

City of Lafayette
City Council Meeting

August 23, 2012—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.

Mayor Heisler changed the order of some items during the meeting and added a discussion item regarding a proposed school at the Bible Baptist Church.

INVOCATION—led by Allen White, Lafayette Community Church

CALL TO ORDER

Mayor Heisler called the meeting to order at 6:30 p.m. on August 23, 2012

FLAG SALUTE

Mayor Heisler led the flag salute.

ROLL CALL

Assistant to the City Administrator Maben conducted the roll call of the Council:

Mayor Heisler, present; Councilor Cook, present; Councilor Harper, present; Councilor Joy, present; Councilor Pagella, absent (excused); Councilor Smith, absent (excused); Councilor Sproul, present.

City Staff Present: City Administrator Polasek, present; Asst. to the City Administrator Maben, present; Chuck Eaton, City Engineer.

Audience Attendance:

Allen White, Tim Goodman, Darrel and Angela Flood, Paul Knobel, Mary Heisler, Jack Snook, ESCI President; Cindy March, ESCI General Manager, Laura Erickson and Conrad Kristensen.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Councilor Cook moved to accept the minutes of the July 26, 2012 meeting. Councilor Sproul seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

MAYORAL PROCLAMATIONS

ABIGAL SCOTT DUNIWAY

City of Lafayette
City Council Meeting

August 23, 2012—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

Mayor Heisler read the proclamation, announcing September 14, 2012 as “Abigail Scott Duniway Day” for her devotion to human rights and women’s suffrage. He announced that a historical marker in her honor will be unveiled at Joel Perkins Park on September 14th.

FIRE DEPARTMENT—FILL THE BOOT DAY

Mayor Heiser read the proclamation, announcing September 8, 2012 as Lafayette Fire “Fill-the-Boot” Day for the City of Lafayette.

REPORT FROM YAMHILL COUNTY SHERIFF’S OFFICE

Deputy Rice reported to the Council the crime statistics of June and July and explained that crime was down 10.34% in June compared to last year with July showing an increase by 15.09%.

COMCAST PRESENTATION

Tim Goodman, Government Affairs Manager, gave a small presentation on Comcast’s new program called “Internet Essentials”. He explained that internet service has become an essential service for day-to-day living, and that it is now available to households with children who receive free or reduced price school lunches through the National School Lunch Program. He explained that this program brings affordable internet for \$9.95 a month and that a low cost computer is also available for \$149.99 through Comcast. In addition, he advised of a price increase that will apply to certain services and equipment for customers in the City of Lafayette.

Mayor Heisler suggested that we put the flyers in our water bills.
Mr. Goodman was thanked for Comcast’s recent donation of \$250 to the annual 4th of July Kiddies Parade event.

CITIZEN INPUT ON NON-AGENDA ITEMS

Mayor Heisler advised he wished to place the Baptist Church School on the agenda as a Discussion Item.

ANGELA FLOOD

Ms. Flood expressed frustration to the Council that some of the minutes from 2011 are not yet complete. Administrator Polasek stated that the draft minutes would be prepared for the October 2012 Council meeting. Ms. Flood also wanted to know when Lafayette

City of Lafayette
City Council Meeting
August 23, 2012—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

had given authority to the City of Amity for overlays. Staff responded by saying it was a typo in the special conditions section of the contract.

Darrel Flood requested that more documents be available on the City's website.

DISCUSSION ITEMS

BIBLE BAPTIST SCHOOL

Barb Dalberg, Kathy Jones and Lindsey Seehawer were in attendance and approached the Council regarding obtaining permits to start a school at the Lafayette Baptist Church.

Mayor Heisler explained that in order to start a school numerous items need to be obtained, such as licensing and permits.

Ms. Jones stated that they are trying to start a small school with approximately 30 students and said she feels there is a need in the community for early childhood education. She also explained that Pastor Ross offered the building free of charge in May and that when Ms. Dalberg went to City Hall she was told they didn't need anything from the City. Ms. Jones also stated that only four students are currently enrolled.

There was Council deliberation, and City Administrator Polasek explained there are certain state and local criteria that must be met and that the Council must follow these rules. He suggested a meeting to obtain additional information to explore any option, if there is any.

There was a 5 minute break.

ACTION ITEMS

2012 STREET OVERLAYS CONTRACT

Chuck Eaton, City Engineer, advised that as part of the city's capital improvements several streets were identified as in the need of receiving asphalt overlays. Street sections 1 through 8 were identified as the base bid with street sections 9 through 12 identified as alternates. The City opened bids on August 2nd with the base bids as follows:

Roy Houck Construction Co.	\$ 82,255.00
North Santiam Paving Co.	\$107,720.00
Baker Rock Resources	\$ 85,098.00

Staff recommended alternates 1, 3 and 5 also be awarded for a total contract amount of \$107,928.20.

City of Lafayette
City Council Meeting

August 23, 2012—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

Councilor Harper moved to award the street overlay contract to Roy Houck Construction in the amount of \$107,928.20, waive any irregularities or informalities in the bid documents, authorize the City Engineer to administer the project in accordance with project specifications, and authorize the City Administrator to execute the contract. Councilor Sproul seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

ORDINANCE 616, ADOPTING THE PARKS MASTER PLAN AND AMENDING
THE COMPREHENSIVE PLAN

Asst. to the City Administrator Maben advised the Council that the public hearing was closed at the July 26, 2012 Council meeting.

Mayor Heisler read the Ordinance by title only.

Councilor Cook moved to adopt Ordinance 616, Adopting the Parks Master Plan and Amending the Comprehensive Plan. Councilor Sproul seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

AUDITOR REVIEW OF WATER EXPENDITURES AND REVENUES

A special review of water bond revenues and expenditures was conducted by Grove, Mueller & Swank for the period July 1, 2000 through June 30, 2006. The findings from the Auditor were essentially equal to the beginning fund balance on July 1, 2006. Staff felt this was sufficient information to conclude that the water revenues and expenditures from FY 2001-2006 have been accounted for.

Some Councilors expressed their disappointment with the results, stating that it was insufficient. Mayor Heisler handed out a copy of the 1997 ballot, and suggested that he felt \$1.2 million in bonds have not been accounted for. He stated that history is important and that he wants to get to the bottom of this and then put it behind us.

City Administrator Polasek advised that the Auditor has looked at all proceeds and accounted for the funds, which agree with the city's computer system. He further explained that the main purpose of the study was to identify any missing money, and there is no missing money. He also stated that if the Council wants information about what money was spent on which project, that is a different matter and beyond the scope of the Auditor's review.

Administrator Polasek was asked to produce an itemized list identifying what projects the money was spent on during the 2001-2006 time period.

City of Lafayette
City Council Meeting
August 23, 2012—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

AUDIT CONTRACT WITH GROVE, MUELLER, AND SWANK

The City received a letter of engagement from Grove, Mueller & Swank dated July 25, 2012 to perform our annual audit. The cost of the fiscal year audit for the previous year was \$12,000, and the proposal for this audit is for the same amount.

Councilor Harper moved to approve the engagement letter with Grove, Mueller & Swank to perform the citywide audit for the 2012-2013 fiscal year in the amount of \$12,000. Councilor Sproul seconded.

Asst. to the City Administrator Maben advised the motion should be amended, as the audit dates were incorrect and that it should read 2011-2012 fiscal year for the audit.

Councilor Harper moved to approve as amended. Councilor Sproul seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

CONTRACT WITH ESCI, INC. FOR REGIONAL STUDY OF FIRE AND EMERGENCY SERVICES

City Administrator Polasek introduced Cindy March, Jack Snook and Conrad Kristensen of ESCI (Emergency Services Consulting International). He explained that the City of Lafayette and the New Carlton Fire District have spent several months discussing the need for an independent study to determine the benefits and costs of merging our respective Fire and Emergency Services. The Boards met in a joint work session in February to discuss this joint study. At that session, the boards agreed to pursue the consideration of a joint study from ESCI, Inc., which would be a sole source consulting firm because of its expertise in the field of emergency services analyses.

Jack Snook, explained that he has been involved in nearly all Washington and Oregon consolidations and gave handouts giving a more in-depth description of their services. He advised that possible gains can be cost reduction, economics of scale, increased services, potential shift in insurance ratings and so on. He explained that they would provide a report card of both Fire Departments and make recommendations for potential improvements.

Mayor Heisler asked how they uncover any possible hidden agendas.

Mr. Snook explained that interview and techniques bring out truths or hidden agendas and if there are any, they would be quickly recognized.

Councilor Harper asked how the stakeholders (residents) are included in the process.

City of Lafayette
City Council Meeting

August 23, 2012—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

Mr. Snook explained that they use a three-phase process and he explained those processes. He advised that in the third phase, the stakeholders are involved by way of surveys, announcements, and community forums. He advised that it is a very objective report.

Councilor Sproul asked if they would do the same with the New Carlton Fire District and if the Council will receive both reports.

Mr. Snook advised that yes they would do the same thing with New Carlton Fire District and that the Council will receive both reports. He estimated 90 to 120 days to completion.

Councilor Sproul felt that both entities will grow together and provide a better future.

Councilor Harper advised that she came with reservations tonight, but now feels the study is for the benefit of the citizens.

Councilor Cook moved to declare a sole-source exemption for this consultant and approve the contract with ESCI, Inc. in the amount of \$12,500. Councilor Sproul seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

MEMO OF UNDERSTANDING WITH NEW CARLTON FIRE DISTRICT ON COST-SHARING OF ESCI CONTRACT

The Memo of Understanding (MOU) provides a 60/40 split on cost sharing of the contract with ESCI. The total contract price of \$12,500 to ESCI, Inc. would be apportioned to the City of Lafayette (\$7,500) and the NCFD (\$5,000). Councilor Sproul moved to approve the MOU with the New Carlton Fire District to apportion cost sharing of the ESCI, Inc. contract to Lafayette at \$7,500 and NCFD at \$5,000. Councilor Cook seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

AMEND COUNCIL RULES SECTION 7.1 ON COUNCIL MEETINGS SCHEDULE

The City Administrator has determined that Council Rules section 7.1 limits the ability of staff to set special or emergency Council meetings. Council discussed and also wanted to amend the section regarding meeting length. The amended section now reads as follows, with changed text in bold:

*"The Council **will** meet regularly at 6:30 p.m. on the second Thursday of each month in the Council Chambers. A second special meeting or work session may be held on the fourth Thursday of each month, also in the Council Chambers. All regular or special*

City of Lafayette
City Council Meeting

August 23, 2012—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

meetings or work sessions shall be open to the public. All meetings will be adjourned not later than 10:30 p.m. unless extended by a majority vote of the Council. The Council or City Administrator may, at their discretion, schedule meetings or work sessions at other times to be announced."

Councilor Cook moved to amend Council Rules Section 7.1 as presented. Councilor Joy seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

APPOINTMENT TO PLANNING COMMISSION

Mayor Heisler welcomed Laura Erickson to the Council meeting and asked if she was still interested in the becoming a member of the Planning Commission.

Laura Erickson advised that she was still interested and that she would like to participate in the community.

Mayor Heisler recommended that the Council appoint Laura Erickson to the Planning Commission.

Councilor Harper nominated Laura Erickson for the appointment. Mayor Heisler asked if there were any other nominations. There were none. Councilor Sproul seconded the motion. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

COUNCILOR'S REPORTS

Mayor Heisler asked local business to please take care of the planters that are placed at their businesses. City Administrator Polasek advised that the City did not buy these planters and doesn't feel it is appropriate for the City to enforce this. Instead, he will be working with volunteers to determine a more effective plan.

EXTENSION OF MEETING

Councilor Harper moved to extend the meeting by 10 minutes. Councilor Cook seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

ADMINISTRATIVE REPORTS

City Administrator Polasek advised that the non-functional fire hydrant at Third and Monroe Streets has been removed. He also informed the Council that the Groundskeeper

City of Lafayette
City Council Meeting

August 23, 2012—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

has put in his notice as he will be starting school. He advised that Mr. Pearson did a good job, and that the City will not recruit for a replacement for the remainder of the season. He also advised that the ASR valve reinstallation has been postponed from today to mid September and that he will receive a report from the manufacturer on what happened. In addition, he advised that the Water Resources Committee meeting was great and that they took a tour of the water shed and he thanked Public Works Foreman Jim Anderson for leading the tour. Administrator Polasek reminded the Council of the September 14th Small Cities meeting from 11:00 to 1:00 at the Community Center and of the Duniway Day celebration at 2:00 that same afternoon at Joel Perkins Park.

ADJOURNMENT

Councilor Cook moved to adjourn the meeting. Councilor Harper seconded. Motion carried 4-0. (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Sproul, aye).

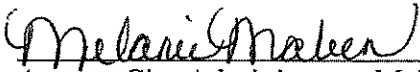
Meeting adjourned at 10:40 p.m.

CERTIFIED:



Mayor Chris Heisler

ATTESTED:



Asst. to City Administrator Melanie Maben