

***City of Lafayette***  
**City Council Meeting**  
March 13, 2014—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**

None.

**CALL TO ORDER**

Mayor Heisler called the meeting to order at 6:30 p.m. on March 13, 2014.

**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, absent (excused); Councilor Pagella, present; Councilor Harper, absent (excused); Councilor Joy, present; Councilor Smith, present; Councilor Sproul present.

City Staff Present: City Administrator Polasek, present; Asst. to the City Administrator Maben, present; City Attorney Wally Lien; City Engineer Gordon Munro.

Audience Attendance: Rand Waltz; Dean Shepherd; Alana Conroy; Bill & Shelli Christensen; Linda Champ; Jim & Nancy Vondran; Bill & Andrea Murray; John & Cheryl Craft; Dana Bates; Amy & Rob Ingram.

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

Deputy Drury presented the crime summary for the previous month in Lafayette.. There was discussion on recent break-ins in the area and the Deputy reported that there is a suspect at this time.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

None.

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**ADDITIONS/DELETIONS TO THE AGENDA**

City Administrator Polasek reported he would like to wait until 7:30 to begin discussion regarding the waterline extension agreement for Abbey Road and John's Landing Road. He explained that residents from that area will attend the meeting at 7:30. Councilor Sproul asked about the increased vandalism in the area. There was concern regarding speed violators in the city and a request to patrol for traffic.

City Attorney Wally Lien was introduced.

**CITIZEN INPUT ON NON-AGENDA ITEMS**

None.

**PUBLIC HEARINGS**

None.

**ACTION ITEMS**

**RESOLUTION 2014-03-ADOPTING THE PERSONNEL POLICIES MANUAL**

City Administrator Polasek explained that PSU student Bonnie Crawford has concluded the project and that the Council has reviewed the proposed policy manual at the December 12, 2013; January 10, 2014; and February 13, 2014 Council meetings and has prepared a draft resolution for the Council's consideration to approve.

He explained that there are five major changes to review at this point; media relations, employee and emergency responders, PTO usage for introductory employees, life insurance and leave donation.

There was Council discussion.

Councilor Pagella moved to approve Resolution 2014-03, adopting the personnel policies manual as presented. Councilor Smith seconded. Motion carried (4-0). (Councilor Pagella, aye; Councilor Joy, aye; Councilor Smith, aye; Councilor Sproul, aye).

**RESOLUTION 2014-04-SUPPORTING A TGM GRANT REQUEST FOR CODE ASSISTANCE**

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City Administrator Polasek explained that the TGM grant application process for code assistance requires a resolution of support from the governing body. The draft Resolution 2014-04 will be a part of the grant application package to ODOT.

The recitals on the draft resolution briefly explain the process and the need for code assistance. The outreach process is currently underway, whereas, the formal code assistance process to establish Downtown Development Standards this fall. He also explained that Shanta Frisbee will be working on this project and that there seems to be a lot of interest from the businesses.

Councilor Pagella moved to approve Resolution 2014-04, Supporting a TGM grant from ODOT for code assistance to establish Downtown Development Standards. Councilor Smith seconded. Motion carried (4-0). (Councilor Pagella, aye; Councilor Joy, aye; Councilor Smith, aye; Councilor Sproul, aye).

#### CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

City Administrator Polasek explained that the Council provided a very favorable annual evaluation of the City Administrator. He explained that based on the results of the annual performance review on February 13, 2014, he is requesting a modification to his employment agreement with a proposed Amendment no. 4 as follows:

- A 2.5% COLA effective July 1, 2014
- A one-time grant of two weeks of sick leave, effective immediately
- One month of severance increase
- Authorization to attend the annual ICMA conference 2014 in Charlotte, NC

Councilor Pagella advised that the appraisal went very well; explaining that the City is running much smoother and that the general staff teamwork is much stronger.

There was Council deliberation.

Elana Conway (audience) asked about COLA and how that is calculated.

Councilor Sproul moved to approve the City Administrator's Employment Agreement No. 4 as presented and salary changes effective on July 1, 2014. Councilor Smith seconded. Motion carried (4-0). (Councilor Pagella, aye; Councilor Joy, aye; Councilor Smith, aye; Councilor Sproul, aye).

#### **DISCUSSION ITEMS**

##### COMMUNITY GARDEN FENCE

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City Administrator Polasek explained that at the December meeting, the Council authorized obtaining a fence for the Community Garden. He explained that Diana Meyer has priced black fencing and found the cost to be prohibitive; it would cost 10 times the amount of the rental fence. Members of the Community Garden are asking that Council rent the fence again this year.

There was Council consensus to rent the fence again this year.

\*\*\*THERE WAS A BRIEF BREAK FROM 7:33 TO 7:39 P.M.

**WATERLINE EXTENSION FOR ABBEY ROAD AND JOHN'S LANDING ROAD**

City Administrator Polasek advised that Council has previously discussed this matter during the November 14, 2013 and February 13, 2014 Council meetings. Council directed staff to proceed with facilitation on this project, produce a draft agreement for the March Council meeting, and not spend more than \$7,500 in consultant fees. The draft agreement is attached and to date the City has spent about \$7,500 in consultant fees at this time. The City's financial investment on the Abbey Road extension project is to provide water system development charge credits to eligible property owners who invest in this public improvement. The amount of SDC credits for this project is currently estimated at \$88,000.

City Attorney Lien explained that it is transferable to another party as long as the property is inside the city limits.

Dean Shepherd explained that John's Landing residents are leaning towards a private line, but have not made a final determination.

Rand Waltz explained that lots 1-4 are good, but the rest of the properties have toxic water and have a hardship. There are six well houses and they would have to run through landscaping with new lines. He explained the cost would be approximately \$12,000 for a private line and \$30,000 for a city standardized line.

Gordon Munro explained that if they try to get a grant, a few things to know is that the current water is a health hazard, so that would help them with obtaining a grant. He also explained that a Water Association cannot get grants, but that a District can. He has a list that he would send to City Administrator Polasek.

There was great discussion between the Council, the John's Landing Residents and others.

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Councilor Pagella advised there has to be a limit of city staff time and that the residents of John's Landing need to start having meetings and decide what they want to do and make a decision.

\*\*\*BREAK FROM 8:45 TO APPROX. 8:55 PM\*\*\*

DEPARTMENT REPORTS

Council reviewed the City Department reports.

ADMINISTRATION REPORTS

City Administrator Polasek stated that regarding the John's Landing project, there is a cap of \$7,500 and that we are currently at that limit, he asked to use limited fees as needed. There was consensus to use limited consultant expenses as we move forward.

He thanked Councilor Harper for helping with the water article in the newsletter this month. He also advised the city has received the antenna donated by the Ham Radio Group.

He explained that we are getting closer to finishing the new Joel Perkins marker from the Oregon Travel Experience and that we will have another unveiling when complete. Councilor Pagella volunteered to assist with the design as he had done during the design process for the Abigail Duniway marker, and Council agreed.

There was Council consensus to have a security system installed on city properties as soon as possible.

City Administrator Polasek suggested that the Veteran Memorial proposal for Terry Park is to be evaluated by the Planning Commission before coming to the Council for final approval.

There was Council consensus for the City Administrator to consider investing in an economic development marketing initiative by Yamhill County. He felt that we should invest approximately \$1,000 or less to show good stewardship.

He also advised that he will be attending the LOC Finance & Taxation Policy Advisory Committee meeting. The Council expressed their support for attendance.

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The Council requested the City Administrator bring a proposal to the Council with an employment agreement amendment that will commit him to the City for the next 3-5 years.

**ADJOURNMENT**

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

Meeting adjourned at approximately 9:23 p.m.

CERTIFIED:

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

ATTESTED:

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