

**ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.**

****Tuesday, November 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-October 1, 2013 (Attachment A)
- b) Bills List for October 16, 2013 (Attachment B-1) - \$ 29,071.⁶⁵
- c) Bills List through November 1, 2013 (Attachment B-2) – \$ 21,687.⁵¹

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

4. EXECUTIVE SESSION: ORS 190.660 (2) (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

5. OLD BUSINESS:

- a) Review Personnel Handbook Update (Attachment C) Drew Foster
Action: Discussion

6. NEW BUSINESS:

- a) Financial Report-First Quarter through October 25, 2013 (Attachment D) Drew Foster
Action: Discussion
- b) Code Compliance (Staff Report) Drew Foster
Action: Discussion
- c) Republic Services-New Disposal Rates (Attachment E) Drew Foster
Action: Discussion
- d) Water Line Repairs to Residential Services (Staff Report) Drew Foster
Action: Discussion
- e) New Meters and Higher Readings (Staff Report) Drew Foster
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2013-#7- Public Records Requests (Attachment F) Drew Foster
Action: Decision

8. STAFF REPORTS:

- a) Public Works (Attachment G) Pat Hare
- b) Public Safety (Attachment H) Drew Foster
- c) City Administrator (Attachment I) Drew Foster

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council Work Session –Tuesday, December 3, 2013 6:00 PM
Planning Commission- Tuesday, November 26, 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, November 5, 2013 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors Real, King, Canfield and Mayor Currier were present. Councilor Mercer was absent and excused. CA (City Administrator) Foster recorded the meeting. ACA (Assistant City Administrator) Pat Hare was in attendance.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the Flag Salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of October 1, 2013 City Council Meeting. Billing list for October 16, 2013 (\$29,071.65). Billings through November 1, 2013 (\$56,149.71).</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3). Faye Abraham, 3122 NE Willamette Avenue:</p> <ol style="list-style-type: none"> 1. Asked where the police vehicles and the City staff vehicle are? CA Foster advised that the police vehicles had been sold to Malheur County (included in the City Administrator's Report later in meeting) and the City staff vehicle had been sold for scrap. 2. Asked if the City audit will meet the federal timeline requirements. 3. Commented about former City employee whose leaving was reported in the paper and the City's decision to pursue criminal charges. She asked if the City Attorney had been consulted at all points. 4. On the Republic Services rate increase, she said the Council should consider that Adair Village is smaller and more compact than other cities. 	<p>Council received comments.</p>
<p>4. Attach E-Republic Services-New Disposal Rates (Agenda Item 6c). Julie Jackson of Republic Services and Gary Blake, General Manager for Republic Services, presented information regarding a January, 2014 rate increase of 2.4 percent. Councilor King asked for a response the public comment about the size of the City. Ms. Jackson said that the base rate was set years ago. Mr. Blake said that "Route Density" is the driving force in rates, not size of the city, and that weighting of rates is set by actual experience. Phil Harkins, 3113 NE Willamette Avenue, had questions for Republic Services regarding leaf and yard debris pickup. Ms. Jackson said that they can do a cart audit and see if there is a need to increase the level of service.</p>	<p>CA will research whether there is a need for the Council to pass a resolution to approve the rate increase.</p>
<p>5. Attach C-Personnel Handbook Update (Agenda Item 5a). CA Foster presented information about specific changes. Most of the changes involve clarifying and/or updating language contained in the current handbook. New language has been added to several sections of the handbook. There was discussion about City employees and cell phone usage. Phil Harkins, 3113 NE Willamette Avenue, commented that City employees who have cell phones provided by the City and also use them as their personal phones can cause problems. Council expressed concerns in a number of areas:</p> <ul style="list-style-type: none"> • Personnel Files-City Administrator must control access to personnel files. 	<p>CA was directed to research the City providing cell phones vs. a stipend to staff to use their personal phone for City business.</p>

<ul style="list-style-type: none"> • Paid leave for fire fighting with local fire district • Cell phone safety-except as required by state law, which is relevant to emergency service • Cell Phones-City supplied vs. stipend for using personal phone <ul style="list-style-type: none"> - City files need to be kept on server rather than phone • Mayor Currier-we need to incorporate language on City staff use of payment instruments-credit cards, checks, etc 	
<p>6. Attach D-Financial Report-First Quarter through October 25, 2013 (Agenda Item 6a). CA Foster presented the report.</p>	<p>Council received the report.</p>
<p>7. Code Compliance Report (Agenda Item 6b). Councilor Real excused herself from the discussion due to a potential conflict of interest. Thirteen responses (eleven full applications) have been received for the Code Compliance Officer position. CA Foster notified the Council that the City had received a bid from a local private business to provide the code compliance service via a private contract. Council discussed the option of utilizing a Personal Services Contract in lieu of hiring a Code Compliance Officer. CA will contact applicants that were considered for interviews and see if they are interested in providing service on a private contract.</p>	<p>Council received the report and agreed to move forward regarding the contracting aspect for code compliance in the City.</p>
<p>8. Water Line Repairs to Residential Services (Agenda Item 6d). ACA Hare presented the report. On October 30, 2013, a water line was repaired on Hyacinth Court. ACA Hare described the break and showed the Council the “saddle” that connects the main water line to the service (to one house) line. All the service lines in the Barberry section of the City are copper and the saddles are iron.</p>	<p>Council received the report.</p>
<p>9. New Meters and Higher Readings (Agenda Item 6e). ACA Hare presented the report. As new meters are being installed, some water accounts may present with much higher bills.</p>	<p>Council received the report.</p>
<p>10. Resolution 2013-#7-Public Records Requests (Agenda Item 7a). CA Foster presented the Resolution, which sets fees for simple request and establishes a general procedure for determining charges for more complex requests.</p>	<p>Councilor King moved to approve Resolution 2013-#7. Councilor Canfield seconded. Unanimous approval (4-0).</p>
<p>11. Public Works Report (Agenda Item 8a). ACA Hare presented the report for September.</p> <ul style="list-style-type: none"> • Water production was 5.423 million gallons (Sept. 20 to Oct. 20, 2013) • Flow through at the wastewater plant was 1.42 million gallons. • Over 50 water meters have been replaced during the last three weeks. Our new hire, Carl Schaumburg, in the Utility Worker II position is doing an excellent job. • A street sign survey was performed. Several signs will be fixed or replaced and a few new signs will be installed. • Leaf pick up will be on November 11 and December 9, 2013. • Street sweeping will be on November 12 and December 10, 2013. • All OSHA requirements completed at the Water Treatment Plant. 	<p>Council received the report.</p>

<p>12. Public Safety Report (Agenda Item 8b). CA Foster presented the report from the Benton County Sheriff's Office (BCSO). There were 61 traffic contacts, 27 warnings and nine citations. One arrest into custody on a warrant and a dog at large. We are seeing more of a presence within the City with the additional patrol. CA met with Sgt. Hiner of the BCSO to discuss issues raised by the Judge and Clerk or our Municipal Court. Any Code Compliance fines will come to the City. All criminal cases will be directed to the Circuit Court. We will begin to use the 2012 Fine Schedule as implemented by the State.</p>	<p>Council received the report.</p>
<p>13. City Administrator Report (Agenda Item 8c). CA Foster presented the report.</p> <ul style="list-style-type: none"> • Palestine Church was entered into the National Historic Building register by Benton County. • I talked with two representatives from the Lions Club about the possibility of starting a Lions Club in Adair Village. • Closeouts for 2012 and 2013 fiscal years should be completed by the end of November. • The draft report for the cleanup issues at AVIS (Adair Village Industrial Site) is complete and we completed a conference call with the former owners and will be moving forward to complete the report. • OSHA inspection has completed the inspection and fines of \$350.00 were imposed. • Police vehicles were sold to Malheur County for \$28,000.00. • Oregon Water Resource Department (OWRD) has reviewed all documents regarding the final order and agreements reached with WaterWatch (WW) and are ready to move forward. We have asked OWRD to contact WW about completing their review. • CivilWest will be preparing a Scope of Work for updating the Water System Plan. Councilor King asked if we still plan on using two smaller reservoirs. CA said that this is one of the primary issues that the updated plan will address. • CivilWest should complete a draft of the Wastewater Facility Plan (WWFP) by the end of the year. The final phase of the report will be to look at re-used, non-potable water for use at the landfill. • Three members are needed for the Planning Commission. 	<p>Council received the report.</p>
<p>14. Executive Session (Agenda Item 4). No decisions were made in Executive Session.</p>	<p>Mayor announced start of Executive Session at 8:52 PM. Mayor closed the Executive Session at 9:30 PM.</p>
<p>15. Council and Mayor Comments (Agenda Item 9): None</p>	
<p>16. Adjournment: Next meeting- Council meeting on Tuesday, December 3, 2013 at 6:00 PM.</p>	<p>Councilor Canfield moved to adjourn. Councilor Real seconded. Mayor adjourned the meeting at 9:35 PM.</p>

William E. Orr

Mayor's Approval

11-6-2013

Date