

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, October 7, 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 – September 2, 2014 (Attachment A)
 - b. Bills List through September 17, 2014 (Attachment B-1) - \$ 40,034.⁶⁹
 - c. Bills List through October 2, 2014 (Attachment B-2) – \$ 48,296.²⁴

3. PUBLIC COMMENT (Please limit comments to 3 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) Drew Foster
- e) Financial Report-Through September 30, 2014 (Attachment G) Drew Foster

5. OLD BUSINESS:

- a) Comprehensive Plan Update (Attachment I) Drew Foster
Action: Set Joint Public Hearing Date

6. NEW BUSINESS:

- a) Recreation - Summer Program Year-End Report (Attachment J) Brittany Kennedy
Action: Information
- b) Resignation of Councilor Mercer and Appointment of Replacement Mayor Currier
Action: Appointment and confirmation
- c) Contract for Water Management and Conservation Plan (Attachment K) Drew Foster
Action: Review
- d) City Administrator Foster's Retirement Plans Drew Foster
Action: Discussion

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) None

8. EXECUTIVE SESSION ORS 192.660 (2):

- (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- (f) To consider information or records that are exempt by law from public inspection.

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council–Tuesday, November 4, 2014 6:00 PM
Planning Commission- Wednesday October 15, 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 Equál 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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Agenda Item	Action
<p>1. Roll Call: Members present: Councilors Real, King, Mercer, 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 6:04 PM.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of September 2, 2014 City Council Meeting. Bills List through September 17, 2014 (\$40,034.69). Bills List through October 7, 2014 (\$48,296.24).</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>3. Public Comment (Agenda Item 3). Faye Abraham, 3122 NE Willamette Avenue, invited everyone to the Benton County Genealogical Society meeting on October 1 @ 11AM. The meeting is at the Methodist Church Fellowship Hall in Philomath.</p>	
<p>4. Attachment C-Community Service Report (Agenda Item 4a), Ken Real, CSO (Community Service Officer), provided the CS report for August.</p> <ul style="list-style-type: none"> • Total hours worked-81. • 0 old case, 18 new cases, 5 active, 13 closed. <p>CSO Real advised the Council that there is no parking ordinance to enforce and that there is a need to figure out how to address parking issues around the City. Also, a standardized bail schedule needs to be set up by the City. In order for CSO Real to enforce a parking ordinance, he would need to be a sworn officer of the City, which would change the scope of the Contract he presently has with the City. A proposal will be presented regarding these issues during the next City Council meeting.</p> <p>Councilor Canfield told CSO Real she is concerned about the weed issue around the City. CSO Real stated he is currently issuing notices to residents regarding that issue.</p>	<p>Council received the report.</p>
<p>5. Attachment J-Recreation Coordinator Report (Agenda Item 6a). Brittany Kennedy, Recreation Coordinator, presented the report.</p> <p>Summer 2014</p> <ul style="list-style-type: none"> • Program was expanded to three age groups: Youth (ages 5-12), Pre-teens (11-14), and Teens (14-18) • 57 youth attended the Summer Youth Program. • 1609 first lunches were served, which is an average of 31 a day. • 73 community members attended the Movie in the Park event. <p>Fall/Winter 2014</p> <ul style="list-style-type: none"> • Monthly teen nights will continue. 	<p>Council received the report.</p>

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<ul style="list-style-type: none"> • A Youth Action Council (YAC) has started. • A Parents Night Out event is scheduled for December 12, 2014. • Working on expanding the recreation program to include more adult activities. <p>Founder’s Day Celebration</p> <ul style="list-style-type: none"> • Brought up the possibility of holding a Founder’s Day celebration to replace the 4th of July celebration. <p>Summer 2015</p> <ul style="list-style-type: none"> • Would like to expand the summer program to 3 activity days. • Teen and pre-teen programs would remain the same. • Lunches will still be 5 days a week. • With the YAC, increase the Movie in the Park to 3 times over the course of the summer. <p>Future Goals</p> <ul style="list-style-type: none"> • To have a youth and community center in one of the barracks buildings. • To have a youth complex, with a youth center, skate park, fountains and a playground. This whole complex could be centered around the history of Adair Village. <p>To accomplish these goals, financing, grants and support from the Council are needed. CA Foster will meet with Brittany to discuss how to move forward with these ideas and will report to Council.</p>	
<p>6. Attachment D-Public Works (PW) Report (Agenda Item 4b). ACA Hare presented the report for September.</p> <ul style="list-style-type: none"> • Water production was 9,488 million gallons. • Flow through at the wastewater plant was 1.29 million gallons. • The overlay on Azalea has been completed. • RG Smith repaired raw water pumps at the Water Treatment Plant. <p>Councilor King said that people were appreciative of the personal contact by the Staff during the construction on Azalea.</p>	<p>Council received the report.</p>
<p>7. Appointment of Dusty Andrews to the City Council (Agenda Item 6b). Mayor Currier appointed Dusty Andrews to the City Council as replacement for Ron Mercer, who has resigned.</p>	<p>Councilor King moved to affirm the appointment of Dusty Andrews to the Adair Village City Council. Councilor Canfield seconded. Unanimous approval (5 -0).</p>
<p>8. Executive Session. 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>“(f) To consider information or records that are exempt by law from public inspection.”</p> <p>City Attorney Jim Delapoer was present.</p>	<p>Mayor Currier opened the Executive Session at 7:10 PM. Mayor Currier closed the Executive Session at 7:48 PM.</p>

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<p>9. Action from Executive Session. Mayor Currier announced that no decisions were made in Executive Session.</p>	
<p>10. Attachment K-Contract for Water Management and Conservation Plan (Agenda Item 6c). CA Foster presented the report. The City is required to complete a Water Management and Conservation Plan as part of the Water Rights extension application. The City solicited “formal quotes” as required by City Ordinance 2005-01. Three “formal quotes” were received. After review of the quotes, CA Foster plans to award the contract to GSI Water Solutions, Inc.</p>	<p>Councilor King moved to ratify CA Foster’s decision to hire GSI Water Solutions, Inc. to complete the Water Management and Conservation Plan. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>11. City Administrator Foster’s Retirement Plans (Agenda Item 6d). CA Foster announced his retirement effective June 30, 2015. Mayor Currier asked what the next step the Council should take? What is the proper procedure? In the past the Mayor has appointed the Administrator. Councilor Real said the Council owes it to the community to show they’ve explored other options and conduct an external search. Should the new Administrator be directly appointed or conduct a search?</p>	<p>CA Foster will contact the LOC to obtain information regarding both options of direct appointment of an Administrator and conducting a search for an Administrator. CA Foster will report back to Council at the next Council meeting on this issue.</p>
<p>12. Attachment E-City Administrator’s Report (Agenda Item 4c). CA Foster presented the report for August.</p> <ul style="list-style-type: none"> • Finalizing 2012 closeout discrepancies for audit. • The Adair Deli and Pub is open for business. • Only one inquiry at this time regarding Jamocha Jo’s Coffee Shop. • AVIS (Adair Village Industrial Site) – GeoEngineers started the groundwater study the last week of September. The study has to continue over four quarters; the fall/winter (rainy) quarters will provide significant information and they will begin to develop the mitigation/feasibility portion of the final report. PRC (Pacific Region Composting) site has expanded and one of the eight wells was damaged. There will be work done to secure the existing wells and make repairs to the damaged well. • Water Plant - Progress was made on the preliminary design for the tanks. Tank dimensions of 59’ diameter by 56’ tall were previously determined to best maintain existing system pressure. Preliminary pipe layouts are being finalized to ensure that each tank can be taken off-line without system interruption for scheduled maintenance. Tank site layout is nearly complete to minimize export or import of material. • Wastewater Facility Plan – We will have a phone conference next week with Republic Services and Civil West Engineering, City Engineers, to discuss options for bench testing. • Overlay on Azalea was completed. Staff went door-to-door and 22 of 25 households were contacted in the section prior to the construction. 	<p>Council received the report.</p> <p>Mayor Currier directed CA Foster to ask Candice of CD Commercial Property Management to accelerate leasing of the Jamocha Jo’s building.</p>
<p>13. Attachment F- Benton County Sheriff’s Office (BCSO) Report (Agenda Item 4d). CA Foster presented the report.</p>	<p>Council received the report.</p>

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<p>14. Attachment G-Financial Report-through September 30, 2014 (Agenda Item 4e). CA Foster presented the report. Income through September 30, 2014 is \$253,399.00 and expenses are \$256,612.00. The balance in the Local Government Investment Pool is \$599,533.00, last year the balance was \$494,632.00.</p>	<p>Council received the report.</p>
<p>15. Attachment I-Comprehensive Plan Update. (Agenda Item 5a). A Joint Public Hearing between City Council and the Planning Commission was scheduled for Tuesday, November 18, 2014 at 7:00 PM.</p>	
<p>12. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier - None. • Councilor King – Even though the weather didn’t cooperate during the work on Azalea, things went smoothly, thank you. • Councilor Canfield –None. • Councilor Real – It was a pleasure to work with Councilor Mercer and she welcomed Dusty Andrews to the Council. • Councilor Mercer – None. 	
<p>13. Adjournment: Next meeting- Council meeting on Tuesday, November 4, 2014 at 6:00 PM.</p>	<p>Councilor King moved to adjourn. Councilor Mercer seconded. Mayor adjourned the meeting at 9:02 PM.</p>



Mayor's Approval

1-14-2015

Date