

City of Lafayette
City Council Meeting
March 8, 2012—6:30 p.m. held at the
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

CALL TO ORDER

Mayor Heisler called the meeting to order at 6:30 p.m. on March 8, 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 Pagella, present; Councilor Harper, present; Councilor Joy, present; Councilor Smith, absent (excused); Councilor Sproul, absent (excused).

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

Audience Attendance: Don Leard, Chuck Swank, Mary Heisler, and Deputy Rice.

PRESENTATION: FISCAL YEAR 2012 AUDIT BY CHUCK SWANK, CPA

Chuck Swank, CPA of Grove, Mueller and Swank Auditing Firm gave a brief overview of the financial report for the City of Lafayette, stating that this was an unqualified financial opinion. He advised that two letters were submitted to the City; one of which was a letter referring to the city's internal control with the findings and recommendations. The second letter communicates to the Council what the findings were which he reported was good. He further explained that for the size of staff in Lafayette, the financial control is very well done and that Lafayette is in much better shape than many other comparable cities.

City Administrator Polasek stated that the staff of Grove, Mueller and Swank was great to work with and that some previous internal practices were changed for better internal control.

Councilor Pagella asked about historical findings of assets with cost records.

There was discussion of how to possibly track old records, as well as depreciation. Mr. Swank advised it would be easier to track at the present time and move forward.

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MINUTES OF FEBRUARY 9, 2012 MEETING

Councilor Harper moved to approve the minutes of the February 9, 2012 meeting. Councilor Pagella seconded. Motion carried (3-0). (Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye)

REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE

Deputy Rice, advised he has been with the Sheriff's Office for 3 years and had served 16 years in the Marine Corp. He stated that he hopes to have a productive time in Lafayette. He went over the Sheriff Office Crime Summary report and that there were only 18 calls last month. He felt this means that they are doing their job very well, and/or criminals are leaving. He advised that other areas are seeing an increase in crime. In addition, he advised that although the school does not have an SRO (School Resource Officer), he hopes to get involved with the school.

CITIZEN INPUT ON NON-AGENDA ITEMS

None.

ADDITIONS TO OR DELETIONS FROM AGENDA

Mayor Heisler advised that he and President Pagella would like to discuss a recent city salary survey that was distributed to the Council and make public record.

City Administrator Polasek advised that the Council will be going into executive session and that this should be discussed there as the city will soon be entering labor negotiations and that is why the executive session was scheduled.

ACTION ITEMS

PURCHASE OF PUBLIC WORKS UTILITY VEHICLE

Mayor Heisler advised he wished to abstain in this agenda item as one of the Dealerships was a client of his.

Council President Pagella led the discussion.

Council President Pagella advised that this item was budgeted for and approved by the Budget Committee.

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City Administrator Polasek advised that piggy backing on the state bid list resulted in two comparable bids; one from Landmark Ford, Tigard, \$24,639 and the other from Colvin Ford, McMinnville, \$23,465. He further advised that there were two bids for the Utility Box/Tow Package; one from Cascade TB&W, Eugene, \$8,772 and Pacific Truck Colors, Tualatin, \$8,578.

Councilor Harper moved to approve the purchase of the Ford F-350 from the Vehicle and Equipment Replacement Fund in the amount of \$32,043. Councilor Joy seconded. Motion carried (3-0). (Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye).

PRELIMINARY DESIGN OF 3RD/MADISON IMPROVEMENTS AND LETTER OF AGREEMENT WITH DON LEARD

City Administrator Polasek gave a brief staff report advising that the project design and the discussions with Don Leard have progressed in a timely manner, but that it may be difficult to obtain substantial construction completion by this Labor Day. He further advised that he would like to see the major construction completed before our dedication event for the Abigail Scott Duniway marker, which is tentatively scheduled for mid-September. He explained that he is asking the Council to approve three things:

Design and cost estimate

Westech to continue to finish the project through construction management

Approve the letter of agreement with Don Leard

There was considerable discussion.

Councilor Pagella moved to approve the preliminary design of 3rd/Madison improvements, to continue with Westech Engineer, Inc. to finish the project through construction management, and to approve the letter of agreement with Don Leard. Councilor Joy seconded. Motion carried (3-0). (Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye).

APPOINTMENT TO PLANNING COMMISSION AND CITY COUNCIL

Mayor Heisler nominated Jessie Huffman and Todd Holt to the Planning Commission. He wished to postpone additional appointments at this time to allow for interviews and possible area of interest in a Water Resource Committee vacancy.

Councilor Pagella moved to appoint Jessie Huffman to the Planning Commission. Councilor Harper seconded. Motion carried (3-0). (Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye).

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Councilor Pagella moved to appoint Todd Holt to the Planning Commission. Councilor Harper seconded. Motion carried (3-0). (Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye).

Mayor Heisler stated that Doug Cook will continue to serve on the Planning Commission until an official appointment has been made for that position.

DISCUSSION ITEMS

COMMUNITY CENTER IMPROVEMENTS

City Administrator Polasek advised that as a walkthrough of the Community Center was performed by the Mayor, Councilor Joy, Linda Lyon and himself to determine what improvements should be made. The list was attached to the agenda, totaling \$21,780. But he advised that a residential range hood is approximately \$3,500, which is more than anticipated this would be vented through the roof. He explained that even with this vent, frying items on the stove would still not be allowed. He further advised that the State Fire Marshal placed a maximum occupancy of the building at 50.

There was Council discussion regarding different options such as a convection oven or microwave oven.

Mary Heisler asked about the air conditioner and if it was in working order. City Administrator Polasek advised that it was fixed.

Councilor Harper advised she would like to see a community work day designated to keep costs down and achieve community involvement.

Councilor Harper moved to direct staff to proceed with the Community Center improvements as presented and pay for those improvements from the General Fund. Councilor Pagella seconded. Motion carried (3-0). (Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye).

THERE WAS A BRIEF RECESS AT 8:30 P.M.

THE MEETING RESUMED AT 8:35 P.M.

INVOCATION AT COUNCIL MEETINGS

Councilor Harper explained that she wanted to see this item discussed years ago and that she saw in the League of Oregon Cities magazine about it being constitutional and felt that this would be an outreach to churches in the community.

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City Administrator Polasek advised that an invocation is a ceremonial function that has been incorporated into governmental settings and although it is not widely practiced, it can be implemented by observing a few guidelines:
No expenditure of City funds for religious activity; and
No favoritism of one religious denomination over another

Councilor Pagella asked staff to prepare a procedure for implementation.

REPORTS

PUBLIC WORKS REPORTS

The Public Works report was reviewed as well as the Fire Department, Accounts Payable and Finance reports.

CITY ADMINISTRATOR REPORTS

City Administrator Polasek advised that there will be a ribbon cutting ceremony in Gervais to celebrate their newly built City Hall. He further advised of the Small Cities meeting for Region 2 that will be held on March 15th in North Plains. In addition, he stated that he has a meeting next week with owners of the property on the NW corner of the city, to discuss options for residential development.

COUNCILOR'S REPORTS

Mayor Heisler reported that the WRC reports they have injected 300,000 gallons of water in 9 days and that we could inject up to 6 million gallons per month.

EXECUTIVE SESSION

Per ORS 192.660 (2)(d)—To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Per ORS 192.660 (2)(f)—To consider information or records that are exempt by law from public inspection.

Mayor Heisler read the script to enter into executive session.

The Council exited executive session and entered into regular session at 10:30 p.m.

Mayor Heisler asked for a vote of the Council to make the salary survey public.

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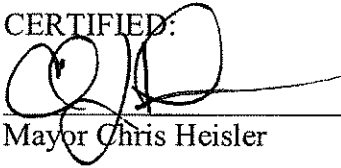
Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, nay. Motion carried (3-0).

ADJOURNMENT

Councilor Harper moved to adjourn the meeting. Councilor Pagella seconded. Motion carried (3-0). (Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye).

Meeting adjourned at 10:37 p.m.

CERTIFIED:



Mayor Chris Heisler

ATTESTED:



Asst. to City Administrator Melanie Maben