

# Minutes of the Veneta City Council

## February 14, 2011

Present: Mayor Sharon Hobart-Hardin, Brittany Boothe, Thomas Cotter, Marion Esty, and Sandra Larson

Others: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Shauna Hartz, Finance Director; Brian Issa, Community Services Director; Darci Henneman, Assistant City Recorder; Gail Wilkie, Joan Mariner, Fern Ridge Review, and Linda Boothe

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Mayor Hobart-Hardin called the Veneta City Council to order at 7:02 p.m.

### 1. PUBLIC COMMENT

#### **Linda Boothe, 25127 Hunter Rd., Veneta, OR**

Ms. Boothe said there hasn't been a large public turn out on the Veneta Water Pipeline Project. She created a public survey which was inserted in 800 copies of the Fern Ridge Review. The survey is not statistically accurate but is another way to get public input. Four surveys were returned to her expressing appreciation for the City finding and providing a good water source to its residents but also expressed concern about how the City will pay for the pipeline. Some respondents asked that Councilors be more accessible to the public. Ms. Boothe suggested City staff time spent on the Service Center could be better used to find more funding options for the pipeline.

### 2. CONSENT AGENDA

**MOTION:** Thomas Cotter made a motion to approve the consent agenda as presented. Marion Esty seconded the motion.

**Vote:** Marion Esty, aye; Thomas Cotter, aye; Mayor Hobart-Hardin, aye; Sandra Larson, aye; and Brittany Boothe, aye.

The consent agenda as approved included Minutes for January 25, 2011, Accounts Paid through February 8, 2011, and the Public Works Activity Report for January 2011.

### 3. DEPARTMENT REPORTS

#### a. FROM MAYOR/COUNCILORS

##### (1) Appointment of City Council Liaisons

At the February 5, 2011 Goal Setting Session the Council agreed to the following liaison appointments: Mayor Hobart-Hardin will be the Council liaison to City staff, LACT and LCOG. Brittany Boothe will be the alternate liaison to the West Lane Cities Alliance and Fern Ridge School District 28J. Thomas Cotter will be the Council liaison to the West Lane Cities Alliance and the alternate liaison to LCOG. Marion Esty will be the Council liaison to Senior Services. Sandra Larson will be the Council liaison to the Fern Ridge School District 28J and to the Park Board.

##### (2) Tree City USA Arbor Day Proclamation

In 2010 the City of Veneta was designated a Tree City USA by the National Arbor Day Foundation. In order to continue with this designation an annual proclamation is required. Mayor Hobart-Hardin read the Arbor Day Proclamation and declared the fifth Friday in April (April 29<sup>th</sup>) as Arbor Day.

b. COUNCIL/COMMITTEE LIAISONS

- (1) 2011/12 Park Board Goals – Presented by Gail Wilkie, Park Board Chair  
Gail Wilkie provided a review of the 2010 Park Board accomplishments. She thanked city staff for the assistance they provide the Park Board and reviewed the two upcoming events the Park Board dedicates most of their time to. The annual Easter Egg Hunt attracts roughly 250 to 300 children every year and they expect attendance will be even higher this year. The Arbor/Earth Day event is scheduled for April 29<sup>th</sup> and 30<sup>th</sup> and had over 100 participants at last year's event. The Harvest Festival is a new event for the community and the Park Board will continue to participate in that event as well. Cathy Coulson-Keegan provided pictures of the Easter Egg Hunt, Earth/Arbor Day and the light parade.

Mayor Hobart-Hardin said the Park Board is a great group of volunteers that are very creative and show a lot of positive energy. They also are the hardest working Park Board she has had the opportunity to work with.

Sandra Larson said the School District is still considering a levy which they will discuss further at their upcoming work session.

Mayor Hobart-Hardin attended the February Park Board meeting as well as the most recent Mayor's meeting. She said there were new mayors in attendance from Junction City, Lowell and Springfield. They talked about how the LACT will proceed and what would come from the first meeting. She also attended the first LACT meeting since OTC approved the LACT bylaws. The Mayor of Creswell, Bob Hooker was elected LACT president and Eugene Mayor Kitty Piercy was elected Vice President. She has great hopes for what is possible for the entire area.

Marion Esty said she is the LCOG Senior Services liaison and recently attended an LCOG board meeting. She is also on the following committees: LCOG Long Term Care and Finance & Budget Planning; Fern Ridge Library Foundation; and Community Action Network (CAN). The next CAN meeting is Wednesday February 16<sup>th</sup> at 7:00 p.m. at the Lane County Fire District No. 1. They are looking at expanding their membership but members are required to be a graduate of the Ford Family Leadership class.

**4. STAFF REPORTS**

- a. COMMUNITY SERVICES DIRECTOR.....BRIAN ISSA
  - (1) Deliberation & Decision – Veneta Pipeline Project

After the Public Hearing held on January 25<sup>th</sup>, the City received a limited number of comments on the proposed pipeline and no written comments were submitted. Since that time the City offered a Request for Proposals (RFP) for the pipeline design which closed on January 31<sup>st</sup>. Murray Smith & Associates (MSA), the firm that drafted both the City's new Water Master Plan and the Preliminary Engineering Report (PER) for the pipeline submitted a proposal as did Balzhiser/Hubbard. After the City Engineer and staff reviewed the proposals, MSA was chosen as the most qualified firm and a full scope of work and price quote are being negotiated. A final design contract will likely be presented to the Council at the March 14<sup>th</sup> meeting.

The conditions of the USDA loan require additional certifications and other paperwork as we move forward with awarding a design contract. Staff is seeking approval from

the Council to continue working to meet all of the requirements and to keep the process moving forward.

In response to a question from Thomas Cotter, Brian said the USDA loan requires certifications that the water department workplace conforms to federal standards and is a drug free work environment.

In response to a question from Thomas Cotter, Ric said as they work through the process, staff will bring any additional paperwork required by USDA to the Council.

In response to a question from Brittany Boothe, Brian said Council authorization is required in order for staff to move on to the next phase of the project which is drafting the design contract. Staff will work with the City Engineer and Legal Counsel to put together a draft contract. Because federal funds are involved the contract will be voluminous.

Mayor Hobart-Hardin said this process will take about a year after which the project will move into the construction phase.

In response to a question from Brittany Boothe, Ric said usually the deliberation and discussion is held immediately after a Public Hearing. However, staff postponed the Council deliberation and discussion until tonight to give the Council an opportunity to ask about anything staff may not have previously addressed.

In response to a question from Brittany Boothe, Brian said in order to conform to the USDA grant funding requirements the City needs to move forward with the project. Staff will continue to look for options to lower the project costs. The most significant way of doing that is to take advantage of the current economic climate by getting the project out for bid as soon as possible.

**MOTION: Thomas Cotter made a motion to direct staff to implement the next phase of the Veneta Water Pipeline Project. Brittany Boothe seconded the motion which passed with a vote of 5-0.**

b. FINANCE DIRECTOR.....SHAUNA HARTZ

(1) Review of Budget Calendar

Shauna provided a draft Budget Calendar to the Council. She will finalize the calendar if the May 3<sup>rd</sup> and May 17<sup>th</sup> dates will work for the Council.

The Council confirmed they had no scheduling conflicts with the dates provided in the calendar and directed Shauna to finalize the Budget Calendar.

In response to a question from Sandra Larson, Shauna said she has received two Budget Committee applications but she expects another two or three applications to come in by the deadline of Friday, February 18<sup>th</sup>.

(2) Proposed Amendment to City's Deferred Compensation Program

(a) **Resolution No. 1044** – A RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN

Shauna said the City established a deferred compensation program several years ago and currently two carriers are offered for deferring compensation.

Resolution 1044 is required in order to offer City employees a third option which was established by the Oregon Investment Council (OIC) and commonly referred to as the Oregon Savings Growth Plan (OSGP). This plan is administered through the Public Employees Retirement Board and has a low administrative cost plus the investments are actively managed.

**MOTION: Sandra Larson made a motion to adopt Resolution 1044 expanding the City's deferred compensation program to include the Oregon Savings Growth Plan. Thomas Cotter seconded the motion which passed with a vote of 5-0.**

At 7:35 p.m. Mayor Hobart-Hardin temporarily adjourned the City Council meeting and opened the Urban Renewal Agency. At 7:58 p.m. Mayor Hobart-Hardin closed the Urban Renewal Agency meeting, reopened the Veneta City Council meeting, and immediately moved the Veneta City Council into executive session.

**5. EXECUTIVE SESSION**

- a. ORS 192.660(2) (d) – Real Estate Negotiations

After making no decisions Mayor Hobart-Hardin closed the Executive Session at 8:25 p.m. and called the regular City Council meeting back to order.

**6. OTHER**

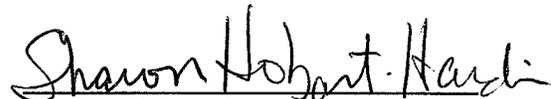
Zac said staff has been working on the chicken ordinance.

Sheryl said a revised animal ordinance will be on the next Council agenda.

Ric said he should be receiving a draft of the 2011 Goal Setting session from the facilitator. Once staff has an opportunity to work through it, it should be on the March 14<sup>th</sup> Council agenda.

**7. ADJOURN**

Mayor Hobart-Hardin adjourned the Veneta City Council at 8:26 p.m.

  
Sharon Hobart-Hardin, Mayor

ATTEST:



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