

Minutes of the Veneta City Council

October 8, 2012

Present: Sandra Larson, Brittany Boothe, Tim Brooker, Thomas Cotter, and Marion Esty

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Darci Henneman, Assistant City Recorder; and Michelle Ossowski, Fern Ridge Review

Mayor Sandra Larson 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; Sandra Larson, aye; Tim Brooker, aye; and Brittany Boothe, aye.

The consent agenda as approved included Minutes for September 10, 2012 Work Session, Minutes for September 24, 2012, Accounts Payable through October 2, 2012, Public Works Activity Report for September 2012, and the Third Quarter Code Enforcement Significant Activities Report.

3. DEPARTMENT REPORTS

a. From Mayor and City Councilors

Brittany Boothe said she attended the October 3rd Park Board meeting. She said the Park Board booth at the Harvest Festival was a huge success. Topics of discussion included resurrecting the Adopt a Park program and planning for the December 6th Light Parade. Brittany Boothe said the 3rd Cohorts successfully installed five of the seven bike racks; two of which are at the Fern Ridge Community Library and Our Daily Bread. She encouraged everyone to check the bike racks out.

In response to a question from Mayor Larson, Brittany Boothe said the other three are in Crow, Noti and Elmira. She said the bike rack concrete base was installed at the Hilltop Market in Elmira and the Fern Ridge Market in Alvadore. She said the bike racks will be installed at the markets once the concrete is cured and at King Estates in Crow tomorrow.

Marion Esty said the Fern Ridge Library District will host an Open House on Thursday, October 18th from 6:00 to 8:30 p.m. regarding the option levy (ballot number 20-204) in the November election. She encouraged everyone to attend.

Thomas Cotter attended his first LCOG meeting. He said it was very interesting. He said the new executive director Brenda Wilson has a handle on things and he felt she will do a good job in that position. He said one of the many services LCOG provides is staffing assistance to cities that don't have a staff person for specific areas, i.e., planners.

Mayor Larson said enrollment is up in our school district which is good, but unfortunately it also means a decrease in the windfall funding. Mayor Larson introduced Tom Laing and Victoria Hedenstrom who are running for the vacant city council positions. She said, Mr. Laing, Ms. Hedenstrom and she will be at the Village Table on Thursday, October 11th from 6:00 to 8:00 p.m. for a meet and greet.

4. STAFF REPORTS

a. City Recorder/HR and Risk Management Administrator.....Chris Workman

(1) Building Permit Fees - Public Hearing

- a. Mayor Larson opened the Public Hearing at 7:09 p.m.
- b. Declaration of Potential Conflict of Interest and Ex-Parte Contacts - None
- c. Staff Report – Chris Workman
Chris said Charlsie from the Building Department is attending tonight’s meeting. He said the City contracts with the Building Department to provide inspection services for the City. He said the last time the City adopted new building permit fees was in 2007 and since that time some changes have occurred along with new rules and regulations. Legal counsel made a few corrections in order to comply with Oregon Administrative Rules and statutes. Staff recommends the Council adopt Resolution 1105.
- d. Proponents - None
- e. Opponents - None
- f. Mayor Larson closed the Public Hearing at 7:14 p.m.
- g. Questions from the Council - None
- h. Decision on the Issue

(2) Resolution No. 1105 - A RESOLUTION ESTABLISHING BUILDING CODE FEES FOR THE CITY OF VENETA, AND REPEALING RESOLUTION 931

MOTION: Thomas Cotter made a motion to approve Resolution 1105 as written, adopting the building permit fees schedule for the City of Veneta and repealing Resolution 931. Marion Esty seconded the motion which passed with a vote of 5-0.

(3) Waste Collection RFP Update

Chris said corrections to the Request for Proposals (RFP) were made as advised by legal counsel. He said the deadline for proponent questions/solicitation protests passed on October 4th without a protest and that staff has been contacted by two people wanting to be listed as interested parties. He said the RFP process is on schedule; proposals are due on November 1, 2012.

In response to a question from Thomas Cotter, Chris said the RFP was published once in the Register Guard newspaper on September 27th but is not advertised on the League of Oregon Cities website. He said the RFP is also posted on the City’s website.

Brittany Boothe said the RFP is also posted on the City’s bulletin board at City Hall.

b. Community Development Director.....Kay Bork

(1) Awarding of Service Center Contract

Kay said staff is requesting the Council authorize the execution of the contract with Essex General Construction for the Fern Ridge Service Center (FRSC) which would allow the City to issue the Notice of Award and the Notice to Proceed. Staff has been working with Essex and the architect to reduce the overage on the project. Kay said staff, the architect and contractor were able to reduce the cost by \$235,000 which brought the total more in line with the estimate. Kay provided a list of those deductions to the Council. Staff issued the Notice of Intent to award on September 27th and the appeal period has passed with no responses received. Kay said once the Council gives authorization, staff will move forward with the contract. She said the next

step would be to meet with Essex and their subcontractors for a pre-construction meeting on October 18th and issue the notice to proceed. Construction may start the end of October. Kay said based on direction from legal counsel, the motion was modified which she read to the Council.

In response to a question from Brittany Boothe, Kay said the value engineering page has not been updated yet. She said a few very inexpensive items were added in and there's still a lot of work that needs to be done. The architect proposed changing the roofing materials from metal to shingles but he needs to confirm if changing the material will alter the pitch of the roof. Kay said there is a question if the roof will be warranted if this change is made.

Ric said the architect and contractor could break ground by the end of the month if the Council approves awarding the contract tonight. If the Council chose to table the discussion until the October 22nd meeting, the groundbreaking would be extended to mid-November. Some of the changes included windows but the architect said the difference is minimal. He said the soundproof partition and tract between the meal side and the secondary room were omitted from the plan which totaled \$21,000. Ric said all landscaping plans were omitted and the biggest hit was to furniture, furnishings, fixtures, etc. Ric said those items were subtracted and a few things were added back which will reduce the \$235,000 overage. He said a lot of work still needs to be done and we should start raising funds to get the kitchen equipped.

Kay said the kitchen will have a dishwasher, prep and cooking areas. The range area will eventually accommodate convection and warming ovens. She said most of the kitchen equipment will be installed. The steering committee agreed to include the items that would not be covered by grant funds and omit those items that a grant could cover at a later date.

MOTION: Thomas Cotter made a motion to direct staff to issue a Notice of Award, and execute all contract documents, notices, and other associated paperwork necessary to contract with Essex General Construction incorporating those value engineering measures identified by staff, subject to legal review, and to initiate construction of the Fern Ridge Service Center through issuance of a Notice to Proceed. Marion Esty seconded the motion which passed with a vote of 5-0.

c. Finance Director.....Shauna Hartz
(1) First Quarter Financials FY 2012-13

Shauna said the interest earned and bank charges were not included in the report because she had not received the bank statement prior to packets going out. She said normally the interest earned is about \$200 on the revenue side and that the bank charges vary. Shauna directed the Council to the first five funds that receive property taxes, with the exception of law enforcement fund, all of the fund balances have decreased through September because the City receives most of its property taxes in November and December. She said there were a few exceptions but most all of the expenditures are where they should be. She said the exception is the debt service because we make those payments annually or semiannually and budgeted transfers are at 100%. The Parks and Recreation and Zumwalt Funds are a little higher because most of these funds' expenses are in July.

In response to a question from Mayor Larson, Shauna said the administrative share was a grant payment to a nonprofit which she believed was to the Chamber of Commerce. She will confirm that and get back to the Council.

d. City Administrator.....Ric Ingham
(1) Questions From Councilors - None

5. OTHER

Ric reminded the Council that Cottage Grove rescheduled their City Hall Day for Thursday, October 18th. He said the Cottage Grove folks would like attendees to RSVP and he asked the Council to let staff know by October 10th if they would like to attend.

Ric said the City has yet to host a recognition party for Mayor Hobart. He said he would like to have a party at Our Daily Bread on Monday, October 29th which would be open to the public. He said the restaurant is normally closed on Mondays so this date will work in order to accommodate a large crowd. Ric asked the Councilors to check their calendars and get back to him if they have any conflicts on that date.

Tim Brooker said he may not be in town on the 29th.

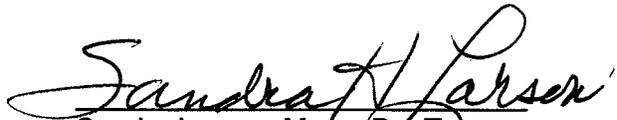
Marion Esty said she will be out of town on the 29th.

Ric said Mayor Hobart will be going to Lincoln City the first part of November and this date is best for her.

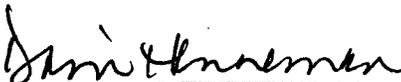
Shauna said the final field audit was scheduled for September 21st but the auditors were not quite ready. She said they will reschedule soon.

6. ADJOURN

Mayor Larson adjourned the Veneta City Council at 7:35 p.m.


Sandra Larson, Mayor (Pro Tem)

ATTEST:


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