

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
\*\*\*\*Tuesday, December 2, 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 – November 8, 2014 (Attachment A)
  - b. Bills List through December 2, 2014 (Attachment B-1) - \$.<sup>00</sup>

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

**4. STAFF REPORTS:**

- a) Community Service Officer (CSO) 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 November 31, 2014 (Attachment G) Drew Foster

**5. OLD BUSINESS:**

- a) City Administrator Succession - Competencies (Attachments H1, H2, H3) Pat Hare & Drew Foster  
**Action:** Review and Possible Decision
- b) Coffee Shop Applicants (Attachments I & J) Councilors Andrews and Real  
**Action:** Review and Possible Decision

**6. NEW BUSINESS:**

- a) Election Results (Attachment K) Drew Foster  
**Action:** Acceptance of results

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

- a) None

**8. COUNCIL and MAYOR COMMENTS:**

**9. ADJOURNMENT:**

Next meetings -

City Council–Tuesday, December 2, 2014 6:00 PM  
Planning Commission- Wednesday, December 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.***

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Agenda Item	Action
<p><b>1. Roll Call:</b> Members present: Councilors Real, King, Andrews, and Mayor Currier were present. ACA (Assistant City Administrator) Pat Hare and CA (City Administrator) Foster were present. The meeting was recorded and Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor Canfield arrived at 6:10 PM.</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 November 18, 2014 City Council Meeting.          Bills List through December 2, 2014 (\$19,980.77).</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Andrews seconded.  <b>Unanimous Approval (5-0).</b></p>
<p><b>3. Public Comment</b> (Agenda Item 3).</p> <p>Faye Abraham, 3122 NE Willamette Avenue, acknowledged City of Adair resident/volunteer Robert King, who passed away on Thanksgiving Day.</p> <p>Phil Harkins, 3113 NE Willamette Avenue, asked the Council if there could be a proclamation to lower the flag in honor of Robert King.</p>	<p>The Council observed a moment of silence in honor of Robert King.          Mayor Currier proclaimed that the flag at City Hall should be lowered to half mast on Wednesday, December 3, 2014.</p>
<p><b>4. Attachment C-Community Service Report</b> (Agenda Item 4a). Ken Real, CSO (Community Service Officer), provided the CS report for November.</p> <ul style="list-style-type: none"> <li>• Total hours worked-80.</li> <li>• 3 old cases, 8 new cases, 3 active, 8 closed cases.</li> <li>• Signs are being made for the parking lots at City Hall and the AV Market to indicate areas as 72 hour tow zones for cars left in those lots.</li> </ul>	<p>Council received the report.</p>
<p><b>5. Attachment D-Public Works (PW) Report</b> (Agenda Item 4b). ACA Hare presented the report for November.</p> <ul style="list-style-type: none"> <li>• Water production was 5.262 million gallons.</li> <li>• Flow through at the wastewater plant was 2.39 million gallons.</li> <li>• Discharged 10.16 million gallons of treated effluent to the Willamette River. We will be discharging from November 2014 to April 1, 2015.</li> <li>• ED Hughes replaced two faulty fire hydrants.</li> <li>• Worked with Ferguson Water Works to start programming the radio read meters.</li> <li>• Ordered blue reflectors to be placed on the streets in front of fire hydrants.</li> <li>• Ordered tow away signs which will be posted at City Hall and the AV Market.</li> <li>• RG Smith worked on the flock paddle mixers at the water plant.</li> </ul>	<p>Council received the report.</p>
<p><b>6. Attachment E-City Administrator's Report</b> (Agenda Item 4c). CA Foster presented the report for November.</p> <ul style="list-style-type: none"> <li>• Pauly Rogers will be onsite January 12 – 14, 2015 to complete the</li> </ul>	<p>Council received the report.</p>

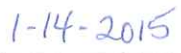
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<p>in-house work for the 2012 Audit.</p> <ul style="list-style-type: none"> <li>• Firehouse Market &amp; Restaurant – preparing to separate the electric and water meters between the two areas of the building.</li> <li>• Jamocha Jo’s Building – business plans are under review later in tonight’s City Council meeting.</li> <li>• AVIS (Adair Village Industrial Site) – GeoEngineers will be onsite this week to take the first set of samples.</li> <li>• Wastewater Facility Plan – Republic Services is reviewing the budget. We hope to have their decision in January.</li> </ul>	
<p><b>7. Attachment F- Benton County Sheriff’s Office (BCSO) Report</b> (Agenda Item 4d). Report not received from BCSO.</p> <p>Mayor Currier stated he thought the timing of receiving the monthly reports was going to be adjusted so that the reports could be received in a more timely fashion. CA Foster will contact Sgt. Hiner regarding this.</p>	
<p><b>8. Attachment G-Financial Report-through November 30, 2014</b> (Agenda Item 4e). CA Foster presented the report. Income through November 30, 2014 is \$543,606.00 and expenses are \$487,936.00. The balance in the Local Government Investment Pool is \$632,878.00, last year the balance was \$569,870.00.</p>	<p>Council received the report.</p>
<p><b>9. Attachments H1, H2, H3-City Administrator Succession – Competencies</b> (Agenda Item 5a). CA Foster presented the highlights of the two job descriptions. As requested by the Council at the previous meeting, ACA Hare presented his vision for the City.</p>	<p>Councilor King moved to approve the succession process and working with Pat Hare to become the next City Administrator. Councilor Canfield seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>10. Attachments I and J-Coffee Shop Applicants</b> (Agenda Item 5b). CA Foster, Councilor Andrews and Councilor Real previously met as a subcommittee to discuss the two plans submitted with regard to the lease of the Jamocha Jo’s building. Out of the two plans, they advised the Council that the Hogans (Sweet Taste Bakery) understood the community and the plan they submitted better addressed the concerns of the Council. Their recommendation was to move forward with a lease to the Hogans.</p>	<p>Councilor King moved to accept the recommendation of the subcommittee. Councilor Canfield seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>11. Attachment K-Election Results</b> (Agenda Item 6a). CA Foster presented the election results of the November 4, 2014 election.</p>	<p>Councilor King moved to accept the election results. Councilor Real seconded. <b>Unanimous Approval (5-0).</b></p>

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<p><b>12. Council and Mayor Comments (Agenda Item 8):</b></p> <ul style="list-style-type: none"><li>• Mayor Currier - None.</li><li>• Councilor Real – Asked about the Santiam Christian situation.</li><li>• Councilor Canfield –None.</li><li>• Councilor King – None.</li><li>• Councilor Andrews – None.</li></ul>	
<p><b>13. Adjournment:</b> Next meeting- Council meeting on Tuesday, January 6, 2015 at 6:00 PM.</p>	<p>Councilor King moved to adjourn. Councilor Andrews seconded. <b>Mayor adjourned the meeting at 7:35 PM.</b></p>

  
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Mayor's Approval

  
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Date