

City of Lafayette
City Council Meeting Minutes
March 9, 2017 at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Pagella called the meeting to order at 6:30 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, Larry Pritchett, Chris Harper, Stan Kosmicki
Absent: Marie Sproul (excused), Laura Erickson (excused)
City Staff Present: Preston Polasek, City Administrator; Angela Speier, Assistant City Administrator
Others: Troy Ainsworth, Principal FFA Architecture and Interiors; Ian Gelbrich, Associate/Project Manager FFA Architecture and Interiors; Deputy Sean Sato, Yamhill County Sheriff's Office; Doug Goe, Partner, Orrick Financial; Caitlin Holland, Project Manager, Orrick Financial; Pat Clancy, Director of Financial Advisors, PFM Group; Rick and Kim Meyer; Dustin Brungardt
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:** Deputy Sato noted that the increase in runaways in the latest crime report is due to two kids in town. The Sheriff's Office has been working with the families and hope that is under control now. Jim Anderson, Public Works Foreman and he were involved in a water theft of service citation that resulted in an arrest last week.
5. **APPROVAL OF MINUTES:** Councilor Cook made a motion to approve the minutes of the Lafayette City Council dated February 9, 2017. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (4-0).
6. **PRESENTATION: FY 2016 Audit, Ryan Pasquarella, CPA, Grove, Mueller & Swank**
Ryan Pasquarella was introduced, he has been with Grove, Mueller and Swank for 11 years and has worked on Lafayette's audit for the last two years. Mr. Pasquarella noted that staff has been great to work with. There were a few adjustments that needed to be made, which is a result from how the utility billing system interacts with the rest of the financial software. There are absolutely zero concerns and no deficiencies were noted in the FY 2016 Audit.
7. **ADDITIONS TO OR DELETIONS FROM AGENDA:** Staff noted that Council has a revised staff report for Action Item f.
8. **CITIZEN INPUT ON NON-AGENDA ITEMS:** None.
9. **ACTION ITEMS:**
 - a. **Personal Services Agreement with Orrick Financial for Bond Counsel**
Doug Goe and Caitlin Holland with Orrick Financial were introduced. The City has an established relationship with Orrick; they provided bond support when the City issued bonds for the wastewater and water systems, as well as through our refinancing process in 2011 and 2012. Pat Clancy with PFM Group was also introduced. PFM has submitted a proposal to provide financial advisory services to the City.

Mr. Goe explained what the Bond Counsel's role is when issuing bonds and Orrick's history with the City of Lafayette. Even after the bonds are issued there will be ongoing compliance rules through the life of the bond issuance. In addition to issuing the bond, Orrick will also guide the City through the election process.

Mr. Polasek noted that the City recently received an increased bond rating from Moody's from a B rating to an A rating, and he was wondering how that could translate into savings for the bond issuance. Mr. Clancy explained that Western Financial Group and PFM merged last year and assisted in 683 bond sales. PFM is the largest municipal advisory firm in the state and described their role in the bond issuance. He said the new bond rating is a great step and the A rating is the big hurdle for attracting bigger investors and in the current interest environment could result in a full quarter percent savings.

Councilor Pritchett made a motion to approve a personal services agreement with Orrick Financial for Bond Counsel in an amount not to exceed \$25,000. Councilor Cook seconded the motion. There was no discussion and the motion passed unanimously (4-0).

b. Personal Services Agreement with PFM for Financial Advisor

Councilor Pritchett made a motion to approve a personal services agreement with PFM for Financial Advisory Services in an amount not to exceed \$30,000 in FY 2018. Councilor Cook seconded the motion. There was no discussion and the motion passed unanimously (4-0).

c. Intergovernmental Agreement with ODOT for SCA Grant for Jefferson Street

Mr. Polasek noted that a similar agreement was before City Council for the Adams Street project about 5 years ago. The City will be looking at connecting a new Jefferson Street sidewalk to the existing sidewalks on 2nd Street, so the City portion will likely be more than the original \$91,000 estimate. This project will be included in the FY 2018 CIP and discussed with the Budget Committee.

Councilor Pritchett made a motion to approve the SCA Agreement for the Jefferson Street Project, State Contract No. 31755, and authorize the Mayor and City Administrator to execute the agreement. Councilor Kosmicki seconded the motion. There was no discussion and motion passed unanimously (4-0).

d. Intergovernmental Agreement with the City of Salem for Sludge Disposal

Dredging of the City's sewer lagoons is included in the FY 2017 CIP and has an estimated budget of \$500,000. Lafayette has met Salem's testing requirements; the price to accept the sludge and process it is 5.5 cents per gallon. Staff contacted Clean Water Services in Durham, Oregon, which offers this type of service, but the price is two to three times what Salem charges and they are not interested. This is just one piece of the project; the City will still need to go out to bid for the dredging, mixing, and hauling of the waste after this IGA is approved. Mayor Pagella noted that he has heard of a company that uses solar generated equipment to help extend the capacity of sewer lagoons.

Councilor Pritchett made a motion to approve the IGA with the City of Salem for Disposal and Treatment of Wastewater Treatment Solids and authorize the City Administrator to execute the agreement. Councilor Cook seconded the motion. There was no discussion and motion passed unanimously (4-0).

e. Resolution 2017-02, Supporting a Countywide Trail Mapping System

A sample resolution was passed out to attendees at the last City County Dinner. The idea of creating a county-wide mapping system was discussed at a recent regional economic development forum. This is a good step to see how Lafayette could connect into a regional trail system and doesn't commit any funding at this time.

Councilor Harper made a motion to approve Resolution no. 2017-02, supporting the formation of a countywide trail mapping system. Councilor Pritchett seconded the motion. There was no discussion and motion passed unanimously (4-0).

f. Award of Contract for Community Center Improvements, CIP Project no. 3

Mayor Pagella directed Council to the revised staff report located at their station. Mr. Polasek noted that this project is a little unusual because it combines civil work and a structure. There were two bids submitted, which were 25 percent higher than the engineer's estimate. Since the bids came back so much higher than budgeted the revised staff report lays out a few options. The staff recommendation is to proceed with only the civil part of the project and consider building the garage at a later date. This would include completing the half-street and parking lot overlay, replacing the waterline, relocating the historical monument, adding a new flag pole, gazebo, and constructing an ADA sidewalk. The total budget of \$90,000 reflects the contract amount of \$77,055, engineering fees, and a gazebo. Staff explained that SDC funds can be used for the sidewalks because they are new facilities.

Council discussed the importance of parks and how they add to the quality of life in the community. Councilor Pritchett asked about the status of the new bus shelter on the south side of Highway 99. Staff will continue to work with the property owner to get the cement pad completed, as well as the Yamhill County Transit Authority to get a shelter.

Councilor Harper made a motion to approve a construction contract award for the Community Center Improvements, CIP no. 3, to CG Contractors, LLC in the amount of \$77,055 after eliminating the bid items relating to the garage; approve the revised CIP no. 3 with a Street SDC contribution of \$60,000 for a total project budget of \$90,000; and authorize the City Administrator to execute the contract. Councilor Cook seconded motion. There was no discussion and the motion passed unanimously (4-0).

Mayor Pagella announced that Councilor Erickson has resigned from Council and read her resignation letter. Councilor Cook made a motion to declare a vacancy on Council due to Laura Erickson's resignation. Councilor Pritchett seconded the motion. Staff noted that the City will start advertising for the position. The City will inform individuals who have recently submitted volunteer applications about the vacancy and let them know that they can reapply if they are still interested. The motion passed unanimously (4-0).

10. DISCUSSION ITEMS:

a. Design of new Lafayette Fire Station/City Hall with Ian Gelbrich, Architect

Ian Gelbrich, Project Manager with FFA Architecture, briefly reviewed the design schedule. FFA coordinated tours of two fire stations, two city halls and met with the fire volunteers and city staff to discuss space and programming needs. The interviews with the fire volunteers and city staff led to the programming and spacing requirements that are included in the presentation. FFA would like to get a feel for how the Council would like the Chambers to function, and asked a series of questions related to the dais, technology, entrance, and size. After factoring in the spacing needs that FFA heard from the fire volunteers and city staff the building is estimated at 16,190 square feet. Mr. Polasek noted that there is still a lot of work that needs to be done and the square footage needs to be trimmed down to the 13,000-15,000 square foot range. The building will have additional costs due to the downtown location and meeting the new downtown design standards.

Council discussed the spacing needs and the justification for each of the spaces. Suggestions for possible modification to the spaces were made, and staff will continue to examine space needs.

Mr. Gelbrich explained that a number of these discussion items will be raised at the Community Workshop on the 29th. He will be describing what a functioning and welcoming City Hall entails and John Pete will be describing what a functioning Fire Station needs. Council would like to see justification and possible reduction of the following spaces in City Hall: large conference room, reduce the number of offices to four and create more open space, and combine the work room and file room. Council discussed the following possible modifications to the Fire Station: the number of bunks and having some unfinished for future development, possible combination of station office and a future training office, and reduce and/or combine locker room and fitness room spaces. Mr. Gelbrich ran through the preliminary cost estimates and provided comparable data from other cities based on costs per square foot.

11. DEPARTMENT REPORTS:

- a. **Public Works:** There are a number of potholes on Bridge Street that need to be filled.
- b. **Administration:** Mr. Polasek noted that our UGB expansion has been appealed and we are waiting to hear when it will go before the Land Conservation and Development Commission. OSHA stopped in for a surprise visit and noted a couple compliance violations, they were not major issues and the Safety Committee will be discussing the City's response next week. The reservoir should be filled and back online tomorrow. The sandblasting and painting of the outside will be completed this summer. Well number 10 needed some repairs and the City will hopefully start ASR injections again next week. The Public Works building remodel is out to bid. Councilor Harper noted that he is receiving a lot of SPAM to his City email and was wondering if there is an alternative solution. He inquired about a sidewalk in front of Bridge Street Estates once it starts being developed. Lastly, he inquired about adding an alternate committee member to the Water Resources Committee.

12. **COMMITTEE REPORTS:** None.

13. **COUNCILOR'S REPORTS:** None.

14. **MAYOR'S REPORT:** None.

15. **EXECUTIVE SESSION:** per ORS 192.660(2)(j) to carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments; and ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer. Mayor Pagella read the executive session script and Council entered into executive session at 10:11 p.m.

Council returned to regular session at 10:45 p.m.

16. **ADJOURNMENT:** Councilor Harper made a motion to adjourn the meeting. Councilor Kosmicki seconded the motion. The motion passed unanimously (4-0) and the meeting adjourned at 10:46 p.m.

Minutes approved on this 13th day of April, 2017.

CERTIFIED:


Chris Pagella, Mayor

ATTESTED:


Angela Speier, Assistant City Administrator