

City of Lafayette
City Council Meeting Minutes
January 12, 2017 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, Doug Cook, Larry Pritchett, Chris Harper, Laura Erickson, Stan Kosmicki
Absent: Chris Pagella (excused)
City Staff Present: Preston Polasek, City Administrator; Angela Speier, Assistant City Administrator; Terry Lucich, Fire Chief; Amber Estrada, Office Assistant
Others: David Erickson, Don Leard, Wade Witherspoon, Tom Reed
4. **OATH OF OFFICE AND SWEARING-IN OF ELECTED OFFICIALS:** Amber Estrada performed the oath of office ceremony and swore Councilors Erickson, Harper, Sproul, and Kosmicki into office.
5. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:** Councilors discussed the crime stats and noted that this is the 2nd or 3rd year of decreased crime in the City.
6. **APPROVAL OF MINUTES:** Councilor Cook made a motion to approve the minutes of the Lafayette City Council dated December 8, 2016. Councilor Harper seconded the motion. There was no discussion and the motion passed unanimously (5-0).
7. **ADDITIONS TO OR DELETIONS FROM AGENDA:** Members of the audience were introduced.
8. **CITIZEN INPUT ON NON-AGENDA ITEMS:** None.
9. **ACTION ITEMS:**
 - a. **Elect Council President**

Councilor Harper nominated Marie Sproul to serve as Council President. Councilor Erickson seconded the motion. There was no discussion and the motion passed unanimously (5-0).
 - b. **Appointments to Boards and Commissions**

Mr. Polasek reviewed the four appointments that are up for consideration. There are two volunteers that have expressed interest in continuing to serve on the Budget Committee and the Downtown Design Review and Award Committee. The Mayor would like Council to consider Shirley Burkett and Tom Reed for appointment to the Budget Committee vacancies. After this appointment all the City Boards and Committees will be full. Council discussed ways to get the additional volunteer applicants involved in City activities.

Councilor Kosmicki moved to appoint Shirley Burkett to the Budget Committee for a term expiring December 31, 2018 and to appoint Tom Reed to the Budget Committee for a term expiring December 31, 2019. Councilor Harper seconded the motion. There was no discussion and the motion passed unanimously (5-0).

Councilor Harper moved to reappoint Becky Demmin to the Budget Committee for a term expiring December 31, 2019, and to reappoint Jerry Tindall to the Downtown Design Review and

Award Committee for a term expiring December 31, 2018. Councilor Kosmicki seconded the motion. There was no discussion the motion passed unanimously (5-0).

Mr. Reed introduced himself to Council and described his background. He also explained why he wants to get involved in the community.

c. Resolution 2017-01, Amending the City of Lafayette Personnel Policies Manual

The City needs to update the Personnel Policies Manual to comply with changes to state law. HB 4067 expands whistleblower protections for employees. It requires local governments to update their whistleblowing policies and inform employees of their rights under this act. City County Insurance Services provided the language that has been added into the current whistleblower section in the manual, which can be found on pages 10-12. Staff also added the Downtown Design Review and Award Committee under the Standing Committee section and removed the organizational chart.

Councilor Cook made a motion to approve Resolution 2017-01, amending the Personnel Policies Manual. Councilor Harper seconded the motion. There was no discussion and the motion passed unanimously (5-0).

10. DISCUSSION ITEMS:

a. Antique Water Pumper

This is the annual review of the location of Lafayette's historic pumper. It is going to look great in the lobby of a new Lafayette Fire Station one day, but in the meantime this is to remind Council that it is on display at the Chemeketa Community College Regional Training Center in Brooks.

Don Leard, 220 Madison Street

Mr. Leard noted that when he was Mayor he asked that this be an annual agenda item, so the antique pumper wasn't forgotten. It was refurbished in the early 1960's and was used in parades.

b. Online Banking Services and Fees

First Federal Bank requires the governing board to approve any increase in fees. These new services will permit staff to do more electronic banking activities, which will allow for more timely deposits and the ability for direct deposit of paychecks. There is a one-time startup cost of \$300 and an estimated \$75 monthly service charge.

Councilor Erickson moved to authorize enrollment in the First Federal Business Online Banking program. Councilor Cook seconded the motion. There was no discussion and the motion passed unanimously (5-0).

c. Temporary Use of Duplex for Ambulance Service

The City currently owns the duplex that is behind City Hall. At the end of the year one of the tenants moved out leaving one side available. Located in the packet is a letter from Rich Leipfert, McMinnville Fire Chief. The City of McMinnville is interested in utilizing the property to provide better ambulance service for Lafayette residents. The staff will be cross trained and able to respond to fire and medical calls during the day, 40 hours per week. McMinnville does not have the budget to pay for rent, so the City would be subsidizing the service and will lose out on approximately \$10,000 in future rent payments. Staff is recommending that we try providing this space to McMinnville Fire Department until the end of 2017. Currently, the Lafayette Fire volunteers have a difficult time responding to emergency calls during the day, because they are at

work. This will help solve that problem, while providing data to assist in evaluating ambulance needs for the new Lafayette Fire Station. By locating in Lafayette it will provide for a more central location for their entire service area. Council discussed the benefit of having this service in town. There was no objection from Council to have staff proceed on drafting a facility use agreement with McMinnville for Council consideration in February.

d. Property Acquisition of NW corner of Third/Madison Intersection

This property is currently owned by Don and Janice Leard. Included in the packet is additional information about the property, including tax history, purchase price in 2010, and a map. This is a full block parcel, but the City and gas station would only need the bottom portion of the lot. The City would need some right-of-way in order to do a full build-out of Madison Street. The Shell Station owner is also interested in the property for drive-thru of fuel tankers and employee parking. Currently the tankers are causing traffic problems on Market Street and the shell employees are utilizing the empty lot behind City Hall to park. The tankers have to back-up on to Market Street when they are finished, which disrupts the traffic and blocks the fire station bays. The City has a public interest to clean up the traffic issues on Market. The acquisition will need to include a partition, removal of the home that is currently on the lot, and access to the back lot.

Also in the packet is a preliminary design for the full-build out of Madison Street that includes bikes lanes and a right-turn lane. The owners of the property and the Shell Station are willing to sit down and talk about the property. This will help alleviate the traffic going south and will meet City standards for sidewalks and bike lanes. The City would like a seat at the table to ensure that our interests are served during the negotiation process. Don Leard gave a brief history about the Shell Station property and how the location was approved.

11. DEPARTMENT REPORTS:

- a. Public Works:** The Christmas decorations were delivered late and were not able to get hung this year. Staff will continue to research options for lighted decorations downtown.
- b. Wastewater Treatment Plant:** Councilor Pritchett asked about the sludge removal project. Staff is working on setting up a site visit with the City of Salem and hopeful that an IGA will be ready for Council consideration in February or March.
- c. Fire:** It was noted that 2016 shattered the record of emergency service calls.
- d. Administration:** Council discussed the attorney invoice and accounts payable. Mr. Polasek noted that the Water Resources Committee met on Tuesday, the committee received updates from Gordon Munro, City Engineer. The reservoir project is going well; the controls are in good working order. Staff has to manually switch the controls to ASR, in order to maximize our injection. To help control SPAM from the website, staff will monitor the contact your council email page, and forward anything that isn't SPAM to the Council. Staff reviewed possible Budget Committee dates; once those are finalized we will send out a calendar. Staff received a request from KLYC who would like to have a remote video system that would stream all the City of Lafayette public meetings. Staff would control the on/off switch. There would be no fees involved. The meetings could be viewed from a website set up by KLYC. Council discussed how this could be good for public engagement, but also voiced concerns about ownership of the public record that would be created. Council would like more information and to continue this discussion at a future meeting. Lastly, staff noted that RSVP's are due tomorrow for the Annual COG Dinner.

12. COMMITTEE REPORTS: None.

13. COUNCILOR'S REPORTS: None.

14. MAYOR'S REPORT: None.

15. EXECUTIVE SESSION: per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. President Sproul read the executive session script and Council entered into executive session at 8:28 p.m.

Council returned to regular session at 8:50 p.m. Councilor Erickson moved that the City Administrator proceed with property negotiations as directed in executive session. Councilor Pritchett seconded the motion. There was no discussion and motion passed unanimously (5-0).

16. ADJOURNMENT: Councilor Cook made a motion to adjourn the meeting. Councilor Kosmicki seconded the motion. The motion passed unanimously (5-0) and the meeting adjourned at 8:51 p.m.

Minutes approved on this 9th day of February, 2017.

CERTIFIED:


Chris Pagella, Mayor

ATTESTED:


Angela Speier, Assistant City Administrator