

City of Lafayette
City Council Meeting Minutes
October 14, 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, Christine Brungardt, James Drebin, Lee Gilgan (*via zoom*), Greg Goularte; Sheila Neuman, Kayla Paulsen
City Staff Present: Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator; Deputy Andrew McMahon
Others: Larry Strober; Michael Shaw; Elaine Howard (*via Zoom*); Travis Johnson
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**
Deputy McMahon presented the monthly report to the City Council and highlighted several categories and incidents, with a total of 273 calls for the month in the City. There were several major incidents that required assistance from other deputies and agencies.
5. **APPROVAL OF MINUTES:** City Council, September 9, 2021
Councilor Drebin noted that Greg Goularte was omitted from the attendance section, and at the bottom of page three the motion should reflect a vote of 4-1.

President Brungardt moved to approve the minutes of September 9, 2021 with the noted changes. Councilor Paulsen seconded the motion, which passed unanimously.

6. **ADDITIONS TO OR DELETIONS FROM AGENDA**
None.
7. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
None.
8. **PUBLIC HEARING: *FIRST READING of Ordinance No. 639: Urban Renewal Agency Creation***
Mayor Sproul opened the public hearing and inquired if any Councilor objected to reading the ordinance by short title. Councilor Drebin stated that the Charter allows for the passage of an ordinance in one reading if it is read in full and no Councilor objects. Councilor Gilgan noted that passage of an ordinance in one meeting may conflict with state statute. Administrator Polasek stated that passing an ordinance in a single meeting will not substantially speed up the process, the ordinance will still only go into effect after 30 days; the process of setting the boundary and creating the project list will proceed concurrently during that time. He added that the ordinance only modifies the code to allow the URA to be created, it does not set the boundary or formalize the district. Mayor Sproul noted that the time between a first and second reading also allows the public more opportunity to review and comment. Councilor Gilgan stated that he is opposed to deviating from the normal first and second reading process; President Brungardt concurred.

No public testimony was offered.

Administrator Polasek presented the staff report for the ordinance amending the Lafayette Municipal Code to allow the creation of an Urban Renewal Agency. The ordinance itself does not yet create a URA, and could be used in the future if this council chooses not to create a URA at the present time. Councilor Goularte noted that in Exhibit A of the ordinance, the section on Vacancies and Removals addresses vacancies but does not address removals, he would like to see more specific language regarding removal of a board member. Mayor Sproul clarified that the Mayor is included in the membership where it states “the board shall be the Council.” She also stated that at some point in the future she would like to see business people included on the URA board. Councilor Neuman asked staff to clarify the appointment process for vacancies on the URA board. Administrator Polasek stated that if a councilor were to resign, then whoever was appointed to fill their seat would also fill the seat on the URA.

President Brungardt moved to conduct the first reading of Ordinance Number 639 creating an Urban Renewal Agency and amending the Lafayette Municipal Code; and to schedule a second reading on November 4, 2021. Councilor Paulsen seconded the motion, which passed unanimously.

The second reading of the ordinance will be held on November 4, 2021.

9. ACTION ITEMS:

a. Proposal from the Economic Advancement Group for Downtown Facilitation

Mayor Sproul stated that this is a proposed contract with the consultant to set up the downtown business group. Larry Strober stated that he is ready to get started on the work; it is a six month proposal to create a 501(c)(6) with an elected board directors for a downtown business association; he has several business owners in mind who have expressed a willingness to participate. Mayor Sproul asked where the ongoing funding for the downtown business association will come from. Strober stated that initially not much funding will be necessary, but ultimately it will come from the membership in the form of dues and other donations. Hilary Malcomson stated that, as a tax payer, she supports this proposal and is interested in this going forward as quickly as possible, rather than just take a couple of small steps at a time.

Councilor Paulsen moved to approve the consultant services of Larry Strober and the Economic Advancement Group to facilitate a downtown business association group and authorize the expenditure of approximately \$11,000. President Brungardt seconded the motion, which passed unanimously.

b. Restaurant Relief Program

Councilor Paulsen stated that this program has achieved its goal and should end, the driving factor for its creation, the restaurant restrictions due to the pandemic, has ended. Councilor Brungardt concurred and stated traffic is flowing on Highway 99 again and all of the businesses are open. Mayor Sproul noted that there will also be opportunities from the County for economic assistance from the ARPA funding.

Councilor Paulsen moved to end the Restaurant Relief Program on October 31, 2021 and require all credit requests and receipts to be submitted to City Hall by November 30, 2021. President Brungardt seconded the motion, which passed unanimously.

c. Commission and Committee appointments

Mayor Sproul stated that there are two appointments to be made, the first is to the Planning Commission. She would like to appoint George Larsen to fill that open position. George has served on the Water Committee for ten years and has been active in the City beyond that role. He also expressed some ideas of how to improve the City.

President Brungardt moved to approve the appointment of George Larsen to the Planning Commission for a term ending 12/31/2023. Councilor Paulsen seconded the motion, which passed unanimously.

The next appointment is to the Budget Committee. Hannah Velazquez is a new resident but is interested in public service. She initially applied for the Planning Commission vacancy, but after discussions with Mayor decided that her family needs were more compatible with service on the Budget Committee.

Councilor Paulsen moved to approve the appoint of Hannah Velazquez to the Budget Committee for a term ending 12/31/2022. Councilor Neuman seconded the motion, which passed unanimously.

Mayor Sproul noted that with these appointments the Planning Commission is filled and there is only one more vacant position on the Budget Committee.

10. DISCUSSION ITEMS:

a. Financial Support to Create a Non-Profit for the Lafayette Community Activities Team

Councilor Neuman reviewed the intended purposes of the group: first it would be formed as a community group rather than as a City Committee to provide for greater independence and access to funding sources; and second it would take over the existing city events and work to expand the number of activities available to all ages in the City. Currently most of the public activities are focused on children; she would like to see opportunities for seniors expanded. Mayor Sproul stated that the intended fiscal size of the organization is under \$50,000, which requires a much simpler level of paperwork to complete initially and annually. The real point is whether the Council wants to support having more activities and have it directed by the residents. Councilor Drebin stated he is fully supportive of the effort. Councilor Gilgan stated that he remains unsure that a 501(c)(3) is the correct structure to use, it is more complicated than many realize.

Michael Shaw stated that he is a member of the Planning Commission and also worked as a non-profit organization consultant and asked for more information on the proposed structure and goals of the group.

Council declined to move forward with providing funding assistance for the formation of the volunteer group at this time.

b. Urban Renewal District Boundary and Project List

Administrator Polasek stated that the consultant is present via Zoom to aid in the Council's discussion. Howard reviewed the topic with the aid of a PowerPoint, which is included in the meeting materials of this meeting. Mayor Sproul suggested extending the boundary down

Madison Street to Terry Park and including Commons Park for the potential construction of a new community center/library. Councilor Goularte agreed with extending the boundary down Madison and also proposed extending it up the northern stretch of Bridge Street to improve the sidewalks and roadways. Councilor Neuman supported adding both Terry and Commons parks to the boundary; they are large but under-utilized resources. Councilor Goularte stated that he was concerned that it would push the URA over the acreage limit. Howard stated that it is very unlikely to go over the limit as the proposed boundary is only at about 4% of the City's total assessed value; the maximum allowed value is 25%. Council discussed a number of possibilities; Council will mark up a map and send it to Howard to update her map and she will resend it to Council. Councilor Drebin suggested extending the boundary to take in some of the RC zoned property along 4th St., he would eventually like to see the zoning changed to allow more mixed use. Howard stated that the URA plan itself does not change zoning of a parcel, zoning remains under the City's authority; Administrator Polasek added that it could be a project of the URA. Howard stated that the project list can include types of projects, such as "business assistance" or "land use planning," the projects do not have to be specifically listed. At the next meeting Council will have further discussions about the boundary and the project list.

c. System Development Charge Reduction for ADU Development

Councilor Drebin discussed the state legislative changes that require Cities to allow ADUs and the potential benefits of ADUs, including increasing the housing stock and allowing homeowners to rent an ADU out for some supplemental income. He acknowledged that there have not been any ADU's built in Lafayette since the passage of the legislation. Construction of an ADU would result in an increase in property values and then tax revenues. He believes it comes to a decision whether the City wants ADU's in the city or not. Administrator Polasek noted that ADU's are already allowed in the Development Code. It is not a question of what the City wants, it is a question of meeting City standards for ADU's. Councilor Drebin discussed several other cities' programs that waive or otherwise reduce SDC costs for ADU's. He would like to discuss waiving or reducing costs for ADU's. Administrator Polasek stated that waiving or reducing SDC's is a subsidy for that particular property owner. SDC's are calculated as the cost of the impact of new development on infrastructure that has already been created and paid for by the existing residents. Administrator Polasek noted that the examples Councilor Drebin used are cities that are substantially larger than Lafayette; additionally, the public benefit of waiving or reducing SDC's needs to be discussed. An important point that has not been addressed is what public good would be achieved by reducing SDC's on ADU's. Councilor Neuman stated that she feels that the SDC's for an ADU should be calculated differently than a single family dwelling, with a separate SDC fee schedule created, and the SDC should be calculated based on the square footage of the ADU. Mayor Sproul noted that basing SDC's on square footage would create an imbalance depending on the size of a home. Currently, the person who builds a new home of 2000 square feet pays the same SDC's as for a 3600 square foot home. Councilor Drebin suggested reducing the SDC as a pilot or introductory period and see if there is a result. Councilor Paulsen noted that anecdotally she has heard more desire for an ADU to house elderly parents rather than as rental housing. Mayor Sproul added that this is a concern also about opening the door to short-term rentals.

Councilor Gilgan noted that basing the impact on the size of the home is not accurate. He knows of a home in town that is 3400 square feet for two people and another that is 1200 with one adult and one child. The impact on the systems is the same regardless of the house size. And while these could be used as rentals and may help ease the housing crisis it would still

most likely be new residents and new impacts on the systems. He is open to further discussion on the topic, but he is not quite to the point he could support the idea. Administrator Polasek concurred and added that the transportation impact, for example, is based on the number car trips the new people would take or where they would park on the street. Michael Shaw commented that a lot of the interest from the public could be housing relatives that either cannot afford their own home or for their parents who may need care, which impacts the livability of the city; which, in his opinion, is more important than a public benefit. Mayor Sproul asked the Council to consider the comments made, do some research and then she will ask to bring the topic back on a future agenda.

d. Use of ARPA Funds

Mayor Sproul stated that staff has provided a list of suggested projects and asked Council to provide some suggestions of their own. She suggested considering business grants, a reader board monument sign at City Hall, new financial software, or refurbishing the City entrance signs. Councilor Brungardt supported the financial software; Gilgan supported the business grants concept. Drebin agrees with business grants, but added that with the County putting out grants the City will want to make sure to maximize all area resources. Drebin suggested considering storm water improvements such as curb/gutter on streets that do not have them. Administrator Polasek corrected an earlier comment, and clarified that it does not appear that street related systems, like storm systems, are eligible uses of ARPA funds. Mayor Sproul commented that Council has a lot of time to decide how to obligate and spend the funds before the deadlines are reached.

11. DEPARTMENT REPORTS:

a. Public Works: Water Production and Consumption

Goularte commented that he is happy to see that Public Works helped Amity with a water line repair and are helping Dayton by providing vehicles for their staff to complete CDL testing. Mayor Sproul asked how the new supervisor was doing and how the hiring was proceeding. Administrator Polasek stated that the new supervisor is doing great and the City has two job offers out to fill the two openings.

b. Fire

Councilor Goularte noted that there are two fewer volunteers; Councilor Brungardt replied that this is fairly typical; the numbers of volunteers is usually in a minor amount of flux. Councilor Goularte also would like to see which of the calls LFD was able to respond to, if it does not cause staff too much extra work.

c. Administration: Accounts Payable, and Code Enforcement

Code Enforcement: Administrator Polasek stated that this month's denser report is the result of having a full time officer that can verify and follow-up on each of the cases and ensure that they are tracked accurately.

Administrator's Report:

- Pumpkinfest will be held on Saturday, October 16 at 4:00 p.m. at Joel Perkins Park.
- Council will be seeing a request for the purchase of a new dump-bed truck for public works in the near future.
- Highway 99W is back to 2-way traffic through Lafayette; the contractor is continuing to put in sidewalks and other improvements.
- An applicant has appealed a Planning Commission decision, which will be before the Council for a decision in November.

12. COMMITTEE REPORTS

None.

13. COUNCILOR’S REPORTS

Councilor Drebin requested a special meeting between now and the next regular City Council meeting. He would like an Executive Session to discuss complaints or charges brought against the City Administrator; he would also like the City Attorney to be present. Councilor Goularte and Councilor Neuman supported his request, Mayor Sproul, Councilors Brungardt, Gilgan, and Paulsen each stated that they opposed the request. Councilor Brungardt stated that it is inappropriate to ask the Council to schedule a meeting without providing the Council with any information on the topic. Councilor Gilgan echoed Councilor Brungardt’s comments. Mayor Sproul commented that there is already a special meeting set for October 26. This item will be added after that meeting as a separate meeting.

14. MAYOR’S REPORT

- The Façade Grant Committee has approved a second grant this year; the committee’s grant budget could accommodate two more grants.
- A member of the Council needs to be designated to vote during the annual League of Oregon Cities meeting. Mayor Sproul volunteered due to her flexible schedule, Council did not oppose.

15. 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 9th day of December, 2021.

CERTIFIED:

ATTESTED:


 Marie Sproul, Mayor


 Kevin Perkins, Assistant City Administrator