

City of Lafayette
City Council Meeting Minutes
January 8, 2004
6:30 PM

- 1. CALL TO ORDER:** Council President Gary Filpi called the meeting to order at City Hall at 6:30 p.m.
- 2. FLAG SALUTE:** Council President Gary Filpi led the flag salute.
- 3. ROLL CALL:** Diane Rinks, City Administrator, called the roll.
Present: Edwina Meitzen, Bob Cullen, Mike Lewis, Marianne Mitchell, Ron Ross, and Gary Filpi.
Absent: Mayor Lotis Hanks (excused).
City Staff Present: Diane Rinks- City Administrator, Trena McManus-Assistant to the City Administrator.
Others: Travis Johnson, Ron Johnson, Kim Schweiger, Linda Johnson, Katie Johnson, Jeanette Filpi, and Dominique Filpi.
- 4. APPROVAL OF MINUTES:**
Ron Ross made a motion to accept the December 11, 2003 minutes. Mike Lewis 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:**
Mike Lewis wanted to discuss a personal item. This will be added as Discussion Item #3.
Marianne Mitchell said that she had a letter that she wanted to read into the record. This will be added as Discussion Item #4.
Diane Rinks said that the public works report can be deleted and replace it with the Fire Department report. There were no other additions and deletions.
- 7. PUBLIC HEARINGS:**
None.
- 8. CITIZEN INPUT ON NON-AGENDA ITEMS:**
None.
- 9. DEPARTMENTAL REPORTS:**
 - 1) City Administrator report:**
Diane Rinks asked if there were any questions on her report. Edwina Meitzen said that Jamie Rhodes has done a great job on the City's new website. The Council asked staff to put something in the next water bill about this. Gary Filpi asked how the updates to the Municipal Code were coming and Diane Rinks said that she would like to start doing one update per meeting. There are a lot of areas that need to be updated. Mike Lewis asked if a new sewer plant operator has been hired and Diane Rinks said that interviews are scheduled for next Tuesday (January 13).
 - 2) City Clerk report:**
There was some discussion about the amount of delinquent accounts, the due dates, and working on reducing the number and amount of delinquent accounts.
Marianne Mitchell suggested including the City Council's agenda items on the back of the utility bills. The Consensus of the Council is to discuss this suggestion further at the next meeting.
Mike Lewis asked about a fence complaint that was received (Korey and Kelli Stidham), and wanted to know if anything has been done about it. Diane Rinks said that this issue has been dealt with several times. Mike Lewis said that he wanted to make sure that these people have received a response.
Edwina Meitzen brought up the comment about the water fountain in Perkins Park. Diane Rinks said that it was discussed in the parks committee meetings and can be discussed during budget time. The fountain was removed due to numerous incidents of vandalism.
 - 3) Accounts Payable report:**
Mike Lewis asked about the payments to Evergreen Pest Management, Yamhill County Public Works, and the Lafayette Saw Shop and Diane Rinks said that she doesn't have the invoices in front of her. A copy of the invoices could be put in his box, but Mike Lewis said that it isn't necessary.

4) Public Works report Fire Department report:

Amended by Diane Rinks under 'Additions and Deletions'.

Marianne Mitchell said that she feels that the Public Works department should have gone further to scrape the side streets with the backhoe during the snowstorm. Diane Rinks said that they did clear some of the streets today. They were also shoveling the curb lines to keep the drains and catch basins clear as the snow melts. Discussion ensued. Gary Filpi asked staff to have Randy Hubbard price chains for the backhoe. There was some discussion about City Hall closing during the storm.

There were no questions on the fire department report.

5) Questions for Auditor:

Tom Glogau of Grove, Mueller, and Swank introduced himself as the City's auditor, and wanted to go over some of the important aspects of the audit and answer any questions that the Council has. On page 4 of the audit, there is a statement that says, "The City does not maintain cost records for capital assets. We were unable to apply alternative procedures to satisfy ourselves regarding the cost of capital assets.

Consequently, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on the capital assets". It sounds like a bad comment, but it isn't. It is required language that you want to see in your audit report. The letter also includes a statement that says, "Management has not presented the required Management's Discussion and Analysis", which is something that you want to see in your audit report as well. On page 19, there are 5 funds that have deficit balances, which is a technical violation of Oregon law. It is a minor violation because the City has the money in other funds, the actual transfer just wasn't done. Diane Rinks said that the transition from an accrual basis to a cash basis of accounting was partly attributable for the deficit balances in the funds. Tom Glogau said that there was a change in the way the audit report was prepared, due to the conversion to the cash basis of accounting. Given the conversion of the system from accrual to cash basis, this audit went very smoothly.

Tom Glogau asked if the Council had any questions. Bob Cullen asked if he felt that the City has adequate software and Tom Glogau said that the software is adequate, but staff would be able to answer this question better. Trena McManus said that the software is adequate, and staff is still working on trying to get the system to post all the numbers where they should be. This is an ongoing project.

Gary Filpi asked if the City is adequately tracking capital assets and wanted to know if it is necessary to do a physical inventory. Diane Rinks said that when the property/liability insurance is renewed each year, the equipment list is reviewed and the list is amended. Tom Glogau said that this annual review is adequate.

10. LEGISLATIVE ACTIONS:

1) Ordinance 565- Amendments to Municipal Code (Utility Billing):

Ron Ross said that he wanted to table this agenda item until next month. There was some discussion about the changes that are proposed for adoption tonight.

The Consensus of the Council is to adopt the policies tonight and to review the effectiveness of the utility billing policies and see how it's going in 90 days. Staff will put this on the agenda in May 2004.

Bob Cullen made a motion to adopt Ordinance 565 at a single meeting and to read the ordinance by title only. Edwina Meitzen seconded the motion. Discussion- Mike Lewis said that section 5.5 is the same as 11.5. Diane Rinks said that section 5.5 should be changed to sewer charges. There was no more discussion and the motion passed unanimously. Diane Rinks read the ordinance by title only- 'An Ordinance amending Chapter 4 of the Lafayette Municipal Code to address changes in Utility Billing Policies'. Diane Rinks also highlighted the changes made to the code.

Bob Cullen made a motion that Ordinance 565 pass to a second reading. Ron Ross seconded the motion. There was no discussion and the motion passed unanimously. Diane Rinks read the ordinance by title only. Bob Cullen made a motion to adopt Ordinance 565, as presented. Edwina Meitzen seconded the motion. There was no discussion and the motion passed unanimously.

2) Resolution 04-01- Adopt Utility Billing Policy:

Bob Cullen made a motion to adopt Resolution 04-01, as presented. Edwina Meitzen seconded the motion. Discussion- Mike Lewis asked about the sewer rate automatic increase each April 1 for the schools and taverns. Diane Rinks said that those rates have not been changed, but the policies just need to be officially adopted. There was no more discussion and the motion passed unanimously.

11. ACTION ITEMS:

1) Planning Commission Appointments:

Ron Ross said that he feels the positions should be advertised before they are filled. Marianne Mitchell agreed that the positions should be advertised. Bob Cullen said that the Commission membership had to be reduced because there wasn't enough interest. Bob Cullen said that the experience that they offer is very valuable, and if the Council wanted to add new members, they could consider increasing the membership. Discussion ensued. Bob Cullen made a motion to extend Nate Ramer and Stan Hill's positions on the Planning Commission for two years. Edwina Meitzen seconded the motion. There was no more discussion, the Council was polled, and the motion failed with Bob Cullen and Edwina Meitzen voting aye and Mike Lewis, Ron Ross, and Marianne Mitchell voting nay. The majority of the Council asked staff to advertise the positions on the reader board and the city website and put this agenda item on the agenda next month.

2) Accept FY2002-03 Audit:

Edwina Meitzen made a motion to accept the FY2002-2003 audit. Ron Ross seconded the motion. There was no discussion and the motion passed unanimously.

Bob Cullen made a motion to take a 10-min. break. Ron Ross seconded the motion. There was no discussion and the motion passed unanimously. A break was taken at 8:00 p.m. The meeting was called back to order at 8:10 p.m.

12. DISCUSSION ITEMS:

1) Park Master Plan- Mark Fancey:

Mark Fancey said that he is here to get any final comments on the Parks Master Plan from the Council and to discuss the SDC (Systems Development Charge) methodology for the new parks SDC. The Draft Parks Master Plan was sent to all of the Planning Commission members for their review and comment. There was some discussion about parkland acquisition and land values. Mark Fancey said that he went to the assessor's office and priced vacant land within the City that has sold within the last two years. Bob Cullen asked Mark Fancey which number he felt was the most defensible, and Mark Fancey said that he felt the low/high estimate (\$779) was the most defensible. Discussion ensued. Mark Fancey said that he is going to work on getting some more realistic land acquisition costs and will work with Diane Rinks to get the final documents ready for the next Council meeting.

2) February meeting schedule:

Diane Rinks said that she would like to attend the CIS Annual Risk Management Conference in Portland, which is going to be held February 11-13. This conflicts with the next Council meeting, which will be February 12. Diane Rinks requested that the next Council meeting be held on February 5. The Consensus of the Council is to hold the next Council meeting on February 5.

3) Mike Lewis resignation:

Added by Mike Lewis under 'Additions and Deletions'.

Mike Lewis said that he is resigning from the Council, effective tonight. He said that the Council needs to start listening to the citizens. The citizens were promised that things were going to change and all we do is raise their rates and offer them less services. He said that there were citizens that were against the development of Hamilton Estates, and for the Council to go against them is wrong. He expressed his dissatisfaction with the productivity and attitude of Public Works. The citizens wanted lower rates, and they haven't gotten it. The Council needs to be accountable to the citizens. He said that he has done everything that he can, and he will be moving out of town.

4) Letter read into record by Marianne Mitchell:

Added by Marianne Mitchell under 'Additions and Deletions'.

Marianne Mitchell read a letter into the record (see packet file 1/8/04). She said that she wants to respond to Diane Rinks' letter about Andy Jordan's charges for the censure resolution that was passed by the Council in July 2003. Marianne Mitchell still refutes the fact that Andy Jordan did not write the censure resolution. She said that the matter that she discussed with the opposing Council was public record. Marianne Mitchell said that Diane Rinks will not work fairly with her. She asked Diane Rinks if she has set up a meeting with the mediators yet. Diane Rinks said that she tried to contact them, but she hasn't been able to set up a time yet because the mediators were not in the office today.

13. COMMITTEE REPORTS:

None received.

14. MAYOR'S REPORT:

None.

15. REVIEW OF HANDOUT MATERIAL:

None.

16. ADJOURNMENT:

Bob Cullen made a motion to adjourn. Edwina Meitzen seconded the motion. There was no discussion and the motion passed unanimously. The meeting was adjourned at 9:11 p.m.

Minutes approved on this 5th day of February, 2004.

APPROVED:

ATTESTED:

Mayor Lotis Hanks

Diane Rinks, City Administrator