

**City of Lafayette**  
**City Council Meeting Minutes**  
**January 10, 2019 at 6:30 p.m.**

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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. **SWEARING IN:** Danielle Oliviera swore in Mayor Sproul, and Councilors Brungardt, Neuman, and Paulsen.
4. **ROLL CALL:** Assistant City Administrator Kevin Perkins called the roll:  
*Present:* Mayor Marie Sproul, Wade Witherspoon, Christine Brungardt, Chris Harper, Sheila Neuman, Kayla Paulsen  
*City Staff Present:* Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator; Danielle Oliviera, City Notary  
*Others:* Duncan Brown, PFM; Dustin Brungardt; Doug Cook; Michelle Dossey; Diane Endea; Michael Factor; Nyco Fuentes-Barber; Travis Johnson; Don Leard; Jeremy Rametes; Beth Pagella; Chris Pagella; Terry Stolpp; Angela Stolpp; Lance Vandcoevering; Michael Vandcoevering; Joseph Neuman; Roberta Weeks

5. **PROCLAMATION:** Mayor Pagella Day, January 11, 2019

Mayor Sproul presented the Proclamation and a plaque to her predecessor, Chris Pagella, thanking him for his service as Planning Commissioner, City Councilor, and Mayor. Sproul read the Proclamation into the record.

Pagella thanked the Council and City and stated that the new Councilors and the attendance at meetings is a positive sign for the community.

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

Deputy McMahan presented the monthly and annual report to the City Council.

7. **APPROVAL OF MINUTES:**

Councilor Harper moved to approve the minutes of the City Council meeting of November 13, 2018 as written. Councilor Witherspoon seconded the motion, which passed 5-0 (1 Vacant).

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

Administrator Polasek commented that a staff report for Item 10-d was completed after the packet was assembled and has been provided to the Council

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

Lance Vandcoevering, 246 S. Madison

Vandcoevering discussed his goal of providing housing for homeless people on his property. He stated that the necessary utilities are already in place in the area of his property where he proposes locating some form of extra housing. A lot of details would need to still be worked out and he will work with Administrator Polasek and the other agencies that he will need

approvals from. Unfortunately, he has somewhat reduced ability to work on this due to a recent stroke, but he hopes that the new Council will be more receptive to his requests than before.

Mayor Sproul directed Vandecoevering to work with Administrator Polasek to address the regulatory issues; the Council cannot take action without having the necessary processes completed first.

Councilor Brungardt recommended that Vandecoevering speak to an attorney to address the relevant landlord-tenant issues and sanitation needs. She cited a situation in Carlton where a landowner allowed people to camp on his property and then could not simply ask them to leave.

Don Leard, 220 Madison St.

Stan Hill, who was on the Planning Commission for 10 or 15 years has recently passed away. Leard would like the City to send a letter expressing its condolences and appreciation for Hill's service to the Community.

## **10. ACTION ITEMS:**

### **a. Resolution 2019-01, Accepting Certified General Election Results**

**MOTION:** Brungardt moved to approve Resolution 2019-01, accepting the certified results of the November 2018 General Election. Councilor Harper seconded the motion, which passed 5-0(1 Vacancy).

### **b. Declaration of Council Vacancy**

Marie Sproul's election as Mayor has resulted in a vacancy in her Council seat; therefore a vacancy needs to be declared to enable the Council to appoint someone to fill the position.

**MOTION:** Councilor Witherspoon moved to declare a vacancy on the Lafayette City Council for a Term ending December 31, 2020. Councilor Harper seconded the motion, which carried 5-0 (1 Vacancy).

### **c. Appointment to Vacant Council Position**

Mayor Sproul stated that with the declared vacancy the Council may now choose to appoint someone to fill the vacancy. She nominated Doug Cook to fill the vacancy; he received the highest vote tally of those not elected in the November 2018 General Election.

Councilor Harper concurred and added that Cook has been on the Water Committee for the past eight years and has been instrumental in working with City staff to develop a contract for an intertie with McMinnville Water and Light. He has put in a lot of work for the City and is the right choice for the opening.

**MOTION:** Councilor Harper moved to appoint Doug Cook to the Council vacant position, which has a term expiration of 12/31/2020. Councilor Brungardt seconded the motion, which passed 5-0 (1 Vacant).

### **d. Election of Council President**

Mayor Sproul was also the past Council President, and as it is also an odd-numbered year, Council must elect a new Council President.

Councilor Brungardt stated that since the President must act as the Mayor in her absence it is important that the Council President be a person who has experience working with the City and with the public, who is actively participating in the improvement of the City and who does so diplomatically and patiently. Wade Witherspoon has been on the Council for almost a year, has been on the Planning Commission for almost two years, and was a Councilor in Newberg for four years before coming to Lafayette. He is actively working to improve Veterans Park with the Veterans Park ad hoc committee, and she has never seen him be anything but respectful and diplomatic with the citizens. Therefore, she nominated Wade Witherspoon for Council President.

No other nominations were made.

**MOTION:** Councilor Brungardt nominated Wade Witherspoon for Council President. Councilor Neuman seconded the motion, which passed 5-0 (Witherspoon did not vote).

**e. Appointments to Ad Hoc Veterans Park Committee**

Mayor Sproul reviewed the three applications that the City has received and noted that there is one further vacancy.

**MOTION:** Councilor Cook moved to appoint Benjamin Harper, Michelle Dossey, and Jeremy Rametes to the Veterans Park ad hoc Committee. Councilor Harper seconded the motion, which passed 6-0.

Councilor Witherspoon commented that they will now begin their work and meet over the next six months. Additionally, he has secured permission from the McMinnville school district to hold focus groups at the High School.

Brungardt suggested also interviewing middle school students, since that is the age many children begin exploring more on their own.

Polasek added that the principal from Wascher Elementary is willing to make time available with their 4<sup>th</sup> and 5<sup>th</sup> grade classes to provide input.

**f. Resolution 2019-02, Check Signing Authorization**

With a new Council President a new Resolution delegating the authorization to sign checks on behalf of the City must be approved by the Council. The Resolution authorizes the Mayor Sproul, Council President Witherspoon, City Administrator Polasek, and the Community Development Clerk Lori Martino as signatories.

**MOTION:** Councilor Neuman moved to approve Resolution 2019-02, Designating Signees for City Checks. Councilor Witherspoon seconded the motion, which passed (6-0).

**g. Resolution 2019-03, Biosolids Management Plan**

Polasek reviewed the proposal and briefly discussed the City's methods of waste water treatment and its needs. This project would take dredgings from the lagoons and spread them on a farmer's field, which would aid the City in disposing of its biosolid waste and provide the farmer with a source of fertilizing agent for non-food crops. The plan is still in the midst of a

public comment period with the Oregon Department of Environmental Quality; the public comment period will be closing shortly. After the plan is approved a formal agreement will be developed with the farm interested in partnering with the City.

Sproul added that the City used to truck its waste to another location.

Polasek concurred and stated that it was transported to Salem, but given the costs and inefficiencies it is not practical for the City, which was the impetus for this plan. There is still work to do and pieces of public process to complete on this project; approving the Resolution is not the final action on this topic.

Cook suggested working with more than one farm operator; he believes that the City will find that more farmers in the area will be interested in participating.

**MOTION:** Councilor Harper moved to approve Resolution 2019-03, Biosolids Management Plan and authorizing the City Administrator to execute and implement the Plan. Councilor Cook seconded the motion, which passed (6-0).

**h. Resolution 2019-04, Authorization to Sell \$5.2 million in G.O. Bonds for Fire Station**

Polasek reviewed the project to construct a new Firestation in Lafayette, which will be funded by General Obligation bonds sold by the City.

Duncan Brown from PFM, the City's Municipal Advisor, reviewed the Resolution that will authorize staff to take the steps to sell the bonds. The Resolution does not dictate which firm will be selected as underwriter, that decision will be made the day of sale based on the best deal for the City. In response to a question from Mayor Sproul, Brown discussed the role of the underwriter in the sale of bonds. In response to a follow-up, Brown stated that most municipal bonds include a condition that they cannot be called in the first ten years. After that period municipal bonds could be called to refinance to lower the interest rate or pay off early, but the City cannot refinance to gain additional funds or to extend the repayment term.

Polasek added that the Lafayette is one of the few cities under 10,000 in population to have a credit rating from Moody's, which is an A3. Having that rating will save the City in interest payments. One other item that will need to be created is the Preliminary Official Statement, which will be used to help sell the bonds. Staff anticipates selling the bonds in June, after the City receives the bids for the construction.

Brown added that the interest payments on the bonds will be due each December and payments on the principal are due each June.

Polasek and Brown discussed the estimated rate table included in the meeting materials. Brown cautioned the Council that it is a very preliminary estimate. In response to a question from the public, Brown stated that residents are eligible to purchase the bonds. Brown discussed market impacts on the sales of the bonds; the day to day fluctuations of the stock market have small impact on the bond market. He tries to time the sale based on the tax calendar rather than the market. In response to a question from Mayor Sproul, Brown stated that the bonds will be sold all in a single series and will be sold over a two-week period.

In response to a follow-up from Mayor Sproul, Polasek stated that the funds received from the sale will be deposited in the Local Government Pool, or another account; Brown will work with the City to identify the most productive place for the bond funds.

**MOTION:** Councilor Harper moved to approve Resolution 2019-04, authorizing the sale of \$5.2 million in General Obligation Bonds to construct and equip a new Lafayette Fire Station. Councilor Cook seconded the motion, which passed (6-0).

**i. Approval of Crosswalk Plan for Third Street Improvements in 2020**

Polasek discussed ODOT's planned improvements to Third Street and the placement of the marked crosswalks in the City. Ultimately, ODOT will reduce the number of crosswalks and place them at the most used locations. Residents can still cross at any other intersection but they will not be marked. The project will be fully funded by ODOT.

The Council and staff discussed other potential road improvement projects along the Third Street corridor. Unfortunately, due to the amount of preparation it would not be possible to tie any improvements to ODOT's work. Rebuilding Madison Street would likely require a substantial amount of replacement of utilities and reconstruction of the road bed. Staff and the Council also discussed development agreements with property owners along Madison Street. Polasek will review the documents to ensure the requirements are being met.

Polasek added that if ODOT is opposed to including the Madison Street striping the plan will be returned to the Council.

**MOTION:** Councilor Cook moved to approve the Crosswalk Plan as presented by ODOT to include a striped pedestrian crosswalk across Madison Street. Brungardt seconded the motion, which passed (6-0).

**j. Employment Agreements for Fire Chief and Public Works Supervisor**

Polasek reviewed the highlights of the agreements with the Fire Chief and Public Works Supervisor. Employment agreements, such as these, show that the City values the employees' expertise and recognizes their hard work; they also provide both the employees and the City with some protections if the City and employee part ways. The agreements largely contain the compensation elements that each employee receives at present with a few modifications. Each would be eligible for an annual increase of up to 3%, capped at a total of 12%, and would receive a \$50.00 per month allowance for using their personal cell phones for work needs.

Mayor Sproul commented that the 30-day notice requirement prior to voluntary resignation is extremely helpful as short-notice resignations have left the City shorthanded in the past.

In response to a question from Councilor Harper, Polasek stated that he is asking for Council approval so that the employees know that the Council recognizes and values their hard work. He also wanted to ensure that the Council backs the employment agreement concept, which is a best practice in personnel management for management staff. If the Council approves these two agreements, he intends to proceed with an employment agreement with the Assistant Administrator as well. It is also a best practice that sets the stage for hiring future management employees.

The Council discussed whether the Mayor or City Administrator should sign the agreements;

President Witherspoon stated that the City Administrator should sign the agreements to ensure clarity for employees on the reporting structure.

**MOTION:** Councilor Neuman moved to approve employment agreements for the Fire Chief and Public Works Supervisor and authorize the City Administrator to execute the agreements. Councilor Cook seconded the motion, which passed (6-0).

## **11. DISCUSSION ITEM:**

### **a. Antique Fire Pumper**

Mayor Sproul stated that this item is on the January Council agenda each year to ensure that the location and ownership of the pumper is known to each Council. The agreement must be renewed each, and hopefully the pumper will be able to be relocated to the new fire station in the next few years.

Councilor Cook noted that there are two items referenced in the agreement: the pumper and a horse-drawn hose cart.

**ACTION:** Staff will clarify the agreement and, if necessary, locate the second piece of equipment.

### **b. Lafayette Community Service Award**

Sproul stated that this award has not been bestowed on anyone since its inception; she would like to both give the inaugural award and rename the award for Linda Lyon. Mrs. Lyon has done a lot to improve the City such as instituting the Cleanup Day, being active in the Lafayette Citizens Fund, providing the benches at Joel Perkins and Commons Park, hanging flower baskets downtown, and many other activities and projects.

Polasek added that she helped drive the renovation of the Community Center as well.

Mayor Sproul stated that she would like the award to be named the “Linda Lyon Lafayette Community Service Award” and to make Lyon the first recipient.

**MOTION:** Councilor Cook moved to rename the “Lafayette Community Service Award,” the “Linda Lyon Lafayette Community Service Award” and award the inaugural award to Linda Lyon. Councilor Brungardt seconded the motion, which passed (6-0).

## **12. DEPARTMENT REPORTS:**

### **a. Public Works**

#### **• Water Consumption & Production**

Polasek, in response to a question from Cook, stated that the leaks identified in the report were not significant and have been repaired. The rapid repair is thanks to staff and the City’s Vac Truck, which allows repairs to be conducted much more quickly.

In response to a question from Mayor Sproul, Polasek commented that one member of the Public Works staff is working towards a certification in playground inspection. Responding to

a question from Councilor Paulsen, Polasek stated that he would look into the question of documenting current playground inspections.

Mayor Sproul recessed the meeting at 9:03 p.m.  
The meeting was reconvened at 9:07 p.m.

Staff and the Council discussed the production of the City's wells and the need for wetter weather.

Cook stated that the loss listed jumped from 45% to 54% which staff and the WRC believe is due to a problem on the supply side of the system. A new meter on the supply side of the system may be installed to determine inflow compared to usage.

Councilor Harper commented that the City has investigated all the avenues possible to determine why the loss rate is so high, including relocating one of the system's meters.

**b. Fire**

Administrator Polasek reviewed the information contained in the report.

Councilor Harper commended the Fire Department for its work on the toy drive.

**c. Administration**

- Tree lighting – It was a wonderful event thanks to the hard work from staff and volunteers
- Audit – Councilors were provided a copy of the audit
  - The auditor will likely come to the March Council meeting for a brief update
  - Audit was “clean” with no comments or corrections, which is an extremely rare occurrence for any municipality
- Chickens and Rabbits code – The update to the ordinance will be presented to the council in for discussion February
- Council will have a Work Session in February to discuss the water intertie
  - Council agreed on February 19 at 6:30 p.m. for the Work Session
- Training Opportunities – the League of Oregon Cities and Mid-Willamette Valley Council of Governments will be holding trainings for new elected officials; staff has provided information to the Council
- Watershed Tour – Staff is planning to hold tours of the watershed and wastewater plan sometime in the spring; Councilors should let Perkins know if they would like to attend
- Projects – the Jefferson Street project contract will be awarded in February; street overlays will be bid in March; and bids for replacing four meters and vaults will be due in April
- The City will be recruiting for a Maintenance Worker or a Utility Worker I or II
- City Administrator Performance Evaluation – must be completed in February of each year
  - The discussion with Council can be held in Executive Session. Administrator Polasek encouraged the Councilors to reach out to his peers, the public, and other City staff to gather information for his evaluation

**• Accounts Payable**

There were no questions or comments from the Council.

• **Comment Cards**

No comment cards had been received.

**13. COMMITTEE REPORTS**

No reports were made.

**14. COUNCILOR'S REPORTS**

No reports were made.

**15. MAYOR'S REPORT**

Mayor Sproul discussed communication with citizens; she asked the Council to consider ways to improve the website. Staff and Council also discussed other avenues such as social media, streaming/videoing meetings, and a digital reader board.

Mayor Sproul also reminded the Council that they need to review the Council Rules each odd year; they will discuss the rules in February.

Roberta Weeks from the new Neighborhood Watch group provided a brief report on their activity. They currently have 12 participants who are separated into administrative, "watcher" and driver roles. The Council asked Weeks to provide a monthly report that could be included with the Sheriff's Office report at each Council meeting.

**16. ADJOURNMENT**

Councilor Cook moved to adjourn the meeting. Councilor Harper seconded the motion. There was no discussion and the motion passed unanimously (6-0).

Minutes approved on the 14<sup>th</sup> day of February, 2019.

CERTIFIED:

ATTESTED:



Marie Sproul, Mayor



Kevin Perkins, Assistant City Administrator