

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

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): Mayor Wade Witherspoon, Christine Brungardt, James Drebin, Lee Gilgan, Sheila Neuman, Kayla Paulsen
City Staff Present: Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator; Deputy Andrew McMahan; Gordon Munro, City Engineer
Others (via Zoom): Greg Goularte, Polly Blum, Hilary Malcomson
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**
Deputy Andrew McMahan presented the monthly report for the YCSO. Councilor Drebin asked if the deputy could detail which incidents occurred while he was on shift. Deputy McMahan stated that in looking at the report it appears he responded to about ¼ of the incidents. Councilor Drebin asked whether traffic tickets were included in the reports; Deputy McMahan replied that they are not included in this report.
5. **APPROVAL OF MINUTES:** City Council, February 11, 2021
Councilor Gilgan noted that in the attendance section it appears that Mayor Witherspoon is present via zoom, but was actually in person at City Hall.

President Brungardt noted that in the third paragraph in item 9-a the term of appointment needs to be corrected from December 21 to December 31.

President Brungardt moved to approve the minutes of the February 11, 2021 City Council meeting as amended. Councilor Paulsen seconded the motion, which passed unanimously.
6. **ADDITIONS TO OR DELETIONS FROM AGENDA**
Mayor Witherspoon added a report on code enforcement as item 9-b and an item regarding an activities committee as item 9-c. Administrator Polasek also noted that there was a revised staff report provided for item 8-d.
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
None.
8. **ACTION ITEMS:**
 - a. *Appoint City Councilor*
Mayor Witherspoon noted that there were four people who turned in volunteer applications and after communicating with all four applicants two have chosen to participate on other committees. After further review of the remaining two applicants he has chosen to nominate Greg Goularte for the appointment to City Council. He has been very involved in the

community, provided a considerable amount of input to the City, and is very knowledgeable of the City's history.

President Brungardt moved to approve the nomination of Greg Goularte to the vacant Council position with a term ending on December 31, 2022. Councilor Neuman seconded the motion, which passed unanimously.

Councilor Gilgan stated that he supports Goularte's appointment but he noted that Hilary Malcomson was edged out of a seat on the Council in the last election and feels that part of the community may lose trust in the City since she was not nominated to fill the vacancy.

Goularte accepted the appointment and is excited to be a part of the Council and working for the City. He is also very excited by the potential to expand the residents' knowledge about the City's history.

b. Appoint Councilor to the Yamhill Regional Water Authority

This item was continued from the February 2021 Council Meeting; at that time Councilors Gilgan and Drebin expressed tentative interest but wanted a bit more time to consider the opportunity. None of the Council expressed interest in being appointed therefore the appointment will remain open. City Administrator Polasek attends the meetings and will continue to represent the City; he encouraged the Councilors to continue to consider accepting the appointment.

c. Community Garden Proposal

Administrator Polasek stated that in 2020 the City Council awarded a Community Outreach Grant to Polly Blum and the Master Gardeners for development of a community garden, contingent upon receiving and approving a proposal from the Master Gardeners; their proposal is included in the meeting materials of this date. Polly Blum, who has been a Master Gardener for over 20 years and is a Lafayette resident, stated that she would like to establish a regular community garden as well as conduct a garden-to-table program that would serve low-income individuals and teach people how to raise, store, and preserve their produce. If the participant has space for a garden at their home the Master Gardeners will aid there; if they do not have yard space the participants are provided other containers. Further, those participants would also be offered a plot at the main garden in McMinnville. The Lafayette grant would go towards the supplies needed to conduct the garden to table program for Lafayette residents. The Master Gardeners would manage the community garden development and participation and hope to build a shed for tools for folks to use at the garden, rather than participants needing to bring their tools each visit. Her request of the City is to install two water spigots and provide the water. She stated that the Community Garden will be open to any resident who would like to garden, and considering that many of the new homes do not have large lots she feels there should be interest. The area that the City has offered is between the Community Center and the railroad, which has plenty of room. Councilor Neuman asked how the garden would be constructed and protect from possible contamination from the nearby railroad or previous parks use. Blum stated that she will provide ground cover and all of the growing space will be in new dirt donated by Recology. Councilor Gilgan asked whether there were any insurance or legal needs to address. Blum stated that the OSU Extension Agent is drafting an memorandum of understanding that will be provided to the City for review.

Councilor Paulsen moved to approve the proposal from the OSU Extension Yamhill County Master Gardeners for creating and administering the Lafayette Community Garden. President Brungardt seconded the motion, which passed unanimously.

d. Contract for Parking Lot and Market Street Sidewalk Project

Administrator Polasek stated that this a two-part project that includes the parking lot required for the fire station and the sidewalks from 4th Street up to 7th Street on Market Street; sidewalks in this location have been a long-standing desire for the community. The bids came back with Haworth, Inc. as the low bidder and the bid results were better than anticipated. Councilor Drebin noted that the parking lot cost would be covered by the bond funds and asked where the remainder of the sidewalk funding would come from. Administrator Polasek stated that he is correct for the parking lot and the sidewalk would be funded from the SDC funds.

Councilor Drebin moved to award the parking lot and Market Street sidewalk project to Haworth, Inc. in the amount of \$274,282.72 and authorize the City Administrator to execute the contract and administer the project based on project specifications. Councilor Paulsen seconded the motion, which passed unanimously.

e. Traffic Controls for Market/6th Streets and Pedestrian Crossing for South Madison Street

Administrator Polasek reviewed the recommendation from the City Engineer, which is included in the meeting materials of this date. The goal is to improve safety and visibility for pedestrians on south Madison Street and improve traffic safety at Market and 6th Street. Councilor Paulsen asked if there is an issue with leaving the current crosswalk on south Madison in place. Administrator Polasek stated that the current crosswalk would be removed and relocated south of Water Street. Councilor Drebin stated that he supports the crosswalk but has concerns about the changes to the 6th and Market intersection. He is concerned that the action is being proposed without any metric to justify the expenditure and change in the traffic pattern. Administrator Polasek stated that there is a considerable problem with speeding on the length of Madison, which is why the stop is proposed. On 6th street changing the configuration would allow emergency vehicles to travel through the area more quickly with direct travel routes through that area of the city. City Engineer Gordon Munro confirmed that the Madison area has been a speed problem for a number of years. The previous controls included a speed radar sign, but that has been moved south of 3rd Street to help control traffic heading towards the pedestrian crossing on South Madison. He added that similar changes to the proposed stops have been used successfully on 16th Street in the City. Councilors Gilgan, Drebin, and Neuman would like to put the crosswalk issue to a vote and have the other proposals returned to Council.

Councilor Drebin moved to approve moving the crosswalk on South Madison Street to Water Street and install button-activated beacons for the pedestrian crossing. Councilor Gilgan seconded the motion, which passed unanimously.

Council will revisit the traffic control recommendation at the April 2021 meeting.

f. Scope of Work for Automated Water and Wastewater Controls

Administrator Polasek reviewed the proposal for installation of controls for the water and wastewater systems. Some of the work in the proposal would replace existing, outdated controls, while other pieces adds more remote alert and control capability for Public Works

staff. Mayor Witherspoon noted that the pumps in Dayton are included in the scope of work and asked whether Dayton will be sharing any of the cost. Administrator Polasek stated that Dayton is collaborating where needed, but the pumps are owned by solely by Lafayette. Councilor Drebin asked for information on security concerns with having a more accessible system. City Engineer Munro stated that there is a firewall between the controls and the rest of the City systems so that they do not interact. It also has a two-step authentication process that is highly encrypted. Administrator Polasek stated that on the whole the City, the insurer, and the consultants are constantly looking at cyber security risks. Munro added that a new AIWA study is going to be conducted and will help to identify security needs and solutions.

President Brungardt moved to approve the scope of work from TAG for citywide automated controls in the amount of \$207,294. Councilor Drebin seconded the motion, which passed unanimously.

g. Scope of Work for Water Management Conservation Plan Update

Administrator Polasek stated that this is a scope of work with Groundwater Solutions, Inc. (GSI), who are the water consultants that manage the well maintenance, water rights, and ground water needs and issues for the City. This is the required 5-year update and will also include some water right work in the scope to protect a currently unused right in the watershed.

President Brungardt moved to approve the scope of work from GSI in the amount of \$22,800 for the five-year update of the City's Water Management Conservation Plan. Councilor Paulsen seconded the motion, which passed unanimously.

h. Hire Temporary Firefighter/EMT through June 2021

Administrator Polasek stated that this is similar to what the City did last year in bringing on a temporary fire fighter to assist in responding to calls. Like last year, the cost between now and June should be covered by the City's remaining share of the CARES Act funding.

President Brungardt moved to approve the temporary hire of a Firefighter/EMT through June 2021. Councilor Paulsen seconded the motion, which passed 4-2 (Councilors Gilgan and Goularte opposed).

9. DISCUSSION ITEM:

a. Pandemic and Policy Considerations

- Yamhill County's risk rating as measured by the State continues to improve and has moved into the moderate category.
- Restaurant Relief Program: Councilors Paulsen and Goularte support continuing for another month through the end of April 2021.
- Facilities remain closed for now, but will be evaluated on an ongoing basis; Council supports moving back to in-person meetings as soon as it is safe and practical to do so.

b. Code Enforcement

Council and staff discussed the current status and processes for Code Enforcement activities by the City, which are primarily complaint driven and may be addressed by the Sheriff's Deputies, the Code Enforcement Officer or other City staff. The part-time Code Enforcement Officer is currently focused on resolving the most egregious cases. Councilor Brungardt stated that the annual clean-up day is a related piece of community clean up. Last year the County work crew

was not available due to COVID restrictions, and if those restrictions are in place again she and Councilor Neuman offered to coordinate volunteers to fill in the roles the work crew normally handles. After discussion Council directed staff to take a more proactive stance and widen the enforcement efforts and provide more communication to the Council on the nature of complaints, their source and their resolution. Council supports conducting an analysis to determine if increasing the amount of time allowed to the Code Enforcement Officer is needed. Council requested a monthly report, similar to what is done by the Sheriff's Office, along with information for the public on code enforcement in an upcoming edition of the City Newsletter.

c. Community Events committee

Councilor Neuman suggested creating a committee to identify community building activities. Council supported that concept and Councilor Neuman will explore the concept and report back to Council at a future meeting.

10. DEPARTMENT REPORTS:

a. Public Works: Water Production and Consumption

b. Fire

c. Administration: Accounts Payable and Comment Cards

Administrator Polasek stated that work on the fiscal year 2021-22 budget will be taking up much of administration's time for the next several weeks.

11. COMMITTEE REPORTS

None.

12. COUNCILOR'S REPORTS

None.

13. MAYOR'S REPORT

Mayor Witherspoon stated that he has recently been elected by the member jurisdictions. to the Mid-Willamette Valley Council of Governments board and will be representing the small cities of Yamhill County.

14. ADJOURNMENT

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

Minutes approved on 8th day of April, 2021.

CERTIFIED:

ATTESTED:



Christine Brungardt, Acting Mayor



Kevin Perkins, Assistant City Administrator

