

ADAIR VILLAGE CITY COUNCIL AGENDA-Final

City Hall - 6030 Wm. R Carr Av.

****Tuesday, July 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-June 4, 2013 (Attachment A-1)
- b) Minutes – City Council Executive Session-May 23, 2013 (Attachment A-2)
- c) Bills List for June 19, 2013 (Attachment B-1) - \$ 32,439.⁴⁸
- d) Bills List through July 2, 2013 (Attachment B-2) – \$27,168.⁷⁴

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

4. OLD BUSINESS:

- a) None

5. NEW BUSINESS:

- a) Recognition of Police Department Reserves (Attachment C) Drew Foster
Action: Ceremony
- b) Liquor License Application-Village Food Mart (Attachment D) Drew Foster
Action: Decision
- c) High Deductible Health Plan for Adair Village Staff (Attachment E) Drew Foster
Action: Decision
- d) Compensation Plan for City Administrator (Attachment F) Drew Foster
Action: Decision
- e) Intergovernmental Agreement for HP Property Tax Repayment (Attachment G) Drew Foster
Action: Decision

6. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2013-#5 Adopting a Wage Schedule (Attachment H) Drew Foster
Action: Decision

7. STAFF REPORTS:

- a) Code Compliance (Attachment I)
- b) Public Works (Attachment J)
- c) City Administrator (Attachment K) Drew Foster

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council –Tuesday, August 6, 2013 6:00 PM
Planning Commission- Tuesday, July 16, 2013 6:00 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, July 2, 2013 – 6:00 PM***

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors Real, King, Mercer, and Hubele and Mayor Currier were present. CA Foster (City Administrator) recorded the meeting.</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 June 4, 2013 City Council Meeting Minutes of May 23, 2013 Executive Session Meeting Billings through June 19, 2013 (\$ 32,439.⁴⁸) Billings through July 2, 2013 (\$ 27,168.⁷⁴).</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Hubele seconded. Unanimous Approval (5-0).</p>
<p>3. Public Comment (Agenda Item 3) Written Comment from Phil Harkins, 3113 NE Willamette, was entered into the record by the CA.</p>	<p>Council received comments.</p>
<p>4. Recognition of Adair Village Police Department Reserves (Agenda Item 45a) Mayor Currier thanked the Police Department's Reserves for their service to the City and presented plaques to the force in thanks for that service to the City. Reserves present were:</p> <ul style="list-style-type: none"> • Joel Imamura • Shirley Lindsey • Jared Oviatt • Lindsey Street • Jill Thissell <p>Plaques for David Schroeder, Steve Griffith, and Chief David Francis will be delivered to them.</p>	<p>Council thanked Reserves for their service.</p>
<p>5. Liquor License Application for Village Food Market (Agenda Item 5b) MAM LLC, the company running the market, has asked for a Liquor License to supply off premises liquor sales. This is the same license that ELVP, Inc, Ed and Lois Dasteur's company, had while running the store. Councilor Hubele asked if the Four Spirits Distillery has a license. CA will check into this.</p>	<p>Councilor King moved to approve the Liquor License application. Councilor Mercer seconded. Unanimous approval (5-0)</p>
<p>6. High Deductible Health Plan (Agenda Item 5c) Mayor Currier introduced the topic stating that he first became aware of HDHPs at a LOC meeting a couple of years ago. CA Foster presented the background on the HDHP program that the City will put in place in January 2014. Council asked for a number of clarifications:</p> <ul style="list-style-type: none"> • Does this affect PERS payments? CA will check into PERS issue. • Are they City funds once they are in the Trust account? • Who monitors the funds? <p>These questions need to be answered before final approval is given.</p> <p>Separate issue came up as CA took notes. Mayor Currier asked about having a different staff member take minutes. The Council wants that to begin to happen.</p>	<p>Councilor King moved to approve the HDHP program. Councilor Hubele seconded. Unanimous approval (5-0) Councilor Hubele moved to rescind the previous motion. Councilor King seconded. Unanimous approval (5-0) Councilor Hubele moved to set aside funds for the HDHP program to begin in January 2014. Councilor Real seconded. Unanimous approval (5-0)</p>

<p>7. Compensation Plan for the City Administrator (Agenda Item 5d) City Council discussed the parameters of the CA's request. CA would no longer be covered by the City's health insurance, but would receive an additional \$505 in his private retirement. He would also receive two hours additional vacation time each month beyond the hours designated in the personnel policy.</p>	<p>Councilor King moved to approve the new Compensation program for the City Administrator. Councilor Real seconded. (2 ayes (King and Currier) - 2 nays (Real and Hubele) with one abstention (Mercer) Did not pass. Councilor Hubele moved to complete a performance evaluation within 30 days and adjust compensation appropriately within 30 days retroactive back to November. Councilor Real seconded. (4-1, King nay) Hubele moved to approve that CA could move \$505 to retirement after CA waives his insurance from the City. Councilor King seconded. Unanimous approval (5-0).</p>
<p>8. Intergovernmental Agreement for the Hewlett-Packard Property Tax Replacement (LUDC) (Agenda Item 5b) City Administrator Foster stated that he had discussed the issue of the format of the payback with a variety of individuals- Albany's City Manager, Philomath's Finance Officer, and the State's Department of Revenue. While they agreed that the system was not fair, the format for the payback is required by State law (OAR 311). Mayor Currier stated that this is a flawed formula set up by the State and that the City never received any benefit from the questioned assessment, but we are required to pay them back.</p>	<p>Councilor King moved to approve the IGA with Benton County for the Hewlett-Packard Repayment and to have the City's share taken from November 2013 payments. Councilor Real seconded. Unanimous approval (5-0).</p>
<p>9. Resolution 2013-#5 Establishing a New Wage Schedule (Agenda Item 6a) CA Foster presented the Resolution with new Wage Schedule based upon approved 2013-14 Budget.</p>	<p>Councilor Hubele moved to approve Resolution 2013-#5. Councilor Mercer seconded. Unanimous approval (5-0)</p>
<p>10. Staff Reports (Agenda Items 7b & C) CA Foster presented the Public Works and City Administrator's reports for June. Public Works-</p> <ul style="list-style-type: none"> • Work has been completed on the lower section of the Kiddie Park and de-limbing and cleanup at City Hall and weeds have been sprayed and removed. • Water production was 6.85 million gallons (May 21-June 20); it was over 9 million gallons last year. • Flow through at the wastewater plant was 2.1 million gallons. <p>City Administrator-</p> <ul style="list-style-type: none"> • Vehicle policy will be implemented on July 1. • The new lessee-MAM LLC owned by Birphal Johal-opened for business on June 18. • AVIS-GeoEngineers have completed the site work. Lab results should be available at the end of July and Boise Cascade and Georgia Pacific are each responsible for 40% of the project costs. The City's 20% commitment has already been met through grants that the City 	<p>Council received the report.</p>

<p>received from Business Oregon.</p> <ul style="list-style-type: none"> • Cascades West Regional Consortium-this is the group working on the industrial site/wetlands interface throughout the region. I am now the Treasurer of the group and the group will be working to develop the best process to remove wetlands as a limitation on industrial properties. • Water Rights-We are working on a final face-to-face meeting with WaterWatch in an attempt to complete the final details of an agreement for them to rescind their protest of our application. The Mayor will join this final meeting to represent the City as a decision maker. (CA note-the meeting will take place on July 17th in Salem). • Water Plant-Koontz Engineering will be brought back to complete their work at the end of summer, when the plant is running fewer hours. • Public Works will begin the meter replacement program in July. • Wastewater Facility Plan-CivilWest, our City engineering group, is at the 60% completion point and will have a work session with the Council at a meeting on July 16th. The Civil West and City staff will meet with Republic Services earlier on the 16th. (CA note-this work session will take place at the regular Council meeting on August 6). • American Disabilities Act-Sidewalk upgrades and curb improvements will start in the next month. • Permits-There have been eight permits in June and July. There were only eight permits all of last year. 	
<p>11. Council and Mayor Comments (Agenda Item 8): Councilor Real-questioned the status of the SCS (Santiam Christian School) baseball field. (CA-we are trying to arrange a meeting between the Mayor and Councilor King and their Board to discuss future development and did not want to push on the ball field issue until that had been done.) She will not be at the August 6 meeting. Councilor King-need to discuss future plans with SCS. Councilor Mercer-None. Councilor Hubele-Asked if we should respond more strongly to SCS? He asked about collections from the transit service. (CA reviewed past statements and it is \$150-160 per month) He suggested that the City consider removing the transit fare as a summer promotion. He pointed out that the newsletter had incorrect information about the City's Code for setbacks for accessory buildings. We need to do a second mailing. Councilor Hubele resigns. Mayor Currier-stated that Susan Canfield is interested in the position. Charter states that Mayor appoints and Council confirms. Mayor Currier said that he will interview any candidates for the position, before making an appointment.</p>	<p>Councilor Hubele moved to run a summer promotion of free transit. Councilor Real seconded. Unanimous approval (5-0)</p>
<p>12. Adjournment: Next meeting- Council meeting on Tuesday, August 6, 2013 at 6:00 PM. Work session on Tuesday, July 16 at 6:00 PM.</p>	<p>Councilor king moved to adjourn. Councilor Mercer seconded. Unanimous approval (5-0) Mayor adjourned the meeting at 8:40 PM.</p>



Mayor's Approval

8-7-2013

Date