

City of Lafayette
City Council Meeting Minutes
June 13, 2019 at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Sproul called the meeting to order at 6:30 p.m.
2. **FLAG SALUTE:** Mayor Sproul led the flag salute.
3. **ROLL CALL:** Assistant City Administrator Kevin Perkins called the Roll
Present: Mayor Marie Sproul, Wade Witherspoon, Christine Brungardt, Chris Harper, Sheila Neuman, Kayla Paulsen
Excused: Doug Cook
City Staff Present: Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator;
Others: Robin Mullin; Deputy Stephanie Sulak; Roberta Weeks; Dave Yarmouth, Recology

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

Deputy Sulak presented the monthly report to the City Council. She noted that Larceny crimes are down significantly from last year as well as Vandalism. Part of that may be due to the Sheriff's Office conducting some extra patrols in the area.

Roberta Weeks from the Lafayette Community Watch provided a report on her group's activities. She distributed copies of the cards that she and her members regularly carry to identify themselves and provide information to the public. They have recently noticed a pattern of certain RV's leaving for a period of time and then returning, which also coincides with an observed uptick in drug use. Weeks will provide a list of concerning vehicles and City staff will compare the list to approved temporary occupation permits.

5. **APPROVAL OF MINUTES: May 9, 2019**

Councilor Brungardt moved to approve the minutes of the City Council meeting of May 9, 2019. Councilor Neuman seconded the motion, which passed unanimously.

6. **ADDITIONS TO OR DELETIONS FROM AGENDA**

None.

7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**

Robin Mullin, 1100 Monroe St.

Mullin proposed changing the traffic control at 7th St. and Madison from a two-way to a four-way stop. The change is needed because there are vehicles frequently parking close to the intersection, making it difficult to see traffic coming from either direction. Administrator Polasek stated that staff will look into the request and determine its feasibility.

8. **PUBLIC HEARINGS ON FY 2020 BUDGET:**

a. Possible Uses of State Revenue Sharing

Mayor Sproul opened the public hearing at 6:51 p.m. and asked for public testimony on the possible uses for the state shared revenues. She described the sources and restrictions for uses of the funds.

Roberta Weeks asked if street lighting is included in the funds for streets. Administrator Polasek confirmed that street lighting is a valid use of dedicated streets funding from the state. Weeks will provide a list of areas in the City in need of new or repaired lighting.

Mayor Sproul recommended leaving the discretionary shared revenues allocated to the General Fund, considering the number of large projects the City is undertaking in the coming year.

Mayor Sproul closed the public hearing at 7:00 p.m.

b. Adoption of Fiscal Year 2019-20 City Budget, Making Appropriations, and Imposing Property Taxes

Mayor Sproul opened the public hearing at 7:01 p.m.

At a request from the public, Administrator Polasek highlighted a few of the items contained in the budget, including the Fire Station construction funds and the pump station required for the intertie with McMinnville Water & Light.

Mayor Sproul closed the public hearing at 7:07 p.m.

9. ACTION ITEMS:

a. Resolution 2019-06, Approving Waste Disposal Rates Effective July 1, 2019

Dave Yarmouth from Recology presented the request for disposal rates for fiscal year 2019-2020. He also discussed Recology's efforts to increase the amount of information they distribute on recycling. He reviewed the rate setting methodology, which is based on the number of customers in the City, the services provided, and economic factors. The 2.7% Recology requested will keep their costs within the range approved by the City's franchise agreement.

President Witherspoon moved to approve Resolution 2019-06, approving Recology Western Oregon rates effective July 1, 2019. Councilor Harper seconded the motion, which passed unanimously.

b. Cost of Living Adjustment, effective July 1, 2019

Administrator Polasek stated that the contract with the union promises a COLA for the coming year, with total compensation increase for each employee capped at 5%. The CPI index cited in the contract has been retired, therefore City staff recommends using the CPI-U for class B/C cities; the CPI for that index for calendar year 2018 was 2.9 resulting in a 2.9% COLA.

Councilor Harper moved to adopt a COLA of 2.9% effective July 1, 2019. Councilor Brungardt seconded the motion, which passed unanimously.

c. Extend Work of Veterans Park Ad Hoc Committee

President Witherspoon updated the Council on the progress of the Committee, however, there are still tasks remaining to complete the charge from the Council. He estimates that it could take one or two further committee meetings to complete the committee's recommendations for Council.

Councilor Harper moved to extend the working time of the Veterans Park Ad Hoc Committee an additional 60 days to August 24, 2019. Councilor Neuman seconded the motion, which passed unanimously.

The drawing for the bill credit for completing the survey will be conducted at the June 19 meeting of the Veteran's Park Committee.

d. Annual Renewal of Planning Services Contract with MWCOG

Mayor Sproul reviewed the services provided to the City by MWCOG, which in addition to the planning services includes legal services as the City Attorney. Councilor Harper inquired whether the amount of funding allocated in the budget for FY2020 would be sufficient considering the increased costs of the new contract. Administrator Polasek stated that he believed it would be sufficient for the coming year, though land-use planning activities are sometimes difficult to predict.

Councilor Harper moved to approve the contract with the Mid-Willamette Valley Council of Governments for Planning services and authorize the City Administrator to execute the agreement for fiscal year 2020. Councilor Brungardt seconded the motion, which passed unanimously.

e. Award Construction Contract to Haworth, Inc. for Fire Station and Site Development

Administrator Polasek reviewed the bid process that resulted in four bids submitted with Haworth's bid, at about \$3.9 million, being the lowest. The City's architect, FFA Architects, will act as the construction project manager. The bid was under the architect's estimate of \$4.0 million to \$4.2 million.

President Witherspoon moved to award the contract for construction of the Lafayette Fire Station and site development to Haworth, Inc. in the amount of \$3,895,802 and authorize the City Administrator to develop and execute the contract. Councilor Brungardt seconded the motion, which passed unanimously.

g. Budget Legislation for FY 2020:

1. Resolution 2019-07, Water Rate Increase

Administrator Polasek stated that this item was discussed during the Budget Committee meetings; the rate increase is necessary to maintain pace with the costs of the system. Councilor Harper asked where Lafayette's utility rates stand in comparison to other municipalities in Yamhill County. Assistant City Administrator Perkins replied that the City is in the bottom third when full utility bills are considered.

Councilor Brungardt moved to approve Resolution 2019-07, increasing water rates 4.0% for the billing cycle beginning in June 2019. Councilor Neuman seconded the motion, which passed unanimously.

2. Resolution 2019-08, Worker's Compensation Coverage for Volunteers

Mayor Sproul stated that this coverage is annually extended to the City's Volunteer Firefighters; Administrator Polasek added that on occasion he has temporarily extended it to other volunteers who were part of a program with the City.

Councilor Brungardt declared a conflict of interest because her husband is a Volunteer Firefighter and would benefit directly from this action. Therefore she recused herself from voting on this issue.

Councilor Harper moved to approve Resolution 2019-08, approving the worker's compensation coverage for volunteers for fiscal year 2019-20. Councilor Neuman seconded the motion; which passed 4-0, Brungardt abstained.

3. Resolution 2019-09, Certify Eligibility to Receive State Shared Revenues

Mayor Sproul asked Administrator Polasek to confirm that the City is eligible to receive shared revenues; Administrator Polasek confirmed that the City is eligible.

Councilor Brungardt moved to approve Resolution 2019-09 to certify eligibility to receive state shared revenues in FY 2020. Councilor Harper seconded the motion, which passed unanimously.

4. Resolution 2019-10, Elect to Receive State Revenue Sharing

Mayor Sproul reviewed the sources of the shared revenue and the restrictions placed on the gas tax receipts. She recommended allocating the discretionary revenue into the General Fund, considering how many projects the City has planned or potential for next year. Council also discussed the need for traffic control and pedestrian safety devices in the City and whether to add these items to the CIP; no decision was made on adding items to the CIP. It was determined that some of those devices may be paid for out of the streets fund.

Councilor Harper moved to approve Resolution 2019-10 to elect to receive State Revenue Sharing for Fiscal Year 2019-2020. Councilor Brungardt seconded the motion, which passed unanimously.

5. Resolution 2019-11, Adoption of Fiscal Year 2019-20 City Budget, Making Appropriations, and Imposing Property Taxes

Councilor Brungardt declared a conflict of interest because her husband is a Volunteer Firefighter and would benefit directly from this action. Therefore she recused herself from voting on this issue.

Administrator Polasek discussed the changes to the budget presentation materials that were detailed in the staff report. Ultimately, a typographical error on one of the summary pages did not include the full budget amounts. The LB-50 forms and the bottom line of the budget were correct, only a summary page was in error. The error was found and, after consultation with the Department of Revenue, corrected by the City Clerk, Jamie Rhodes. Administrator Polasek commended her for her diligence and attention to detail.

Council Harper moved to approve Resolution 2019-11, adopting the City of Lafayette Budget for Fiscal Year 2019-2020 in the amount of \$19,494,563, making appropriations, imposing property taxes at a permanent rate of \$3.4857 per \$1,000 assessed valuation, and setting the

amount of \$197,405.00 for debt service on the general obligation bond levy. President Witherspoon seconded the motion, which passed 4-0, Brungardt abstained.

10. DEPARTMENT REPORTS:

a. Public Works

Council and staff discussed the responsibilities for vegetation control in the City's rights-of-way and at the parks. Administrator Polasek reviewed the City's enforcement process and stated that he will be working with the contractor for parks maintenance to ensure they are properly cared for ahead of the 4th of July celebrations.

• Water Consumption and Production

Administrator Polasek stated that even with the drier than normal winter the City has managed to inject about 14.7 million gallons into the ASR. Unfortunately, that is still short of the City's annual goal of 20 million gallons.

b. Fire

Administrator Polasek stated that the Fire Department conducted a "burn to learn" exercise on the duplex behind City Hall, which is the start of the site clearance effort ahead of the construction of the Fire Station.

c. Administration

Administrator Polasek updated the Council on the following Items:

- The Abigail Scott Duniway park sign has been finished and awaits installation.
- The League of Oregon Cities annual conference will be held in Bend in September. Councilors who wish to attend should contact Assistant City Administrator Perkins and he will register everyone interested.
- The Bond sale to fund construction of the fire station will be finalized on June 17, 2019.
- The next Yamhill City/County dinner will be on August 15 and hosted by the City of Lafayette.
- Level 1 water restrictions began on June 4.
- The May DBP samples reported back below the required levels.
- An offer has been made to a candidate for the seasonal Fire Fighter position.
- Administrator Polasek will be deposed this month in the lawsuit from the sewer backup on fourth street.
- Administrator Polasek discussed the status of Public Works staffing levels, one position is open and one employee is on restricted duty leaving only two fully able staff members. The City is looking at bringing on some temp help to ease their workload.
- He reminded Council that every month on the morning of Council meetings he holds a coffee meeting open to anyone to attend.
 - Accounts Payable

11. COMMITTEE REPORTS

None.

12. COUNCILOR'S REPORTS

None.

14. MAYOR'S REPORT

Mayor Sproul stated that since construction on any improvements at Veterans Park is still several years away at best, perhaps it Council should discuss the possibility of using part of commons park as a formal dog park, which is what the land of Veterans Park is being unofficially used for. Additionally, perhaps in the short term the land of Veterans Park could be leveled and laid out as a rough soccer field. She asked President Witherspoon to discuss both ideas with the Veterans Park Committee.

15. ADJOURNMENT

Councilor Brungardt moved to adjourn the meeting. President Witherspoon seconded the motion. There was no discussion and the motion passed unanimously.

Minutes approved on 11th day of July, 2019.

CERTIFIED:

ATTESTED:



Marie Sproul, Mayor



Kevin Perkins, Assistant City Administrator