

City of Lafayette
City Council Meeting Minutes
February 8, 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, Doug Cook
Absent: Chris Pagella (excused), one vacancy
City Staff Present: Preston Polasek, City Administrator; Angela Speier, Assistant City Administrator; Terry Lucich, Fire Chief
Others: Curt McLeod, CURRAN-McLEOD, INC; Ryan Pasquarella, CPS, Grove, Mueller & Swank; Jean Mead, Budget Committee; Doreen VanTyne, Budget Committee; Michael Factor; Christine Brungardt; Angela Flood
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:** None.
5. **APPROVAL OF MINUTES:** Councilor Sword made a motion to approve the minutes of the January 11, 2018 City Council meeting. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (4-0).
6. **ADDITIONS TO OR DELETIONS FROM AGENDA:** None.
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
Angela Flood, 287 Canyon View Drive
Ms. Flood requested that the City of Lafayette participate in National Night Out, which is taking place on August 7, 2018. She volunteered to be the coordinator of the event and asked for a council consensus to allow the City to waive the parks reservation fee to use Joel Perkins Park and to be the financial pass through for purchasing gift basket items and selling raffle tickets. Council asked that this item be discussed further at the March meeting, in order to refine how the City could participate in this type of event. Staff recommended that Ms. Flood, as a first step, fill out a reservation request to use Joel Perkins Park on that date. President Sproul asked that Ms. Flood bring back next meeting confirmation that the park has been reserved; assurance that the emergency agencies she spoke about have an interest in participating in the event; and staff should answer the questions about the handling of money for the event.

Ms. Flood requested that Council remove the discussion item of PERS for fire volunteers from the March agenda.
8. **PUBLIC HEARING:**
 - a. **Resolution 2018-02, Water System Development Charge (SDC) Update**
Preston Polasek reviewed the staff report and noted that the SDC methodology hasn't been updated since 2000. The City has updated the Water Master Plan and Capital Improvement Plan which laid the foundation for this last step. Curt McLeod of CURRAN McLEOD, INC. worked with staff to update the water SDC methodology, which is included with the staff report in the Council packet. State law requires a public hearing be held and a notice was sent to developers who have worked with the City recently.

Staff introduced Curt McLeod who reviewed the process that was used to update the methodology. He noted that this will be a two-step process, tonight if Council adopts Resolution 2018-02, the methodology will be updated. Then Council will need to pass a separate resolution to increase the water SDC fees that can be charged. The maximum rate that can be charged per the updated methodology is \$5,502 per equivalent dwelling unit (EDU). Mr. McLeod reviewed the major changes from the old SDC, including annual adjustments, adding a two percent administrative fee, and updating the replacement value for equipment. Council discussed how this new methodology will impact the buildout of the UGB and the need to update the 15-year financial plan with the additional revenue.

President Sproul opened the public hearing on Resolution 2018-02, adopting Water System Development Charge Update at 7:08 p.m. There were no public comments received. Staff discussed a possible phased-in approach to charging the maximum fee of \$5,502. President Sproul closed the public hearing at 7:11 p.m.

9. ACTION ITEMS:

a. Resolution 2018-02, Water System Development Charge Update

Councilor Cook made a motion to adopt Resolution 2018-02, Water System Development Charge Update. Councilor Harper seconded the motion. There was no further discussion and the motion passed unanimously (4-0). Staff will draft a resolution for a future Council meeting that will implement the maximum SDC of \$5,502 on July 1, 2018.

b. Appointments to Boards and Commissions

President Sproul noted that the volunteers with expired terms on the various boards and commissions have all expressed a desire to continue being a member. Councilor Harper moved to reappoint Marian Chasse, Brienne Carpenter, and Ronald Kerr to the Planning Commission for four-year terms expiring December 31, 2021. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (4-0).

Councilor Harper moved to reappoint Jean Mead and Doreen VanTyne to the Budget Committee for three-year terms expiring December 31, 2020. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (4-0).

Councilor Harper moved to reappoint Marie Sproul and Doreen VanTyne to the Downtown Design Review and Award Committee for two year terms expiring December 31, 2019. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (4-0).

Staff explained that these appointments are for expiring terms. These members all wanted to continue to serve on the various committees; if they chose not to continue they would become vacancies and advertised.

Ms. Flood asked about the Council appointment process and when that was going to occur. President Sproul said that the appointment will occur in March or April when the Mayor is back from his business trip and can make his recommendation to Council. Ms. Flood indicated that Council has been putting off decisions because of absences and Councilor Cook requested that she submit a list of those items.

c. Ordinance 634, Land Development and Zoning Code Amendments

Mr. Polasek noted that there has been one change to the code amendments since the last meeting. At the last meeting Council considered allowing certain building materials for accessory

structures that were 120 square feet or less. Staff would like Council to consider changing the square footage to 200 square feet or less to be consistent with building permit requirements. Any structure that is built less than 200 square feet doesn't require a building permit and thus would not trigger the need to use certain materials. Councilor Sword moved to change the 120 square foot figure to 200 square feet. Councilor Harper seconded the motion. There was no discussion and the motion passed unanimously (4-0). Councilor Sword made a motion to perform a second reading of Ordinance 634 by title only. Councilor Kosmicki seconded the motion and it passed unanimously (4-0). President Sproul read the title of Ordinance 634 and Councilor Harper moved to pass Ordinance 634 amending the Lafayette Zoning and Development Ordinance. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (4-0).

d. Resolution 2018-03, Ballot Title for Water Intertie Project

Staff distributed an updated ballot title for the Water Intertie Project which shows the changes in red from the version in the Council packet. Councilor Harper made a motion to approve Resolution 2018-03, ballot title for water intertie project. Councilor Cook seconded the motion. There was no discussion and the motion passed unanimously (4-0).

10. DISCUSSION ITEMS:

a. FY 2017 Audit Presentation, Ryan Pasquarella, CPA, Grove, Mueller & Swank

Ryan Pasquarella provided an overview of the FY 2017 Financial Statements. He said that the City has made improvements regarding internal controls and documentation. He explained that his firm is working with City staff and the City's software provider to improve the amount of detail that can be provided in regards to electronic fund transfers and credit card purchases. These changes will help with the audit process and provide greater transparency. In closing, Mr. Pasquarella noted that there were no issues reported in the audit and commended staff for their work.

Council took a break at 7:50 p.m. and returned to regular session at 7:57 p.m.

b. FY 2018 Financial Review and FY 2019 Financial Planning

Mr. Polasek welcomed Doreen VanTyne and Jean Mead, budget committee members in attendance and provided a FY 2018 financial review and an overview of the financial planning for FY 2019. Staff distributed a packet of materials to review, the first item was a FY 2017-18 revenue and expenditure summary through December 31, 2017. The second item in the packet is an updated organizational chart. The City issued a RFP for parks maintenance and is hopeful that Council will consider awarding a contract in March to a qualifying firm, but this will not replace the need to fill the two vacant Public Works positions. A Public Works Supervisor has been hired and will begin early March, however, the City is still actively recruiting for a Utility Worker I or II and now a Maintenance Worker to fully staff the department.

Mr. Polasek updated the Council on the status of the FY 2018 Capital Improvement Program (CIP) and which projects will need to be carried over to FY 2019, as well as new projects that will be included in the proposed budget. Staff encouraged Council to provide feedback on the upcoming CIP. Councilor Harper asked about the plan for Bridge Street, which is continuing to breakdown. Staff noted that the sidewalk project will be re-bid this year and the City continues to patch it when possible. The COLA increase for July 1, 2018 will be 4.2 percent, per the union agreement the annual increase will be capped at 5 percent for both COLA and merit bonuses. Staff reviewed a draft investment policy that was included in the packet.

Staff provided an update on water issues and rates. Currently there are eight households that have taken advantage of the water rate discount program. The City was able to reach a tentative agreement with McMinnville Water and Light for a water intertie. This will impact the CIP next year. Staff is working under the assumption that the City will go on a proscriptive level I water restriction beginning July 2, 2018 and that a 4 percent water rate increase will occur. Prior to the Budget Committee meetings staff will update the 15-year financial plan to include the Water SDC rate increase. The last item in the packet was fire statistics from 2017, which marked a record year for emergency service calls. Staff and volunteers will continue to do the best they can, but the only way to guarantee future response is to build a station. Who provides the service is not important, if there is not a station that will hurt response time.

The Budget Committee meeting dates were confirmed for Monday, April 23rd and Monday, April 30th at 6:30 p.m. If needed an additional meeting can be held on Monday, May 14th.

11. DEPARTMENT REPORTS:

- a. **Water Consumption/Distribution:** The water loss increased in January after it had been trending downward for several months. Council discussed the need to continue to test individual water meters and to make sure they are reading accurately.
- b. **Fire:** Staff noted that the Lafayette Fire Department participated in an emergency training event at Wascher Elementary School. Chief Lucich has been involved in working with the City of McMinnville and Yamhill County to hire a regional training officer.
- c. **Administration:** Council discussed the letter they received from Wally Lien, City Attorney regarding his plan to retire at the end of the year. Mr. Polasek reminded Council that the next meeting will take place on Tuesday, March 13th not the usual second Thursday of the month. He also noted that the City of McMinnville decided to sell their vacuum truck to Lafayette for \$5,000. He reminded Council about the deadline to file their Statement of Economic Interest (SEI) with the Ethics Commission. Dayton hired Zoe Monahan as their City Manager. He passed out an evaluation form that Council can use during the City Administrator's annual evaluation which will be taking place in executive session next month. Mr. Polasek noted that rules are in place that govern how the agenda is set and how appointments to Council are made. Councilor Harper thanked the volunteers that have been helping remove graffiti.

12. **COMMITTEE REPORTS:** None.

13. **COUNCILOR'S REPORTS:** None.

14. **MAYOR'S REPORT:** None.

15. **ADJOURNMENT:** Councilor Kosmicki made a motion to adjourn the meeting. Councilor Cook seconded the motion. The motion passed unanimously (4-0) and the meeting adjourned at 9:07 p.m.

Minutes approved on this 13th day of March, 2018.

CERTIFIED:


Chris Pagella, Mayor

ATTESTED:


Angela Speier, Assistant City Administrator