

**City of Lafayette**  
**City Council Meeting Minutes**  
**April 8, 2021 at 6:30 p.m.**

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1. **CALL TO ORDER:** Acting Mayor Brungardt called the meeting to order at 6:33 p.m.

2. **FLAG SALUTE:** Acting Mayor Brungardt led the flag salute.

3. **ROLL CALL:** City Administrator Polasek called the Roll:

*Present:* Christine Brungardt, James Drebin, Sheila Neuman, Kayla Paulsen

*Present via Zoom:* Lee Gilgan, Greg Goularte

*City Staff Present:* Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator;

*Others:* Hilary Malcomson, Larry Strober, Shirley Burkett

4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**

Deputy Grant presented the monthly report to the City Council. Councilor Goularte inquired whether the reported burglary or the reported vehicle theft was from a business here in town. Deputy Grant was not sure as he is not the responding officer; he explained that if a vehicle is taken from inside a building or residence it could be charged as a burglary or a vehicle theft. Councilor Drebin requested more information on how many cases are closed or remain open in addition to the summary information currently provided. Deputy Grant stated that the YCSO does track those statistics and can be provided.

5. **PRESENTATION:** Larry Strober, Global Director, Peace Pole Project

Larry Strober stated that there are many similar poles that have been placed across the state. There are a number of poles at sites that are living facilities for homeless individuals as well as other community agencies such as Juliette's House. He would like to place a pole at the Abigail Scott Duniway Park on Third Street. He anticipates that there there would be a dedication ceremony as soon as the pandemic wanes to a sufficient point. Currently, there are about 300 Peace Poles in Oregon, including at many school facilities. He would like to present an eight-sided pole and work with the City to identify the eight languages most commonly spoken in the community. Acting Mayor Brungardt asked whether the City is responsible for repairs if it is vandalized, Strober confirmed that the City would be responsible for maintenance. Acting Mayor Brungardt asked about the costs; Strober stated that last year's pricing was \$175 for an 8-sided and \$125 for a 4-sided pole. Councilor Neuman stated that she loves the concept and would like to see one placed at the Community Center, since it already has a flag and lighted space on site. Strober stated that installing the pole only involves digging a hole and filling with it with concrete. To his knowledge, McMinnville has not experienced any problems with vandalism. Councilor Gilgan stated that he thinks it is a very positive idea, but he cannot support expending City funds on a plastic pole. Hilary Malcomson suggested a community fund raising effort for the pole. Strober stated that the Rotarians and school groups have raised the funds for other locations. Acting Mayor Brungardt stated that she has looked at some of the 2020 Census data that shows that English and Spanish are the top two languages; other common language families listed are Indo-European languages and Asian and Pacific Islander languages. She supports placing the pole in Abigail Scott Duniway Park; the cost is not significant and it is a wonderful sentiment. Councilor Neuman concurred and stated that

the community fund raising could be used for a second pole at the Community Center; Strober noted that the Rotarians and school groups will fund a pole for installation at Wascher Elementary.

Councilor Paulsen stated that she is in favor of the four-sided pole for the park and maybe fund raising for an eight-sided pole at the Community Center; Councilor Drebin stated that he supports that idea. Councilors Gilgan and Goularte are opposed to the pole due to the expenditure. Councilor Drebin suggested polling the community to determine the other two languages rather than the Council speculating on the most common languages. Acting Mayor Brungardt and Councilor Paulsen concurred with that idea. Council determined that a poll from one of the Councilors on social media would be the most expeditious method.

**6. PROCLAMATION: April is Child Abuse Prevention Month**

Acting Mayor Brungardt stated that each year Juliette's House requests this proclamation, and normally a representative is present. They have installed some blue pinwheels, ribbons and signs on public property around town to bring awareness to abused children. She read the proclamation into the record.

**7. APPROVAL OF MINUTES: City Council, March 11, 2021**

Acting Mayor Brungardt noted an omission of Hilary Malcomson and Polly Blum via Zoom on page 1. In item 8-f on page 4 the Councilor seconding the motion was omitted.

Councilor Gilgan stated that section 9-b is not an accurate summation of the discussion about the code enforcement officer; the statement should be changed to reflect that the Council did not think more hours was needed, but more time management. Councilor Neuman stated that she also specifically asked for the job description to be provided to Council. Councilor Gilgan recommended that Council direct staff to redraft the section and present it to Council at the next meeting. Administrator Polasek stated that since the discussion the hours of the Code Enforcement Officer have been expanded. Councilor Drebin stated that Mayor Witherspoon also noted that there was a desire for a report.

The minutes will be reviewed and presented at the next council meeting.

**8. ADDITIONS TO OR DELETIONS FROM AGENDA**

None.

**9. CITIZEN INPUT ON NON-AGENDA ITEMS:**

None.

**10. ACTION ITEMS:**

*a. Declare Council Vacancy*

The vacancy was created by the resignation of Mayor Witherspoon; according to the Charter the Council must declare a vacancy.

Councilor Paulsen moved to declare a vacancy on the Lafayette City Council for a mayoral term ending December 31, 2022. Councilor Neuman seconded the motion, which passed unanimously.

*b. Traffic Controls at 6<sup>th</sup>/Market and 5<sup>th</sup>/Madison*

This item was previously discussed at the March Council meeting where Councilor Drebin requested more information. Acting Mayor Brungardt noted that Chief Lucich is present to provide input from the Fire Department. Administrator Polasek reviewed the recommendations contained in the meeting materials. Councilor Neuman stated that she appreciated Councilor Drebin's suggestion at the last meeting to look at each intersection individually. Chief Lucich described the typical paths of travel for emergency vehicles, he noted that traffic is increasing on Third Street and the planned construction will require identification of alternate routes; he discussed the currently used routes and which are most efficient for response times. He is working to identify the best routes to standardize the Fire Department's travel routes through the City. He stated that the change at 6<sup>th</sup> and Market Streets would be the most beneficial for emergency response. Administrator Polasek added that the emergency responders have to stop at stop signs and other traffic control to be safe. Councilor Goularte stated that he is a block from the 6<sup>th</sup> and Market intersection and is leaning towards supporting the change. Councilor Gilgan stated that the change to Market and 6<sup>th</sup> makes sense based on emergency response, however, he does not believe that the Madison Street change is needed. He added that any ongoing concerns about speeding is better addressed in the realm of discussions on law enforcement. Councilor Drebin stated that he has read that, in general, people are more cautious when they know cross-traffic does not have to stop. He would be in favor of changing the locations of the stop signs rather than turning the intersection into a 4-way at Madison and 5<sup>th</sup> Streets. His reservations at 6<sup>th</sup> and Market is that there will be a 3-block stretch that is uncontrolled; it is defined as a local street, and in the Transportation System Plan it is stated that through traffic is not a priority for local street. He appreciates Chief Lucich's concerns, but it may be time to reclassify Market as a collector rather than local street. He asked whether having a fire signal across 3<sup>rd</sup> street would be a better long-term solution than changing local streets. Councilor Paulsen stated that Chief Lucich is very experienced and she trusts his judgement for the 6<sup>th</sup> and Market; however she does not support a 4-way stop at Madison and 5<sup>th</sup>. Councilor Neuman echoed the comments made and stated that she supports the change at 6<sup>th</sup> and Market and then changing the 5<sup>th</sup> and Madison's orientation. Consensus from the Council was to make the recommended change at 6<sup>th</sup> and Market and then to revisit the decision in six to twelve months to determine if it has been effective over time.

Councilor Drebin moved to approve the following traffic controls: at Market/6th streets, flip stops from Market to 6th Street . Councilor Paulsen second the motion, which passed unanimously.

*c. Contribution for Regional Fire Services Implementation*

Acting Mayor Brungardt has participated in the study as Lafayette's representative and reviewed the process that has been completed to this point. She stated that the departments in the area already work together quite a bit so the process has felt very natural. One thing that is missing is a cost analysis, which will take a lot of work to complete due to the differences in operations and funding for each department. The cost analysis will change depending on how many jurisdictions will participate as each has its own debts and revenues. She feels that the \$3,000 is a reasonable cost for the work that will be completed. Chief Lucich agreed and stated that the cost is low for the work that is being conducted. Acting Mayor Brungardt noted that the \$3,000 contribution by Lafayette is significantly less than what some of the other districts are paying; the proposed cost is based on service area size and population. Councilor Drebin asked where the project will be at the end of the next phase; whether it will be complete enough for a decision. Acting Mayor Brungardt stated that after this phase there should be a firm cost

analysis that can be debated. Councilor Drebin asked if there was a ball-park figure yet. Councilor Brungardt stated that it is very difficult because it would include all of the participants' assets and debts. Councilor Drebin asked what would happen with the Fire Station construction bond. Acting Mayor Brungardt stated that it would be absorbed into the regional district and then rolled into the new district's tax rate. Administrator Polasek added that one other option would be to contract with a larger entity, so the regional district is not the only option. Acting Mayor Brungardt added that when it gets to the point of decision a merger would have to be placed on the ballot. Councilor Neuman stated that the \$3,000 will pay for a lot of information. Councilor Drebin asked if there is a deadline to provide the information if the City chooses to participate. Acting Mayor Brungardt stated that it is anticipated to take about three months to complete the next phase. Councilor Drebin asked if that would be when the Council was expected to decide. Brungardt stated that at that point the Council will have options to consider; any solution will require much more consideration and collaboration.

Councilor Paulsen moved to approve \$3,000 as our share of consultant expenses to facilitate the discussion to implement regional fire and emergency services. Councilor Neuman seconded the motion, which passed 4-1 (Councilor Gilgan opposed).

*d. OLCC Liquor License Application for Dollar General*

Administrator Polasek stated that this is a new application for a basic retail license. City staff is responsible for reviewing the applications to determine whether the proposed location is a nuisance property, and since this was a vacant lot, clearly this property is not a nuisance. OLCC conducts the formal background checks during the application process and the City Council provides a recommendation to the OLCC. Councilor Drebin expressed concerns over whether a license at Dollar General might negatively impact existing local businesses. Councilor Neuman stated that there are four local stores that have off-premise sales licenses. Councilor Paulsen stated that the different establishments will likely cater to different customer bases. Councilor Drebin stated that he does not oppose the recommendation, but wanted to be sure to discuss impacts on local businesses. Councilor Gilgan shared his concerns about the potential impacts to existing businesses.

Councilor Paulsen moved to endorse an OLCC application for retail liquor sales at Dollar General. Councilor Neuman seconded the motion, which passed 3-2 (Goularte and Gilgan opposed).

*e. Resolution 2021-02, Increasing the Downtown Façade Improvement Grant*

Councilor Neuman asked Administrator Polasek to show the Council examples of a project that was provided to the Downtown Design Review and Approval committee at their last meeting. Due to inflation and rising construction costs, the existing matching amount of \$7,000 no longer funds as much work as some of the projects would need. She reiterated that it is a matching grant that is restricted to specific costs for projects in the downtown core. Administrator Polasek stated that there are currently three businesses that may be interested in applying for the grant. Councilor Paulsen clarified that the proposal to increase the grant would reduce the number of grants available each year from seven to four. Councilor Neuman concurred, adding that the outdoor seating requirements due to the pandemic may be driving some of the businesses' interest as well. Administrator Polasek stated none of the businesses intend to start ahead of the ODOT construction project slated to begin in late spring or early summer 2021. Councilor Paulsen asked whether it is possible other businesses will want to participate after HWY99 is rebuilt. Administrator Polasek stated that would be a wonderful

result and if there was an increased interest Council could add to the grant funds. Administrator Polasek stated that this is also a project that could fall under an Urban Renewal program if the City moves forward on creating an Urban Renewal District (URD). Councilor Goularte asked whether there would be a City grant and an additional similar grant from the URD. Administrator Polasek clarified that there would not be two programs; the City's Grant would eventually be rolled into the URD. Councilor Gilgan stated that since this hasn't been used in five years but could be beneficial he supports increasing the grant amount to see if it will drive interest and help businesses. Councilor Neuman stated that Larry Strober in his role as a Rotarian may be able to help businesses find similar grant programs.

Councilor Neuman moved to approve Resolution 2021-02, Increasing the Amount of Façade Grant per Project to \$12,500. Councilor Drebin seconded the motion, which passed unanimously.

## 11. DISCUSSION ITEMS:

### *a. Pandemic and Policy Considerations*

Acting Mayor Brungardt reviewed the staff report, noting that the restaurants are not quite open fully and suggested continuing the Restaurant Relief Program another month. Councilor Gilgan stated that he is in favor of continuing it another month, and Council consensus was to continue it for another month. Acting Mayor Brungardt also noted that the Lafayette Community Church held an Easter Egg Hunt; Hilary Malcomson stated that she has been told that turnout was less than expected but still a good event.

### *b. Code Enforcement Report*

Staff provided Council with a draft spreadsheet as requested at the March meeting. One item that Acting Mayor Brungardt would like included is some kind of tracking of how many are unique properties rather than multiple complaints/violations at a single location. Council would also like to ensure the Code Enforcement Officer is limited to 10 hours per week and they would also like a breakdown of complaints by individual properties, the source of complaints, and the status of active enforcement effort by individual property.

## 12. DEPARTMENT REPORTS:

### *a. Public Works*

### *b. Fire*

### *c. Administration: Accounts Payable*

- The Fire Station parking lot construction contract has been signed, and a preconstruction meeting will be held soon.
- ODOT has been prompt on payments for the 3<sup>rd</sup> St. waterline project.
- However, ODOT is not providing enough information on the HWY 99 project, which is concerning because they may begin construction soon.
- Recology will not be requesting an annual increase in service rates, but an increase to tonnage rates for haulers may be requested.
- Wascher Elementary wants to do a drive through event in mid-June for the end of the school year at Joel Perkins Park.
- The Fire Department's Training Officer interviews have narrowed the field to two finalists. The City will need to enter into an intergovernmental agreement with the New Carlton Fire District to formalize the joint position.

- At the Oregon American Public Works Association convention, the intertie pump station was presented by the City's engineer and was very well received. Staff were encouraged to submit the project for an award.
- Complaints have been received about the offensive sign on 7<sup>th</sup> street; due to 1<sup>st</sup> Amendment concerns the City cannot regulate the content of signs, only the time, place, and manner of placement.

**13. COMMITTEE REPORTS**

None.

**14. COUNCILOR'S REPORTS**

Goularte stated that opening the 6<sup>th</sup> St. gate to Pioneer Park without any notice resulted in upset residents in that area; there were some issues that required the Sheriff's Office to intervene. He added that it is rare that it is opened and the residents at Pioneer Park were notified and he would like the residents on 6<sup>th</sup> Street to be notified as well. Brungardt agreed and stated she wished the City had been notified earlier and then perhaps the City could have been more proactive. Administrator Polasek noted that this is a unique situation in the City, there is not another similarly gated entryway in the City. He suggested that he could write an administrative regulation to make notifications once the City is notified. The City may not be notified in an emergency situation and the notification is a courtesy of the property owner since the gate is privately owned and the streets within Pioneer Park are private streets.

**15. MAYOR'S REPORT**

None.

**16. ADJOURNMENT**

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

Minutes approved on 13<sup>th</sup> day of May, 2021.

CERTIFIED:

ATTESTED:

  
 \_\_\_\_\_  
 Christine Brungardt, Acting Mayor

  
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 Kevin Perkins, Assistant City Administrator