

City of Lafayette
City Council Meeting Minutes
Tuesday, August 27, 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:** Kennedee Richardson called the Roll:
Present: Mayor Hilary Malcomson, Lee Gilgan, Joseph Carswell, Kayla Paulsen, Jessica Kitt, Russell Burrows
City Staff Present: Branden Dross, City Administrator; Kennedee Richardson, City Recorder; Chad Snyder, Public Works Director; Tim Jech, Fire Chief; David Robinson, City Attorney (via Zoom); Andrew McMahon, Yamhill Sheriff's Patrol Sargent
Others: Devan Esch, Larry Pekkola

4. **WELCOME AND EXCHANGE OF GREETINGS WITH LAFAYETTE FOREIGN EXCHANGE STUDENTS**

Mayor Malcomson welcomes and introduces Muezzina and Cut two foreign exchange students residing in Lafayette to the City Council and City Staff. Muezzina from Pakistan shared information about the exchange program that they are working with as well as some information about their home Country. Cut from Indonesia is from the same exchange program and provides information about their home Country. Discussion is had about their grade at McMinnville High School and sports teams. Mayor Malcomson shares their appreciation of Muezzina and Cuts coming to introduce themselves and thanks Chief Jech for providing them with a tour of the Lafayette Fire Department.

Mayor Malcomson asks if one of the students would draw a winner for the park master plan survey raffle. Cut drew Andre Provost as the winner. Mayor Malcomson congratulates Andre Provost and reminds the community that the survey is still available, City Administrator Dross confirms we are currently at 386 surveys turned in.

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

No citizen input.

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

No additions or deletions.

7. **APPROVAL OF MINUTES**

a. *June 18, 2024, Meeting Minutes*

Councilor Gilgan pointed out that "unnoted" should be changed to "unnamed" on item number three. Council President Paulsen moved to approve the June 18, 2024, Meeting Minutes with the noted change, Councilor Carswell seconds. Motion passed unanimously.

b. *July 11, 2024, Meeting Minutes*

Councilor Burrows notes that there is an unfinished sentence on page number two, Councilor Gilgan states that they believe the sentence should have ended with something to the effect of “more areas of funding.” Mayor Malcomson requests that in section 7 when it mentions Kassandra Watson, add that they are associated with the Girl Scouts. Mayor Malcomson requests that it be added in section 10a that they remove themselves from the dais. Mayor Malcomson shared that the wording of “never intended” Terry Park as a drive-in park in section 11 may need to be changed, Council President Paulsen shares that they do not think it was ever intended to be a drive-in park. Councilor Gilgan confirms that the Council is comfortable approving the minutes with the noted changes at this meeting or if they should be brought back, the Council moves forward with a motion for approval. Council President Paulsen moves to approve the July 11, 2024, Meeting Minutes with the noted changes, Councilor Carswell seconds. Motion passes unanimously.

8. INTRODUCTION OF NEW YC CONTRACT SARGENT

Yamhill County Patrol Sargent Andrew McMahon introduces himself to the Council. Mayor Malcomson and the Council welcomes Sargent McMahon back to the city.

9. RESERVOIR CONSTRUCTION UPDATE

City Administrator Dross provides a brief overview of the project budget. The Public Works Director Chad Snyder gives an update on the reservoir, most of the groundwork is complete the cement pad will be poured Friday and most of the piping is in. Director Snyder states that we are on schedule for the completion date this fall. Councilor Burrows asks if the reservoir will be fully functional this winter, Director Snyder confirms that it will be.

10. DISCUSSION ITEMS:

a. *FY22-23 Audit Report*

Devan Esch with REDW provides a high-level analysis of the audited financial statements as of June 2023. The independent auditor’s report of the modified cash financial basis shows a clean opinion, no errors were found, and no adjustments were made. Management Discussion Analysis (MDNA) is not an audited statement, it is from management. The MDNA shows comparisons of the current and prior years. Mayor Malcomson clarifies that the net position has increased by one million dollars, Esch confirms from 2022-2023 the next position increased by almost 1.2 million dollars. Esch points out on page six that the expenses from one year to the next are almost identical. Esch shows the only substantial change from 2022-2023 was capital grants, City Administrator Dross confirms there were numerous grants received by the city in 2022. Esch moves to page 9 Statement of Net Position, in the section internal balances there was a loan between the general fund and the water fund several years ago that is being paid off on time. Esch discusses the supplemental information and points out that the city did not overextend the budget this year or any other year that Esch could find.

Councilor Burrows asks if the city goes over the FDIC bank accounts, City Administrator Dross states that the city is not at risk because most of the cash is in the LGIP with accrued interest and FDIC covers that for governmental and nonprofit entities. Esch shares in addition to the FDIC the City qualifies for the PSCP. Councilor Gilgan shares with LGIP stands for Local Government Investment Pool which has a set rate of return. Councilor Gilgan asks if it is common for a municipality to carry debt that is over 50 % of the budget, Esch hasn't looked at it in that way but states that the State wouldn't issue bonds if it was an issue, and the City hasn't had a problem getting bonds. City Administrator Dross states that debt may not be an issue because it is throughout different enterprise accounts.

b. Fire Department IGA Evaluation

City Administrator Dross introduces New Carlton Fire District Board Chair Larry Pekkola. Mayor Malcomson shares that they asked for this evaluation to be had since the Fire Department IGA is a newer contract and to ensure that it is still functioning as intended. Council President Paulsen asks for clarification on the term evaluated, stating that yearly check-ins like with the Sheriff's Department and evaluating are two different things. City Administrator Dross clarifies that the evaluation is to make sure the IGA is still meeting the expectations and deliverables for the city. Councilor Carswell asks if a concern has been raised, and Mayor Malcomson answers that a concern has not been raised, elaborating that a concern has 100% not been raised by the Council. Council President Paulsen suggests that if questions or concerns come up to schedule time to meet with Chief Jech or a member of the board. Councilor Gilgan adds that if it is a contract specific questions those are better routed to City Administrator Dross who can speak with the City Attorney Robinson. Councilor Burrows asks about the termination process within the contract. Councilor Gilgan explains that there is a provision that allows termination at any time term on 180 days. Usually when there are terms notice is due within a period before the end of the term, but this contract can be terminated by any party with six months' notice. Councilor Burrows then verifies that the vehicle list is up to date. Councilor Carswell asks if it is possible to modify the contract to add a firefighter position, City Administrator Dross states that if there became an operational need for it they could go back and speak with New Carlton Fire District about the several factors of adding a position. Councilor Gilgan asked when exhibit A was updated, City Administrator Dross stated that it was updated just recently after being brought to his attention by a resident. Councilor Gilgan suggests that based on section 3B that the date it was revised should be noted on the exhibit. Councilor Burrows confirms that the City declared the 1999 Ford F350 as surplus property, and Councilors confirm it was. City Administrator Dross states that it will be on the City's inventory list until it sells. Mayor Malcomson stated that as of now no red flags have been shared that the IGA is not working as intended. Council President Paulsen states that from their position it is as they intended. City Administrator Dross asks City Attorney Robinson if they see anything that needs to be revised. City Attorney Robinson states that they do not see anything that needs revising, it is a tidy IGA that covers all the bases. City Attorney Robinson states that he

agree with Councilor Gilgan that the termination policy is different than usual, but thinks it benefits the City so it can stay as is. Council President Paulsen clarifies that the reason they were in favor of a six month notice of termination is to give both the City and New Carlton Fire District time to get a new plan in place. Mayor Malcomson thanks Chief Jech for their time and openness, as well as thanking the New Carlton Board Chair for any extra time and energy they may have put in.

11. ACTION ITEMS:

a. *Linda Lyon Award*

City Administrator Dross thanked Mayor Malcomson for their help in locating the nomination that had been submitted. Mayor Malcomson shares their appreciation for Valerie Parsons assistance to locate their copy of the nomination that they submitted. Mayor Malcomson states that the Linda Lyons Award is for someone who shows continued investment in the city, Mayor Malcomson states they have spoken to people who have worked with Sheri King and heard wonderful things about the work Sheri King has done in and for Lafayette. Council President Paulsen moves to accept the nomination of the 2024 Linda Lyons Community Service Award recipient, Councilor Kitt seconds. Motion passes unanimously.

b. *Vac Trailer Purchase- 25,000*

City Administrator Dross reminds the Council of the previous discussion with the Budget Committee regarding purchasing the Vac Trailer. Councilor Gilgan asks if the staff has gone out to look at the Vac Trailer to confirm its condition as it is 25 years old. Public Works Director Chad Snyder and City Administrator Dross confirm they have looked at it and it is fully functional. Councilor Carswell moves to approve the purchase of the City of Molala's vac trailer for \$25,000 and have the city administrator execute all agreements, Councilor Burrows seconds. Motion passed unanimously.

c. *Lafayette Food Pantry Community Outreach Grant*

Mayor Malcomson announces conflict and removes herself from the dais, Council President Paulsen takes over as chair for this action item. City Administrator Dross explains that at the July meeting there had been a motion and second to grant \$500 that did not have a vote. Discussion is had about if a vote on the \$500 motion needs to be voted on since a motion and second to grant \$1000 was voted on and approved. Councilor Gilgan states that a motion that does not get called for a vote does not need closed. Mayor Malcomson returns to the dais relieving Council President Paulsen.

d. *Resolution 2024-14 Declaring of Surplus Property*

City Administrator Dross explains that the chairs from the Community Center are not in a condition to be sold or donated, which is why Staff is asking permission to dispose of the chairs without monetary compensation. Council President Paulsen moves to approve Resolution 2024-14 Declaring of Surplus Property, Councilor Kitt seconds. Motion passes unanimously.

e. *OLCC Off-Premises Liquor License for Liberty Market 2*

Council President Paulsen clarifies the connection between the Liberty Market and the 76-gas station, City Administrator Dross states that it is not the owner of the previous Liberty Market, which was the soon-to-be City Center Market. Dross mentioned the sale being in the contract phase and this is a part of the process to purchase the business. Council President Paulsen moves to endorse an OLCC application for off-premises liquor sales for Liberty Market 2, Councilor Kitt seconds. The motion passes unanimously.

12. DEPARTMENT REPORTS:

City Administrator Dross shares that the first quote has been received and staff are working with the engineer on phase five to discuss the pump station, and how it will be paid for. City Administrator Dross shares that staff has received 384 park surveys; the survey was kicked off at National Night Out (NNO). City Administrator Dross thanked everyone who was involved in getting the survey together. City Administrator Dross states that NNO was a success and thanks everyone in the community for making it so. City Administrator Dross gives an update on Lafayette Community Activities Teams (LCAT) bingo night was great. City Administrator Dross shares that the three public works vehicles declared surplus have sold for about 5-6 hundred dollars more than expected, and that money will go into the vehicle replacement fund. City Administrator Dross reiterated that Friday starting at 4am work trucks for the reservoir will be traveling up and down Duniway for most of the day. Mayor Malcomson asks if a notice will be given about that added traffic, City Administrator Dross confirms there will be notice given to the houses on Duniway as well as a general notice. City Administrator Dross gives a Total Maximum Daily Load (TMDL) update. City Administrator Dross shared that some commercial upgrades will be noticed downtown, as new businesses are coming into Lafayette. City Administrator Dross shares that after speaking with the County about Bridge Street a traffic and speed radar was purchased to start doing traffic counts and speed counts in-house. City Administrator Dross gives an update on the City Council election candidates.

Council President Paulsen asks who will be running the traffic radar, City Administrator Dross says that the city will be running the radar. Public Works Supervisor Snyder explains that the radar is a drive-over strip that can differentiate size of vehicle and break the data down into thirteen categories. Discussion on the scenarios the traffic radar can be used ensues.

a. *Code Enforcement*

No discussion.

b. *Administration: Accounts Payable*

No discussion.

c. *Public Works*

No discussion.

d. *Fire Department*

Mayor Malcomson confirms that the information within this month's Fire Department report is what the Council had asked for, Council President Paulsen says all the information that they had asked for is in the reports given. Councilor Burrows states that the report looks good, and there is good information. Councilor Burrows comments that the personnel are being added and going through training, Councilor Burrows shares that it is good that Lafayette firefighters were able to help with Oregon wildfires. Mayor Malcomson also comments their appreciation for the assistance that Lafayette firefighters have given to fight Oregon Wildfires. Mayor Malcomson shares that the new fire vehicle has been loaned out a few times, the City Administrator adds that the vehicle has been called out two times with brings in about \$42,000.

e. Yamhill County SO Report
No discussion.

13. COUNCILOR'S REPORTS:

Mayor Malcomson asks Council President about Lafayette Downtown Association (LDA) Council President Paulsen stated LDA is supposed to have a meeting later in the week and they can come back with an update.

14. MAYOR'S REPORT:

Mayor Malcomson thanks City staff for their help on the new City Council handout. Mayor Malcomson gives an update on the Holiday light contest, Portland General Electric (PGE) has sponsored \$500 for prizes. The intent for those prizes is to do something that would support a house's budget. The prize money cannot be given out as cash, but one option is to apply the money towards water bills or take the money and see if a business will match it and buy gift cards. Mayor Malcomson will be coming back to the Council next meeting to discuss this further. Mayor Malcomson shares that a new barber shop has opened in town and will be having a ribbon cutting ceremony Saturday, September 7th at 6pm. Mayor Malcomson shares that City Center Market is still hoping and planning to open by the end of October and will be inviting the Council to a ribbon-cutting ceremony. Mayor Malcomson shares that the new dispensary coming into town would also like a ribbon-cutting ceremony. Mayor Malcomson invites the Council to join at their booth at the Harvest Fest.

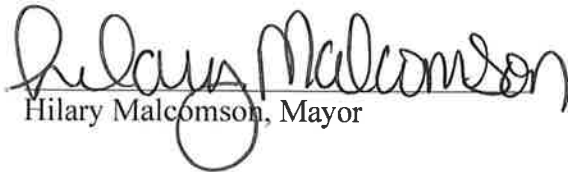
15. ADJOURNMENT:

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

Minutes approved on the 12th day of September 2024.

CERTIFIED:

ATTESTED:


Hilary Malcomson, Mayor


Kennedee Richardson, City Recorder