

# Minutes of the Veneta City Council

## February 11, 2013

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

Absent: Thomas Laing

Others: Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; 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

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### 1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 7:05 p.m.

2. **PUBLIC COMMENT** - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Council will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Council meeting.

### 3. CONSENT AGENDA

In response to a question from Mayor Larson, Kyle said the average monthly usage of the community center is about 10-12.

In response to a question from Brittany Boothe, Kyle said the violation listed in his public works activity report was due to the heavy rains we experienced the last week of December which sent a lot of flow to the treatment plant. He said this is not common in Veneta but due to the sheer amount of water coming into the plant, we did not meet the pounds loading requirement. Kyle said DEQ requested a written explanation, which he provided, and within the week things got back to normal and the problem resolved itself.

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

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

The consent agenda as approved included Minutes for January 28, 2013, Accounts Payable through February 5, 2013, and the Public Works Activity Report for January, 2013.

### 4. COUNCIL BUSINESS AND REPORTS

#### a. Business

- (1) Request from Braeden Cornelius to waive the Community Center Rental Fee in order to hold a Mr. Falcon fundraising event.

Stacy Cornelius said she is representing Braeden tonight because he is at work and could not make the meeting. She said he is requesting the rental fee for the community center be waived. He is holding a rummage sale on Saturday, February 16<sup>th</sup> and would also like to use the facility on Friday February 15<sup>th</sup> to set up for the sale. The rummage sale is a benefit fundraiser for the Mr. Falcon competition and all proceeds from the sale will go to Mid Lane Cares.

Brittany Boothe said she thought this was a perfect idea for a fundraiser.

In response to questions from Victoria Hedenstrom, Shauna said there isn't much difference in cost whether the community center is used or sits empty.

Kyle said all renters are required to complete a check off list to ensure the facility is left the way they found it. He said regardless of whether it has been rented, a public works employee checks the building every day to see that the building is clean. All renters are treated the same. He said most of the non-profits that use the center request the rental fee be waived or reduced and in most cases those requests are granted.

Shauna said if a user does leave a mess, a public works employee cleans it up but the deposit is withheld and in some cases, the renter may be charged additional fees especially if there is any damage.

In response to a question from Thomas Cotter, Shauna said all renters are charged a key deposit.

**MOTION: Thomas Cotter made a motion to approve Braeden's request for waiving the rental fee for using the community center for his Mr. Falcon project. Brittany Boothe seconded the motion.**

In response to a question from Mayor Larson, Stacy said she has many items to sell and Braeden has requested items from all the schools. She said Braeden is accepting donated items which can be dropped off at the community center on Friday night or he will pick them up.

Kyle said Braeden picked up a few donated items from staff at City Hall.

Stacy said Braeden will return any items not sold or they will be taken it to Goodwill.

b. Councilor/Committee Liaison Reports

Brittany Boothe said she attended the February 6<sup>th</sup> Park Board meeting. A recap of the light parade revealed how big the parade has gotten and the safety challenges that come with that growth. She said the Park Board received a second Adopt-A-Park application from Curves. The first unofficial application was from the Lions Club. There is a Park Board vacancy coming up and planning has begun for the annual Easter Egg Hunt and Earth/Arbor Day with Veneta Elementary. She said Lisa and Kay are partnering with Olivia, the principal at Veneta Elementary.

Victoria Hedenstrom said she will attend the Chamber of Commerce Board meeting tomorrow night.

Mayor Larson said the School District continues discussions on security. She said at the work session they talked about teachers carrying concealed weapons. Currently the school district has a no gun policy. She said school officials are reaching out to parents and volunteers for input. Mayor Larson said the district's facility study will begin soon.

5. STAFF REPORTS

- a. Public Works Director..... Kyle Schauer
  - (1) Award of Contract for Wastewater Mechanical Screen

Kyle said he has recently talked about replacing the wastewater mechanical screen which is part of the headworks upgrade project within the existing capital improvement program of the Wastewater Master Plan. He said the City Engineer provided the RFP which went out last month and two proposals were submitted. The two bids were from Kuster Zima Corp. and Huber Technology. He said Kuster was the qualified low bid but both bids met the criteria. The City Engineer recommended we go with the lower bid from Kuster of \$114,839, of which 15%

(\$17,226) is required as a down payment for the screen drawings. This amount is included in the FY 2012-13 budget. The remaining 85% (\$97,613) will be included in FY 2013-14 budget.

In response to a question from Victoria Hedenstrom, Kyle said the City is required to go with the lowest bid as long as all criteria are met and everything else is equal. He said the engineers reviewed both proposals which both met the criteria. Kyle said he is confident the specifications are as tight as possible and with such specific requirements we were lucky to get two bids. Kyle said he has seen screens from both companies in operation at other plants and he believes either one would work.

In response to questions from Mayor Larson, Kyle said the wastewater travels through the mechanical screen board and when the debris gets to the top it's brushed and sprayed off. It then goes down a conveyor to a dumpster and taken to the landfill.

In response to a question from Victoria Hedenstrom, Kyle said it is designed to pick up the larger things that are non-organic, toys, etc. The perforation screens are a quarter inch so it will pick up anything that's larger than a quarter inch and get it out of our waste stream. The new screen will make the process a lot more efficient and will also accommodate a future upgrade.

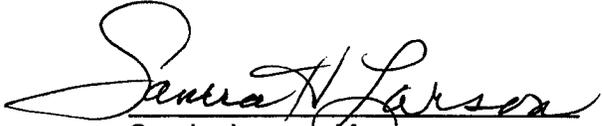
In response to a question from Mayor Larson, Kyle said it is an improvement because the existing screen is 10 to 12 years old and has many, many moving parts. Because of its age it breaks down a lot and it is time consuming to get it up and running.

In response to a question from Thomas Cotter, Kyle said purchasing the screen is the first step of a large project and there is no need for contingency money for this purchase of equipment. Kyle said he doesn't believe there will be additional costs but when installation quotes come in, a contingency will likely be included.

**MOTION: Thomas Cotter made a motion to accept Civil West Engineering's recommendation to award the contract to Kusters Zima Corporation for the amount of \$114,839 and authorize City staff to enter into a contract with Kusters Zima Corporation for the purchase of a Wastewater Mechanical Screen. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.**

6. OTHER  
None

7. ADJOURN  
Mayor Larson adjourned the Veneta City Council at 7:25 p.m.

  
Sandra Larson, Mayor

ATTEST:



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