

**City of Lafayette**  
**City Council Meeting Minutes**  
**February 11, 2021 at 6:30 p.m.**

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1. **CALL TO ORDER:** Mayor Witherspoon called the meeting to order at 6:30 p.m.
2. **FLAG SALUTE:** Mayor Witherspoon led the flag salute.
3. **ROLL CALL:** City Administrator Preston Polasek called the Roll:  
*Present:* Mayor Wade Witherspoon  
*Present (via Zoom):* Christine Brungardt, James Drebin, Lee Gilgan, Sheila Neuman, Kayla Paulsen  
*City Staff Present:* Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator; Deputy Andrew McMahon; Deputy Matlock; Bill Monahan, City Attorney  
*Others (via Zoom):* Greg Goularte; Ryan Pasquarella; Jeremy Rametes
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**  
Deputy McMahon presented the monthly report to the City Council.
5. **PRESENTATION:** *FY 2020 Audit, Ryan Pasquarella, CPA*  
Pasquarella discussed the City's required annual audit for Fiscal Year 2020, which ended on June 30, 2020. He reviewed the audit process, his responsibilities as auditor, and the responsibility of Council. He stated that the routine areas of review include who is performing payroll functions, accounts payable, cash handling and any other areas that have direct fiscal impacts on the City's operations. This is the third year in a row that the audit has been "clean" which means the auditors have no concerns with the City's financial operations. He closed by complimenting the City's financial staff and budget documents.
6. **APPROVAL OF MINUTES:** *City Council, January 14, 2021*  
President Brungardt moved to approve the minutes of the January 14, 2021 City Council meeting. Councilor Drebin seconded the motion, which passed unanimously.
7. **ADDITIONS TO OR DELETIONS FROM AGENDA**  
Administrator Polasek stated that due to the inclement weather staff would like to move the City Council Orientation item up to 9-C on the agenda to allow the City attorney time to get home before the worst of the weather hits.
8. **CITIZEN INPUT ON NON-AGENDA ITEMS:**  
Greg Goularte commented that there has been a lot of activity in the City ahead of the ODOT project. He thanked Council and the staff for trying to find ways to allow live testimony from members of the public. He stated that as for the item on increasing the PGE franchise fees he recommends against raising it as it would be passed on to the consumers.

## 9. ACTION ITEMS:

### *a. Appoint Councilor*

Mayor Witherspoon stated there are two years left on his term as a Councilor since he has now been elected to the Mayor's seat. According to the Charter, the Mayor makes an appointment to fill the seat with the advice and consent of the Council. The position has been advertised in the newsletter and on the reader board at City Hall. He nominated Jeremy Rametes to fill that seat. Rametes has served the City on the Budget Committee and the Veterans Park ad hoc committee that traveled to the schools in the area to receive input from school aged children. He feels that Rametes would be an excellent addition to the Council.

Councilor Paulsen recommended that Kelly Sheppick be appointed to the position based on her involvement with Wascher Elementary School. Councilor Gilgan suggested that Greg Goularte be appointed given his frequent participation in City processes and meetings. Councilor Brungardt supported the appointment of Jeremy Rametes, he has run for election twice without getting discouraged and has continued to work with the City as Mayor Witherspoon noted. Councilor Drebin stated that he doesn't think that there is a bad choice in the bunch suggested, he feels that Kelly Sheppick would be a great Councilor, as would Greg Goularte, but he supports the appointment of Jeremy Rametes. Councilor Neuman stated that she also recommends that Greg Goularte be appointed to the vacant position.

President Brungardt moved to appoint Jeremy Rametes to the vacant Council position, which has a term expiration of December 31, 2022. The motion failed for lack of a second.

In response to a question from Mayor Witherspoon about next steps, Administrator Polasek stated that with the failed motion the position remains unfilled. The Mayor may delay the decision, select another nominee, or the position will remain unfilled. Mayor Witherspoon stated that at present it will remain unfilled. He stated that he has considered the results of the elections and applications and continues to believe that Jeremy Rametes remains the best choice for the position. Jeremy Rametes thanked the Mayor for the nomination and stated that in response to the question from the Council about his position in the vote results he stated that he was third on the list of those who were not elected. He has enjoyed working with the City and will continue to do so, respects the views of the Councilors and appreciates the consideration no matter the decision. Mayor Witherspoon asked for any further comment from Council, and as there was none he stated that the position will remain vacant as the appointment decision is the Mayors and it can be revisited at a later date. Councilor Gilgan reiterated his support for Greg Goularte and encouraged the Mayor to review the vote results. Councilor Paulsen stated that she feels Sheppick would be a good addition due to her involvement with the schools and previous attendance at a Council meeting.

*b. Appointments to Boards and Commissions*

Mayor Witherspoon reviewed the candidates for appointment to the various committees. Lillian Barnett has expressed an interest in serving on the Budget Committee; he was not able to reach Shirley Burkett but is confident she remains interested in volunteering; Kelly Sheppick has accepted a recommendation of appointment to the Planning Commission; and Becky Shiffer is very excited about serving on the Downtown Committee.

President Brungardt moved to reappoint Doreen VanTyne to the Budget Committee for a term ending 12/31/23. Councilor Gilgan seconded the motion, which passed unanimously.

President Brungardt moved to appoint Shirley Burkett to the Budget Committee for a term ending 12/31/22. Councilor Gilgan seconded the motion, which passed unanimously.

President Brungardt moved to appoint Lillian Barnett to the Budget Committee for a term ending 12/31/21. Councilor Gilgan seconded the motion, which passed unanimously.

President Brungardt moved to appoint Kelly Sheppick to the Planning Commission for a term ending 12/31/23. Councilor Gilgan seconded the motion, which passed unanimously.

President Brungardt moved to appoint Becky Shiffer to the Downtown Design Review and Award Committee for a term ending 12/31/22. Councilor Gilgan seconded the motion, which passed unanimously.

Councilor Neuman stated that she is very interested in serving on the Downtown Design Review Committee since she lives in the downtown area and is a small business owner. Councilor Brungardt and Mayor Witherspoon both expressed support for Neuman's appointment.

Mayor Witherspoon inquired of Councilor Drebin if he would be interested in serving as the City's representative on the Yamhill Regional Water Authority (YRWA). Councilor Drebin stated that he would like a little more information before committing to serving on the committee. Councilor Gilgan stated that he also would like more information about the committee before possibly committing. Administrator Polasek briefly described the YRWA, how it is structured as a Chapter 190 intergovernmental organization, its role and the members of the organization.

Mayor Witherspoon thanked both Councilor Drebin and Gilgan for their potential interest and stated that it will be taken up again in March.

President Brungardt moved to appoint Councilor Neuman to the Downtown Design Review and Award Committee for a term ending 12/31/22. Councilor Paulsen seconded the motion, which passed unanimously.

*c. City Council Orientation*

Administrator Polasek, City Attorney Bill Monahan, and Assistant City Administrator Kevin Perkins provided a brief orientation on the structure and roles of the City Council and City Administration, based on the outline provided in the meeting materials of this date. The

orientation also included an overview of conduct regarding quorum concerns and online communications.

*d. Purchase New Water Meters, Amend the FY 2021 Capital Improvement Program*  
Administrator Polasek reviewed the proposed amendment that would authorize staff to begin updating the City's water meters and standards. The process of installing new meters would begin with the Meadowbrook subdivision, since each of the new homes will all need a new water meters installed as part of the construction. The purchase agreement includes new software that will be compatible with the City's existing financial software and, in the future, the new meters will allow the City to upgrade the meter reading capability to include a drive-by remote meter reading option. Funding for the project will come from funds already budgeted for other projects that have come in under budget and from one that is not going to be completed in this fiscal year; the project will not increase the overall CIP budget. Councilor Drebin asked how many meters in the City will need to be replaced and what the lifespan of the newer meters will be. Administrator Polasek stated that over the next four to five years about 80% of the City's about 1500 meters will need to be replaced and the new meters have a projected life span of 20 years. Administrator Polasek reviewed the status of each of the CIP projects.

President Brungardt moved to approve the following: amended Capital Improvement Program for FY 2021, reallocating monies and approving a new project no. 16, Water Meter Replacements, Phase I; confirm the Mueller meter standard for future water meters in the City; and authorize the purchase of 115 meters and software from Consolidated Supply Company in the amount of \$22,655. Councilor Paulsen seconded the motion, which passed unanimously.

## **10. DISCUSSION ITEMS:**

### *a. Increasing the PGE Franchise Fee*

Administrator Polasek stated that this item was held over from July 2020; at that time Council decided to take no action and directed staff to return it to Council in February 2021. Even though the Franchise Agreement automatically renewed in December 2020 the fee can be raised at any point during the life of the agreement.

Councilor Paulsen stated that with the potential of needing to raise the City's utility rates she would rather have this item postponed until that discussion is completed. Councilors Brungardt, Neuman and Drebin concurred.

### *b. Pandemic and Policy Considerations*

Administrator Polasek reviewed the changes over the prior month's report. The Restaurant Relief Program will continue at least through the end of March 2021.

## **11. DEPARTMENT REPORTS:**

### *a. Public Works: Water Production and Consumption*

#### *b. Fire*

Councilor Brungardt noted that Chief Lucich has attended meetings about the regional services study, as did she. She stated that it was a great meeting and there will be another longer meeting held in mid-March. Administrator Polasek added that the Carlton Fire District Board has met and is in favor of moving forward on the hiring of a Training officer. Councilor Brungardt volunteered to serve on the hiring panel.

*c. Administration: Accounts Payable*

- Budget Committee meeting dates: April 19, 26.
  - Councilor Neuman will not be able to attend the meeting on the 26<sup>th</sup>.
  - Council was asked to provide any information on desired projects, impacts on the budget or questions to staff right away.
- Abigail Scott Duniway Park's dedication may occur in Spring 2021 when Don Leard's family is in town.

**12. COMMITTEE REPORTS**

**13. COUNCILOR'S REPORTS**

**14. MAYOR'S REPORT**

**15. EXECUTIVE SESSION** *per ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body.*

Mayor Witherspoon recessed the Council meeting at 9:26 p.m. to enter into an Executive Session per ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Executive Session was adjourned at 9:47 p.m. and the Council Meeting immediately reconvened. No actions or motions resulted from discussion.

**16. ADJOURNMENT**

Councilor Brungardt moved to adjourn the meeting. Councilor Drebin seconded the motion. There was no discussion and the motion passed unanimously.

Minutes approved on 11<sup>th</sup> day of March, 2021.

CERTIFIED:

ATTESTED:

  
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Christine Brungardt, Acting Mayor

  
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Kevin Perkins, Assistant City Administrator