

Minutes of the Veneta City Council

June 10, 2013

Present: Sandra Larson, Brittany Boothe, Thomas Cotter, Victoria Hedenstrom, and Thomas Laing;
Budget Committee Members: William (Billy) Curtiss, Calvin Kenney, Robbie McCoy, and Keith Weiss

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Darci Henneman, Assistant City Recorder

Mayor Larson called the Joint Meeting of the Budget Committee and City Council to order at 7:08 p.m.

1. JOINT MEETING OF THE BUDGET COMMITTEE AND CITY COUNCIL

a. Approval of May 16, 2013 Budget Committee Meeting Minutes

MOTION: Thomas Cotter motioned to approve the May 16, 2013 minutes. Calvin Kenney seconded the motion which passed unanimously.

b. Mayor Larson adjourned the Joint Meeting at 7:09 p.m.

2. CALL TO ORDER

Mayor Larson called the Veneta City Council meeting to order at 7:09 p.m. Citizen members of the Budget Committee left the meeting at 7:09 p.m.

3. WATER SYSTEM DEVELOPMENT CHARGE

a. PUBLIC HEARING – Proposed Changes to the Methodology and Determination of the Water System Development Charge

- 1) Mayor Larson opened the Public Hearing at 7:11 p.m.
- 2) Staff Report

Workman said the memo addressed the water SDCs rate and fee and why staff is proposing the fee be increased. Staff went through a water capital improvement plan that identified projects needing to be completed to meet future anticipated demand. Workman continued with his summary and provided a copy of a public comment that was received. Staff discussed the written public comment with the Council.

- 3) Questions from Committee

In response to a question from Victoria Hedenstrom, Workman said the current capital improvement plan (CIP) covers projects for the next 20 years. In another 15 years staff will review it and add projects based on our population projections at that time. He said we've substantially reduced the list of projects by building the pipeline but it's not likely to cause an eventual reduction in SDCs. He said inflation increases are reviewed annually.

Ingham said during the economic slowdown the inflation rate was 1.6% to 2% and during peak construction years it could spike to 3.5% or 4%. He said if we don't keep up with the cost of inflation we'd find that we won't have funds when we're ready to construct the projects. He said the inflation rate really does need to be included.

In response to a question from Mayor Larson, Ingham said with our projections over the next 15 years, it's not likely we will collect more than we need. Wastewater is a different story. Hopefully in the long term we are holding the cost on future projects.

In response to questions from Victoria Hedenstrom, Ingham said it seems to be a perception that we have one of the higher SDCs schedules when combined with taxes, etc. EWEB and EPUD have raised their rates and staff has done a lot of deliberate actions to keep the water cost down. Ingham said it's good that we have this discussion while we have our citizen budget committee members here. He said the only time Veneta property taxes are more than Eugene is when we have a special levy.

Ingham said staff responded to Ms. Bomark's response and referenced the City of Junction City's total building cost which exceeds \$24,000 compared to Veneta's at \$23,000. He said the City of Veneta made the majority of our infrastructure improvements in 2000 so system updates or replacement won't be required for many, many years. Older cities will very soon be required to update their systems. Cottage Grove has postponed raising their SDCs for eight to nine years, and they are realizing that if they don't start collecting revenue they're not going to be able to pay for future infrastructure.

Victoria Hedenstrom suggested holding an open house or providing residents with a cost breakdown showing where the money goes and what they are paying for. She also suggested offering public tours of the wastewater plant.

Ingham said those are all good ideas but unfortunately, few residents would take the tours.

Brittany Boothe said Bork's response to the public comment letter received was very helpful but asked how the City should respond.

Ingham said with direction from the Council he would call Ms. Bomark.

Brittany Boothe said she noticed a few instances of misinformation while judging submittals to the Mayor's contest. She realizes the importance of informing our community of basic information such as where the City limits are and what the City's population is, etc. She said as a current resident, she feels the City has taken a huge amount on and she appreciates the focus to ensure that the burden isn't totally on the residents' shoulders. She said the City does what it can but it's ultimately up to the residents to read the information.

Mayor Larson said if it's important to the Council, staff could work on getting more information out to residents. She suggested including this subject at the retreat and planning session.

4) Public Comment

Mr. Vloedman 25115 Luther Lane, Veneta, OR

Mr. Vloedman said SDCs run across the board. He said the City needs to provide quality water/sewer systems and services to the residents of Veneta when development costs are bore by both existing and new residents. He said it's difficult to explain how the process works. He felt the word "increase" sends a negative message if that's the only thing residents hear. He is in favor of the increase and suggested the City offer another temporary deferral or reduction of SDCs. He said the temporary reduction in transportation SDC's for non-residential properties was a good idea but no one took advantage of it.

5) Committee Deliberation

In response to a question from Victoria Hedenstrom, Ingham said we have many tools in the toolkit. Staff had originally proposed a 50% implementation of the water SDC increase but the Council opted to go with a full implementation. Even though the Council may adopt the Water SDC it doesn't mean it still has to impose it all right away.

In response to questions from Thomas Laing, Ingham said Hayden Homes has submitted most all of the residential building permits for construction on the lots it purchased several years ago. We're always concerned about the lack of development. We're a community with very little vacant commercial space. Ingham said Council could provide incentives for commercial building. Upon Council direction, staff could provide examples of tools in the toolkit to create specific incentives for commercial construction.

- 6) Mayor Larson closed the Public Hearing at 7:54 p.m.

After discussion, it was the consensus of the Council to vote on Resolution No. 1125.

- b. **RESOLUTION NO. 1125 – A RESOLUTION SETTING FORTH THE METHODOLOGY AND DETERMINATION OF THE WATER SYSTEM DEVELOPMENT CHARGE**

MOTION: Thomas Cotter made a motion to approve Resolution No. 1125, setting forth the methodology and determination of System Development Charges and repealing resolution No. 817. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

4. PROPOSED USE OF STATE SHARED REVENUE

- a. **PUBLIC HEARING – Proposed Use of State Shared Revenue**

- 1) Mayor Larson opened the Public Hearing at 7:55 p.m.

- 2) Staff Report

Hartz said the State of Oregon collects cigarette, liquor, and highway tax and based on a formula those funds are distributed to eligible cities. In order to share in that revenue, the City is required to provide four services to its residents, hold public hearings, and approve two resolutions.

- 3) Questions from Committee
None

- 4) Public Comment
None

- 5) Committee Deliberation
None

- 6) Mayor Larson closed the Public Hearing at 7:57 p.m.

- c. **RESOLUTION NO. 1120 – A RESOLUTION CERTIFYING THAT THE CITY PROVIDES FOUR OR MORE MUNICIPAL SERVICES**

MOTION: Thomas Cotter made a motion to approve Resolution No. 1120 certifying that the City provides four or more municipal services. Brittany Boothe seconded the motion which passed with a vote of 5-0.

- d. **RESOLUTION NO. 1121 – A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES**

MOTION: Thomas Cotter made a motion to approve Resolution No. 1121, declaring the City's election to receive state shared revenues. Brittany Boothe seconded the motion which passed with a vote of 5-0.

5. APPROVED BUDGET FOR FISCAL YEAR 2013-14

a. PUBLIC HEARING – Approved Budget for Fiscal Year 2013-14

1) Mayor Larson opened the Public Hearing at 7:57 p.m.

2) Staff Report

Hartz said in order for the City to continue to operate legally, the budget needs to be approved by June 30th. One requirement from the State of Oregon is to hold a public hearing to allow citizens to comment and discuss the budget. Minor changes can be made to the budget after the Public Hearing. Hartz said the Budget Committee approved the 2013-14 Budget on May 16, 2013.

3) Questions from Committee

None

4) Public Comment

None

5) Committee Deliberation

None

6) Mayor Larson closed the Public Hearing at 7:59 p.m.

b. RESOLUTION No. 1122 – A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2013-2014; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED

MOTION: Thomas Cotter made a motion to approve Resolution No. 1122, adopting the operating budget for fiscal year 2013-14; specifying appropriations; imposing taxes, and categorizing taxes imposed. Thomas Laing seconded the motion which passed with a vote of 5-0.

6. PUBLIC COMMENT

None

7. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent agenda as presented. Thomas Laing seconded the motion.

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

The consent agenda as approved included Minutes for May 13, 2013, Accounts Payable through June 4, 2013, and the Civic Calendar for June 2013.

8. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Applegate Regional Museum - Building Permit Fee Reimbursement Request

Ingham said as the majority of the Council recalls, the museum was relocated to its current location about 12 to 14 years ago. He said the Museum Board hasn't made a funding request in five or so years and recently it requested reimbursement for the building permit fees. He said there is still \$1000 available in this fiscal year to provide that level of assistance. Staff feels this request is reasonable and appropriate.

MOTION: Thomas Cotter made a motion to approve \$1000 to the Applegate Pioneer Museum as reimbursement of building permit fees. Victoria Hedenstrom seconded the motion.

In response to a question from Brittany Boothe, Ingham said the City owns the property the Museum sits on and all the green space to the west. The City paid a large portion of the relocation cost to West Broadway in hopes that the museum would bring visitors to the area.

Mayor Larson said she is glad the Museum Board is doing the project and she hopes the City can assist the museum with getting more visitors.

VOTE: Motion passed with a vote of 5-0.

- (2) Request for New Liquor License – I & N Inc., West Lane S.C. gas station
Ingham said West Lane Shopping Center owns the land the gas station sits on and Truax Co. owns the buildings. Truax Co. franchised the gas pumps and convenience store to Mr. Kumar of I & N Corp. but Mr. Kumar did not complete the business license registration and erected a large sign without the proper sign permit from the City. City staff informed him that his liquor license would not be approved until he completed his business license registration and removed the sign. Ingham said as of tonight's meeting Mr. Kumar has done both.

MOTION: Thomas Cotter made a motion to approve the liquor license for I & N Inc. Thomas Laing seconded the motion which passed with a vote of 5-0.

b. Councilor/Committee Liaison Reports

Thomas Laing said he did not attend the last Mid Lane Care meeting but did get an update from Tony Garcia.

Brittany Boothe attended the June Park Board meeting. It was the first meeting for new member Carol Petty and returning student representative Elmira Louie. She said the bulk of the meeting focused on partnering with pool and City staff to host a summer solstice party on June 21st and a flick and float movie night on August 17th. These events are listed in the recreation guide. She said the pool will open Saturday, June 15th. The Park Board also adopted the 2013-14 Park Board goals and decided to cancel the July 3rd meeting.

Victoria Hedenstrom attended the last Chamber meeting and said the board was concerned about finding a person to coordinate the Wineries without Walls (WwW) project.

Ingham said the Chamber should know more after tomorrow's meeting.

Victoria Hedenstrom said no one quite understands why the wineries have not been more supportive of this project.

In response to a question from Mayor Larson, Ingham said if there was another coordinator doing events and tastings we would see a number of the wineries back doing tastings. The eight or ten participating wineries could try to lift the program up by assisting with coordinating the tastings or do cooperative tastings but that hasn't happened.

In response to a question from Brittany Boothe, Ingham said it's not that the wineries have withdrawn their participation, but because there's no coordinator to organize or ask for assistance, nothing is happening.

Mayor Larson said she thought some of the wineries would take over coordinating of events, rather than the WwW providing all the event coordination.

Victoria Hedenstrom said some of the wines in stock aren't very good and are not selling. She thought maybe the Chamber is rethinking the idea of stocking wines.

Ingham said Kathy Jaworski of "Write to Know" prepared a business plan for the WwW project and the Chamber was well aware from the beginning the plan needed additional cash or subsidized for three years in order to make it work.

Victoria Hedenstrom said the Chamber is also looking into having a cyber-Chamber or internet-Chamber as times goes on and not so much a physical space.

In response to a question from Mayor Larson, Ingham said he felt the Board is looking into regrouping if it doesn't get a coordinator for the wine season. They will likely question why they are paying for the expensive retail space.

In response to a question from Brittany Boothe, Ingham said the Chamber negotiated a new lease with a reduced rent but there is still a shortfall. The Chamber depends on WwW as a revenue source. He said the Chamber has a great board that is working on its options.

Mayor Larson reported that the purchase of Noti Elementary by the Noti community has fallen through. She said the School District cannot accept less than \$500,000 for the building and at this point the District and School Board is talking about going regionally or nationally to find a buyer. She said the Noti community has exhausted their funding. Mayor Larson said lunch with the Mayor and a ride on a fire engine was donated to the Veneta Elementary auction so last week she had lunch with three second graders at City Hall. City staff put together a wonderful packet for them including a Fernopoly game and a City of Veneta lapel pin. The boys rode on a fire engine from Veneta Elementary to City Hall. She said it was a great event and a lot of fun.

9. STAFF REPORTS

a. Finance Director.....Shauna Hartz

(1) Water Rate Increase

Hartz said FCS Group recently completed a Water Rate Analysis and recommended that the water base and user rates be increased 45%. This increase is needed to ensure the City can meet its upcoming debt service obligation for construction of the water pipeline. On March 25th FCS provided some scenarios and the Council chose to follow scenario 5. Staff presented scenario 6 on May 13th which included the following assumptions: a partial water increase of 25% beginning July 1, 2013, using \$200,000 of Urban Renewal funds per year for 10 years, delaying construction of the two million gallon reservoir, a growth rate of 1.5%, financing costs of 2.75%, and a second water rate increase of approximately 20% on January 1, 2014.

She said Resolution 1123 includes the rate increase of 25%. She also cleaned up a few inconsistencies so the resolution language is consistent with the municipal code. Hartz also proposed a water deposit increase from \$15 to \$20 for residential accounts and \$30 for nonresidential or commercial accounts.

i. Public Comment
None

ii. **Resolution No. 1123** – A RESOLUTION ESTABLISHING WATER FEES AND RATES FOR USERS OF THE VENETA MUNICIPAL WATER SYSTEM AND REPEALING RESOLUTION NO. 1110

MOTION: Thomas Cotter made a motion to approve Resolution No. 1123 as presented. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

(2) Sewer Rate Reduction

Hartz said as a way to reduce the effect of the water increase, Ingham came up with the idea for a temporary sewer rate reduction of 5%. Staff is confident this temporary decrease will not have a large effect on the sewer fund financial position. Hartz reviewed the attachments to Resolution 1124 and asked Council members if they had any questions.

In response to a question from Victoria Hedenstrom, Ingham said in November through April the average household water usage is around 4000 gallons. In the summer it jumps to 7000 to 9000 gallons and very few households use more than 15,000 gallons per month.

In response to a question from Victoria Hedenstrom, Hartz said the 25% increase calculates to \$3.70 per month with the offsetting sewer decrease for a use rate of 5000 gallons.

Hartz also is proposing a few changes to this resolution to clean up the language and inconsistencies. In the past, the City collected an advanced sewer charge (equal to the base rate in effect) as a deposit. She is suggesting replacing the term "advanced sewer" with "deposit" and setting the amount to a fixed \$50. This deposit will function like the water deposit. It will be easier to explain to customers, to administer, and will eliminate an extra step at year's end.

Mayor Larson said it seems logical to be consistent. She said a new resident would pay a \$70 deposit total for combined water and sewer deposits.

In response to a question from Brittany Boothe, Hartz said the deposit is refunded to the resident after two years if the account is in good standing and if requested in writing. She said the deposit can be applied to their balance which is what generally happens when they move. Hartz said ideally the deposit amount covers the final billing, but many times the current deposit does not cover the last bill and many residents move and don't leave a forwarding address. In that case, if a resident has a substantial balance we can send the account to collections or place a lien on the property.

i. Public Comment
None

ii. **Resolution No. 1124 – A RESOLUTION ESTABLISHING SEWER FEES AND RATES FOR USERS OF THE VENETA MUNICIPAL SEWER SYSTEM**

MOTION: Thomas Cotter made a motion to approve Resolution No. 1124 as presented. Brittany Boothe seconded the motion which passed with a vote of 5-0.

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

(1) **RESOLUTION No. 1126 – A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE STATE TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM LOCAL GOVERNMENT GRANTS FOR A CORRIDOR/CONNECTIVITY PLANNING STUDY**

Bork said the Council is being asked to adopt Resolution 1126 in support of the City's application for a Transportation Growth Management (TGM) grant in order to update the City's

bicycle and pedestrian plan. Staff is preparing the TGM grant for the 2013 grant cycle and an adopted resolution will strengthen our application. The grant is for \$100,000 and would be used to create a Bicycle & Pedestrian Master Plan focusing on several elements. TGM requires an 11% local match which can consist of cash or direct project costs such as time and materials directly related to the project. The City will not provide cash but will participate on the project management team, technical advisory committee, and assist with public outreach. Bork said grant applications are due June 14th and awarded October 1, 2013.

Ingham said this is a good example of what could be discussed at the Council Goal Setting session. He said staff continues to submit applications and we keep getting them rejected. He said State Transportation Improvement Projects (STIP) funding is putting more emphasis on multi-modal and pedestrian projects.

In response to a question from Mayor Larson, Ingham agreed the Safe Routes to Schools would be incorporated into the Bicycle & Pedestrian Master Plan.

MOTION: Thomas Cotter made a motion to approve Resolution No. 1126 as presented. Thomas Laing seconded the motion which passed with a vote of 5-0.

(2) **Sunset of Temporary Reduction of Non Residential System Development Charges, Resolution No. 1090, Expires June 30, 2013**

Bork said this item is being brought to Council to decide whether to allow Resolution No. 1090 to expire June 30, 2013. Bork said on May 29, 2012 the Council approved Resolution 1090 to extend the sunset clause of Resolution No. 1067 which the Council passed in September 2011. Resolution No. 1067 was passed on a trial basis to provide an incentive for commercial development by reducing the Transportation System Development Charges (SDCs) by 50%. In 2012 no commercial development took advantage of the reduced SDCs and currently Plough Monday is the only commercial development in 2013. She said staff is recommending the Council allow Resolution No. 1090 to sunset.

In response to questions from Victoria Hedenstrom, Ingham said the 50% reduction hasn't cost the City anything because we haven't had any development come forward. He said each business is assessed a different transportation SDC based on the kind of business it is and the number of trips the business generates. He said fast food restaurants have a large impact because of the trips travelled, smaller businesses have very little. Ingham said it's difficult to determine and one size does not fit all. Ingham said the Council felt with the economic downturn this reduction was a good incentive for commercial development.

Mayor Larson said since it didn't generate any activity, maybe we should let it sunset and look at another incentive that would apply to more development.

Ingham said he is concerned we're not keeping up with street overlay projects and roads are getting to the point where we're just applying a band-aid and not really addressing the real problem. He said soon many of our streets will require major repairs. Staff would like to look at utilizing discretionary pots and focus on certain types of businesses we want to attract. He said we may want to bring in a different type of tool to help a specific business relocate here.

Thomas Cotter said he is in favor of waiting and see what our tools are and market something to attract the right businesses.

Thomas Laing said he agreed with Thomas Cotter's statement.

In response to questions from Brittany Boothe, Ingham said a reduction in commercial SDCs is something we could always come back to. He said with Council direction, staff can provide a list of tools and financial information sometime in July or August depending on what's happening in the next couple of months.

Mayor Larson said the City should encourage the business climate. She asked the Council if there is any objection to letting Resolution No. 1090 sunset.

It was the consensus of the Council to allow Resolution No. 1090 to sunset.

In response to a question from Brittany Boothe, Ingham said there are several things that prevent businesses from coming to Veneta. He said for example, McDonalds has wanted to build on the northeast corner of Territorial Rd. and Highway 126 but the property owner doesn't want to sell the property. Also, the owners of Dari Mart would like to expand their building on the corner of Territorial Rd. and W. Broadway as they have done at several locations in Eugene, creating several continuous store fronts. But Dari Mart leases that location and the Guilford's don't want to sell. Some of the property owned by McDougal's is overpriced which is a deterrent. Also Highway 126 is a deterrent because of the distance from I-5. He said many times making things happen is based on putting together the right deal. He would like to focus on bringing more manufacturing and better paying jobs to Veneta.

c. City Administrator..... Ric Ingham

(1) Fern Ridge Chamber of Commerce Contract

Ingham said at the April 22nd meeting the City Council directed staff to draft a contract that outlines the specific services to operate a visitor center during the 2013 travel season and subsidize the operation of the Wineries without Walls (WwW) retail and tasting room. Funds will be provided through the annual allocation of Rural Tourism Marketing Program (RTMP) distributed by Lane County. He said the overall contract is for \$4000. He said currently the WwW operation is without a coordinator and because of the uncertainty if and when that position will be filled, the contract has been separated into two deliverables, as well as separate compensation (\$2000 for the visitor's center and \$2000 to WwW).

In response to a question from Brittany Boothe, Ingham said in the past through the RTMP the City provided funding for the visitor's center and contracted with the Chamber to provide registration services for the Wings and Wine (W&W) Festival. But this year the W&W festival was not held so those earmarked funds were moved to the WwW project.

In response to a question from Victoria Hedenstrom, Ingham said the Chamber has operated the visitor's center on \$2000 to \$2500 annually for years because it's staffed with volunteers. The \$2000 will cover basic expenses like postage, etc. and will not cover staffing expenses.

MOTION: Thomas Cotter made a motion to contract with Fern Ridge Chamber of Commerce in the amount of \$4000 for the staffing and operation of the Fern Ridge visitor center and Wineries without Walls retail center during the 2013 travel season. Thomas seconded the motion which passed with a vote of 5-0.

(2) Proposed Fall Dedication Ceremonies

Ingham said as we come to the conclusion of construction of the FRSC and water pipeline in September and October, staff would like to know the Council's thoughts on dedication ceremonies. He provided the Council with three options: (1) Direct staff to take the lead, (2) Direct staff to engage partners, or (3) Contract with Cawood Associates and use both these projects to play up the PR and relationships as a community on the rise and showcase some of the activities that service the long-term livability in our community. He said the City has

contracted with Cawood on other dedications where congressional folks and media attended. He said we can keep the events low key or try to leverage the most out of the dedications. Cawood has already done a lot of work on the Service Center because of their involvement in the groundbreaking ceremonies. Staff has done a lot of the work on previous events to keep those costs down. Staff is asking for feedback from the Council.

(3) Proposals from Cawood & Associates

i. Fern Ridge Service Center Grand Opening

In response to a question from Thomas Laing, Ingham said many of the comments in Ms. Cawood's proposals include the best hooks - media coverage, television, etc. He said she helps build the story to get the best coverage as well as getting congressional folks to attend. He said if federal funds are involved she provides the narrative as to how those funds are tied to the project and that often times bring better insight and gets better mileage out of the event.

Mayor Larson said media management is really a large portion of it but staff can put together a press release and send it to TV and radio stations.

Ingham said if Ms. Cawood wrote the press-release she would also hand deliver it to the media and ask for expanded coverage.

Mayor Larson said getting some influential people to attend the dedications would certainly draw more people in.

In response to a question from Thomas Cotter, Ingham said all proceeds from the Harvest Festival go towards the long term operational costs of the center so it seems most appropriate to have the dedication on that same day. He said the pipeline dedication could be arranged for a later date. He said as far as the pipeline dedication he would like to see it in conjunction with the last Farmers' Market but that date conflicts with the League of Oregon Cities annual conference.

Brittany Boothe said Cawood put together a similar proposal for the groundbreaking of the Service Center or Park N Ride and she thought we were disappointed with the turnout.

In response to questions from Thomas Laing, Ingham said he will follow up on Ron Wyden attending the dedication hopefully tied to the Harvest Festival. He said he would like to get congressional folks to attend while they are still on recess.

Mayor Larson suggested the Service Center dedication be held on the Friday prior to the Harvest Festival.

In response to a question from Victoria Hedenstrom, Ingham said the contractor said the facility would be open and functional at that time.

Victoria Hedenstrom suggested hosting a concert Friday night in the facility as a primer to Saturday's event.

Brittany Boothe suggested a pancake breakfast on Saturday as a sneak preview of the facility.

Ingham said we could close Second St. and have a dedication in the street. He said no one will be restricted from touring the facility but we cannot provide any services in the building.

In response to a question from Victoria Hedenstrom, Ingham said services cannot be provided to persons under 60 years old. He said it's a fine line and the City Council agreed to meet all of those regulations and if we don't, the state could request the 1.5 million dollar grant funding.

Ingham said CDBG made it perfectly clear that providing any kind of service to persons under 60 would not be allowed. He said the lease we entered into with Mid Lane Cares included CDBG parameters and specified Mid Lane is required to follow them. If it's brought to our attention that those parameters are not being met we are required to follow through. The state agency overseeing the CDBG program will subscribe to the Fern Ridge Review to monitor the activities taking place at the facility.

Bork said Mid Lane Cares has a separate office to provide services to residents under 60.

In response to a question from Brittany Boothe, Ingham said scheduling the dedication on Friday would not eliminate hosting tours on Saturday. He suggested the dedication be Friday between 11:00 a.m. and 1:00 p.m. in order for the news media to get the coverage on the local nightly news.

Brittany Boothe agreed that if it is our hope to have media coverage we're more likely to get that coverage on Friday. Also funders and dignitaries are more likely to participate if the media is there.

Ingham said those that participated last year thought it was a great idea to focus the groundbreaking around a community event. He said there is a downside to shifting the dedication from Saturday to Friday but the event would get better media coverage on Friday. He said the funders may also be more willing to participate on a Friday.

Thomas Cotter said he is okay with options two or three and with the dedication taking place on Friday. He said he feels it gives us the recognition we want to receive but we need to do something in order to get the event publicized.

Mayor Larson said having the Service Center groundbreaking in conjunction with the Harvest Festival last year went very well. She agreed the dedication should be on Friday with tours on Saturday during the Harvest Festival.

In response to a question from Mayor Larson, Ingham said Council members did not attend last year's League of Oregon Cities conference because the Service Center groundbreaking conflicted with the conference. He said if we held the pipeline dedication in conjunction with the Fourth Friday Farmers' Market (September 27th) it will again conflict with the conference.

Ingham said we're likely to see some EWEB Board members and staff participating so doing something during the day would be best.

In response to a question from Brittany Boothe, Ingham said both proposals total \$9500 but that is a "not to exceed total". He said staff can do some of the work so Cawood's billable hours would decrease. Ingham said Ms. Cawood will work with us to limit her time to \$6000 to \$8000 if we were to accept both proposals.

In response to a question from Mayor Larson, Ingham said he will confirm with USDA if some of the cost could be paid from existing project budgets. He said USDA may tell us printable materials would be a covered expense.

In response to a question from Victoria Hedenstrom, Ingham said the 50th anniversary was organized and executed by a committee consisting of Mayor Larson, Brittany Boothe, Chris Workman, and a few others that worked for many months and put in considerable City staff time. He said the City also partnered with Oregon Country Fair whose contribution got the media and Samba Já to attend the event.

Mayor Larson suggested including Veneta Elementary in the pipeline dedication to showcase the large technological feat that has been accomplished.

Thomas Cotter said he was okay with an amount not to exceed \$8000 for both events and dates.

Thomas Laing said he was okay with the dates but not the dollar amount.

Mayor Larson said part of it is a manpower issue but we can't allow staff to become a PR firm.

Ingham said staff will have their plates full with project management and closing these projects out. It does lift the burden somehow to bring outside agencies in and if we're hearing concerns about the costs, staff will work to get it cut down.

Mayor Larson suggested using option two or three.

Brittany Boothe said she felt somewhat torn. She understands what Thomas Laing is saying about the cost. She asked if the City wants to spend that kind of money. She said it's important to not cut corners but she also doesn't want to break the bank. She would like to go with option two but with the objective of option three to have the Service Center dedication on a Friday. She felt this would give the City the most bang for our buck. She said the Council could assist with the set up and find ways to get the cost down. She also said she liked Mayor Larson's idea of working with Veneta Elementary on the water pipeline dedication.

Mayor Larson agreed and asked if staff can direct the Council to do a few things as well.

Thomas Laing said he understands staff has limited time.

Ingham said Ms. Cawood could coordinate the chairs, shovels, and scissors for the ribbon cutting to create a meaningful dedication to draw in elected officials and media attention.

After a thorough discussion, it was the consensus of the Council to host the Service Center dedication on Friday with tours on Saturday during the Harvest Festival.

(ii) Water Pipeline Dedication

In response to a question from Mayor Larson, Ingham said the pipeline dedication could coincide with the final Farmers' Market on September 27th and if that's the case, we'll work with EWEB and start soliciting our congressional folks and work with their schedules. He said congress reconvenes in Washington DC at Labor Day.

Thomas Laing said he would agree to cap both dedications at \$6000 and if it exceeds that, staff will bring it back to the Council to discuss possible contingencies.

The remaining Council members agreed with Thomas Laing's proposal and directed staff to contact Cawood and Associates.

10. OTHER

Ingham said he and Mayor Larson discussed cancelling the July 8th Council meeting depending on what issues come before staff. Mindy Sandford wanted to extend an invitation to the Council to volunteer at the Zumwalt campground over the Oregon Country Fair weekend of July 11th through 14th. Please contact her if you are interested in working the registration tables on Thursday.

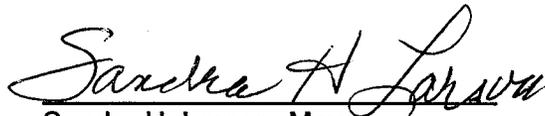
In response to a question from Brittany Boothe, Ingham said depending on agenda items, the July 8th meeting may be cancelled.

Thomas Laing will not be here on July 22nd.

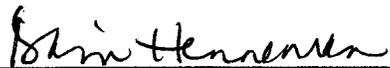
Bork clarified that the age restriction at the Service Center is only in place for the first five years of operation.

11. ADJOURN

Mayor Larson adjourned the Veneta City Council at 9:30 p.m.


Sandra H. Larson, Mayor

ATTEST:


Marc Henneman, Assistant City Recorder
(minutes prepared by Dhennehan)