

# Minutes of the Veneta City Council

## November 8, 2010

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

Absent: Sandra Larson

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Sheryl Hackett, City Recorder; Brian Issa, Community Services Director; Zac Moody, Assistant Planner; Darci Henneman, Assistant City Recorder; Linda Boothe; Lavera Puchacz, Suzanne Tull-Stroup; and Joan Mariner

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

### 1. PUBLIC COMMENT

#### Linda Boothe, 25127 Hunter Road, Veneta, OR

Ms. Boothe attended the November 3<sup>rd</sup> Park Board meeting and was pleasantly surprised at the number of members in attendance and how many events they are involved in. She is concerned about the \$25,000 budgeted for improvements to Fern Park and felt that money could be spent more wisely on a park that gets more use and asked the Board to revisit the upgrade to Fern Park. She doesn't feel Fern Park should receive that expensive of an upgrade. She suggested refurbishing the existing play equipment and/or selling it to a school or church. She realized the grant is a great opportunity for the City. She suggested storing the equipment until a more suitable area is found. She asked if a Town Hall meeting would be held on the Bolton Hill Sports Complex Master Plan and asked what the status was of phase 2 of the pool upgrades (the pool cover and kiddy pool).

Mayor Hobart-Hardin removed item "4.a. (3) Ordinance 499" from the agenda due to changes that occurred. Ordinance 499 will be on the November 22<sup>nd</sup> agenda.

### 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; T. J. Brooker, aye.  
(Darrell Carman not present)

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

### 3. DEPARTMENT REPORTS

#### a. FROM MAYOR/COUNCILORS

##### (1) Introduction of Lane Branch of Branch Engineering, Inc.

Mr. Branch introduced himself. The City chose his firm to provide engineering services for the City. They have been the engineer of record for the City of Florence for about 20 years and provide identical services to the City of Lowell as those to the City of Veneta.

Mayor Hobart-Hardin thanked him for attending tonight's meeting and said the City looks forward to working with his firm.

b. COUNCIL/COMMITTEE LIAISONS

Mayor Hobart-Hardin said the Park Board has come a long way in the last year and has many new members and projects in the works. The Board has great momentum going and their enthusiasm is encouraging. The Board will enter a float in the Light Parade. A Willamalane Parks and Recreation employee spoke at the November 3<sup>rd</sup> meeting about additional activities that our Board could participate in, i.e., a concert in the park, battle of the bands, and movie night. If the City and Board chose to do this, Willamalane would provide the portable stage and movie screen at half price.

Darrell arrived at 7:10 p.m.

4. STAFF REPORTS

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

The intent of Brian's memo is to update the Council on recent developments related to a proposed water transmission pipeline from Eugene to Veneta and to lay out a basic roadmap including project milestones and important deadlines. Brian reviewed his memo with the Council and asked if they had any questions.

Due to the funding restraints, it is not advisable for the City to wait until the validation process is totally resolved. Instead staff would like to take the decision directly to the Eugene City Council to convince them that water sales to Veneta could be approved independent of the current litigation. Staff is hopeful to have a decision from the Eugene Council by the end of January. If EWEB is successful, the current contract with them would be valid. Otherwise, the contract approved by the City of Eugene would prevail. In the short term, approval from the Eugene Council will provide the City with enough surety to move forward with the design phase of the project while the case continues through the Court system.

Staff would like to move forward with Branch Engineering for preparation of an RFP for engineering of the pipeline project at an estimated cost of \$22,500 or approximately 2.25% of the estimated \$1,000,000 design costs. To take advantage of a favorable bidding climate, staff recommended the RFP be released in conjunction with the Eugene Council's decision.

Ric said we need to make sure the initial conditions from USDA Rural Development (RD) are included and followed in the RFP. Don Ganer with FCS is working on refining the rate numbers that the Council reviewed a few months ago. Ric asked the Council in addition to approving the Branch Engineering RFP contract to also commit to six specific meetings starting on November 22<sup>nd</sup>. Policy issues need to be discussed at that time and Don Ganer can work on the SDCs at the December 20<sup>th</sup> meeting. Staff would then package the findings and provide the Council with a final product the first meeting in January; a town hall meeting would be held on January 18, and a public hearing would take place at the fire station on January 25<sup>th</sup>, 2011.

In response to a question from Mayor Hobart-Hardin, Ric said the Eugene Council has scheduled four meetings to discuss the pipeline. A work session this week, a meeting in Mid-December, a public hearing in early January and then back to the Eugene Council on January 24<sup>th</sup>, 2011.

Marion Esty thanked staff for providing the information and timeline for the water pipeline.

Mayor Hobart-Hardin thanked staff and acknowledged the amount of time and effort staff put forth to pull this project together.

T. J. Brooker said four weeks isn't much time to get the rate analysis fine tuned. He felt the Council needs to work more on the rate analysis and he is concerned about the time frame and wondered if there's enough time to get to the authorization stage. He said the rates are on the high side and that concerns him.

Mayor Hobart-Hardin felt the rate analysis information provided in September was adequate and provided clarification of many issues.

Ric said a lot can take place before we actually implement that rate four years from now, but the Council needs to base their decision on the current rate estimate. We will have more information from the Eugene Council by the end of the month.

**MOTION: Darrell Carman made a motion to authorize Branch Engineering, Inc. to develop and administer an RFP for design and engineering of the Veneta-EWEB water pipeline for a cost not to exceed \$22,500. Marion Esty seconded the motion which passed with a vote of 4-0.**

(2) Planning Process - Bolton Hill Sports Complex Master Plan

The City budgeted funds in FY 2010-2011 for the creation of a master plan for the Bolton Hill Sports Complex (BHSC) which will likely include the design of the facility, improved parking, field improvements and other added amenities. The plan developed out of this master plan process will give the City, Park Board and the Territorial Sports Program (TSP) a roadmap that can be followed to develop the complex in an organized, efficient, and attractive manner. The goal is to have two or three members from the Park Board, three or four TSP representatives and staff members consisting of Zac, Brian, and R.A.R.E intern, Kyle Roberts to initiate the process in the next couple of weeks with the entire master plan completed by the end of January, 2011. A landscape architect will be hired and will aid in the facilitating of the committee's meetings as well as any public open houses. When completed the BHSC master plan could include: site survey; schematic drawings; drainage, electrical and irrigation plans; cost estimates; conceptual renderings; and identified phases of the plan. Staff is asking the Council to recommend the number of community members they would like to have on the committee

Mayor Hobart-Hardin is looking forward to this and felt a Council member should sit on the Committee as well. The outcome of BHSC Master Plan will have a huge impact on the community.

Ric said at this point the Council could direct staff to create the committee and a Council member could step in at any time.

In response to a comment from Darrell Carman that four TSP members may make the Committee somewhat one sided, Ric said the Council has the final decision. The grant stated the property will be held in perpetuity for youth and recreation facilities only. The two Park Board members on the Committee will be Barb Nelson and Gail Wilkie.

T J. Brooker volunteered to join the Committee as the City Council representative.

**MOTION: T. J. Brooker made a motion to approve the formation of the Bolton Hill Sports Complex Master Plan Committee. Marion Esty seconded the motion which passed with a vote of 4-0.**

- (3) **ORDINANCE 499** – AN ORDINANCE AMENDING THE VENETA COMPREHENSIVE PLAN MAP AS AMENDED BY ORDINANCE 416, SECTION 2, AMENDED BY ORDINANCE 491, SECTION 11 AND THE VENETA ZONING MAP AS ADOPTED BY THE VENETA LAND DEVELOPMENT ORDINANCE 494, ARTICLE 3, SECTION 3.04. First reading by title only.

As noted above, Ordinance 499 was removed from the agenda.

- (4) Pool Construction Recap

Brian provided a recap of budgeted and actual expenditures for the pool construction. Pool construction estimates were 2.5 to 2.6 million dollars. The final cost of all pool related activities was \$2,553,837.43. Construction came in under budget and the \$105,000 contingency went untouched. Initial change orders saved approximately \$46,000 of which \$41,000 was used leaving \$4,741 in savings on the total construction contract of \$2,112,500. Also not included in the pool construction budget was the cost to bring propane and electrical lines to the site.

Fundraising totaled \$83,651 which was about \$41,000 less than our most conservative estimate of \$125,000. Signage, supplies, computers, etc. which were considered "soft costs" and not included in Payne Construction Co.'s contract totaled \$284,000. Design and construction management costs totaled just over \$161,000.

The result is that the City will still need to make an inter-fund loan of \$95,186.43 which is \$29,813.57 less than previously estimated. A funding stream for repayment of this loan has yet to be identified. Possible revenue sources include park SDC's and general funds.

In response to a question from Mayor Hobart-Hardin, Brian said any SDC's used as an inter-fund loan would be from existing SDC's and not future SDCs.

In response to a question from T.J. Brooker, Ric said the first step will be for Shauna to bring the preliminary year end for 2009/10 to the Council. Once we feel that's solid, we can go back and confirm previous transfers were done correctly and reconfirm the balances in the accounts. At that point, staff will make a recommendation to the Council in the next few weeks to close out the pool fund with an inter-fund transfer or with SDCs.

- b. FINANCE DIRECTOR.....SHAUNA HARTZ
  - (1) 2009/10 Preliminary Year-end Budget Report

Shauna is still reviewing all year-end documents and journal entries. The auditor will be here next week. The report she provided to the Council tonight is a condensed report but she will provide a detailed report to those who wish to see it.

Mayor Hobart-Hardin noticed the lack of revenue in the planning and construction funds due to the economy. It's disappointing compare to what was anticipated. She suggested we continue grant writing efforts in the future.

In response to a question from T. J. Brooker, Ric said he would like to see the Inverse Condemnation fund zeroed out before the 10 year debt service has matured. Staff is encouraged to see the Ending Fund Balance where it's at. It was speculated it may fall below \$10,000,000.

Also Ric noted the City's taxation and value in property taxes were received. It's not terrible news but they're not great either.

- c. CITY ADMINISTRATOR.....RIC INGHAM  
(1) Approval of 2010/11 Rural Tourism Marketing Program Agreement (RTMP)

Annually the City of Veneta receives a proportional allocation of the transient room taxes collected in Lane County. To be awarded the funds we are required to provide a description of how the funds will be spent and how those expenditures fulfill the RTMP tourism criteria. Ric provided the Council with the County's RTMP Mission Statement and Project Criteria.

During the past several years the funds have been budgeted to support the Fern Ridge Wings & Wine Festival, operation of the Visitor Center by the Fern Ridge Chamber of Commerce and for small support grants for the promotion of local events and celebrations. RTMP proposed projects support the 2009 Council retreat goals as well as the 2010/11 staff work plan.

The Council is being asked to approve the Rural Tourism Marketing Program Agreement with Lane County in the amount of \$7,143.55.

**MOTION: Darrell Carman made a motion to approve Mayor Hobart-Hardin sign the 2010/11 Rural Tourism Marketing Agreement. Marion Esty seconded the motion which passed with a vote of 4-0.**

- (2) A request from the Fern Ridge Ministerial Group to utilize the Veneta Community Center for a Warming Shelter was made.

Junie Gangle of the Fern Ridge Faith Center and in partnership with members of St. Catherine's, Olivet Baptist, and several other churches in the Fern Ridge area, would like to provide a meal and a warm place for homeless to sleep when temperatures fall below 28 degrees. They are also working with the Egan Warming Center in Eugene who will provide volunteer training. St. Vincent will supply 50 cots and bedding and the local churches will provide everything else. She is asking the Council to approve the use of the Veneta Community Center as the warming shelter for approximately 22 to 30 nights this coming winter from December 1 to March 15<sup>th</sup>.

Mayor Hobart-Hardin said the City briefly talked about this last year but it was too late in the season to get a temporary warming center established. Also the Community Center is the only facility available for residents and is rented several nights every week. Providing supplies and security for a warming shelter are issues of concern for the Council. The City would need some kind of contract with the Egan Warming Center in order to provide the Community Center as a warming shelter.

Ms. Gangle is working on getting an agreement drafted and a base of 35 volunteers. Meteorologist Joseph Calbreath with KMTR News provides local warming shelters with a 72 hour weather alert if it looks like temperatures will drop below 28 degrees. If so, a 24 hour advance notice will go out that the shelters will open for that evening.

Volunteers will mobilize to get the shelters open and ready. She's not sure how to address scheduling conflicts.

Ric said we may have 20 evenings in December that the community center is reserved, five to six of which we cannot ask to move to a secondary site, i.e., SANTA to do sorting.

T. J. Brooker said there are some serious issues that need to be discussed. He cannot see the community center housing 40 to 60 people on cots, providing sufficient space for food service and a check-in station with security. Many issues need to be discussed before the City can determine if the community center is appropriate for this use including an outdoor pet area, liability coverage, and safety of the homeless and volunteers.

Ms. Gangle is confident volunteers will step forward. The initial orientation will train volunteers to work with the homeless. Valley United Methodist Church offered to move and store the bedding and cots back and forth to the community center. Organizers do not expect the City to provide any food and/or supplies. Ms. Gangle said last winter the Egan Center was open for 11 nights, from November 29<sup>th</sup> to March 31<sup>st</sup> and served about 500 people.

Darrell Carman said it is very admirable that members of our community are willing to take care of our homeless population. He personally believes these kinds of services should be provided by charitable organizations and not by municipalities. On that note, he's concerned about using a public facility.

In response, Ms. Gangle said many public facilities have been used as warming centers.

Ric said a lot of work needs to be done before the Fire Marshal gives final approval and the center can open.

Ms. Gangle said based on her experience, she has never had a family with kids show up at a warming center. There are specific shelters in Eugene and Springfield for families only. She suggested trying to provide transportation to get families to the proper shelter.

Ric said we can work through the agreement issues and get information from the Fire Marshal. November 22<sup>nd</sup> would be a good opportunity for Ms. Gangle to come back and ask the Council to sign the contract and confirm she has 28 to 35 volunteers committed to operate the warming center.

(2) 2011/12 Fern Ridge Chamber of Commerce Board of Directors Ballot

This item was removed from the agenda because the election took place last week.

**5. OTHER**

Ric said Territorial Road will be closed from Bolton Hill Rd. to Hunter Rd. on Thursday and Friday, November 11<sup>th</sup> and 12<sup>th</sup> due to the pipe bursting project being completed.

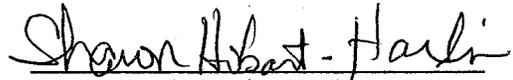
Mayor Hobart-Hardin asked Ric to attend the "Talking Transit" meeting tomorrow morning regarding Lane Transit District's (LTD) West 11<sup>th</sup> EmX. Congressman DeFazio will be there and hopefully Ric can talk with him about this and other activities in our community. It's

important that our residents support the extension of the West Eugene EmX as much as possible. The City will show their support of LTD and Eugene's 20 year Master Plan to build out West Eugene.

Ric also talked about the collaboration training the Ford Family Foundation held on October 30<sup>th</sup>. There will be additional training on December 11<sup>th</sup> to try to identify a successful collaboration that's taken place in the Fern Ridge area. Specifically the Wings and Wine Festival was chosen as an example of a collaborative effort between multiple partners. The group also asked the City and Broadway Events Center (BEC) to think about using these two entities as a collaborative example of what ingredients are needed to bring multiple partners together to form successful community events.

**6. ADJOURN**

Mayor Hobart-Hardin adjourned the Veneta City Council at 8:45 p.m.

  
Sharon Hobart-Hardin, Mayor

ATTEST:



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