

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue**

****Tuesday, January 2, 2018 – 6:00 PM****

Agenda Item	Action
<p>1. Roll Call: Councilors Real, Andrews, Canfield and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor King arrived at 6:30 PM.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the flag salute</p>
<p>2. Attachment F – Sheriff’s Report (Agenda Item 4d). Sgt. Randy Hiner of the Benton County Sheriff’s Department presented the report.</p>	<p>Council received the report.</p>
<p>3. Attachment C – Community Services Officer (Agenda Item 4a). Jerry Jackson, CSO, presented the report.</p>	<p>Council received the report.</p>
<p>4. Consent Calendar (Agenda Item 2). Minutes of November 7, 2017 City Council Meeting and Minutes of December 27, 2017 City Council Meeting. Bills List through November 30, 2017, (\$77,308.19) and Bills List through December 31, 2017 (\$29,733.34), (\$107,041.53 total).</p>	<p>Councilor Andrews moved to approve the Consent Calendar as presented. Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>5. Public Comment (Agenda Item 3). Faye Abraham, 3122 NE Willamette Avenue. Asked about the City Administrator’s performance evaluation, salary increase and days off. Asked if there will be public comment before decision?</p>	
<p>6. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>7. Attachments K, K1 – Barracks Loan (Agenda Item 6b). CA Hare had sent out a Request seeking proposals to provide a five year loan to finance the City’s barracks buildings improvements. The City received a response from US Bank. Debbie Smith-Wagar gave her recommendation to approve said loan as the response was within the parameters of the City’s Request.</p>	
<p>8. Attachment M - Resolution 2018 - #01 - US Bank Loan (Agenda Item 7a). This Resolution authorizes the City Administrator to proceed with the execution of a contract between US Bank and the City.</p>	<p>Councilor King moved to approve Resolution 2018 - #01. Councilor Andrews seconded. Unanimous Approval (5-0).</p>

<p>9. Attachment L, L1 – Planned Development (Agenda Item 6c). Planning Commission members Rowe, Ray and Officer were present.</p> <p>Ed Patton of Udell Engineering presented a preliminary review on behalf of the developer for a planned development on property located on William R. Carr Avenue.</p>	
<p>10. Attachment G – Financial Report- (Agenda Item 4e). CA Hare presented the report. Income is \$764,025.94 and expenses are \$537,341.30. The balance in the Local Government Investment Pool is approximately \$1,039,286.95, last year the balance was \$906,833.19.</p>	<p>Council received the report.</p>
<p>11. Attachment J, J1 – Adair Village Market (Agenda Item 6a). CA Hare informed the Council that the Lease for the store ended on December 31, 2017. Jim Jones, current Lessee of the Farm Foods restaurant was present and expressed his interest in possibly leasing the market.</p> <p>Council directed this matter be placed on the agenda for the next meeting with both Jim Jones and the owner of the store present to further discuss this matter.</p>	
<p>12. Attachment H – Community Service Officer Contract (Agenda Item 5a). CA Hare presented the Council with an updated Employment Agreement between the City and Jerry Jackson.</p>	<p>Councilor King moved to approve the Employment Agreement between the City of Adair Village and Jerry Jackson, “Contractor”. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>13. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • Wastewater DRC – Eric Harvey now has enough time to apply and test for his wastewater treatment II certification. • Planning – CA Hare is working with Philomath, Monroe and Benton County about the possibility of contracting an in house planner from the county. <p>Property/Businesses</p> <ul style="list-style-type: none"> • Farm Foods – Jim Jones will be coming to the council to present his proposal. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Wastewater/Leachate – CA Hare met with Republic Services and went over the final draft of an agreement. There were no major setbacks so they are going to send it through their legal department for review. • Water Intake – The intake work is completed and is working well. ODFW has taken responsibility for any maintenance on the screen and intake canal. • Water Tanks – Engineering America is performing their last inspection on the inside of the west tank to see if there is any deficiency with the liner that was installed. They have given Civil 	<p>Council received the report.</p>

<p>West the final documents that we were waiting for. After review by Civil West, the final payment can be made less funds withheld for the leaks.</p> <ul style="list-style-type: none"> • Calloway – The pump station has been fixed. The roof being replaced is the last thing to be done. <p>Planning/Permits</p> <ul style="list-style-type: none"> • Brian Donne – He has purchased the residential portion of the ServPro property. • ServPro – Tim McGinnis is hoping to be moving into the new facility in March. 	
<p>14. Attachments I, II, I2 – City Administrator Contract (Agenda Item 5b). CA Hare is requesting a salary increase.</p>	<p>Councilor Real moved to increase CA Hare’s monthly base salary to \$8,042.00 and to approve the City Administrator Employment Agreement, with the following three changes: Remove the word “three” in Section 3A; Change Section 3b to “the sum of \$16,084.00”; Remove Section 4B. Councilor King seconded. Approval (4-0, 1 abstained).</p>
<p>13. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – Have CA’s evaluation placed on future agenda. • Councilor Andrews – None. • Councilor King – None. • Councilor Canfield – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, February 6, 2018 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 9:20 PM.</p>

Mayor’s Approval

Date