

City of Lafayette
City Council Meeting
October 10, 2013—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

NOTE: The order of agenda items are listed as they appear on the official agenda.

INVOCATION

CALL TO ORDER

Mayor Heisler called the meeting to order at 6:30 p.m. on October 10, 2013.

FLAG SALUTE

Mayor Heisler led the flag salute.

ROLL CALL

City Administrator Polasek conducted the roll call of the Council:

Mayor Heisler, present; Councilor Cook, present; Councilor Pagella, present; Councilor Harper, present; Councilor Joy, present; Councilor Smith, present; Councilor Sproul present.

Budget Committee: Jean Mead, present; Tim Svenson, present; Daniel Forster, present; Becky Demmin absent; Jennifer Simmons, absent (2 vacancies).

City Staff Present: City Administrator Polasek, present; Fire Chief Lucich, present.

REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE

Deputy Donahoo advised the Council of a burglary case that occurred last summer and has now been resolved. He is now serving a 45-month sentence. He also explained that there are a couple of other burglary cases that they are working on. He also advised that the stats report shows everything in September is down, with the exception of vandalism. He has changed shifts and will now be working night shifts.

MAYORAL PROCLAMATION

Mayor Heisler read a "National Fire Prevention Week (through October 6th-12th, 2013).

Fire Chief Lucich gave a brief history of Fire Prevention Week. He also advised that the Fire Department has been visiting local school and providing information on Fire Prevention Week.

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APPROVAL OF MINUTES FROM PREVIOUS MEETING

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

CITIZEN INPUT ON NON-AGENDA ITEMS

LINDA LYON

Linda Lyon presented the Council with the new sign for the Community Center that she and City Administrator Polasek have been working on. They were very pleased with the end result. She advised that the Community Center has been getting new paint, the gutters fixed and other small improvements and that it looks really nice, and that she is anxious to get the new sign placed. She advised that the Lafayette Community Fund raised \$1,035 on the raffle this year, and they donated \$1,600 to various organizations in Lafayette. The Council thanked Linda for creating the very nice sign and asked that it be installed behind plexi-glass.

PUMPKINFEST ANNOUNCEMENT

Mary Heisler announced that the Pumpkinfest would be this Sunday (Oct 13th) from 5:00 – 7:00 p.m. and invited the community to attend to enjoy or to assist. She advised there are lots to do and see and will be a fun time and best of all, it's free.

PUBLIC HEARINGS

None.

DISCUSSION ITEMS

ROUNDTABLE WITH THE BUDGET COMMITTEE

City Administrator Polasek provided the Budget Committee with handouts for discussion items. This included the financial report through the quarter (Sept. 30th), an overview of Capital Improvement Program FY 2014, a walk-thru of the Fire Station, and discussion of a fee holiday for December 2013. He explained that the

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City has hired the Groundskeeper to a full-time position, which will be paid for from budgeted funds. The City has budgeted for this position the past 3 years, and this year as well, so any budget changes would be minimal. He spoke on the following projects:

- 1) City Hall Improvements
- 2) Terry Park Improvements
- 3) Bluebird to Well 10 Water Line
- 4) Adams Street, 3rd to 2nd Streets
- 5) Reader Board
- 6) ADA Curb Ramps Citywide
- 7) Manhole Retrofits
- 8) Monroe Street Sidewalk, 3rd to 7th Streets
- 9) SDC Methodology Update

There was also discussion from City Administrator Polasek and Fire Chief Lucich explaining the planning process to purchase a new fire engine, which will replace the 1990 model.

In addition, City Administrator Polasek discussed obtaining an Intern Firefighter EMT in the near future. He explained that there is a program to obtain an intern for approximately \$10,000 a year. He felt that if the city would purchase the lot behind city hall parking lot where the duplex is, and also the one beside it, it could be used as a possible facility with an office and sleeping quarters. The interns would have the opportunity to gain experience in the fire service and Lafayette would be able to have additional personnel. This could be used for existing volunteers as well and also help with daytime service. He explained that these are just ideas and asked the Committee to think about this as an option as we begin next year's budgeting.

Tim Svenson advised there are a few programs like this that he is aware of and they are really great programs.

City Administrator Polasek also asked the Budget Committee to begin thinking about what kind of projects the City should consider for next year, such as projects for water, sewer or streets. He advised that he begins putting things together right after the first of the year, so if anyone has any suggestions please let him know as soon as possible.

He also presented the Council with a sketch of the water fund, explaining that it shows ongoing costs every year, and capital. He explained we do have a nest egg for capital, which we have been utilizing over the past few years. A \$100,000 loan from the General Fund and \$100,000 from the Water SDC fund was budgeted to help with

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these projects. Hopefully we won't have to borrow the money, unless we have to. He explained on-going expenses vs. one time capital expenses.

It was the consensus of the Council and Budget Committee members to not move ahead with a utility fee holiday at this time. There was also Council deliberation about reserving funds in the City Hall Building Fund.

CITY ATTORNEY SELECTION PROCESS

City Administrator Polasek explained that at the August 8, 2013 regular meeting, the Council directed staff to solicit for a City Attorney. He explained that proposals were received from four legal firms and individuals: Wallace W. Lien; the Local Government Law Group of Speer Hoyt; Dan R. Olsen; and Sosnkowski & Cleaveland. He explained that if the Council wanted to decide which consultant they prefer, then a contract for legal services could be provided for Council consideration at the November 14, 2013 regular meeting.

There was Council deliberation.

The Council directed staff to invite Wallace W. Lien and the Local Government Law Group of Speer Hoyt to the December 14, 2013 meeting to provide the Council with a brief presentation on what their firm can offer to Lafayette.

GSI PROPOSAL FOR THE YAMHILL REGIONAL WATER AUTHORITY

City Administrator Polasek explained that the city received a proposal from GSI to perform a study on behalf of the member jurisdictions of the Yamhill Regional Water Authority. The purpose of the work is to study water allocations on the Willamette River and advise the YRWA on options to secure future additional water allocations during times of extreme low flows in the river. He explained that the cost of the study will be shared among all members according to their pro rata share of water allocations from the Willamette River as follows:

- 1) City of Carlton—6.75%
- 2) City of Dayton—7.01%
- 3) City of Lafayette—11.32%
- 4) McMinnville Water & Light—74.92%

He explained that based on an approximate costs of \$15,000 for the study, the City of Lafayette's share would be \$1,698. This money would come from the Water Fund. There was Council consensus to agree to our portion of the study.

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ACTION ITEMS

None.

ADMINISTRATOR'S REPORT

City Administrator Polasek explained we will continue our part-time person in the office for probably another 3 weeks. He also advised that Lori received her Permit Technician Certification and also that there are two vacancies on the Budget Committee. He also explained that Melanie was not available to give an update on the logo project, but that staff has approached the three schools (Chemeketa, George Fox, and Linnfield) and Chemeketa is fully on board to work on a new logo for the City. He will be sending paperwork to the Art Director. There was Council agreement to provide a \$500 incentive to the Design Studio at Chemeketa Community College for drafting a logo/branding that is accepted by the Council.

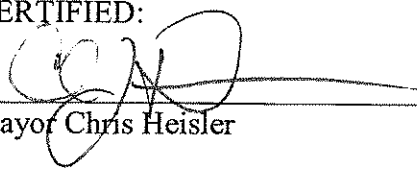
The City/County Dinner will be held October 17th

ADJOURNMENT

Councilor Smith moved to adjourn the meeting. Councilor Pagella seconded. (Motion carried 6-0). (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Council Pagella, aye; Councilor Smith, aye; Councilor Sproul, aye)

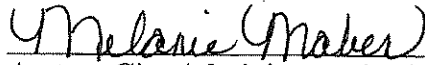
Meeting adjourned at 9:45 p.m.

CERTIFIED:



Mayor Chris Heisler

ATTEST:



Asst. to City Administrator Melanie Maben