

City of Lafayette
City Council Meeting

February 21, 2013—6:30 p.m. held at the
Lafayette Community Center at 133 Adams Street, Lafayette, Oregon 97127

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

CALL TO ORDER

Mayor Heisler called the meeting to order at 6:30 p.m. on February 21, 2013.

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, present; Councilor Smith, present; Councilor Sproul present.

City Staff Present: City Administrator Polasek, present; Asst. to the City Administrator Maben, present; Public Works Foreman Anderson, present.

Audience Attendance:

Sergeant Bowdle, YCSO; Chuck Swank; Lance Nelson, Lafayette Fire Dept. Chaplin; Emily Osborn and Cal Kerns from C & D Design; Sean Chase and Diana Meyer.

REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE

Sergeant Bowdle explained that the Sheriff's Department has been working closely with Wascher Elementary School, increasing visibility and even having lunch with the kids; it's been a very positive approach. In addition, he explained that in the past year, there have been over 2,000 calls for Lafayette and that having 2 Deputies will help increase services.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Councilor Cook moved to accept the minutes of the January 17, 2013 and January 22, 2013 meetings. Councilor Smith seconded. Motion carried (6-0) (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Pagella, aye; Councilor Smith, aye; Councilor Sproul, aye).

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PRESENTATION

FY 2011-2012 AUDIT BY GROVE, MUELLER & SWANK

Chuck Swank gave to Council a financial presentation of the 2011-2012 city audit explaining that in his opinion the City has met the requirements for the State of Oregon. He also advised he had previously submitted letters to the Council regarding the audit and that the audit firm received complete cooperation from management. He also explained that there were issues from the prior and current year of the audit in the bank reconciliation areas, but that was primarily due to issues of lack of personnel. Again, he responded that management was very positive and cooperative and open to corrections.

City Administrator Polasek explained that the auditors are great to work with and willing to assist throughout the year when questions come up and that they played an integral part in the bond refinancing. He also advised that the bank reconciliation is up to date since Melanie's arrival on staff.

APPOINTMENT TO PLANNING COMMISSION

Mayor Heisler explained there has been an opening on the Planning Commission for some time and that after a telephone interview he was impressed with applicant Sean Chase's responses to questions and the conversation.

Mr. Chase replied that he works in project management every day and that he is a general contractor. He explained he is anxious to serve the community.

Mayor Heisler recommended Sean Chase to fill the vacant Planning Commission position. Councilor Pagella moved to appoint Sean Chase to the Planning Commission. Councilor Smith seconded. Motion carried (6-0) (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Pagella, aye; Councilor Smith, aye; Councilor Sproul, aye).

Mayor Heisler advised that there were other applicants, which may be considered to other available positions.

CITIZEN INPUT ON NON-AGENDA ITEMS

None.

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DISCUSSION ITEMS

LANDSCAPE PROJECT FOR CITY HALL

The Council recently made landscaping at City Hall a high priority. City Administrator Polasek distributed a proposal from McMinnville Landscaping and Irrigation and that he had solicited a proposal from Lone Fir Landscaping, but the firm chose not to submit a proposal. C & D Landscaping submitted a proposal with a quote of \$9,250; which there was Council consensus to move forward with a proposal pending a decision on the sidewalk, which will be discussed at the March 14, 2013 meeting.

COMMUNITY GARDEN

City Administrator Polasek advised that a local resident, Diana Meyer, has expressed interest in starting and helping with a community garden and it was felt that the city's vacant lot at 4th and Market would be a good short-term use for the vacant lot.

Diana Meyer advised she is very excited for this possibility and for the opportunity to again do some gardening. She explained that there seems to be a considerable interest for a community garden and felt that if there is extra produce it could be donated to the food bank. She also advised a local Heirloom tomato grower, who has volunteered to donate several plants for the garden.

City Administrator Polasek felt that startup costs are estimated at \$8,500 and are comprised of the following:

- Remove 6" topsoil and bring in grade valley top soil--\$3,250
- Cyclone perimeter fencing, 4-foot high, non-coated with two gates and secured-\$1,850
- Rotary tiller attachment to existing John Deere riding lawnmower-\$2,400
- Irrigation supplies, meter, garbage and green waste boxes/cans, etc.-\$1,000

In addition, he explained that the annual maintenance costs are approximated as follows:

- Water is provided by the City and applied by the users. For water use comparison, Veterans Park uses about 240,000 gallons per year, and a family of four uses about 90,000 gallons per year.
- \$1,000 per year, out-of-pocket expenses for straw, winter crop cover, lock and keys, etc.
- Service waste boxes/cans.
- Till the soil twice per year.

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There was Council deliberation with a mutual feeling that a community garden would be nice, but that it would create a large impact on the general fund and not be an asset for the community at large.

City Administrator Polasek advised he and Ms. Meyer could get together to come up with an alternate plan and bring back to the Council.

COUNCIL RULES

City Administrator Polasek advised that Section 1.1 of the Council Rules states that the Council shall review the rules during the first quarter of odd-numbered years.

The Council agreed that the current rules were adequate.

Council Smith felt that the Council may want to consider some “time” rules on agenda topics. There was deliberation and consensus for members of the Council to be self-regulated and mindful of time and efficiency during a meeting.

STATEMENT OF ECONOMIC INTEREST (SEI) INFORMATION

Assistant to the City Administrator Maben explained that on or before April 15 of each year certain officials are required to file with the Oregon Government Ethics Commission by completing and returning the Statement of Economic Interest form. She explained that an example was attached and that the Council and Planning Commission should be receiving their forms in the mail at their residences by the end of March. She explained she would happy to assist if there were any questions while they completed their forms.

There was consensus to bring this item back to the March 14th meeting as a reminder to the Council.

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DEPARTMENT REPORTS

Councilor Cook explained he would rerun the numbers and do a new chart for the water production, as there was a significant error listed for January. A new chart will be brought to the Council at the next meeting. The error showed a huge drop in spring production, and that is not the case.

FIRE DEPARTMENT

The Council noted that volunteers are badly needed and that there are currently 3 volunteers out on medical leave.

ACCOUNTS PAYABLE

Councilor Pagella asked if it is possible to get a breakdown of legal expenses over the last three years. He wanted to look at the significant decrease in expenses since the change was made since Preston's arrival.

ADMINISTRATIVE REPORT

City Administrator Polasek advised that Shelby Rihala from our legal firm will be leaving the firm and moving on to other adventures; Pete Shepherd continues to be our primary attorney. He explained that she will be missed and has done a good job for Lafayette.

In addition, he pointed out the new audio recording system. He explained that we needed a new back up and that this one works very well and that this is much more portable.

The City of Lafayette is hosting the City/County dinner on April 18th and he explained he would like to lock into a location; he explained that two years ago we hosted the dinner at Anne Amie Winery and would like to hold it there again. Councilor Sproul volunteered to help at the front door, and with name tags or taking payments.

City Administrator Polasek advised that the budget calendar has been put together and that the meetings will be April 22nd and April 29th at 6:30 p.m. at City Hall.

He explained that the bids have been received for the restroom remodel would be around \$10,000. There was consensus to proceed. He also advised he will be coming to the Council with a transfer resolution at the next meeting to transfer funds from City Hall Building Fund materials/services to City Hall Building Fund capital improvement to pay for the remodel and for exterior improvements requested by Council.

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City Administrator Polasek advised that the contract for the well #2 was awarded at the last meeting, but came out \$300 over his limit; he asked for Council authorization to execute the contract.

Councilor Harper moved to allow City Administrator to sign the contract for well #2. Councilor Cook seconded. Motion carried (6-0). (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Pagella, aye; Councilor Smith, aye; Councilor Sproul, aye).

EXECUTIVE SESSION

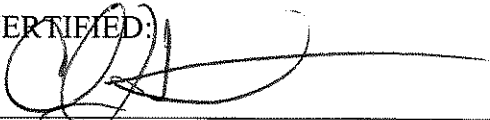
Mayor Heisler read the announcement to enter into executive session at 8:55 p.m. Councilor Smith was excused from the meeting at 9:40 p.m.

ADJOURNMENT

Councilor Harper moved to adjourn the meeting. Councilor Sproul seconded. Motion carried (5-0). (Councilor Cook, aye; Councilor Harper, aye; Councilor Joy, aye; Councilor Pagella, aye; Councilor Sproul, aye).


Meeting adjourned at 10:15 p.m.

CERTIFIED:



Mayor Chris Heisler

ATTESTED:



Asst. to City Administrator Melanie Maben