

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
\*\*\*\*Tuesday, March 4, 2014 - 6:00 PM\*\*\*\*

**1. ROLL CALL – Flag Salute**

**2. CONSENT CALENDAR:** - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*

- a) Minutes – City Council Meeting-February 4, 2014 (Attachment A)
- b) Bills List through February 19, 2014 (Attachment B-1) - \$59,681.<sup>71</sup>
- c) Bills List through March 3, 2014 (Attachment B-2) – \$24,516.<sup>45</sup>

**3. PUBLIC COMMENT** (Please limit comments to 5 minutes)

**4. OLD BUSINESS:**

- a) Financial Policies and Procedures (Attachment C ) Drew Foster  
**Action:** Discussion

**5. NEW BUSINESS:**

- a) Financial Report-Through February 28, 2014 (Attachment D) Drew Foster  
**Action:** Discussion
- b) Marijuana Dispensaries Mayor Bill Currier  
**Action:** Discussion
- c) Invitation to Respond-City Attorney Contract Drew Foster  
**Action:** Consensus

**6. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**

- a) Ordinance 2014-01 Personnel Handbook Update (Attachment E)-Second Reading Drew Foster  
**Action:** Decision

**7. STAFF REPORTS:**

- a) Sheriff’s Report (Attachment F) Drew Foster
- b) Community Service Report (Attachment G) Ken Real
- c) Public Works (Attachment H) Pat Hare
- d) City Administrator (Attachment I) Drew Foster

**8. COUNCIL and MAYOR COMMENTS:**

**9. ADJOURNMENT:**

Next meetings -

City Council–Tuesday, April 1, 2014 6:00 PM  
Planning Commission- Wednesday, March 19, 2014 7:00 PM

*The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "[kathy.edmaiston@adairvillage.org](mailto:kathy.edmaiston@adairvillage.org)", or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer.*  
**The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.**

**ADAIR VILLAGE  
CITY COUNCIL MINUTES-Approved  
6030 William R. Carr Avenue  
\*\*\*\*Tuesday, March 4, 2014 – 6:00 PM\*\*\*\***

Agenda Item	Action
<p><b>1. Roll Call:</b> Members present: Councilors Real, King, Mercer and Mayor Currier were present. Councilor Canfield was absent and excused. CA (City Administrator) Foster recorded the meeting. ACA (Assistant City Administrator) Pat Hare was in attendance.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the Flag Salute.</p>
<p><b>2. Consent Calendar</b> (Agenda Item 2). Minutes of February 4, 2014 City Council Meeting. Billing list for February 19, 2014 (\$59,681.71). Billings through March 3, 2014 (\$24,516.45).</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Real seconded. <b>Unanimous Approval (4-0).</b></p>
<p><b>3. Public Comment</b> (Agenda Item 3). Phil Harkins, 3113 NE Willamette, spoke on several issues.</p> <ul style="list-style-type: none"> <li>• He thanked Ken Real for his work as Community Service Officer (CSO).</li> <li>• He recommended that the City Council revisit the Nuisance Ordinance section on cleaning snow from sidewalks. Mayor Currier noted this suggestion.</li> <li>• Communication between the City Council, Committees, and citizens needs to be improved.</li> <li>• He wanted to know who has the authority to sell City property.</li> <li>• Where can he find a copy of the City Charter on the website?</li> <li>• Are emergency numbers posted somewhere to contact City staff?</li> </ul> <p>ACA Hare stated that Public Works Supervisor Tom Shaddon’s phone number should be available on the message when people call City Hall.</p> <p>Gene Abraham, 3122 NE Willamette, also spoke on several issues.</p> <ul style="list-style-type: none"> <li>• He stated he had not attended the last few City Council meetings because he felt that when something was brought up by the public, it has been ignored. Mayor Currier asked him for specific examples, but he had none at this time.</li> <li>• He asked why the City did not plow around the City with existing equipment during the inclement weather. Mayor Currier said the City doesn’t have the proper equipment for snow plowing, but that it is not going unnoticed or unaddressed.</li> <li>• He strongly recommended the City not passing anything supporting a marijuana dispensary. Mayor Currier stated the Council would be discussing that issue later on in the meeting and asked him to wait and see what the Council would be stating regarding that issue.</li> </ul> <p>Councilor King acknowledged Mr. Abraham’s right to be frustrated. She said that Public Works did an excellent job with what they were doing and that the City had water all the way through the bad weather. We can’t go back and fix that situation, but we are moving ahead and dealing with the snow issue.</p>	<p>Council received comments.</p>
<p><b>4. Attachment F-BCSO (Benton County Sheriff’s Office) Report</b> (Agenda Item 7a). Scott Jackson, Benton County Sheriff, presented the</p>	<p>Council received the report.</p>

<p>monthly report and said that the contract was proceeding well. Sgt. Hiner said that cases seem to have dropped. The BCSO had been keeping an eye on a drug house and the people moved from that house.</p>	
<p><b>5. Attachment G-Community Service Report (Agenda Item 7b).</b> Ken Real, contract CSO, provided the CS report.</p> <ul style="list-style-type: none"> <li>• He has received help from many citizens directing him to neighbors who may need help.</li> <li>• He has two, open "Property Not Designed for Outside Use" cases.</li> <li>• He has arranged with a towing company in Monmouth to respond to our request for towing. There had been five abandoned vehicles and they all have been moved.</li> <li>• On any property issues involving a tenant, the property owner is also contacted.</li> <li>• He is reviewing two sections of the Nuisance Ordinance that might need an update. 40.410 Clean Sidewalks paragraphs 2 and 3 in reference to snow removal requirement. 40.420 Weeds, Grass, and Other Vegetation (3) should read 10" length, not height.</li> </ul>	<p>Council received the report.</p>
<p><b>6. Marijuana Dispensaries (Agenda Item 5b).</b> Mayor Currier led a general discussion on the State Legislature's discussions about medical marijuana dispensaries. The Mayor objects to the State's attempts to limit local jurisdictions actions on the issue; League of Oregon Cities also has that issue. Sheriff Jackson stated that he understands that people would be able to use 1 ½ lbs every day; this is equivalent to 800 pain pills. CA Foster said that he had followed input on the City Manager/Administrator's list serve and that cities were taking four approaches.</p> <ul style="list-style-type: none"> <li>• Controlling with business licenses</li> <li>• Controlling with existing land use laws</li> <li>• Establishing their own moratoriums</li> <li>• Waiting to see what the Legislature does.</li> </ul> <p>Most cities are waiting for the Legislature. LOC is developing a template for a "moratorium" ordinance.</p>	<p>None taken.</p>
<p><b>7. Attachment C-Financial Policies and Procedures (Agenda Item 4a).</b> CA Foster presented information on existing procedures used by staff to handle and document funds. These will be discussed at the next Council meeting.</p>	<p>Council received information.</p>
<p><b>8. Attachment D-Financial Report-through February 28, 2014 (Agenda Item 5a).</b> CA Foster presented the report. Income through February 27, 2014 is \$797,370.00 and expenses are \$733,112.00. These expenses include the new radio-read water meters and the Waste Water Facility Plan being completed by CivilWest. The balance in the Local Government Investment Pool is \$593,632.00, which is up from \$569,111.00 last month.</p>	<p>Council received the report.</p>
<p><b>9. Invitation to Respond-City Attorney Contract (Agenda Item 5c).</b> CA Foster reported that Dave Doyle, City Attorney, is moving to Deschutes County and has given his notice. City will post Scope of Work on City Manager's and State attorney's list serves, on the League of Oregon Cities website and will send specific letters to city attorneys</p>	<p>Council received the report.</p>

<p>working for neighboring communities. Response will close on Friday, March 21<sup>st</sup>.</p>	
<p><b>10. Attachment E-Ordinance 2014-01 Personnel Handbook Update</b> (Agenda Item 6a). Mayor Currier provided the second reading by title only.</p>	<p>Councilor King moved to approve the second reading and to adopt Ordinance 2014-01. Councilor Real seconded. <b>Unanimous Approval (4-0).</b></p>
<p><b>11. Public Works Report</b> (Agenda Item 7c). ACA Hare presented the report for February.</p> <ul style="list-style-type: none"> <li>• Water production was 5.187 million gallons.</li> <li>• Flow through at the wastewater plant was 2.844 million gallons.</li> <li>• Over 150 meters have been replaced.</li> <li>• A sanitary survey was conducted by DHS on February 18, 2014. The final report will come back in May.</li> <li>• The #1 Lift Station in the county park has been repaired and is back on line.</li> <li>• The #2 Lift Station has also been repaired and is back in full operation.</li> <li>•</li> </ul>	<p>Council received the report.</p>
<p><b>12. City Administrator Report</b> (Agenda Item 7d). CA Foster presented the report.</p> <ul style="list-style-type: none"> <li>• Initial work is completed on 2012 Audit. Will be rescheduling in-house work by auditors.</li> <li>• MAM LLC, who currently lease the market, are interested in possibly leasing the entire building.</li> <li>• AVIS – we are currently negotiating final payment of soil sampling work by GeoEngineers with Boise Cascade and Georgia Pacific.</li> <li>• Garrett Pallo will be here next week to discuss several issues, including but not limited to the Box Elder seepage, Scope of Work for Water System update and Wastewater Facility Report.</li> <li>• All agreements and the Final Order from Oregon Water Resources Department are signed.</li> <li>• The draft of the WWFP is complete and under review.</li> <li>• Public Works will meet with Benton County Roadmaster to discuss the condition of City streets and define a Capital Improvement Project.</li> <li>• The Planning Commission is continuing work on the Comprehensive Plan. The PC needs three more members.</li> <li>• An application has been submitted for a three lot partition on Newton Road.</li> <li>• A meeting was held with project engineers regarding a property line adjustment and permitting requirements on the Santiam Christian School sports fields. The baseball field was used last weekend despite the City’s specific instructions for the field not to be used until all planning applications and permitting was completed.</li> </ul>	<p>Council received the report.</p>
<p><b>13. Council and Mayor Comments</b> (Agenda Item 8):</p> <ul style="list-style-type: none"> <li>• Mayor Currier – from Agenda-does 711 number for hearing impaired still exist. He is re-establishing the Public Safety Advisory</li> </ul>	

<p>Committee (PSAC) and names Robert McLaren as the Chair. Mayor Currier and Councilor Mercer will also be members of the PSAC.</p> <ul style="list-style-type: none"> <li>• Councilor Real – Barbara Melton of Adair Living History needs to know the OSU map she provided on flyer is outdated. Also, she has concerns with Santiam Christian situation.</li> <li>• Councilor Mercer – ditto to Councilor Real’s comments.</li> <li>• Councilor King – She is sad about the Santiam Christian School situation. SCS has a lot to offer our community. It may be time to respond more formally to SCS, even though she doesn’t like that one bit. The first obligation is to our residents and the future of our City.</li> </ul>	
<p><b>14. Adjournment:</b> Next meeting- Council meeting on Tuesday, April 1, 2014 at 6:00 PM.</p>	<p>Councilor King moved to adjourn. Councilor Real seconded. <b>Mayor adjourned the meeting at 9:15 PM.</b></p>

*William S. Currier*

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Mayor’s Approval

*4-2-2014*

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Date