

City of Lafayette
City Council Meeting Minutes
May 11, 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, Larry Pritchett, Chris Harper, Stan Kosmicki, Doug Cook, Marie Sproul (arrived at 6:50 p.m.)
Absent: one vacancy
City Staff Present: Preston Polasek, City Administrator; Terry Lucich, Fire Chief; Angela Speier, Assistant City Administrator
Others: Troy Ainsworth, Principal FFA Architecture and Interiors; Ian Gelbrich, Associate/Project Manager FFA Architecture and Interiors; John Pete, Project Architect FFA Architecture and Interiors; Deputy Jerry Druery, Yamhill County Sheriff's Office; Dustin Brungardt, Brandyn Bakanoff, Wade Witherspoon, Don Leard, Rick and Kim Meyer, Shirley Burkett
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE:** Deputy Druery noted that the increase in vandalism is a result from recent graffiti crimes. Deputy Sato and he will be switching shifts beginning in June which will hopefully help deter some crime that is happening early in the mornings. Overall, Lafayette enjoys a low crime rate.
5. **APPROVAL OF MINUTES:** Councilor Harper made a motion to approve the minutes of the Lafayette City Council dated April 13, 2017. Councilor Kosmicki seconded the motion. There was no discussion and the motion passed unanimously (4-0).
6. **ADDITIONS TO OR DELETIONS FROM AGENDA:** Staff noted that the Fire Station/City Hall discussion will occur no earlier than 7:30 p.m. The Water Resources Committee had a consensus to appoint Brett Seely as an alternate to the Committee. Council can discuss this appointment under Committee Reports.
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:** None.
8. **ACTION ITEMS:**
 - a. **Law Enforcement Services Contract for FY 2018 with the Yamhill County Sheriff's Office**
This contract was discussed at the Budget Committee and there were no objections. The contract is for the same level of service and the increase is just slightly above CPI. Councilor Harper moved to approve the law enforcement services agreement with Yamhill County Sheriff's Office in the amount of \$263,174 for fiscal year 2017-2018 and authorized the Mayor to execute the agreement. Councilor Cook seconded the motion. There was no further discussion and the motion passed unanimously (4-0).
 - b. **Award of Contract for Public Works Administration Building Renovation**
This project is a result of a burglary and arson event that occurred at the Public Works building. The bid specification for the building was coordinated with City/County Insurance Services (CIS), which has agreed to pay \$116,000 towards the project. Gordon Munro, City Engineer and the CIS Claims Adjuster recommend the City move forward with the award to EvoDesign

Enterprises, LLC. The furniture and new security system for the building will be paid out of General-Admin and the project is included in the FY 2018 Capital Improvement Program.

Councilor Cook moved to award the contract for Public Works Admin Building Renovations to EvoDesign Enterprises, LLC in the amount of \$130,000 and authorized the City Administrator to execute the contract. Councilor Pritchett seconded the motion. There was no further discussion and the motion passed unanimously (4-0).

c. Appointment to Planning Commission

Wade Witherspoon, an applicant for the Planning Commission, explained his background in education and on the Newberg City Council. Mayor Pagella recommended that Council appoint Mr. Witherspoon to the Planning Commission. Councilor Cook made a motion to appoint Wade Witherspoon to the Planning Commission for a term expiring December 31, 2019. Councilor Kosmicki seconded the motion. There was no further discussion and the motion passed unanimously (4-0). Staff will put together an informational packet for Mr. Witherspoon and schedule a meeting to go over the materials prior to his first Planning Commission meeting.

d. Geotechnical Services Proposal from GRI through Tetra Tech

The City will not be directly contracting with GRI for this service, but going through Tetra Tech. GRI is a sub consultant to Tetra Tech, who the City has a master consultant agreement with. Mr. Munro has reviewed the proposal and found it in-line with the industry standard. Tetra Tech would be responsible for administering the work and providing project oversight. Tetra Tech does not have the staff expertise or equipment to perform this work directly. There could be an additional tag-on for chemical analysis that the City Administrator will need to approve after the work has begun. The geotechnical work will be the basis for the final design and specifications for the new Lafayette Fire Station/City Hall.

Councilor Pritchett made a motion to authorize GRI to perform geotechnical services as outlined in the April 19 proposal under our master consultant agreement with Tetra Tech. Councilor Cook seconded the motion. There was no further discussion and the motion passed unanimously (5-0).

e. FY 2017 Capital Improvement Plan Amendment for Project no. 7 City Park Well

This project is near completion and was budgeted with water enterprise funds. In retrospect, the City Engineer has determined after looking at the project scope and costs that \$21,500 of the total cost could be paid from the Water System Development Charge (SDC) Fund. If Council chooses to approve this request the funds would be re-allocated. This change has been reflected in the attached revised CIP.

Councilor Harper made a motion to approve the amended Capital Improvement Program, Project no. 7, City Park Well, to include \$21,500 from the Water SDC Fund. Councilor Pritchett seconded the motion. There was no further discussion and the motion passed unanimously (5-0).

f. Waiver of Abatement Lien in Exchange for Development Agreement

Staff noted that Don Leard is a prospective purchaser of a residential property in town located at 4th and Bridge Street. The City placed a lien on the property in 2008 of \$4,977 through a judge's order. When this occurs the lien generates nine percent of compounded interest each year, which equates to \$10,818 in January 2017. This property consists of two buildable tax lots. Mr. Leard has been in negotiations with the property owner and if the City removes the lien on the property it would bring them closer to a sale price. There are a number of public reasons the City would like to see the blighted property redeveloped and this agreement would apply to any individual

that purchases the property and meets certain requirements. Council discussed the timing of the lien waiver and other requirements that should be placed on the purchaser.

Councilor Harper made a motion to authorize the City Administrator to work with the City Attorney to draft a contract to waive the full abatement lien on 422/434 Bridge Street once certain conditions are met; including, the clearing of the lots and obtaining a building permit within one year of purchase. Councilor Kosmicki seconded the motion. Councilors Sproul and Pritchett expressed concern that the agreement, once drafted, will not come back to Council for final approval. The motion passed (3-2) with Councilors Sproul and Pritchett voting nay.

g. Merit Compensation for the City Administrator

Council sets merit compensation for the City Administrator following his evaluation every year per the contract. Councilor Cook made a motion to approve a one-time merit compensation to the City Administrator of four percent, which equates to \$3,635, and is payable with the first paycheck in July 2017. Councilor Pritchett seconded the motion. There was no further discussion and the motion passed unanimously (5-0).

h. COLA for Management and Non-Union Employees

Mr. Polasek noted that this staff report is a little different than in years past when Council was asked to approve a COLA for the Assistant City Administrator. Council sets the COLA for the City Administrator through his/her employment agreement. The proposed Council action is to have the City Administrator set the COLAs for management and non-union employees under his/her supervision. Councilor Cook moved to authorize the City Administrator to set the annual COLA for all management and non-union employees under his or her supervision. Councilor Pritchett seconded the motion. There was no further discussion and the motion passed unanimously (5-0).

9. DISCUSSION ITEM:

a. Fire Station/City Hall design Concepts and Cost Estimates

Ian Gelbrich, Architect and Project Manager with FFA Architects and Interiors reviewed the project timeline and explained that the City is now at the option development phase. The goal of the meeting tonight is for Council to review the three conceptual designs and give FFA direction on a preferred design option to move forward with. Mr. Gelbrich introduced Troy Ainsworth and John Pete with FFA. Mr. Gelbrich and John Pete walked through the three conceptual designs, explained the history elements that were incorporated, and how they meet the new Downtown Design Standards. They also explained the site layout, constraints, and challenges that they ran into while in the design process. Due to the building size, meeting the parking requirements is going to be a challenge in all the options.

The first option titled Council Oak is a two-story structure that incorporates an oak tree in the middle of the design that would serve as a backdrop for the Council Chambers. Council discussed the added costs of building a two-story. This design did offer a larger civic event space. Option two titled Filtered Light is a one-story option that has pull-through bays and a shared lobby, which would not be located on Third Street. Under the Canopy, the third option has five back-in bays, larger setbacks, an outdoor patio, and the City Hall lobby is on Third Street. This option also includes a small conference room off the lobby. Mr. Leard, 220 Madison, noted that the City does own the lot on the corner of Jefferson and 4th Street, which could be utilized for parking.

City Council took a 22 minute break at 8:02 p.m. to get a closer look at each of the options. City Council reconvened at 8:24 p.m.

City Council directed FFA to combine the Fire Station design from Filtered Light and the City Hall design from Under the Canopy. They would also like to see if the large conference room could be shifted closer to the lobby and the chambers. Mr. Gelbrich explained the price ranges for the three options. FFA will be back on June 22nd for a Special City Council meeting to present the final design and cost estimate. Council reviewed the two bond scenarios that were provided by Pat Clancy, financial advisor and how the price ranges could impact property tax rates. Mr. Clancy will be in attendance at the June 22nd meeting to answer any financial questions. Also provided in the packet is a comparison of property tax rates for cities in Yamhill County and statewide with a similar population.

10. DEPARTMENT REPORTS:

- a. **Water Consumption/Production:** The rain has allowed the City to continue utilizing our springs for production. The Water Resources Committee (WRC) received drawings of the joint system from the City Engineer at the last meeting that will help in analyzing the water loss. Staff will be installing a bi-directional meter at the joint system to make sure that water isn't being diverted back into the Dayton system.
- b. **Administration:** Mr. Polasek reminded Council about the Annual Clean-up Day on Saturday, May 13th from 8:00 – 10:00 a.m. On Saturday, May 20th at 8:30 a.m. city officials will be at American Café to discuss the new Fire Station/City Hall. There was no objection to moving the location of the September 14th City Council meeting to the Community Center for a Boy Scout dedication ceremony of our new flag pole. Staff took RSVPs for the upcoming City/County Dinner in Willamina. There will be year-end budgetary clean-up items at the June meeting; possibly including parks personnel and materials and services in the Water Fund. Council will also be asked to adopt the FY 2018 Budget on June 8th. Jim Jacks and Mr. Polasek will be attending the final UGB hearing before the Land Conservation and Development Commission on May 18th. Twenty million gallons of water has been injected into our ASR (Well 10).

11. COMMITTEE REPORTS: At the last WRC meeting the members concluded that Brett Seely would make a good alternate on the committee and Mr. Seely has agreed to serve in that capacity. Councilor Harper made a motion to appoint Brett Seely as an alternate to the Water Resources Committee. Councilor Cook seconded the motion. There was no further discussion and the motion passed (5-0). Staff will email the Mayor the applications on file for the vacant City Council seat.

12. COUNCILOR'S REPORTS: None.

13. MAYOR'S REPORT: None.

14. 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 9:14 p.m.

Minutes approved on this 8th day of June, 2017.

CERTIFIED:


Chris Pagella, Mayor

ATTESTED:


Angela Speier, Assistant City Administrator