

NOTICE OF PUBLIC MEETING LAFAYETTE CITY COUNCIL

DATE & TIME: Thursday, March 26, 2020 – 6:30 p.m.

PLACE: Lafayette Community Center, 133 Adams Street, Lafayette, OR 97127

SPECIAL MEETING AGENDA

INVOCATION

1. CALL TO ORDER
2. FLAG SALUTE
3. ADDITIONS TO OR DELETIONS FROM AGENDA
4. CITIZEN INPUT ON NON-AGENDA ITEMS:

Welcome! Public participation is encouraged. To address the Council on matters related to City government that are not on the meeting agenda, please raise your hand to be recognized by the Mayor and state your name and address for the record. All testimony is electronically recorded. If you wish to speak during the meeting on a specific agenda item, please wait for that topic to be called by the Mayor, then raise your hand to be recognized. A time limit may be imposed by the Mayor, who shall Chair the meeting and maintain Council meeting decorum.

5. ACTION ITEMS:

- a. Resolution 2020-02, Declaration of Emergency
- b. Resolution 2020-03, Transfer of Funds and Loan from General Fund to Water Fund for the Water Intertie Project

6. ADMINISTRATOR'S REPORT
7. COUNCILOR'S REPORTS
8. MAYOR'S REPORT
9. ADJOURNMENT

The Council Chambers is accessible. If you need an accommodation to attend or participate in a meeting, please notify the City at (503) 864-2451 at least 24 hours prior to the meeting. Any proposed ordinance is available for public inspection at City Hall.



Lafayette City Council

Meeting Date: March 26, 2020

Agenda Item: Resolution 2020-02, Declaring an Emergency in the City of Lafayette Caused by the Coronavirus (COVID-19) Pandemic

Requested Council Action:

Approve Resolution 2020-02.

Staff Recommendation:

Approve Resolution 2020-02.

Background:

A Declaration of Emergency (DOE) can benefit the City in multiple ways. The attached declaration contains several common provisions of a municipal DOE in addition to information that is particular to Lafayette. During the last few weeks several actions have taken place to protect the health, safety, and property of our citizens. Resolution 2020-02 mentions several of these actions taken, including a Restaurant Relief Program to provide incentive to residents to patronize those restaurants affected by Governor Brown's Executive Order 20-07, which closed indoor service at restaurants.

Financial Impact:

To be determined.

Alternative:

Council may determine to modify provisions of the resolution.

Suggested Motion:

"I move to approve Resolution 2020-02, Declaring a State of Emergency in the City of Lafayette caused by the Coronavirus (COVID-19) Pandemic."

RESOLUTION NO. 2020-02

A RESOLUTION DECLARING A STATE OF EMERGENCY IN THE CITY OF LAFAYETTE CAUSED BY THE CORONAVIRUS (COVID-19) PANDEMIC

WHEREAS, The Coronavirus (COVID-19) pandemic has impacted the world and our President, Governor, and Yamhill County Commissioners have declared an emergency; and

WHEREAS, Lafayette residents, business owners, and visitors are at-risk of contracting the disease; and

WHEREAS, the City of Lafayette has the authority under ORS Chapter 401 and Chapter 2.7 of the Lafayette Municipal Code to declare a state of emergency and enact policies to protect the health, safety, and property of its citizens; and

WHEREAS, the threat to essential public services provided by the City of Lafayette is real and could occur due to the following: lack of adequate supplies, such as Personal Protective Equipment (PPE), may create a situation when emergency response by Lafayette Fire Department volunteers is no longer possible; and public officials and employees who become debilitated by the disease will not be able to provide other public services such as water, sewer, and decision-making.

NOW THEREFORE, BE IT RESOLVED BY THE LAFAYETTE CITY COUNCIL:

- Section 1. A state of emergency exists within the city of Lafayette until rescinded by the Mayor or Council.
- Section 2. The City and its officials shall be authorized to take legal actions and issue orders as are determined necessary to protect health, safety, and property and to conduct activities that strive to minimize and/or mitigate the effect of the emergency.
- Section 3. The City shall take the necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies. The City Administrator is authorized to enter into emergency procurement of goods and services as authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279C.380(4), and all other applicable rules.
- Section 4. The City Administrator is authorized to suspend or modify personnel rules and to issue temporary policies or procedures regarding the use of leave, telework, or other relevant policies that shall be in effect only for the duration of the declared emergency.
- Section 5. The City will temporarily suspend water disconnections and utility late fees.
- Section 6. The City will administer a Restaurant Relief Program for restaurants affected by Governor Brown's Executive Order 20-07, which allowed restaurants to only provide take-out orders. This program offers any utility account customer to receive up to three \$10 credits per month (maximum \$30 per account/month). The restaurant customer must provide to City Hall a proper receipt of \$20 or more to receive a \$10 credit on his/her city utility account.

- Section 7. City officials, personnel, and the public should observe and abide by directives and guidelines from authorities such as the Centers for Disease Control and Prevention, Governor Brown, the Oregon Health Authority, and the Yamhill County Health Department. These directives include all related subjects of social distancing, travel, recreation, employment, and the purchase of goods and services.
- Section 8. City facilities, including City Hall, Community Center, and Parks are closed to the public until further notice.
- Section 9. The public is encouraged to support the local food pantry with donations by contacting Janice Leard, Director, at 503-550-1523.
- Section 10. The Lafayette Fire Department is accepting donations of PPE. Please contact City Hall at 503-864-2451 to make arrangements.
- Section 11. The decision-making calendar is as follows: Budget Committee meetings previously set in April are cancelled and rescheduled for Wednesday, May 13; City Council meetings will be as follows: April (cancelled), May (TBD), and June 11; Planning Commission (TBD); the Water Resources Committee meeting on April 7 is cancelled.
- Section 12. The public is encouraged to assist vulnerable friends and neighbors while not putting anyone at additional risk of contracting the disease.

This Resolution shall be and is effective from and after its passage by the Council.

APPROVED by the City Council of the City of Lafayette this 26th day of March, 2020.

VOTE: Ayes: _____ Nays: _____ Abstentions: _____ Absent: _____ Vacancies: _____

CERTIFIED:

ATTEST:

Marie Sproul, Mayor

Kevin Perkins, Assistant City Administrator



Lafayette City Council

Meeting Date: March 26, 2020

Agenda Item: Resolution 2020-03, Transfer of Funds and Loan from General Fund to Water Fund for the Water Intertie Project

Requested Council Action:

Approve Resolution 2020-03

Staff Recommendation:

Approve Resolution 2020-03.

Background:

At the March 12 regular meeting, Council approved the attached Capital Improvement Program (CIP) for the current year, including project no. 9, Water Intertie and Pump Station. The funding for this project includes \$600,000 from the General Fund with the understanding that this amount would be a low-interest loan with terms to be determined by Council at the next meeting. This project includes city monies to pay for city costs in addition to the water transmission line portion of the project, which will be financed by McMinnville Water & Light (MWL). The estimated construction cost of the transmission line is \$1.62 million and will be repaid to MWL over ten years. The terms of the MWL loan are set by a separate Water Purchase Agreement executed in March 2019.

Resolution 2020-03 provides the authorization to transfer the necessary funds and establishes terms for the interfund loan for CIP, project no. 9 as follows: a ten-year term of annual payments beginning in September 2020; the interest rate is the Local Government Investment Pool Rate on September 1st of each year plus 0.2%; and repayment of this loan takes priority over the prepayment of all other Water Enterprise Fund debt.

Financial Impact:

\$600,000 of budgeted General Fund monies to the Water Enterprise Fund to pay for the Water Intertie and Pump Station project.

Alternative:

Council may determine to modify provisions in Resolution 2020-03.

Suggested Motion:

"I move to approve Resolution 2020-03, the transfer of funds and loan from the General Fund to the Water Fund for the water intertie and pump station project."

City of Lafayette
FY 2020 Capital Improvement Program
Adopted Budget - June 13, 2019
Revised - March 12, 2020

*	Project	Fund	Estimate
1	Third Street Water Crossings, FY 2021: Two downtown crossings prior to ODOT upgrade of Hwy 99W. Estimate is \$110,000 in FY 2021.	Water	\$0
2	Fire Station and Site Development in Fys 2020 and 2021, \$5,570,000: Construct and equip a new Fire Station, half-street improvements on Jefferson/4th/Jackson, parking and landscaping. FY 2021 costs to include a parking lot at 4th/Market streets.	Fire Station Fund	5,200,000
		GF - Admin	15,000
		Street	80,000
		Street SDC	145,000
		Fire Equip Fund	130,000
3	Transportation SDC Update, \$7,500: Update the CIP, engineering methodology, and SDC fee.	Street SDC	7,500
4	Sewer Main Extension on 4th Street, \$80,000: Monroe to Jackson, new main, manhole, and overlay.	Sewer	45,000
		Sewer SDC	35,000
5	Sewer Upgrades at Monroe/4th streets, FY 2021, \$60,000: New manhole and force main improvements.	Sewer Fund	50,000
		Sewer SDC	10,000
6	Annual Biosolid Beneficial Use Program, \$300,000: Dredge lagoons and apply at a local farm.	Sewer	300,000
7	Market Street Sidewalk, FY 2021, \$130,000: Sidewalk on west side from 5th to 7th, to be combined with Fire Station Parking lot project.	Street	30,000
		Street SDC	100,000
8	Mainline Meters, Chlorine Booster, and Dechlorination Station: Install a booster pump station, a dechlorination facility at the reservoir, and meters. Estimate is \$210,000 in FY 2021.	Water	2,500
		Water SDC	2,500
9	Water Intertie and Pump Station, \$1,150,000: Final design, permitting, and construction for the transmission line and pump station.	Water	445,000
		Water SDC	105,000
		General - Admin	600,000
		Grant	0
10	Design Half-Street Block on Madison Street, \$20,000: Improve west side from 3rd to 4th streets and construct in FY 2021.	Street	20,000
11	Digital Reader Board for City Hall: Replace existing message sign at City Hall after CUP process. Estimate is \$35,000 in FY 2021.	General - Admin	0
12	City Parks Improvements, \$70,000: ASD development, Veterans design, Joel Perkins playground, and other park amenities.	General - Admin	40,000
		Parks SDC	30,000
TOTAL			\$7,392,500

*Projects are listed in non-chronological and non-prioritized order.

CIP Totals by Fund	
Fire Station Bond	\$5,200,000
Fire Equipment	130,000
General - Admin.	655,000
Sewer	395,000
Sewer SDC	45,000
Water	447,500
Water SDC	107,500
State Grant for Water Intertie	0
Street	130,000
Street SDC	252,500
Parks SDC	30,000
TOTAL	\$7,392,500

**BEFORE THE CITY COUNCIL
FOR THE CITY OF LAFAYETTE, OREGON**

**A RESOLUTION TRANSFERRING)
APPROPRIATIONS AND AUTHORIZING)
AN INTERFUND CAPITAL LOAN) Resolution No. 2020-03
IN FISCAL YEAR 2019-20)**

THE CITY COUNCIL (the "Council") OF THE CITY OF LAFAYETTE, OREGON (the "City") sat for the transaction of City business on Thursday, March 26, 2020 at 6:30 p.m.

WHEREAS, Oregon Revised Statutes 294.463 allows the City Council to transfer appropriations within a fund and Oregon Revised Statutes 294.468 allows the City Council to loan money from one fund to another, by approved resolution; and

WHEREAS, the City Council approved on March 12, 2020, a revised Capital Improvement Plan to reflect the increased funding requirements for the Water Intertie Capital Improvement Project; and

WHEREAS, the current budgeted amount for the Water Intertie Capital Improvement Project in fiscal year 2019-20 will not be sufficient to cover the projected costs; and

WHEREAS, the City wishes to utilize existing funds to avoid costly interest payments for borrowed money.

NOW, THEREFORE, THE CITY OF LAFAYETTE RESOLVES AS FOLLOWS:

1. To transfer appropriations in the General Fund for FY 2019-20
FROM: General Fund-Contingency \$ 50,000
TO: General Fund-Capital Outlay \$ 50,000
2. The General Fund is authorized to loan to the Water Fund an amount up to \$600,000.00, necessary to cover a temporary fund deficit.
3. The loan shall be repaid in full over a term not to exceed ten (10) years from fiscal year 2019-20, with payments made annually in September.
4. The loan shall bear interest at an annual rate equal to 0.2% above the rate of return on investments with the Local Government Investment Pool, as of September 1 of each year.
5. Repayment of the capital loan shall have priority over the repayment of all other Water Fund debt.

This Resolution shall be and is effective from and after its passage by the Council.

APPROVED by the City Council of the City of Lafayette this 26th day of March, 2020.

VOTE: Ayes: _____ Nays: _____ Abstentions: _____ Absent: _____ Vacancies: _____

CERTIFIED:

ATTEST:

Marie Sproul, Mayor

Kevin Perkins, Assistant City Administrator