

ADAIR VILLAGE CITY COUNCIL-Final

City Hall - 6030 Wm. R Carr Av.

****Tuesday, September 3, 2013 - 6:00 PM****

1. ROLL CALL – Flag Salute

2. OATH OF OFFICE-Susan Canfield

Mayor Currier

3. 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-August 6, 2013 (Attachment A)
- b) Bills List for August 14, 2013 (Attachment B-1) - \$ 58,936.⁷¹
- c) Bills List through September 3, 2013 (Attachment B-2) – \$ 33,426.¹⁹
- d) Minutes – City Council Meeting-July 2, 2013 (Lacked a quorum-August 6)
- e) Bills List for July 17, 2013 - \$ 22,791.⁶⁹ (Lacked a quorum-August 6)
- f) Bills List through August 2, 2013– \$ 38,513.⁰³ (Lacked a quorum-August 6)

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

5. OLD BUSINESS:

- a) 2012-13 Year-end Financial Report (Attachment C) Drew Foster
Action: Discussion
- b) City Administrator Compensation (Attachment D) Drew Foster
Action: Decision

6. NEW BUSINESS:

- a) Benton County Sheriff's Office Report Capt. Greg Ridler
Action: Report

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Ordinance 2013-03 Land Use Development Code Updates (Attachment E) Drew Foster
Action: Decision
- b) Ordinance 2013-04 Background Checks (Attachment F) Drew Foster
Action: Decision
- c) Resolution 2013-#6-Updating Systems Development Charges (Attachment G) Drew Foster
Action: Decision

8. STAFF REPORTS:

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

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council Work Session –Tuesday, September 17, 2013 6:00 PM
Planning Commission- Wednesday, September 18, 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**

****Tuesday, September 3, 2013 – 6:00 PM****

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors King, Real, Mercer, Canfield and Mayor Currier were present. CA Foster (City Administrator) recorded the meeting.</p>	<p>Mayor Currier called the meeting to order at 6:03 PM and led the Flag Salute.</p>
<p>2. Oath of Office (Agenda Item 2). Mayor Currier administered the Oath of Office to Councilor Canfield.</p>	<p>Oath administered.</p>
<p>3. Consent Calendar (Agenda Item 3). Minutes of August 6, 2013 City Council Meeting. Billings for August 14, 2013 (\$58,936.71). Billings through September 3, 2013 (\$33,426.19). Minutes of July 2, 2013 City Council Meeting. Billings for July 17, 2013 (\$22,791.69). Billings through August 2, 2013 (\$38,513.03).</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Real seconded. Unanimous Approval.</p>
<p>4. Public Comment (Agenda Item 4). Faye Abraham, 3122 NE Willamette Avenue, asked about the Year End Financial Report and if the books have been closed out. Mayor Currier said they will come back to that issue when the Council addresses Agenda Item 5A later in the meeting.</p>	<p>Council received Public Comment.</p>
<p>5. New Business (Agenda Item 6). Capt. Greg Ridler and Sgt. Randy Hiner of the Benton County Sheriff's Department presented the Activity Report. Sgt. Hiner stated he prefers not to issue citations, but rather to interact with citizens to deal with situations that may arise. He asked the Council whether there are base fines for ordinance violations. CA Foster will provide him documentation showing the fines. Sgt. Hiner further asked if there is a map of incorporated Adair Village. CA Foster described the boundaries of Adair Village. At the request of Mayor Currier, Sgt. Hiner will provide a crime analysis report to the Council when sufficient information is available...</p>	<p>Council received the report.</p>
<p>6. City Administrator Compensation (Agenda Item 5b). City Council discussed CA's request which was previously presented during the July 2, 2013 meeting. CA requested an additional two vacation hours each pay period, rather than salary compensation. CA Foster recommended that the Council simply move forward with his regularly scheduled Performance Evaluation this November. He will resend the Performance Review Evaluations to the Council.</p>	<p>Councilor King moved to approve that CA Foster should, in lieu of other compensation, be granted an additional two hours a month of vacation time retroactive from November 2012. Councilor Mercer seconded. Approved (4-1, Real nay)</p>
<p>7. 2012-13 Year-end Financial Report (Agenda Item 5s). CA Foster presented this report. Faye Abraham, 3122 NE Willamette Avenue, stated her concerns that yearly closeouts are not completed in a timely manner. Councilor Real said that she is also bothered that we have not completed closeout.</p>	<p>Mayor Currier directed CA to provide an email update to Mayor Currier and Councilor Real with regard to status of who will be completing the closeout and when.</p>

<p>CA Foster stated he is behind on the closeout, but he has found someone who will be available at the end of September to complete the closeouts.</p>	
<p>8. Land Use Development Code Update (Agenda Item 7a). CA Foster presented the staff report on this issue. Councilor Mercer read Ordinance 2013-03 in full. Mayor Currier read Ordinance 2013-03 into the record by title.</p>	<p>Councilor King moved to accept the first reading of Ordinance 2013-03; Councilor Real seconded. Unanimous approval (5-0). Councilor King moved to approve the second reading of Ordinance 2013-03 and to adopt the ordinance; Councilor Mercer seconded. Unanimous approval (5-0).</p>
<p>9. Background Checks (Agenda Item 7b). CA Foster presented the staff report on this issue. We have an existing Background Ordinance, but it designates the Adair Village Police Department as the agency to undertake the background check. The new ordinance allows the City to use a contract agency. Mayor Currier read Ordinance 2013-04. Mayor Currier read Ordinance 2013-04 into the record by title.</p> <p>Mayor Currier asked CA Foster to prepare a resolution regarding fees to perform background checks.</p>	<p>Councilor King moved to accept the first reading of Ordinance 2013-04; Councilor Real seconded. Unanimous approval (5-0). Councilor King moved to approve the second reading of Ordinance 2013-04 and to adopt the ordinance; Councilor Mercer seconded. Unanimous approval (5-0).</p>
<p>10. Updating Systems Development Charges (Agenda Item 7c). CA Foster presented Resolution 2013 - #6 Updating System Development Charges (SDC). The City established basic charges for capital improvements for water, wastewater, storm drain, transportation and parks in 2009. The SDCs split costs for major infrastructure improvements between those needed to keep the existing system working and those needed to prepare for growth. These charges have not been updated since 2009, but since there has been limited building (only one home) since the new rates were established, this has not been an issue. This resolution updates the existing CIP (Capital Improvement Program) projects accounting for inflation using the ENR (Engineering News Record), which is the equivalent of the Consumer Price Index for construction and engineering projects. This Resolution will raise the charges by approximately 17 percent. When we complete the update of the Wastewater Facility Plan and review changes to the Water Facility Plan, now that we have reduced the water loss, we will need to update the CIP, which will lead to an update of the SDC.</p>	<p>Councilor King moved to adopt Resolution 2013 - #6; Councilor Real seconded. Unanimous approval (5-0).</p>
<p>11. Code Compliance Officer's (CCO) Report (Agenda Item 8a). CA Foster presented the report for August. Both Councilor Canfield and Mayor Currier asked about having more clarification and details in the report. CA Foster will talk to CCO about this. Mayor Currier also asked CA Foster about establishing a policy regarding checking for compliance once a case has been opened.</p>	<p>Council received the report.</p>
<p>12. Public Works Report (Agenda Item 8b). CA Foster presented the report for August.</p> <ul style="list-style-type: none"> Assistant City Administrator Hare is working with PW Supervisor Shaddon to fill the position of Utility Worker II. 	<p>Council received the report.</p>

<ul style="list-style-type: none"> • Kiddy Park restoration has been completed. • ADA improvements have been completed. • The weeds have been sprayed around the City, both plants, Lagoon and Reservoir. • De-limbing has been completed at the Skate Park and Kiddy Park. • Weeds in the streets have been sprayed and removed. • Flow through at the wastewater plant was 1.5 million gallons; it was 6.5 million gallons last year. 	
<p>13. City Administrator Report (Agenda Item 8c). CA Foster presented the report.</p> <ul style="list-style-type: none"> • Firehouse Market and Restaurant – CA talked with Candice Dinnis; there has been no new interest in leasing the restaurant. • AVIS (Adair Village Industrial Site) – CA hopes to have draft sampling from GeoEngineers available for September 17th work session. • Water Rights – A response is not expected until late September. • Water Plant – Koontz Mechanical will return in September to review work and in October to complete final improvements. • Wastewater Facility Plant – project to be reviewed at September 17th work session. • Planning Commission – still needs three members. • Residential Development – Steve Roderick, chair of the Santiam Christian School Board, informed CA Foster and Assistant CA Hare that the Board is ready to work with the City to move the development forward. 	Council received the report.
<p>14. Council and Mayor Comments (Agenda Item 10): Councilor Real – would like to see year end financials closed and audits completed in a timely fashion. She also appreciated Benton County Sheriff's Office coming out and sharing their report. Councilor King – None. Councilor Mercer – None. Councilor Canfield- None. Mayor Currier-None.</p>	
<p>15. Adjournment: Next meeting- Council meeting on Tuesday, October 1, 2013 at 6:00 PM. Work session on Tuesday, September 17, 2013 at 6:00 PM.</p>	Councilor King moved to adjourn. Mayor adjourned the meeting at 8:17 PM.

William E. Currier

Mayor's Approval

9-4-2013

Date