

**City of Lafayette**  
**City Council Special Meeting**  
**Meeting Minutes**  
**July 15, 2002**  
**6:30 PM**

1. **CALL TO ORDER:** The meeting was called to order by Mayor Lotis Hanks at 6:32 p.m.
2. **FLAG SALUTE:** Mayor Lotis Hanks led the flag salute.
3. **ROLL CALL:** Richard Van Orman, City Administrator, called the roll.  
*Present:* Mayor Lotis Hanks, Ron Ross, Joe Giesbers, Marianne Mitchell, Richard Jewell, and Gary Filpi.  
*Absent:* Bob Cullen.  
*City Staff Present:* Richard Van Orman-Interim City Administrator, Trena Cranfill- Assistant to the City Administrator.  
*Others Present:* Ron Harris, Jackie Carpenter, Mike Carpenter, Kim Schweiger, Kenny Schweiger, Matt LaPlante- News Register, and Tony Bell.

4. **DISCUSSION OF CITY ADMINISTRATOR RECRUITMENT:**

Dave Galati- Director of the Council of Governments, said that he is here to get feedback from the Council on the requirements for City Administrator as he will be representing the City in the recruitment process. He said that he would like to talk about the timeline, qualifications, and questions for the potential candidates.

Richard Van Orman said that his contract expires on August 1, 2002, but he would be willing to stay until at least October 2002 if it is the Council's desire. This will be discussed further at the next Council meeting (July 25, 2002).

Dave Galati said that he would like to give potential applicants at least 4 weeks to respond to the advertisement. Ron Ross asked about using other pools of candidates (from surrounding cities that have done this search recently), and cut down the advertising time. Dave Galati said that this is something to consider, but some of the applicants may not still be available. If the advertising time is cut in half, it might not give new applicants enough time to apply. Dave Galati went over the timeline with the Council (see packet file 7/15/02). The consensus of Council is that they would like the Council of Governments to present 3-5 finalists to the Council in executive session in September for their consideration. Discussion ensued. Richard Van Orman said that he has a concern with cutting down the advertising time because it may hinder the number of qualified candidates the City receives. The current timeline does not place the new administrator's start date until about November 15, 2002.

Bob Cullen arrived at 7:15 p.m.

Dave Galati asked the Council to write down the 5 most important qualities that they would like to see in a City Administrator. The Council came up with the following qualities: someone who cares for the community, organizational skills, problem solver, responsive to Council, resourceful, public relations skills, 3-5 years minimum experience with City this size, honesty/integrity, communicator, fiscal competence, issue oriented, good skills with staff, project management skills, mediator, self-motivated, able to meet projects on-time and on-budget, intergovernmental relations, grant writing experience, flexibility, affordable, and planning/comm. development experience.

Council was asked to pick their top 5 qualifications. The top five qualifications were organization skills, honesty/integrity, project management skills, communicator, planning/comm. development skills, and 5 years experience with City this size.

Discussion ensued.

Dave Galati said that he will prepare an advertisement based on the input tonight, and submit the ad to Council for review before it is sent out to the media.

The Consensus of Council was that they wanted to share thoughts on the engineers' (for Wastewater Treatment Plant) presentations that were given on July 11, 2002.

Richard Van Orman said that this is for discussion purposes only and no action will be taken until the July 25, 2002 meeting. Bob Cullen said that the value-engineering portion of the project is still available to review the Montgomery Watson Harza pre-design. Bob Cullen said that the Council has the option of having the pre-design value-engineered and have an evaluation done on the alternatives that may have been excluded from Montgomery Watson's consideration.

Marianne Mitchell said that she doesn't see a point in having the Montgomery Watson pre-design report value engineered because they are not going to be able to knock \$4 million dollars off of the job. Discussion ensued.

Richard Jewell said that he would like to use the existing area to construct the improvements, and have the lagoons put in at the Industrial Site, if necessary. Unless there would be large savings in looking at effluent reuse, it isn't worth the headache.

Ron Ross said that he liked HBH Engineering (Mike Henry). They gave numbers, locations, and costs. Gary Filpi said that he agreed with what Ron Ross said. He has some concerns with pursuing reuse after hearing the small amount of money that the City would save. Gary Filpi said that he preferred HBH over the other two engineers.

Marianne Mitchell said that she has had past experience with Bob Wallis (Wallis Engineering) and she likes his way of thinking and he is very astute. Marianne Mitchell said that she thinks his process in working with the community is going to take a lot longer to work through and the City may run into problems in meeting DEQ's deadlines. Marianne Mitchell said that she would prefer to work with Bob Wallis. However, she would be content working with HBH Engineering (Mike Henry) as well. She said that Mike Henry is local and he will move forward quickly. It is very important to move ahead and make a decision at the next meeting.

Bob Cullen said that the engineers need to be given a specific set of tasks to perform. Bob Cullen said that he thinks that all of the engineers will gravitate back to Montgomery Watson's plan eventually. The Council should really reconsider whether or not the City can afford this plan, and if so, then the City needs to come up with a way to pay for it.

Joe Giesbers said that he is leaning less towards reuse, and more towards modifying the existing plant. Joe Giesbers said that he liked HBH Engineering's presentation. Joe Giesbers said that HBH has done a lot of work for cities in the area and they seemed knowledgeable. Joe Giesbers said that he thought their (HBH Engineering) firm seemed like a good fit for a small city like this one.

Mayor Lotis Hanks said that the Council needs to check references on Mike Henry and see what they have to say about his work.

**5. ADJOURN:**

Bob Cullen made a motion to adjourn. Gary Filpi seconded the motion. There was no discussion and the motion passed unanimously. The meeting was adjourned at 8:44 p.m.

**Minutes approved on this 25<sup>th</sup> day of July, 2002.**

**APPROVED:**

**ATTESTED:**

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Mayor Lotis Hanks

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Richard Van Orman, Interim City Administrator