

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

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

**INVOCATION**

By Richard Olson, Road Captain, Adventist Motorcycle Ministry.

**CALL TO ORDER**

Mayor Heisler called the meeting to order at 6:30 p.m. on September 12, 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.

City Staff Present: City Administrator Polasek, present; Asst. to the City Administrator Maben, absent (excused).

AUDIENCE ATTENDANCE (from sign-in sheet): Richard & Laurie Olson, Linda Lyon, Robin Mullin, Don Leard, Mary Heisler, Sarah Heisler, L (unreadable) from Dayton, Joe Piscitelli, Alana Conroy, and Leah Harper.

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

Deputy Roake gave an update on Lafayette's crime report statistics. She advised to be sure to keep vehicles locked up. She reported that vandalism has been going down. She explained that she and Deputy Donahoo have switched shifts, so she will be seen more often than before.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Councilor Cook moved to accept the minutes of the August 8, 2013 meeting. Councilor Harper seconded. Motion carried (6-0). (Councilor Cook, aye; Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Smith, aye; Councilor Sproul, aye).

**ADDITIONS/DELETIONS TO THE AGENDA**

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None.

**CITIZEN INPUT ON NON-AGENDA ITEMS**

**ROBIN MULLIN--THE PROPOSED SIGN CODE**

Robin Mullin, Lafayette, said she knew there was nothing about the sign code on the agenda tonight, but she anticipates the Planning Commission will be having a discussion on the sign code. She explained that she has been talking to business owners in town and many would like to see some “bling bling” around the business area, because as it is now businesses are not attracting business at all. She asked the Council how she should address the Planning Commission to hear what the businesses have to say. She advised she has a Facebook page and is encouraging businesses to make comment.

Mayor Heisler advised that she and the business owners should work on a consensus on what they would like to see and present that to the Planning Commission.

**LINDA LYON—LAFAYETTE CITIZENS FUND**

Linda advised that the Lafayette Citizens Fund will be holding their raffle on September 20<sup>th</sup>. She explained that last year they were able to donate \$1,290 dollars to the girl scouts, boys scouts, the toy drive, and also purchased a park bench for the Community Center. She explained that they are hoping to raise more money this year so they can give more to the children of Lafayette. Tickets are available for \$5 each at Martha’s Tacos, the Auto Shop and Lafayette Beauty Shop.

**PUBLIC HEARING**

**ORDINANCE 618, AMENDING THE EMERGENCY PLANNING CHAPTER OF THE LAFAYETTE MUNICIPAL CODE**

Mayor Heisler advised that this is a continuation of a Public Hearing, and that it is the 2<sup>nd</sup> reading of the Ordinance and that the public hearing is now re-opened. He asked if there were comments from the audience.

There were no proponents, nor opponents.

Mayor Heisler closed the Public Hearing.

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---

Councilor Cook moved to approved Ordinance 618, Amending the Emergency Planning Chapter of the Lafayette Municipal Code. Councilor Joy seconded. Motion carried (6-0). (Councilor Cook, aye; Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Smith, aye; Council Sproul, aye).

**ACTION ITEMS**

**RESOLUTION 2014-02, PROMULGATING THE EMERGENCY OPERATIONS PLAN AND DESIGNATING THE CITY ADMINISTRATOR AS THE EMERGENCY PLAN MANAGER**

Councilor Pagella moved to approved Resolution 2014-02, Promulgating the Emergency Operations Plan and Designating the City Administrator as the Emergency Plan Manager. Councilor Smith seconded. Motion carried (6-0). (Councilor Cook, aye; Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Smith, aye; Council Sproul, aye).

**RESOLUTION 2014-01, ESTABLISHING THE LAFAYETTE COMMUNITY SERVICE AWARD**

Mayor Heisler advised that the Council previously asked staff to prepare a process for a Lafayette Community Service Award, and that is what Resolution 2014-01 allows, and staff also prepared a brochure and application to nominate someone for the service award.

City Administrator Polasek advised that the Resolution sets the policy, and the brochure provides the application, which will be available at City Hall and on our website. Nominee information would be provided to the Mayor for his review, he in turn would nominate an award recipient to the Council and the Council would make a final approval.

Joe Piscitelli asked how often the award will be given out. Mayor Heisler advised that it is not pre-determined, but rather on an on-going basis, so it could be a couple a year or no one for several years. Recipients will depend on the number of nominations from the public and how many the Mayor/Council approve.

Councilor Sproul moved to approve Resolution 2014-01, establishing the Lafayette Community Service Award. Councilor Cook seconded. Motion carried (6-0). (Councilor Cook, aye; Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Smith, aye; Council Sproul, aye).

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**APPOINT VOTING DELEGATE TO THE 2013 LOC MEMBERSHIP MEETING**

Mayor Heisler explained that last year this person was Councilor Mark Joy and that this is an opportunity for the City of Lafayette to participate in policy decisions affecting all Oregon cities. With no one from the Council volunteering for this position, Mayor Heisler asked Councilor Joy if he was interested in continuing his position as the delegate. Councilor Joy accepted the offer.

Councilor Smith moved to appoint Councilor Joy as the voting delegate to the 2013 LOC Annual Membership meeting. Councilor Pagella seconded. Motion carried (6-0). (Councilor Cook, aye; Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Smith, aye; Council Sproul, aye).

**SDC PAYMENT INSTALLMENT PLAN AGREEMENT WITH DEL BOCA VISTA, LLC**

Mayor Heisler explained that this was a continued item to allow SDC installment plans, as mandated by the State.

City Administrator Polasek explained that the statutes requires a process for SDC payment installment plans and the repayment must be not less than 10 years. He further explained that Michael Hanks, representing Del Boca Vista, LLC, has made applications to the City for the construction of four single-family homes and has requested making installment payments for SDC's. He asked the Council consider the City Administrator have authorization to execute any future SDC installment agreements. He also advised that the City Attorney advised the City must allow the SDC installment payments, since it has been mandated by the State.

There was Council deliberation.

Councilor Cook moved to authorize the City Administrator to execute all SDC payment installment agreements and associated documentation. Councilor Smith seconded. Motion carried (6-0). (Councilor Cook, aye; Councilor Pagella, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Smith, aye; Council Sproul, aye).

**DISCUSSION ITEMS**

**CITY ATTORNEY RFP RESPONSES**

City Council asked staff to solicit for a City Attorney at the August 8, 2013 Council meeting. City Administrator Polasek advised he has advertised the position at the League of Oregon Cities and the "listserve" for Oregon Attorneys and asked for Council direction. He

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explained that if Council makes a selection, staff can present a contract for Council consideration at the November Council meeting.

**PROMOTION OF GROUNDSKEEPER TO MAINTENANCE WORKER**

City Administrator Polasek explained that for the past three years, the City has budgeted for a temporary Groundskeeper position with the funding available to convert this position to a full-time position. For the past two years, he explained he did not support the conversion, but he is now an advocate and asked for Council support that the current Groundskeeper be promoted to a full-time Maintenance Worker, for an estimated initial annual cost of \$34,599 with full benefits.

There was Council consensus to support the promotion.

**ADMINISTRATOR'S REPORT**

City Administrator Polasek informed the Council on the status of several projects, including the City Hall exterior remodel, the progress of WRC and YRMA meetings, the Pumpkinfest on October 13<sup>th</sup>, a film company inquiry, and the special meeting scheduled with the Dayton City Council on 9/17/13. He also thanked the Fire Department and Steve Long in particular for responding to an emergency to help his father who was transported to the hospital. He asked Council about placing a GAIA clothes donation box in the city and the Council encouraged him to find a spot near downtown.

**ADJOURNMENT**

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

Meeting adjourned at 8:40 p.m.

CERTIFIED:

\_\_\_\_\_  
Mayor Chris Heister

ATTESTED:

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