out of the ground in heavy rains. Brian said reducing pool construction costs include delaying construction of both the spa and kiddie pool for a future phase and trimming back certain architectural elements such as the deck side restroom and additional parking. These cutbacks total approximately \$400,000 to \$500,000. This would leave a \$500,000 balance to split between additional City funds and fundraising. Potential sources of additional City money are yet to be determined but may include park SDCs. Brian also provided several ideas for donor recognition which could be incorporated into the bathhouse, i.e, donor bricks for walkways or a "wall of fame" listing donors. Other costs to consider would be office equipment, lockers and seating for the bathhouse.

Mayor Hobart-Hardin suggested out-sourcing the fundraising efforts by hiring a consultant to assist the City and pool committee. She said the pool committee has been working very hard, but we need to look for a professional to put a structured fundraising plan together for the City.

Brian said staff also recommended that.

In response to a question from T. J. Brooker, Brian said RSA will be releasing the bid documents for both types of construction (traditional and Myrtha) and will include all the options, i.e. spa, deck side restroom, kiddie pool, pool tie downs, etc. Once we receive the bids the Council could then decide what options could be left out for future installation.

T. J. Brooker said hiring a consultant would be money well spent. He is not in favor of omitting the pool tie downs. He felt it was a small price to pay to ensure we won't need to replace the pool. This option should be factored into the cost.

Sandra Larson said the pool committee would welcome any outside fundraising source the City would provide.

**MOTION: T. J. Brooker made a motion to approve Robertson/Sherwood Architects release the pool construction bid documents. Marion seconded the motion which passed with a vote of 4-0.**

In response to a question from Mayor Hobart-Hardin, Brian said staff would like the Council to direct staff to approve staff researching other City pool funding options within the City's budget.

In response to questions from Sandra Larson, Brian said the pool bids are valid for 90 days. Also, the Council would need to decide if we should begin construction with or without all the funds.

Ric said we would need to decide in late fall whether or not to proceed with releasing the construction contract if we don't have 100% of the pool funds. The current time line to close the advertising on August 15<sup>th</sup> would make September 3, 2009 the earliest bid date. This is only a three week bid period and we may receive complaints from bidders that the time period for bid submittals was too short. If so, we should extend the bidding period another two weeks.

T. J. Brooker understood why we should move quickly, however, he would prefer the bids be as detailed as possible so the Council can make a thorough decision.

Ric said the timeline would allow RSA a full week of evaluation prior to making a recommendation to the Council on September 14, 2009 or at the very least at the September 28, 2009 Council meeting.

Carl Sherwood agreed.

It was the consensus of the Council that staff should research other pool funding options within the City's budget.

(2) Code Update Process

Brian said the August 3, 2009 Planning Commission was well attended with area residents who were concerned about the proposed code updates. The meeting consisted of two public hearings; one on the Comprehensive Plan, Comprehensive Plan Map and Zoning Map Amendments and the other on the Land Development Ordinance and Land Division Ordinance. The Planning Commission felt there were enough changes to warrant holding the record open for 14 days to accept additional public comment on the Comprehensive Plan and they held the public hearing open until September 8, 2009 on the Land Development Ordinance and Land Division Ordinance. Staff is hopeful the Commission will make a recommendation to the Council for adoption of the code updates.

In response to a question from Marion Esty, Brian said the gallery was full but by the time the staff report on the Comprehensive Plan updates was concluded, many people left before the public hearing comment session was opened. Roughly four to five people spoke during both public hearing comment sessions. Others left once they realized they did not live in the effected area.

c. CITY ADMINISTRATOR.....RIC INGHAM

(1) Lane Transit District Inter-Governmental Agreement

Ric provided the Council with a draft Inter-Governmental Agreement (IGA) prepared by Lane Transit District (LTD). It spells out the roles and responsibilities of the City and LTD. The Park N Ride facility was made possible by a \$656,000 grant from Connect Oregon II through the Oregon Department of Transportation. Total project costs will be \$820,000 with the City and LTD matching 10% or \$82,000 each. LTD will purchase the property for the Park N Ride site and upon completion of the acquisition, will transfer title of the property to the City. At that time the City will be fully responsible for site maintenance. City Counsel has reviewed the draft IGA. Staff is requesting the

Council to direct staff to proceed with finalizing the contract for Mayor Hobart-Hardin's signature.

**MOTION: T. J. Brooker made a motion to approve Mayor Hobart-Hardin sign the IGA with Lane Transit District. Marion Esty seconded the motion which passed with a vote of 4-0.**

**5. OTHER**

Ric said the Request for Proposals (RFP) for a Water and Wastewater Utility Rate & SDC Analysis update closed July 29, 2009. Staff is reviewing the proposals and expects to complete the evaluation process and award the contract by August 14. Because the August 24, 2009 Council meeting has been cancelled, staff is requesting the Council to approve Mayor Hobart-Hardin sign the contract prior to the September 14, 2009 Council meeting.

Brian said the received bids ranged from \$18,000 to \$35,000.

**MOTION: T. J. Brooker made a motion directing staff to review and rank the Request for Proposals (RFP) for a Water and Wastewater and Utility Rate & SDC Analysis update and to make a recommendation and authorize Mayor Hobart-Hardin in order to enter into a contract. Marion Esty seconded the motion which passed with a vote of 4-0.**

**6. ADJOURN**

Mayor Hobart-Hardin adjourned the City Council at 7:50 p.m.



Sharon Hobart-Hardin, Mayor

ATTEST:



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