

**City of Lafayette**  
**City Council Meeting Minutes**  
**September 12, 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. **ROLL CALL:** Assistant City Administrator Kevin Perkins called the Roll  
*Present:* Mayor Marie Sproul, Wade Witherspoon, Christine Brungardt, Doug Cook, Chris Harper, Kayla Paulsen  
*Absent:* Sheila Neuman  
*City Staff Present:* Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator  
*Others:* James Graham, US Census Bureau; Roberta Weeks, Lafayette Community Watch; Greg Goularte
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**  
No deputy was available to provide a report. Roberta Weeks from the Lafayette Community Watch provided an update on their activities.
5. **PRESENTATION:** *2020 Census by James Graham, US Census Bureau*  
James Graham from the US Census Bureau made a presentation regarding the 2020 Census, which is contained in the meeting materials. He confirmed that individually identifiable information is entirely protected, even from other governmental agencies, for 72 years after completion of each Census.
6. **PROCLAMATION:** *U.S. Census 2020*  
Mayor Sproul read the proclamation in support of the 2020 Census into the record.
7. **APPROVAL OF MINUTES:**
  - a. *City Council, July 11, 2019*
  - b. *Veterans Park Committee, August 14, 2019*
  - c. *Downtown Façade Grant Committee, July 18, 2019*

Councilor Cook moved to approve all three sets of minutes as submitted. Councilor Brungardt seconded the motion, which passed unanimously.
8. **ADDITIONS TO OR DELETIONS FROM AGENDA**  
None.
9. **CITIZEN INPUT ON NON-AGENDA ITEMS:**  
None.

## 10. ACTION ITEMS:

### a. *Generators Service Agreement with Peterson Power Systems, Inc.*

Administrator Polasek stated that the three-year agreement will save the City money over the current one- or two-year agreement. The agreement covers routine maintenance for the backup generators for the water and wastewater system and the mobile generator.

Councilor Harper moved to approve a three-year service agreement with Peterson Power Systems, Inc. for backup power generators in the amount of \$22,350. Councilor Cook seconded the motion, which passed unanimously.

### b. *Grant of Easement to PGE for La Colina Vineyard LLC*

Administrator Polasek stated that this request should be considered in conjunction with work the City will need to conduct at the watershed. Mayor Sproul noted that the language of the motion directs staff to work on this issue only as time allows, it is not an immediate concern for the City; the Council concurred.

Councilor Brungardt moved to direct the City Administrator to engage in negotiations for easement conditions and compensation in advance of a future Council consideration of this request. Councilor Cook seconded the motion, which passed unanimously.

### c. *Appointments to the Water Resources Committee*

Administrator Polasek stated that this action would reappoint three current members of the WRC; their terms have expired but each has expressed a desire to continue as members of the committee. Councilor Harper commended each of the members for their work on the committee in assembling data and helping to address the City's various water needs. Mayor Sproul commented that the expertise of the three members is critical to the smooth running of a complex system.

Councilor Harper moved to appoint Todd Holt, Richard Olson and Doug Cook to the Water Resources Committee each for a three-year term ending September 13, 2022. President Witherspoon seconded the motion, which passed unanimously.

### d. *Traffic Control for 7<sup>th</sup> Street Extension/Duniway Road intersection*

Administrator Polasek reviewed the proposed action, the Engineer's report and staff recommendation. The County has already approved the installation of a stop sign on Stoller Road. The Council expressed concerns about the narrowing of the street due to vehicles parked at the intersection, sight lines and distances, congestion due to school traffic and emergency vehicle passage.

Councilor Brungardt moved to approve Option 1 of the Engineer's report. President Witherspoon seconded the motion, which passed unanimously.

### e. *General Fund Reimbursement from Fire Station Bond Proceeds*

Administrator Polasek stated that this request is to reimburse the General Fund for expenses related to building the Fire Station that were incurred prior to the receipt of bond funds. Council passed the appropriate resolution to authorize repayment of the General Fund in late 2018.

President Witherspoon moved to approve reimbursing the General Fund in the amount of \$207,699.46 from the Fire Station Bond Fund per Lafayette Council Resolution 2018-09. Councilor Cook seconded the motion, which passed unanimously.

*f. Digital Reader Board at City Hall*

Mayor Sproul stated that the action requested is for Council to direct staff to begin the Conditional Use Permit application process. Administrator Polasek commented that the majority of the work on this project will be conducted by the City Planner, Jim Jacks. It will require a CUP to install the sign in the commercial zoning where City Hall sits. Mayor Sproul added that this project was included in the budget. Council discussed the approval process for such projects and requested that this be returned to Council prior to finalizing.

Councilor Brungardt moved to direct staff to proceed with a Conditional Use Permit application for a digital sign at City Hall. President Witherspoon seconded the motion, which passed 4-1, with Councilor Harper opposed.

Councilor Harper expressed concerns over the projected cost of the digital sign and the underlying need. Mayor Sproul replied that she sees it as a part of the City's effort to increase communications with citizens; President Witherspoon stated that he sees it as a necessary modernization of the City's facilities.

## **11. DISCUSSION ITEMS:**

*a. Consultant for Labor Negotiations*

Administrator Polasek stated that he has typically conducted labor negotiations himself in an effort to improve employee relations, but he does not see that as a possibility this time. Employee/management relations are very positive at present. He recommended that the City engage LGPI to conduct the negotiations on the City's behalf due to their familiarity with City operations, the City's ongoing relationship on other matters, and the resources available in-house to LGPI. Mayor Sproul commented that she supports engaging an outside negotiator for this round of negotiations; the Council concurred.

*b. Report from Ad Hoc Committee on Veterans Park Development*

President Witherspoon reviewed the Committee's final meeting and provided an overview of the contents of the report, which is contained in the meeting materials. Administrator Polasek added that the next step will be to engage a consultant to develop a plan for Veteran's Park that could then be incorporated into the City's Parks Master Plan. He has been in contact with Chehalem Parks and Rec District for recommendations of potential consultants. President Witherspoon stated that he and the committee are committed to continuing to work on developing the park and thanked each of the committee members by name. Mayor Sproul stated that she will create "thank you" notes for each of the members. The Mayor also suggested installing a sign at the park once the design is complete. Mayor Sproul also said that she does not want to set expectations on a timeline for developing the park.

*c. Consideration of Modifying Newsletter and Utility Bill formats*

Councilor Brungardt presented a request to modify the information and format of the back of the utility bill and newsletter. She distributed a rough mock-up of her concept to the Council for discussion. After discussion, Council directed staff to determine whether it was feasible to include the water rates on the back of the bill and if so to implement that change if possible.

*d. Clean Up Day 2020*

Administrator Polasek stated that with the construction of the new Fire Station underway it will not be possible to host the annual Clean Up day at City Hall as it has for the past 10 years. He noted that Terry Park appears to be the only viable City-owned location based on traffic needs and space considerations. Another option may be to take a hiatus; the amount collected this past year was substantially lower than previous years. Council directed staff to investigate whether Terry Park is a viable location to host the Clean Up Day.

**12. DEPARTMENT REPORTS:**

**a. Public Works**

After reviewing the Public Works Report, Councilor Cook asked whether the leaks noted in the report were substantial or minor service line leaks; Administrator Polasek replied that they were minor leaks without substantial losses. Councilor Cook commended the Public Works Supervisor Konrad Dimmit and his crew for getting to leaks very quickly. Administrator Polasek stated part of that is the Council supporting the purchase of a vac truck that allows crews to more rapidly excavate and repair leaks. Mayor Sproul commented that the work to refresh the wood chips and mulch at the parks noted in the report is greatly appreciated and substantially improves the appearance of the parks.

**• Water Consumption & Production**

Mayor Sproul noted that the loss rate has been reduced to 39%. Administrator Polasek replied that the City has replaced the main transmission line at Bluebird Springs, but that could not be the source of all the loss. Councilor Harper noted that the City has been working for more than 10 years to find the source of the losses. Administrator Polasek added that the City intends to end the water use restrictions at the end of September.

**• Wastewater Treatment Plant**

**b. Fire**

Administrator Polasek reviewed the information contained in the report. Councilor Brungardt added that locally the "Fill the Boot" day raised about \$3,100.

**c. Administration**

1. Administrator Polasek thanked Juan Polacios and the VFW for their work putting up the flags in the City for many holidays. The City purchases the flags for the VFW and it appears that it is time to replace many of the flags.
2. Administrator Polasek updated Council on the progress of constructing Abigail Scott Duniway Park across the street from City Hall. Much of the landscaping is nearly complete but there remains a substantial amount of work to complete.
3. A non-profit has asked for permission to hold a needle exchange weekly at Terry Park; they would have to apply for a Conditional Use Permit as it is not an allowed use. Council expressed concerns about such a program and directed staff to deny the request.
4. The Fire Station construction is in the preparation phase; Haworth's project manager has personally delivered a flyer to residents and businesses near the Fire Station.
5. Pumpkinfest will be on October 19, at 4:30 p.m. at City Hall and will be advertised in the newsletter.
6. Administrator Polasek met with the Plantation Homeowners Association Board and he is working with the new members to ensure the responsibilities of the HOA are completed. In the short term, they have cleaned up the rights of way that they are responsible for and are making other improvements to the operation of the board and HOA.

7. The trees in several of the parks will be receiving some maintenance, with two being removed at Joel Perkins Park. The stumps will be ground down. Council asked that the existing stumps at Perkins be ground down as well.
8. The water system is no longer under monitoring by DEQ for DBP issues; the system is back in compliance for this issue.
9. Staff has been working on funding for the Intertie Pump Station. Administrator Polasek and Assistant Administrator Perkins spent half a day in Salem meeting with representatives from agencies that may have funding available. In the end, there is only one even potentially viable funding source through the Safe Drinking Water Revolving Loan Fund. The other funding sources had conditions that made them not feasible, such as requiring further environmental evaluations, increasing reserves, or timelines that are not compatible with the City's needs. Administrator Polasek discussed the increased cost estimate for the project due to the need to run three-phase power and the sources for estimates created by Staff. Council directed staff to continue to pursue the SDWRLF loan possibility.
10. The Council Chambers A/V project has not yet been started, however the RFP for the website update is nearly ready to send to vendors. After discussion, Council directed staff to focus on the website update and then come back to Council for further discussion on upgrading the A/V system in the Council Chambers.

- **Accounts Payable**
- **Comment Cards**

Council discussed the two comment cards regarding adding a bill payment drop box at the Post Office and to add pot holes to Bridge Street to slow down traffic.

### **13. COMMITTEE REPORTS**

No reports were made.

### **14. COUNCILOR'S REPORTS**

No reports were made.

### **15. MAYOR'S REPORT**

Mayor Sproul stated that she recently attended the region's Fire Chiefs' annual dinner where the main discussion was what fire services will look like in the future. The McMinnville Fire Chief discussed their plan to conduct a study on the wider regional needs and opportunities for fire service. McMinnville will likely make a request for Lafayette to join and help fund the study.

### **16. ADJOURNMENT**

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

Minutes approved on the 10<sup>th</sup> day of October, 2019.

CERTIFIED:

ATTESTED:

  
Marie Sproul, Mayor

  
Kevin Perkins, Assistant City Administrator

