

City of Lafayette
City Council Meeting Minutes
July 11, 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:** City Administrator Preston Polasek called the Roll
Present: Mayor Marie Sproul, Wade Witherspoon, Christine Brungardt, Doug Cook, Chris Harper
Excused: Sheila Neuman, Kayla Paulsen
City Staff Present: Preston Polasek, City Administrator
Others: Roberta Weeks, Ronnie Vostinak, Martha Penhall, Greg Goularte, Larry Strober
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**
A Deputy was not available to provide the report for the Council; Polasek added that this will be Deputy Sulak's last week with the Sheriff's Office. The Sheriff's Office will select another deputy to fulfill their contract with the City.

Roberta Weeks provided the Council with an update on the activities of the Lafayette Community Watch, including catching a theft in process on camera. The LCW reports any suspicious activities to the Yamhill County Sheriff's Office.
5. **APPROVAL OF MINUTES:**
 - a. *City Council June 13, 2019*
President Witherspoon noted two corrections that need to be made to the minutes. Councilor Harper moved to approve the minutes as amended. Councilor Cook seconded the motion, which passed unanimously.
 - b. *Budget Committee, April 22, 2019 and April 29, 2019*
Councilor Brungardt moved to approve both sets of minutes as submitted. Councilor Harper seconded the motion, which passed unanimously.
6. **ADDITIONS TO OR DELETIONS FROM AGENDA**
None.
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
Greg Goularte, 553 Jefferson. Goularte commented that the work done on improving the streets in the City is greatly appreciated and he thanked the Council and City staff for their work.

8. ACTION ITEM:

a. Community Grant Allocations for FY 2020

Martha Penhall from YCAP thanked the Council for the opportunity to apply for funds to help their work, this is her 5th year that she has worked with the City of Lafayette. She reviewed a selection of the services they provide, including that they have served 105 families over the past year. They are also working with Wascher School to distribute fresh fruit during the summer reading program.

Ronnie Vostinak from Homeward Bound Pets stated that they are celebrating their 40th year and noted that they were the first no-kill shelter in Oregon. She discussed one of their programs that helps fund veterinary care for owners who live below the poverty line and could not otherwise afford care for their pets. One of their other funding needs is for the cost of care for animals that come into their shelter from dog control but are too sick or elderly to adopt out. In the past year they have helped 36 dogs from Lafayette.

Goularte stated that he objects to awarding funding to Champion Team, and asked what kind of vetting the applicants go through. Polasek replied that after the grant applications are submitted there is no official vetting but it is geared towards non-profits and organizations serving Lafayette. Goularte continued that Champion Team's publications do not contain any real information on their services and their tax returns showed that the group received \$156,000 that went to a variety of costs, primarily to salary, rent and other organizational items. He also questioned how much service Your Community Mediators provides to the City of Lafayette; he also suggested that some of the funding from the YCAP food pantry be diverted to the local food pantry. Penhall replied that they partner with the local food pantry to provide an increased level of service to the community. Polasek added that Your Community Mediators is normally present for this meeting and provides a detailed report on service to the City; they also provide information through the Deputies to help resolve conflict. YCM also has a truancy program through the schools and a mediation program to resolve disputes between businesses and customers. President Witherspoon echoed Polasek's comments and stated that they are an excellent resource.

The Council and staff discussed the current and prior year's applicants.

Councilor Brungardt moved to award grants in the amount of \$6,600 to YCAP in the amount of \$1,500; Homeward Bound Pets in the amount of \$1,000; Lafayette Food Pantry in the amount of \$1,200; Your Community Mediation in the amount of \$1,500; the Girl Scouts in the amount of \$800; and to Shakey Paws Foundation in the amount of \$600. Councilor Harper seconded the motion, which passed unanimously.

b. Resolution 2019-12, Continuing Disclosure Compliance

Mayor Sproul stated that this item pertains to financial reporting compliance requirements for the recently issued bonds for the Fire Station. Administrator Polasek explained that this is a requirement for all new municipal bond issuances. The first exhibit to the Resolution explains the requirements, and the process of reporting to ensure the tax exempt status of the bonds is maintained. The second exhibit lists the special circumstances that would require additional reporting.

Councilor Harper moved to approve Resolution 2019-12 adopting continuing disclosure compliance guidelines so long as any tax exempt bonds remain outstanding. Councilor Cook seconded the motion, which passed unanimously.

c. Resolution 2019-13, Continuum of Care

Mayor Sproul reviewed the information contained in the staff report, in particular the disparity in the funding received per homeless person by Lane County, who operates their own Continuum of Care organization, compared with the lower level of funding for county areas, such as Yamhill County, who participate in the larger statewide organization.

Councilor Harper inquired what the City's commitment would be with this group; Administrator Polasek replied that at present there is no commitment, it is supporting the effort to create a Continuum of Care organization for Marion, Polk and Yamhill counties. The Council discussed the possible long-term outlook of this type of service and impacts on the City finances and the City's residents.

Councilor Brungardt moved to approve Resolution 2019-13, supporting the formation of a three-county Continuum of Care organization. Councilor Cook seconded the motion, which passed (3-1, Harper opposed).

d. Contract Amendment with FFA, Inc.

The amendment pertains to the additional cost for surveys for the civil improvements that are required in the conditions of approval of the Conditional Use Permit. The work included in the amendment will be conducted by AKS Engineering, supervised by FFA and reviewed by the City Engineer. The survey does not include the parking lot at 4th and Market that will be constructed as a separate project.

Councilor Cook moved to approve the amendment to the contract with FFA increasing the overall contract amount by \$25,280 for a total contract amount of \$459,130. Councilor Harper seconded the motion, which passed unanimously.

e. Marketing Agreement with Utility Service Partners

Goularte objected to the City participating in the agreement, he believes that the company will deny claims based on pre-existing conditions and conducts "shady" marketing.

Mayor Sproul commented that Newberg and Estacada participate in the program. Administrator Polasek commented that there are a number of other cities in the state and across the country that participate in the program, which is endorsed by the National League of Cities and the League of Oregon Cities. He reviewed the options that would be available to homeowners and the costs to homeowners listed in the staff report. The City does not benefit financially from the arrangement, but would provide use of the logo and possibly the Mayor's signature. The agreement would be for three years and the company would utilize local contractors for any work.

The Council expressed concerns about endorsing a private company marketing insurance policies and whether additional companies may want to receive a similar endorsement. Administrator Polasek stated that this is the only program that he knows of that has been endorsed by the NLC and LOC. Mayor Sproul commented that based on her personal experience in replacing sewer lines this could be a very valuable program for a homeowner.

President Witherspoon suggested simply posting an article in the newsletter notifying residents of the availability of the program. He does not feel it is his place as a Councilor to endorse one company over another; he would feel comfortable providing the company's contact information to the community.

Council directed Administrator Polasek to contact USP and discuss options other than an endorsement agreement with the City.

9. DISCUSSION ITEMS:

a. Employment Agreement with the Assistant City Administrator

Administrator Polasek stated that Assistant City Administrator Kevin Perkins has been with the City for eight months now. The proposed agreement is similar to the agreements with the Public Works Supervisor and the Fire Chief. This agreement is similar to the City Administrator's contract in that there is a vehicle allowance for travel within Yamhill County (the PW Supervisor and Fire Chief have vehicles assigned) and membership in the International City/County Managers Association and citation of its code of ethics. The Assistant Administrator has reviewed the contract and did not have any requested changes. The council raised no objection to approval of the employment agreement with Kevin Perkins.

10. DEPARTMENT REPORTS:

a. Public Works

• Water Consumption and Production

Councilor Brungardt asked what was happening with Well 10, the reading seems very high. Councilor Cook stated that it has been used more often than in the past, and it also has been injecting into the ASR. Administrator Polasek added that Well 10 was reactivated earlier this year than is normal; it will continue to produce water after the ASR is expended. Councilor Harper commented that the replacement of filter media at the treatment plant forced the City to rely more on the wells in Lafayette to produce more than is the norm. The ASR storage was also reduced this year over last, only about 16 million gallons was injected rather than the 20+ million gallons that is normally injected.

b. Fire

Councilor Brungardt commented that the Pancake Breakfast on the 4th of July served about 100 more people than they ever have in the past. Martha's restaurant helped out when the Firefighters ran out of eggs, which was wonderful.

c. Administration

Administrator Polasek pointed out the flyer for the City/County Dinner on August 15, and thanked Mayor Sproul for her help with getting everything set up.

The Beaver Board at Perkins Park will be taken down for refurbishing and held onto by SeaReach until it is ready to be installed at ASD Park.

Assistant City Administrator Perkins will be the acting City Administrator while Administrator Polasek is away on vacation in the coming week.

The final budget has been provided to the Council and will be sent to the citizen members of the Budget Committee. He noted that CIP #7 has been changed to "Design" to reflect the

change in the plan for creating the parking lot; the parking lot and sidewalk will be built at the same time. On the pump station for the intertie with MWL he and Assistant City Administrator Perkins will be meeting with staff from several state agencies as a first step to holding a “one-stop” funding meeting with state and federal funders. He thanked City Clerk Jamie Rhodes and Perkins for their work on the budget.

A kickoff meeting will be held next week for the intertie project; ODOT will join the process once the planning documents reach about 30% completion.

Assistant City Administrator Perkins is away at training with the Oregon City/County Manager’s association.

At the 7th and Madison intersection he and the City Engineer examined the request for a four-way stop. Staff and the City Engineer agree that there is not a safety-related reason to install a four-way stop. It is an important through-way for emergency vehicles and school buses and could affect response times if a four-way were installed; he will follow up with the citizen who requested the evaluation.

Administrator Polasek stated that he only has one item for the August Council meeting; he had considered rescheduling it, but asked whether the City Council would prefer rescheduling or cancel the meeting. Several Council members will be away and others felt that if there is not enough business that perhaps the August meeting should be cancelled.

Councilor Cook moved to cancel the August 8, 2019 meeting of the City Council due to lack of business. Councilor Harper seconded the motion, which passed unanimously.

Administrator Polasek added that for the Market Street sidewalk project staff will be applying for a Small Cities Allotment grant to fund the construction. The new sidewalk will link Third Street to the Museum and ultimately Joel Perkins Park.

Staff has also created a permit placard for RV’s that have a temporary occupancy permit; the placard will be placed in a window facing the right-of-way.

There are now vacancies on the Budget Committee and on the Downtown Façade Grant Committee.

The City is also on the verge of hiring four staff with potentially two of those positions, the Treatment Plan Operator and Utility II positions, tomorrow or Monday. The Code Enforcement temporary position has been agreed to and the Administrative Assistant position will be filled on a temporary basis initially with the potential to make it a permanent hire.

11. COMMITTEE REPORTS

President Witherspoon stated that the Veteran’s Park Committee will present its recommendations to the Council at the September City Council meeting.

12. COUNCILOR’S REPORTS

No reports were made.

13. MAYOR'S REPORT

No report was made.

14. 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 12th day of September, 2019.

CERTIFIED:

ATTESTED:


Marie Sproul, Mayor


Kevin Perkins, Assistant City Administrator