

City of Lafayette
City Council Meeting Minutes
April 12, 2018 at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Pagella called the meeting to order at 6:48 p.m.
2. **FLAG SALUTE:** Mayor Pagella led the flag salute.
3. **ROLL CALL:** Angela Speier, Assistant City Administrator called the roll.
Present: Chris Pagella, Doug Cook, Chris Harper, Stan Kosmicki
Absent: Marie Sproul, David Sword, one vacancy
City Staff Present: Preston Polasek, City Administrator; Angela Speier, Assistant City Administrator; Terry Lucich, Fire Chief
Others: Greg Goularte, Don Leard, Wade Witherspoon, Adam Bertram, Rick Meyer, Dustin and Christine Brungardt, Jim Jacks, City Planner Mid-Willamette Valley Council of Governments
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:** None.
5. **APPROVAL OF MINUTES:** Councilor Cook made a motion to approve the minutes of the March 13, 2018 and March 20, 2018 City Council meetings. Councilor Harper seconded the motion. There was no discussion and the motion passed unanimously (3-0).
6. **ADDITIONS TO OR DELETIONS FROM AGENDA:** Mayor Pagella announced that Discussion Item 9(a) Accessory Dwelling Unit Regulations will be rescheduled for the May 10th Council meeting.
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
Christine Brungardt, 1133 E. 14th Street
Christine Brungardt voiced her concern about the closure of the community garden this year and was wondering what the thought process was behind that decision. Mr. Polasek noted that it was a staff decision and it was because of staffing shortages in Public Works and water conservation needs.
8. **ACTION ITEMS:**
 - a. **Resolution 2018-06, Water System Development Charge Increase**
Mr. Polasek explained that this is a follow-up to the Water SDC Methodology that was approved by Council at the February meeting. The updated fee would be \$5,502 for a single family house. At a later date Council will need to address how accessory dwelling units will be charged SDC's. The City worked with Curran McLeod, Inc. to update the Water Master Plan which provided the basis for the methodology and new rate structure.

Don Leard, 220 Madison Street
Mr. Leard explained that there are discrepancies between the Water System SDC Fee Schedule and the Public Works Design Standards. The Public Works Design Standards say that a 1 inch meter is required for residential and commercial development, but the new fee schedule breaks out 5/8 inch and 3/4 inch meter sizes for commercial.

City Council asked staff to work with Curran McLeod to iron out the differences between the fee schedule and the Public Works Design Standards and continue the discussion at the May or June Council meeting.

b. Award of Contract for Bridge Street Improvements

Mr. Polasek explained that the original bid for the project was to construct sidewalks and storm on both sides of Bridge Street; however, in order to stay within budget staff is recommending Council approve improvements on the east side of Bridge Street only. This will include three blocks of sidewalks and storm drainage between 12th and 15th streets.

Councilor Kosmicki made a motion to award the Bridge Street Improvements contract to Haworth, Inc. in the amount of \$201,557 and authorized the City Administrator to execute the contract. Councilor Cook seconded the motion. There was no discussion and the motion passed unanimously (3-0).

c. Appointments to Council and Budget Committee

Mr. Polasek noted that two new volunteer applications were received after the Council packet was sent out; both are located at the Councilor's stations. Mayor Pagella said that he isn't a big advocate for making appointments to Council. He prefers that Councilors go through the election process, but Council needs to have a quorum to conduct business. He was able to chat with the applicants about the City and encouraged their involvement with government. He is recommending Adam Bertram for appointment to the Budget Committee. Mr. Bertram explained his background and why he is interested in serving on the Budget Committee.

Councilor Harper moved to appoint Adam Bertram to the Budget Committee for a term expiring December 31, 2019. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (3-0).

Mayor Pagella recommended that Wade Witherspoon be appointed to the City Council. Mr. Witherspoon is currently serving on the Lafayette Planning Commission and will be appointed to Council effective April 20, 2018 in order finish up the development code changes for accessory dwelling units. Mr. Witherspoon was also a City Councilor with Newberg.

Councilor Harper moved to appoint Wade Witherspoon to City Council commencing April 20, 2018 for a term expiring December 31, 2018. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (3-0).

d. Award of Contract for Perkins Park Restrooms Sitework

At the Council stations is a revised staff report that reflects the bid opening which occurred earlier today. The only bidder was 3 Kings Environmental in the amount of \$77,900. Staff is recommending Council award the bid for the sitework. The next action item is for the purchase and installation of the restrooms. Mr. Polasek noted that this is going to be a great project for the City and restrooms at Perkins Park is a high priority identified in the Parks Master Plan. He thanked Angela Speier and Gordon Munro for their work on the grant application and design.

Councilor Harper made a motion to award Joel Perkins Parks Restrooms Sitework to 3 Kings Environmental in the amount of \$77,900 and authorized the City Administrator to execute the contract. Councilor Cook seconded the motion. There was no further discussion and the motion passed unanimously (3-0).

e. Resolution 2018-07, Sole Source Procurement for Restrooms from Romtec, Inc.

Mr. Polasek noted that this is the companion piece to the site work. Romtec, Inc. will construct the restrooms and install them on-site. Mr. Polasek explained that this was not an open bid process. The City Attorney developed findings regarding the sole source procurement, which are listed in the Resolution under section 1. Romtec, Inc. is based in Roseburg and has a lot of

experience in these types of restroom facilities. Staff will follow-up with Romtec, Inc. about the automatic security locks and heat traced water lines to prevent freezing in the winter.

Councilor Cook moved to approve Resolution 2018-07, a Sole Source Procurement for Restrooms from Romtec, Inc. in the amount of \$95,893.51 and authorized the City Administrator to execute the contract. Councilor Harper seconded the motion. There was no further discussion and the motion passed unanimously (3-0).

9. DISCUSSION ITEMS:

a. Accessory Dwelling Unit Regulations

This item will be discussed and a public hearing will be held at the May 10, 2018 City Council meeting.

b. Fire Station Bond Option for November 2018

Ian Gelbrich, Project Architect provided a brief memo regarding cost estimates for a fire station only. The fire station would be built behind City Hall on the three lots owned by the City. Staff came up with a cost estimate of \$5.3 - \$5.5 million based on the square footage costs. Mr. Gelbrich's estimate is closer to \$6 million. There will be a reduction in soft costs and site costs. The fire station design would need to be adjusted if the bond measure passes to account for the City Hall staying where it is. If Council decides to move forward with a measure in November then Council will need to reengage the Municipal Advisor and Bond Council. Discussion ensued about the reduction in soft costs and not needing to meet the Downtown Design Standards since the building will be located on a separate lot on 4th Street. There could also be additional cost savings by changing the building materials.

Mayor Pagella expressed concern about being ready for the November ballot and ensuring that a quality facility is constructed that will last 50 plus years. He feels that Council needs a better plan to present to the voters, because this could be the last attempt to get it passed. He also stressed that educating people about the need and emergency services should start immediately. Staff explained that that the City can hire a communication consultant to assist with public outreach efforts. As far as engaging with residents on social media that would be something that a PAC would need to fund.

Council would like to hear how Mr. Gelbrich reached his new cost estimate. In addition, for the May meeting staff will work with Mr. Gelbrich to better define project costs, adjust building materials, and try to keep the total cost to under \$5 million.

10. DEPARTMENT REPORTS:

a. Public Works: Councilor Kosmicki thanked Public Works for painting the gazebo at Community Pride Park. Mayor Pagella expressed disappointment in the condition of park for the Easter Egg Hunt. Public Works ordered an entire pallet of cold mix and filled a lot of pot holes during the last month and even had to order more. Mr. Polasek explained that Konrad Dimmitt, Public Works Supervisor has made a huge difference and has been a great addition to the team. Mr. Leard thanked Public Works for moving the stop sign next to Erickson's on the corner of Third and Market.

b. Water Consumption/Distribution: The Water Resources Committee met last night and Councilor Harper said that we are closer to figuring out the discrepancy between the City's production and consumption. There is about 13 million gallons currently stored in ASR, the target is 20 million and the Committee is hopeful the City will reach that goal.

- c. **Fire:** The department is busy with spring training.
- d. **Administration:** Mr. Polasek reminded everyone about the Budget Committee meetings on Monday, April 23rd and Monday, April 30th. Staff will be meeting with Oregon Water Resources Department regarding possible funding for the water intertie project on Monday, April 16th. Staff distributed a draft of the educational brochure regarding the intertie project and asked for Council feedback. The Water Resources Committee gave suggestions and the City Attorney has reviewed the draft. All comments from Council tonight will be incorporated in the brochure and sent to the Secretary of State's Office for their safe harbor review. It will be printed on glossy paper and be mailed separate from the utility bill and newsletter.

Council reviewed the citizen comment cards and a new sign for Lafayette Plantation will be ordered and replaced. Council discussed recent complaints from downtown business owners regarding homeless individuals and asked that our deputies follow-up on enforcement.

- 11. **COMMITTEE REPORTS:** None.
- 12. **COUNCILOR'S REPORTS:** None.
- 13. **MAYOR'S REPORT:** None.
- 14. **ADJOURNMENT:** Councilor Cook made a motion to adjourn the meeting. Councilor Harper seconded the motion. The motion passed unanimously (3-0) and the meeting adjourned at 9:04 p.m.

Minutes approved on 10th day of May, 2018.

CERTIFIED:



Marie Sproul, Council President

ATTESTED:



Angela Speier, Assistant City Administrator