

ADAIR VILLAGE CITY COUNCIL AGENDA-Final

City Hall - 6030 Wm. R Carr Av.

****Tuesday, April 2, 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-March 5, 2013 (Attachment A-2)
- b) Bills List for March 6 and 13, 2013 (Attachment B-1) - \$13,893.⁶⁰
- c) Bills List through March 20, 2013 (Attachment B-2) – \$ 23,545.⁹⁴
- d) Bills List through April 2, 2013 (Attachment B-3) – \$14,769.²⁷

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

4. OLD BUSINESS:

- a) Appointment of Budget Committee Member (Attachment C) Mayor Currier
Action: Nomination and Vote

5. NEW BUSINESS:

- a) Review Police Department Status Chief Dave Francis/Drew Foster
Action: Discussion
- b) Public Works Purchases (Attachment PW-1 & PW-2) Pat Hare
Action: Report

6. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Ordinance 2013-3 Credit Card Use Procedure (Attachment D) Moved to May 7 mtg Drew Foster
Action: Decision
- b) Resolution 2013-#1 Collaboration on Tobacco Issues (Attachment E) Drew Foster
Action:

7. STAFF REPORTS:

- a) Public Safety (Attachment F) Chief Dave Francis
- b) Public Works (Attachment G) Pat Hare
- c) City Administrator (Attachment H) Drew Foster

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

Budget Committee –Tuesday, April 16, 2013 6:00 PM
Budget Committee and City Council –Tuesday, May 7, 2013 6:00 PM
Planning Commission- Tuesday, April 23, 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, April 2, 2013 – 6:00 PM***

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors Real, King, and Hubele and Mayor Currier were present. Councilor Mercer was absent. CA Foster recorded the meeting. Assistant City Administrator (ACA) Pat Hare and Police Chief Dave Francis were in attendance.</p>	<p>Mayor Currier called the meeting to order at 6:05 PM and led the Flag Salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of March 5, 2013 City Council Meeting Billings from March 6 & 13, 2013 (\$13,893.⁶⁰) Billings from March 20, 2013 (\$23,545.⁹⁴). Billings through April 2, 2013 (\$14,769.²⁷)</p> <p>Councilor Hubele asked that larger amounts include line item code. Councilor Hubele asked for follow-up on \$7,700 fuel bill to City of Corvallis from the last meeting. CA provided clarification on use of City vehicle by Assistant City Administrator (ACA) Pat Hare; it is part of his contract with the City. Public Works staff uses a City vehicle when they are on call. Reserves use the Code vehicle when traveling to training.</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Hubele seconded. Unanimous Approval (4-0).</p> <p>Council asked that staff develop a vehicle use policy.</p>
<p>3. Public Comment (Agenda Item 3) Faye Abraham, 3122 NE Willamette Av., said that she wanted to make a statement and then ask three questions back-to-back. (14:35)</p> <ul style="list-style-type: none"> • Statement-She said that she had left the previous meeting believing that there had not been a full reading of ordinances at the previous meeting. After coming to City Hall and listening to the recording of the meeting, she found that despite changes made during the discussion of the ordinances, they had been read correctly. • Question-She said she felt that there was a the need to go out to bid for the work Koontz had not completed in the present budget year to complete work that she defined the remaining work as “non-priority” work. She requested that the City go out to bid to correct the leaks in the Voss Hill Reservoir. CA-All the work was undertaken without bid, because it was very specific work undertaken as an “engineer and build” project. The whole project is part of the original Koontz project contract. The CA prepared a letter to the Council explaining the exemption from bidding (a “Justification for Exemption from Bids” as required by Ordinance 2005-01). Voss Hill will be undertaken by a complete sealed bid/RFP process. Faye Abraham said that auditor has written the City up for not having documentation of bids from OMI (for running the water and wastewater plants), Planner, and City Engineer. CA said that all of these decisions had been made prior to 2008 and the CA has found no documentation for these contracts. • Question-Has the City accepted Carr Avenue from Benton County? CA reported that Carr (and Vandenberg) has been officially taken over by the City. 	<p>Council received comments. Council directed CA to initiate a mileage log to track vehicle. CA will prepare language to bring a vehicle use language for the Council’s action.</p>

<ul style="list-style-type: none"> • Question-When will the auditor report to the Council? CA will schedule the auditor. • Statement-She feels that the March meeting minutes do not correctly reflect what she said. She asked what recourse she has to address this. She should contact the CA with her concerns and follow-up with the Council if she still feels that there is a problem. • Question-When did City's vehicle policy go into effect? Has the use of the vehicle been reported to the IRS? CA said that there is presently no vehicle policy. CA will look into the IRS issue. Councilor Hubele said that he would like to see a vehicle use policy, including a vehicle use log. <p>Gene Abraham, 3122 NE Willamette Av., reported that the barracks sign is in the ditch. He also reported that a bulb in parking lot is failing.</p>	
<p>4. Appointment to Budget Committee (Agenda Item 4a) Mayor Currier nominated Jeff Kubler to serve a three year term on the Budget Committee.</p>	<p>Councilor King moved to approve the nomination of Jeff Kubler to the Budget Committee, Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>5. Public Safety Report (Agenda Item 7a) Chief Francis delivered the Public Safety Report.</p> <ul style="list-style-type: none"> • Reserves-Reserves provided 85.5 volunteer hours. Mayor clarified that five reserves should provide 120 volunteer hours. Mayor asked for optimal breakout for patrol and training. Chief said that he would like to see 80 patrol hours and 40 training hours. • Code Compliance-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. • Storage buildings will run just under \$5,000, plus electricity. We hope to build them by early next month. • Agreement for use of the Intoxilyzer with the Benton County Sheriff's Office is complete. • Adjusted shift to come in early and deal with a noise complaint. • Established an inventory of PD equipment. • His LCSO shift has changed and his hours here will also vary. • Training-Former Chief Riffle will return to conduct training on accident investigation. • Outreach-Relationship with Benton County Sheriff's Office has improved. He contacted them while here on a natural death investigation and they touch base with him when they patrol this area. <p>There was a short recess while the CA brought in a different computer.</p>	<p>Council received report.</p>
<p>6. Review Police Department (PD) Status (Agenda Item 5a) CA Foster presented background on the issue. There have been ongoing budget issues with the PD; it takes up half of the General Fund budget. A larger issue is officer safety and the CA asked Chief Francis to report on that issue.</p> <p>Chief Francis presented information of safety issues facing the Police Department, mainly around the lack of dispatch and radio contact (1:15). Mayor provided background on the dispatch issue. We began the PD in 2009 and before the PD was in place we were told that dispatch would be</p>	<p>Council directed staff to contact and obtain more information on service levels available from BCSO.</p>

no problem. The BCSO (Benton County Sheriff's Office) has come up with a series of excuses not to connect us to the existing system. CA Foster presented budget background. First two year's were set at \$180,000 for a full-time chief and one officer. But we paid the officer at minimum wage. The last two years, the budget has been under \$125,000, but that is for only a half-time chief and reserves.

Mayor asked residents present for input.

Councilor Hubele said that the City needs to provide a safe environment. He also noted that the cost of the PD effects the ability of the City to address other needs.

Mayor said that initial contact with BCSO before we started our PD, they would only commit to 10 hours per week. It seemed that there is better staffing at the BCSO now.

CA said that he thinks that the discussion needs to be what level of service do we want from our own PD and can we afford that? Plus, there is the possibility that we will get limited response to a half-time position. Chief said that the City should require monthly reports and a single point of contact. We would want support for our CCO if she has trouble with response to a violation, but not necessarily their enforcement of code violations.

Councilor Real said that she had a personal issue of not receiving any response from a call to the BCSO.

Councilor Hubele said that both the increased level of presence and safety, and an increased perception of safety have been positive.

ACA Hare said that there are other effects outside of the PD budget.

When we changed our recruitment of our last chief everyone dropped out when the change was made to a half-time position. Such as the effect on existing staff and the equipment that is available through the PD that would provide an upgrade to administrative staff.

Councilor Hubele asked whether our own PD or contracting with the Sheriff creates the greatest value. It seems that the perception of safety with our own PD is greater, but the actual safety probably isn't.

Chief Francis said that his opinion is that closing the PD makes sense. He feels that until the City grows in population, which will increase the tax base, we can't deliver a strong level of service

Gene Abraham said that he thinks that law enforcement should trump transit. Retaining the PD should be above other services. BCSO doesn't show up in the past. New sheriff might open doors and this should be investigated.

ACA Hare stated that with the present, limited staff means that our PD is generally not available.

Phil Harkin, 3113 NE Willamette, said that with the Fire District they can't leave station without a radio.

Councilor Hubele asked if a low level of service from BCSO is worth anything other than a minimum contract.

Chief Francis said that the BCSO has said that they would use their reserves for community events.

Chief Francis said that he would deal with our reserves and how shutting down the PD affects them.

Faye Abraham said that previously the city had negotiated a contract with the BCSO. She remembers that there was only 2.5 hours of patrol before the contract. There was no ordinance enforcement and their response was very slow non-emergency.

<p>7. Public Works Purchases and Capital Improvement Program for 2014-18 (Agenda Item 5b) ACA Pat Hare provided information on recent purchases of three items and requested permission for the purchase of an ATV.</p> <p>Copier-It is old and parts will no longer be available. We will remain with Ricoh but will be on a lease.</p> <p>Trash Pump and generator-They have been purchased and we can now fix leaks, which previously we had to contract to E.D. Hughes. He traded our broken mower for some of this equipment.</p> <p>We need an ATV (All Terrain Vehicle) to be able to carry the pump and generator and to get to off road portions of our transmission lines in order to maintain them.</p> <p>ACA presented the CIP (Capital Improvement Program) for the next five budgets. (See attachment).</p>	<p>Council received report.</p> <p>Councilor King moved to approve the purchase of the ATV and the 60 month lease for the copier.</p> <p>Councilor Real seconded.</p> <p>Unanimous Approval (4-0).</p>
<p>9. Public Works (PW) Report (Agenda Item 7b)</p> <p>Meters-We received our first shipment of the new radio-read meters and replacing old meters will be the major summer project for the PW staff.</p> <p>Air release valves-PW will also continue to replace valves in the existing transmission system.</p> <p>Storage shed-PW and PD staff will begin work on the two storage sheds behind City Hall and hope for completion by the end of April.</p> <p>Parks-Staff will remove the teeter-totter and merry-go-round. We will put in border material and raise levels of main equipment station and will pressure wash and bleach the existing equipment.</p> <p>Sidewalks- Staff will begin to make ADA improvements and grind access points on sidewalks in the loops and on Arnold.</p> <p>Repair storage sheds at Water and Wastewater sites-these have asbestos in them and will require safety equipment during the repairs</p> <p>General Maintenance-Spray weeds along the gutters and clean up edges of wetlands.</p> <p>Councilor Hubele asked if the City would continue to contract for street sweeping? CA said that contracting would continue.</p> <p>Gene Abraham asked if the new meters have a customer turn off. Staff reported yes, but that is incorrect. Customer turnoffs will need to be put in by customers under the direction of a licensed plumber. He also stated that the Fire District has a self-contained pump on a truck.</p>	<p>Council received report.</p> <p>Add ATV to vehicle policy.</p>
<p>10. Resolution 2013-#1 Collaboration on Tobacco Issues (Agenda Item 6b) CA Foster presented information on Benton County's efforts to collaborate with all the municipalities to address new tobacco issues.</p>	<p>Councilor King moved to approve the resolution 2013-#1 and appoint the CA as the City's representative.</p> <p>Councilor Hubele seconded.</p> <p>Unanimous Approval (4-0).</p>
<p>10. City Administrator's Report (Agenda Item 5e) CA Foster presented his report. (See attached).</p>	<p>Council received report.</p>
<p>11. Council and Mayor Comments (Agenda Item 8):</p> <p>Councilor Real-None.</p> <p>Councilor King-Consumer Power letter on franchise fees went out to every household. It calls the franchise fee a tax.</p> <p>Councilor Hubele-Budget effect from sequestration.</p> <p>Mayor Currier-None.</p>	<p>CA will contact Consumers Power and ask that it be called a fee and not a tax.</p>

17. Adjournment:

Next meeting-Budget Committee-Tuesday, April 16, 2013 at 6:00 PM.
Regular Council meeting on Tuesday May 7, 2013 at 6:00 PM.

Councilor King moved to adjourn.
Councilor Hubele seconded.
Unanimous approval (4-0)
Mayor adjourned the meeting at 9:17 PM.



Mayor's Approval

05-23-2013

Date

**Attachment to March 5, 2013 Council Minutes
Public Works CIP 5 Years**

General	Total	2013	2014	2015	2016	2017
Rhino UTV	\$ 7,000	\$ 3,500	\$ 3,500			
Vehicle Replacement	\$ 10,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Pole Barn	\$ 15,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Wastewater						
Generator:	\$ 20,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Water						
Driver/Soft Start:	\$ 7,000	\$ 7,000				
Turbidity Meters:	\$ 10,000	\$ 5,000	\$ 5,000			
Chemical Pumps:	\$ 10,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	
Transmission Line Valves	\$ 10,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	
Streets/Sidewalks						
ADA Improvements \$12,000 per year	\$ 60,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Parks						
Borders/Play Structures:	\$ 5,000	\$ 2,500	\$ 2,500			
	\$ 154,000	\$ 44,500	\$ 37,500	\$ 26,500	\$ 26,500	\$ 21,500

**Attachment to March 5, 2013 Minutes
CITY ADMINISTRATOR'S REPORT
April 2, 2013 Council Meeting**

- **Administration**
 - **Transit**-Report of ridership by quarter year is attached.
 - **Utility Billing**-We purchase an update to our utility billing system that will allow us to work with the new radio-read meters. Kathy Edmaiston, Utility Clerk, will receive training directly from ABS, the contractor for the system.

- **Parks**
 - **Start of Summer Program**-Kickoff BBQ will take place on June 13th at 6:00 PM. Council is encouraged to take part.
 - **4th of July**-No one showed up at the first meeting. Staff will contact Jamocha Jo's, Adair Volunteer Fire District, Prince of Peace Church, and individuals who have helped for a second meeting on April 10th at 7:00 PM. Councilors can certainly join the planning group.
 - **Boys Council**-City will co-sponsor a Boys Council Group beginning April 4th at 6:30. It is open to boys aged 9-12 and is a similar program to the Girls Circle that Brittany Kennedy, Recreation Program Coordinator, initiated last year.

- **Engineering**
 - **Water**
 - **Water Rights**-We will have one more meeting with WaterWatch representatives in hopes of their withdrawing their protest.
 - **Wastewater**
 - **Wastewater Facility Plan**-Republic Services is a full partner in this process. CivilWest is moving forward with the planning and a draft document will be complete by late summer.

- **Planning/Permits**
 - **Commission**-Two members are still needed. The March meeting was cancelled. Next meeting is April 23rd.