

City of Lafayette
City Council Meeting Minutes
January 11, 2018 at 6:30 p.m.

1. **CALL TO ORDER:** President Sproul called the meeting to order at 6:30 p.m.
2. **FLAG SALUTE:** President Sproul led the flag salute.
3. **ROLL CALL:** Angela Speier, Assistant City Administrator called the roll.
Present: Marie Sproul, Stan Kosmicki, Chris Harper, David Sword
Absent: Chris Pagella (excused), Doug Cook (excused), Kristina Phillips (resigned)
City Staff Present: Preston Polasek, City Administrator; Angela Speier, Assistant City Administrator; Jim Jacks, City Planner; Gordon Munro, City Engineer
Others: Don Leard, Dustin and Christine Brungardt, Pat Randall, Angela Flood, and Deputy Jerry Druery, Yamhill County Sheriff's Office
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:** Council discussed the crime reports in the packet.
5. **APPROVAL OF MINUTES:** Councilor Sword made a motion to approve the minutes of the November 9, 2017 City Council meeting. Councilor Kosmicki seconded the motion. There was no discussion and motion passed unanimously (3-0).
6. **ADDITIONS TO OR DELETIONS FROM AGENDA:** Council has a revised agenda and will be discussing the purchase of a used vacuum truck under Action Item (d).
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**

Pat Randall, 16th Street

Ms. Randall voiced concerns about the recent graffiti on Bridge Street and the sign on People's Market. She is also concerned about how long the graffiti is staying up, especially on the City's major thoroughfares. She volunteered her time to help with the removal process if property owners need assistance. Staff noted that the City Ordinance requires graffiti to be removed within 30-days. Deputy Sato and the City notify property owners about the requirement, if a property owner doesn't comply then they risk facing fines.

Angela Flood, 287 Canyon View Drive

Ms. Flood noted that Deputy Sato has been out taking reports from the latest incident. There is also a Facebook group that has formed to help with the removal. That group is planning on going out over the weekend to help property owners with removal and that sign a waiver. She encouraged the City to coordinate with the volunteer group. There have been nine people who have signed up to help and people that have donated equipment to aid in the effort. Council encouraged Ms. Flood to work with city administration to coordinate efforts between the City and this volunteer group.

Deputy Jerry Druery updated Council on the Yamhill County Sheriff's Office efforts to catch the suspect(s). He said if the culprit is less than 18 years old then they have to be cited into Juvenile Court. He said the best thing is for the property owners is to remove it quickly, get security "trail" cameras, and try to get a detailed description of the suspect.

Ms. Flood would like to have a discussion item regarding PERS membership for volunteer firefighters placed on an upcoming Council agenda. President Sproul said that it could be added to

the March agenda to allow for staff to research the issue and for Council to have a more in-depth discussion with all members present.

8. PUBLIC HEARING:

a. Ordinance 634, Land Development and Zoning Code Amendments

President Sproul opened the public hearing on Ordinance 634, Land Development and Zoning Code Amendments at 7:05 p.m. Jim Jacks, City Planner entered the staff report into the record and provided a brief overview of the potential amendments forwarded by the Planning Commission. City Council reviewed these changes during a Work Session at their November 9, 2017 Council meeting.

Angela Flood, 287 Canyon View Drive

Ms. Flood asked about the status of Don Leard's complaint about the Planning Commission treating him rudely at a past meeting. She also voiced concerns about the number of items in the code that are left to the City Administrator's discretion, rather than having a defined standard or measurable goal.

President Sproul indicated that Mayor Pagella is following up on Mr. Leard's concerns. Mr. Jacks noted that the discretion exercised by any staff member in the context of a land use decision has an appealable step built into the process. Staff discussed the importance of having some flexibility especially when safety could be an issue. Staff verified that sheds under 120 square feet can be made out of any material as long as they are residential in nature. Anything larger would be subject to certain building materials.

President Sproul closed the public hearing at 7:22 p.m. Councilor Harper moved that the City Council accept the staff report; approve the proposed amendments as shown in the staff report and conduct the first reading of Ordinance 634 by title only. Councilor Sword seconded the motion. There was no discussion and the motion passed unanimously (3-0). President Sproul read the title of Ordinance 634 and scheduled the seconding reading on February 8, 2018.

9. ACTION ITEMS:

a. Resolution 2018-01, Certify November 7, 2017 Special Election Results

Councilor Harper moved to approve Resolution 2018-01, accepting the certified election of Ballot Measure 36-189 from the November 7, 2017 Special Election. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (3-0).

b. Declare Council Vacancy

Kristina Phillips has resigned from the City Council creating a vacancy. President Sproul would like staff to advertise the vacant position in the Newsletter and on the reader board. Due to Mayor Pagella's schedule, the earliest the appointment that can be made would be at the March meeting. Angela Flood indicated that there are number of volunteer applications already on file, she is wondering why those can't be reviewed in order to speed up the appointment process to avoid quorum issues. President Sproul indicated that Mayor Pagella will review those applications along with any new ones that are submitted and make his recommendation to City Council.

Councilor Kosmicki moved to declare a vacancy on the Lafayette City Council for a term ending December 31, 2018. Councilor Harper seconded the motion. There was no discussion and the motion passed unanimously (3-0).

c. Certify Approval of Asphalt Patch Service in December 2017

Preston Polasek said that the cost for asphalt patch service was higher this year than in the past. The City has experienced an increase in water leaks and the need to replace the entire lateral, which has created larger street cuts. The \$16,000 cost is beyond the City Administrator's spending authority, but the work needed to get completed as soon as possible. The invoice is attached and is budgeted money. Councilor Harper moved to ratify the City Administrator's decision in December 2017 to approve the asphalt patch service with Signature Paving in the amount of \$16,001.44. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (3-0).

d. Purchase of a used Vacuum Truck from the City of McMinnville

President Sproul noted that this item is an addition to the agenda. This vacuum truck is a 1995 and the asking price is \$15,000 with approximately \$13,000 in needed repairs. The City spent \$40,000 renting a vacuum truck last year, so it will pay for itself in a couple years. Since the vehicle is older the Budget Committee will need to set aside \$4,000 - \$5,000 annually for necessary repairs. The purchase of vacuum truck is listed on the City's Wastewater System Capital Improvement Plan, which the cost at that time was estimated at \$150,000 - \$200,000. It will require training and a CDL. An estimate of the repair costs is included in the Council packet from Enviro-Clean Equipment, which has done all the repairs on the truck.

Councilor Harper made a motion to authorize the purchase of a used 1995 Vac-con truck from the City of McMinnville in an amount up to \$15,000 to be paid from the Sewer Enterprise Fund – Capital. Councilor Kosmicki seconded the motion. There no discussion and the motion passed unanimously (3-0).

10. DISCUSSION ITEMS:

a. Antique Water Pumper

This topic is discussed annually in January, so Council doesn't forget that the antique water pumper is housed at the Chemeketa Community College/Brooks Regional Training Center. Also located in the packet is the contract with the Oregon Fire Service Museum and an article from their Newsletter thanking the City for allowing them to display the pumper until such time the City can properly display it.

President Sproul asked Don Leard if the drinking fountain on 3rd Street is working, staff noted that it has been turned off for the winter. He indicated that the fountain at Commons Park is still operating and seems to be leaking.

b. Duplex Disposition

The McMinnville Fire Department has decided not to renew the agreement for use of half of the duplex for daytime emergency response. Staff would like direction from Council on if they would like to hire a property management firm to manage the property, or allow the Lafayette Fire Department to utilize the unit for operations and a summer responder who would be available to respond to emergency calls during the day. There would be space for two workstations and allow for additional storage capacity. The City is anticipating spending \$10,000 on making upgrades and for the additional summer help. If the City were to rent out the unit, the General Fund would receive about \$10,000. Council discussed if the City needs the extra summer help and if the duplex is worth repairing. There was no objection to make the necessary repairs and to utilize one side of the duplex for Fire Department operations, including the hiring of a summer responder.

Council took a break at 7:59 p.m. and returned to regular session at 8:03 p.m.

c. Water System Intertie with McMinnville Water & Light

Gordon Munro, City Engineer described the location of the intertie with McMinnville Water and Light (MWL), what the capacity will be, how much it will cost, and the timeline for the project. He noted that this is a very important project for the City and its future water supply. The water line will be about 9,000 linear feet and 12 inches in diameter and be located on Loop Road. The project will also require the construction of a pump station somewhere on Loop Road. The pump station will need to include a backflow preventer and possibly a PH and chlorine adjuster. Capacity wise, the agreement is for up to 500 gallons per minute. The estimated cost for the project is \$2.5 million, adjusted for inflation.

Angela Flood voiced concerns about the number of leaks that have been occurring in the water system and a lack of water pressure. She is also concerned about the time limit on the agreement with MWL and the impact to water rates. Mr. Munro and Councilor Harper explained the City's current capacity and the difference between water storage and source production, as well as the investments made into the current system. The City is researching possible funding options to replace the copper water lines that are failing. The City Administrator reported that the City has not received any complaints about water pressure.

As we get closer to the May election the City will need to develop fact sheets in order to educate the voters about the intertie project. Mr. Munro reviewed the estimated project schedule. The schedule assumes a May 2018 favorable vote, if that occurs the project could be completed prior to the summer of 2020. He reviewed the major components that will influence the project timeline. Mr. Polasek noted that the staff report summarizes the history of the project and how the City got to this point. This project will not just satisfy the City's short-term water needs, but the long-term needs as well. It will also serve as the direct connection to the future regional water plant. The 21-year agreement gives the City time to figure out how much to negotiate or buy into the regional system. Once a City buys into the regional system, the City wouldn't pay for the water being used, it would pay for the operational costs of the facility.

The rate for Lafayette to purchase water from MWL prior to the regional water plant would be 50 percent above the lowest residential rate charged to McMinnville residents, which would currently equate to \$2.50 per 100 cubic feet. Council discussed the current water rate structure and how the agreement with MWL will impact the rates. Mr. Polasek reminded Council about the 15-year plan to fund all needed water system improvements, including the intertie. The City is entering into the third year of the plan, which includes a four percent water rate increase the next several years and then a three percent increase after that. The City can also use system development charges (SDCs) for increasing capacity. The MWL intertie project could be funded 100 percent through SDCs. Staff will be bringing an updated Water SDC Methodology to the Council that increases the maximum amount that the City can charge. There is capacity in the wastewater system to accommodate growth in the UGB, but the City needs to build the intertie in order to meet the water demands for future growth. The City will not be expanding the city limits until the intertie with MWL is built.

The Lafayette Charter requires voter approval on any capital project above \$1 million. This project will be funded with programmed money, but will still need to be approved by the voters. City Council would like to proceed with placing this project on the May 2018 ballot. There was no objection to proceed to the May 2018 ballot and with going on level I water restrictions beginning July 2, 2018. By beginning the restrictions in July the City can better manage peak demand and it gives residents the ability to plan and plant items that don't require a lot of water.

11. DEPARTMENT REPORTS:

- a. **Public Works:** Councilor Harper noted that the garland on the street lights looked nice and was a good alternative to not being able to have lighted decorations on the PGE poles.
- b. **Water Consumption/Distribution:** Council discussed the water distribution report. Public Works staff repaired two water leaks last month. Staff noted the next meeting of the Water Resources Committee (WRC) will take place on February 6, 2018 at 6:00 p.m.
- c. **Fire:** Council will be discussing the next steps for a Fire Station with the Budget Committee at the February meeting.
- d. **Administration:** Mr. Polasek noted that the Parks Maintenance RFP is out and has been sent to every certified firm in the region. Staff will bring a contract to Council for approval at the March meeting for a start date of April 1st. Councilors Sword and Harper volunteered to serve on the selection committee and score proposals that are submitted. Staff asked for RSVPs for the COG Annual Dinner. There was no objection to move the regularly scheduled March City Council meeting to Tuesday, March 13th at 6:30 p.m. which will allow Mayor Pagella to attend.

12. COMMITTEE REPORTS: None.

13. COUNCILOR'S REPORTS: None.

14. MAYOR'S REPORT: None.

15. EXECUTIVE SESSION per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. President Sproul read the executive session script and Council entered into executive session at 9:40 p.m.

Council returned to regular session at 9:55 p.m.

16. ADJOURNMENT: Councilor Kosmicki made a motion to adjourn the meeting. Councilor Harper seconded the motion. The motion passed unanimously (3-0) and the meeting adjourned at 9:56 p.m.

Minutes approved on 8th day of February, 2018.

CERTIFIED:



Marie Sproul, Council President

ATTESTED:



Angela Speier, Assistant City Administrator