

City of Lafayette
City Council Meeting Minutes
Thursday, February 08, 2024, at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Malcomson called the meeting to order at 6:30 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

Not Present: Eric Quillan

City Staff Present: Branden Dross, City Administrator; Tim Jech, Chief of Fire (via Zoom); Jasmine Garcia, Community Development Clerk; Chad Snyder, Public Works Director; Robert Beal, Code Enforcement Officer; Robert Eubanks, Sheriff's Office Sargent; Curt McLeod, City Engineer (via Zoom); Gourdon Munro, City Engineer (via Zoom); Dave Robinson, City Attorney

Others: Scott Adamson, Greg Goularte, Kit Johnson, Sarah Horst

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

Greg Goularte wanted to get an update on People's Market. Mayor Malcomson stated that she believes there was a hold-up with permits they needed to apply for. Council President Paulsen stated there were more issues that needed to be fixed than the owner expected into during the remodel. Mayor Malcomson stated she would reach out if needed. Greg declined since he has the owner's contact.

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

City Administrator Dross stated he wanted to add Cyber security and City email as a discussion item.

6. **REPORT FROM LAFAYETTE FIRE DEPARTMENT:**

Chief Jech gave a big thanks to both the volunteer and career staff with Carlton and Lafayette Fire Departments who helped during the recent windstorm. There was continuous 24/7 staffing. Chief Jech went over his staff report. Chief Jech and the Council discussed his conversation with McMinnville Fire about an ambulance. Chief Jech stated that the Council would need to redo an Intergovernmental Agreement (IGA) with McMinnville. City Administrator Dross stated some background on why McMinnville hadn't signed the original IGA.

7. REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:

Sargent Eubanks stated he did not have the statistics that Deputy Morrissey typically has. He stated they have a speed monitor on 12th Street and as soon as they are completed the results will be sent to the City. Sargent Eubanks stated that Deputy Morrissey will be going on a break soon. Sargent Eubanks stated there will still be someone covering his shift. He stated that there are some changes in the Sheriff's office, Sam Elliot is the new Sheriff. Sargent Eubanks stated there will be a new captain coming in as well. He stated he appreciates the Council, and they are committed to giving the City the best service they can.

8. DISCUSSION ITEMS:

a. *Bridge Street*

City Engineer Gourdon Munro went over the different tiers as presented in the staff report. Greg Goularte requested the City add a weight limit for traffic driving on Bridge Street. After discussion City Council decided to wait till see how much American Rescue Plan Act (ARPA) funds are left after the reservoir project and have the discussion in the next budget meeting.

b. *Sewer SDC Methodology*

City Administrator Dross introduced City Engineer Curt McLeod. McLeod stated the last update to the Sewer System Development Charge (SDC) Methodology was in 2000. City Engineer McLeod stated we have exceeded the projected population. McLeod went over the process of how to update the Sewer SDC Methodology. If the Council agrees to move forward the City will mail out the documents to the developers who request the updated information. McLeod explained why the Sewer SDC is so important and why the updates need to be done.

c. *Community Outreach Grant Program*

City Administrator Dross passed the grant program paperwork to the Council. The Council discussed the current rules of the grant program.

Sarah Horst from the Parent Teacher Association (PTA) thanked the Council for the grant they received. Horst recommended a follow up procedure after funds are granted, whether the applicant submits in writing or comes to a meeting to show what they have purchased or done with the funds. City Attorney Dave Robinson stated in other cities he works with, they request that the grant recipient turnover receipts on what they spent the grant money on and if they don't spend the money within the constraints of what the grant is for, they may be ineligible in future years. Councilor Gilgan asked Robinson if he could send City Administrator Dross an application from another city with that verbiage for reference.

d. *New Permit Fee Schedule Update*

City Administrator Dross summarized what he and staff have been working on with the updates to the Permitting Fees. No further discussion.

e. Short-Term Rentals

City Administrator Dross went over the background of the survey that was presented last year. He stated they have had a couple of complaints regarding the Air BnB's that are around town. Code Enforcement Robert Beal stated they get complaints from people stating Air BnB's are not allowed when they notice them. City Administrator Dross stated there are no regulations in place for Air BnB's, unless the Council directs staff there is nothing the City can do.

f. Cyber Security

City Administrator Dross went over a concern from our Information Technology (IT) department regarding all governing body members needing to have two-factor authentication turned on their devices.

9. REPORT FROM LAFAYETTE PUBLIC WORKS:

Public Works Director Snyder went over his monthly report. He summarized the work Public Works did during the ice storm. He stated there was a massive tree that fell next to the reservoir, that has since been taken care of. He stated they are starting logging around the reservoir. Public Works responded to the citywide power outage. Snyder gave an update on the work on Terry Park. Snyder stated that Public Works will need to take a lead and copper inventory of water service lines and explained the process of how they would perform that. City Administrator Dross mentioned with the ice storm there were many busted pipes, he went over the leak check process so if anyone had a leak due to the ice storm, they should contact City Hall.

10. REPORT FROM LAFAYETTE CODE ENFORCEMENT:

Code Enforcement Robert Beal stated outside of his report he has been working on getting a storage pod for the City as well as working on properties that have trees or brush blocking City signs. City Administrator Dross explained why Beal has been researching storage pods and where it will be placed. Councilor Burrows asked if the RV on Second Street is from Terry Park. Beal stated it was and explained it is very expensive for the City to tow it and no one wants to tow them because then they are stuck with it.

11. CONSENT AGENDA:

Councilor Carswell moved to approve the consent agenda as presented minus e. Council President Paulsen seconded, which passed unanimously.

*a. Appointment of Shelly Wisdom to the Budget Committee term to expire
12/31/2026*

*b. Appointment of David Rodgers to the Planning Commission term to expire
12/31/2027*

- c. *Resignation of Shelia Neuman from the Budget Committee term to expire 12/31/2025*
- d. *Appointment of Michael Schindele to the Budget Committee to fill Shelia Neuman's unexpired term to end 12/31/2025*

12. ACTION ITEMS:

- a. *Ordinance 645- First Reading, Chapter 7 Marijuana Regulations*
Councilor Gilgan objected to reading by title only. City Administrator Dross went over the taxation on Marijuana, and stated that Newberg was able to approve a higher tax rate before the official state vote, so they were grandfathered in. The City of Lafayette is tapped at three percent and cannot exceed that.

Mayor Malcomson read ordinance 645 – Chapter 7 Marijuana Regulations. Mayor Malcomson stated the second reading will take place March 14th at 6:30 p.m. No discussion or deliberation. Hearing closed

- b. *Approval of City Council Meeting Minutes- January 11, 2024*
Mayor Malcomson stated in the section for Downtown Façade it was not tabled, it was a directive to bring back a resolution to the Council before the budget meeting. Councilor Carswell motioned to approve the minutes from January 11th, 2024, with the stated changes. Council President Paulsen seconded; the motion passed unanimously.

13. DEPARTMENT REPORTS:

- a. *Administration: Accounts Payable/Water Bill Comment*
City Administrator Dross went over his report with the Council. City Administrator Dross stated he spoke with PGE regarding better communication with known outages. He stated he sent emails regarding the ethics committee to the Council. City Administrator Dross stated Judge Blake will be giving his municipal judge update on the April 11th meeting. City Administrator Dross went over the Bridge Road Pedestrian Grant he has been working on. He went over the work Green Stormwater Infrastructure (GSI), Public Works Director Snyder, and himself have been doing for future planning and water demand, and mentioned they will be attending next month's meeting to go over that. City Administrator Dross stated he plans on having a second annual Community Resource Fair on April 6th 10AM to 12PM. He also stated that he and City Administrative Services Manager Jamie Rhodes met with McMinnville Water and Light regarding the interest rate increase at the fifth year of the City's contract's term and the strategy on how to proceed would be.

14. COUNCILOR'S REPORTS:

Council President Paulsen went over the work Lafayette Downtown Association (LDA) has been doing, and how they have been exploring different funding opportunities for the organization. They have been working on ideas on how to spruce up the downtown.

Councilor Kitt stated Lafayette Community Activities Team (LCAT) is working on the 4th of July event and looking into ideas for free or low-cost activities and entertainment for the community during the summertime. She also mentioned they are looking into opening a Historical Society again.

15. MAYOR'S REPORT:

Mayor Malcomson went over her report. She stated she attended the Small Cities Regional Meeting along with City Administrator Dross and Councilor Burrows. Mayor Malcomson met with the Oregon Community Foundation and introduced them to all the nonprofit organizations within Lafayette. She also mentioned that "If I Was Mayor" contest has been launched and discussed other meeting sessions she has scheduled this month.

16. EXECUTIVE SESSION: *per ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.*

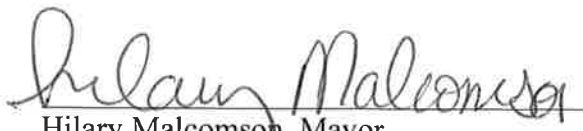
17. ADJOURNMENT:

Council President Paulsen moved to adjourn. Councilor Carswell seconded; the motion passed unanimously.

Minutes approved on the 14th day of March 2024.

CERTIFIED:

ATTESTED:


Hilary Malcomson, Mayor


Branden Dross, City Administrator