

City of Lafayette
City Council Meeting Minutes
Tuesday June 18, 2024, at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Malcomson called the meeting to order at 6:35p.m.

2. **FLAG SALUTE:** Mayor Malcomson led the flag salute.

3. **ROLL CALL:** Kennedee Richardson called the Roll:

Present: Mayor Hilary Malcomson, Joseph Carswell, Jessica Kitt, Russell Burrows, Lee Gilgan, Kayla Paulsen

City Staff Present: Branden Dross, City Administrator; Kennedee Richardson, City Recorder; Tim Jech, Fire Chief; Chad Snyder, Public Works Director

Others: Christine Brungardt, Jeff Bosworth, Marilyn DuVall, Tom Reed, Sarah Horst; Joe Munger; Artemis Johnson, unnamed Lafayette and Carlton Fire personnel.

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

Jeff Bosworth Lieutenant with Lafayette Fire and Carlton Fire Volunteer shares kind words about Fire Chief Jech. Bosworth presented Chief Jech with a gift from the volunteers. Chief Jech thanks the fire staff and volunteers who were present for their work with the departments.

Marilyn DuVall spoke on behalf of the LCAT committee to promote the new hot dog eating contest during the fourth of July festivities.

Tom Reed shares a concern about a potential conflict due to Council President Paulsen and Council Gilgan's assumed living situation and asks if one of the two of them planned to not run in the upcoming election. Councilor Gilgan does not comment on plans for the upcoming election, stating that this was not an appropriate venue for that conversation and states that there is no legal conflict. Reed acknowledges that there is no legal issue although finds it may be unethical and has concerns of their ability to be objective. Councilor Gilgan states he appreciates the concern but encourages Reed to look at their voting record. Additional discussion regarding Reeds concerns is had.

Sarah Horst starts by thanking the Lafayette Fire Department for their support and protection of the school. Horst asks that the council discuss opening Terry Park for the summer. Mayor Malcomson asks that parks be added to the July agenda. City Administrator Dross states that at no time were motor vehicles allowed in Terry Park. Discussion is had about having a conversation regarding the Parks Plan. Horst addresses a concern regarding the perceived lack of maintenance of Water Street, City Administrator Dross states that Chad Snyder or himself would reach out to her regarding Water Street maintenance.

Mayor Malcomson reads a statement on behalf of resident Christine Brungardt who was unable to be present at the citizen input portion of the meeting. Mayor Malcomson stops reading the provided statement at three minutes, which is the allotted time for citizen

statements. Discussion of how to address questions or concerns is had since the resident is not present, Councilor Gilgan suggests that questions or concerns should first go to City Administrator Dross as he oversees the personnel. A member of Carlton Fire and volunteer with Lafayette Fire steps up show council his medical certification card. Councilor Carswell asks if this volunteer thinks there is enough medical coverage at the Lafayette station, the volunteer says there is enough medical coverage. Mayor Malcomson goes on record saying that “my main concerns was hearing a change in roster and there was satisfying supplemental other staff and volunteers that I did not feel that there was an emergency at that time to bring it to councils as an issue and I also will continue to talk to Branden and the Chief as needed to make sure I am hearing answers to any of my questions.”

Jeff Bosworth states there some inaccuracies in the statement read by Mayor Malcomson on behalf of Christine Brungardt and provides clarifying comments regarding patients care. Bosworth addresses the concerns that there is a lack of medically certified volunteers. Bosworth states that there was an EMR class in Dayton, OR attended by some volunteers that ended abruptly leaving the volunteers attending the class “left high and dry” and that a group of volunteers will be attending a future call in Arizona to become medically certified and that this class will be paid out of pocket.

Artemis Johnson, a member of the Lafayette Fire Department stated that they also have their emergency responders license and are getting an EMT certification in October.

Joe Munger a former Lafayette Fire Department volunteer states that Bosworth comments regarding the EMR class were inaccurate. Monger states that they were teaching that class and that the Lafayette volunteers enrolled had dropped out of the class.

5. ADDITIONS TO OR DELETIONS FROM AGENDA:

No additions or deletions.

6. PUBLIC HEARINGS:

a. Building Permit Fee Schedule

Mayor Malcomson opens the public hearing at 7:04pm, Councilor Gilgan announces a conflict, City Administrator Dross gives overview of the reason for the changes and explains the exhibits presented to the council. No public comment, Mayor Malcomson closed the public hearing at 7:06pm.

b. Fiscal Year 2024-2025 State Shared Revenues

Mayor Malcomson opens the public hearing at 7:06pm, City Administrator Dross explains where this revenue comes from and that it will be put in the Lafayette general fund. No public comment. Mayor Malcomson closed the public hearing at 7:07pm.

c. Fiscal Year 2024-2025 Budget

Mayor Malcomson opens the public hearing at 7:07pm, City Administrator Dross goes over major items within the budget. A resident asks the council about the cost of transferring the new meters and who was fiscally responsible for that cost. City Administrator Dross and Council Members answered the question. Mayor Malcomson closed the public hearing at 7:11pm.

7. APPROVAL OF MINUTES:

a. *May 9, 2024 City Council Meeting*

Councilor Gilgan notes a clerical error in Action item A. Council President Paulsen moves to approve the May 9, 2024 City Council Meeting Minutes with the noted changes, Councilor Kitt seconds. Motion passes unanimously.

8. ACTION ITEMS:

a. *Ordinance 647 - First Reading - Repealing Building Inspection Operating Plan*
Councilor Gilgan announces a conflict. City Administrator Dross goes over the reason for repealing this building inspection operating plan. Mayor Malcomson does the first reading of ordinance 647.

b. *Ordinance 646 - Second Reading - Amending the LMC Chapter 8, Building Code*
Councilor Gilgan announces a conflict. City Administrator Dross states that there are multiple items in chapter 8 that are no longer relevant to the city and therefore it needs to be revised. Mayor Malcomson does the second reading. Council President Paulsen moves to approve ordinance 646, Councilor Carswell seconds. Motion passes 4-0, Councilor Gilgan abstains.

c. *Intergovernmental Agreement with Oregon Building Codes Division for e-Permitting*

Councilor Gilgan announces conflict. City Administrator provides clarification of the possible charge up to \$50,000 if a module is built and not utilized. Council President Paulsen asks City Administrator Dross about the language within the contract, discussion is had. After discussion and verification that the City Attorney has signed off on this contract Councilor Carswell moves to approve the IGA for e-permitting, Councilor Burrows seconds. Motion passes 4-0, Councilor Gilgan abstains.

d. *Resolution 2024-04 Building Permit Fee Schedule*

Councilor Gilgan announces conflict. The City Administrator states that after first sharing this fee schedule and the State posting there have been no changes or comments. Councilor Burrows notes a clerical error on the drafted fee comparison spread sheet. Discussion is had on how this would change the workload and costs of working with Newberg. Councilor Carswell moves to approve resolution 2024-04 with the noted change, Councilor Burrows seconds. Motion passes 4-0, Councilor Gilgan abstains.

e. *Resolution 2024-05 Amending the Water and Sewer Utility Rates*

The City Administrator goes over the utility rate changes approved by the budget committee. Mayor Malcomson and Councilor Gilgan confirm that the water rate increase was part of last year's water rate discussion. Councilor Burrows asks how many meters the city currently has and how many will be put in with new construction. City Administrator Dross states there are around 1,500 billable meters and confirms with the Public Works Director Chad Snyder that there are

around forty meters that will be installed. Councilor Carswell moves to approve resolution 2024-05, Councilor Gilgan seconds. Motion passes unanimously.

- f. Resolution 2024-09 Adjusting SDCs for Parks, Transportation, and Water Systems*
Councilor Gilgan announces conflict. City Administrator Dross explains that the SDC increase that had previously been mentioned needed to be approved by a resolution. Council President moves to approve resolution 2024-09, Councilor Burrows seconds. Motion passes 4-0, Councilor Gilgan abstains.
- g. Resolution 2024-06 State Shared Revenues for FY 2024-2025*
The City Administrator Dross reiterates the staff report stated in the public hearing. Councilor Carswell moves to approve resolution 2024-06, Councilor Burrows seconds. Motion passed unanimously.
- h. Resolution 2024-07 City Budget Adoption for FY 2024-2025*
The City Administrator Dross reiterates the staff report stated in the public hearing highlighting the big topic items in the budget. Councilor Carswell moves to approve resolution 2024-06, Council President Paulsen seconds. Motion passed unanimously.
- i. Resolution 2024-08 Recreational Immunity*
The City Administrator Dross explains the benefits of this resolution and acknowledges that it is not a perfect solution as this matter is still being discussed in the courts, but the City Attorney has reviewed the resolution and is in support. Additional discussion is had regarding when this issue will be resolved in the courts. Council President Paulsen moves to approve resolution 2024-08, Councilor Carswell seconds. Motion passes unanimously.
- j. Transportation and Growth Management Grant Support for TSP Update*
The City Administrator Dross explains that to apply for Transportation System Plan update (TSP) grant the city administrator needs to receive a show of support from the city council. Council President Paulsen thanks the City Administrator for applying for grants to help save the city money and moves to support city staffs grant application, Councilor Carswell seconds. Motion passes unanimously.
- k. Resignation of Jeffrey Olson from the Budget Committee*
Council President Paulsen moves to approve the resignation of Jeffery Olson from the Budget Committee, Councilor Gilgan seconds. Motion passes unanimously. Mayor Malcomson thanks Jeffery Olson for their time and energy serving and leading the meetings during their time on the Budget Committee.

9. DISCUSSION ITEMS:

- a. Council Position Vacancy Update*
Mayor Malcomson provides follow-up after the 30 days pause. At this time, the vacancy will not be filled as Lafayette is entering into the election season. Council President Paulson asks Mayor Malcomson for clarification that if new applications come in that the mayor will reach out to those new applicants.

b. *Bridge Street Update*

The City Administrator Dross provides an update of their efforts to address the issues on Bridge Street. The City Administrator Dross reads an email received from Yamhill County regarding their ability to assist with the Bridge Street issues. Discussion is held to figure out possible next steps to mitigate the deterioration of Bridge Street. The Council provides a directive for City Administrator Dross to work with the City Attorney to see what is legally allowed to be done to address the Bridge Street issues.

10. DEPARTMENT REPORTS:

The City Administrator Dross reminds the council that he will be at OCCMA next week. City Administrator Dross hopes to have the infrastructure for the geographical information systems (GIS) complete by next month's meeting, Public Works Director Chad Snyder states that the GIS will show roughly where the water service lines are located. Councilor Gilgan asks if the software can be updated to become more accurate as it is used, Snyder confirms it can be. City Administrator Dross publicly thanks the engineer from Holt Homes for providing plans for their water service lines. City Administrator Dross notifies council that the Auditors will be here at the August meeting to give a presentation of the Audit. City Administrator Dross shares has applied for the Safe Routes to School grant and thanks everyone who provided a letter in support. City Administrator Dross shares that he spoke at a meeting about the Portland General Electric (PGE) rate increases and he will find out if anything is to come of that.

a. *Administration: Accounts Payable*

No discussion.

b. *Code Enforcement*

No discussion.

c. *Public Works*

Public Works Director Chad Snyder addresses the wide variances of the consumption reports due to the billing system rounding the used cubic feet of water. Council President Paulsen suggests reaching out to former City Councilor and Water Committee member Doug Cook to find a solution. Public Works Director Chad Snyder also shares that the new leak detection device has proven to be a worthwhile investment for the city.

d. *Fire Department*

Mayor Malcomson allowed Lafayette resident Christine Brungardt to address the council with varies questions and concerns regarding the fire report, Brungardt provided suggestions for future fire staff reports. The council provided a directive to City Administrator Dross to have fire staff implement the recommended changes if software allows.

e. *Yamhill County SO Report*

No discussion.

11. COUNCILOR'S REPORTS:

No councilor reports.

12. MAYOR'S REPORT:

Mayor Malcomson shares that they are working to support LCAT with community events. Mayor Malcomson also shares that they have received a scholarship for the July Oregon Mayors Conference

13. ADJOURNMENT:

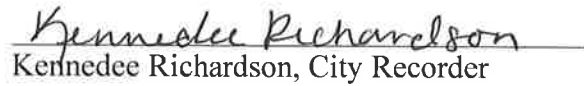
Council President Paulsen moved to adjourn; Councilor Carswell seconded the motion, which passed unanimously. No further discussion.

Minutes approved on the 11th day of July 2024.

CERTIFIED:

ATTESTED:


Hilary Malcomson, Mayor


Kennedee Richardson, City Recorder