

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

1. **CALL TO ORDER:** Mayor Sproul called the meeting to order at 6:32 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: Brain Bartel, Dustin Brungardt, Greg Goularte, Jeremy Rametes
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**
A deputy was not available to provide the report.
5. **APPROVAL OF MINUTES:** City Council, September 12, 2019
Councilor Cook moved to approve the minutes of the September 12, 2019 City Council Meeting as submitted. Councilor Brungardt seconded the motion, which passed unanimously.
6. **ADDITIONS TO OR DELETIONS FROM AGENDA**
None.
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
None.
8. **ACTION ITEMS:**
 - a. *Appointment to the Lafayette Budget Committee*
Mayor Sproul stated that she has reviewed the applications and recommended appointing Brian Bartel to the vacant position on the Budget Committee. Council Harper asked about Mr. Bartel's experience with budget preparation. Mr. Bartel stated that he is responsible for managing his department's budget and material expenses at the hospital in McMinnville, which while it is a different process than public agency budgeting it has provided him a sound basis in budget needs. He stated that he has also lived in Lafayette since 2017 and has completed the Leadership McMinnville program. City Administrator Polasek discussed the average time commitment for members of the Budget Committee.

Councilor Cook moved to appoint Brian Bartel to the Lafayette Budget Committee for a term expiring December 31, 2019. President Witherspoon seconded the motion, which passed unanimously.

b. Resolution 2019-14, Transferring Appropriations in the General Fund

Administrator Polasek described this action as the mechanism for transferring the funds approved by the Council at the October City Council meeting.

Councilor Brungardt moved to approve Resolution, 2019-14, transferring \$207,700 from General Fund-Transfers to General Fund-Capital. Councilor Cook seconded the motion, which passed unanimously.

c. Regional Fire Services Feasibility Study

Administrator Polasek stated that this study will be led by the McMinnville Fire Department and will examine the fire services needs of the region, including the City of Lafayette. MFD has requested that the City participate in the study and contribute \$3,000 to the cost of the study. Currently, the cities of Carlton, Amity, Dundee, and Dayton have agreed to participate. Chief Lucich stated that he supports the study and is very interested in participating in the study. The Council discussed a past consolidation study that was conducted with the City of Carlton and believes that the wider focus of this study will better serve the City of Lafayette.

Councilor Cook moved to approve \$3,000 to participate in the Cooperative Services Feasibility Study to be conducted by the City of McMinnville Fire Department. Councilor Brungardt seconded the motion, which passed unanimously.

9. DISCUSSION ITEMS:

a. Fire Training Officer for FY 2021

Administrator Polasek discussed the goals of instituting a Fire Training Officer position, which includes expanded staffing for the new Fire Station (once completed) and potential succession after the retirement of the current Fire Chief. The intent would be to share the Training Officer position with the Carlton Rural Fire District and continue the productive and positive relationship of both jurisdictions by sharing the Fire Chief position. The position would be responsible for many of the administrative duties relating to training, such as scheduling training sessions and terms at the academy, and provide expanded response capabilities. Staff will continue to develop the position description and duties for discussion with the Budget Committee during the 2020-2021 budget process.

b. Prohibition on Outdoor Burning of Debris

Fire Chief Lucich stated that while illegal burning complaints do not make up a high percentage of the calls that the department responds to, it does put the volunteers in the difficult position of taking enforcement actions. The volunteers are not trained in conducting enforcement activities and it could put them at risk during some encounters. Currently, Fire staff will respond to a complaint and if it is determined that the burn is illegal they ask the resident to put out the fire. However, Chief Lucich does not feel that he has the ability to follow-up with a citation if it is a repeat incident or the resident refuses to extinguish the fire. When other fire departments in the area receive a report of an illegal burn they simply refer the complainant to the DEQ, unless it is a threat to life or property. The Lafayette Fire Department does not want to take that path as it is unlikely DEQ will be able to respond in a timely manner and it is unresponsive to residents' concerns. For those reasons, Chief Lucich is recommending a ban on outdoor burning of debris, and the ban would not include recreational or cooking fires.

After discussion, Councilor Cook suggested implementing a ban with a permit process for those who need or want to burn yard debris on their property. Council directed staff to draft an ordinance amendment for discussion that would institute a ban with a permit process.

10. DEPARTMENT REPORTS:

a. Public Works

Water Production and Consumption

No discussion was needed.

b. Fire

Chief Lucich had nothing further to add.

c. Administration

1. Perkins Park Maintenance: Administrator Polasek stated that there will be maintenance performed on the trees in the park, including removing of two dead trees, this month. There will also be work done on trees at Commons Park and in some of the City's rights-of-way.
2. Curb Striping: Several of the curbs that have been noted by the Council and public as problem areas will be striped for no parking in the coming weeks.
3. Stop Sign on Stoller Road: The County will be placing a stop sign, as requested by Council, on Stoller Road at the intersection with Duniway road.
4. Street Patching: Several areas of the City's roads have been patched over the past week and others will continue to be patched as they can be scheduled. Staff is looking at options for the future to expand the City's internal capability to perform patching with staff rather than contracting.
5. Council Email Update: The City's email servers have been updated which means that there will be a change in how email is accessed from external computers. Staff will send instructions to Council in the mail.
6. Employee In-Service Day: Administrator Polasek would like permission from Council to close City offices for one day of all-staff training. Staff would still respond to emergency calls and would have time at the beginning and end of the day to respond to email and phone messages. Council expressed support for the concept and suggested that the in-service day be an annual employee training event.

• Accounts Payable

No discussion was needed.

11. COMMITTEE REPORTS

None.

12. COUNCILOR'S REPORTS

President Witherspoon stated that he and Administrator Polasek will be meeting with staff from the Chehalem Parks and Recreation District to discuss the City's planning needs for Veteran's Park and hopefully receive a recommendation for contractors to work with.

13. MAYOR'S REPORT

None.

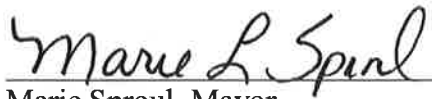
14. ADJOURNMENT – 8:36 p.m.

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

Minutes approved on 14th day of November, 2019.

CERTIFIED:

ATTESTED:



Marie Sproul, Mayor



Kevin Perkins, Assistant City Administrator