

# Minutes of the Veneta City Council

## April 12, 2010

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

Others: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Jerri Moore, Finance Director; Brian Issa, Community Services Director; Zac Moody, Associate Planner; and Darci Henneman, Assistant City Recorder; Lorrie Daniels; Martha Curl; Donna Garner; Matt Lay; Brad Taylor and Mel Damewood

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Mayor 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.  
Sandra Larson seconded the motion.

**Vote:** Darrell Carman, aye; Mayor Hobart-Hardin, aye; Sandra Larson, aye; and T. J. Brooker, aye (Marion Esty not yet present).

The consent agenda as approved included Minutes for March 8, 2010 Work Session, Minutes for March 8, 2010, Minutes for March 22, 2010, Bills Paid for February/March, 2010, Bills Payable for March/April, 2010, and the 2010 Annual Liquor License Renewals.

### 3. DEPARTMENT REPORTS

#### a. FROM MAYOR/COUNCILORS

#### (1) Elmira High School 2010 Grad Night Committee Donation Request

Martha Curl spoke as the treasurer of the 2010 Grad Night Committee. They have raised \$9,714.55 of their \$12,500 goal. Transportation to Portland is included in the \$12,500 amount. Eighty percent of the seniors are attending the event. She estimates they will need an additional \$2,785 to meet their \$12,500 goal.

In response to questions from Sandra Larson, Ms. Curl said First Student Bus Transportation Services will be providing the transportation. First Student did not charge last year's graduating class for transportation but the Grad Night Committee "tipped" the driver. This year's committee has a verbal commitment from First Student but nothing in writing. Ms. Curl said even if First Student doesn't charge transportation costs the committee would need any remaining funds to purchase gifts for all the seniors.

Donna Garner said any funds remaining after all costs are paid stay in the account for the next graduating class.

Matthew Lay said he was the 2010 Mr. Falcon runner up. He said the 2010 Mr. Falcon contestants raised a record breaking \$21,000 for our community. The senior night is a way to give seniors a night of fun by staying out of trouble. He said 50% of the seniors participated in Mr. Falcon.

Marion Esty arrived at 7:05 p.m.

Darrell Carman was very impressed that 80% of the seniors are attending the grad night event.

In response to a question from T. J. Brooker, Jerri Moore said currently there is \$4,400 in the Zumwalt Discretionary Fund, none of which is spoken for.

**MOTION:** T. J. Brooker made a motion to approve a \$500 donation to the Elmira High School 2010 Grad Night committee. Darrell Carman seconded the motion which passed with a vote of 5-0.

(2) Child Abuse Prevention Month Proclamation  
Mayor Hobart-Hardin declared the month of April 2010 to be Child Abuse Prevention Month.

b. COUNCIL/COMMITTEE LIAISONS

T.J. Brooker said the Library Foundation Board met last week and still continues to fundraise. The Chatfield Room is nearly completed and the bay windows in the teen area have been framed in. He encouraged everyone to see the improvements done for what little funds they received. He said additional grant funding is available this year that was not previously available and things are beginning to improve.

Sandra Larson said the pool committee is gearing up for the pool grand opening. Pool committee meetings will return to City Hall. The last day for turning in a brick order is Thursday, April 15<sup>th</sup> and there will be another brick campaign some time in the future. She said fundraising efforts have improved and the committee is reasonably optimistic.

Mayor Hobart-Hardin said the Easter Egg Hunt was held on April 3, 2010 at Veneta Elementary was a huge success. Heather from Fern Ridge Community Library held story time in the gym which was a new event. Over 300 kids attended the Hunt. The Kiwanis, Rotary, Boy Scouts, and many other community members and entities assisted with the Hunt.

Earth Day will be April 24<sup>th</sup> at the Bolton Hill Sports Complex (TSP fields on Bolton Hill). There will be 11 vendors with booths and hopefully many volunteers will attend and will all receive a free lunch and tree sapling.

Mayor Hobart-Hardin attended the Mayor's meeting which focused on the Lane Area Commission on Transportation. They are finalizing their bylaws which should be coming to the Council for review and support before they are voted on by the Lane County Board of Commissioners. She said this has been an arduous process.

Darrell Carman had nothing to add.

Marion Esty will be attending the Senior Services Advisory Committee meeting with LCOG tomorrow. She would like to update the Committee about the Senior Center Community Development Block grant (CDBG) application at that meeting. She thanked Sheryl for calling the Census Bureau and getting them to drop off a box of forms at City Hall for those residents who have post office boxes. The Census Bureau will not deliver the Census forms to a post office box. Sheryl was told a box of forms was at Ray's Food Place which was placed in a very obscure place in the video rental department of the store. Marion missed the last Fern Ridge School District Board meeting because it was her birthday. She will be attending the next meeting.

In response to a question from Joan Mariner, Marion said the post office doesn't want to deal with the Census forms and that's why they don't have them there.

Sheryl said Census signs were posted at the post office and the library to tell people where they could find blank Census forms.

Mayor Hobart Hardin said delivery of the census forms to post office boxes has been an issue for several rural communities because residents with post office boxes don't receive their forms. Oregon has spearheaded the effort to notify federal agencies about the problem rural communities have with post office box holders not being counted.

**4. STAFF REPORTS**

- a. COMMUNITY SERVICES DIRECTOR.....BRIAN ISSA  
(1) Wastewater SDC Update

The consulting firm of FCS has completed the new methodology and calculations for the updated sewer SDC and those results have previously been presented to the Council. The new SDC methodology is a cost per unit for eligible future improvements, resulting in an SDC of \$4,754 per unit versus the current rate of \$3,250 per unit.

Brian said FCS provided two methods for calculating an SDC methodology. The Meter Equivalent (ME) option represents the easiest methodology to administer as no SDC calculations are necessary unless a new meter is being installed. The Drainage Fixture Unit (DFU) option is more complicated and works very well but is more administrative work.

Staff would like to discuss with the Council the pros and cons of both the Meter Equivalent and Drainage Fixture Unit methods. FCS has completed the SDC methodology using both the ME and DFU calculations. It should be noted that regardless of the methodology the recommended SDC for a single family dwelling does not change from the \$4,754. Staff is requesting Council direction regarding the Council's preferred SDC methodology.

Mayor Hobart-Hardin felt the DFU methodology seemed more equitable to residents and using this methodology would encourage economic development in our community and would be more beneficial to commercial businesses.

Brian said the ME methodology hits new construction harder by taking the burden off the turnover. Commercial meters are used for industrial uses and costs rise steeply for commercial meters.

In response to a question from Marion Esty, Brian said any new development would be charged for the maximum potential output for their meter.

In response to a question from Darrell Carman, Brian said all DFUs are listed in the plumbing code. If the item is not listed the DFU would be calculated based on the drain size. The plumbing code uses the size of the pipe for the calculation.

In response to a question from T.J. Brooker, Brian isn't sure if two methodologies can be used for calculating SDCs.

T. J. Brooker said industrial areas would be all new construction but the downtown area would be a conversion. He felt new construction would be designed for larger meter size verses a commercial activity which would be a conversion of drainage units. It makes sense to split commercial verses industrial and new construction. He felt the DFU methodology makes more sense.

Brian said it changes a little because of the way they go from future projects and the future amount of money. The existing population is looked at and currently we look at existing meter equivalent and how many meters you need to meet future demand and then divide the total

future demand by the number of meters. By using the DFU methodology, the SDCs are reduced from \$4,750 to \$4,710.

Ric said homes being built in Applegate Landing are 1,200 to 1,300 sq ft. and would have the same size meter but larger homes of 4,500 to 5,000 sq. ft. would require larger meters. He suggested staff provide the entire report to the Council for further review.

In response to a question from Sandra Larson, Brian said the charge would change for single family residence if we adopt the DFU methodology.

Darrell Carman said the number of fixtures in a home is there for convenience but in commercial property they are required by code. A large residence with four or five bathrooms doesn't necessarily mean more people in the home.

Mayor Hobart-Hardin agreed that staff should provide to the Council more pros and cons on the methodologies. The Council needs more clarification before they can make a decision.

T.J. Brooker and Darrell Carman at this time are more in favor of the DFU methodology.

Brian said the ME methodology is easier to apply and use for staff.

After further discussion it was the consensus of the Council to direct staff to provide more information and the complete report from FCS before they make a decision.

## (2) Pool Update

Brian said March 31<sup>st</sup> was the last day to submit a brick order but orders have continued to come in. The pool budget still contains a negative change order of \$30,470 due to a credit from the pool anchors. Some of those funds will be used for electrical work that was not included in the drawings. The overall goal is to not spend the contingency funds. We have not received any donations from the large foundations but Siuslaw Bank made a donation and there has been a great response from local businesses. Total brick sales and donations are just over \$55,000.

Stacy Cornelius will be the pool manager and staff advertised for life guards positions. The new pool will require around 20 new lifeguards. They will need lifeguard training (offsite) and first aid training is scheduled for April 23, 2010.

Payne Construction is due to wrap up mid May and representatives from the pool manufacturer will stay on to train pool staff and public works so everyone will be ready for opening day. Brian would like to discuss opening dates with the Council. Staff is suggesting a grand opening on Saturday, June 19<sup>th</sup>. Staff would like the Council to weigh in on an invitation only event held Friday, June 18<sup>th</sup> for donors, volunteers, and pool committee members. The pool committee will be discussing what kind of events to include in the grand opening day.

After a brief discussion it was the consensus of the Council to hold an invitational opening on Friday, June 18<sup>th</sup> and open the pool to the public on Saturday, June 19<sup>th</sup>. Pool staff and public works would familiarize themselves with pool operations, i.e., cash register, locker rooms, pool maintenance, and the high volume of swimmers; then in a week or so after the initial opening hold a grand opening with free swimming and other activities.

(3) Response to Request by Lane County Board of Commissioners

Staff received a letter from the Lane County Board of Commissioners, asking all municipal planning directors to bring long range planning projects to them as early as possible for co adoption.

In response to a question from T.J. Brooker, Brian said this is different from their wish list of needs and requirements.

Ric said in the last three to six months both Junction City and Florence have been before the Board of Commissioners on expanding their Urban Growth Boundary (UGB). The Board denied their requests saying they no longer follow the old adoption process. They want to be brought in on the first part of the projects, provide their opinion, the process would be initiated and then the projects would go back to the Board for final review. Ric said at this time we have nothing planned for the next 12 months that would require going to the Board of Commissioners.

After a brief discussion, it was the consensus of the Council that the City will not plan on going before the Lane County Board of Commissioners based on the fact that the City does not have any large projects that would need to go before the Lane County Board of Commissioners in the next 12 months.

b. CITY RECORDER.....SHERYL HACKETT  
(1) CTR Rate Increase Proposal

County Transfer & Recycling (CTR) proposed a 3.9% rate increase for residential and commercial services to Veneta residents. This is the first increase since January 2008. They have also added a new waste removal fee for disposal of computers and similar equipment.

In an effort to meet the DEQ's recovery rate goals and improve the City's opportunity to recycle, CTR is requesting the cost of additional carts no longer be discounted. The lack of discount encourages affected customers to eliminate extra waste and recycle more. To increase recycling opportunities, they also requested the City pass an ordinance requiring multi-family dwellings of more than five units to provide recycling services.

Staff is requesting the Council direct staff to bring back a resolution with the new rates to become effective May 1, 2010 and direct staff to prepare an ordinance requiring multi-family dwellings of five or more units have recycling pads incorporated into the development plans.

In response to questions from Darrell Carman, Scott Johnson of CTR said they were able to co-mingle recycling products (fiber/cardboard and metal markets) in 2008 and receive a .70 cent rebate per customer. Oregon DEQ still requires CTR to pick up and segregate those products even though the market has since deteriorated and those rebates went away. The cost of segregating recycling materials is included in the rate increase.

Mayor Hobart-Hardin appreciated the residential rate comparison table and felt the proposed rate increase is comparable with other companies.

In response to a question from T. J. Brooker, Sheryl asked for a motion directing staff to prepare a resolution outlining the proposed rate increase, and for staff to begin drafting an ordinance for a multi-family recycling requirement for the next Council meeting.

**MOTION:** T. J. Brooker made a motion directing staff to prepare a resolution outlining the proposed rate increase and an ordinance to address the multi-family recycling requirement. Marion Esty seconded the motion which passed with a vote of 5-0.

- c. CITY ADMINISTRATOR.....RIC INGHAM  
(1) EWEB/Veneta Wholesale Supplier Agreement

Ric provided the Council with a copy of the water supply agreement that is required in order for the City to proceed in purchasing wholesale water from the Eugene Water and Electric Board (EWEB). There were some changes to the agreement since the Council packets were delivered to the Council. The agreement was signed by EWEB on April 5, 2010. The initial rate information prepared in January 2010 was also provided.

USDA Rural Development (RD) has also received a draft copy of the agreement. They are requesting a copy of the executed agreement so they can complete the final step of the application process. RD needs to see that a surplus agreement is in place. Staff is hopeful to hear from RD by mid May.

Ric provided a quick update to the Council on the USDA-RD grant status. He said Brian continues to work with the RD staff in Corvallis. The first part of March RD started receiving more projects than they had funding for. The Portland RD staff will make a determination if our project is approved and at what funding level. Currently, any grants/loans will no longer be bundled and sent to Washington DC as grants/loan packages. The City is out of the running for USDA-RD top grants. RD may still put together a nice funding package for the project. Many things have changed from what we've been told over the last six months. Staff continued to be aggressive in completing the engineering, environmental, and biological reports based on what we thought the funding package was going to be. The public notice on the environmental assessment was published in the Register Guard on April 7, 2010. Comments are to be received no later than May 7, 2010. Staff has not received any written comments to date.

To prevent any future potential challenge, EWEB would like to use the agreement to start a judicious process to determine that they have standing to deliver water.

Ken Jones also attended the Council meeting to provide additional information to the Council.

In response to questions from Mayor Hobart-Hardin, Ric said this is a non-firm surplus water agreement between EWEB and Veneta. A firm surplus agreement is an agreement between EWEB and their existing wholesale water customers. A non-firm surplus water agreement is the agreement EWEB has with the City of Veneta. The difference between the two types of agreements is if EWEB begins a curtailment they would be required to meet their firm customers' needs first. Veneta would maintain supply and production in case EWEB curtails flow to Veneta.

Ric said the City adopted a Water Management and Conservation Plan in 2004 but it's due for an update.

In response to a question from T.J. Brooker, Ric said the agreement refers to the City limits of Eugene, once the water lines leaves Eugene city limits, the water belongs to the City of Veneta and we are not allowed to sell or distribute any water along the line. Brad Taylor of EWEB said previously EWEB has sold wholesale water to the Santa Clara and

River Road Water Districts; Willamette Water Company near Goshen; and Oakway and Bethel Water Districts. Hillcrest Water Districts are within the urban growth boundary and have either been captured in EWEB's or Springfield Utility District (SUB).

In response to a question from Darrell Carman, Ric said the 24" pipeline has a life expectancy of nearly 100 years. The lease terms are set for 10 year renewals after the initial 40 year lease.

In response to a question from Mayor Hobart-Hardin, Ric said a 40 year agreement was selected because most funding packages are offered for 40 years.

Mayor Hobart-Hardin felt the agreement was very thorough. She was very supportive of the project and said there are no guarantees with drilling wells or trying to obtain water rights. The pipeline would secure our future water needs and she is hopeful it will come to fruition.

Ric said EWEB needs to get through their validation process. Hopefully by mid May we will hear from RD regarding what grant packages are available and if we have a green light to move forward. At that point we should know what kind of rate we will be charged and what we should charge. He said there's a lot of uncertainty because it's really up to the USDA RD at this point.

**MOTION: T. J. Brooker made a motion to approve Mayor Hobart-Hardin sign the Surplus Water Agreement with EWEB. Darrell Carman seconded the motion which passed with a vote of 5-0.**

(2) Contract for City Newsletter

Ric provided a proposal from Ephraim Payne to provide services for writing, editing and the lay out for a monthly newsletter for the City of Veneta. The proposal described the process for collecting story ideas to submitting the final newsletter to be inserted in the City's utility bills. This agreement would be for a six month trial period at a cost of approximately \$200 per month with printing and insertion costs of \$60 per month. No additional postage would be required. Staff is requesting the Council authorize the City Administrator to enter into an agreement with Mr. Payne for the purpose of completing a monthly newsletter for the City.

**MOTION: Darrell Carman made a motion to approve the City Administrator enter into an agreement with Ephraim Payne to provide a monthly newsletter for the City of Veneta. Sandra Larson seconded the motion which passed with a vote of 5-0.**

5. OTHER

Ric said Ken Jones has been working on several things regarding the W. Broadway project. Among those, he has been negotiating with the railroad attorneys. He should have final documents by Friday, April 16, 2010.

Mayor Hobart-Hardin temporarily adjourned the Veneta City Council at 8:53 p.m. and moved to the Veneta Urban Renewal Agency meeting. Mayor Hobart-Hardin adjourned the Urban Renewal Agency meeting and reopened the City Council meeting at 9:44 p.m.

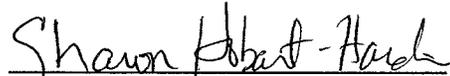
**MOTION:** T. J. Brooker made a motion to approve Mayor Hobart-Hardin sign the Lease Agreement with Mid-Lane Community Partnerships for the Fern Ridge Service Center. Marion Esty seconded the motion which passed with a vote of 5-0.

**MOTION:** Darrell Carman made a motion to approve Mayor Hobart-Hardin sign the Community Development Block Grant (CDBG) application. T. J. Brooker seconded the motion which passed with a vote of 5-0.

**MOTION:** Darrell Carman made a motion to direct staff to submit a letter to the Community Development Block Grant (CDBG) committing the City of Veneta to match funds for the CDBG grant application. T. J. Brooker seconded the motion which passed with a vote of 5-0.

**6. ADJOURN**

Mayor-Hobart-Hardin adjourned the Veneta City Council at 9:48 pm.

  
Sharon Hobart-Hardin, Mayor

ATTEST:



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