

**City of Lafayette**  
**City Council Meeting Minutes**  
**July 17, 2014 at 6:30 PM**

1. **CALL TO ORDER:** Mayor Heisler called the meeting to order at 6:35 p.m.
2. **FLAG SALUTE:** Mayor Heisler led the flag salute.
3. **ROLL CALL:** Preston Polasek, City Administrator called the roll.  
*Present:* Chris Heisler, Doug Cook, Chris Harper, Mark Joy, Marie Sproul  
*Absent:* Matt Smith (excused), Chris Pagella (excused)  
*City Staff Present:* Preston Polasek, City Administrator; Chuck Eaton, City Engineer  
*Others:* Marlena Bertram, Your Community Mediators
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:**  
There was no representative from the YCSO and no discussion about the report.
5. **ADDITIONS TO OR DELETIONS FROM AGENDA:** None.
6. **CITIZEN INPUT ON NON-AGENDA ITEMS:** None.

7. **ACTION ITEMS:**

**a. Contract Award for Adams and Third Street Improvements, CIP #2**

Preston Polasek indicated that a revised staff report was presented to the Council, reflecting the results of the bid opening earlier in the week. He stated that Haworth was the apparent low bidder; the staff report reflects the final bid tabulation after corrections. Preston reviewed the options provided for in the bid. He commented that the base bid amount from Haworth was \$719,000, which included every possible option. The 3<sup>rd</sup> Street water line and ornamental light replacement items were removed from the project scope because the costs were prohibitive. This reduced the costs closer to \$538,000. Discussion on the options and private owner participation ensued. Preston recommends the Council approve two options; one including private owner participation and one without. If the private owners choose not to participate because of increased costs, the City can still move forward with the other option. The City budgeted \$445,000 for the project, not including the 3<sup>rd</sup> Street water line replacement. Councilor Harper asked City Engineer Chuck Eaton if he knew why only two companies bid on the project, when there were 12 companies on the bid list. Chuck stated that some of the contractors expressed hesitancy to bid due to the uncertainty of private owner involvement, the unknown of working on an old section of Hwy 99W, and increased costs for materials. Discussion ensued. Council agreed that they wanted sidewalks on both sides of Adams Street, along with the street improvements for Adams and 2<sup>nd</sup> Streets.

Councilor Sproul made a motion to award to construction contract for CIP #2, Adams and Third Street improvements, to Haworth Inc. in the amount of \$538,346; to waive any irregularities or informalities in the bid documents; to authorize the City Engineer to administer the project in accordance with project specifications; to authorize the City Administrator, after consultation with the City Engineer and City Attorney, to execute the IGA with ODOT for an additional \$100,000 grant for the Third Street portion of the project; and to authorize the City Administrator to execute the contract. In addition, if the private investors are not forthcoming, then the City Administrator is hereby authorized to execute the contract to Haworth Inc. in the amount of \$493,106. Councilor Harper seconded the motion. The motion passed unanimously, with the Council deciding to enter into an executive session to discuss negotiations with the private business owners.

#### **b. Community Grant Allocations for FY 2015**

Marlena Bertram, Your Community Mediators, addressed the Council regarding their grant request. She indicated that YCM is facing a significant loss of grant income, so she appreciates the assistance from the City. Mayor Heisler asked if YCM had considered charging for some of their services. Marlena informed the Council that the grant they receive from the State, which makes up about one-third of their budget, requires that their services be free of charge. She stated that they do charge for some services provided to businesses and they receive a small amount of funds from courts for mediation service.

Councilor Harper made a motion to disburse \$4,930 in City Grants to the following agencies in fiscal year 2015: Cub Scout Pack #7284, \$300; Girl Scout Troop #10219, \$330; Lafayette Food Pantry, \$1,200; YCAP Friday Meals, \$100; Provoking Hope, \$1,000; Your Community Mediators, \$1,500; Homeward Bound Pets, \$500. Councilor Sproul seconded the motion. There was no further discussion and the motion passed 3-0, with Councilor Joy abstaining from the vote.

The Council took a five minute break at 8:05 pm.

Mayor Heisler read the script aloud to enter into executive session.

**EXECUTIVE SESSION:** Executive Session entered per ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Council reconvened into regular session at 8:40 pm.

#### **c. Contract for Auditing Services with Grove, Mueller & Swank**

Preston informed the Council that this was for the annual renewal of the auditing service contract for fiscal year 2014. The proposal reflected a charge of \$12,500, a \$500 increase from the previous year.

Councilor Harper made a motion to approve the engagement letter with Grove, Mueller & Swank to perform the citywide audit for the 2013-14 fiscal year in the amount of \$12,500. Councilor Sproul seconded the motion. There was no discussion and the motion passed unanimously.

#### **d. City Administrator Employment Agreement**

Councilor Harper stated that the Council asked for an extension, and Preston came back to them with a four-year service commitment. He stated it was important to have the continuity and Preston has done what the Council asked. Councilor Harper said the Council should identify several measurable goals each year, and at the end of the year, identify how Preston did in meeting the goals to determine his merit bonus. Discussion ensued.

The Council made the following changes to the Employment Agreement Amendment #5: 1) Item C: COLA to be commensurate with the Union bargaining agreement; 2) Item F: total severance provided to be a maximum of six months; 3) Item G: Professional Development shall not exceed 3.5% of annual salary and each training event over \$1,500 must be approved by Council. The Council asked Preston to come back with 5 or 6 measurable goals for discussion at the next meeting, to be used in determining his merit bonus.

Councilor Sproul made a motion to approve the City Administrator's Employment Agreement with Amendment #5 effective on July 1, 2014, with the additional changes as discussed. Councilor Cook seconded the motion. There was no discussion and the motion passed unanimously.

**8. DISCUSSION ITEM:**

**a. LOC Survey of Oregon Legislative Priorities for 2015**

Council reviewed the list of legislative priorities provided by the League of Oregon Cities. They directed that Preston convey to LOC our priorities.

**9. DEPARTMENT REPORTS:**

**a. Public Works:** Councilor Sproul asked about weed control along the sidewalks and curb area. Preston indicated he would address it with Public Works. Councilor Harper asked about the status of the engineering analysis of the options for additional water sources. Preston stated that he was waiting for cost estimates from GSI and Kennedy/Jenks and should be ready for discussion at the September Water Resource meeting. He informed the Council that the City of Dayton has purchased additional property with wells on them. Discussion on water production ensued.

**b. Fire:** Report was reviewed.

**c. Administration:** Preston reminded the Council of the UGB Open House on July 23. He encouraged Council members to sign up for the League of Oregon Cities conference in September. Councilor Sproul commented on the payment to the City of Newberg for building inspection. Preston stated that there has been a significant increase in building permits issued, requiring plan review and inspections conducted by Newberg. There was discussion on the payment to Innovative Security for the security and alarm systems at City Hall, Public Works and Community Center.

The Council discussed the subdivision development around 16<sup>th</sup> Street. Preston stated that the developer is addressing drainage issues and compliance with City requirements. Mayor Heisler asked about the status of the water line to John's Landing. Preston stated that he has not heard from interested residents since the Council discussion a few months ago.

**10. COMMITTEE REPORTS:** None

**11. COUNCILOR'S REPORTS:** None

**12. MAYOR'S REPORT:** None

**13. ADJOURNMENT:** Councilor Cook made a motion to adjourn the meeting. Councilor Joy seconded the motion. The motion passed unanimously and the meeting adjourned 10:04 pm.

**Minutes approved on this 16th day of October, 2014.**

CERTIFIED:

  
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Mayor Chris Heisler

ATTESTED:

  
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City Administrator Preston Polasek