

**City of Lafayette**  
**City Council Meeting Minutes**  
**December 19, 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, Christine Brungardt, Doug Cook, Chris Harper, Sheila Neuman, Kayla Paulsen  
*Excused:* Wade Witherspoon  
*City Staff Present:* Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator  
*Others:* Greg Goularte, Hilary Malcomson, Larry Strober

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

Deputy McMahon presented the monthly report to the City Council; he noted that assaults were up and vandalism has declined. Councilor Harper noted that crime is down over the previous year in almost all of the categories; he asked what the biggest crime-related problem in the City is at present. Deputy McMahon replied that meth and heroin use are the biggest problems in the City and drives related crime.

**5. APPROVAL OF MINUTES: City Council, November 14, 2019**

Councilor Cook moved to approve the minutes as submitted. Council Brungardt seconded the motion, which passed unanimously.

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

Administrator Polasek stated that while it is not a change to the agenda, there is an updated staff report for item 8-a. No other changes were made.

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

None.

**8. ACTION ITEMS:**

*a. Award Construction Contract for Water Inertie Pump Station Project*

Administrator Polasek discussed the revised staff report on the project; the timing of the bid process was the primary reason for changing the date of this Council meeting. The bid results for the project were substantially higher than the engineer's estimate. The original low-bidder, R&G Excavating, withdrew their bid because they omitted a key part of the project from their bid; the resulting lowest bidder was Haworth, Inc. After discussions and value engineering the project with Haworth and the City Engineer, the scope was revised to bring the cost in-line with expected expenditures.

One of the primary changes was removing the emergency generator from this contract. The necessary wiring and infrastructure for the generator will be installed but the generator itself will be purchased and installed at a later date.

Councilor Harper moved to award the Water Intertie Pump Station, CIP project no. 9, in the amount of \$759,736 to Haworth, Inc. and authorize the City Administrator to execute and administer the construction contract. Councilor Cook seconded the motion, which passed unanimously.

***b. Resolution 2019-15, ODOT Acquisition of Right-of-Way and Temporary Easement***  
Administrator Polasek stated that the requested right-of-way is partially a permanent right of way for Highway 99 and partially a temporary construction easement for the upcoming project reconstructing the highway through Lafayette; the project is likely to begin in 2021. The amount of compensation offered has been calculated by ODOT according to the same formula that will be applied to all properties in the project area.

Councilor Brungart moved to approve Resolution 2019-15, ODOT Acquisition of Right-of-Way and Temporary Construction Easement, and approve compensation from ODOT in the amount of \$5,500. Councilor Harper seconded the motion, which passed unanimously.

***c. Appointments to Boards and Commissions***  
Mayor Sproul stated that she would like to reappoint the Planning Commission members whose terms are expiring. Councilor Paulsen disclosed that she has a potential conflict due to a personal relationship with a Planning Commission member.

Councilor Brungardt moved to appoint Mike Karl, Doreen VanTyne, Lee Gilgan, and Jeff Bosworth each to the Planning Commission for 4-year terms ending December 31, 2023. Councilor Harper seconded the motion, which passed unanimously, with Councilor Paulsen abstaining.

Councilor Harper moved to appoint Doreen VanTyne and Marie Sproul each to the Downtown Façade Grant Committee for 2-year terms ending December 31, 2021. Councilor Cook seconded the motion, which passed unanimously.

## **9. DISCUSSION ITEM:**

***a. Outdoor Burning Regulations***  
Administrator Polasek reviewed the history of the item and the staff report included in the meeting materials. Councilor Harper asked what “more aggressive enforcement” would look like. Administrator Polasek stated that the process would move to citing offenders more quickly, which has not been done in the past. Councilor Brungardt stated that she would prefer the option to more aggressively enforce the existing ordinance rather than move to a permit process. Mayor Sproul added that the burning restrictions will need an education piece for residents along with increased enforcement actions. Council also asked that a flyer or insert covering the burning regulations be included in the utility bills before the burn season starts.

The Council’s consensus was to direct staff to pursue increased enforcement rather than institute a permit process to control illegal burning.

## **10. DEPARTMENT REPORTS:**

### ***a. Public Works***

Mayor Sproul for clarification on specific items in the report:

- Pump at Well #2: the City of Lafayette entirely owns and maintains Well #2.
- UV Equipment Cleaning: the cleaning is carried out by City staff on a routine basis.
- Valve Turning: The various valves on the water system throughout the City are exercised on a regular basis to ensure functionality and replaced as necessary. The program was instituted by Konrad Dimmit, Public Works Supervisor, shortly after he started with the City.
- Park Street Sewer Main Damage: The sewer main was damaged when the City removed a decaying tree.

Councilor Brungardt commented that the lights and garlands on the light poles look very nice. Council Neuman stated that there are several lights burnt out at Commons Park; Administrator Polasek will pass that along to staff for bulb replacement.

### ***Water Production and Consumption***

Mayor Sproul stated that she and Councilor Cook have been reviewing the calculations in the report and may have found some areas to improve; they will discuss the findings with the Water Resources Commission.

### ***b. Fire***

Councilor Brungardt commented that about 45 families with about 120 children were served by the Toy Drive. Larry Strober commented that the local Rotary Club may want to assist in the Toy Drive next year.

### ***c. Administration***

1. Annual Tree-Lighting: The event went very well; Mayor Sproul was the MC and Councilor Brungardt led the singing of carols
2. Konrad Dimmit has been appointed to the board of the Oregon Association of Water Utilities.
3. Development Code Updates: accessory dwelling unit and sign code provisions will need to be updated, staff will begin working on them in the spring.
4. A pre-application meeting has been scheduled with developers of a Dollar General store.
5. The current Code Enforcement Officer may not be able to devote the necessary time to the City's needs and a new contractor may need to be found.
6. Administrator Polasek and Assistant City Administrator Perkins met with the new principal of Wascher Elementary, Lauren Berg, to discuss the ongoing collaboration between Wascher and the City.
7. Website Update: The City has signed a contract with GovOffice and is waiting for the contractor to return a signed copy to begin developing a schedule.
8. Veterans Park: responses to the RFP have been received and a contractor will be selected in the next week or two.

### ***• Accounts Payable***

## **11. COMMITTEE REPORTS**

None.

## **12. COUNCILOR'S REPORTS**

None.

**13. MAYOR'S REPORT**

None.

**14. ADJOURNMENT**

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

Minutes approved on 9<sup>th</sup> day of January, 2020.

CERTIFIED:

ATTESTED:

  
\_\_\_\_\_  
Marie Sproul, Mayor

  
\_\_\_\_\_  
Kevin Perkins, Assistant City Administrator