

# Minutes of the Veneta City Council

## November 21, 2011

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

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Brian Issa, Community Services Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Darci Henneman, Assistant City Recorder; and Sandie Smith, Elmira High School 2012 Grad Night Chair

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Mayor Hobart called the Veneta City Council to order at 6:59 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, aye; Sandra Larson, aye; and Brittany Boothe, aye.**

The consent agenda as approved included Minutes for October 10, 2011 and October 24, 2011, Accounts Payable through November 8, 2011, Council Directive Status Report and Public Works Activity Report for October 2011.

### 3. DEPARTMENT REPORTS

#### a. FROM MAYOR/COUNCILORS

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

(2) ART Inc/Imagination Zone Scholarship Carryover  
Ric said last year the Council approved a \$1500 donation; however, only \$250 of the \$1500 donation was used. ART, Inc. asked the Council if they would like the funds back or if ART, Inc. could keep them in trust for this year's activities.

Staff recommended a formal donation request letter be submitted for the \$250 which would bring the City's contribution towards 2012 scholarships for Imagination Zone up to \$1500.

Mayor Hobart said a formal letter of request for the additional \$250 should be presented to the Council in order to make this contribution.

It was the consensus of the Council to approve the request once a formal request letter has been submitted.

(3) Elmira High School 2012 Grad Night Committee Donation Request

Sandie Smith chair of the grad-night committee for the 2012 graduating class at Elmira High School requested a donation from the City Council for the graduation party. Sixty-seven out of 108 seniors voted for a dance and party after the graduation ceremonies. The committee is working on renting the River Bend Resort in Harrisburg where they will provide various activities and food. So far they have fundraised \$3,200 of their \$10,000 goal for this event.

Mayor Hobart said the City has supported grad night in the past. Keeping kids safe on graduation night is a priority for her and she proposed continuing the tradition of donating \$500 to assist with the event.

**MOTION: Thomas Cotter made a motion to contribute \$500 to the 2012 grad night fund. Marion Esty seconded the motion which passed with a vote of 5-0.**

b. COUNCIL/COMMITTEE LIAISONS

(1) 50<sup>th</sup> Anniversary Celebration

Sandy Larson and Brittany Boothe are Co-Chairing the Anniversary Celebration Committee and they would like approval from the Council to move forward with the prioritization of the activities and goals listed in the notes from the Committee's November 3<sup>rd</sup> meeting. The Committee agreed all the ideas are doable but only if they have the volunteers to see them through. She said the next meeting has been tentatively set for December 8<sup>th</sup>.

In response to a question from Mayor Hobart, Chris said there are 10 to 11 committee members outside City staff and Council who have shown a positive interest in the project.

In response to a question from Marion Esty, Mayor Hobart said in addition to the Library Foundation meeting on December 8<sup>th</sup> the light parade is also on the 8<sup>th</sup>, so it's probably not a good day for a meeting.

Sandra Larson agreed and said they will reschedule the meeting.

Brittany Boothe said many ideas have been filtered down to the list they provided as the most easily accomplished. She said attendance is good at the meetings but she wants to make sure that enthusiasm holds.

Mayor Hobart said her top priority for the Anniversary Celebration would be some kind of birthday party, but weather in June is unpredictable. She suggested a party in July instead. She liked the idea of a photographic exhibit, "A day in the life" exhibit, a historical exhibit, and/or a time capsule.

Marion Esty suggested asking residents to provide photos for a display.

Thomas Cotter said the committee is doing a great job and suggested they proceed however they would like.

Sandra Larson asked for direction from the Council on whether the Committee should fundraise for the event and/or just work with the existing budget.

Mayor Hobart said many social service organizations are currently fundraising, i.e., the Moose Lodge and the Library. She felt the Committee has taken on many tasks and shouldn't be burdened with fundraising for the event as well.

Marion Esty suggested a fundraiser like the library did when they sold shelves.

Sandra Larson thanked the Council and said the Committee would move forward.

Brittany Boothe said this is the fourth meeting of the 2011 Ford Family Foundation Leadership classes. Their group "Cohort 3" has identified a project. It will be to create artistic bike racks which will follow a nature/bird/Wings and Wine/Fern Ridge theme. There

are several samples of artistic bike racks in Eugene. The group plans to make four bike racks to be placed throughout the area: Crow, Elmira, Veneta, Noti and Lorane. The Cohort 3 will have a luncheon on December 10<sup>th</sup> at the Veneta Community Center and the public is welcome to attend.

Sandra Larson said the Park Board met on November 2<sup>nd</sup> and discussed the tree lighting ceremony scheduled for December 8<sup>th</sup>. It was decided that a live tree will be planted for future decorating but for the next few years a cut tree will be purchased and decorated. The tree lighting ceremony, Easter Egg Hunt, and Harvest Festival are three events the Park Board will participate in annually. They will also work with other organizations on a few other events held throughout the year.

Thomas Cotter attended the Lane Area Commission on Transportation (LACT) meeting. He said leaders and steering committee members were re-elected. They talked about working on combining all areas of transportation so they all have an equal say on what's going on rather than working separately. So far it has been working relatively smooth but unfortunately, there's not much funding for these programs.

Marion Esty said Senior Services is waiting until February when things get going again, which will give them time to decide where to focus their energy.

Mayor Hobart said she was asked by the Lane Council of Governments (LCOG) to serve on the committee to select an executive director to replace George Kloeppel. She asked the Council members if they had someone they would like to nominate for this position to let her know and she would pass it on.

#### 4. STAFF REPORTS

a. Finance Director.....Shauna Hartz

- (1) **Resolution No. 1070** – A RESOLUTION DECLARING CITY ITEMS AS SURPLUS PROPERTY AND INDICATING INTENT AND METHOD FOR DISPOSAL OF SUCH PROPERTY

Shauna said Resolution 1070 allows the Council to designate some office equipment as surplus property in order to dispose of it. The equipment consists of three old typewriters and printers. She will see if one of the schools would like the typewriters. If not, they will be disposed of.

**MOTION: Thomas Cotter made a motion to approve Resolution 1070. Brittany Boothe seconded the motion which passed with a vote of 5-0.**

b. Community Services Director.....Brian Issa

- (1) 2011 Pool Season Recap

Brian's recap of the 2011 pool season included summaries of revenues and expenses, usership and staffing statistics. The 2011 pool operated seven days a week (except holidays) from June 17<sup>th</sup> to September 2<sup>nd</sup> a total of 77 days. The pool did not operate on the July 4<sup>th</sup> holiday as past experience showed that usership during the holiday was far below average. This timeframe was consistent with previous seasons. Brian said staff costs were down but propane costs were up. Overall pool revenue was down by 10% with recreation, family swim and swim lessons accounting for the majority of revenue.

In response to a question from Thomas Cotter, Brian said it takes four or five days to get the pool up and running and because the pool is only heated during the season, operational costs are minimal during the off season.

Brian said attendance at the pool was down about 1,000 people from last year and the majority of users came from family season passes. Attendance at the aerobics classes was also down which may have been attributed to the weather.

Seventy-seven percent of the pool users were City residents. Some activity schedules were shifted to address a few complaints; lap swim sessions were added creating dual activities at the pool. Some thefts occurred; personal property was stolen even though signs were posted not to bring valuables to the pool. To address this concern, token operated lockers have been ordered and will be placed in the hall by the office. Several requests have been made about starting up a swim team. Staff is unsure how to go about this; how to fit it in the short swim season; how involved the City wants to be with a swimming team; should it be sponsored privately through a volunteer group or through the school district?

Staff would also like to find a way to offer concessions, possibly with vending machines, and work on finding more ways to get people to use the pool.

In response to questions from Mayor Hobart, Ric said the Kiwanis offered to have a food stand at the pool but they wanted Key Club members or other groups to help staff it. Also, if we turned all the concessions over to another vendor, it would mean lost revenue for the City. He said the City should try to recoup some of the cost for subsidizing the pool with City sponsored concessions. Ric suggested staff look into what kind of concessions other municipal pools have. We could contract with a vending machine supplier or purchase our own vending machines. Staff will work through this in stages over the next two to three years.

In response to a question from Mayor Hobart, Brian said 36 powder-coated steel lockers will be installed outside the family change rooms. It would be a significant cost to install lockers in the changing rooms.

Sandra Larson attended a session at the League of Oregon Cities Conference that dealt with concessions being a revenue draw for municipal pools.

In response to a question from Brittany Boothe, Brian said the first year the pool opened it sold goggles, swim diapers, and bottled water. This last year (the second year) only water was sold and it generated very little income.

Out-of-City use dropped to 23% from last year's 38%. Brian said our prices are consistent with other municipalities. Also, student swim admission prices are the same regardless of where you live, so Elmira students will pay the same as Veneta students.

## (2) Pipeline Update

Per direction from the Council, Brian reviewed all the pipeline documents that have been filed with USDA since June 2011. Also, the bond opinion from K & L Gates was received on September 22, 2011, the Army Corp. of Engineers Wetland Permit was received on October 5, 2011, the Department of State Lands DSL wetland permit is pending, and the City has received 30% design drawings from MSA. Upcoming events include continuing review and revision of the design drawings, finalizing permits from ODOT and Lane County, and finalize the wetland permit with DSL.

Brian also provided the Council with the letter received from attorney Sean Malone who represents Lane County Land Watch. The letter served as a 60 day notice of intent to sue the United States Department of Agriculture-Rural Development Agency (USDA-RA). Lane County Land Watch felt the Oregon Fish and Wildlife Service didn't do their due diligence to

ensure that federal funds are not being spent on a project that would endanger wildlife and flora and fauna. Brian will keep the Council updated.

In response to a question from Mayor Hobart, Ric said if we miss the USDA funding timeline the pipeline project would be dropped.

c. City Administrator.....Ric Ingham

- (1) Business Assistance Fund (BAF) Loan Committee Recommendation for Moose Lodge  
After reviewing the funding request presented at the October 24<sup>th</sup> Council meeting, the Council felt it had enough merit to review this application and appoint the loan committee. The Loan Committee was appointed by Mayor Hobart and included Jason Alansky of Siuslaw Bank, Tom Cotter, City Councilor and Ric Ingham, City Administrator. They reviewed the loan/grant application and determined that this project met the overall guidelines and program rules and recommended one loan for \$15,000 with four separate conditions. Ric reviewed the conditions outlined in his agenda item summary and recommended the Council approve the Loan Committee's recommendation to award \$15,000 to Moose Lodge #2656 with the conditions outlined.

**MOTION: Thomas Cotter made a motion to approve the Business Assistance Fund Loan Committee's recommendation for awarding \$15,000 to Moose Lodge #2656 with conditions as stipulated. Brittany Boothe seconded the motion which passed with a vote of 5-0.**

- (2) Approval of Funding Package for Larson Acquisition

In order to follow the City's procurement rules, staff solicited proposals from Key, Siuslaw and Citizens Bank as well as Wedbush Bank in order to secure the lowest costs for financing of the Larson property. One declined to respond and one requested that a loan application be completed and provide financials and past audits before they would respond.

City Procurement Rule E-6 allows the City to contract for the purpose of borrowing funds without competitive bidding regardless of the dollar amount. Staff decided to complete an informal bidding process by e-mail which was an adequate means to submit proposals.

Wedbush Bank and Siuslaw Bank provided enough information for staff to make a side-by-side comparison and staff provided the Council with both proposals. After reviewing both exempt and non-exempt rates from both banks it was staff's recommendation to pursue the funding package offered by Siuslaw Bank.

**MOTION: Thomas Cotter made a motion to accept the loan proposal from Siuslaw Bank for the purpose of securing funding for the Larson property acquisition. Marion Esty seconded the motion which passed with a vote of 5-0.**

- (3) Larson Property Acquisition

- a. Approval of Easement Agreement with Oregon Country Fair

As outlined in the September 26<sup>th</sup> agenda item summary, the City has agreed to purchase all 40 acres for \$435,000 plus absorb the property owners' incidental costs not-to-exceed \$10,000. Currently, those costs are estimated not to exceed \$5,000. Based on the September 26<sup>th</sup> meeting staff has executed a Sales and Earnest Money Agreement with the Larson's. The Oregon Country Fair (Fair) has agreed to purchase the non-agriculture 12.27 acres of the property for \$23,000 per acre. In addition, the Fair has agreed to purchase 18.58 acres of City owned property for \$1,500 per acre.

The Fair has been involved in all the discussions because of their desire to acquire additional riparian property as well as gain a more permanent access to a landlocked parcel referred to as the "Ball Fields".

In order to complete the acquisition of the property owned by Forrest and Barbara Larson two agreements need Council approval prior to the Mid-December closing date. Those agreements include a sale agreement between the City and the Fair and an agreement granting an easement to the Fair for a portion of the driveway being secured in the acquisition. Legal counsel has reviewed the documents and Ric is recommending the Council proceed with approving the two agreements separately.

In response to question from Mayor Hobart, Ric said the driveway access to the property from Territorial Rd. is not currently up to ODOT standards and Mr. Larson is required to bring that access to ODOT standards prior to the sale of the property.

**MOTION: Thomas Cotter made a motion to authorize approval of the Easement Agreement with the Oregon Country Fair and authorize the City Administrator to sign at closing. Marion Esty seconded the motion which passed with a vote of 5-0.**

b. Approval of Sale Agreement with Oregon Country Fair

**MOTION: Thomas Cotter made a motion to authorize approval of the Sales Agreement between the City and the Oregon Country Fair and authority the City Administrator to sign at closing. Marion Esty seconded the motion which passed with a vote of 5-0.**

## 5. OTHER

a. New Hire – Kay Bork

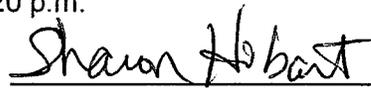
Staff went back through the pool of candidates after the first offer was made and declined. Staff reopened the job announcement and received an application from Kay Bork. Ms. Bork was offered the position and she accepted the offer. Her first day will be December 1, 2011.

Brian said staff will now be able to do a lot more in house comprehensive plan updates. In regards to not being awarded the DLCD Technical Assistance Grant, Brian said he worked with LCOG for assistance to put together a strong application and he's not sure what we can do to strengthen it. There are funds allocated this year and next year to contract it out through grant assistance, but with Kay on board we should be able to do a lot of the work in-house.

Ric asked Troup 359, a local Boy Scout troop working on the Citizenship in the Community Merit Badge to introduce themselves. Fin King, Shane Orme, Colton Baldry, Cody Rodgers and a few others.

## 6. ADJOURN

Mayor Hobart adjourned the Veneta City Council at 8:20 p.m.

  
Sharon Hobart, Mayor

ATTEST:

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