Minutes of the Veneta City Council
October 11, 2010

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

Absent: Marion Esty and Darrell Carman

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Brian Issa, Community Services Director; Sheryl Hackett, City Recorder; Zac Moody, Assistant Planner; Darci Henneman, Assistant City Recorder; Karen Bucher, and Brittany Boothe

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

1. PUBLIC COMMENT

Karen Bucher, 24780 Dunham Ave., Veneta, OR

Ms. Bucher heard about the recent address changes to some residents in the Dunham Loop area. She was contacted several months ago by a City staff member who indicated at the time that emergency responders may have trouble responding to an emergency at her home because her address is not in consecutive order with her neighbors. She was concerned because she wasn't notified that her address would be changed by the adoption of Ordinance 498.

Mayor Hobart-Hardin indicated the addressing ordinance is on the agenda and Sheryl will address Ms. Bucher's questions at that time.

Sheryl said she telephoned Ms. Bucher several months ago and explained to her that when she spoke with Lane Council of Governments (LCOG) and the local 911 officials they indicated emergency responders may have difficulty locating Ms. Bucher's home in an emergency. In that phone conversation both Sheryl and Ms. Bucker confirmed that Ms. Bucher did not have issue with her address changing.

Ms. Bucher said her husband is concerned about having to change their address but did not phone Sheryl to voice his concerns.

Sheryl explained the proposed Ordinance will establish a policy for changing addresses. Before any changes take place property owners will be notified.

Ric said adoption of the ordinance will allow the Council to change the affected addresses after following a public process including a notice and an opportunity for residents to respond.

Sheryl said if the Council found it was in the public's best interest to change addresses, the Council could do so even if the affected residents objected. However, affected residents will have an opportunity to appeal the decision.

Ms. Bucher felt in the past there hasn't been a lot of foresight in planning. This issue should have been dealt with when Dunham Avenue was created. There are addressing problems throughout the City and not just with Dunham Avenue/Loop. She used to receive courtesy letters from the City informing residents of changes that may affect them. She doesn't get anything like that anymore.

Ric assured Ms. Bucher the ordinance requires that she be notified of any address changes.

Brittany Boothe, 24781 Dunham Ave., Veneta, OR
Ms. Boothe said she was under the impression that this address change would affect her but after speaking with Sheryl earlier today she now understands that once the ordinance is approved then she will have the opportunity to voice her concerns. She realizes the burden to folks who will be required to change their address. Her address will not change until Dunham Avenue continues west. She asked the Council to consider the financial burden put on residents who will be required to change their address.

2. CONSENT AGENDA

MOTION: T. J. Brooker made a motion to approve the consent agenda as presented. Sandra Larson seconded the motion which passed with a vote of 3-0

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

The consent agenda as approved included Minutes for September 27, 2010; Accounts Payable through October 5, 2010, and the Public Works Activity Report for September 2010.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

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(1) **RESOLUTION NO 1038** - A RESOLUTION IN SUPPORT OF FERN RIDGE SCHOOL DISTRICT NO. 28J BALLOT MEASURE 20-179 FOR CAPITAL CONSTRUCTION AND IMPROVEMENTS

At the September 27th Council meeting Fern Ridge School District 28J Superintendent Dennis Friedrich and Business Manager Olivia Myers Buch spoke to the Council about Ballot Measure 20-179 and the School District's desire to place the measure on the November 2nd ballot. To show the City's support of ballot measure 20-179, the Council can approve Resolution 1038.

MOTION: Sandra Larson made a motion to approve Resolution 1038 in support of Fern Ridge School District and Ballot Measure 20-179. T. J. Brooker seconded the motion which passed with a vote of 3-0.

b. COUNCIL/COMMITTEE LIAISONS

Sandra Larson said the School District held an executive session after their last meeting in order to accept the resignation of Doug Kartub. In response to a question from Ric, Sandra Larson said Mr. Kartub was the principal at Elmira Elementary and he will be on administrative leave until the end of 2010 with his resignation effective January 1, 2011. Ongoing goals were also discussed.

Mayor Hobart-Hardin provided an update on the formation of Lane Area Commission on Transportation (LACT). She attended an Oregon Transportation Commission session in Salem. A follow up meeting with the Lane County Board of Commissioners (BOC) and mayors was held to find some common ground. As a result the BOC accepted the revised LACT Bylaws which will soon be adopted by BOC. One of those changes was that LACT will select and appoint a six member citizen committee. That number has now changed to 10 citizen members some of whom will come from certain areas around Lane County. A group of five will review the appointments for the first year and bring them back to LACT for final approval. The BOC is asking City Councils to readopt the Bylaws

prior to November 9th when they will be presented to the Oregon Transportation Commission for adoption. Mayor Hobart-Hardin requested the bylaws be placed on the October 25th Council agenda.

On October 21st the Economic Development Group is holding an event at Sarver Winery in conjunction with the Fern Ridge Chamber of Commerce. This is a new program to assist entrepreneuring enterprises. Mayor Hobart-Hardin said this program has merit because funding and assistance will be provided for businesses just getting started as well as current businesses. Sarver Winery is located at 25600 Mayola Lane, Eugene and the event starts at 6:00 p.m.

The Park Board met on October 6th. The Park Board booth at the Harvest Festival was a huge success. A local resident who won the basket raffled was thrilled. Twenty-seven people participated in the scavenger hunt. The Park Board is planning on holding a scavenger hunt at the Earth Day celebration and the Park Board is participating in the light parade.

In response to a question from T. J. Brooker, Mayor Hobart-Hardin said each jurisdiction will have one vote.

4. STAFF REPORTS

a. CITY RECORDER.....SHERYL HACKETT

(1) **ORDINANCE NO. 498** – AN ORDINANCE ESTABLISHING PROVISIONS GOVERNING THE NAMING OF STREETS AND ADDRESSING BUILDINGS. For First Reading by Title Only.

Sheryl thanked Ms. Bucher and Ms. Boothe for attending tonight's meeting to provide their input. At the September 27th meeting the City Council reviewed a draft ordinance that would formally adopt the City's current policies regarding the naming of streets and addressing of buildings and grant authority to the City to make changes if it is deemed to be in the public interest. The Council directed staff to finalize Ordinance 498 based on the changes discussed at that meeting and bring it back to the Council for first reading by title only.

The Ordinance presented tonight includes the minor changes the Council suggested at the September 27th meeting and the typographical changes made by legal counsel. In addition, Sheryl recommended several minor changes approved by legal counsel to clarify the ordinance, the main one being to change references to "Public Works Director" to "City Administrator or his designee". The minor amendments will be added prior to second reading and final enactment.

The ordinance will not change the addresses but establishes a procedure the City will follow to initiate an address change. Under certain circumstances the City could initiate a change without a resident's consent. However, the City is required to provide notice to the residents of the proposed change prior to the change being made. Residents who receive the notice have the opportunity to make comment and appeal the decision. Appeals would go before the Council.

Staff recommended the Council approve Ordinance 498 for first reading by title only.

MOTION: **T. J. Brooker made a motion to approve Ordinance 498 as amended for first reading by title only. Sandra Larson seconded the motion which passed with a vote of 3-0.**

Ordinance 498 was read into the record for first reading by title only.

b. FINANCE DIRECTOR.....SHAUNA HARTZ

(1) **RESOLUTION NO. 1039** – A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK EXHIBIT "A" OF RESOLUTION 953

Resolution 1039 is required in order to correct an agreed upon amendment by the City Administrator and employees, that was inadvertently omitted from the amending Resolution 1007 approved in July 2009. Staff is recommending the Council approve Resolution 1039 changing administrative leave for Management and Professional/Supervisory employees hired after August 15, 2010 from eight hours per month to six hours per month.

MOTION: **T. J. Brooker made a motion to approve Resolution 1039 as presented. Sandra Larson seconded the motion which passed with a vote of 3-0.**

c. COMMUNITY SERVICES DIRECTOR.....BRIAN ISSA

(1) 2010 Pool Season Recap

Brian said he was hoping to get the capital construction information in this packet. He will provide a full report soon.

Brian reviewed his recap of the 2010 pool season including summaries of revenues and expense, usership and staffing statistics. The 2010 pool was operated seven days a week (except holidays) from June 18 to September 3, a total of 79 days. This time frame was consistent with previous seasons.

Staff made several recommendations to the Council for next season, including but not limited to: 1) Increase concession revenue, i.e., vending machines, food cart. 2) Set funds aside in the pool budget for future repairs, i.e., inevitable mechanical issues and facility repairs. 3) Revisit the family swim/aerobics conflict; explore limiting entry to kids with accompanying adults or carving out aerobics only pool time. 4) Create a handout that relates the fiscal reality of the pool and answers the most common questions related to operating seasonally and the potential for a covered facility. 5) Add a suggestion box in the pool lobby. 6) Continue to seek out community members that would champion the development of a park and recreation district. The 2010 pool recap was provided as information only and does not require action from the Council.

T. J. Brooker suggested extending pool hours for classes only.

In response to a question from T. J. Brooker, Brian said the $1,000 janitorial budget was an estimate only and was not based on significant data.

The Council thanked Brian for a very thorough report.

In response to a comment from Mayor Hobart-Hardin that some residents have concerns about how the bricks look, Brian said a number of things were tried before the bricks were laid. Public Works ordered separate bricks to use for a

border and spacing between the brick markers but they (the brick markers) were a non-standard size and differed slightly in color. Also when Payne Construction poured the hole for the placement of the brick markers, it wasn't square so the Public Works crew was not able to place a border around the brick markers. Chris from Public Works did an excellent job of pouring the concrete to set the brick markers in.

Ric said the grout used between the brick markers will lighten over the next few days making the brick markers easier to read. He indicated that many people coming to City Hall made positive comments about the brick markers.

Brian asked the Council for suggestions on how to notify brick donors that the bricks have been installed and/or if the City should have some kind of ceremony at the pool.

After a brief discussion, it was the consensus of the Council to include this information in the monthly newsletter and to send a letter to all the donors letting them know the bricks have been installed. Joan Mariner said she would include something in the Fern Ridge Review.

In response to a question from Ric, Brian said fitness lessons and rentals pay for themselves.

(2) Selection of New City Engineer(s)

Weber Elliott Engineers PC has been the City's engineer of record for more than a decade. Due to internal conflicts, that firm recently split and Jerry Elliott is no longer with the firm. Staff felt this was an opportunity to solicit proposals for engineering services in an effort to ensure that the City is getting both the right expertise and the best possible value. In response to a Request for Proposals (RFP) that went out in August, the City received 12 responses from a variety of firms. Ric, Brian and Kyle reviewed the proposals according to a predetermined set of criteria. Based on the evaluation results, staff chose to interview three firms, Branch Engineering (Eugene), Civil West (Coos Bay), and Murray Smith & Associates (Springfield).

After reviewing references, staff determined that both Branch and Civil West had individual strengths that would meet the City's engineering needs. Branch had a strong civil and transportation background, in-house surveying crew, comparatively low hourly rates and is a local company. Civil West has a strong background in water/wastewater design including design of a Bioilac sewer treatment plant similar to the City's. They also have a longstanding relationship with the Automation Group (TAG) who currently provides communications and programming services for our automated processes. Branch and Civil West are also co-engineers for the City of Lowell.

Mayor Hobart-Hardin is hopeful that by using two engineering firms the City can expand its potential and provide a higher quality of service.

Brian said two individual contracts were signed today with both firms. Branch will be the City's day to day "on –call" engineer.

In response to a question from Mayor Hobart-Hardin, Ric said the contracts were written to renew annually along with their hourly fee increase.

In response to a question from T. J. Brooker, Ric said one question staff asked the three firms interviewed is: when a mistake is made how would it be dealt with? Both firms indicated they would fix the design issues at minimal or no cost to the client.

MOTION: **T. J. Brooker made a motion to authorize the City Administrator to enter into year long agreements with Branch Engineering, Inc. and Civic West Engineering Services, Inc. Sandra Larson seconded the motion which passed with a vote of 3-0.**

d. CITY ADMINISTRATOR.....RIC INGHAM

(1) Regional Voice – Approval of Lane Council of Governments (LCOG) Legislative Concepts

Ric provided information from LCOG on how they would like to be a more active voice during the legislative process and act on behalf of the 12 municipalities, school districts, and fire districts. Local legislators have indicated they would like to hear from the municipalities what areas they would like the legislators to focus on. Ric said Darrell Carman can relay at the LCOG meeting what issues are most important to the Council. This is information only and requires no action at this time. Ric asked the Council to review the material in order to finalize three or four areas to pass on to LCOG for future discussion.

Mayor Hobart-Hardin is curious about the Town Hall meetings hosted by the League of Oregon Cities (LOC) and how consistent they are with LCOG. With both entities requesting local support how do their priority lists differ?

Ric said both sets of information will be provided to the Council for review. He is not sure that LCOG's "Regional Voice" program is interested in introducing the LOC items.

5. OTHER

Ric received a request from the Elmira Booster Club to sponsor a $100 tee sign for the 2010 Fun Fore Falcons Golf Tournament to be held at Diamond Woods Golf Course on Sunday, October 17, 2010. The Council sponsored the event last year for the same amount.

MOTION: **T. J. Brooker made a motioned to sponsor a tee sign for the 2010 Fun Fore Falcons Golf Tournament. Sandra Larson seconded the motion which passed with a vote of 3-0.**

Ric said the Fourth Street extension between Kelley's True Value and Yukon's has hit a snag. The City-owned two-bay garage behind Kelley's was built in the future sidewalk right-of-way. It's likely the building is not salvageable or could not be remodeled to meet the City's long term need. Kyle looked into getting someone local to remove and recycle the material but it was too big of a job. A demolishing company agreed to tear down and remove the debris for $3200. This cost will be paid with contingency funding under the West Broadway Redevelopment Project Fund. A consensus of the Council is needed to direct staff to move forward with the demolition. Ric said the West Broadway area will start to take shape once St. Vincent tears down the Poodle Creek Boys building and true redevelopment starts.

In response to questions from Sandra Larson, Ric said the $3200 includes removal of the concrete pad the building is sitting on. The problem developed year's ago when the City Council sold 10' of the right-of-way to Yukon's which never should have happened. Brian said it was not a survey error because the survey pin sits under the building foundation.

T J. Brooker said it's not worth trying to recover any revenue from the materials and authorized the removal of the building.

It was the consensus of the Council to direct staff to move forward with the demolition.

6. ADJOURN

Mayor Hobart-Hardin adjourned the Veneta City Council at 8:27p.m.

Sharon Hobart-Hardin

Sharon Hobart-Hardin, Mayor

ATTEST:

Darci Henneman

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