

ADAIR VILLAGE CITY COUNCIL AGENDA-Final

City Hall - 6030 Wm. R Carr Av.

****Tuesday, March 5, 2013 - 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 6, 2013 (Attachment A)
- b) Bills List through February 20, 2013 (Attachment B-1) - \$ 14,911.64
- c) Bills List through March 4, 2013 (Attachment B-2) – \$ 23,946.68

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

4. OLD BUSINESS:

- a) Council Goals for 2013-14(Attachment C) Drew Foster
Action: Adoption of Goals

5. NEW BUSINESS:

- a) Swear in Interim Police Chief David Francis Mayor Currier
Action: Swear In
- b) Appointments of Budget Committee Members (Attachment D) Drew Foster
Action: Appointment and Approval
- c) Credit Card Use Procedure (Attachment E) Drew Foster
Action: Report
- d) Homeowner’s Association and Wetlands on Barberry (Attachment -) Drew Foster
Action: Discussion
- e) Support for Kiwanis Easter Egg Hunt (Attachment F) Drew Foster
Action: Decision

6. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Parking Ordinance Update (Attachment G) Drew Foster
Action: Second reading and approval
- b) Nuisance Ordinance Update-Vehicle Section 600 only (Attachment H) Drew Foster
Action: Second reading and approval

7. EXECUTIVE SESSION: ORS 192.660 (2) (e)

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

8. STAFF REPORTS:

- a) Public Safety (Attachment I) Chief Dave Francis
- b) Public Works (Attachment J) Drew Foster
- c) City Administrator Drew Foster

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council -Tuesday April 2, 2012 6:00 PM
Planning Commission- Tuesday, March 19, 2013 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.

**ADAIR VILLAGE
CITY COUNCIL MINUTES-APPROVED
6030 William R. Carr Avenue
Wednesday, March 5, 2013 – 6:00 PM***


Agenda Item	Action
<p>1. Roll Call: Members present: Councilors King and Hubele and Mayor Currier were present. CA Foster recorded the meeting. Councilor Mercer arrived at 6:16. Councilor Real had asked to be excused as she was out of town.</p>	<p>Mayor Currier called the meeting to order at 6:07 PM and led the Flag Salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of February 6, 2013. Billings from February 20, 2013 (\$14,911.64) and March 5, 2013 (\$23,946.68). Council questioned the high cost of the City of Corvallis fuel bill. It included \$3,300 for Transit.</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Hubele seconded. Unanimous Approval (3-0).</p>
<p>3. Public Comment (Agenda Item 3) Faye Abraham, 3122 NE Willamette Av., spoke to seven separate items. Mayor Currier responded to each.</p> <ol style="list-style-type: none"> 1. City Attorney should be present at all City Council and Planning Commission meetings. Mayor-City Attorney has said that he does not need to be at all meetings. 2. The auditor should have been available at the previous meeting when the audit was discussed. Mayor- we can bring the auditor here to report as part of their contract. 3. Councilors are liable if budget is incorrectly implemented. Mayor-liability comes from malfeasance, not otherwise. 4. Supplemental budget was not done correctly. Mayor-more information is required. 5. Planning Commission needs to have Attorney. Mayor-this is the same as the first point. 6. Fuel Bill costs. 7. The Charter is not being followed when the Council passes ordinances. Mayor-Council must follow the Charter and if there are specific issues, she is invited to bring them to the Council. <p>Council spoke of need to keep the website up-to-date. Staff was directed to link documents to website and to keep it up to date.</p>	<p>Council received comments.</p>
<p>4. Oath of Office for Interim Chief David Francis (Agenda Item 5a) Former Chief Rich Riffle administered the oath of office to Interim Chief David Francis.</p>	<p>David Francis sworn in as Interim Chief.</p>
<p>5. Public Safety Report (Agenda Item 8a) Chief Francis delivered his first Public Safety Report. Mayor congratulated Chief Francis on making contact with skateboarders in the community and agreeing to work with them to see about building a skate park. Mayor and Councilor King said that they had received positive reports about patrols and contact with our citizens by Chief Francis. Storage buildings will run just under \$5,000, plus electricity. We hope to build them by early next month.</p>	<p>Council received report.</p>

<p>CCO (Code Compliance Officer) Rebecca Taylor has been active in her compliance efforts and has been effective in solving problems without citations. She completed research on the wetlands issue and the issue now awaits action from the City.</p> <p>The first Neighborhood Watch meeting was held on February 25th. Initial group was small, but interest was high. The program should build from here.</p> <p>Reserves will be doing accident reconstruction training, two report writing trainings, a bike safety workshop, and the 4th of July event. Need to get further support for the 4th of July event, because two of our primary people will not be available on the actual day. Mayor supported the efforts to get the Police Department involved in work outside direct policing. Chief Francis apologized for the lack of statistics with this report.</p>	
<p>6. City Council Goals (Agenda Item 4a) CA Foster presented three ways to look at the issues that were developed by the Council at their January 29th work session. Twenty-three (23) goals or issues were discussed, the Council then rated each goal on a 1-5 scale (5 being highest) for Importance and Urgency.</p> <p>Staff organized the Goals into three formats. (see attached document)</p> <p>1-By Priority. This combines the Importance and Urgency ratings and then combines them by ratings-six issues with 10 points, five with 9 points, four with 8 points, one with seven points, six with 5 points and one with four points.</p> <p>2-By Goal. This approach used the seven Goal statements (and a new eighth statement) from previous Councils goal setting and arranged the issues into those overarching goals.</p> <ul style="list-style-type: none"> A. Upgrade City Appearance B. Develop Public Safety C. Enhance Regional Perception D. Strengthen Communications E. Improve Infrastructure F. Increase Amenities G. Seek Community Development H. Improve Administration (New) <p>3-By Department</p> <ul style="list-style-type: none"> A. Administration B. Public Safety C. Public Works D. Planning/Downtown Development E. Community Development <p>The Council reviewed the ratings and they were satisfied with them. Council King said that Transit deserved a high score, because ridership had increased from 200 to 500 riders per month since its start. CA asked for clarification of two of the issues listed. Fiscal Responsibility and Youth Activity Program were on the list without any specifics on end result desired. Council stated that Fiscal Responsibility means developing a budget in which revenues support expenditures. They simply want to continue the Youth Activities Program. Goals by Department is the format in which the Goals will be presented (see attached document)</p>	<p>Councilor King move to adopt the Goals. Councilor Mercer seconded. Unanimous Approval (4-0).</p>

<p>Gene Abraham, 3122 Willamette, asked about the number of transit riders and the time frame. CA said that it is 500 riders per week (CA note: This was wrong. Ridership now averages 600 rides per month).</p> <p>Faye Abraham asked if the City is trying to replace the restaurant or simply lease the space to a good business. She said that the 2005 UrbsWork planning document presented to PC the numbers needed to sustain a restaurant was 4-7000. She encouraged the Council to consider other businesses.</p> <p>Phil Harkins, 3113 Willamette, would be interested in serving on an emergency management committee.</p>	
<p>7. Appointment to Budget Committee (Agenda Item 5b) Jeff Snyder was nominated to serve another three year term by Mayor Currier. The other three members-Marie Andrews, Michael Packard, and R.C. Widony-all have one more year in their present terms.</p>	<p>Councilor King moved to approve the nomination. Councilor Hubele seconded. Unanimous Approval (4-0).</p>
<p>8. Credit Card Use (Agenda Item 5c) CA Foster presented the background to the issue. The City has two credit cards. There is a MasterCard account that contains two cards; one in the CA's name and one for Public Works Supervisor Tom Shaddon. Second card is a Staples credit card used only for purchases from Staples. He presented a draft policy statement for the Council's review. This policy paper is based on procedure approaches used by a couple of other cities. Councilor Hubele asked if the credit card was used, so that we don't need two signatures. CA said yes, but it is only used for smaller purchases. Purchase orders are used for anything over \$500.</p>	<p>Council directed staff to provide the report to Council Real in her role as Finance Committee member.</p>
<p>9. Creekside at Adair Village Homeowners' Association (CAVHA) (Agenda Item 5d) CA Foster presented his staff report concerning the ownership of the two wetlands properties on Barberrry and how to provide upkeep on those properties. Code Compliance Officer Rebecca Taylor researched the issue and made contact with the Carters, who are listed as the contacts for the CAVHA.</p> <p>The City Attorney suggests that a letter go out to all owners of lots within the subdivision, alerting them to the problem, to their obligations under the CCRs, and giving them opportunity to clean up the wetlands on their own (within reasonable time frame). An alternative is for the City to take over the three wetlands lots. Councilor King said that the cleanup should be CAVHA's responsibility. Councilor Hubele said that we should provide CAVHA with a bid from the city for the cleanup.</p> <p>Mayor Currier said that the City shouldn't deal with all owners, only with CAVHA. So, we should start with Carters as declarants.</p> <p>Robert McLaren, 8895 Mulberry, said that his property borders the northern wetland and that he has not done anything because he worried that doing anything on the wetlands might be illegal. Mayor said that CCO Taylor had looked into this and you cannot fill or remove, but can remove non-native vegetation. City is concerned primarily from a safety issue. Mr. McLaren would rather not establish a HOA and just deal with the issue as a volunteer issue.</p> <p>The CA has all the documents and will scan them and send them to the City Attorney</p>	<p>Council directed staff to contact the Carters as the declarants and to discuss the cleanup.</p>

<p>10. Easter Egg Hunt Funding (Agenda Item 5e) CA Foster presented the request from Kiwanis for \$250 to support the Easter Egg Hunt in Adair County Park. The City has supported this event every year since at least 2002 at this level. Funding for Events is in the budget and available.</p>	<p>Councilor King moved to commit \$250 to Kiwanis for the Easter Egg Hunt. Councilor Mercer seconded. Unanimous Approval (4-0).</p>
<p>11. Ordinance 2013-01 Parking Code Update (Agenda Item 6a) CA Foster presented the changes from the previous meeting 1- Remove “non-commuter” prior to “vehicles” in the final sentence of paragraph 43.010 (2). 2-Remove “in a 90 day period” from 43.230 (1). Both of these are included as comments in the packet. Councilor Hubele asked if the City correctly notified the residents of these changes. Mayor Currier said that information had been included in previous newsletters and in the agenda and the agenda is included in meeting notice to the newspaper. CA said that it was available at the City’s office and a copy was made available to Faye Abraham upon her request. Faye Abraham said that the City Charter requires public notice. CA supplied copies of the Charter to all members. Notice is required only if the first reading is to be presented by title only. Mayor Currier provided the second reading by title only.</p>	<p>Councilor King moved to approve the second reading and adoption of Ordinance 2013-01, Councilor Hubele seconded. Unanimous Approval (4-0).</p>
<p>12. Ordinance 2013-02 Changes to Public Nuisance and Abatement (Agenda Item 6b) CA Foster presented the ordinance with the language read at the previous meeting. Mayor Currier provided the second reading in full. (CA checked with the City Attorney between meetings and it is alright to make changes at a meeting before the reading.)</p>	<p>Councilor King moved to approve the second reading and adoption of Ordinance 2013-02, Councilor Mercer seconded. Unanimous Approval (4-0).</p>
<p>13. Executive Session (Agenda Item 7) There was no Executive Session as the City’s consultant on property negotiations was not available.</p>	
<p>14. Public Works Report (Agenda Item 8b) CA Foster said that he has asked Supervisor Shaddon to begin to provide comparison to the previous year for flow through at the Wastewater Plant and production at the Water Plant. Plus, he will add a section to highlight any work out of the normal monthly tasks. We had 7.0 million gallons processed through the sewer plant and only 4.0 million gallons produced at the Water plant, so we continue to have an issue with inflow and infiltration. Councilor Hubele asked if Pat Hare, Assistant City Administrator or Tom Shaddon, Public Works Supervisor will generally attend the Council meeting to deliver the report. CA said that they will be brought in if there is a specific issue for which additional background information is needed, but that normally the CA will simply present the monthly report and respond to any questions from the Council.</p>	<p>Council received report.</p>
<p>15. City Administrator’s Report (Agenda Item 8c) CA did not have a written report:</p> <ul style="list-style-type: none"> • Prisoner Care Agreement with Benton County Sheriff’s Office is ready for signature after review by Chief Riffle and City Attorney Dave Doyle. Dave has already signed the agreements. • Industrial Site Cleanup-we had a phone conference with partners-Boise Cascade and Georgia Pacific-and GeoEngineers about the Scope of Work to complete Environmental Site Assessment. We should have a final report on the contaminated area by the end of 	<p>Council received report.</p>

<p>summer. The additional soil sampling that was completed last year was not able to define the limits of the contaminated area. The final report should also include options for mitigation.</p> <ul style="list-style-type: none"> • Wastewater Facility Plan (WWFP)-We have agreement with Republic Services to provide funding support for the WWFP and CivilWest will continue • Sewer and Storm Drain Maintenance-CA will meet with Tom and Pat in the next two weeks to discuss these programs and to develop a Capital Improvement Program for the upcoming fiscal year. • The Planning Commission is reviewing three sections of the Land Use Development Code. They are R-3 zoning and Planned Developments and Wetlands Riparian Area Protection. The R-3 zoning will be put in place in the newly annexed area and the section will be much simpler than the present approach. The Planned Development section will be an overlay to delineate how developers will design the development plans in the R-3 zone. Our LUDC does not have a Planned Unit Development section, only Planned Development. The Wetlands/Riparian Area Protection defines how the City will protect these areas during development. The discussion of these documents will be completed by the Planning Commission and then, they will prepare a recommendation to the City Council. Action on changing this language will require a public hearing and we will plan to have a joint public hearing of the Planning Commission and the City Council in order for everyone to hear the same testimony. 	
<p>16. Council and Mayor Comments (Agenda Item 8): Councilor King- None Councilor Hubele-He feels that another staff member should take over the recording. We should have a projector set up so that the documents being reviewed are available to the audience. He would also like to have Assistant City Administrator present at meetings. We need to keep the website up-to-date and have all attachments available on the website. Councilor Mercer-None Mayor Currier-None</p>	
<p>17. Adjournment: Next meeting Tuesday, April 2, 2013 at 6:00 PM.</p>	<p>Councilor King moved to adjourn. Councilor Mercer seconded. Unanimous approval (4-0) Mayor adjourned the meeting at 8:35 PM.</p>



Mayor's Approval

4-4-2013

Date