

**City of Lafayette**  
**City Council Meeting Minutes**  
**January 23, 2003**  
**6:30 PM**

- 1. CALL TO ORDER:** Mayor Lotis Hanks called the meeting to order at City Hall at 6:30 p.m.
- 2. FLAG SALUTE:** Mayor Lotis Hanks led the flag salute.
- 3. ROLL CALL:** Diane Rinks, City Administrator, called the roll.  
*Present:* Bob Cullen, Mayor Lotis Hanks, Joe Giesbers, Mike Lewis, and Gary Filpi.  
*Absent:* Ron Ross (exc.), Marianne Mitchell (exc.)  
*City Staff Present:* Diane Rinks- City Administrator, Trena Cranfill-Assistant to the City Administrator.  
*Others:* Cecil Elbert, George Meitzen, Edwina Meitzen, Mike Henry, Joe Cook, Celeste Viau-Navetta, Tony Bell, and approximately 2 others.
- 4. APPROVAL OF MINUTES:**  
Gary Filpi made a motion to accept the January 9, 2003 minutes. Bob Cullen seconded the motion. There was no discussion and the motion passed unanimously.
- 5. REVIEW OF PROCEEDINGS AND APPROVE MINUTES OF SPECIAL MEETINGS:**  
None.
- 6. ADDITIONS AND DELETIONS:**  
Diane Rinks said that Marianne Mitchell made a request to postpone the approval of the HBH Contract until the next meeting since she and Ron Ross would be out of town for this meeting. Bob Cullen said that as long as it doesn't cause a delay in the project, he doesn't mind postponing it. Diane Rinks said that until the pre-design is approved by DEQ, the project can't proceed any further anyway. Diane said that DEQ is suppose to be sending the City their final comments, but it could still take a few more weeks. The Council wanted to wait until Mike Henry arrived at the meeting to see if he would mind postponing the approval of the contract.
- 7. PUBLIC HEARINGS:**  
None.
- 8. CITIZEN INPUT ON NON-AGENDA ITEMS:**  
None.
- 9. DEPARTMENTAL REPORTS:**
  - 1) City Administrator report:**  
Diane Rinks said that she would be glad to answer any questions the Council has about her report. Gary Filpi said that he was glad to hear that the Wilson Street Pump Station project is back on track. Bob Cullen said that he is interested to see what happens with the PERS appeal process. Diane Rinks said that the League of Oregon Cities is orchestrating this. Gary Filpi asked if there is any other information about the railroad property. Diane Rinks said that even if the City purchases a permanent easement, the City is required to go through all of the federal funding and land acquisition requirements. Mike Lewis asked if anyone has looked into any other property for the location of the public works shop, because he knows that the Vandecoevering property is up for sale. Diane Rinks said that the City hasn't looked into any other pieces of property yet, because the bond and grant funds cannot be used to pay for land to put the public works shop on. So, the City has to figure out how this land will be paid for. Bob Cullen asked what the Council of Governments reaction was to relieving them of some of the financial administration on the capital projects. Diane Rinks said that they willingly gave those duties back to the City.  
Discussion ensued.  
Bob Cullen left the meeting at 6:42 p.m.
  - 2) Fire Department report:**  
Mike Lewis asked if man hours for accidents could be charged to the insurance company. Diane Rinks said that it is not normally done for accidents.  
There were no other questions on the Fire Chief's monthly report.  
The Council agreed to move agenda item 11(3) to this point in the agenda.
- 11. ACTION ITEMS**
  - 3) Approval of CPI rate for garbage franchise (City Sanitary):**

Joe Cook, CFO for City Sanitary, said that City Sanitary sent the City a letter that addresses the new CPI adjustment of 1.5% and a contract amendment that also allows for bi-weekly or monthly service. The cost for disposing of tires and appliances has also increased because DEQ has changed the regulations on the disposal of those items. If the Council agrees with these changes, Joe Cook said that he will prepare a new rate schedule and present it to the Council next month for formal adoption. The Council agreed.

**4) Approval of HBH Engineering contract for design engineering services for WWTP:**

Mike Henry said that he talked to Tim McFetridge and he's reviewed the pre-design report and is forwarding his comments to his boss for final approval. Once the pre-design report is approved, the City has 1 year to finish the engineering on the project. It is important to get started as soon as possible. Mike Henry said that he would prefer not to lose 3-4 weeks until the next Council meeting.

Diane Rinks said that the City Attorney and OECDD have reviewed the contract.

Mike Henry asked that if the pre-design report is approved by DEQ sooner than the next meeting that the Council will call a special meeting to approve the engineering contract. The Council agreed.

Bob Cullen returned to the meeting at about 7:15 p.m.

**10. LEGISLATIVE ACTIONS:**

**1) Resolution 03-01- Adoption of revised Council Rules:**

Diane Rinks said that the City Attorney was asked to review the Council rules last summer and he made some changes and reformatted them at that time. They were not officially adopted because the Council wanted to wait until after the election. Diane Rinks said that in addition to the changes the attorney made, she also removed the section about liaisons because there have been concerns about the purpose and power of liaisons. The rules also now provide a clarification on the procedure of hearings. Bob Cullen said that liaison roles have not been clearly defined in the past. Gary Filpi said that having a representative at the Planning Commission meetings is helpful. Discussion ensued about liaison roles. The liaisons will be appointed by the Mayor, with the approval of the Council. Gary Filpi made a motion to change the Council rules to incorporate a permanent Council liaison to the Planning Commission and Council may, by consensus, assign liaisons to other committees as necessary. Mike Lewis seconded the motion. There was no more discussion and the motion passed unanimously. Bob Cullen made a motion to adopt Resolution 03-01, with the addition of the liaison section as discussed above. Gary Filpi seconded the motion. There was no more discussion and the motion passed unanimously.

**2) Ordinance 554- Ordinance rescinding municipal code chapter 2.100 (measure 7):**

Diane Rinks said that this is a housekeeping issue that the attorney has recommended to the City. Since measure 7 has been declared unconstitutional, the policies and procedures that the City has adopted regarding measure 7 are no longer necessary. Gary Filpi made a motion to adopt Ordinance 554 at a single meeting and to read the ordinance by title only. Bob Cullen seconded the motion. There was no discussion and the motion passed unanimously. Diane Rinks read the ordinance by title only- "an ordinance relating to ballot measure 7 (2000), repealing code chapter 2.100, and rescinding resolution 00-32." Gary Filpi made a motion that ordinance 554 pass to a second reading. Bob Cullen seconded the motion. There was no discussion and the motion passed unanimously. Diane Rinks read the ordinance by title only. Gary Filpi made a motion to adopt Ordinance 554, as presented. Bob Cullen seconded the motion. There was no discussion and the motion passed unanimously.

**11. ACTION ITEMS:**

**1) Approval of Accounts Payable:**

Mike Lewis said that he has some questions about the accounts payable. He wanted to know what the charges to AT&T, PGE, Yamhill County Public Works, NW Logging Supply, and rescue roter were for. Diane Rinks said that she would have to pull the bills to know what they were for. Diane Rinks said that she knew that the charges from rescue roter were to fix a blockage in the public portion of a lateral. There was discussion about amending the construction standards to make developers clean the lines before they are hooked up to the system.

Gary Filpi made a motion to accept the accounts payable. Bob Cullen seconded the motion. There was no more discussion and the motion passed unanimously.

**2) Approval of OLCC license for Bill's Market (change of ownership):**

Gary Filpi made a motion to authorize the City Administrator to sign the OLCC license recommendation for Bill's Market. Bob Cullen seconded the motion. There was no discussion and the motion passed unanimously.

## **12. DISCUSSION ITEMS:**

### **1) Personnel policy discrepancies regarding paid time off:**

Diane Rinks said that there are some discrepancies between the personnel policies and the union contract. The policies are being modified and will be brought before the Council at the next meeting. Diane Rinks said that she is looking for consensus of Council on the issue of converting sick and vacation time into PTO (paid time off) for non-union employees. Payroll is coming up and Trena needs to know how to track these employees. The consensus of Council (Council was polled and consensus was unanimous) is to convert non-union employees' time off into PTO.

### **2) Purchase of Industrial Property:**

Diane Rinks said that the purchase of the Industrial Property came up at the last meeting and the Council needs to decide once and for all if the purchase of the property should be pursued or not. Diane Rinks said that she doesn't foresee the City having the money to do the improvements that will be required on this property. Diane Rinks said that she doesn't feel that this is something that should be pursued at this time. Mayor Lotis Hanks said that it will cost a great deal of money to improve the property. The consensus of Council is that the City shouldn't pursue the purchase of the Industrial property. Staff will send a letter to Mr. Koch to let him know that purchasing the Industrial property does not fit into the City's plans at this time.

### **3) Voter Expenditure Approval for WWTP:**

Diane Rinks said that the City Attorney has decided that the sewer plant project does not have to go to a vote of the people for expenditures over \$1 million. Diane Rinks said that Andy Jordan talked to OECDD and weighed the options. He has decided that since the City has already committed to the completion of the project through OECDD and the state (funding), it is not necessary to get voter approval. Any failure on the part of the City to appropriately expend the funds according to the agreements or to construct the project would be a default of the two agreements. Andrew Jordan's letter stated that funds in excess of \$1,000,000 have already been obligated by the City on the WWTP project, and that that obligation occurred prior to the effective date of the charter amendment.

## **13. COMMITTEE REPORTS:**

None received.

## **14. MAYOR'S REPORT:**

Mayor Lotis Hanks asked if anything has been done in regard to the inconsistency of stop signs throughout town. Diane Rinks said that there will be a public hearing about the TSP (Transportation System Plan) coming up and that would be an appropriate time to deal with this issue. If the general accounting rule, GASB 34, affects Lafayette, many things will have to be inventoried, including stop signs. This will also be an opportunity to see where stop signs are now, and then we can establish a policy for how signs are placed throughout town.

## **15. REVIEW OF HANDOUT MATERIAL:**

Diane Rinks said that each councilor will be receiving a SEI (Statement of Economic Interest) in the mail. Each councilor is required to fill out this form and mail it in by April 15, 2003.

## **16. ADJOURNMENT:**

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 8:18 p.m.

**Minutes approved on this 13th day of February, 2003.**

**APPROVED:**

**ATTESTED:**

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Mayor Lotis Hanks

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Diane Rinks, City Administrator