

# Minutes of the Veneta City Council

## August 12, 2013

resent: Sandra Larson, Thomas Cotter, Brittany Boothe, Thomas Laing, and Victoria Hedenstrom

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; Wayne Hunter, and Michelle Ossowski

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### 1. CALL TO ORDER

Mayor Larson called the City Council to order at 7:01 p.m.

### 2. PUBLIC COMMENT

#### **Wayne Hunter, 25087 Cheney Dr., Veneta, OR**

Mr. Hunter asked what the status was on the documents he provided at the last Council meeting.

Mayor Larson said she decided to appoint an ad hoc historical committee to address the posters and hopefully several other areas of recognition. She thanked Mr. Hunter for bringing the pictures to the City's attention.

### 3. PRESENTATION FROM FERN RIDGE SCHOOL DISTRICT - LONG RANGE FACILITY PLAN

Mayor Larson thanked the School District representatives for bringing the presentation before the Council.

Gary Carpenter said Mr. Friedrich was unable to attend tonight's meeting so he stepped in for him. Mr. Carpenter said this is the start of the District's promotion of its Capital Improvement Plan. He said the Long Range Facility Planning Committee was developed about four years ago and now is a 25 member committee consisting mostly of school staff, parents and other civic leaders such as City Administrator Ric Ingham. The Committee hired DLR Group, an architect firm in Portland, to assist with creating the Long Range Facility Plan (LRFP). Mr. Carpenter introduced Jeb Flowers, a parent and committee member, to summarize Phase 1 of the Plan.

Mr. Flowers said he is a parent of twins attending Veneta Elementary. He said he became a committee member because he wanted to be involved in the community. He said Phase I of the LRFP begins with Elmira Elementary, the oldest facility in the District. He said Elmira Elementary will be completely rebuilt in three phases; the Middle School and Veneta Elementary libraries will be closed off from other interior areas of the schools; Veneta Elementary will also have six new classrooms; the parking area and student/bus loading areas will be reworked, and a new cafeteria/kitchen area will be constructed. The administrative offices will be updated for better security and observation inside and outside and school safety will be addressed at all sites and well as seismic assessments. He said many things like the phone and the PA systems do not work in some classrooms throughout the District. Mr. Flowers said the committee also talked about moving the administration offices to the Lane Community College (LCC) building at Elmira High School, constructing another gymnasium at the high school, and the final option would be to add the ability to have a production theater in one of the gymnasiums.

Mayor Larson said other items that need to be looked into include selling Noti property.

In response to a question from Victoria Hedenstrom, Mr. Flowers said the heating system at the High School would be part of the capital repairs at all sites. He said the committee prioritized the four to five page lists of repairs for the entire District.

In response to a question from Victoria Hedenstrom, Mr. Carpenter said the bleachers near the High School track have been removed and all HVAC systems will eventually be replaced.

In response to a question from Thomas Cotter, Mr. Flowers said replacing Elmira Elementary will take place in three phases because the plan calls for the new school to sit on the existing school footprint. He said Phase I will be construction of a new gymnasium; Phase II will be construction of 10 classrooms, a computer lab, commons area, and kitchen, demolishing the gym and middle wing and bring in temporary module classrooms; and Phase III will be construction of five new classrooms and demolition of the west wing classrooms.

Mayor Larson said there will be continuous occupancy at Elmira Elementary during construction.

In response to questions from Thomas Cotter, Mr. Carpenter said we can't vacate the District Offices yet because all of the District's technology is in the basement. He said the bus barn always needs more space so it could likely take over the parking lot. For now, it would still be maintained by the school district. He said likely a Head Start program or alternative classrooms would go in the existing administrative offices if and when those offices moved into the LLC space at the High School. He said the District also owns the bus barn property.

In response to a question from Victoria Hedenstrom, Mr. Carpenter said the District will house a new program in the Garcia Center building, but that is way down the line.

Mayor Larson said the District has done a great job on the Plan and she felt residents will be more receptive to a bond once they've had a chance to review the Plan.

Mr. Carpenter said the School Board may decide by the end of this year how to move forward with the Plan but it wants feedback from parents and residents over the next three or four weeks. He said each school will have an open house to work on getting information out.

In response to questions from Thomas Laing, Mr. Carpenter said a new well was drilled at the Middle School and the only current water issue is at the High School and is related to field irrigation. Mr. Carpenter said the bond measure four years ago was slightly defeated 51/49. The second bond measure two years ago was not as successful and was voted down by a much wider margin.

**4. PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

a. Mayor Larson opened the Public Hearing at 7:20 p.m.

b. Staff Report - Kay Bork

Bork said according to CDGB Handbook guidelines, the City is required to hold a second public hearing to take public comment about the local government's performance on the Fern Ridge Service Center project. The first public hearing was held prior to submitting the CDGB application for funding. She said the Service Center is near completion.

c. Questions from Committee

None

d. Public Comment

None

e. Committee Deliberation

None

Bork said the construction should be completed by the end of the month and the open house is scheduled for September 14<sup>th</sup> from 1:00 p.m. to 3:00 p.m. during the Harvest Festival. She said

the building dedication ceremony will be Friday, September 13<sup>th</sup> at 10:30 a.m. Bork said if anyone is interested in taking a walk through before then, please contact her.

Ingham said the CDBG rules and regulations placed constraints on the use of the building including who could enter the building. He said volunteers under 60 could enter but unless you were receiving services you had to be 60 or over. This included special events or fundraising to help raise funds to assist with the programs. He said as of early last week staff heard from the Director of Infrastructure Finance Authority (IFA) that they have been working with HUD to loosen up on these rules and allow partners to hold fundraising activities to support their programs as long as 100% of the proceeds go to the services provided from that facility.

f. Mayor Larson closed the Public Hearing at 7:25 p.m.

## 5. CONSENT AGENDA

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

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

The consent agenda as approved included Minutes for July 22, 2013 and the Public Works Activity Report for July 2013.

## 6. COUNCIL BUSINESS AND REPORTS

### a. Business

(1) Recognition of AmeriCorps Volunteer John Baumann

Bork said Dr. Baumann could not attend tonight's meeting so he will be presented with a certificate of appreciation at a future time.

(2) "If I were Mayor" Statewide Contest Results

Haley Perry from Elmira high School took second place in the statewide "If I were Mayor" Contest sponsored by the Oregon Mayor's Association. Mayor Larson had planned to acknowledge Ms. Perry achievement but she was not present.

(3) Mid Lane Cares Street Closure & Noise Variance Permits for Harvest Festival

Ingham said there were a number of things packaged under this request. He said even though it's not a City event, the City has an active involvement with the Harvest Festival. He said Mid Lane has prepared and submitted the necessary permits for the Harvest Festival; a street closure, noise variance (for the live band), and parade permit. He said Broadway St. from Territorial to Third St. and Second St. from Dunham to Brooker Ln. will be closed. Mid Lane is also requesting the Council approve the parade permit. The parade route will be from the north side of the Service Center to Brooker Ln. and Fourth Street to Territorial. He said because there will be a live band Mid Lane requested a noise various permit. He said all three of these permits can be administratively approved but he would like a consensus from the Council so that staff can move forward with supporting the event.

After a brief discussion, it was the consensus of the Council to approve the City Administrator's signing of the street closure, parade and noise variance permits for the Harvest Festival.

Ingham said Mid Lane is also requesting the City extent its liability insurance coverage for the event. He said to his knowledge there is no additional fee for extending this coverage. He said all the proceeds raised by the Harvest Festival committee go to the Service Center which in turn supports the building which as we all know, is owned by the City.

**MOTION: Thomas Cotter made a motion to approve providing a certificate of insurance for the Harvest Festival. Brittany Boothe seconded the motion which passed with a vote of 5-0.**

b. Councilor/Committee Liaison Reports

Thomas Laing said he attended the Mid Lane Cares committee meeting. He said much of the meeting addressed moving out of the Garcia Center and storing all of their supplies and small equipment at the Community Center.

Ingham said the partners have been given various tentatively scheduled move-in dates throughout September.

Thomas Laing said the Committee is concerned about getting liability insurance for their personal items they will bring to the facility and insurance for the property. He said they decided who will have hands on authority for the property and who will administer the property. He said Kim Kaufman, Lois Riha, and John Baumann will do that.

In response to a question from Mayor Larson, Bork said its John Baumann's intention to continue on the Mid Lane Board.

Thomas Laing said the Committee has a well thought out strategic plan and it seems they have all the bases covered for the facility. He said the Oregon Health Plan will also be explained to those who qualify.

Brittany Boothe provided an update from the August 6<sup>th</sup> Park Board meeting. She said the Flick N Float family movie night will be held at Veneta Community pool on Saturday, August 17<sup>th</sup> from 8:15 to 10:00 p.m. She said the Park Board will also have a booth at the Harvest Festival. She said Board members are working on new activity ideas for the booth. The Park Board still has one resident vacancy. She said if anyone is interested in applying applications are available in the lobby of City Hall.

Tom Laing said the next Mid Lane Cares Committee meeting was changed to Thursday, September 5<sup>th</sup> at 4:00 p.m.

In response to a question from Mayor Larson, Thomas Laing said the committee briefly touched on the Jim Petty Scholarship Fund but really didn't have time to talk about it.

Mayor Larson indicated she would like to know the status of that fund.

Mayor Larson said she attended the annual Oregon Mayor's Association conference in Corvallis. She said she initially thought it wasn't going to be as exciting as last year's conference in Florence but the materials provided a lot of really good information. She attended sessions on sports tourism which builds events around particular sports. She said it was very interesting for future economic development. She said she also attended the cultural heritage session which fed her desire to do some historical research on Veneta. She also toured a city-owned community garden. She said the garden was developed in sections – one for the food bank, a teen garden, which also supports the food bank, and individual plots for renting. She said she visited the talking water garden which turned a problem into an asset. She said the Albany Public Works Dept. and another city partnered with a manufacturer to reduce the temperature of the wastewater before it enters the Willamette River. She said it's beautiful and is open to the public. Mayor Larson said the League of Oregon Cities and Oregon Public Health Institute partnered to create a new program called "Healthy Cities". The Healthy Eating Active Living (HEAL) campaign is a resource to help civic leaders create healthy communities. She said

Veneta already does many of the things that qualify us to be a HEAL City. She suggested having a discussion about this at the upcoming goal setting session.

**7. STAFF REPORTS**

- a. Community Development Director.....Kay Bork
  - (1) Approval of Fern Ridge Service Center Lease with Mid Lane Cares

Bork referred to the final updated lease agreement between the City and Mid Lane Cares. She said staff met with Mid Lane to review the changes it requested and approved by the City Council in March, 2013; the City will waive the water/sewer fees for one year, provide fire insurance for the building for five years, and allow the partners five years to build the building maintenance reserve fund to \$10,000. The lease will be renegotiated in five years. She said the Operations Committee has been renamed to the Fern Ridge Service Center Partners Committee. This committee will meet annually to discuss building maintenance costs as well as other facility issues. She said all of these changes have been incorporated into the lease agreement. She said Pat Coy, Committee Chair, said he is ready to sign the agreement.

Thomas Cotter expressed some concern about accountability for the number of building keys that will be distributed to the many volunteers. He said there will be several different entities coming and going through the facility and he felt we should make sure there is something in place to monitor keys. He said this subject wasn't referenced in the lease agreement.

Thomas Laing said it was discussed at the meeting but nothing final was decided.

Bork said staff worked with partners on a key hierarchy and the operations committee will work out details. She said specific people have been identified to have possession of the more secure keys and perhaps there should be formal language to address the issue either in the sub-lease agreement or in another document.

Ingham said it's going to be a challenge to track distribution of keys when you have LCOG and its part-time staff person and their senior meals program, and Senior Connections with its part-time staff, 12 to 14 volunteers, plus the food pantry which will likely be operated by a different volunteer each day.

Thomas Cotter said all the more reason to have some kind of key accountability when dealing with that many partners. He suggested creating a key log or get it in writing how the keys get used and to whom they get distributed to. However, he doesn't feel the City should be involved in the administration of the keys.

Ingham said Bork talked about the key hierarchy and only certain individuals will have access to specific areas. He said the keys cannot be duplicated and a key log should be maintained indicating the number of keys and who they are checked out to. He said as long as it's clear who controls the key check out. He said it's always been the intent to turn the building over to the partners.

In response to a question from Victoria Hedenstrom, Ingham said the City will stay out of the picture unless the Council wants to budget staff time to oversee the facility. He said the City is responsible to meet all CDBG requirements for five years so there needs to be some level of oversight from the City. Ingham said many of the partners' resources have diminished so we need to look at how we will make this work with mostly volunteers. He said there will not be a building manager. The building was designed so the food pantry can operate separately from the senior center activities and the meals site can be restricted to and from the lobby or the rural medical office.

In response to a question from Mayor Larson, Bork said a committee will be formed consisting of key persons from each partner agency. That committee will function as the building manager and will continue to meet to work out details.

Ingham said the City assumed the Operations Committee would be meeting regularly and talking about issues but the Mid Lane Cares Board chose not to have the Operations Committee operate in that fashion. They have identified two Board members to act as the Liaison Committee and if any of the service delivery partners have problems, they are to go to the Liaison Committee to try to resolve any issues.

In response to a question from Victoria Hedenstrom, Ingham said the City will be the mediator/arbitrator. If it doesn't work, we could end the lease, operate as the managing entity, and formalize the operations committees. However, he doesn't see that happening.

In response to a question from Thomas Laing, Ingham confirmed the partners involved will be the City, Mid Lane Cares Committee, and the Fern Ridge Service Center Partners will come together annually to talk about large maintenance items and operational issues. He said the Mid Lane Cares Operations oversight committee would be the lowest level that partners would go to if they need to discuss day to day operations of the building.

**MOTION: Thomas Cotter made a motion to approve the Fern Ridge Service Center Lease Agreement with Mid Lane Cares as presented and authorize the City Administrator to sign the Lease Agreement on behalf of the City. Thomas Laing seconded the motion which passed with a vote of 5-0.**

b. Finance Director.....Shauna Hartz

(1) **Resolution No. 1131 - A RESOLUTION TRANSFERRING APPROPRIATIONS FOR THE 2013-2014 FISCAL YEAR**

Hartz said Resolution 1131 is a simple appropriations transfer moving appropriation from contingency within the sewer fund and putting it in the capital outlay classification also in the sewer fund. She said in FY 12-13 we budgeted for a project called "wastewater scada system" which was started but not completed in FY 12-13. Because we didn't budget that project to finish in FY 13-14, Resolution 1131 is required to allow staff to spend the money in FY13-14 that we didn't spend in FY12-13 when it was budgeted.

**MOTION: Thomas Cotter made a motion to approve Resolution No. 1131. Thomas Laing seconded the motion which passed with a vote of 5-0.**

(2) **2012/13 Fiscal Year Pre-Audit Financial Reports**

Hartz said this report shows the financial results including the ending fund balances for FY July 1, 2012 to June 30, 2013. She said these figures are pre audit so some numbers will change. She said the overall ending fund balances are higher than we anticipated and there are several reason for this. One of which is when a project isn't completed before year end. She said other reasons are due to Kyle's frugality and his good maintenance programs. She said the general fund and street fund balances are higher in part because the Emerald People's Utility District (EPUD) taxes came in about \$20,000 more than expected. She said also 34 single family residential building permits were processed but we only budgeted to sell 12. That also increased the capital construction fund, as that is where the SDCs are tracked. Hartz said she will meet with anyone if they have questions.

Ingham said also when it comes to managing very large projects; it's hard to project what the needed fund balance will be. He said we had a little more carry over because the water and sewer funds saw more than we expected. He said that could be a reflection of the 6% increases in the water revenue beginning in January. He said we still need to do the third and

final water rate analysis and we may have to go back and look at the projected ending fund balance, but based on what Shauna has estimated, we are looking at \$800,000 to \$1,000,000 more than we anticipated Citywide.

Hartz said the beginning fund balances used for the FY13 14 Budget were based on estimates that we now know are too low. Most of the difference will carry over so the ending fund balances at June 30, 2014 will also likely be higher than what the budget shows. She said the franchise fee is based on EPUD's gross sales.

Ingham said a nice increase for us. He said many of the foreclosed and vacant homes are getting sold and rented so they're back on City services as well as electricity, phone, garbage, etc.

In response to a question from Mayor Larson, Hartz said Lane Electric's territory is smaller than EPUD's.

c. Public Works Director..... Kyle Schauer

(1) Pipeline Updates

Schauer referred to a handout and apologized for its poor clarity. He said this is a combined schedule of EWEB's line and the City's. He said we can see a substantial completion date and closing of the contract loan with Rural Development (RD), so we can determine what our exact project costs are. He said EWEB is almost finished with its stretch of pipeline and we will begin flushing and testing the line to see water from their side by mid-week next week. Once EWEB completes testing its line, we can start flushing our lines in preparation for a week of testing. If everything goes as planned, we should have water ready for use by August 29<sup>th</sup> from the E. Broadway Public Works yard. Schauer said another piece taking place later is the connection to the water reservoir. He said in order to complete that we will need to bypass the reservoir, draw down the water to about four ft., and connect the pipeline fitting to the reservoir. He said the reservoir will be off line for about a week while this connection is completed. This will allow us to feed the City's water supply with EWEB water only. Schauer said customers will not be affected by this.

Kyle said all the piping in Eugene is completed and now EWEB needs to make some connections. He said things look good for EWEB to begin testing its line tentatively by August 22<sup>nd</sup>. Once water is at the vault at Highway 126 and Greenhill Rd., we should be able to test at the Public Works yard within a week. Once we've completed our testing we can apply for substantial completion from RD. Schauer said there are just a few minor things that need to be checked off after August 29<sup>th</sup> - 30<sup>th</sup>. He said all work will be completed by September 30<sup>th</sup>.

Ingham said as part of the 45 day window RD would like to see things leading up to establishing the 95% completion which means all change orders and final expenses would be resolved. Unfortunately the improvements to the two County roads are affecting those final change orders. Approval of those change orders that may put us in jeopardy from meeting that 95% completion.

In response to questions from Mayor Larson, Ingham said as an example once a contractor identifies additional work needed, the engineer provides a preliminary fix or resolution, then we have to get a tentative approval from RD, then the engineer gives authorization to solicit bids, then it goes to the contractor to write the change order. This process takes about three weeks before the change orders are signed off on. This doesn't happen immediately and a lot of that has to do with how quickly RD can move through their process. Ingham said RD wants to see our interest rate be held down. He said RD staff personnel - the federal engineer and the project coordinator are working through our project but they are also

working on several other projects, some of which are nightmares.

- (2) Pipeline Change Order - Needed Road Improvements on Perkins Rd. & K.R. Nielson Rd. Schauer said as part of the project, the City was required to obtain a right-of-way permit through Lane County for placement of the pipeline. He said when we signed the contract; we essentially agreed to put the roads back to the pre-construction condition but because Perkins Rd. was not built to today's standards, and had an insufficient base, the repair failed and was rejected by Lane County. He said staff worked with Lane County and the City engineer to identify which areas were affected and what an effected fix would be. The contractor's estimated repair came in at \$70,960. Staff is hoping this will be the final repairs for Perkins Rd.

The other expense will be for repairs to KR. Neilson Rd. He said the original contract with Pacific Excavation called for installation and repair of the four ft. trench for about 1.2 miles. As construction continued the road bed completely broke down and Lane County said we needed to fix it. The City then agreed to bring the road up to standards for chip sealing and contracted with Lane County to apply the chip seal at a cost of \$74,250. Two weeks ago we readied the road base for the chip seal and again because of a substandard road and road base, everything underneath it was shifting and the compaction loosened sections of the road. At that point it became obvious it was impossible to bring it to a standard to accept a chip seal. The City engineer and Lane County came up with a fix to lay asphalt on the entire section. Lane County's asphalt standard is three inches. They reduced it to two inches at a total cost of \$127,298. The original contract with Lane County for the chip seal was \$74,250. He said that contract is void and that amount will be applied to the \$127,298 leaving a balance of \$53,048. Staff is asking for approval to move forward with both of these projects with the intent to get all repairs done by the end of the month so we can work on RD's substantial completion.

In response to a question from Thomas Laing, Schauer said the section of K. R. Neilson Rd. runs from the intersection of Highway 126 about a mile west of the substation. He said when the project began the road was an oil pat road and not a good road, but our agreement is it has to be put back to an acceptable standard. Since the work done basically disintegrated the roadway, we are required to repair it to higher standard in order to meet the contract obligations.

In response to a question from Victoria Hedenstrom, Schauer said the sections of Perkins Rd. that were bumpy and uneven were caused from the road base giving away around the trench. He said the entire lane was replaced where a driveway intersects with Perkins Rd.

Ingham said we should look at this from Lane County's perspective. If this was a City street, we would expect any contractor to bring the road back to its original condition if not better.

Schauer said the repairs on Huston Rd. were fine because Huston is a better built road. He said the same goes for Central Rd. We were fortunate we didn't have any problems with any of those roadways.

**MOTION: Thomas Cotter made a motion to approve staff proceeds with a change order to the Pipeline Project in the amount of \$70,960 for additional repairs to Perkins Rd. as well as \$127, 298 for repairs to K.R. Nielson Rd. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.**

- d. City Administrator.....Ric Ingham
- (1) Questions from Councilors

In response to a question from Thomas Laing, Schauer said the four ft. of water left in the reservoir will be used to wash the tank and get it ready for the EWEB water. He said a 24 inch hole will be cut in the side of the tank to accept the water pipeline. A seal and new coating will also be done but painting the interior of the tank was pulled because of the short timeline to complete the project.

In response to a question from Victoria Hedenstrom, Workman said he and Schauer set up the PA system earlier today and it sounds great. He said the entire system was purchased locally and came in just over \$1300. He said the system will be used for the Saturday August 17<sup>th</sup> Flick 'n Float event at the pool.

#### **8. OTHER**

Ingham said at the last Council meeting, the Council authorized up to \$1600 for the PA system. He said a few weeks ago, staff also purchased an inflatable large screen. He said in trying to figure out where to appropriate that expense (and since the PA system was only \$1300), staff is requesting the Council approve using the remaining \$300 to cover the cost of the screen from the Zumwalt Discretionary fund.

In response to a question from Victoria Hedenstrom, Ingham said the inflatable screen is safer, portable, and deals with weather better. He said it was \$197.

Workman said the screen is 12 ft. diagonal and it's easily 10 to 12 feet tall. He said it was purchased for movie night but was also used for the Teen Night event held in July for kids to play Xbox. He said the PA system has one wired microphone and one wireless microphone and the system can expand to accommodate a mixer board and more inputs as needed in the future.

Mayor Larson said Stacy is thrilled with the screen.

Ingham asked the Council members if they have been checking their new email addresses. He said if anyone would like some training, staff can walk through the process for managing the new email accounts.

Thomas Cotter and Thomas Laing said they would like a tutorial.

Ingham suggested perhaps arriving 30 minutes early to the next Council meeting.

Ingham said as part of our wellness program, City staff will be attending an Emerald's baseball game. He extended the invitation to Council members as well as other City committee members. The event will take place on Thursday, August 22<sup>nd</sup>.

Victoria Hedenstrom said she cannot make it.

Mayor Larson would like to appoint members to an ad hoc historical committee. She said the committee will start out with three members; herself, Pat Baron, from the Fern Ridge Library and Rick Gideon, president of the Applegate Museum. Mayor Larson said members can be added as we go.

Victoria Hedenstrom said she would like to be on the committee.

Mayor Larson said we just need to make sure if there are three Council members on the committee that it would not be considered a quorum.

Ingham said he would run that by legal counsel and get back to the Mayor.

Mayor Larson temporarily adjourned the Council meeting at 8:35 p.m. and opened the Veneta Urban Renewal Agency at 8:42 p.m.

At 8:50 p.m. Mayor Larson adjourned the Veneta Urban Renewal Agency meeting, reopened the City Council meeting, and went directly into Executive Session.

**9. EXECUTIVE SESSION**

ORS 192.660(2) b (g) Trade or Commerce Negotiations, ORS 192.660(2) b (j) Public Investment Negotiations, and ORS 192.660(2) b (i) City Administrator's Evaluation

After making no decisions, Mayor Larson closed the Executive Session at 10:10 p.m. and reopened the Council meeting.

**MOTION: Thomas Cotter made a motion to adopt the updated compensation package to be effective beginning with the July 26, 2013 pay period and to direct legal counsel to prepare an updated contract for approval by the Mayor. Thomas Laing seconded the motion which passed with a vote of 5-0.**

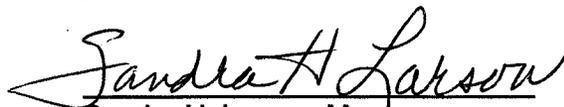
Ingham said Council members may contact Workman separately to get a sense of what he does and the day to day operations of City Hall as well as personnel issues.

In response to a question from Brittany Boothe, Workman said she can change her email password but she would need to forward the new password to him so he could access it if needed..

In response to questions from Brittany Boothe, Ingham said the Council goal setting session has been tentatively scheduled for Saturday, October 12<sup>th</sup> from 9:00 a.m. to 2 p.m. He said it's also a possibility that the October 14<sup>th</sup> Council meeting will be cancelled if the Goal setting session takes place on the 12<sup>th</sup>. Ingham said Hartz is getting caught up with the audit and will put together the audit documents in a binder or similar notebook as we've done in the past. Ingham said it's likely the August 26<sup>th</sup> meeting will take place because of the water pipeline substantial completion, award of the contract for the fiber build out, and the sidewalk improvement project on Hunter.

**8. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 10:30 p.m.

  
Sandra H. Larson, Mayor

ATTEST:

  
Darci Henneman, Assistant City Recorder  
(Minutes prepared by DHenneman)