

City of Lafayette
City Council Meeting
December 20, 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.

INVOCATION: Laura Lee Olson, Adventist Motorcycle Ministries.

CALL TO ORDER

Mayor Heisler called the meeting to order at 6:30 p.m. on December 20, 2012.

FLAG SALUTE

Mayor Heisler led the flag salute.

ROLL CALL

City Administrator Polasek conducted the roll call of the Council:

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

Budget Committee: Jennifer Simmons and Tim Svenson, present.

City Staff Present: City Administrator Polasek, present.

Audience Attendance: Richard Olson; Laura Lee Olson; Paul Knobel, and Al LeMay.

REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE

Deputy Brester advised that the missing person from Lafayette was located and was safe. In addition, he explained that they have some leads on some of the recent burglaries in Lafayette, which reflect in the crime stats attached to the agenda.

PRESENTATIONS

PUBLIC SERVICE AWARD FOR LEAH HARPER, COUNCILOR

Mayor Heisler advised that this item will be moved to the next meeting,

DOUG MCGILLIVRAY, YAMHILL COUNTY EMERGENCY MANAGER

Doug McGillivray was unable to attend. Sue Lamb, Assistant Emergency Manager for Yamhill County gave the Council an update on Emergency Management. She advised that a significant opportunity is coming up in 2013 with Integrated Emergency Management Courses (IEMCs), offered by the Emergency Management Institute of the

City of Lafayette
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Federal Emergency Management Agency (FEMA), which place public officials and emergency personnel in a realistic crisis situation within a structured learning environment. She explained that FEMA personnel will be coming to Yamhill County so that it can be done locally, rather than County and City personnel having to go to the east coast. Ms. Lamb stated that there will be approximately 60-70 people participating in the course from April 29th, through May 2nd, 2013. She explained that a training area is yet to be determined and that she will keep Lafayette updated when the information is available. In addition, she commended the City for working on their Emergency Operation Plan, and advised that eight other cities are also working on this. Sue recommended that the City postpone adopting the EOP until after FEMA makes its visit and has a chance to comment on local plans. She also thanked the Council for supporting the local CERT program, and that one of Lafayette's residents is very committed and actively involved.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Councilor Cook moved to accept the minutes of the November 8, 2012 meeting as presented. Councilor Smith seconded. Motion carried 4-0 (Councilor Cook, aye; Councilor Pagella, aye; Councilor Smith, aye; Councilor Sproul, aye).

CITIZEN INPUT ON NON-AGENDA ITEMS

None.

ACTION ITEMS

RESOLUTION 2012-10 ACCEPTING THE 2012 GENERAL ELECTION RESULTS

It was noted that a typographical error on Mark Joy's name has been corrected on the Resolution after it had been distributed.

Councilor Sproul moved to approve Resolution 2012-10 to accept the certification results of the Election of Candidates from the November 6, 2012 General Election as certified by the County Clerk of Yamhill County, as corrected. Councilor Smith seconded. Motion carried 4-0 (Councilor Cook, aye; Councilor Pagella, aye; Councilor Smith, aye; Councilor Sproul, aye).

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APPOINT COMMISSIONER AND ALTERNATE TO THE YAMHILL REGIONAL
WATER AUTHORITY

City Administrator Polasek advised that the City Council previously approved the creation of the Yamhill Regional Water Authority. He recommended the Council make an appointment to serve as the City of Lafayette Commissioner and an alternate. In addition, he explained that the first meeting of this new regional group will be December 27, 2012 at 10:00 a.m. at McMinnville Water and Light, which he will be attending.

The Council discussed waiting until Councilor Chris Harper begins his term before choosing an alternate.

Councilor Smith moved to nominate Councilor Cook as the City of Lafayette Commissioner on the Yamhill Regional Water Authority. Councilor Pagella seconded. Motion carried 4-0 (Councilor Cook, aye; Councilor Pagella, aye; Councilor Smith, aye; Councilor Sproul, aye).

Councilor Pagella moved to nominate City Administrator Polasek as the City of Lafayette Alternate Commissioner on the Yamhill Regional Water Authority. Councilor Smith seconded. Motion carried 4-0 (Councilor Cook, aye; Councilor Pagella, aye; Councilor Smith, aye; Councilor Sproul, aye).

DISCUSSION ITEMS

DISCUSSION WITH THE LAFAYETTE BUDGET COMMITTEE

Mayor Heisler welcomed the members of the Budget Committee. City Administrator Polasek handed out a packet with budgetary information, and advised that the purpose of this discussion is for a mid-year review of the City's finances and to receive input on the budgetary items for next fiscal year. Expenditures for the current year, FY 2013 through October 31, 2012 were previously distributed and were also placed on the city's website. He advised that he would explain the information in the packet and that he would be happy to answer any questions that may arise. He explained the status of the FY 2013 Capital Improvement Program. He spoke specifically about the Adams Street project (#4), explaining it will be extended into next fiscal year; to possibly obtain a Streetscape grant to add to this project. He also advised that the 5-Year Capital Improvement Program (#14) needs to be completed prior to the SDC Methodology Update (#8) and that both of them are scheduled for completion this fiscal year. He advised that the Monroe Street Sidewalks project (#11) the design for the project should be completed this fiscal year and construction should begin in fiscal year 2014, building sidewalks from 3rd to 8th Streets; unfortunately the Safe Route to Schools grant funding has been

City of Lafayette
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Lafayette City Council Chambers at 486 Third Street, Lafayette, Oregon

eliminated. He advised that the Hwy 99 Streetscapes project has an application submitted for STIP and to survey in early 2013 and design in fiscal year 2014. He explained that this could continue from Madison to Jackson Street, on both sides of Hwy 99, and could be a significant project.

City Administrator Polasek explained the Project Transaction Detail report, which tracks CIP project in our software program.

City Administrator Polasek explained the City's debt, and that this information was based off the auditor's figures. He explained that the city was able to refinance a couple of loans, which created a significant amount of savings for the city.

He also gave an update on Franchise Fees, including Comcast, NW Natural Gas, PGE, Sprint, Verizon/Frontier, Western Oregon Waste, and the City of Lafayette water/wastewater. He advised that these franchise fees bring approximately \$150,000 in revenue to the General Fund.

In addition, he explained how taxes are calculated in Lafayette, and also spoke of assessed valuation for years 2010-2013 as well as market value. He also explained where and how property tax dollars are spent, General Fund Revenues and Expenditures.

City Administrator Polasek discussed the 5% PERS rate increase of the employer contributions, beginning July 1, 2013 through June 30, 2015. He explained that many other cities have a much higher rate increase than Lafayette, and that we are fortunate in that area.

He also discussed the Utility Fee Holiday for December, 2012 and explained that the total cost to the Sewer Fund will be \$127,829; in effect city utility rates were reduced by 8.33% for 2011 and 2012. In addition, he spoke of a utility fee monthly base rate change effective January, 2013 changing the water base rate from \$38 to \$42 and the water base rate from \$46 to \$42. He advised that this would create a better rate structure between the two funds. There was also discussion on future utility rates, which consisted of possible rate changes to be proposed for January 2014; possible inflation adjustment to be proposed for July 2013 and the last rate increase on city utility bill of \$2.00 was in April 2010.

City Administrator Polasek discussed a possible Fire Services Consolidation with New Carlton Fire District, advising that the final report will be given to the City Council at the January 22nd meeting. He explained that there would be an 18-month preparation for a possible ballot measure in November 2014. Such a ballot measure would create better

City of Lafayette
City Council Meeting
December 20, 2012—6:30 p.m. held at the
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equity among residents; provide sustainable operations, and construction of a new Lafayette Fire Station. It was explained that the City does not have a dedicated fund for fire; it comes from the General Fund.

DEPARTMENT REPORTS

PUBLIC WORKS

There was discussion on how the injection to the water supply was going. City Administrator advised that it has been started and is pumping 185 gpm and currently at capacity. He advised that we will be looking at two more summers that Lafayette is impacted with Dayton's primary source being down.

There was concern regarding upkeep within the City on a regular basis, feeling there should be a higher standard without reminders. In addition, the leaves on Bridge Street have been really bad and block the drains.

ADMINISTRATION REPORTS

City Administrator Polasek explained that the January Council meeting will be changed to January 17th at the Community Center and the meeting with the Council and the New Carlton Fire District will be held on January 22nd in Carlton. In addition, he advised that the regular meeting in February would have been on the 14th, he asked for Council direction to change the meeting to February 21st. There was Council consensus to make the changes to the January and February meetings. He also mentioned that there will be an Open House in the Council Chamber on January 16th regarding the UGB.

COUNCILOR'S REPORTS

The Council was very pleased with the December Tree Lighting event and had heard positive feedback.

Councilor Sproul asked about the Accounts Payable report and wondered if on the AP reports a payment is classified as "miscellaneous," would it show up under "projects." City Administrator Polasek advised that yes, it would reflect the payment.

ADJOURNMENT

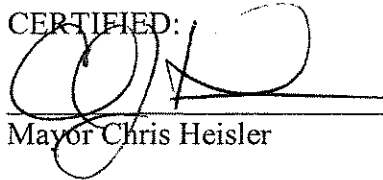
Councilor Smith moved to adjourn the meeting. Councilor Pagella seconded. Motion

City of Lafayette
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carried 4-0 (Councilor Cook, aye; Councilor Pagella, aye; Councilor Smith, aye;
Councilor Sproul, aye).

Meeting adjourned at 8:45 p.m.

CERTIFIED:



Mayor Chris Heisler

ATTESTED:



Asst. to City Administrator Melanie Maben