

City of Lafayette
City Council Meeting Minutes
August 12, 2021 at 6:30 p.m.

1. **CALL TO ORDER:** Mayor Sproul called the meeting to order at 6:30 p.m.
2. **FLAG SALUTE:** Mayor Sproul led the flag salute.
3. **ROLL CALL:** City Administrator Preston Polasek called the Roll:
Present: Mayor Marie Sproul, James Drebin, Greg Goularte, Sheila Neuman (arrived at 7:02 p.m.), Kayla Paulsen
Excused: Christine Brungardt, Lee Gilgan
City Staff Present: Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator; Gordon Munro, City Engineer
Others: Sergeant Sam Elliot; Deputy Joshua Schmidt; Dave Larmouth, Recology
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**
Sergeant Elliot presented the monthly report to the City Council. Council and Elliot discussed the enhanced report and the annual report, which is attached to item 9-b. Councilor Drebin asked if there was anything the City can do to help the Sheriff's Deputies in their work. Sergeant Elliot noted that one item that the Sheriff's Office is considering the efficient use of space. Occasionally both deputies are in the office at City Hall there is only one computer; they are working with City staff to move to the Fire Chief's former office. Councilor Goularte asked what the entries for "follow-up" and "detail" indicate in the report. Elliot stated that follow-up could be coming back to a complainant or witness and detail could be anything from attending a meeting to special events work or other tasks outside of their normal duties.
5. **APPROVAL OF MINUTES:** City Council, July 15, 2021
Mayor Sproul asked to correct the notation in the sentence containing "getting a realtor" to indicate "finding help to sell their home."

Councilor Drebin stated that in the motion under 4-c the resolution number should be corrected to "-08"

Councilor Paulsen moved to approve the minutes of the City Council meeting of July 15, 2021 as amended. Councilor Drebin seconded the motion, which passed unanimously.
6. **ADDITIONS TO OR DELETIONS FROM AGENDA**
None.
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
None.

8. ACTION ITEMS:

a. Award Contract for Mainline Meters and Dechlorination Facility

Administrator Polasek stated that this is the last of the major projects initiated by the Water Resources Committee to help modernize the City's water system. Unfortunately, the bids for the project came in higher than the engineer's estimate; Administrator Polasek stated that funds can be moved from other lower priority projects to accommodate the higher costs or those projects can be delayed to free up the necessary funding. The bid tabs have been provided to Council with Haworth, Inc. providing the lowest responsible bid. City Engineer Gordon Munro stated that the mainline meter project consists of four separate vaults in distinct parts of the water system. One will be near the bridge on Madison Street to monitor the flow through the main that is from the Dayton facility and the MWL pump station. The original intent of this meter was to reconcile the difference in data from the Dayton facility and Lafayette's calculated use, which shows loss that is not reflected in actual consumption in the system. This meter will help the City identify whether there are any leaks in the main transmission line. Mayor Sproul asked how old the main line from Dayton is. Administrator Polasek stated that most of it is from the early 1980's while a smaller part was replaced about 20 years ago with the construction of the Joint System. The line itself is PVC so it is likely to have lasted intact for the past 40 years and probably more. Mayor Sproul noted that the City purchases the water in that line from the Dayton facility, and also from McMinnville Water & Light (MWL), therefore it is important to find any leaks to keep costs down. Council and staff discussed the cost methodology for the Joint system, which takes into account capital and operating expenses, and the MWL rate which has a minimum and then a unit cost that is 1.5x the residential rate. Administrator Polasek added that Public Works staff have walked the full line twice in the ten years he has been here and no major leak has been detected. Councilor Paulsen asked what the anticipated lifespan of the meter is. Munro stated that the meter should last 15-20 years, the majority of the cost of the project is more in the vault construction. The second meter will be installed on the transmission line from the watershed. This line is asbestos-concrete (AC), which can become brittle or soft resulting in leaks. No one wants to disturb AC pipe if possible, the asbestos is inert in the pipe, but if it breaks it becomes hazardous. This project will also allow a valve to be inserted that can isolate that entire line, rather than closing the series of valves as currently the process. The dechlorination system is required by DEQ to control overflow. This system will take the chlorine out of treated water in the event of an overflow. DEQ has already notified the City that action must be taken to install the system. Administrator Polasek explained that there are alarms set on the reservoir to alert staff prior to an overflow situation, however even the best system can fail which is why this is required. Munro stated the final vault is the bluebird vault that comes from the most productive spring the City has and feeds both the reservoir and the ASR system. The existing meter does not work, which is why this needs to be replaced. Currently, staff has to manually calculate how much water is being put into ASR based on the meter at the spring itself. Munro discussed the intended process to build and insert the meters into the lines. Councilor Drebin suggested only installing half of the meters listed, whichever are most critical. Mayor Sproul asked Munro to explain the costs. Munro stated that international trade conditions, supply chain disruptions, COVID and labor force disruptions have all driven up costs and created a lot of uncertainties for contractors which then results in an unstable bidding environment. That this bid came in higher than estimated is not a surprise, as it has happened on other projects he has recently worked on. Councilor Neuman stated that delaying the project has only a 50-50 chance of decreasing costs, it could also increase over time. Munro added that if Council wants to reduce the size of the project he has to return to the contractor to see if he is still interested in doing the work, the contractor would have built his estimate and costs based on the full project.

Councilor Paulsen moved to award the Main Line Meters Project to Haworth Construction, Inc., in the amount of \$227,692, approve the amended Capital Improvement Program, and authorize the City Administrator to execute the contract and administer the work according to project specifications. Councilor Neuman seconded the motion, which passed 3-1 (Drebin opposed).

b. Approve Madison Street Pedestrian Crossing and Paving Project

Administrator Polasek stated that this project has been in process for a few years. The City has budgeted for a button-operated, solar-powered crossing signal which would be installed somewhat south of the current location to provide better visibility for drivers. Some paving work near the railroad is also included in the project. This is a different process in that it is proposed as a change order to the Market St. parking lot and sidewalks project; staff does not believe that it is a large enough project to draw serious interest from other contractors. Councilor Drebin asked whether it was necessary to use solar power. Munro stated that solar is actually cheaper both in the short and in the long term. To use permanent wiring the City would need to have a service installed and metered at that location, which is much more expensive and time consuming.

Councilor Neuman moved to approve Change Order no. 2 in the amount of \$49,943 for Haworth Construction, Inc. to install the pedestrian crossing on Madison Street and associated paving and authorize the City Administrator to execute the change order. Councilor Paulsen seconded the motion, which resulted in a 2-2 vote (Councilors Goularte and Drebin opposed); Mayor Sproul broke the tie by voting “aye.”

Munro departed at 7:53 p.m.

Mayor Sproul asked whether this is the first time this project has been discussed by the Council. Polasek stated that it has been on the CIP for a few years and previously discussed by this council. Councilor Neuman concurred and stated that it was also at Councilor Drebin’s request this project was separated from a previous project.

c. City Grant for Girl Scouts

Councilor Paulsen stated that she has received information that there are five girl scouts who live in Lafayette who are members of the troop; additionally the troop meets in Lafayette since it is fairly central in the County. The leader has also asked whether there are any projects the City would like assistance from the Girls Scouts.

Councilor Paulsen moved to disburse a grant in the amount of \$450 to Girl Scouts of the USA Troop 10219. Councilor Neuman seconded the motion, which passed unanimously.

d. Urban Renewal District Proposal from Elaine Howard, Consultant

Administrator Polasek stated that this is the time for Council to make a decision whether or not to proceed with the Urban Renewal District (URD). Councilor Drebin commented that from discussions with staff it appears that the success of the district is based on the hope of development of significant size but there is not any guarantee that that will happen at all, let alone soon. He is concerned with expending money to form the district and possibly expend funds on incentives without any guarantee that there will be any development. He would like the City to develop a backup plan in case the development doesn’t happen. Mayor Sproul

commented that the boundary will be one of the first tasks to undertake after the consultant is formally hired. Administrator Polasek added that the City would not necessarily hire consultants to work with the landowners on development projects, unless it was under the umbrella of the URD.

Councilor Paulsen moved to approve the proposal from Elaine Howard Consulting for urban renewal district implementation for approximately \$30,000 and authorize the City Administrator to execute the contract. Councilor Neuman seconded the motion, which passed unanimously.

e. Set the November 2021 Council Meeting Date

Veteran's day falls on the second Thursday of the month, which is the same day as the Council meeting for November. Staff asked whether the Council meeting date should be changed. Administrator Polasek stated that the meeting can remain on the 11th but it is also important to respect Veteran's Day.

Councilor Paulsen moved to change the November Council meeting date to November 4, 2021. Councilor Neuman seconded the motion, which passed unanimously.

Mayor Sproul stated that she will be away for the September meeting and it is likely that President Brungardt may be tied up due to the pandemic. She suggested having Councilor Paulsen chair the meeting.

Councilor Drebin moved to approve Councilor Paulsen as third in line to run meetings in the absence of the Mayor and the Council President. Councilor Neuman seconded the motion, which passed unanimously.

9. DISCUSSION ITEMS:

a. Glass Recycling Options

Larmouth gave a brief explanation of how glass is recycled and the importance of recycling only the right types of glass. He discussed the options contained in the meeting materials and the possible outcomes. Once the Council determines which option to proceed with Recology would operate it as a pilot program for one year to see if there was enough demand to make it feasible to continue the service. Council came to the consensus that they would not like to institute the service as a required service for all residents. Larmouth stated that another complication is that it has been hard for Recology to restock their supply of new carts; they have actually bought a machine to weld plastic to repair damaged carts. Due to this there may be some delays in getting new carts to provide the service.

Councilor Paulsen moved to select Option B, which would provide glass recycling as an on demand service for Lafayette. Councilor Neuman seconded the motion, which passed unanimously.

Larmouth agree to come back to Council to approve the glass recycling option once he knows the cost.

b. Law Enforcement Contract Evaluation and Priorities

Mayor Sproul stated that this item is on at the request of Councilor Goularte. Council and staff discussed shift timing, the deputies' duties, contractual obligations and other factors that

contribute to law enforcement operations in Lafayette. Council did not request additional metrics from the YCSO and there would be no change in policy regarding law enforcement priorities at this time. Council to consider code changes to make parking enforcement more expeditious, and the City of Amity may be a good example. Sergeant Elliot explained that split shifts were problematic. Administrator Polasek stated that one of the reasons for the current shifts is to provide Deputies with regular work assignments during the periods in the day when most calls for service are made in the City and that the YCSO has always responded to the City's needs for Deputies outside of regular shifts to address particular law enforcement concerns such a car prowls, pedestrian crossing stings, or vandalism. Administrator Polasek encouraged Councilors to discuss with him any particular needs for law enforcement outside of regular hours. Councilor Goularte to meet with Administrator Polasek to discuss law enforcement efforts and Deputy work shifts. No actions or motions resulted from the discussion.

c. Restaurant Relief Program

Administrator Polasek stated that the business owners and customers would like the Council to set a date certain for the end of the program. Councilor Paulsen stated that she understands the need for certainty and added that it would continue to help families save money over the holidays. Mayor Sproul noted that the program does need to terminate at some point.

Councilor Drebin moved to continue the Restaurant Relief Program through October 31, 2021. Councilor Neuman seconded the motion, which passed unanimously.

Council will review the program again at the October Council meeting to determine if the program should continue beyond October 31, 2021.

10. DEPARTMENT REPORTS:

a. Public Works: Water Production and Consumption

Mayor Sproul commented that the meters discussed in item 8-a are intended to address the percentage loss listed in the consumption and production reports.

b. Fire

c. Administration: Accounts Payable and Code Enforcement

Administrator Polasek stated that the City is currently recruiting for a Utility Worker due to a recent departure and continues to recruit for a Code Enforcement Officer. Staff has reached out to recruitment firms to see if they could provide assistance for the Code Enforcement Officer search with no luck; most companies now solely focus on executive level recruitments.

11. EXECUTIVE SESSION: *Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

Mayor Sproul recessed the regular session of the City Council at 9:42 p.m. to enter into an Executive Session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session was recessed and the regular session reconvened. Actions resulting from discussion are contained in the item below.

12. ACTION ITEM in follow up to Executive Session: *Resolution 2021-09, Approving the Sale of Surplus Real Property and Dedicating Proceeds.*

Councilor Neuman moved to approve resolution 2021-09 accepting the offer from JRC-MAA Tillamook LLC For the purchase of the Jefferson Street Property and authorize the City Administrator to execute the sale agreement and facilitate the conditions of the sale. Councilor Goularte seconded the motion, which passed unanimously.

13. COMMITTEE REPORTS

None.

14. COUNCILOR'S REPORTS

Councilor Neuman is working to create a public group that will take over managing and planning the community events. She has been working to gather volunteers but does not have a core group just yet.

15. MAYOR'S REPORT

Mayor Sproul noted that staff has been making updates to the website to make Council meeting information more accessible. Staff are also investigating development of an app and participating on the Nextdoor social media platform.

16. ADJOURNMENT

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

Minutes approved on the 9th day of September, 2021.

CERTIFIED:

ATTESTED:



Christine Brungardt, Council President



Kevin Perkins, Assistant City Administrator