

Minutes of the Veneta City Council

October 22, 2012

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

Absent: Marion Esty

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Kyle Schauer, Public Works 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. Tim Brooker seconded the motion.

Vote: Thomas Cotter, aye; Sandra Larson, aye; Tim Brooker, aye; and Brittany Boothe, aye.

The consent agenda as approved included Minutes for October 8, 2012, Accounts Payable through October 16, 2012, Civic Calendar for November, 2012, Council Directive Status Report, and the Light Parade and banner permit applications.

3. DEPARTMENT REPORTS

a. From Mayor and City Councilors

Mayor Larson said last Thursday twenty-plus grant writers from Oregon and Southwest Washington toured the Veneta area. Many community leaders and residents including the City participated in the tour. She said it was a very successful day and the grant writers were very impressed with the tour and the presentations and the notebooks that were provided. She said two high school students made a very impressive speech about their involvement in the community, their accomplishments and why they are involved in their community.

Ric said he received many accolades for the high school leadership class's involvement with preparing the demographic profile and putting the notebooks together.

Mayor Larson said one grant writer said the community's presentation would be a great model for other communities. She said the notebook can be altered to accommodate future grant applications and visitors to our community.

b. Council/Committee Liaisons

No reports.

4. STAFF REPORTS

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

(1) Proposed Changes to the Council Packet and Agenda Layout

Chris said this proposal is an effort to simplify and streamline the process of creating council packets. The focus of the changes are mainly to cut staff time as well as costs. The new process would allow for materials to be in color and to be accessed with a tablet pc or smart phone through the City's website. Staff is requesting staff's approval to move forward with this update.

In response to questions from Thomas Cotter, Chris said Council members and staff would still receive a paper packet. Council members will also be given a three ring binder with tabs to organize

agenda items. A public review copy will still be provided at City Hall and at the Library. Chris said Council members could also access the packets on the City's website.

Tim Brooker said he would like to see the packets be completely paperless or go as paperless as possible.

Brittany Boothe said it was a great idea.

Thomas Cotter suggested we could apply for grant funds to assist with getting tablets for Council members and staff.

In response to a question from Tim Brooker, Ric said we are leasing the copy machine, but the maintenance agreement is based on the number of copies we make.

In response to a question from Mayor Larson, Chris said staff would like to propose the same process for the Planning Commission and Budget Committee packets. He said staff will work on streamlining the process as we go.

MOTION: Thomas Cotter made a motion to approve the council packet and agenda layout changes as presented. Brittany Boothe seconded the motion which passed with a vote of 4-0.

- b. Community Development DirectorKay Bork
(1) Update of the 2012 Transportation Enhancement (TE) and Transportation and Growth Management (TGM) Grant Applications

Kay said last June staff submitted a notice of intent to the Transportation Enhancement (TE) program at ODOT for construction of the Bike Path Connector along Hunter Rd. to Luther Lane and Broadway Park. In August, staff was asked to submit an application for round two and met with ODOT staff to review the viability of the project. ODOT staff recommended City staff should focus on the ODOT Rail issue because the railroad would likely require an over or under crossing for bike traffic. Kay said the railroad has said it's highly unlikely it would grant a crossing over the railroad line. Moving forward at this time would mean the City would have to provide the engineering aspect of the project at a cost of \$40,000 to \$50,000. At this point, staff suggests reviewing all our options. One option would be to re-evaluate the bike and pedestrian portion of the City's Transportation System Plan (TSP) for other projects or modifications to projects for future grants.

In March, staff submitted a TGM application for a planning study to identify solutions to improve multi-modal transportation options and access management along Hwy 126. In September, staff was notified that we were not selected for an award but TGM encouraged the City to take advantage of their Transportation System Planning (TSP) Assessment Program which works with municipalities to evaluate community changes that could require updating a city's TSP. ODOT thought this was a good program that could strengthen a City TGM application in the future. Staff would like to add both of these options to the work plan which would require an amendment.

In response to a question from Mayor Larson, Kay said alternatives to the bike/pedestrian path could be added to the work plan starting in January.

Ric said staff hasn't spent much time on our TSP which includes some conceptual bike issues. Due to the grant denials and the desire from residents staff feels it's time to update that bike connectivity plan. He said at this point things are vague and it's likely we're not going to be able to build bike paths in wetland areas. Staff is looking for assistance from the Council at a potential goal setting session to determine how high of a priority this is. Ric said over the past decade the City's TSP and Parks Master Plan have only had minor updates.

Mayor Larson said the first thing we should do is start with the TSP Assessment.

Kay said updates to the City's TSP would likely qualify for a grant if several updates were identified.

Ric said this would be a way to engage the ODOT staff. He said just the TSP Assessment would be added to the 2013 goal setting session and it's not likely staff would start before the end of the calendar year but would notify ODOT of our plan to pursue funding.

MOTION: Thomas Cotter made a motion to add the Transportation System Planning (TSP) Assessment to the Work Plan. This work item will include the evaluation of the Bike & Pedestrian Element of the TSP in order to identify future projects for grant consideration and possible TSP update. Tim Brooker seconded the motion which passed with a vote of 4-0.

c. Public Works DirectorKyle Schauer

(1) Declaring Equipment at the Jeans Rd. Water Filtration Plant as Surplus

a. **Resolution No. 1106 – A RESOLUTION DECLARING EQUIPMENT WITHIN THE JEANS RD. WATER FILTRATION PLANT AS SURPLUS PROPERTY AND INDICATING INTENT AND METHOD FOR DISPOSAL OF SUCH PROPERTY**

Kyle said Resolution 1106 is the first step in decommissioning the Jeans Rd. Water Filtration Plant equipment. He said upon Council approval of Resolution 1106, staff will remove only the equipment that is no longer needed. He said the only equipment that will remain at the plant will be to operate the building.

In response to a question from Thomas Cotter, Kyle said two parties have shown an interest in the equipment but the majority of the equipment is specific to the plant. He said the Broadway plant uses some of the same equipment but the City already has spare parts. He said the public works crew has already stripped down the plant and removed what can be used elsewhere.

In response to questions from Tim Brooker, Kyle said the manufacturer of the equipment is not interested in purchasing the equipment and they had no idea what it would be worth. Kyle said likely it's only worth pennies on the dollar based on the market. Kyle said ideally the buyer would also decommission and remove the equipment as part of the purchase price.

In response to questions from Tim Brooker, Kyle said one of the interested parties is another city. Kyle said he contacted Oregon Association of Water Utilities and they said they would help to get word out about the equipment. He said once the equipment is deemed surplus, he foresees it being disposed of through an RFP.

MOTION: Tim Brooker made a motion to approve Resolution 1106. Thomas Cotter seconded the motion which passed with a vote of 4-0.

d. City Administrator.....Ric Ingham

(1) Highway 126 Multi-Modal Path Southern Alignment Application (STIP)

Ric provided a handout and maps that were not included in the packet. He said back in August Council members were provided with updates regarding the preferred outcome of the corridor study and project costs; the Corridor Plan adoption Process with Lane County and the Oregon Transportation Commission (OTC), changes to the State Transportation Improvement Program (STIP) funding process, and the likelihood that the City would submit the application for funding of the next phase of the Corridor Plan. Ric said Lane County Planning Commissioners have already adopted the Plan. Next, it will go before the Board of Commissioners the first week of November and eventually before the OTC by the end of the year. The National Environmental Protection Act (NEPA) analysis and preliminary design is estimated at \$2.5 million and the City would be required to

come up with the matching funds of roughly \$272,000 to be submitted with the application for the four-lane option with a multi-modal path. Ric said many elements of the NEPA report have a five year shelf life and in some cases even less, so ODOT is not optimistic that the project will be completed in five years. Just recently, ODOT indicated that they would be interested in funding a separate multi-use path design option along the southern route. He said pursuing the southern alignment path would allow us to advance the project and go after funds available in a three to five year window. He said it's possible the timing would be better and staff is getting a sense from ODOT that the analysis and preliminary design would be more like \$500,000 to \$1 million dollars which would make our funding match less (\$54,450 to \$108,900). Ric said Kay has spent a lot of time reviewing the application and Lane County has offered their technical assistance with drafting the application. He said unfortunately, we're not advancing the entire Corridor Plan but we do think this is a way to keep a large part of that project alive and see what happens in the next three to five years in getting the entire project funded.

Ric referred to a map from the Corridor Plan as well as a more defined map Kay provided. He said after reviewing the application, staff felt it's strong enough to submit but we need to pull this all together and meet the November 27th deadline. Ric said the difficult part will be getting the application adopted by Lane County Commissioners as well as getting letters of support. Ric said he is not asking for Council approval tonight but staff would like to bring the application and more details to the November meeting, along with a matching dollar figure for the City once ODOT has confirmed the project cost.

In response to a question from Mayor Larson, Ric said Veneta will foot the entire match. He said this will be on a county road so Lane County is the logical entity to bring the application forward. He said Commissioner Bozievich made it clear that he doesn't have Board support to have the County take the lead and specifically would not have the matching funds.

In response to a question from Thomas Cotter, Ric said it's hard to say what other letters of support we would get. He said we may get letters from some of the larger biking organizations and advocacy groups as well as possibly some of the local wineries could provide letters of support for some of the biking and wine activities in the area.

Tim Brooker said a strong application should be submitted but he's concerned about meeting the application deadline and also what will happen if it is accepted. Doing so would likely take staff away from the pipeline and service center projects.

Ric said we'd be applying for the 2015-18 STIP program. He said 2015 funds have already been spent so the earliest we could see funds would be 2016.

Thomas Cotter is in favor of the alternative route and said it's a good alternative. He said it's unfortunate we have to take the lead but by doing so we become a destination for biking, birding, and other sport groups.

Ric said we should still remain cautious about our level of commitment. He said depending on what the more realistic matching figure is we may want to rethink this project.

In response to a question from Thomas Cotter, Ric said ODOT felt it may be possible to use some of the environmental studies that were completed for the pipeline project, but if there's enough body of work done we could seek a categorical exclusion; however, a very specific threshold would have to be met in order to allow us to do that. Ric said the Army Corp and Fish and Wildlife will review the application.

In response to a question from Tim Brooker, Ric said that's why Kay provided an update on the TGM and Corridor Study which staff was expecting to get done this fall and the beginning of next year. He said because those two projects did not get funded, staff would like to modify the Work Plan to

substitute these new activities for those unfunded projects.

It was the consensus of the Council to direct staff to continue with this project to see how far we get.

(2) Questions from Council

None

5. OTHER

Ric provided an update on the LandWatch lawsuit. He said U.S. District Court Judge Aiken found no contractual, concrete factual context to the lawsuit. He said LandWatch challenged the U.S. Dept. of Fish & Wildlife on some procedural issues in putting together the National Environmental Policy Act (NEPA) and environmental assessment reports. Judge Aiken said the lawsuit was unfounded and that LandWatch was not harmed. Her ruling will make it difficult for LandWatch to propose an appeal. Ric said legal counsel was not able to provide a more detailed ruling yet but staff will provide copies of the ruling if Council members would like. Staff is hoping we're getting out of this by being a friend of the court at a cost to the city of \$20,000 to \$30,000 in legal fees only.

Kyle said Pacific Excavation started turning dirt on the pipeline project. He said some excavation was being done at the public works yard on E. Broadway which uncovered the original lines. He said construction will begin at the public works yard and move east toward Hunter Rd. Kyle said cutting the roadway and some ditch work was also started on Hunter Rd. but most of this job will be on asphalt and not in the dirt. Kyle said Hunter Rd. will have two types of pipeline installed - a 24" transmission mainline and a 12" service line. The 24" mainline will begin at Crystal Rd. and continue east towards Huston Rd. from Huston Rd. the line will fall back to Pine St. The 12" line will also be installed along Huston Rd. Kyle said four truckloads of 24" pipe are being stored at the public works yard.

In response to questions from Thomas Cotter, Kyle said the transmission line will run down the center of Hunter Rd. and will provide fully treated, potable water. Kyle said replacing the current 6" line with a 12" line from Hunter Rd. to Huston Rd was previously included as a Capital Improvement Project (CIP) in the Water Master Plan to create better flow.

Ric said the 24" water line will go directly to the tank at the public works yard for distribution throughout the City.

In response to a question from Thomas Cotter, Kyle said the 24" water pipeline will run nine plus miles to the reservoir tank and the 12" line will be used for distribution. The 12" line at Hunter will replace an existing 6" asbestos concrete line which will be abandoned.

In response to a question from Thomas Cotter, Ric said the pipeline has been designed to supply Veneta with water for the next 20 to 25 years and eventually that entire area will be provided with sewer services.

In response to a question from Thomas Cotter, Kyle said sewer collection for the area will be gravity fed to a newly constructed east-side lift station and then pumped to the treatment plant. He said there is a grade break off Lindsay Lane but it's gone as far as it can because of the drop in elevation. He said the Master Plan calls for one lift station in that area but the engineering has not been completed.

Ric said the preliminary design called for the line to run along the railroad track at the west end of town but that needs to be revisited.

In response to a question from Tim Brooker, Kyle said the 2009 Water Master Plan outlined some bottle necks - one on Hunter Rd. and a few others on the east side of town. He said those will be addressed as the pipeline follows the route. Kyle said one other bottleneck has already been taken care.

Ric said the contractor's scope of work included a pretty aggressive outreach to neighbors for traffic control and also included the open house at the community center on Wednesday, October 24th for

residents to ask questions about traffic, etc.

Ric said upon Cashmere Bank signing the last of the documents, they will issue their letter of commitment so the pipeline financing will fall into place. He said some environmental permitting is still required and MSA is overseeing the project and that labor standards review are in place. Ric said draws will be taken from Cashmere Bank on a quarterly basis and staff is gearing towards working on the rate analysis in November and December.

In response to a question from Thomas Cotter, Kyle said a letter was sent to Hunter Rd. residents explaining the road closure due to construction of the pipeline. He said he would inform the school bus company of the road closure.

Ric said the November civic calendar was included in the consent agenda. He said this year Veterans' Day falls on November 12th which is the regularly scheduled first Council meeting of the month. Council rules indicate when a meeting falls on a holiday, the meeting will be held the next day. Also the Thanksgiving holiday makes for a short week to prepare Council packets. Ric is proposing holding only one meeting on November 19th. If Council members approve this schedule change, staff would like to proceed with preparing a robust agenda for the November 19th Council meeting. It was the consensus of the Council to accept this recommended meeting schedule for November.

Ric said staff had been sending out invitations to Mayor Hobart's farewell party via email. He said staff and Mayor Larson are working on a presentation and gift for her. He encouraged Council members to attend. Ric said the City wanted to recognize her prior to her move to Lincoln City.

Kay said details for the service center are coming to a close and the contracts should be signed soon. She said it looks as though many features will be kept.

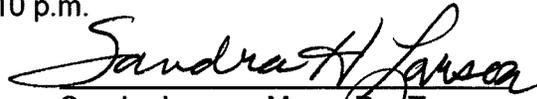
Ric said Service Center construction could start the first week of November if things are wrapped up in the next day or two.

Ric said the garbage franchise RFP closes November 1st and shortly thereafter staff will provide a memo explaining the evaluation process. He said if we receive multiple responders the process will be different than if we only receive one. He said regardless of how many responses are received, there will be a very robust evaluation.

Sandra reminded everyone about the ODOT sidewalk project on Territorial Rd. in front of Elmira Elementary. The school district received a complaint about removing the oak trees in order to widen the sidewalk.

6. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:10 p.m.


Sandra Larson, Mayor Pro Tem

ATTEST:


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