

Minutes of the Veneta City Council

September 13, 2010

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

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Brian Issa, Community Services Director; Kyle Schauer, Public Works Superintendent; Zac Moody, Assistant Planner; Darci Henneman, Assistant City Recorder; Laura Bowman, and Ann Frydendall

Mayor Hobart-Hardin called the Veneta City Council to order at 7:01 p.m.

1. PUBLIC COMMENT
None

Mayor Hobart-Hardin introduced Shauna Hartz the new Finance Director and welcomed her back to the City.

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 12, 2010; Bills Paid for July 2010; Bills Payable for August 2010; Public Works Activity Report for July and August 2010; Annual Liquor License Renewals; Liquor License for Veneta Lodge No. 2656 – Loyal Order of Moose (New); Temporary OLCC Liquor License for Harvest Festival; and Temporary OLCC Liquor License for Crazy Al's Anniversary Event.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

(1) **Resolution 1036 – A RESOLUTION ADOPTING PARK BOARD BYLAWS**

The Veneta Park Board approved becoming a Tree Board in order to comply with Tree City USA requirements. Language was added to the Park Board Bylaws to include the Tree City USA language. Resolution 1036 is required in order for the Council to approve the Park Board Bylaws including the Tree City USA language.

MOTION: T.J. Brooker made a motion to approve Resolution 1036. Marion Esty seconded the motion which passed with a vote of 4-0.

(2) Request from Saturn Consulting LLC for fee waiver and use of the Veneta Community Center (Women and Girls Group)

Laura Bowman, 24524 Suttle Rd., Elmira, OR

Ms. Bowman and Marie Pickett are local facilitators of the Girls Circle, a support group for adolescent girls that addresses the needs of girls by focusing on increasing connections, building strengths, and developing resiliency. Ms. Bowman is requesting the City Council waive the Community Center rental fee on Tuesday evenings from 7:00 p.m. to 8:00 p.m., from September 14 through

December 7.

Marie Pickett has been facilitating the Mother-Daughter Circle program over the last few months on a biweekly basis. Eight women and six girls participated in this support group which was designed to assist mothers and daughters to find common goals by communicating and listening to strengthen their relationships.

Darrell Carman arrived.

Ann Frydendall, 25258 East Bolton Rd., Veneta, OR

Ms. Frydendall said as a parent, the Mother-Daughter Circle has helped her relationship with her daughter, by giving her daughter more self esteem and building her confidence when speaking to others. The Mother-Daughter Circle has been a positive experience for her and her daughter.

In response to a question from Sandra Larson, Ms. Bowman said there is no charge to attend the sessions.

In response to a question from Mayor Hobart-Hardin, Ms. Frydendall said Marie Pickett first invited her and her daughter, Bailey to attend the meetings. Attendees agreed to bring a friend to the next meeting and since then attendance has grown. The upcoming Girls Circle has been advertised in the local newspaper.

In response to questions from Darrell Carman, Ms. Bowman said the Girls Circle is a non-profit agency comprised of all volunteers. She is not sure why Marie Pickett made the request to waive the rental fee using her business name of Saturn Consulting LLC.

Darrell Carman would rather waive the rental fee for a non-profit agency group rather than for a business.

Mayor Hobart-Hardin felt the Girls Circle program will provide a wonderful opportunity to the girls in our area.

MOTION: Sandra Larson made a motion to waive the Community Center rental fee from September 14, until December 7, 2010 for the Girls Circle Association. Darrell Carman seconded the motion which passed with a vote of 5-0.

- (3) Request for City to provide Certificate of Insurance for the Veneta Harvest Festival (September 25, 2010)

The Veneta Harvest Festival will be an event located in Downtown Veneta which has the potential to bring several hundred visitors from across Lane County as well as Highway 126 travelers. The City of Veneta Street Closure Permit requires any event within the City's right-of-way provide a certificate of insurance. The Harvest Festival committee is requesting the City provide a Certificate of Insurance for their event. The Harvest Festival is planned as a second of two fundraisers for the construction of the Fern Ridge Service Center. Two committee goals are to attract visitors and show community support for construction of the Service Center. Security will be provided Friday night as added protection to those who have setup early as well as protect rented items for

the festival. Security is provided by Advanced Security of Eugene from 9:00 p.m. Friday, September 24, 2010, to 7:00 a.m. Saturday, September 25, 2010.

In response to a question from Mayor Hobart-Hardin, Ric said there is no additional cost to the City to provide the Certificate of Insurance.

Zac said the Festival committee has also worked with Lane County Fire District No 1. to ensure access to emergency fire lanes for all emergency vehicles has been provided.

MOTION: T. J. Brooker made a motion to approve the City provides a Certificate of Insurance for the Veneta Harvest Festival. Sandra Larson seconded the motion which passed with a vote of 5-0.

- (4) Request for Rural Tourism Marketing Program (RTMP) Assistance for the Veneta Harvest Festival (September 25, 2010)

Zac is requesting on behalf of the Harvest Festival Committee, the City Council authorize an expenditure from the Rural Tourism Marketing Program (RTMP) of \$382.50 to cover half the cost of purchasing a 25' Harvest Festival banner at a total cost of \$765.00. The Harvest Festival Committee has spent many hours marketing the Festival by distributing 250 posters to other communities: Oakridge, Junction City, Harrisburg, Coburg, and Florence, as well as press releases to more than 30 local media outlets, and popular travel sites (Travel Lane County, Travel Oregon, and Oregon Country Trails) along with various other calendars and websites. The banner is the marketing tool that will reach local residents as well as potential participants for future Festivals.

In response to a question from Mayor Hobart-Hardin, Ric said there has been no funding requests made from the RTMP Tourism Promotion Fund of \$1,000.

In response to a question from Darrell Carman, Ric said the City receives about \$6,400 annually. There are four categories that previously the City has supported; sponsoring the Wings & Wine Festival, contracting with a third party to provide registration services, the Fern Ridge Chamber of Commerce to provide visitor information, and the Tourism Promotion.

MOTION: T. J. Brooker made a motion to approve a \$382.50 allocation from the Rural Tourism Marketing Program (RTMP) Fund to cover half the cost of a banner for the Veneta Harvest Festival. Marion Esty seconded the motion which passed with a vote of 5-0.

b. COUNCIL/COMMITTEE LIAISONS

Marion Esty said the Fern Ridge Community Library had a very successful day on Saturday, September 11th at which Mayor Hobart-Hardin cut the ribbon to open new areas in the library.

Darrell Carman said the Oregon Legislature will be present at the September 30th Lane Council of Governments (LCOG) meeting. He asked if anyone had questions they would like answered to please email them to him so he can take them to the meeting.

Mayor Hobart-Hardin would like to change the name of the "Veneta Park Board" to Veneta Parks Board". The Park Board will be supporting the upcoming Harvest Festival by having a booth at the festival and a scavenger hunt is planned for all City parks. The Park Board is very excited and hopeful the booth will be a way to educate residents about their local parks.

Mayor Hobart-Hardin also attended the mayors' conference in Cottage Grove and had an opportunity to talk with Matt Garrett, with ODOT. He called her when he returned to Salem and they had a great discussion on the Lane Area Commission on Transportation (LACT). A Town Hall meeting will be held tomorrow, September 14 in Cottage Grove where some legislators will be present to meet with local officials to discuss local priority items for the upcoming legislative session.

The August 25th skate boarding event sponsored by Neighbors 4 Responsible Growth and held at Territorial Skate Park was a huge success. Twenty-four youth participated in the event and the Kiwanis provided a barbecue. Ric and Mayor Hobart-Hardin also attended the September 11th Garden Club meeting. The Garden Club is looking into beautifying the four corners intersection at Territorial Rd. and Highway 126.

The Ford Family Leadership Foundation met in August. They are looking in to creating ways to get local non-profit agencies and public interest groups to work together. She also said she liked the new format used for Council agenda items.

Sandra Larson said the first day of school for the Fern Ridge School District was September 7th which went off smoothly. However, enrollment is down by an estimated 46 students from last year; meaning about \$300,000 less in the budget. District officials aren't sure why but enrollment numbers will be more precise the first part of October. Dr. Freidrich is the new superintendent. She said he's doing a great job and everyone is very happy.

4. STAFF REPORTS

- a. PUBLIC WORKS SUPERVISOR.....KYLE SCHAUER
 - (1) Re-certification of the City of Veneta's Drinking Water Protection Plan

The City's Drinking Water Protection Plan has been updated to conform to Department of Environmental Quality (DEQ) and Oregon Department of Human Services (DHS) requirements. The final draft of the document is being presented to the Council for their review with the intent of bringing the completed document back for adoption by the Council at the October 11, 2010 meeting. The Plan required updating to include Wells 10, 11, and 12. When Kyle met with DHS and DEQ both agencies indicated they are very satisfied with how the City crafted the updated Plan with both agencies basically signing off on the new Plan. The Plan requires updating every five years.

In response to questions from Mayor Hobart-Hardin, Kyle said he developed the School Education Program curriculum several years ago when a Veneta Elementary second grade teacher asked him to explain to the students how the City gets its water. He explained how groundwater works as well as conservation and how to protect our drinking water. Kyle said Kyle Roberts has completed the City's water conversation program. Staff is not sure how many private wells there are within the City limits but many of them are for irrigation only. The City continues to eliminate wells as development occurs.

In response to a question from T.J. Brooker, Kyle said a general condition of approval for development of property within the City limits, requires wells to be inspected and certified to meet current standards for irrigation only. If the wells do not meet those criteria they are decommissioned.

In response to a question from Sandra Larson, Kyle said City services are required for all development within City limits, if not; it is the property developer/owner's responsibility to pay to bring City services to the property prior to development.

b. FINANCE DIRECTOR.....SHAUNA HARTZ
(1) Finance Department Goals and Schedules

Shauna thanked the Council for the opportunity to come back to Veneta. She has been with the City for one month and provided the Council with an assessment of the work load and goals of the Finance team. Work has started on some of the goals.

Mayor Hobart-Hardin said she is confident the Finance team will accomplish all she has listed.

T. J. Brooker said the mission statement is very encouraging. The Finance team should serve the needs of the City as much as possible and it's nice to see things get back on tract. He appreciates the goals and is available to help out if necessary.

Sandra Larson was very impressed with a very organized and well thought out document.

(2) **Resolution 1037 – A RESOLUTION AUTHORIZING SIGNERS ON VARIOUS BANKING ACCOUNTS FOR THE CITY OF VENETA, AND REPEALING RESOLUTION 1031**

Resolution 1037 is required in order to to add Shauna Hartz as a signer on the City of Veneta bank accounts.

MOTION: T. J. Brooker made a motion to approve Resolution 1037. Darrell Carman seconded the motion which passed with a vote of 5-0.

c. COMMUNITY SERVICES DIRECTOR.....BRIAN ISSA
(1) Veneta Water Pipeline Update

Brian provided an update of recent developments related to the proposed water transmission pipeline between EWEB facilities in West Eugene and the Public Works yard on East Broadway in Veneta. City staff was contacted by USDA-Rural Development (USDA-RD) on July 27th and told that the City had been awarded funds but documents needed to be signed immediately to ensure the funds would be secured and not swept back into the national pool. Due to the August schedule, this item could not be brought before the Council until the September 13th Council meeting. This was unacceptable to USDA RD. City Administrator, Ric Ingham conferred with Mayor Hobart-Hardin who agreed that

securing the funding package was a top priority. The request for obligation of funds was signed by the Mayor on July 29. This action in no way obligates the City to move forward with this project and that significant hurdles remain to be resolved.

EWEB Validation Process

The entire project still hinges on EWEB having the authority to sell water to Veneta. The answer to that question is expected in late September but appeals could extend the process into late 2011. An independent research firm chose this topic for a phone survey of Eugene residents. Results from that survey indicated 63% of Eugene residents surveyed supported or strongly supported the pipeline and City staff and EWEB assumptions that the current opposition to the project is the work of a very small but vocal group and is not representative of the City of Eugene as a whole.

Project Financing

Financing will go far beyond simply using USDA funds. Additional financing requires interim financing to fund design and construction. USDA funds are not available until after the project is complete; nor will USDA provide backing for an interim loan until after design and engineering are completed. The City will have to find other means of funding the design; likely by borrowing money from other City funds within the budget. Interim financing of construction will then need to be secured to fund the project until it's complete and USDA funds are received.

Financing of the section of pipe within Eugene City limits

Because this section will be owned and operated by EWEB and can potentially serve other customers, USDA funds cannot be used. Veneta must find alternative sources of revenue to pay EWEB for design and construction of this section. Although the City could see future reimbursement as other customers connect, the City will need to fund the majority of construction costs up front. The project cost of this section is 1.3 to 1.6 million dollars.

USDA Grant/Loan Package

The current package is structured in a way that funds are only dispersed after the project is complete and loan funds must be exhausted before grant funds can kick in. The result is any reduction in project costs simply reduces the amount of grant funds to the City. Due to USDA software limitations, the 13 million dollars was separated into two loans. It is staff's hope that this will allow us to restructure the loan to use grant funds up front, thereby reducing the City's overall burden for the project.

In response to a question from Darrell Carman, Brian said there's a reimbursement component. However, much of the land adjacent to the section of pipeline in the Eugene City limits is considered wetlands, so the potential for development in that area is low. The City will not likely see any reimbursements any time soon.

In response to a question from Mayor Hobart-Hardin, Brian said the Eugene City Council could still proceed while the legal wrangling continues, Brian said yes.

Ric said it would come down to their attorney's opinion of whether the approval of our wholesale agreement would make the appeal process moot or not. There would be some question of whether or not they can use the appeal process

challenging the authority to have someone enter into this agreement while at the same time approving the agreement.

Brian said the current contract with EWEB is a vehicle for EWEB and the City of Eugene to work out.

After the Council packages were distributed, legal counsel recommended the Council make a motion to ratify the Mayor's signature on the Request for Obligation of Funds.

MOTION: Darrell Carman made a motion to ratify the Request for Obligation of Funds signed by Mayor Hobart-Hardin on July 29, 2010. Sandra Larson seconded the motion which passed with a vote of 5-0.

(2) City Website Update

Brian said the City has been working with Lane Council of Governments (LCOG) on an update to the City's website. It was decided to "scrap" the structure of the old site and start over. Brian pulled up the City's website with the laptop and the projector to provide the Council with an overview of the new website. The cost of the website update was \$8,200.

Ric said there is a page for pictures and biography's of elected official. He asked the Council to provide staff with this information for posting on the website.

In response to a question from Mayor Hobart-Hardin, Brian said he's received positive feedback from residents and staff. He said Theron at LCOG did a great job of listening to staff and translating the information to the new website.

d. CITY ADMINISTRATOR.....RIC INGHAM

(1) **Resolution No. 999 - A RESOLUTION REQUESTING LANE COUNTY TO SURRENDER PORTIONS OF BOLTON HILL ROAD, COUNTY ROAD NO. 1183 WITHIN THE LIMITS OF THE CITY OF VENETA PURSUANT TO INTERGOVERNMENTAL AGREEMENT BETWEEN LANE COUNTY AND THE CITY OF VENETA DATED JULY 30, 2007**

Ric said it's been about a year since the Bolton Hill Road improvements were completed. City staff wanted to postpone acceptance of that road until a few items were ironed out with Lane County and reviewed by legal counsel which most have been addressed. Lane County will surrender just the section of Bolton Hill Rd. that has been improved. Resolution 999 is required in order for the City to accept that portion of the road.

MOTION: Sandra Larson made a motion to approve Resolution 999. Darrell Carman seconded the motion which passed with a vote of 5-0.

(2) Work Plan

Ric reviewed the 2010-2011 Fiscal Year Work Plan with the Council with the highest priority projects and timelines.

Water is a major priority. The pipeline project has eight or nine sub-activities and many of those are crucial for us to proceed and accept the grant package. The

deadline for accepting City Engineer RFP was September 1, 2010. Twelve RFP's were received. Staff is completing their review and is hopeful to interview in the next week or so. When Mayor Hobart-Hardin met with Matt Garrett, State Director of Oregon Department of Transportation (ODOT), at the mayor's conference, he confirmed with her that he would use an administrative maneuver to allocate the funds for beginning a Highway Facility plan for Highway 126. All efforts with United Front and state legislators have paid off. It was suggested to wait until the Lane Area Commission on Transportation (LACT) was formed and/or go before the Lane County Board of Commissioners but the Transportation Commission and ODOT staff didn't want to do either one of those and found a way to administratively allocate the funds. The RFP has gone out to design consultants and we're hoping work will begin on the Facility Plan the end of this calendar year. 1.5 million dollars has been allocated and hopefully that's enough to get through the facility planning and start of a NEPA process. The LACT wasn't expected to see anything happen until 2011. This is really good news for our area.

Shauna and the City auditor are planning on getting the audit done this calendar year without requesting an extension.

Mayor Hobart-Hardin said the pool was a rousing success. She received a lot of positive feedback from area residents.

Ric said staff felt the pool had a positive effect on the water conservation program this summer. Staff noticed less sprinklers and water toys in yards. The pool phase II fundraising has been left out of this work plan. Staff felt City fundraising efforts should concentrate on the Service Center. Staff felt it's more productive to concentrate on one fundraising effort at a time.

Brian said the bricks will be shipped and installed over the next month or so.

Ric asked the Council if they would like to do some kind of dedication this fall as part of the bricks being installed.

Two things that staff wanted to accomplish but were unable to, were to get all employees to agree on a new health care plan and still hold costs down. The other is completion of a compensation survey. It's been three to four years since we had a compensation survey completed. It probably won't change things but the management team thought staff should have an idea of what the current environment is.

A preliminary discussion has taken place with about 10 wineries in the area that don't have their own tasting rooms. Staff is looking at working with the Chamber of Commerce to provide a "Winery without Walls" where wineries could use the Chamber facilities as a regional visitor and wine tasting center.

Ric asked the Council if they had any questions.

In response to a question from T.J. Brooker, Ric felt anything the City can do to provide additional information about City activities should be done. Staff felt the newsletter was instrumental in the water conservation program. He felt the program may not have had the success it did if the newsletter were not provided. Many people don't subscribe to the paper. Additionally, the newsletter was a

valuable tool in getting the word out to residence about summer programs like water conservation and pool activities.

Mayor Hobart-Hardin said the newsletter is a great vehicle to get information to our residents. The newsletter is specific to City information and issues.

Darrell Carman said the dye pills in the water bills was an affirmative action step that shows the City is moving in a positive direction and is serious about water conservation.

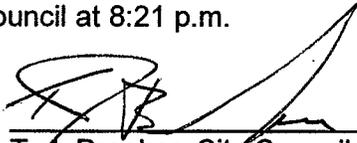
Ric said the actual cost of the newsletter is minimal. Two additional pages of front and back printing do not increase mailing costs. The inserts are automated and run about 2 ½ cents per page. Paper, printing and inserts run the City about \$50 per month.

Brian said we're actually spending less now by outsourcing the billing and eliminating double mailings for city sponsored events, i.e., City wide clean up, Easter egg hunt, pool information, etc.

5. **OTHER**
None

6. **ADJOURN**

Mayor Hobart-Hardin adjourned the Veneta City Council at 8:21 p.m.



T. J. Brooker, City Council President

ATTEST: 

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