

Minutes of the Veneta City Council

June 27, 2011

Present: Mayor Sharon Hobart-Hardin, Brittany Boothe, Thomas Cotter, Marion Esty, and Sandra Larson
Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Darci Henneman, Assistant City Recorder; June Gangle; and Joan Mariner, Fern Ridge Review

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

1. PUBLIC COMMENT

None

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.

The consent agenda as approved included Minutes for June 13, 2011, Accounts Payable through June 21, 2011, and the Civic Calendar for July 2011.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

(1) Law Enforcement Update, Sgt. Osborne
Sgt. Osborne could not make tonight's meeting.

(2) Fern Ridge Warming Center 2010-2011 Summary
Junie Gangle provided the Council with an activity summary for the Fern Ridge Warming Center (FRWC) held at the Veneta Community Center. The site was open from December 31st to March 31st. There were five activations during that time and the center was open for a total of 30 nights and served 30 people total. The average night had 7 to 10 visitors each night and averaged 13 volunteers per night. The volunteer base consisted of 44 volunteers, 25 of which served a minimum of 10 nights each. The primary goal of the FRWC was to provide people with a warm place to sleep, but many guests also received food and hot beverages, referrals to social service agencies, and access to coats, blankets, sleeping bags and personal hygiene supplies.

Junie said St. Vincent DePaul and the Egan Warming Center would like to list Veneta as a warming center site on their website. She thanked all the volunteers including the churches. It was a community effort with a lot of entities providing services and donations.

Mayor Hobart-Hardin thanked Junie for providing a very helpful report and for spearheading the warming center program. She was surprised that more people didn't take advantage of the warming center.

Brittany Boothe thanked Junie for bringing this service to our community. She and Will found volunteering very rewarding. She learned a lot about the culture of those she helped. She would like to volunteer again.

In response to a question from Sandra Larson, Junie said there was mention of families living in cars and busses but no families utilized the facility. If there are future warming centers in Veneta she would like to spend some time working on getting the word out to families.

Junie said 11% of the guests listed themselves as veterans on the required intake form but some guests chose to not include some information.

Junie said Valley United Methodist Church is working on their basement where the warming center supplies were stored. Herb and Michelle Vloedman, owners of Fern Ridge Self-Storage offered to store the warming center supplies over the summer months.

Junie is having a barbeque on Thursday, August 18th as a thank you to everyone involved with the center and to also start planning for the next season. She would like to start the volunteer training and orientations in October.

b. COUNCIL/COMMITTEE LIAISONS

Marion Esty said she will be attending the Tuesday, June 28th Library Foundation Board meeting.

Mayor Hobart-Hardin attended the Lane Council of Government's (LCOG) budget meeting held at the EWEB communications center. They had a full house and the meeting's primary focus was funding for senior and disables services. She said the budget vote was a best guess scenario because they didn't have solid funding figures to go on. There was a split vote and the budget narrowly passed bringing forth the implementation plan to address the delegates of the LCOG board. There was a spirited discussion on who best uses the LCOG services. She also said that LCOG will be adopting a communication plan which still needs some work.

Sandra Larson attended the last school board meeting and things are winding down now that school is out for the summer. She said Superintendent Dennis Friedrich conducts testing for the Talented and Gifted (TAG) Program where a second grader was tested at 99.9% only missing one question. There are many talented and gifted youth in our community and they should not be forgotten. They need special services as well as many others. Linda Boothe reported to the Board on the Rotary Club Literary Project (Rock Solid) where they distributed books to 125 students with Clifford the Big Red Dog. There was a break-in at Veneta Elementary and some computer equipment was stolen. After the 8th Grade Science Team (The POD People) gave their presentation to the City Council at the June 13th meeting, they traveled to Washington D.C. to compete at a national level where they came in 1st place. The 6th Grade Science Team (the Rescuers) was runner-up.

Brittany Boothe was happy to be a part of the Rock Solid event and the students were excited to receive their books.

4. STAFF REPORTS

a. FINANCE DIRECTOR.....SHAUNA HARTZ

(1) **Resolution No. 1062** – A RESOLUTION TRANSFERRING APPROPRIATIONS FOR THE 2010-2011 FISCAL YEAR

Shauna said Resolution 1062 is routine in order to make sure we avoid over expenditures including the accrued interest to the end of the year. The transfer to capital outlay in the street fund is to cover unbudgeted computer network expenses.

In response to a question from Mayor Hobart-Hardin, these transfers were from the Contingency appropriation.

MOTION: Thomas Cotter made a motion to approve Resolution 1062 approving an appropriations transfer for the FY 2010-2011. Marion Esty seconded the motion which passed with a vote of 5-0.

(2) **Resolution No. 1063 – A RESOLUTION SETTING FORTH CORRECTIVE MEASURES FOR OVER-EXPENDITURES IN THE 2009-2010 FISCAL YEAR**

Shauna said the City received a letter from the State of Oregon Audit Division which referenced a few items that needed attention on the 09-10 audit report. Some schedules were in the wrong place and a few minor adjustments are required. The City Auditor will address these issues in a letter. Resolution 1063 addresses the over expenditures in FY 09-10. Normally staff does a monthly review of the expenditure reports and takes action to correct any anticipated over expenditures or unplanned expenditures before year end. Shauna said Resolution 1063 should have been submitted with the audit report.

In response to a question from Mayor Hobart-Hardin, Shauna said she reviews the expenditure reports monthly and in late May or early June she prepares the resolutions to address any action needed.

MOTION: Thomas Cotter made a motion to approve Resolution 1063 setting forth corrective measures for over-expenditures in FY2009-2010. Brittany Boothe seconded the motion which passed with a vote of 5-0.

b. CITY ADMINISTRATOR.....RIC INGHAM

(1) Public Safety Contract with Lane County Sheriff's Office

Ric said based on direction from the Council, staff is in the process of making significant modifications to the annual agreement but they are not likely to be completed and executed before the current contract expires. It was the mutual decision of Tom Turner of the Lane County Sheriff's Office (LCSO) and Ric to renew the existing agreement until the modified agreements could be finalized in July or August.

The modified contract will still provide for four FTE deputies but those positions will be modified to include a Community Resource officer working with students in our parks and schools, a resident deputy who will live in our community to hopefully build better relationships with residents, and two traffic patrol officers.

In response to questions from Thomas Cotter, Ric said he didn't think about including the modification language in the current contract. If things had gone as planned there would be two contracts with one supplying the Community Resource Officer and Resident Deputy and the second contract would be for the two FTE patrols. Time ran short so it was a gentlemen's agreement that the City and LCSO would sign the existing contact with the intent to modify it over the next few months.

In response to a question from Mayor Hobart-Hardin, Thomas Cotter is concerned because the contract doesn't have a modification clause or any reference to future contract modifications.

Ric said Sheriff Turner will be here Wednesday night to answer questions and try to improve upon the services the contract has provided in the past. The Public Safety forum will be at City Hall on Wednesday, June 29th at 6:30 p.m.

MOTION: Thomas Cotter made a motion to approve the 2011-12 public safety agreements with the Lane County Sheriff's Office as presented. Sandra Larson seconded the motion which passed with a vote of 5-0.

2) 2011-2012 Work plan

Ric said the proposed 2011-2012 work plan provided in the Council packets needs to be updated. However, because the computers at City Hall were down, changes recommended by Mayor Hobart-Hardin were not included. Staff will make those changes and provide an update at the next council meeting. Ric reviewed all sections of the Work Plan and their priorities with the Council and asked if they had any questions.

Mayor Hobart-Hardin said Highway 126 is also a huge project and the City should address this issue now in order to be successful in other areas. She said the City should focus on the water pipeline and Highway 126.

In response to a question from Brittany Boothe, Ric said staff received word that our CDBG application had some deficiencies. It is very complicated process. The City has always tried to combine the food pantry with the senior services project but CDBG doesn't like it. On top of that our application has a local non profit (Mid-Lane Community Chest) listed as the umbrella organization for the new Service Center but they don't deliver services that are eligible for CDBG funds. Staff worked through how to explain that. The LCOG meal programs (Meals on Wheels and the dining hall program) is funded through the Older American's Act. Those federal funds specify the serving of 60 and older including their companions and escorts. Our application got kicked back because CDGB funds can only go for those folks 60 and older period. Companions and escorts also need to be 60 years or older in order to be served. We have a federal funding source saying that these folks have to be served and our projects and capital construction folks say we're not giving you any funding unless it's absolutely 60 and older. All of LCOG's policies and procedure manuals state they are in compliance with the Older American's Act and our application is incomplete.

In response to a question from Brittany Boothe, Ric said he is meeting with the LCOG folks tomorrow and staff has 15 days to correct the deficiencies. He and Zac will go to Salem to work with the CDBG program director to make the modifications to the application.

In response to a question from Sandra Larson, Ric said the Highway 126 Facility Plan was created after the Council asked staff to be more aggressive when looking for funding option for improvements. Staff worked with the Lane County Board of Commissioners and then got the Highway 126 project included in the United Front effort. At that point Congressman DeFazio said this is important and directed ODOT to come up with \$125,000 to create a Facility Plan. That Plan will include three to eight alternatives to address what the deficiencies are, what are the issues and how do we fix it. The Facility Plan will include the stretch of Highway 126 from Greenhill Rd., west to Huston Rd.

In response to a question from Thomas Cotter, Ric said River Bend hospital being so far away from the site was a deficiency for the St. Vincent DePaul senior low income housing project and not for the Senior Center.

Marion Esty and there's such diversity in the projects it's hard to know what's a priority.

Ric said all these projects take quite a bit of time and effort.

(3) City Administrator Evaluation Process

Mayor Hobart-Hardin firmly believes in evaluations because they provide an opportunity to talk and have a strong dialog on what the goals are and how to achieve them. The evaluation form has not changed but if the Council would like to suggest any changes to please let staff know, if not, please complete the evaluation form by July 18th in order to get the City Administrator's evaluation on the July 25th Council agenda.

In response to a question from Thomas Cotter, Mayor Hobart-Hardin said the Management Staff has not been included in the City Administrator evaluation process in the past. That decision is up to the Council.

Thomas Cotter felt it would be an advantage to the Council to include Management Staff in the evaluation process.

Sandra Larson agreed there are questions in the evaluation that she felt she couldn't answer.

Brittany Boothe also agreed because she hasn't had the privilege of working with Ric for a full year. As fairness to Ric, she felt her answers may not be constructive in the same way Management Staff's could be. She said this is a way to open the dialogue.

Marion Esty would like an opportunity for the Council to meet with Management Staff and review their evaluation forms.

After a brief discussion, it was consensus of the Council to include City Management Staff in the City Administrator evaluation process. All evaluators would use the same form.

Ric said the current evaluation form is geared toward elected officials. The 180 form is specific to Council members and management staff, and the 360 form includes public input. The evaluation process is held in executive session. However, the completed evaluation forms are public record. The new City Recorder/Human Resource & Risk Management Director would not be involved, but Kyle, Brian, and Shauna will be provided with an evaluation form.

In response to a question from Thomas Cotter, Ric said staff could develop some kind of tool for Councilors to gauge their own progress and evaluate themselves.

Mayor Hobart-Hardin agreed it would be a good idea to review how the Council works as a team and how they communicate. Does the Council achieve the goals they set out to accomplish and did the Council take the broader view of the community? This would provide some insight to our community on what the Council accomplishes.

Ric said the City struggles over the goal setting mechanism every two years. He suggested having the facilitator set up a Council goal evaluation process rather than the goal session in January 2013.

5. OTHER

League of Oregon Cities Conference – Early Bird Registration by July 31, 2011

Mayor Hobart-Hardin said registration forms will be mailed out by June 30th or Council members can register on line. This year's conference is September 29th to October 1st.

Ric said the Pubic Safety town hall meeting will be Wednesday, June 29th at 6:30 p.m. at City Hall. Lane County Sheriff, Tom Turner and Lane County District Attorney, Alex Gardner will provide a public

safety forum.

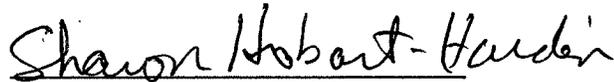
Shauna said the adopted budget pages were placed in Council mailboxes. She offered to update the Councilors' budget notebooks. Anyone wanting to accept the offer would need to bring their proposed budget binders to City Hall.

Ric said currently it's not likely there will be a July 11th Council meeting. A number of staff members will be out the Monday after Zumwalt and the Oregon Country Fair. He invited the new Council members to come to Zumwalt Campground to get a personal tour of the facilities and reminded the Council that volunteers are always needed at the campground registration table. The campground will operate from Thursday, July 7th through Sunday, July 10th.

In response to a question from Brittany Boothe, Ric said if two land use appeals come in by Wednesday, June 29th then there will be a meeting on the 11th.

6. ADJOURN

Mayor Hobart-Hardin adjourned the Veneta City Council at 8:15 p.m.


Sharon Hobart-Hardin, Mayor

ATTEST:


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