

***City of Lafayette***  
**City Council Meeting**  
February 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**

Council President Pagella called the meeting to order at 6:30 p.m. on February 13, 2014.

**FLAG SALUTE**

Council President Pagella led the flag salute.

**ROLL CALL**

City Administrator Polasek conducted the roll call of the Council:

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

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

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

Deputy Samerdyke gave an update to the Council on recent events in the area.

**DEDICATION OF LAFAYETTE LITTLE FREE LIBRARY AT CITY HALL**

City Administrator Polasek explained that the "Little Free Library" is now installed and in use. Providing history of the library, he advised that Breanna Weston approached the Council with the idea of the Little Library; and her father Randy Weston offered to build it. City Council President Pagella explained what the Little Free Library is and how it is used. He thanked Mr. Weston and his daughter for their donation to the community. He presented Mr. Weston with a plaque expressing the Council and community's appreciation.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

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Councilor Harper moved to accept the minutes of the August 8, 2013 meeting. Councilor Cook seconded. Motion carried (3-0). (Councilor Cook, aye; Councilor Harper aye; Councilor Joy aye)

**PRESENTATION—CHARLES SWANK, AUDITOR**

Mr. Swank explained that he is in attendance to answer any questions that the Council may have, and will also give an overview of the audit. He explained that the audit went smooth. A few minor items were presented to management and the changes have been made. He advised that the City has a “clean bill of health.” There were no internal control issues. He explained that there was no letter of recommendation for changes to the Council; and that the accounting procedures have greatly improved.

Councilor Pagella advised that this is the first time there has been no letter of recommended changes presented to the Council. Mr. Swank advised he has been performing Lafayette’s audits for several years and that in years past the financials were in need of improvement.

Paul Knobel asked about GASB 34 accounting requirements; particularly depreciation of inventory and assets. Mr. Swank explained that this is not required, that GASB 34 recommends taking inventory on infrastructure and depreciation.

**ADDITIONS/DELETIONS TO THE AGENDA**

City Administrator Polasek advised that item 11.b needs to be held back somewhat, explaining he told the residents of John’s Landing that discussion on the waterline extension would not begin before 7:30.

**CITIZEN INPUT ON NON-AGENDA ITEMS**

None.

**PUBLIC HEARINGS**

None.

**ACTION ITEMS**

**APPOINTMENTS TO VACANT BUDGET COMMITTEE POSITIONS**

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Councilor Harper stated he wished to abstain from the vote as his wife Leah Harper is one of the applicants.

Council President Pagella explained that he has spoken to the Mayor regarding the appointments. He advised that there are three vacancies on the Budget Committee and four applicants. The Mayor recommended three people to the positions. He read aloud the applicants answers to the standard questions that were distributed on the application. In addition, he explained that Shanta Frisbee and Doreen Vantyne were both out of town and unavailable to attend the Council meeting. The Mayor recommends Shanta Frisbee, Doreen Vantyne and Leah Harper to the vacant Budget Committee positions. He recommended Shanta Frisbee for the 1-year remaining position, Doreen Vantyne to the 2-years remaining position and Leah Harper to the 3-years remaining position; based on how long they have lived in the community.

Councilor Cook moved to appoint the positions as stated. Councilor Joy seconded. Motion carried (2-0). (Councilor Cook, aye; Councilor Joy aye; Councilor Harper abstained).

APPOINTMENTS TO THE BUDGET COMMITTEE, PLANNING COMMISSION,  
AND WATER RESOURCES COMMITTEE

Council President Pagella explained that there is one position on the Budget Committee that was held by Becky Demmin, she is interested in continuing on the Budget Committee.

He also explained that there are three expired positions on the on the Planning Commission and Ronald Kerr, Sam Dunn and Marian Chasse wish to continue on the Planning Commission.

He explained that there are three positions on the Water Resources Committee that expired and that Richard Olson, G. Doug Cook, and Todd Holt also wish to continue in Water Resources Committee.

Councilor Harper moved to appoint the incumbents to another term as stated, with the exception of G. Doug Cook to the WRC. Councilor Cook seconded. Motion carried (3-0). (Councilor Cook, aye; Councilor Harper aye; Councilor Joy aye).

Councilor Harper moved to appoint G. Doug Cook to another term in the Water Resources Committee. Councilor Joy seconded. Motion carried (2-0). (Councilor Harper aye; Councilor Joy aye; Councilor Cook abstained).

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**CITY ATTORNEY SERVICES AGREEMENT**

Council President Pagella advised that the Council had made a decision on a City Attorney. A proposed agreement was executed by Mr. Lien and approved as to form by Jeffery Matthews.

City Administrator Polasek advised that the agreement is very similar to the previous City Attorney contract, the differences and hourly rates were noted in the staff report.

Councilor Cook moved to approve the legal services agreement with Wallace W. Lien, and authorize Chris Pagella to execute the agreement. Councilor Joy seconded. Motion carried (3-0). (Councilor Cook, aye; Councilor Harper aye; Councilor Joy aye)

Councilor Harper stated that it was great to see more people applying to volunteer for positions within the city. He thanked them for their service.

**DISCUSSION ITEMS**

**PERSONNEL POLICIES (PART 2 OF 2)**

Council President Pagella introduced PSU student and intern Bonnie Crawford, explaining that she has been working on updating the Personnel Manual for the city. Bonnie Crawford explained to the Council that the Manual has been updated and is near completion and should be ready to adopt in March. She explained that there are three significant changes; these include Media Relations, Life Insurance Manual, and Leave Donation. She explained these three areas and their importance for inclusion. Media Relations was included by request of the Council; this covers who is authorized to speak to the media. In regards to the Life Insurance Manual, all full-time employees currently have life insurance, but the change allows part-time employees that work an average of 20 hours per week to also be included in the life insurance Manual. The last item is Leave Donation. She explained that employees can donate up to forty (40) hours of any form of leave they have to another employee who has exhausted their leave time during having a serious illness or medical condition or is caring for a family member with a serious illness or medical condition that requires a prolonged absence from work. The City Administrator would need to approve this donation, prior to donating.

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City Administrator Polasek advised that there is one more significant item added to the Personnel Manual. He explained that it is on page 26; regarding PTO (paid time off). He stated that the current Manual does not allow introductory employees to take time off until they have passed their introductory period. This change would allow the employee to use their PTO (that they have accrued) while in their introduction period. He felt that PTO should include every employee equally and not exclude an introductory employee. He explained that there are other big changes in the proposed Personnel Manual, but that these are the most significant changes from current policies.

The City Administrator and the Council thanked Ms. Crawford for her work, and commended her on a great job; as well as PSU for the opportunity for an intern. Ms. Crawford thanked the Council, City Administrator Polasek and Asst. to the Administrator Maben for their guidance and advice.

City Administrator Polasek advised the Council that it appears the City will be obtaining another intern to perform outreach to downtown business owners/operators to conclude with a meeting in May. This work is necessary outreach in advance of establishing downtown development standards in the fall. Council had no objections to this process.

The Council was pleased with the proposed Personnel Policies, feeling it was much cleaner than the previous handbook.

**STATEMENT OF ECONOMIC INTEREST (SEI) (ORDER OF AGENDA ITEMS-  
SEI WAS MOVED IN FRONT OF WATERLINE EXTENTION ITEM)**

Council President Pagella advised the Council that they would be receiving the SEI's in the mail at their residence, and to complete the form and turn it in before April 15<sup>th</sup>. He explained that there are fines and penalties if anyone fails to complete the SEI. City Administrator Polasek advised that if anyone has any questions or concerns, or just need assistance to contact Melanie at City Hall.

**THERE WAS A BREAK AT 7:23 P.M. AND MEETING RECONVENED AT  
APPROXIMATELY 7:30 P.M.**

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

City Administrator Polasek explained that the residents living in John's Landing had approached the City Council in November, 2013, describing their lack of water and their interest in working with the City to connect to city water. He explained that

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there are three primary stakeholders; the City, the John's Landing residents, and the property owner between the two. He advised that there are currently 16-17 lots in John's Landing. There is already an agreement with Bridge Street Partners to jointly fund a UGB expansion process. He explained that there will be two distinct projects. First would be installing a 12" water main from the city limits to John's Landing Road. This project is now fairly well defined and awaits Council approval to proceed. A development agreement among the parties can be brought forward at the March 13, 2014 Council meeting that would put this first project into motion. The project has not involved negotiation; rather it is a culmination of the following: determining the size of pipe necessary to serve future users; design and construction of the public water main to city standards; and apply the apportionment of costs already predetermined in local and state law.

He also explained that the second project is the distribution of a waterline along John's Landing Road. The objectives, stakeholders and funding apportionment are different from the Abbey Road project. Unless Council determines otherwise, this project will also move forward depending on the choices determined by owners on John's Land Road, and this determination can be made at a later date. This project involves a choice between a city main line and a privately operated water district.

He advised that 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.

There was council deliberation.

City Engineer Gordon Munro explained the SDC's, fees and how this would work as the city received growth.

Monty Hurley, the engineer representing Bridge Partners Development, stated that they support this plan, but asked the City to see what it can do regarding the transferability of SDC credits.

Several residents of John's Landing were in attendance to support the city's assistance to their distressed water situation.

#### **EXECUTIVE SESSION**

Executive Session entered per ORS 192.660(2)(i): To review and evaluate the employment related performance of the chief executive officer.

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Council President Pagella read the script aloud to enter into executive session at or about 9:00 p.m.

ENTERED INTO REGULAR SESSION

The Council entered into regular session at or about 9:10 p.m.

**ADJOURNMENT**

Councilor Harper moved to exit executive session, enter regular session and adjourn the meeting. Councilor Joy seconded. Motion carried (3-0). (Councilor Cook, aye; Councilor Harper aye; Councilor Joy aye)

Meeting adjourned at 10:01 p.m.

CERTIFIED:

  
\_\_\_\_\_  
Chair Chris Pagella

ATTESTED:

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