

City of Lafayette
City Council Meeting Minutes
March 14, 2019 at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Sproul called the meeting to order at 6:31 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, Doug Cook, Chris Harper, Sheila Neuman
Excused: Kayla Paulsen
City Staff Present: Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator; Chief Terry Lucich
Others: Carole Joa, Bill Lindemann, Juliette's House; Don Leard; Deputy Andrew McMahon, YCSO; Ryan Pasquarella, CPA, Grove, Muller, and Swank; Jeremy Rametes

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

Deputy McMahon presented the monthly report to the City Council. He noted that the theft and vandalism entries are due mostly to a juvenile who stole from a marijuana grow and damaged a fence in the process. Deputy McMahon added that he has taken steps to remedy a complaint about a property at 7th and Bridge streets.

5. **APPROVAL OF MINUTES:** Councilor Harper noted that in the February 14, 2019 minutes the "second" and vote were missing from the motion on page 5 for item 9a and suggested a correction.

Councilor Cook moved to approve the minutes of the February 14, 2019 City Council meeting as corrected. Councilor Brungardt seconded the motion, which passed unanimously.

Councilor Cook moved to approve the minutes of the February 19 City Council Work Session as submitted. President Witherspoon seconded the motion, which passed unanimously.

6. **PRESENTATION:** Ryan Pasquarella, CPA, FY 2018 Audit

Mr. Pasquarella presented the independent audit for fiscal year ending June 30, 2018. He reviewed the requirement for an annual audit and the process for conducting the audit. Mr. Pasquarella recommended that the Council review the "Management Discussion and Analysis" section as an overview of the audit; the rest of the audit is made up of the detailed financial sheets for each fund. The audit came back "clean," meaning no concerns or errors, though there is one ongoing challenge with the sewer and water financial system communicating with the general ledger systems, which is not unusual.

Administrator Polasek commented that the auditors provide year round assistance to City staff, which is greatly appreciated. He reiterated Mr. Pasquarella's comment that the audit was clean, which is very unusual for any municipality.

Mr. Pasquarella discussed the process to complete the audit, his experience with City staff, which has been positive, and reviewed some of the assistance he has provided in the past.

President Witherspoon complimented staff on receiving the clean audit, and thanked them for their hard work reaching that point.

7. PRESENTATION: Carole Joa, Juliet House – Child Abuse Prevention Month

Mrs. Joa is a volunteer with Juliette’s House and introduced Bill Lindemann who is the Resource Development Manager. Lindemann discussed Juliette House’s mission and resources. He and Mrs. Joa are making the presentation because April is Child Abuse Prevention Month. Mr. Lindemann stated that their facility provides assistance for about 200 investigations per year, which they estimate is only about 10% of the number of actual crimes committed. Juliette House provides reporting resources and training on aspects of child abuse. For example, they provide a “Stewards of Children” class once a month.

Mrs. Joa described the decorations they would like to place near the Lafayette City Hall to help bring attention to preventing child abuse, culminating in a rally and march on April 10. They would also like all public employees and officials to wear blue ribbons on that day.

8. ADDITIONS TO OR DELETIONS FROM AGENDA

None.

9. CITIZEN INPUT ON NON-AGENDA ITEMS:

None.

10. PUBLIC HEARING: First Reading of Ordinance No. 636, Fowl and Rabbits Regulations

Mayor Sproul conducted the first reading of Ordinance no. 636 and opened the public hearing at 7:09 p.m. and asked for any public testimony. No testimony was offered and Mayor Sproul closed the public testimony portion of the hearing at 7:10 p.m.

To address the remaining issues stated in the staff report Council, after substantial discussion, agreed to limit the number of rabbits to four total, regardless of age, and to include a requirement for a property owner’s signature on the application form, if the owner is not the applicant.

Councilor Harper moved to schedule a second reading of Ordinance no. 636 on April 18, 2019. Councilor Brungardt seconded the motion, which passed unanimously.

11. ACTION ITEMS:

a. Appointments to Budget Committee and Veterans Park Committee

Mayor Sproul asked Council to appoint Jeffrey Olson and Jeremy Rametes to the Budget Committee and Sheri King to the Veteran’s Park ad hoc Committee.

Councilor Harper moved to appoint Jeffrey Olson and Jeremy Rametes to the Budget Committee. President Witherspoon seconded the motion, which passed unanimously.

President Witherspoon moved to appoint Sheri King to the Veteran’s Park ad hoc Committee. Councilor Brungardt seconded the motion, which passed unanimously.

b. Resolution 2019-05, Check Signing Authority

Administrator Polasek reviewed the changes in staff that necessitate adding Assistant City Administrator Perkins to the authorization form for signing City checks.

President Witherspoon moved to approve Resolution 2019-05, Designating Signees for City Checks. Councilor Cook seconded the motion, which passed unanimously.

c. Final Design Approval for Lafayette Fire Station

Ian Gelbrich presented the updated final floor plan design for the Lafayette Fire Station. The redesign was undertaken due to the estimated cost of the original floor plan. The updated plan eliminated one individual office, office storage space, and reduced the size of the lobby. It also reduced the station from three full bays to two and a half, with the storage rooms taking up the other half of the bay. The storage rooms will be constructed in a manner that they could be demolished and the station returned to three full bays in the future if needed.

Council and staff discussed the changes to the floor plan and also using the lot across 4th street from the construction site as staging during the construction phase, which will simplify the construction process and may help reduce costs. The disposition of the duplex currently on the Fire Station site was also discussed. The duplex has been offered for sale and removal, if it is not sold and removed then it may be used as a training burn for the fire department.

Chief Lucich stated that he supports the updated design, which will still meet the City's needs well into the future, possibly for the next 50 years.

Councilor Cook moved to approve the updated final design for the Lafayette Fire Station. Councilor Neuman seconded the motion, which passed unanimously.

d. Water Supply Agreement with MWL

Administrator Polasek reviewed the status of the agreement and negotiations to the current point; McMinnville Water & Light staff will be present at the Work Session on March 19, 2019 to discuss the project with the Council.

Councilor Neuman moved to approve the water supply agreement with MWL, dated March 8, 2019, as presented. Councilor Cook seconded the motion, which passed unanimously.

e. Award Contract for Street Overlays and Repairs

Administrator Polasek commented that this will be the second street repair project in recent months where the winning bids have been under budget. He discussed the project and the particular stretches to be repaired.

President Witherspoon moved that Council approve the contract for Street Overlays and Repairs, CIP project no. 3, to K&E Paving dba H&H Paving, in the amount of \$99,502.75 and authorize the City Administrator to execute the contract. Councilor Brungardt seconded the motion, which passed unanimously.

f. Proscriptive Level One Water Curtailment for Summer 2019

Administrator Polasek reviewed the City's recent history of water curtailments and recommended that the City implement proscriptive Level One measures before it becomes a critical need.

Councilor Harper commented that the Council has no choice, the rainfall has not been adequate to replenish ground water sources and the ASR injection rate is insufficient at this point to meet the City's needs.

Council agreed to start the curtailment measures a month earlier than staff suggested, on June 4, 2019 rather than wait until July.

Councilor Neuman moved to direct staff to implement a proscriptive Level I water use curtailment on June 4, 2019. President Witherspoon seconded the motion, which passed unanimously.

g. Amend CIP FY 2019, Adding Watershed Transmission Line Project

Administrator Polasek discussed the project which will replace a portion of the Bluebird springs transmission lines that needs to be replaced immediately to meet the City's needs. The project has been targeted for FY2020, but the need for the work has become critical and staff recommends completing the project in 2019.

Councilor Brungardt moved to amend our current Capital Improvement Program by adding project no. 12, Watershed Transmission Line, and reallocating existing capital resources. Councilor Cook seconded the motion, which passed unanimously.

h. Procurement of Construction Services for CIP, Project no. 12.

Administrator Polasek commented that this action is a companion action to the prior item and would authorize the City Administrator to complete the necessary contracting activities, including the award of the contract, in order to complete the project prior to the highest water use during the summer months.

Councilor Harper moved to recognize this emergency project and authorize the City Administrator to procure construction services and execute the construction contract for CIP project no. 12, which is estimated to cost not more than \$100,000.00. Councilor Cook seconded the motion, which passed unanimously.

12. DISCUSSION ITEM:

a. Flashing Crosswalks

Administrator Polasek briefly reviewed prior discussions that led to the creation of the report contained in the meeting materials. He asked Council to review the materials generated by the City's Engineer.

13. DEPARTMENT REPORTS:

a. Public Works

- **Water Consumption and Wastewater Treatment Plant**

b. Fire

c. Administration

Administrator Polasek provided his monthly update to the Council, including:

- Budget Committee meetings have been scheduled for April 22 and 29 at 6:30
- With the agreement of Council, the April City Council meeting will be rescheduled to April 18
- The Jefferson Street improvement project will be starting in early April.
- The union representing City staff has called to inquire about the index that will be used to calculate the annual COLA.

- **Accounts Payable and Comment Cards**

In response to a question from Council, Administrator Polasek stated that payment to Dayton is for Lafayette's share of the joint water system's operational costs for the past six months.

14. COMMITTEE REPORTS

President Witherspoon discussed the recent meetings of the Veteran's Park Committee, including their outreach efforts at McMinnville High School, which was very successful.

Councilor Harper discussed the most recent Water Resources Committee meeting where members reviewed water projects with staff.

15. COUNCILOR'S REPORTS

None.

16. MAYOR'S REPORT

None.

17. ADJOURNMENT

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

Minutes approved on 18th day of April, 2019.

CERTIFIED:

ATTESTED:



Marie Sproul, Mayor



Kevin Perkins, Assistant City Administrator