

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
\*\*\*\*Tuesday, July 1, 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 – Budget Committee Meeting-June 3, 2014 (Attachment A-1)
- b) Minutes – City Council Meeting-June 3, 2014 (Attachment A-2)
- c) Bills List through June 17, 2014 (Attachment B-1) - \$17,325.<sup>89</sup>
- d) Bills List through July 1, 2014 (Attachment B-2) – ~ \$17,825.<sup>49</sup>

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

**4. STAFF REPORTS:**

- a) Community Service Officer (CSO) Report (Attachment C) Ken Real-CSO
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Drew Foster
- d) Sheriff’s Report (Attachment F) Sgt. Randy Hiner
- e) Financial Report-Through June 30, 2014 (Attachment G) Drew Foster

**5. OLD BUSINESS:**

None

**6. NEW BUSINESS:**

- a) Policy on Found Property (Attachment H) Ken Real-CSO  
**Action:** Discussion

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

None

**8. COUNCIL and MAYOR COMMENTS:**

**9. ADJOURNMENT:**

Next meetings -

City Council–Tuesday, August 5, 2014 6:00 PM  
Planning Commission- Wednesday, July 16, 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, July 1, 2014 – 6:00 PM\*\*\*\***

Agenda Item	Action
<p><b>1. Roll Call:</b> 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 6:05 PM.</p>
<p><b>2. Consent Calendar</b> (Agenda Item 2). Minutes of June 3, 2014 Budget Committee Meeting, Minutes of June 3, 2014 City Council Meeting. Billing list for June 17, 2014 (\$17,325.89). Billings through July 1, 2014 (\$17,825.49).</p>	<p>Councilor King moved to approve the June 3, 2014 Budget Committee Minutes. Councilor Real seconded. <b>Unanimous Approval (5-0).</b></p> <p>Councilor King moved to approve the June 3, 2014 City Council Meeting Minutes , the billing list for June 17, 2014 and the billings through July 1, 2014. Councilor Canfield seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>3. Public Comment</b> (Agenda Item 3). None.</p>	
<p><b>4. Attachment C-Community Service Report</b> (Agenda Item 4a). Ken Real, CSO (Community Service Officer), provided the CS report for June.</p> <ul style="list-style-type: none"> <li>• Total hours worked-81.</li> <li>• Has submitted an amendment to the bail schedule.</li> <li>• Has submitted a policy regarding found property and cities requirements under Oregon Finder Law</li> <li>• Has requested information from three software companies that provide code compliance software.</li> </ul>	<p>Council received the report.</p>
<p><b>5. Attachment H-Policy on Found Property.</b> (Agenda Item 6a). Ken Real, CSO, provided the Council with information about the policy. This policy establishes guidelines to be used by the City when any individual reports “Found Property” to the Community Service Officer or other City staff. CSO or staff will provide the individual with a copy of this Policy and will gather appropriate information and forward it to the Benton County Sheriff’s Office.</p>	<p>Council received the report and approved of new policy.</p>
<p><b>6. Attachment D-Public Works (PW) Report</b> (Agenda Item 4b). ACA Hare presented the report for June.</p> <ul style="list-style-type: none"> <li>• Water production was 6.669 million gallons.</li> <li>• Flow through at the wastewater plant was 1.6 million gallons.</li> <li>• Continuing to install new meters throughout the City.</li> <li>• Street signs are done and will be installed during the coming month.</li> </ul>	<p>Council received the report.</p>

<ul style="list-style-type: none"> <li>• A retaining wall was built behind the storage buildings at City Hall.</li> <li>• When all work is completed around the storage buildings, a plaque will be placed on the building used to store City documents and records to honor and remember former City employee and resident Judi Vedamuthu.</li> <li>• The bus stop has been weeded and cleaned up. Weed barrier and river rock will be installed to complete work at the bus stop.</li> </ul>	
<p><b>7. Attachment E-City Administrator Report (Agenda Item 4c).</b> CA Foster presented the report.</p> <ul style="list-style-type: none"> <li>• Pauly Rogers staff will be onsite on July 2 and 3 to complete the 2012 Audit.</li> <li>• MAM LLC is still working towards a July opening of the restaurant side of the Firehouse Market &amp; Restaurant. They would like to repaint the outside of building. Councilor King asked what that might do to the significant history of the building. CA Foster will talk to the Adair Rural Fire Dept. and ALH with any concerns they might have and will also ask MAM LLC to provide the City with detailed examples of what they would like to do.</li> <li>• The owners of Jamocha Jo’s closed the business on June 23, 2014. They have not yet responded to the City’s request to meet to discuss closeout of their lease.</li> <li>• AVIS (Adair Village Industrial Site) – The contract and Scope of Work are being reviewed for the Groundwater study to complete Environmental Assessment.</li> <li>• Wastewater Facility Plan – Discussions on Oregon State University doing the bench testing look very positive. CivilWest is preparing an RFP (request for proposal).</li> <li>• Water Storage-Voss Hill- The Geotechnical Engineering Report has been completed. Preliminary work has begun with a review of site layouts and setting up an autocad base drawing.</li> <li>• Water Rights – An initial response is expected from Hillsboro by the end of July.</li> <li>• Wastewater Facility Plan – The official response has been received from the Oregon Department of Environment Quality. We are negotiating with Republic Services on bench testing of leachate cleanup process.</li> <li>• The Planning Commission has completed initial work on the Comprehensive Plan. One more member is still needed.</li> <li>• The three lot partition on Newton Road was approved during the May meeting.</li> <li>• Santiam Christian School Sports Fields – The application payment has been received the application was approved with conditions, which primarily are road easements on the western, southern and eastern boundaries. Santiam Christian has requested an extension to the appeal period in order to work with the City on meeting those conditions.</li> </ul>	<p>Council received the report.</p>
<p><b>8. Executive Session.</b> The Adair City Council met in Executive Session under Oregon Revised Statutes 192.660 ( 2 )-</p> <p>(e) “To conduct deliberations with persons designated by the governing body to negotiate real property transactions”.</p>	<p>Mayor Currier opened the Executive Session at 6:55 PM. Mayor Currier closed the Executive Session at 7:20 PM.</p>

<p><b>9. Action from Executive Session.</b> Mayor Currier announced that no decisions were made in Executive Session.</p>	<p>Councilor King moved and directed staff to proceed per Council's discussion in Executive Session regarding Jamocha Jo's. Councilor Real seconded. <b>(Unanimous Approval 5-0).</b></p> <p>Councilor King moved to accept the amount recommended and discussed for the Jamocha Jo's building. Councilor Real seconded. <b>(Unanimous Approval 5-0).</b></p>
<p><b>10. Attachment F-Sheriff's Report</b> (Agenda Item 4d). CA Foster presented the report.</p>	<p>Council received the report.</p>
<p><b>11. Attachment H-Financial Report-through June 30, 2014</b> (Agenda Item 4e). CA Foster presented the report. Income through June 30, 2014 is \$1,056,189.00 and expenses are \$979,896.00. The balance in the Local Government Investment Pool is \$599,033.00, the LGIP at the start of the 2013-2014 Budget Year was \$501,600.00.</p>	<p>Council received the report.</p>
<p><b>12. Council and Mayor Comments</b> (Agenda Item 8):</p> <ul style="list-style-type: none"> <li>• Mayor Currier – None.</li> <li>• Councilor King – None.</li> <li>• Councilor Real – None.</li> <li>• Councilor Mercer – None.</li> <li>• Councilor Canfield – None.</li> </ul>	
<p><b>13. Adjournment:</b> Next meeting- Council meeting on Monday, August 11, 2014 at 6:00 PM.</p>	<p>Councilor Canfield moved to adjourn. Councilor King seconded. <b>Mayor adjourned the meeting at 7:58 PM.</b></p>

William E. Currier  
Mayor's Approval

8-13-2014  
Date