

Minutes of the Veneta City Council

January 14, 2013

Present: Sandra Larson, Brittany Boothe, Victoria Hedenstrom, and Thomas Laing

Absent: Thomas Cotter

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; Shauna Hartz, Finance 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 7:01 p.m.

1. CALL TO ORDER

2. SWEARING-IN OF NEWLY ELECTED COUNCIL MEMBERS

Mayor Sandra Larson, Councilor Victoria Hedenstrom and Councilor Thomas Laing were given their oaths of office by Assistant City Recorder Darci Henneman.

3. PUBLIC COMMENT

4. CONSENT AGENDA

MOTION: Brittany Boothe made a motion to approve the consent agenda as presented. Victoria Hedenstrom seconded the motion.

Vote: Thomas Laing, aye; Sandra Larson, aye; Victoria Hedenstrom aye; and Brittany Boothe, aye.

The consent agenda as approved included Minutes for December 17, 2012, Accounts Payable through January 8, 2013, the Public Works Activity Report for November and December, 2012, and the 4th quarter Code Enforcement Significant Activities Report.

5. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Election of Council President

Mayor Larson said Thomas Cotter was previously the Council President and if there are no objections, she would accept a nomination of Thomas Cotter as Council President.

MOTION: Thomas Laing made a motion to elect Thomas Cotter as Council President. Brittany Boothe seconded the motion which passed with a vote of 4-0.

(2) Liaison Appointment to Committees

Mayor Larson suggested postponing appointing liaison positions until the next meeting.

(3) Appointment of Planning Commissioners

Mayor Larson said two Planning Commission positions will expire January 31, 2013. She said both Calvin Kenney and Leonard Goodwin reapplied to their positions and if there are no objections, she would like to reappoint Mr. Kenney and Mr. Goodwin to their respective positions on the Veneta Planning Commission.

In response to a question from Victoria Hedenstrom, Mayor Larson said the only two applications received for the Planning Commission vacancies were from Mr. Kenney and Mr. Goodwin. She said City staff is very thankful that they reapplied for their positions.

- b. Councilor/Committee Liaison Reports
Brittany Boothe said the Park Board did not meet in January.

Mayor Larson said the School District facilities committee selected DLR Group to guide the District's development of a long-range facilities plan over the next 12 to 16 months. The board voted to direct the superintendent to negotiate a contract with the Portland consulting firm. Mayor Larson said school safety was also discussed at the last meeting. She said the District is taking student safety very seriously and have fielded many phone calls resulting from the tragedy at the east coast school. She said the District will also take immediate action to secure Elmira Elementary.

6. STAFF REPORTS

- a. Community Development Director.....Kay Bork

- (1) Veneta Downtown Farmers Market Recap 2012

Kay provided a recap of the Farmers' Market. She said we had 18 markets in 2012; two more than in 2011. This was the first season a consumer count was conducted and this year the average consumer count was 155. The Market continued to utilize an EBT machine which allowed consumers to use debit/credit and Oregon Trail cards for purchases. Kay said Marie Pickett, the market manager (who was also in attendance), created a Veneta Downtown Farmers' Market (VDFM) Board, implemented a punch card incentive program, created a Facebook page, and created a logo. The Market seemed more popular and Market highlights were showcased on the Market's Facebook page. Kay provided a copy of the logo. Kay said Marie has many goals lined up for 2013, some of which include collaboration with Oregon Country Fair and local businesses to provide entertainment at the Market.

Victoria Hedenstrom thanked Marie for all the effort she puts forth to make a great market.

- (2) 2012 Planning and Community Development Activity Report

Kay said this is the first report of this kind from her. This report summarized building permit activity and land use activity for the year. The report included information for the last 10 years and all activities were down from last year, including land use. She said most of the permits processed were tree removal permits but she anticipates three or four land use permits will be coming in. She said development has been slow for the last three years.

In response to a question from Brittany Boothe, Ric said Hayden Homes utilized the SDC waiver program but he's not sure how many building permits came in after the SDCs were reduced.

Kay said the SDC waiver seemed to make a difference. She said she doesn't have the information on hand but will provide it upon request. She said the City collected \$148,000 in SDCs in 2012.

In response to a question from Thomas Laing, Kay said Hayden Homes accounted for all of the homes built in 2012.

- b. Public Works Director.....Kyle Schauer

- (1) Asphalt Overlay of East Hunter Road

Kyle said due to the extensive truck traffic and cutting/trenching being done on Hunter Rd. for the pipeline project, staff is proposing this spring, after construction is completed, the City put down a two inch asphalt overlay for the work zone area of Hunter Rd. He said initially the road was not built with sufficient base rock or asphalt depth to meet current City standards and currently Hunter Rd. is substandard. The damage to the road is a direct result of the construction and replacement of the existing 12' distribution line. He said the roadway is deteriorating rapidly but is no fault of the contractor. Kyle said he asked Pacific Excavation to prepare a bid for the overlay

which came in at \$62,119. He said repairing the trench cuts in the road is included in the pipeline contract but there has been significant damage to the road surface outside of those trench cuts. He said \$100,000 was included in this year's Street fund to complete an overlay of Eighth St. but this project has been postponed until after the next fiscal year. He said the overlay project is not included in the pipeline design but it could be expensed to the pipeline project by way of a change order and Hunter Rd. overlay costs could be paid from the Street fund.

In response to questions from Thomas Laing, Kyle said the two inch overlay should last seven to ten years. He said the road base wasn't done well originally and eventually Hunter Rd. will be completely redesigned to include sidewalks.

Ric said USDA likely wouldn't have any issue with rolling the overlay into the construction contract, but it's not really fair to burden the rate payers to include the overlay street work with the pipeline project. As such staff is proposing the overlay project be funded from the Street Fund.

In response to questions from Victoria Hedenstrom, Ric said the overlay costs could be covered as a contingency to the pipeline project but it would increase the loan amount the City would need to borrow. Ric said most of the homes at the east end of Hunter Rd. are on private sewer systems. He said it doesn't make sense to complete a large paving project now when we know sewer lines need go in at a future date.

In response to a question from Victoria Hedenstrom, Kyle said the majority of Hunter Rd. is in pretty good shape. The overlay project would only cover the construction area. He said a complete road redesign of Hunter would be likely 10-20 years from now. Eventually all of Hunter Rd. will be brought to City standards.

In response to a question from Mayor Larson, Kyle said Eighth St. will need an overlay as well but the City is not ready for a full street project because of the future work that needs to happen.

Mayor Larson said it would be logical to pay for the overly project out of the Street fund.

In response to a question from Brittany Boothe, Kyle said all but one of the homes on East Hunter required to hook up to City services has made that connection. He said we're hoping that home can get hooked up before the overlay project is started.

MOTION: Victoria Hedenstrom made a motion to accept Pacific Excavation's estimate of \$62,119 and move forward with the overlay of East Hunter via a change order to the pipeline contract and authorize payment for the East Hunter overlay project from the Street fund. Thomas Laing seconded the motion which passed with a vote of 4-0.

(2) Pipeline Update

Kyle said by the end of this week most of the Hunter Rd. impacts from the project will be completed. He said Hunter Rd. should be back to normal soon and should be open to through traffic. He said except for the asphalt overlay, by the end of the week the crews should be turning the corner and working south on Huston Rd. towards Perkins Rd. Kyle said a second crew has started at the east end of the pipeline and is working west. He said the borings under the creeks on Perkins Rd. are installed and the pipeline is close to halfway complete.

Ric said the City has been in the construction mode for about two and a half months now. He asked Shauna to provide a financial update.

Shauna said she has received three pay requests from Pacific Excavation totaling \$3,040,000, two of which have been paid and the third will be paid in the next account payable cycle. She

said once the third request is paid, she will make a draw request to Cashmere Bank. We have requested and received three draws, one to reimburse the City for the expenditures prior to the construction beginning, engineering work, pre-design, final design, planning, permits, etc. The reimbursement allows the City to keep paying invoices and ask for draws after the fact. We have received \$3,900,003 so far.

Ric said Kyle and he are amazed at how quickly the crews are working on the pipe connections and placing the lateral lines on Hunter Rd. He said he is somewhat concerned about the communication with our engineer and EWEB. He said the development agreement and wholesale water agreement should be reviewed soon and staff will do its best to hurry EWEB along on their end.

Ric said at Saturday's Council orientation the Council mentioned they haven't seen a Council Directive; this is a report that staff provides as a follow up to directions or requests from the Council. Ric provided a Council Directive at tonight's meeting and said in the future staff will provide the directive on a quarterly basis, regardless of activity. He said information about the upcoming rate increases will be provided in the next two or three newsletters and staff is working with the Fern Ridge Review to provide a series of articles through June.

In response to a question from Mayor Larson, Ric provided the Council with a brief update on the Jeans Rd. Filtration Plant and the brewery, Plough Monday. Several months ago Plough Monday approached the City about leasing the facility. Ric said a state representative from Business Oregon is meeting with Plough Monday owners to see if they can get its funding package looking a little better. He said staff is excited about this new business coming to Veneta. Ric said many years ago the City's engineer suggested drilling a well in that area of town. Unfortunately, that well had the greatest amount of iron in the water and barely produced 200 gpm. In the summer months production was limited to 140 to 160 gpm. Ric said once we knew the pipeline was a sure thing, staff started working to surplus the plant equipment and getting the facility ready to lease.

In response to a question from Thomas Laing, Ric said the Jeans Rd. filtration plant is on the north side of Jeans Rd. next to Oregon Dome and just past Cornerstone.

- c. City Administrator..... Ric Ingham
- (1) Questions from Councilors
- None

7. OTHER

Ric reviewed the materials not covered at the Saturday orientation including the Work Plan. He said staff uses the Work Plan to lay out City projects and goals. He said the key goal from previous sessions was to develop infrastructure capacity (increase, water, sewer, etc.). He said staff also works on ranking and prioritizing the projects, water, pipeline, public safety, fiscal services, etc. Ric said the Work Plan is reviewed quarterly and will be provided again to the Council prior to the budget season. He said a goal session is held every other year in January and suggested waiting until January 2014 to have a goal setting session.

In response to a question from Victoria Hedenstrom, Kyle said an RFP has been advertised for the purchase and installation of a Wastewater Mechanical Screen to be installed in the concrete channel at the Wastewater Treatment Plant. He said responses should be coming in soon.

In response to a question from Brittany Boothe, Kyle said he hasn't noticed a lot of truck traffic on Eighth St. since the "no truck traffic" signs were installed. He said through truck traffic has decreased.

Ric said there has been some logging on Sertic Rd. but the transfer site trucks seem to be using Bolton Hill Rd.

In response to a question from Brittany Boothe, Ric said scheduling a Work Session as the second Council meeting of the month is a proposal. However, with the pending issues in the next six months Work Sessions may provide for more productive meetings, i.e., SDC review and rate analysis. Council members can discuss the idea in greater detail during Work Sessions, which are being proposed for the second meeting of the month. He said all Council action will be taken at the first meeting of the month.

In response to a question from Mayor Larson, Ric said staff would like to see the second meeting of the month be dedicated Work Sessions only if specific action is not needed.

In response to a question from Victoria Hedenstrom, Ric said at this point the City is somewhat challenged to provide email addresses for Council members other than "Gmail" accounts. He said our system is pretty unsophisticated and we don't even have the appropriate software to retrieve our emails from outside City Hall. He said if it is the intent of the Council to have ci.veneta.or.us email then a software update would be required.

Victoria Hedenstrom said she would prefer a ci.veneta.or.us email address because it sounds more professional.

Brittany Boothe said she would prefer receiving emails rather than phone calls and she would appreciate having some kind of City email address but she did not have a preference between Gmail and ci.veneta.or.us.

Mayor Larson said it would be worth talking to legal counsel and the IT technician about dedicated email addresses for Council members. She said the Gmail mail accounts would definitely save the City some money. Mayor Larson suggested this topic be discussed at a work session.

Ric said this matter would be added to the Council Directive.

Ric said the League of Oregon Cities conference will be held September 26th to the 28th and Darci will reserve several rooms for Council members at the Jantzen Beach Red Lion in Portland. He encouraged Council members to attend the conference.

In response to questions from Brittany Boothe, Ric said the Harvest Festival committee decides when the Harvest Festival will be and unfortunately, the League of Oregon Cities conference is the same weekend. He said generally the mayor workshops are on Wednesday and the bulk of the conference is held Wednesday, Thursday and Friday. He said Council members can take in the majority of the conference and still get back to Veneta for the dedication of the Service Center on Saturday. Ric said the Council could decide to have the Service Center dedication on another day; however, the Harvest Festival was developed to assist with fundraising for the Service Center so it makes sense that the Service Center dedication should take place during the Harvest Festival.

In response to a question from Mayor Larson, Ric said even if the Service Centers isn't turn-key the day of the Harvest Festival/Dedication people could still go in the facility. He said it also depends on the weather but staff felt there is enough flexibility in the construction schedule to meet the September 28th festival date.

Ric provided an update on the Service Center property. He said the property was originally owned by the Guilford family who also own the Dari Mart lot leased to Dari Mart Corporation. He said survey conducted several years ago revealed that the Dari Mart building sits two to three inches on the City's property.

In response to a question from Brittany Boothe, Ric said the Guilford family sold the property to St. Vincent/DePaul who in turn sold the property to the City and that's when it was discovered that the western portion of the Dari Mart building is a few inches over the property line. Ric said the architect designed the Service Center to utilize every square inch of the lot.

Ric said at the orientation, Shauna provided the budget and audit information. He asked Council members if they had any other questions.

Victoria Hedenstrom commended Shauna on her audit letter.

Shauna said she will provide the Council with an audit overview and more details at the next meeting.

In response to a question from Brittany Boothe, Ric said the vehicle charging station has been installed but is not hooked up. He said ODOT would like to have some kind of dedication ceremony. He said staff is very pleased with the smaller footprint design.

In response to a question from Thomas Laing, Ric said he's not sure how users will pay to use the charging station but he said some stimulus grant funds may allow the station to be free of charge for a limited time.

6. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:52 p.m.


Sandra Larson, Mayor

ATTEST:


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