

City of Lafayette
City Council Meeting Minutes
August 9, 2018 at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Pagella called the meeting to order at 6:30 p.m.
2. **FLAG SALUTE:** Mayor Pagella led the flag salute.
3. **ROLL CALL:** Preston Polasek, City Administrator called the roll.
Present: Chris Pagella, David Sword, Chris Harper, Wade Witherspoon, Marie Sproul, Doug Cook, Stan Kosmicki
Absent: None
City Staff Present: Preston Polasek, City Administrator
Others: Christine Brungardt; Jeremy Rametes; Travis Johnson; Pat Randall; Sheila Neuman; Dirk Marshall
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:** There was no representative available. Pat Randall, 251 W 16th Street, addressed the Council regarding the ongoing graffiti issues and cleanup efforts by volunteers and City staff. Volunteers were able to take pictures of some of the individuals responsible for the tagging and have provided them to Yamhill County deputies. Mayor Chris Pagella suggested having discussions with County officials from the Sheriff's Office and Juvenile Court, to determine what efforts can be made toward improving the process, making the individuals accountable. Preston Polasek outlined the process for citing the offender into the Lafayette Municipal Court. Discussion on enforcement and penalties ensued. It was recommended that the volunteers track the amount of time and materials expended toward cleanup efforts.
5. **PROCLAMATION: Fill-the-Boot**
Mayor Chris Pagella read the Muscular Dystrophy Association Proclamation, setting Saturday September 1, 2018 as Lafayette Fire Department Fill-the-Boot day.
6. **APPROVAL OF MINUTES:** Councilor Sword made a motion to approve the minutes of the July 12, 2018 City Council meeting. Councilor Witherspoon seconded the motion. There was no discussion and the motion passed unanimously (6-0).
7. **ADDITIONS TO OR DELETIONS FROM AGENDA:** None.
8. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
Dirk Marshall, 217 W 14th Street, asked about having a street light (traffic control) installed at Bridge Street and Hwy 99W. Mayor Pagella stated that ODOT owns and maintains Hwy 99W, and they make the determination whether or not a traffic control device is feasible. Discussion on Hwy 99W traffic issues continued.

Sheila Neuman, 181 Bridge Street, discussed parking issues around Bill's Market and crosswalk safety on Hwy 99W. Councilor Sproul asked about new striping for crosswalks on Hwy 99W. Preston stated that he would be meeting with the City Engineer and ODOT representatives later in the month; he would discuss these topics with them.

Jeremy Rametes, 157 W 14th Street, suggested that ODOT be informed of Little Learners Daycare on 3rd Street, in hopes of encouraging crosswalk improvements and traffic control.

Pat Randall, 251 E 16th Street, asked about using reflective plastic for the crosswalks on Hwy 99W.

Councilor Sword suggested that the City Council contact the vendors directly, to discuss issues with their delivery drivers parking on Hwy 99W. Council directed the City Administrator to discuss crosswalk safety issues with ODOT.

9. ACTION ITEMS:

a. **Resolution 2018-17, November 2018 Explanatory Statement to Construct a Fire Station**

Preston Polasek stated that the final step in the ballot measure process is the approval of the Explanatory Statement, which has been provided for their review. The statement is limited to 500 words and has been reviewed by the City Attorney to verify that it meets statutory requirements for the voter's pamphlet. Preston stated that the message cannot advocate in favor of the measure, but must be objective in nature and provide factual information. Arguments by individuals in favor or in opposition of the measure must be filed with the Yamhill County Clerk no later than September 10.

Councilor Witherspoon asked about highlighting that the tax amount would be based on assessed property value and not market value. Preston advised that a direct mailer to voters would be able to explain that information in greater detail, providing an example of what the impact would be, based on assessed value.

Mayor Pagella commented that if the measure does not pass, the City will be faced with having to invest in an outdated facility to address the issues called out in the measure or out-source to another agency for fire services. The City cannot continue to allow a lack of ventilation in the fire bays and needs to address other deficiencies. Discussion continued on communication efforts with the voters. Council directed that the proposed tri-fold brochure and postcard be reviewed by Council in September and to schedule a special meeting if necessary.

Jeremy Rametes suggested adding more detail regarding assessed value, possibly a link to Yamhill County Assessment and Tax website.

Preston Polasek stated that the most effective means for communicating to voters is the voter's pamphlet. The City is responsible for the Explanatory Statement; however, much of what has been discussed can be in the pamphlet as well, but it cannot come from the City. It has to come from individuals/residents, submitting statements for the pamphlet. Preston indicated that the Explanatory Statement included language which explained how the new tax would be assessed on Lafayette properties. He stated that as the total assessed value of properties in Lafayette increases, the amount imposed on individual tax payers would decrease. Whereas Lafayette's permanent tax rate does not change, the tax levy imposed each year to pay back the bond will change.

Councilor Sword recommended adding language in the Explanatory Statement to state that the tax is on the assessed value, not real market value. Councilor Witherspoon suggested changing the explanation on how the tax levy rate will vary, based on assessed value, interest rates, etc., to clarify how it will actually impact tax payers. Jeremy Rametes suggested changing the language that says 'rates may vary based on' to 'rates are based on'. Discussion ensued.

Councilor David Sword moved to approve Resolution 2018-17, authorizing the Explanatory Statement 'Exhibit A' with changes as discussed, for the November 2018 General Obligation Bond Measure. Councilor Wade Witherspoon seconded the motion. There was no further discussion and the motion passed unanimously (6-0).

b. Audit Contract with Grove, Mueller, and Swank

Mayor Pagella stated that this is the annual review of the contract for auditing services. There was no discussion.

Councilor Chris Harper moved to approve the engagement letter with Grove, Mueller & Swank to perform the citywide audit for the fiscal year ending June 30, 2018 in the amount of \$14,000.00. Councilor Stan Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (6-0).

c. Purchase of HVAC System for the Lafayette Community Center

Preston Polasek informed the Council that the HVAC system at the Community Center was no longer operational. He stated that there is money available in General Fund Capital to pay for this item.

Councilor Davis Sword moved to award the purchase and installation of an HVAC system from True Temp Heating & A/C in the amount of \$13,640 and pay for the work from General Fund Administration - Capital Outlay. Councilor Stan Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (6-0).

d. City Administrator Employment Agreement

Preston Polasek stated that the history of his employment agreement and all Council actions taken, including amendments, is included for their review. The Council has before them amendment no. 7, which will be effective until retirement. He stated that this amendment lays out his commitment to the City; however, it does not undermine the Council's authority to terminate him, subject to the provisions of the contract. Preston discussed the recruitment of the Assistant City Administrator, and the need for possible succession when he retires.

Councilor Harper asked about current changes to the employment agreement. Preston stated that there is an adjustment to the amount of paid time off (PTO) accrued, to be equivalent to the rate of 10-years of employment, and a one-time allotment of 40 hours for sick leave. Discussion ensued. Mayor Pagella suggested revising the language under Professional Development, to remove the annual amount of 3.0% of annual salary, and instead have it be approved by Council on an individual event basis, when Preston will be taken away from the office for a multiple-day training event.

Councilor Marie Sproul moved to approve the City Administrator employment agreement with amendment no. 7 with the changes to section h) Professional Development as noted. Councilor Doug Cook seconded the motion. There was no further discussion and the motion passed unanimously (6-0).

Preston Polasek discussed with Council the recruitment expenses for the Assistant City Administrator. Council approved travel reimbursement for interview candidates traveling a distance greater than 100 miles, up to \$650.00. Council President Marie Sproul will serve on the interview panel, along with a staff member and a City Manager from another city.

e. Geotechnical Services Proposal from GRI through Tetra Tech

Preston Polasek gave an overview of the geotechnical services required for the voter-approved intertie with McMinnville Water & Light. The proposal is from GRI, a sub-contractor with the City Engineering firm Tetra Tech, who will supervise the work. Preston discussed the scope of work to be conducted by GRI.

Councilor Chris Harper moved to authorize GRI to perform geotechnical services as outlined in the July 25, 2018 proposal under our master consultant agreement with Tetra Tech. Councilor Doug Cook seconded the motion. There was no further discussion and the motion passed unanimously (6-0).

10. DISCUSSION ITEMS:

a. Electronic Reader Board

Preston Polasek commented that this item was brought up by a citizen at the June 2018 Council meeting, and staff was directed to bring the topic back for discussion at a later date. He obtained a quote to replace the existing reader board with an electronic board of similar size, as the electrical service connection has already been established. The estimate received was \$28,750.00. Under the City's current sign code, an electronic sign will require a Conditional Use Permit through the Planning Commission.

Council discussed and directed to include this project for budget discussion for the fiscal year 2019-20 CIP.

11. DEPARTMENT REPORTS:

- a. Public Works:** Council discussed park work under the new contractor and uses for Veterans Park. Council directed that Veterans Park and flashing sidewalks be agenda topics for future Council discussion. Preston informed the Council that water levels were holding steady during odd-even restrictions and use from the joint system was down from July 2017. Maintenance to the City Park well is almost complete.
- b. Administration:** There is no fire report, as Chief Lucich has been on conflagration. Preston stated that while he is out of the office the end of August, Chief Lucich will be acting City Administrator. He gave an update on Bridge Street sidewalks; Preston mentioned the need to seek legal services, since our City Attorney is retiring at the end of 2018. Council agreed to a similar process used the last time and Councilor Sword volunteered to help narrow the field of proposals to finalists for Council interviews. A sewer backup occurred at a residence due to a blockage in the main line, and the tenants are currently being housed at a hotel in McMinnville.

12. COMMITTEE REPORTS: None.

13. COUNCILOR'S REPORTS: None.

14. MAYOR'S REPORT: None.

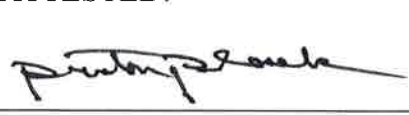
15. ADJOURNMENT: Councilor Doug Cook made a motion to adjourn the meeting. Councilor Wade Witherspoon seconded the motion. The motion passed unanimously (6-0) and the meeting adjourned at 9:34 p.m.

Minutes approved on 13th day of September, 2018.

CERTIFIED:


Chris Pagella, Mayor

ATTESTED:


Preston Polasek, City Administrator