

***City of Lafayette***  
**City Council Meeting**  
December 12, 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**—Pastor Ron Smith, Chaplain, Yamhill County Sheriff’s Office

**CALL TO ORDER**

Councilor Sproul chaired the meeting (Mayor Heisler and President Pagella were absent) and called the meeting to order at 6:30 p.m. on December 12, 2013.

**FLAG SALUTE**

Councilor Sproul led the flag salute.

**ROLL CALL**

Asst. to the City Administrator Maben conducted the roll call of the Council:

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

City Staff Present: City Administrator Polasek, present; Asst. to the City Administrator Maben, present; Bonnie Crawford, Portland State student, present; Deputy Roake, present

Others in Attendance: Pastor Ron Smith, Beth Kareckl (Your Community Mediators), Michelle Huff, and Diana Meyer.

**REPORT FROM YAMHILL COUNTY SHERIFF’S OFFICE**

Deputy Roake gave an update using the status report from November, advising that crime has recently gone down. There was discussion on graffiti and tire slashing.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Councilor Smith moved to accept the minutes of the November 5 and November 14, 2013 meetings with a correction on page 3 of November 5<sup>th</sup> by changing “to” to “do”. Councilor Cook seconded. Motion carried (4-0). (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Smith, aye).

***City of Lafayette***  
**City Council Meeting**  
December 12, 2013—6:30 p.m. held at the  
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

---

**ADDITIONS/DELETIONS TO THE AGENDA**

None.

**CITIZEN INPUT ON NON-AGENDA ITEMS**

**UPDATE FROM “YOUR COMMUNITY MEDIATORS”**

Beth Karecki, representative for “Your Community Mediators” gave the Council an update on who they are and what they do. She explained that Mediation is a voluntary, cooperative problem-solving process. Impartial mediators help people define their issues, communicate more clearly, resolve misunderstanding, and explore solutions to their disputes. In addition, she advised that YCM offers mediation training and outreach at local schools and colleges, and sponsors a state-certified Basic Mediation Training once every two years at George Fox College.

She also explained co-parenting and parenting plan updates advising there are currently more attending. She thanked the Council for their continued support to this program, and she showed the number of Lafayette residents that benefit from the free program.

**PUBLIC HEARINGS**

None.

**DISCUSSION ITEMS**

**LAFAYETTE COMMUNITY GARDEN**

City Administrator Polasek gave a background on the Community Garden, advising that the garden got a late start last year, resulting in fewer participants. There are a total of 12 useable plots with 6 gardeners. He explained that the City’s out-of-pocket cost to operate the garden next year will be about \$500, which does not include the cost of a fence. The installation of a permanent fence will cost approximately \$2,500. This year the City rented a fence at a cost of \$545 for 6 months. He asked the Council to consider placement of a permanent fence.

Tim Hamel, gardener, advised he tried to donate some compost material, but that transporting the material was not possible without renting machinery. He explained that the garden will be much better after making soil improvements. He advised that the gardening group recently held a meeting and one concern they all had was “how long will they have the garden, and how much money should they put into it?”

*City of Lafayette*  
City Council Meeting  
December 12, 2013—6:30 p.m. held at the  
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

---

Diana Meyer and Michelle Huff, gardeners, advised that a lot of people stopped by and asked about the garden and she felt that next year more people would participate. Planting earlier will help next year and create a more productive garden, and that the donations from Wilco were very helpful and appreciated.

City Administrator Polasek advised that the garden used approximately 13,000 gallons of water and that the garden was a good use of the city property. In addition, he felt that a coated chain link fence with locked gate would serve well and keep it secure.

There was Council deliberation. The Council approved the Community Garden for another year and directed staff to find a temporary fence and return to Council with the details.

Councilor Harper advised he was impressed with the garden, and thanked the gardeners for their efforts.

#### PERSONNEL POLICIES

City Administrator Polasek explained that the city is updating its personnel policies manual and that Bonnie Crawford, student from PSU has been working on updating our policies. She is a student intern working on her Masters of Public Administration degree and that she will receive curriculum credit for her completed work. He advised that the asterisks placed by the table of contents represented significant changes to the personnel policy, and that he hopes to have the draft completed for the January and February Council meetings.

Bonnie Crawford gave an overview of the manual and explained the changes that are needed to our current personnel policy in order to stay in compliance with constant changing laws. In addition, she answered questions pertaining to resources used, social media, employees as emergency responders, harassment and bullying and more.

Council asked that a policy on Media Relations be added to the manual, thanked Bonnie for her work and advised they looked forward to seeing the completed project.

#### ACTION ITEMS

BID ACCEPTANCE FOR REHABILITATION OF WELL NUMBER 5 IN THE JOINT SYSTEM



***City of Lafayette***  
**City Council Meeting**  
December 12, 2013—6:30 p.m. held at the  
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

---

City Administrator Polasek explained that well no. 5 is in the joint system, owned jointly by the cities of Lafayette and Dayton. He further advised that refurbishing this well using nitrogen impulse technology is the best method to attempt to increase production of this well. In addition, he advised that there is no guarantee that a sustainable increase in production will result from the refurbishment. He explained that there are very few drillers in the Northwest that have experience and/or capability to use this technology. He explained that Schneider Equipment, Inc. submitted the sole bid in the amount of \$15,970. The Water Resources Committee and Council have discussed the project and Council instructed staff to solicit bids. It was also discussed with the City of Dayton at the September joint meeting. The cities of Lafayette and Dayton will split the cost of this rehabilitation, and the City of Lafayette will administer the contract with Schneider.

Councilor Harper advised that periodic maintenance is required on wells and felt it was considerably cheaper than drilling new wells.

Councilor Smith moved to declare proprietary source procurement and accept the bid for rehabilitation of well no. 5 from Schneider Equipment, Inc. in the amount of \$15,970. Councilor Joy seconded. Motion carried (4-0). (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Smith, aye).

#### **CITY ADMINISTRATOR EVALUATION FORM**

City Administrator Polasek explained that a review of the City Administrator Evaluation Form precedes the Council's annual evaluation of the City Administrator in February. Last year, the Council asked that the Evaluation Form be brought to the Council a month earlier, in December of each year.

There was Council deliberation, with a consensus to keep the form as is.

#### **DEPARTMENT REPORTS**

The Council reviewed the attached department reports.

Councilor Harper discussed water loss and felt the city should do leak tests throughout the system because of deterioration of water lines.

Councilor Sproul requested more recognition to the annual Fire Department volunteer award recipients.

***City of Lafayette***  
**City Council Meeting**  
December 12, 2013—6:30 p.m. held at the  
Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

---

City Administrator Polasek requested that the January meeting be changed to January 16<sup>th</sup> at the Community Center. There was Council consensus to change the date.

He also advised the Council that new bulbs were placed in the 3<sup>rd</sup> Street decorations and that there are now holiday banners in place. He asked if the Council was in favor of obtaining additional banners for various seasons throughout the year, which would cost somewhere in the vicinity of \$2,000. There was Council consensus to purchase the banners as requested. Councilor Sproul volunteered to work with Melanie on banner designs and consider a larger standard size for our street banners.

In addition, he updated the Council on the progress of the new city logo and handed out submitted logos from Chemeketa College students. There was Council consensus to pursue option no. 7 with other possible “French” elements of no. 4 and no. 5.

He explained that the residents in John’s Landing have been contacting him and that this item may return to the Council in February; he’s hoping to come up with one solution and look at options with no commitments.

He also asked that there will be no public hearing on the Monroe Street sidewalk that needs to be installed on the east side, but affected property owners will be contacted accordingly.

He advised the Council that he was appointed to a two-year term on the LOC Finance and Taxation advisory committee and asked Council if they had any direction for him. Council had no direction, but asked to be kept informed.

**ADJOURNMENT**


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

Meeting adjourned at 8:32 p.m.

CERTIFIED:

  
\_\_\_\_\_  
Chair, Councilor Marie Sproul

ATTESTED:

  
\_\_\_\_\_  
Asst. to City Administrator Melanie Maben