

City of Lafayette
City Council Meeting Minutes
December 9, 2004
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: Edwina Meitzen, Michael Roberts, Mayor Lotis Hanks, and Ron Ross.
Absent: Bob Cullen (excused), 2 vacancies.
City Staff Present: Diane Rinks- City Administrator, Trena McManus- Assistant to the City Administrator, and Jim Anderson- Public Works Foreman.
Others: Steve Malone, Melodie Malone, Don Leard, Peder Mikkelson, Art Bixman, Betty Roberts, Lisa Heatherly, Chad Gooch, Kim Schweiger, Carol Paddock, and approximately 2 others.
- 4. APPROVAL OF MINUTES:**
Edwina Meitzen made a motion to accept the November 11, 2004 minutes. Ron Ross 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:**
None.
- 7. PUBLIC HEARINGS:**
None.
- 8. CITIZEN INPUT ON NON-AGENDA ITEMS:**
Carol Paddock, 5001 NE Mineral Springs Rd., McMinnville- asked the City to consider recommending that safe and adequate pedestrian access be considered in the building of the new Lafayette/Hopewell highway bridge. She said that it would be nice to have access on both sides of the bridge, but if they are only going to put access on one side, then it should be on the west side. Diane Rinks said that she assumes that the County will be addressing this in the engineering of the bridge, but the City will pass the recommendation along to the County.
- 9. DEPARTMENTAL REPORTS:**
 - 1) City Administrator report:**
Ron Ross asked about the status of the agreement with Ezra Koch for the application of sludge on the Industrial property. Diane Rinks said that she spoke with Rob Henry (HBH Engineering) and he said that Mike Henry is still working on this.
 - 2) Accounts Payable report:**
There were no questions on this report.
 - 3) Public Works report:**
Jim Anderson, Public Works Foreman- said that the paving at the post office was completed after the water leak was fixed. A patch was also done at 903 Bridge Street. The public works department has also been clearing downed tree branches and they repaired the flatbed truck. Discussion ensued. Ron Ross asked about the road condition on 7th Street in relation to the work that the developers are doing in the subdivisions, and Jim Anderson said that Green Heights is getting ready to lay curbs, and they will be paving soon after that.
Jim Anderson said that they are also extending the school zones to include the crosswalk on 7th Street Extension, which will be done after the paving of 7th Street. Ron Ross asked how the sewer plant is doing and Jim Anderson said that it is doing fine. Michael Roberts asked if the City (public works) is still getting

help from the inmate work crew, and Jim Anderson said not at this time. However, they are available at any time if they need help in the future.

4) Fire Department report:

There were no questions on this report.

10. LEGISLATIVE ACTIONS:

1) Ordinance 573- Measure 37 Procedure:

Diane Rinks said that since the voters passed Measure 37 at the Nov. 2 General Election, the City needs to have a process in place in case someone files a claim. This ordinance establishes a negotiation process in dealing with a Measure 37 claim. The ordinance also gives the City the authority to ask for additional information to determine the validity of the claim. Ron Ross asked about a private cause of action clause and Diane Rinks said that Andy Jordan recommended not including it in the ordinance. A citizen can sue someone whether or not this clause is in the ordinance, and it wouldn't preclude someone from suing the City as well.

Ron Ross made a motion to adopt Ordinance 573, as presented. Michael Roberts seconded the motion. Diane Rinks read the ordinance by title only- 'An ordinance adopting procedures to implement Ballot Measure 37 and declaring an emergency'. Discussion- There was none. Diane Rinks read the ordinance by title only. The motion passed unanimously.

2) Resolution 2004-25- FY04-05- Accept and appropriate fire department grant:

Diane Rinks said that Lori Labb submitted a grant application on behalf of the fire department for an overhead projector (used for training) and the City was given a grant for \$995. The City is responsible for a 10% match (\$995 projector- \$99.50 City match= \$895.50 grant reimbursement). It is necessary for the Council to adopt a Resolution to accept and appropriate the grant in the 04-05 fiscal year.

Ron Ross made a motion to adopt Resolution 04-25, as presented. Edwina Meitzen seconded the motion. There was no more discussion and the motion passed unanimously.

3) Resolution 2004-26- FY04-05- Budget Transfer:

Diane Rinks said that this resolution is to cover the purchase of a new computer for City Hall. Trena's computer is the server for the utility billing and financial applications. It is the oldest computer that the City has and it is not adequate anymore. Ron Ross made a motion to adopt Resolution 04-26, as presented. Edwina Meitzen seconded the motion. Diane Rinks noticed a change that needed to be made to the resolution. The motion failed. The resolution needs to be changed from general fund/administration/material and services/office equipment and furniture to general fund/administration/capital outlay/office equipment and furniture. Ron Ross made a motion to adopt Resolution 04-26, as amended. Edwina Meitzen seconded the motion. There was no more discussion and the motion passed unanimously.

4) Resolution 2004-27- Measure 37 Application Fee:

Diane Rinks said that this resolution establishes a fee for Measure 37 claims. Edwina Meitzen asked if part of the fee is refundable and Diane Rinks said that the fee is not refundable as written. There was some discussion on whether part of the fee should be refundable and the consensus of the council was to charge a \$1,000 fee, of which \$200 is non-refundable and \$800 is a reimbursable deposit. Michael Roberts made a motion to adopt Resolution 04-27, as amended. Ron Ross seconded the motion. There was no more discussion and the motion passed unanimously.

11. ACTION ITEMS:

1) Approve addendum to City Administrator contract:

Diane Rinks said that the Council voted to extend her contract in May 2004, and she took a 2.5% salary increase instead of 5% and an extra 4 hours of PTO each month. However, she recently discovered an error in the contract. In updating the contract, the attorney did not reflect the current dates or salary amount. Discussion ensued.

Ron Ross made a motion to approve the addendum to the City Administrator's Employment Contract dated December 9, 2004. Edwina Meitzen seconded the motion. There was no more discussion and the motion passed with Ron Ross and Edwina Meitzen voting aye and Michael Roberts voting nay.

2) Renewal of contract with Oregon Fire Service Museum:

Ron Ross made a motion to continue the fire equipment contract with the Oregon Fire Service Museum for one year. Michael Roberts seconded the motion. There was no discussion and the motion passed unanimously.

3) YCOM Notice:

Diane Rinks said that if the Budget Committee decides to not extend police coverage for the 2005-06 fiscal year, then the City needs to put YCOM on notice of this possibility by the end of the year. The YCOM membership agreement requires notification by the end of December if the City does not intend on being a member of YCOM for the following fiscal year. Diane Rinks asked the Council to direct her to submit written notice to YCOM, stating that the City may or may not have police services for the 2005-2006 fiscal year, and if we don't, that we would not intend to pay the police portion of our dues and would ask for "associate" status as far as the police portion of the dues are concerned.

Edwina Meitzen made a motion to direct Diane Rinks to submit a letter to YCOM putting them on notice of the City's intentions as stated above. Michael Roberts seconded the motion. There was no more discussion and the motion passed unanimously.

12. DISCUSSION ITEMS:

1) Sewer Fund Deficiency:

Ron Ross said that the incoming Council needs to be a part of this decision, and he encouraged the new Council to come to City Hall and ask questions about the options that are available to make up this sewer fund deficiency.

Diane Rinks said that her projections for annual revenue are based on 25 houses being built per year. The next couple years will probably produce more houses, but we don't know that for sure and we still have 16 years worth of bond payments to make. Discussion ensued. This issue will be placed on a future Council agenda.

13. COMMITTEE REPORTS:

None.

14. MAYOR'S REPORT:

None.

15. REVIEW OF HANDOUT MATERIAL:

None.

16. ADJOURNMENT:

Ron Ross made a motion to adjourn. Michael Roberts seconded the motion. There was no discussion and the motion passed unanimously. The meeting was adjourned at 8:51 p.m.

Minutes approved on this 13th day of January, 2005.

APPROVED:

ATTESTED:

Mayor Don Leard

Diane Rinks, City Administrator