

**City of Lafayette**  
**City Council Meeting Minutes**  
**February 8, 2007**  
**6:30 PM**

- 1. CALL TO ORDER:** Mayor Darrell Flood called the meeting to order at City Hall at 6:34 p.m.
- 2. FLAG SALUTE:** Mayor Darrell Flood led the flag salute.
- 3. ROLL CALL:** Diane Rinks, City Administrator, called the roll.  
*Present:* Mayor Darrell Flood, Lisa Heatherly, Michael Roberts, Art Bixman, Bob Cullen, Jim Rue and Matt Smith.  
*Absent:* none  
*City Staff Present:* Diane Rinks- City Administrator, Jamie Rhodes- City Clerk and Jim Anderson- Public Works Foreman  
*Others:* Denny Muchmore-City Engineer, Sarah Flood, Rod Sharp, and Don Leard.
- 4. APPROVAL OF MINUTES:**

Art Bixman made a motion to accept the January 11, 2007 minutes. Michael Roberts seconded the motion. There was no discussion and the motion passed unanimously.

Lisa Heatherly made a motion to accept the January 26, 2007 Council work session minutes. Matt Smith seconded the motion. There was no discussion and the motion passed with Michael Roberts abstaining from the vote.

Art Bixman announced his resignation as Council President. Lisa Heatherly nominated Michael Roberts as President and Bob Cullen seconded the nomination. The nomination was approved by the Council.
- 5. REVIEW PROCEEDINGS AND APPROVE MINUTES OF SPECIAL MEETINGS:**

None.
- 6. ADDITIONS AND DELETIONS:**

Diane Rinks said she wanted to add Discussion Item 12(3) City/County dinner and Item 12(4) policy for use of City Letterhead and website. Mayor Darrell Flood said that he wanted to add Discussion Item 12(5) City Logo and Item 12(6) newsletter. There were no other additions or deletions.
- 7. PUBLIC HEARINGS:**

None.
- 8. CITIZEN INPUT ON NON-AGENDA ITEMS:**

None.
- 9. DEPARTMENTAL REPORTS:**
  - 1) City Administrator report:**

Diane Rinks stated that most of her report focused on the WWTP project and change orders. The council decided to discuss the change orders later in the meeting. There were no other questions on this report.
  - 2) Accounts payable report:**

Diane indicated that a new payables report had been included for Council to review. The new report contained more detail information about the payables. The Council stated that the prior check register report was sufficient for their use. There were no other questions on this report.
  - 3) Public Works report:**

Mayor Darrell Flood asked about the status of well #10. Jim Anderson explained that they were waiting on PGE to complete their portion of the work. The well is normally not in use until June, so they are not in a rush for this to be done. Bob Cullen asked about effluent flow from underground springs at the sewer lagoons, as stated in the WWTP report. Diane stated that there is a large amount of discharge, and it is thought to be caused by water runoff from adjacent agriculture property and possible from underground runoff that goes through the polishing pond. Diane explained the difference in discharge amounts in relation to influent flow that is treated.

Discussion ensued. Jim Rue asked about the work orders on the PW report. Jim Anderson explained they are orders generated by City Hall staff.

**4) Fire Department report:**

Bob Cullen asked about mutual aid by McMinnville EMS. Art Bixman commended the fire department staff and volunteers for their service. Jim Rue asked what the difference was between a fire department and a fire district. Discussion ensued.

**5) Sheriff report:**

Jim Rue asked about cars being sold at a residential property in town. Diane stated that the City is aware of the situation and it is being handled on several levels. There was no further discussion on the report.

**10. LEGISLATIVE ACTIONS:**

**1) Resolution 2007-02 – FY06-07 Budget Transfer:**

Bob Cullen made a motion to adopt Resolution 2007-02 as presented. Michael Roberts seconded the motion. Discussion - Diane Rinks explained the transfer was due to legal fees incurred relating to the easement agreement with Evergreen International for the Dayton well field and for amending the Intergovernmental Agreement with the City of Dayton. Dayton will also be incurring cost for these items, the amount was not known. There was no more discussion and the motion passed five (5) votes to one (1) with Jim Rue voting nay.

**2) Resolution 2007-03 – Approve Water Master Plan:**

Diane Rinks stated that a change was made to Resolution 2007-03, to reflect required approval from the State of Oregon Department of Health Services. Michael Roberts made a motion to adopt Resolution 2007-03 as presented. Lisa Heatherly seconded the motion.

Discussion – Denny Muchmore stated that the Oregon Health Division, who regulates water systems, requires we have a Water Master Plan and recommends a minimum 20 year planning period. The last plan was done in 1994 and many of the recommendations within that plan have been completed. He stated that water regulations set by the State also change regularly, so those changes need to be accounted for. Discussion ensued about City property near Perkins Park, which was earmarked as a reservoir site in the 1994 plan. Matt Smith asked if the plan accounted for emergency situations, possibly tying in with McMinnville. Diane Rinks and Denny Muchmore related information regarding the development of a Regional Water System. Jim Rue asked about water rights. Discussion ensued. Denny stated that at this time, a priority issue is the lack of adequate storage for water; the current reservoir holds 500,000 gallons of water and the 2007 master plan recommends a new 2.2 million gallon reservoir. Denny indicated that one item which was inadvertently left off the recommended project priority list was replacement of the Bluebird Spring water line, with an estimated cost of \$300,000.00.

There was no further discussion and the motion passed unanimously.

Art Bixman made a motion to recess. Lisa Heatherly seconded the motion. The motion passed unanimously and council recessed at 8:50 p.m.

The mayor called the meeting back to order at 9:00 p.m.

**11. ACTION ITEMS:**

**1) Antique Fire Apparatus:**

Bob Cullen made a motion to renew the contract with the Oregon Fire Science Museum for a period of one year. Michael Roberts seconded the motion. The motion passed unanimously.

**2) Appointments to Budget Committee:**

Darrell Flood appointed Travis Johnson, Patricia Fahl and Betty Roberts to the budget committee. Art Bixman made a motion to accept the mayor's appointments to the budget committee. Matt Smith seconded the motion. The motion passed unanimously.

**3) WWTP Change Orders:**

Bob Cullen made a motion to approve change order #8 in the amount of \$1248.00, change order #9 in the amount of \$3910.00 and change order #10 in the amount of \$3477.65. Michael Roberts seconded the motion. Discussion – Diane Rinks stated that the projected date from the project engineers for introducing sewage to the new system was March 12. The project engineer and contractor are addressing leak issues with the tanks and filters. There was no further discussion and the motion passed unanimously.

## **12. DISCUSSION ITEMS:**

### **1) Utility Billing Late Fees:**

Mayor Darrell Flood said he wanted to increase the late charge to \$10 or \$15 to hopefully deter people from paying late and to reduce staff time in sending out late notices. Discussion ensued regarding methods of payment accepted by the City. Diane Rinks stated that she does not recommend increasing late fees. The council had determined to reduce the late fees within the last few years. Jamie Rhodes explained the monthly process with late charges, delinquent notices, and shut offs. Discussion ensued. No motion was made on the item.

### **2) Council Liaisons:**

Matt Smith made a motion to table discussion of Council liaisons to a later meeting. Bob Cullen seconded the motion. There was no discussion and the motion passed unanimously.

### **3) City County Dinner:**

Diane Rinks stated that every two years, the City has the opportunity to host the City County Dinner, and our next hosting is in April. She indicated that for the last occasion, the Council agreed to provide funds to pay for the facility. The attendees will pay for their own meals. She explained that the dinner provides networking between the cities and community agencies.

Bob Cullen made a motion to approve spending up to \$1000.00 for the facility. Michael Roberts seconded the motion. There was no further discussion and the motion passed unanimously.

### **4) Policy for Use of City Letterhead / Website:**

**Letterhead:** Diane explained that the Mayor had requested use of the City Letterhead. Diane stated that this had not been asked before, and she conferred with the City Attorney regarding a policy for elected officials to use City Letterhead. She presented to the Council policy items regarding use of City Letterhead. Discussion ensued regarding the use of Letterhead by the Mayor and Council members.

Michael Roberts made a motion to adopt the policy for use of City Letterhead by elected officials. Bob Cullen seconded the motion. Lisa Heatherly asked what elected officials would be creating on City Letterhead that isn't already in documentation. Mayor Darrell Flood explained his reason for wanting to use Letterhead. Matt Smith stated that if something is to be sent out on Letterhead, it should be approved by City Administration or all City Council, prior to it being sent. Discussion ensued.

There was no further discussion and the motion passed with Michael Roberts, Matt Smith and Lisa Heatherly voting nay and Jim Rue, Bob Cullen and Art Bixman voting aye. The Mayor broke the tie with an aye vote.

**Website:** Diane Rinks stated that her recollection from a previous meeting was that the Mayor would create a newsletter and it would be posted on the City Website as a document. She is asking for clarification on the Council's stand with regard to a newsletter and/or creating a Mayor's page on the City Website. Mayor Darrell Flood explained his idea for creating his own page. Discussion ensued. The Council asked the Mayor to present a sample to them at a future meeting, before they make a decision on use of the City Website.

### **5) City Logo:**

Mayor Darrell Flood asked the Council what their views were on use of the City Logo and if it should be changed. There was discussion regarding one of the Public Works trucks which does not have the logo on it. The Council agreed they were happy with the current logo and saw no need for changes in its use.

### **6) City Newsletter:**

Mayor Darrell Flood stated that he had volunteers available to stuff the newsletter in the water bills at City Hall. Diane Rinks asked for clarification on whether the newsletter was going into the bills or on the website. It was the consensus of Council and staff that volunteers stuffing newsletters into the bills was not a feasible option.

## **13. COMMITTEE REPORTS:**

None.

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

\*Mayor Darrell Flood stated he was going to be meeting with local businesses to discuss the formation of a Chamber of Commerce; creating a welcome packet for new residents.

\*Mayor Darrell Flood stated he has posted additional informational City Council meeting agendas throughout town to bolster attendance at the meetings.

\*Mayor Darrell Flood stated he and Art Bixman would be attending a workshop and he encouraged all Council to attend. He indicated he would be attending the Mayor's Day at the Capitol.

**15. REVIEW OF HANDOUT MATERIAL:**

There was no discussion.

**16. ADJOURNMENT:**

Michael Roberts made a motion to adjourn. Bob Cullen seconded the motion. There was no discussion and the motion passed unanimously. The meeting was adjourned at 10:27 p.m.

**Minutes approved on this 8th day of March, 2007.**

**APPROVED:**

**ATTESTED:**

\_\_\_\_\_  
Mayor Darrell Flood

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