

City of Lafayette
City Council Meeting Minutes
Thursday, April 11, 2024, at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Malcomson called the meeting to order at 6:31 p.m.
2. **FLAG SALUTE:** Mayor Malcomson led the flag salute.
3. **ROLL CALL:** Mayor Malcomson called the Roll:
Present: Mayor Hilary Malcomson, Lee Gilgan, Joseph Carswell, Kayla Paulsen, Jessica Kitt, Russell Burrows (via Zoom)
City Staff Present: Branden Dross, City Administrator; Kennedee Richardson, City Recorder; Jasmine Garcia, Community Development Clerk; Chad Snyder, Public Works Director, Larry Blake; Municipal Court Judge
Others: Scott Adamson, Marilyn DuVall, Brett Meisner, Megan Meisner, Scott Dadson (via Zoom)
4. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
No citizen input.
5. **ADDITIONS TO OR DELETIONS FROM AGENDA:**
Mayor Malcomson asks to add 7b. Access to City Hall for elected officials.
6. **REPORT FROM LAFAYETTE MUNICIPAL JUDGE:**
Judge Blake provides update on traffic and code cases for the Lafayette Municipal court. Councilor Carswell asks Judge about the percentage of individuals going through diversion, Judge Blake answer and adds information about eligibility for diversion. Judge Blake thanks the staff that he has been working with from City Hall.
7. **DISCUSSION ITEMS:**
 - a. *City Administrator Review Process*
City Administrator Dross briefly goes over his suggested review process before introducing Scott Dadson from The Council of Government (COG). Dadson explains the model that they base their reviews on and goes over the steps of the review process. Mayor Malcomson verifies the cost of this third-party review, Dadson confirms that it is included in the COG membership. Council members share their support for the suggested review process.

b. *Access to City Hall for elected officials*

Mayor Malcomson states that she is requesting a key to access the Council Chambers which is located inside the City Hall building for both ease of entering, due to the lobby size, as well as to hold after-hours meetings. Mayor Malcomson states that she was denied a key by City Administrator Dross, she then states that after contacting other Mayors in Oregon she found that most Mayors who responded to her inquiry, Tigard, Hillsboro, and Lincoln City, have access to City Hall. Mayor Malcomson went over the experience of trying to have a meeting at the community center but found it had been double booked. The council has discussion about the logistics of meeting spaces and providing keys, City Administrator Dross shares a statement against providing keys to elected officials from The City Attorney David Robinson. Mayor mentioned using one of the small rooms in the community center since there is a separate entrance to enter that room. City Administrator Dross expressed concern with using a back room at the Community Center as it is currently not designed with a separation of the main rental space from the back meeting rooms. Council President Paulsen stated it would be best to schedule a day every week where Mayor Malcomson books the community center for meetings. Mayor Malcomson had brought up a concern about the garage door code being known by a former elected official and asked that it be changed.

8. ACTION ITEMS:

a. *Declaration of Vacancy on City Council effective March 29, 2024*

Mayor Malcomson states Eric Quillan has resigned. Councilor Carswell moved to declare a vacancy on city council due to Eric Quillan's resignation, effective as of March 29, 2024; Council President Paulsen seconds, motion passed unanimously.

b. *Approval of City Council Meeting Minutes- March 14, 2024*

Discussion is had about wording in section 10B, City Administrator Dross states he verified the wording in the minutes was accurate to the recording of the Council meeting on March 14, 2024. Mayor Malcomson requests that the records for this meeting reflect that she is not fully in support of the wording of 10B. Counselor Gilgan pointed out some clerical errors. Councilor Carswell moved to approve the minutes from March 14, 2024, with the requested changes excepting 10B; Council President Paulsen seconds, motion passes unanimously.

c. *Schneider Water Service invoice for \$15,291 for Well #5*

City Administrator Dross explains situation that happened with the Well #5 that is shared with the City of Dayton, City Administrator Dross stated that the work has already been completed, this was budgeted for, but he is required to get this approved by council. Council President Paulsen moved to approve the invoice from Schneider Water Services in the amount of \$15,291 for the cleaning and repairs down to Well #5.; Councilor Carswell seconds; motion passed unanimously.

9. DEPARTMENT REPORTS:

City Administrator Dross reminds Council of the ethics filings due date. City Administrator Dross provides a brief overview of the topics that will be discussed during next month's meeting. City Administrator Dross shares that he attended a Community Visioning and Strategic Planning meeting along with Councilor Carswell and notified Council that in 2025 a vision plan needs to be discussed.

- a. *Code Enforcement*
No discussion.
- b. *Administration: Accounts Payable*
No discussion.
- c. *Public Works*
No discussion.
- d. *Fire Department Yamhill County SO Report*
No discussion.

10. COUNCILOR'S REPORTS:

No councilor reports.

11. MAYOR'S REPORT:

Mayor Malcomson shares update from the Portland General Electric (PGE) meeting that she and City Administrator Dross held this week. Mayor Malcomson states that there were no submissions to the "If I were Mayor" contest this year. Mayor Malcomson shares that she and City Administrator Dross attended the community discussion at Wascher Elementary School to discuss parent pick up and drop off concerns.

12. ADJOURNMENT:

Council President Paulsen moved to adjourn; Councilor Carswell seconded the motion, which passed unanimously. No further discussion.

Minutes approved on the 9th day of May 2024.

CERTIFIED:

ATTESTED:


Hilary Malcomson, Mayor


Kennedee Richardson, City Recorder