

City of Lafayette
City Council Meeting Minutes
May 9, 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, Sheila Neuman, Kayla Paulsen
Excused: Doug Cook, Chris Harper
City Staff Present: Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator;
Others: Bill Coffey, National League of Cities; Don Leard, Greg Goularte

4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**
None.

5. **APPROVAL OF MINUTES:** April 18, 2019
President Witherspoon clarified item 14, stating that there is funding for the planning and design that is needed for the Veteran's Park.

Councilor Brungardt moved to approve the minutes of the April 18, 2019 City Council Meeting. Councilor Paulsen seconded the motion, which passed unanimously.

6. **PRESENTATION: LOC/NLC Service Line Warranty Program by William Coffey**
Bill Coffey presented information regarding the Service Line Warranty Program that is sponsored by the League of Oregon Cities and National League of Cities, and operated by Utility Service Partners. The program insures property owners against failure of the sewer or water service lines, and an add-on can cover the plumbing inside the home as well. The program uses no public funds and is administered by the LOC/NLC's partner; local contractors are utilized when repairs are needed and they have experienced a very small claim denial rate. Currently, there are 650 cities participating nationwide along with several Oregon cities, including Newberg, covering roughly 3.7 million customers. The rate for sewer line insurance would be about \$7.25 per month and for water, including the internal plumbing, it would be about \$1.49 per month. The City of Lafayette's commitment would be to allow use of the City logo on mailings and to assist in creating a mailing list to send out information. The program would send out approximately six mailings per year. There are two paths the City could choose when sponsoring the program: the first provides a small royalty per customer to the City; the second does not provide a royalty.

City Administrator Polasek strongly recommended choosing the second option without the royalty. He stated that although it would only be a small addition to a customer's bill (roughly \$0.25) it would be better for the City to not profit from sponsoring the program.

7. ADDITIONS TO OR DELETIONS FROM AGENDA

None.

8. CITIZEN INPUT ON NON-AGENDA ITEMS:

Don Leard, 220 Madison

Don Leard expressed concerns that at the corner of 7th and Madison¹ the property owner is encroaching into the City right-of-way and suspects that people may be renting the structures from the property owner.

City Administrator Polasek stated that in the recent past the property owner had made progress complying with the City's request to clean up the property. He will look into this new information.

Counselor Neuman added that the Sheriff's Deputies assigned to Lafayette have been working with the property owner as well as City staff. Additionally, the FY2020 budget contains a provision for hiring a code enforcement officer or service.

Mayor Sproul concurred and reiterated the Council's commitment to improve the City's code enforcement capability.

9. ACTION ITEMS:

a. Preliminary Endorsement of LOC/NLC Line Warranty Program

This item was a companion action to the presentation in item #6.

Councilor Paulsen commented that this is a fantastic program, especially for lower income residents. The use of the City's logo provides assurance to the residents that it is a legitimate program.

Councilor Brungardt clarified that it is six total mailings and there would be no door-to-door sales. Coffey concurred and stated that there will be three primary mailings and three follow-up mailers.

Councilor Brungardt moved to approve preliminary endorsement of the Line Warranty Program as provided by Utility Service Partners and direct staff to bring forward an endorsement agreement. Councilor Neuman seconded the motion. Mayor Sproul stated that she opposed the royalty option; the Council agreed. The motion passed unanimously.

b. Wastewater Master Capital Improvement Plan Update

Administrator Polasek described the project that will be completed in the next Fiscal Year, but first must be added to the Wastewater Master Capital Improvement Plan.

Mayor Sproul asked why the City would replace a private sewer line. Administrator Polasek replied that the current line is substandard, it will improve the overall wastewater collection system in the area, and it is simply the right thing to do for the City to replace the line.

President Witherspoon moved to approve the updated wastewater master capital improvement plan with the addition of project no 13, main extension on 4th Street from Monroe to Jackson streets. Council Brungardt seconded the motion, which passed unanimously.

¹ Staff later clarified that Mr. Leard misspoke, the property is at 7th and Bridge.

c. Award Contract for 4th Street Sanitary Sewer Improvements

Administrator Polasek stated that this is the contract that will complete the project in the previous agenda item. He reviewed the costs and the bids, the winning bid came in under the City Engineer's estimate.

Councilor Brungardt moved to approve 4th Street Sanitary Sewer Improvements as project no. 4 on the CIP for FY 2020, award the contract to Haworth Construction in the amount of \$58,113, and authorize the City Administrator to execute the contract. Councilor Neuman seconded the motion, which passed unanimously.

d. Law Enforcement Services Contract for FY 2020

Administrator Polasek stated that this item was discussed with the Budget Committee at its first meeting. In response to a question from Mr. Goularte, Administrator Polasek stated the 11% is explainable, considering that for many years past the contract cost increases have been well below the rate of inflation. The Sheriff has been working to increase the deputies' wages to a more reasonable level as over the past several years their wages have stagnated, causing a significant amount of turnover and difficulty recruiting new deputies.

Mayor Sproul asked staff if the rate was the same for other cities in the County. Assistant City Administrator Perkins replied that the increase is comparable to other cities who have long-standing contracts.

President Witherspoon moved to approve the law enforcement services agreement with Yamhill County Sheriff's Office in the amount of \$301,196 for Fiscal Year 2019-2020 and authorize the Mayor to execute the agreement. Councilor Brungardt seconded the motion, which passed unanimously.

e. Cost Sharing Agreement for Abigail Scott Duniway Park Construction

Polasek discussed the history of the agreement with Don Leard for the development of the Abigail Scott Duniway Park. The agreement is a cost sharing and joint development agreement between the City and Leard. Staff is requesting a second amendment to the agreement to reflect the increased costs to complete the park. The amendment calls for a reimbursement to Leard for part of the development costs.

Leard stated that he hoped to have the contract with Cascadia Landscaping signed tomorrow; Administrator Polasek added that Cascadia intends to have their work completed by the end of September of this year.

Councilor Neuman moved to approve Amendment no. 2 to the MOU with Don Leard regarding the construction of Abigail Scott Duniway Park. President Witherspoon seconded the motion, which passed unanimously.

f. Annual Merit Compensation for City Administrator

Mayor Sproul stated that this is an annual decision that the Council makes to compensate the City Administrator for his work throughout the year. It is a one-time bonus rather than an increase to the base salary.

President Witherspoon recommended that the City Administrator be awarded a 4% bonus, considering the amount of time and work he commits to the City.

Councilor Brungardt concurred; Polasek has been the lead in planning a number of projects with some significant challenges over the past year.

Councilor Neuman agreed, adding that it is well deserved considering the major projects underway over the past year, such as the Fire Station and the water intertie with McMinnville.

Councilor Brungardt moved to approve a one-time merit compensation to the City Administrator of 4.0%, which equates to \$3,861.12, and is payable with the first paycheck in July 2019. President Witherspoon seconded the motion, which passed unanimously.

10. DEPARTMENT REPORTS:

a. Public Works

• Water Consumption

Councilor Brungardt asked Administrator Polasek about the status of the ASR. Administrator Polasek stated that the amount injected is down over the previous year due to the drier than average winter. The City will not be able to inject much longer based on the day to day needs of the City. Council and staff discussed the planned water restrictions, which includes odd/even outdoor water use.

b. Administration

Administrator Polasek discussed the impacts of ODOT's work on Highway 18, which has had a considerable impact on traffic through the City. It seems that the flaggers have gained a better handle on the traffic and it is moving better than the first few days. It is a temporary situation that will be over shortly. He also updated the Council on the positive response from the bond rating call with Standard & Poor earlier in the week. The City's rating is likely to be higher than it was previously, which could save the City in costs due to bond insurance. Administrator Polasek added that the City is in the recruitment process for the Community Development Clerk and have received about 45 applications; he and staff will be selecting the interview pool shortly.

• Accounts Payable

• Comment Cards

None.

11. COMMITTEE REPORTS

Veteran's Park Committee:

President Witherspoon stated that the surveys that were sent with the water bills are beginning to be returned. The Committee will tabulate the results and present a plan to Council.

12. COUNCILOR'S REPORTS

None.

13. MAYOR'S REPORT

None

14. ADJOURNMENT

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

Minutes approved on 13th day of June, 2019.

CERTIFIED:



Marie Sproul, Mayor

ATTESTED:



Kevin Perkins, Assistant City Administrator

