

**ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.**

****Tuesday, June 3, 2014 - Following Budget Committee Meeting (~6:30 pm start)

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 – Budget Committee Meeting-May 6, 2014 (Attachment A-1)
- b) Minutes – City Council Meeting-May 6, 2014 (Attachment A-2)
- c) Bills List through May 21, 2014 (Attachment B-1) - \$12,045.⁶³
- d) Bills List through June 3, 2014 (Attachment B-2) – \$26,944.¹¹

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

4. STAFF REPORTS:

- a) Community Service Report (Attachment C) Ken Real
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Drew Foster
- d) Sheriff's Report (Attachment F) Drew Foster
- e) Financial Report-Through May 31, 2014 (Attachment G) Drew Foster

5. OLD BUSINESS:

- a) None

6. NEW BUSINESS:

- a) None

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

All Drew Foster

- a) Resolution 2014-#3 2014-15 Fiscal Year Wage Schedule (Attachment H)
Action: Decision
- b) Resolution 2014-#4 Wastewater Rate Update (Attachment I)
Action: Decision/Discussion
- c) Resolution 2014-#5 2014-15 Adopting Budget, Making Appropriations, Levying Tax (Attachment J)
Action: Decision
- d) Resolution 2014-#6 State Revenue Sharing (Attachment K)
Action: Decision
- e) Ordinance 2014-05 Update to Animal Control Ordinance Section 41.530 (Attachment L)
Action: Decision
- f) Resolution 2014-#7 Transferring Expenditures within the Wastewater Fund (Attachment M)
Action: Decision

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council–Tuesday, July 1, 2014 6:00 PM
Planning Commission- Wednesday, June 18, 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", 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.***

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**ADAIR VILLAGE
CITY COUNCIL MINUTES-Approved
6030 William R. Carr Avenue
****Tuesday, June 3, 2014 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors Real, King, Mercer and Canfield and Mayor Currier were present. ACA (Assistant City Administrator) Pat Hare was present. CA (City Administrator) Foster recorded the meeting. Minutes were taken by Utility Clerk Kathy Edmaiston.</p>	<p>Mayor Currier called the meeting to order at 6:54 PM.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of May 6, 2014 Budget Committee Meeting. Minutes of May 6, 2014 City Council Meeting. Billing list for May 14, 2014 (\$12,045.63). Billings through June 3, 2014 (\$26,944.11).</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Canfield seconded. Unanimous Approval (5-0).</p>
<p>3. (No Agenda Item). Tamara Rosser of RSVP of Linn, Benton and Lincoln Counties, gave a short presentation to the Council about their services. She left several informational brochures about how interested persons can volunteer.</p>	
<p>4. Public Comment (Agenda Item 3). Faye Abraham, 3122 NE Willamette:</p> <ul style="list-style-type: none"> • Asked if the City plans any large projects and will they be put out for bids? CA Foster stated yes, the City would have full RFPs for projects. • Said that she thought there was a 15 MPH speed limit in all of Adair, but she noticed a 25 MPH sign on William R. Carr. Mayor Currier replied he thought the 15 MPH limit was just in the loops in the older section; he would have to go back and look at past notes to see what the Council had decided. • Asked if the City checked on the size of the greenhouse built by Santiam Christian (SC)? ACA Hare – SC did get the required building permits for that project. <p>Gene Abraham, 3122 NE Willamette: When Curt Hubele was a member of the City Council, he wanted the City to keep mileage logs for City vehicles; has that been done? ACA Hare – yes, mileage is recorded at the beginning and end of each day.</p>	<p>Council received comments.</p>
<p>5. Attachment C-Community Service Report (Agenda Item 4a). Ken Real, CSO (Community Service Officer), provided the CS report for May.</p> <ul style="list-style-type: none"> • Total hours worked-82. • Preparing a recommendation to the Council to establish a reasonable base fine for violation of 40.470. Would like to use a self-mailing citation form that offender could use to mail payment to the City. Researching code enforcement software that is established and used in other municipalities. • Draft of policy for found property completed. • Working on volunteer program to help elderly and disabled City residents maintain property within code. 	<p>Council received the report.</p>

<p>6. Attachment D-Public Works (PW) Report (Agenda Item 4b). ACA Hare presented the report for May.</p> <ul style="list-style-type: none"> • Water production was 4.216 million gallons. • Flow through at the wastewater plant was 1.923 million gallons. • Still working on replacing meters; now onto older loops, which take longer to change. • Four new street signs have been ordered and should be completed by the first week of June. • Completed work at the Kiddie Park, including spreading of 25 yards of new chips. • RG Smith installed a new starter for the #1 finished water pump. • Built a covered stand for the composite sampler at the WWTP. 	<p>Council received the report.</p>
<p>7. Attachment E-City Administrator Report (Agenda Item 4c). CA Foster presented the report.</p> <ul style="list-style-type: none"> • Initial work on the 2012 audit has been completed. In-house work will be scheduled. • Work is proceeding on the restaurant side of the Firehouse Market. They hope to open by mid-July. • CA Foster and ACA Hare have met with City Attorneys Jim Delapoe and Sean Kidd and provided them with materials on the Water Rights, Santiam Christian School (SCS) planning issues and WWFP (WasteWater Facility Plan). AVIS (Adair Village Industrial Site) was also discussed. • AVIS – Reviewing the Scope of Work from GeoEngineers for the Groundwater study needed to complete the Environmental Assessment. • Water Rights – An initial offer from Hillsboro is expected by the end of June. • Water System – CivilWest Engineering (CWE) has begun initial pre-engineering on the Voss Hill water tanks. • Wastewater Facility Plan – City engineers, CA Foster, ACA Hare, and representatives from Republic Services met with the Oregon Department of Environmental Quality (DEQ) to review their comments on the WWFP document. CWE is preparing a Scope of Work (SoW). When we receive the SoW, we will negotiate the cost share with Republic Services. • Streets – The overlay on Azalea will not begin until the new fiscal year. • Planning Commission – <ul style="list-style-type: none"> – Completed the edit of Goals and Objectives of all eight sections of the Comprehensive Plan. One more member is still needed. – The three lot partition on Newton Road was approved at the May meeting. – No action has been taken regarding the Santiam Christian School Sports Fields property line adjustment as the planning fees have not yet been received. 	<p>Council received the report.</p>
<p>8. Attachment F-Sheriff's Report (Agenda Item 4d). CA Foster will talk to Sgt. Hiner about sorting this report in a more logical matter, possibly by date and case number.</p>	<p>Council received the report.</p>

<p>9. Attachment G-Financial Report-through May 31, 2014 (Agenda Item 4e). CA Foster presented the report. Income through May 31, 2014 is \$996,843 and expenses are \$924,871. Both the Wastewater and Water Funds show a deficit, but they should be even by the end of the year, as our expenses were early in the budget year. The LGIP (Local Government Investment Pool) account now has \$593,033; at the start of the budget year (July 1, 2013) the fund stood at \$501,600. This despite ongoing investments in the water and wastewater systems.</p>	<p>Council received the report.</p>
<p>10. Attachment H-Resolution 2014-#3 2014-15 Fiscal Year Wage Schedule (Agenda Item 7a). This presents the update of the City's Wage Schedule by a COLA (Cost of Living Adjustment) of 2.5% (from the Portland Consumer Price Index for 2013) as recommended by the Budget Committee and applied in the 2014-15 Budget document beginning July 2014.</p>	<p>Councilor King moved to approve Resolution 2014-#3. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>11. Attachment I-Resolution 2014-#4 Wastewater Rate Update (Agenda Item 7b). This resolution raises the rate 10 percent in two phases in the coming fiscal year. The first increase would be in the July 2014 rates and would be to \$46.06. The second increase would be in the January 2015 rates and would be to \$48.37.</p>	<p>Councilor King moved to approve Resolution 2014-#4. Councilor Mercer seconded. Unanimous Approval (5-0).</p>
<p>12. Attachment J-Resolution 2014-#5 Adopting Budget, Making Appropriations, Levying Tax (Agenda Item 7c). This is required by the State to formalize the Budget document. It lists the seven Funds and the amounts appropriated in the six major categories- Personal Services, Materials & Services, Capital Outlay, Debt Service, Contingency and Unappropriated End Balance.</p>	<p>Councilor King moved to approve Resolution 2014-#5. Councilor Mercer seconded. Unanimous Approval (5-0).</p>
<p>13. Attachment K-Resolution 2014-#6 State Revenue Sharing (Agenda Item 7d). This states that the City of Adair Village elects to accept State Revenue Sharing (SRS) funds in the 2014-15 Budget to be \$7,500.00.</p>	<p>Councilor King moved to approve Resolution 2014-#6. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>14. Attachment M-Resolution 2014-#7 transferring Expenditures within the Wastewater Fund (Agenda Item 7f). This resolution makes changes between Categories within the Wastewater Fund to cover \$10,000 in expenses in the Materials and Services category beyond the original authorization. \$6,000 from Person Services, \$1,000 from Capital Outlay, \$1,000 from Debt Service, and \$2,000 from Contingency will be moved to Materials and Services to cover the \$10,000. The additional costs came primarily from the need to rebuild both of our pump stations after the long freeze this winter.</p>	<p>Councilor Mercer moved to approve Resolution 2014-#7. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>15. Attachment L-Ordinance 2014-05 Update to Animal Control Ordinance Section 41.530 (Agenda Item 7e). Mayor Currier provided the first reading of the Ordinance, which will amend the Animal Control Ordinance to allow agricultural uses in areas zoned R-2 as allowed in the Land Use Development Code and the Nuisance Ordinance (only in lots over 20,000 square feet) as a Conditional Use.</p> <p>Councilor Canfield provided the second reading by title only.</p>	<p>Councilor King moved to approve the first reading of Ordinance 2014-05 as corrected. Councilor Mercer seconded. Unanimous Approval (5-0).</p> <p>Councilor King moved to approve the second reading and to adopt Ordinance 2014-05. Councilor Mercer seconded. Unanimous Approval (5-0).</p>

<p>16. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor King – None. • Councilor Mercer – None. • Councilor Canfield – None. 	
<p>17. Adjournment: Next meeting- Council meeting on Tuesday, July 1, 2014 at 6:00 PM.</p>	<p>Councilor King moved to adjourn. Councilor Mercer seconded. Mayor adjourned the meeting at 8:53 PM.</p>

William L. Currier

Mayor's Approval

7-3-2014

Date