

ADAIR VILLAGE CITY COUNCIL AGENDA-Draft

City Hall - 6030 Wm. R Carr Av.

****Tuesday, May 7, 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-April 2, 2013 (Attachment A-1)
- b) Minutes – City Council Executive Session-April 16, 2013 (Attachment A-2)
- c) Bills List for April 17, 2013 (Attachment B-1) - \$ 43,875.17
- d) Bills List through May 7, 2013 (Attachment B-2) – \$ 14,504.18

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

4. OLD BUSINESS:

- a) Faye Abraham's Request for changes to the March 5, 2013 Minutes (Attachment C) Drew Foster
Action: Decision

5. NEW BUSINESS:

- a) Financial Report through April 23rd (Attachment D) Drew Foster
Action: Discussion
- b) Budget Transfer via Resolution (at meeting, after Budget Committee review) Drew Foster
Action: Discussion/Decision

6. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Proclamation-May is Older Americans Month (Attachment F) Drew Foster
Action: Decision
- b) Credit Card Use & Vehicle Tracking (Attachment G) Drew Foster
Action: Information

7. STAFF REPORTS:

- a) Public Safety (Attachment H-at meeting) Chief Dave Francis
- b) Public Works (Attachment I)
- c) City Administrator (At Meeting) Drew Foster

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

Budget Committee –Tuesday, May21, 2012 6:00 PM
City Council –Tuesday, June 4, 2012 6:00 PM
Planning Commission- Tuesday, May 28, 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, May 7, 2013 – 6:00 PM

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors Real, Mercer, and Hubele and Mayor Pro Tem King were present and Mayor Pro Tem King chaired the meeting. Mayor Currier joined the meeting via phone. CA Foster recorded the meeting.</p>	<p>Mayor Pro Tem King called the meeting to order at 6:05 PM and led the Flag Salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of April 2, 2013 City Council Meeting Minutes of April 16, 2013 City Council Executive Session Billings through April 17, 2013(\$ 43,875.¹⁷) Billings through May 7, 2013 (\$ 14,504.¹⁸).</p> <p>Councilor Hubele pointed out that the bill for the City's credit card (FIA Card Services) was not included as per Council instructions.</p>	<p>Councilor Real moved to approve the Consent Calendar as presented, Councilor Mercer seconded. Unanimous Approval (4-0). Amendment to the motion by Councilor Real amended her motion to include that the payment not be made until the Council has reviewed the bill. Councilor Mercer approved the amendment. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3) Gene Abraham, 3122 NE Willamette Av., stated that he feels that it is a mistake not to fund the Police Department in the budget. He thinks that law enforcement is the most important issue for the City. He feels that historically the BCSO (Benton County Sheriff's Office) only made immediate response to life threatening situations.</p> <p>Phil Harkins, 3113 Willamette Av., made a number of points.</p> <ul style="list-style-type: none"> • Congratulated the Fire District for their quick response at the landfill, but he questioned who pays for the water taken from City hydrants. • Wetlands and Riparian areas-He asked how the delineated areas were established. CA stated that the two wetlands on Barberry were designated during the process of approving the sub-division out there. • Credit card policy was presented in April. • Water rights- He questioned whether the City was going to give up 25 percent of our water rights. CA responded that we were not. • Faye Abraham, 3122 NE Willamette Av., said that she did not say that the BCSO (Benton County Sheriff's Office) responded slowly, she said that the previous contract allowed that. She asked that the CA contact smaller cities to see what their PERS costs are; she specifically referred to Tangent and Halsey. 	<p>Council received comments.</p>
<p>4. Faye Abraham's Request for Changes to the March 5, 2013 Minutes (Agenda Item 4a) Mayor Pro Tem said that the recommendation of the Mayor, the CA and herself was to add Faye's response as an addendum to the March 5, 2013 minutes. CA said that the second part of her letter questioned the contract with Koontz Mechanical and he said the work left to be completed is part of the original contract.</p>	<p>Council approved the addendum via consensus.</p>

<p>5. Financial Report (Agenda Item 5a) CA presented a new format for the Financial Report, which is available as a regular report from QuickBooks. It does not provide a comparison to budget.</p>	<p>Council received report, but said that they preferred the previous fuller format.</p>
<p>6. Resolution 2013-#2-Transfers Between Materials and Services and Personal Services (Agenda Item 5b) CA Foster presented Resolution 2013-#2. This is needed because the budget estimates in this year's budget-2012-13-for Benefits and Taxes line items in the Storm Drain, Street, Wastewater and Water Funds were low and authorization for spending in the Personal Services category of these four funds will run out next month. ORS 294.450 allows transfer of costs within a fund by resolution. Transfers are as follows:</p> <ul style="list-style-type: none"> • Storm Drain-\$2,000 • Streets- \$3,000 • Wastewater-\$20,000 • Water-\$25,000 <p>CA stated that this transfer would not affect the total commitment in any of the funds.</p> <p>Mayor Pro Tem King read Resolution 2013-#2 into the record. Councilor Hubele asked about taking Public Comment, because there was a hand up in the audience. Gene Abraham, 3122 Willamette, asked if some of the numbers in the resolution are incorrect. CA said that the incorrect numbers were in last year's budget estimates. Councilor Hubele stated that the benefits were off by 1/3rd or a total of over \$50,000.</p>	<p>Councilor Real moved to approve the Resolution 2013-#2. Councilor Mercer seconded. Unanimous approval (4-0)</p>
<p>7. Proclamation-May is Older Americans Month (Agenda Item 6a) Proclamation declaring May 2013 as Older Americans Month.</p>	<p>Mayor Pro Tem King read the Proclamation into the record.</p>
<p>8. Credit Card Use and Vehicle Use Tracking Procedures (Agenda Item 7b) CA Foster said that new procedures were in place for credit card use, but that they had not been formalized into a document. Councilor Real asked if this hadn't been done in March? CA Foster said that they need to be formalized as part of financial procedures and policies. Vehicle tracking system is under development. CA Foster presented a worksheet showing gas purchases by vehicle for the 2012-13 fiscal year. Councilor Hubele asked about gas being delivered to Adair Village. CA Foster said that there was no place to have it delivered. The City discussed use of the Fire District's tank with the Fire Chief, but their tank is for the District's use only. Faye Abraham, 3122 Willamette, said that the earlier report from the Finance Committee had recommended the use of a vehicle log. As a resident, she would like to see that implemented.</p>	
<p>9. Public Works Report (Agenda Item 7a) CA Foster presented the Public Works report for May. The PW staff's Goals for the Summer are included.</p> <ul style="list-style-type: none"> • Radio-read meter project • Repair of valves on water transmission lines • Complete the storage facilities at City Hall • Upgrade the Kiddie Park before the summer programs start • ADA sidewalk improvements in the Loops 	

<ul style="list-style-type: none"> • Maintenance of the wetlands on Barberry • Repair and refurbish storage shed at Wastewater Plant 	
<p>10. City Administrator's Report (Agenda Item 5e) CA Foster presented a short report.</p> <ul style="list-style-type: none"> • Auditor's report-Pauly, Rogers stated that the contract does not require a face-to-face report. They reviewed the CA's report to the Council and they said that it covered all the issues that they brought up. Mayor Pro Tem King read the letter from Pauly, Rogers. • Wastewater Facility Plan-CA, City Engineer- We also found a less expensive approach to completing necessary lab work. CivilWest Engineering, and Republic Services will have a conference call to discuss the timeline for completing the work and for receiving partnership funds from Republic Services. • Water Rights-We are waiting for a response from Water Watch. 	<p>Council received report.</p>
<p>11. Council and Mayor Comments (Agenda Item 8): Councilor King-Asked if the Budget Committee could be moved to Thursday, May 23rd, because she is not available on the 21st. Councilor Real-None. Councilor Hubele-None. Councilor Mercer-None.</p>	
<p>17. Adjournment: Next meeting-Budget Committee-Thursday, May 23, 2013 at 6:00 PM. Regular Council meeting on Tuesday May 7, 2013 at 6:00 PM.</p>	<p>Councilor Mercer moved to adjourn. Councilor Real seconded. Unanimous approval (4-0) Mayor Pro Tem adjourned the meeting at 7:04 PM.</p>

William L. King

Mayor's Approval

6-5-2013

Date