

City of Lafayette
City Council Meeting Minutes
November 14, 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:** Assistant City Administrator Kevin Perkins 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; Kevin Perkins, Assistant City Administrator
Others: Doreen VanTyne; Brian Bartel; Jeremy Rametes; Greg Goularte; Deputy Andrew McMahon; Adam Bertram

4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE <2months>**

Deputy McMahon presented the monthly crime report for September and October. He noted slight increases in assaults and auto thefts, though they are still below the prior year across the board.

5. **APPROVAL OF MINUTES: City Council, October 10, 2019**

Councilor Brungardt noted a correction to the vote tally on the final page of the minutes.

President Witherspoon moved to approve the minutes as amended. Councilor Cook seconded the motion, which passed unanimously.

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

Items 8-c and 8-d were moved to the beginning of the discussion item list as 8-a and 8-b.

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

None

8. **DISCUSSION ITEM: Mid-Year Financial Update**

a. *Water Intertie to MWL – Transmission Line, John Dietz, MWL General Manager*
Dietz stated that he has recently received the 60% complete construction plans for the intertie transmission line and described the route to the Council. Passing the 60% mark allows the Oregon Department of Transportation to become involved and begin their approval tasks, since the line will be built in the Highway 18 right-of-way. Along the transmission line's route there are two points of concern: one wetland area and one culvert to cross. Dietz is confident they can be addressed without unreasonable financial impacts. MWL is planning on releasing the request for proposal during the first week in December and award the contract in the third week of January 2020. The notice to proceed is expected to be issued in the final week of February 2020.

b. *Water Intertie to MWL – Pump Station, Gordon Munro, City Engineer*
Munro updated the Council on the project which will include running three-phase power across Highway 18 to the pump station site. The project is ready to bid and will be released on November

18 and will also be sent to a targeted list of companies that may be interested in bidding both projects. The bid opening is planned for December 17 with the award planned for the Council's meeting that staff recommends be moved to December 19. Moving the meeting would accommodate the bid process and save a full month of time due to the potentially long lead times for manufacturing valves and other specialty items. Munro added that the source of the products, American or foreign, will not be known until the contractor orders the specific items. Some parts, particularly the pumps, may be partially built in one country and then finished in the U.S.

The pump station will tie into existing transmission line that runs along Lafayette Highway and is already a part of the City's system. Cost projections have increased over early projections due to the control valves and "jockey" pump necessary to manage the pressure differences between the joint system and MWL's system. These items have required a larger building to house them and to provide enough space for future expansion, if necessary. The existing well on the site also had to be officially abandoned.

ACTION: Councilor Cook moved to reschedule the December City Council Meeting to December 19, 2019 at the Community Center. Councilor Harper seconded the motion, which passed unanimously.

c. FY 2020 Capital Improvement Program

Administrator Polasek discussed the FY 2020 program, which was approved as part of the current budget. He reviewed the supplemental information packet provided to the Council, highlighting the MWL intertie, the Third Street water crossings, the Fire Station construction and the update of the Transportation SDC's.

d. Lafayette Fire Station

Administrator Polasek reviewed the progress made on the construction of the Fire Station and the status of the bond funds for the Fire Station. The project is on track for completion in 2020 and within budget.

e. Funding for Pump Station project

Administrator Polasek reviewed the One-Stop meeting he and staff attended and the results of that meeting; which was positive even though there was only one viable option to pursue. The other options contained either terms that would complicate the project or required actions, such as an environmental review, that would delay the project to an unacceptable degree. Staff continues to pursue possible state funding.

f. Fund Balances through October 31, 2019

Administrator Polasek stated that the City's finances are in good shape through the current point with only two areas over 33% expenditures, which are both in the Fire Department and due to hiring the temporary Fire Fighter and purchasing new turnouts.

g. FY 2019-2020 Taxes

Administrator Polasek stated that the Fire Station Bond levy will be levied at \$0.84/1000, which is considerably lower than the projected \$0.98/1000. The General Fund tax base has increased 4% in its assessed value over the prior year as well.

h. FY 2021 and Beyond

Administrator Polasek reviewed the "Look Forward" list included in the supplemental materials.

9. DEPARTMENT REPORTS:

a. Public Works

Councilor Brungardt asked if staff had any comparison data for the amount of wipes and rags that have been pulled from the waste water system over the past month. Assistant City Administrator Perkins replied that the City does not; it was measured this month to be able to communicate to residents the need to stop flushing wipes and other foreign materials, despite being labeled as “flushable.”

Water Production and Consumption

b. Fire

c. Administration

1. The Auditors will be at City Hall in the next week to begin the annual audit.
2. Applications for the annual Toy Drive are due to City Hall by December 6.
3. The annual Tree Lighting will be on December 6 at City Hall.
Mayor Sproul commented that the City should use a bigger tree than last year so that it is clearly visible from the road.

- *Accounts Payable*
- *Comment Cards*

10. COMMITTEE REPORTS

None.

11. COUNCILOR REPORTS

None

12. MAYOR'S REPORT

None.

13. EXECUTIVE SESSION:

- a. per ORS 192.660 (2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.*
- b. per ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

Mayor Sproul recessed the regular session at 8:34 p.m. to conduct an Executive Session under ORS 192.660 (2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive Session was adjourned at 9:06 p.m. and the regular session immediately reconvened. No motions or actions resulted from discussion in Executive Session.

14. 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 19th day of December, 2019.

CERTIFIED:

ATTESTED:


Marie Sproul, Mayor


Kevin Perkins, Assistant City Administrator