

**City of Lafayette**  
**City Council Meeting Minutes**  
**March 11, 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, Bob Cullen, Mayor Lotis Hanks, Marianne Mitchell, Ron Ross, and Gary Filpi.  
*Absent:* 1 vacancy.  
*City Staff Present:* Diane Rinks- City Administrator, Trena McManus-Assistant to the City Administrator.  
*Others:* Travis Johnson, Steve Malone, Melodie Malone, Shirley Venhaus, Alex Stolk, Debbie Stolk, Cecil Elbert, and approximately 3 others.
- 4. APPROVAL OF MINUTES:**  
Gary Filpi made a motion to accept the February 5, 2004 minutes. Edwina Meitzen 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:**  
Travis Johnson, 1002 Market St.- said that Mark Fancey (Council of Governments) recommended that the Council adopt the Parks Master Plan into the Comprehensive Plan, and he feels that the Council should do this. He also said that he would like to see the Watershed Management Action Plan adopted into the Comprehensive Plan. Travis Johnson said that he would like to see the drinking fountain replaced at Perkins Park, if there is any way the City can find the money to do so.  
Diane Rinks said that both the Parks Master Plan and the Watershed Management Action Plan are official documents of the City. After speaking with the City Planner, he recommended that these documents not be adopted into the Comprehensive Plan. It is a long, drawn out process to amend the Comprehensive Plan, and there is no additional benefit to incorporating it into the Comprehensive Plan. When it comes time for periodic review, the City may want to change the policy in the Comprehensive Plan to state that the City will follow the plans (ie. Watershed and Parks) that the City has adopted. Discussion ensued.  
  
Shirley Venhaus, President of the Yamhill County Historical Society- said that she wanted to update the Council on what the Historical Society has been doing. The church has structural problems with the basement, foundation, and steeple. The Society has applied for grant funding to fix some of the problems. She feels that the City does not recognize the Society except for the two utility bills that they receive each month. Shirley asked if the City could include the Historical Society in some of the publications (ie. newsletter, back of water bills). Staff will try to incorporate the historical society information into some of the City's publications.  
Mayor Lotis Hanks asked if there is any way to combine the log cabin and the church into one meter, since the church barely uses any water. Diane Rinks said that she will look into this.
- 9. DEPARTMENTAL REPORTS:**
  - 1) City Administrator report:**  
Edwina Meitzen asked what time the first budget committee meeting will be and Diane Rinks said that it will start at 7:00 p.m. Marianne Mitchell said that she thought there was a deadline put on the (SDC) lawsuit offer that was presented to the plaintiffs, and she asked about the status of the offer. Diane Rinks said there was a deadline put on the offer and the settlement is proceeding, but she really can't get into many more details about it.

There was further discussion about the Yamhill County Historical Society, and Edwina Meitzen asked staff to have a link on the City's website to the Historical Society's website, and to put their contact information on the back of the water bills. Staff will look into this.

Gary Filpi asked about the complaint regarding cars parking at Lafayette Auto Body blocking the sidewalk. Diane Rinks said that she passed by there today, and there weren't any cars blocking the sidewalk, but she will contact them if this continues to be a problem and remind them (and/or their customers) not to park on the sidewalk.

**2) Fire Department report:**

There were no questions on this report.

**3) Accounts Payable report:**

There were no questions on this report.

**4) Public Works report:**

Marianne Mitchell said that she hopes that Public Works is able to install the monument boxes soon, because the monument marker hole on Bridge St. is getting pretty bad. Diane Rinks said that Public Works has started installing them as time and weather allow.

**10. LEGISLATIVE ACTIONS:**

**1) Resolution 04-05- Adopt Parks Master Plan:**

Bob Cullen made a motion to adopt Resolution 04-05, as presented. Edwina Meitzen seconded the motion. Discussion- Bob Cullen said that he intends to bring up the needs of the parks at budget time. Gary Filpi asked if the new Parks SDC rate is in effect yet, and Diane Rinks said not yet. There are some state notification requirements that have to be done first. This will be put on the next Council agenda. Discussion ensued. There was no more discussion and the motion passed unanimously.

**2) Resolution 04-06- Formalizing adoption of and amending Personnel Policy:**

Diane Rinks said that when the personnel policies were re-done last time, she would have preferred them to be adopted by Resolution, so she is recommending that the Council adopt the policies by Resolution tonight. She is also recommending one change to the 'salary increase' section of the policies that will be amended to read that non-union employees will receive salary increases based on their performance evaluations and recommendation from the City Administrator. Gary Filpi made a motion to adopt Resolution 04-06, as presented. Ron Ross seconded the motion. There was no discussion and the motion passed unanimously.

**3) Ordinance 567- Amendments to Ch. 2 of Municipal Code (Gov. and Admin.):**

Diane Rinks said that at the last meeting, the Council expressed an interest in allowing 2 members of the Planning Commission to reside outside of the city limits. It is proposed that one of the members that live out of town has to own property in town. An ordinance has been prepared to reflect the change in Planning Commission membership. This ordinance also clarifies the frequency of meetings of the Planning Commission, membership of the Budget Committee, deletes the section on a Cable TV Advisory Commissioner, deletes the Traffic Safety Committee as a standing committee in the code (Council has authority to establish standing committees- the Traffic Safety Committee doesn't need to be specified in the code), and states that fees for Municipal Lien Searches will be set by resolution. Gary Filpi made a motion to adopt Ordinance 567, as presented. Bob Cullen seconded the motion. Discussion- Ron Ross said that he feels that citizens of Lafayette should fill the Planning Commission. Gary Filpi said that this ordinance gives the flexibility to have 2 members that live out of town- it doesn't say that we have to. Marianne Mitchell said that people that live right outside the city limits would be affected by land use decisions that occur in town. Edwina Meitzen said that she agrees with Ron Ross and would like to see the Planning Commission membership be citizens of Lafayette. Bob Cullen said that he feels that it is reasonable to have 1 out of 7 members on the Commission from out of town. Diane Rinks read the ordinance by title only- 'An Ordinance Amending Ch. 2 of the Lafayette Municipal Code'. Bob Cullen withdrew his second. The motion failed for lack of a second. The Consensus of the Council is to delete sections 2 and 3 and present it at the next meeting for adoption. Marianne Mitchell said that she wants to see term limits on the Planning Commission. She wants to see other people in town have a chance to serve on the Commission. Ron Ross said that the Council reviews the appointments, so there is no need to set additional limits. Discussion ensued. The rest of the Council disagreed with setting term limits on the Planning Commission.

Diane Rinks said that sections 2 and 3 will be deleted. Sections 4-9 will be renumbered, and the ordinance will be amended and brought back for final adoption at the next meeting.

Gary Filpi made a motion to adopt Ordinance 567, as amended. Edwina Meitzen seconded the motion. There was no more discussion and the motion passed, with Marianne Mitchell voting nay. This ordinance will be brought back to the Council at the April 8, 2004 meeting for final adoption.

**4) Ordinance 568- Re-establishing rules for the formation of Reimbursement District:**

Bob Cullen made a motion to adopt Ordinance 568, as presented. Gary Filpi seconded the motion. Diane Rinks read the ordinance by title only- 'An Ordinance Amending Chapter 3 of the Lafayette Municipal Code by Re-establishing Rules for Formation of Reimbursement Districts'. Discussion- Gary Filpi asked if this ordinance gives a developer a vehicle to recoup certain costs and Diane Rinks said that it establishes a process so they can apply for reimbursement. Discussion ensued. Diane Rinks read the ordinance by title only. There was no more discussion and the motion passed unanimously.

**5) Ordinance 569- Amendments to Ch. 6 of Municipal Code (Parking Regulations):**

Bob Cullen made a motion to adopt Ordinance 569, as presented. Edwina Meitzen seconded the motion. Diane Rinks read the ordinance by title only- 'An Ordinance Amending Chapter 6 of the Lafayette Municipal Code to Address the parking of vehicles'. Discussion- Marianne Mitchell said that she would like to see the curbs painted yellow around the mailboxes, so people know there is an ordinance against parking near mailboxes. Gary Filpi said that parking is only prohibited during mail delivery hours (8 am to 4 pm M-S), so it wouldn't work to paint the curbs. There are stickers on the sides of all the (community) boxes that state that parking in front of or near them is not allowed. Staff will also put something on the back of the water bills to inform the residents. Diane Rinks read the ordinance by title only. There was no more discussion and the motion passed unanimously.

**6) Resolution 04-07- Fees for Reimbursement District and lien search fees:**

Diane Rinks said that this resolution sets the fees for applying for a reimbursement district and for municipal lien search fees. Gary Filpi made a motion to adopt Resolution 04-07, as presented. Marianne Mitchell seconded the motion. There was no discussion and the motion passed unanimously.

**11. ACTION ITEMS:**

**1) Planning Commission Appointments:**

Mayor Lotis Hanks said that he is not ready to make any appointments at this meeting and asked this agenda item to be placed on the next agenda.

**2) City Council Appointment:**

Mayor Lotis Hanks said that he would like to wait until the General Election in November and let the voters decide who should fill this vacancy. Trena McManus said that Richard Jones had to withdraw his application because he got a new job that will require him to travel. There was some discussion about filling the Council vacancy now or wait until the General Election. After some discussion, Mayor Lotis Hanks asked that this be placed on the next agenda.

**3) Budget Committee Appointments:**

Mayor Lotis Hanks appointed Jeanette Filpi, Travis Johnson, Ellen Jackson, Melodie Malone, and Michael Roberts to the Budget Committee.

Gary Filpi made a motion to accept the Mayor's appointments. Bob Cullen seconded the motion. There was no discussion and the motion passed unanimously.

**4) Ratify Amendments to YCOM (Yamhill Communications Agency) Agreement:**

Diane Rinks said that she will now be the official representative for the City on the YCOM board. The City has been dissatisfied with YCOM's funding formula for some time, and she expressed that at the YCOM meeting on Tuesday. There were some proposed changes to the agreement presented on Tuesday, and Diane Rinks told the (YCOM) board that she felt the City should be consistent in the City's stance against the agreement as a whole. Edwina Meitzen asked if we could become an associate member like Dayton did. Diane Rinks said that Dayton doesn't have to worry about dispatch for a fire department like Lafayette does, because it is a separate entity (Dayton Rural Fire District), so it makes it more complicated. Diane Rinks said that she would like some direction from the Council on how they would like the City's vote cast in

regards to the YCOM Agreement. Discussion ensued. Gary Filpi made a motion to direct the YCOM Representative to extend a No vote in regards to the proposed YCOM Agreement. Ron Ross seconded the motion. There was no discussion, the Council was polled, and the motion passed unanimously.

**5) Amend environmental contract and increase contract amount:**

Diane Rinks said that she just wanted to update the Council on the environmental review for the Wastewater Treatment Plant. The State Historic Preservation Department has stated that it will be necessary for the City to complete a cultural resource pedestrian survey or we must have an archaeological tribal monitor on site during the project. The least expensive route would be to complete the pedestrian survey. OECDD has said that it is not necessary to do this, and won't provide the funding for this. HBH Engineering has agreed to incorporate these costs into their portion of the project. Diane Rinks said that she hopes to have the final assessment before the Council at the April 8, 2004 meeting. Discussion ensued. She said that it might be necessary to schedule a second meeting in April to approve the construction plans and RFP for the Wastewater Treatment Plant, so the project can be out to bid by the first of May.

**12. DISCUSSION ITEMS:**

None.

**13. COMMITTEE REPORTS:**

None received.

**14. MAYOR'S REPORT:**

None.

**15. REVIEW OF HANDOUT MATERIAL:**

Gary Filpi asked Diane Rinks if she could get some cost estimates for the drinking fountain. Diane Rinks said that she disagrees with the urgency to do this. There are some real concerns about the City's water supply this summer if the joint water project isn't completed. The drinking fountain has been vandalized in the past and the water has been left running for extended periods of time. Diane Rinks said that she will get some cost estimates for the Budget Committee.

**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 8:32 p.m.

**Minutes approved on this 8th day of April, 2004.**

**APPROVED:**

**ATTESTED:**

\_\_\_\_\_  
Mayor Lotis Hanks

\_\_\_\_\_  
Diane Rinks, City Administrator