

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, December 3, 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-November 5, 2013 (Attachment A)
- b) Bills List for November 20, 2013 (Attachment B-1) - \$37,258.⁷⁸
- c) Bills List through December 3, 2013 (Attachment B-2) – \$19,070.⁴⁷.

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

4. OLD BUSINESS:

- a) Review Personnel Handbook Cell Phone & Volunteer Fire Fighter Language Updates (Attachments C & C1) Drew Foster
Action: Discussion

5. NEW BUSINESS:

- a) Financial Report-Through November 19, 2013 (Attachment D) Drew Foster
Action: Discussion
- b) Financial Policies and Procedures (Attachment E) Drew Foster
Action: Discussion

6. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

7. STAFF REPORTS:

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

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council Work Session –Tuesday, January 7, 2013 6:00 PM
Planning Commission- Tuesday, December 17, 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"](mailto: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, December 3, 2013 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors Real, King, Canfield, Mercer and Mayor Currier were present. 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 November 5, 2013 City Council Meeting. Billing list for November 20, 2013 (\$37,258.78). Billings through December 3, 2013 (\$19,070.47).</p>	<p>Councilor King moved to approve the Consent Calendar as presented, Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>3. Public Comment (Agenda Item 3). Millie Burton-Funk, 29195 Tampico Road, had comments regarding a proposed cell phone tower to be placed just north of Tampico Road. She said she has done some Internet research and found there are possible health effects to those residents/pets/animals living within a 1/3 mile radius of cell phone towers. The deadline to make comments to Benton County is Friday, December 6, 2013. She asked if Adair Village could make a statement to Benton County before the deadline to postpone a decision until more information is available and more residents could be notified.</p> <p>Phil Harkins, 3113 NE Willamette:</p> <ol style="list-style-type: none"> 1. Julie Jackson of Republic Services had not gotten back to him after the discussion which took place at the November 5, 2013 City Council meeting about the 2 ½ percent rate increase. 2. Stated that there was an injured/sick raccoon on his property. He and a neighbor were unable to contain it. 3. Asked if there was anything the City could do about having a traffic light installed at the intersection of Hwy. 20 and Independence Highway. 	<p>Council received comments.</p> <p>Mayor Currier directed CA to contact Republic Services and obtain a fee level comparison.</p>
<p>4. Attachment C and C1-Personnel Handbook Cell Phone and Volunteer Fire Fighter Language Updates (Agenda Item 4a). CA Foster presented the new language for the update to the Personnel Handbook for City-issued cell phones. CA Foster further presented some information he received from the City of Drain regarding City employees who respond as volunteer fire fighters during normal business hours. Mayor Currier had a few concerns with the amount of staff's time that could be involved responding to emergency calls.</p>	<p>CA Foster will meet with Fire Chief Chuck Harris to discuss and clarify time involved during the day for volunteers.</p>
<p>5. Code Compliance Contract (Agenda Item 4b). Councilor Real excused herself from the discussion due to a possible conflict of interest. CA Foster presented the report. Mayor Currier wanted to make sure the bids were closed and each individual had received the same information prior to submitting bids. CA Foster confirmed it was a closed bidding process and all individuals had the same information.</p>	<p>Councilor King moved to accept Staff's recommendation to award a one year contract to KNR. Councilor Canfield seconded. Unanimous Approval (4-0).</p>

<p>6. Attachment D-Financial Report-through November 19, 2013 (Agenda Item 5a). CA Foster presented the report in an expanded format. The first page contained the Totals for all funds and for all line items. The second page contained Income and Expenses By Fund for each category.</p>	<p>Council received the report.</p>
<p>7. Attachment E-Financial Policies and Procedures (Agenda Item 5b). CA Foster presented the report. Councilor Real commented that CA Foster should not approve his own City credit card purchases. It was suggested that the ACA should review/approve CA's credit card purchases.</p> <p>Mayor Currier would like to have a system where personnel sign and date to acknowledge that they have reviewed and are in compliance with the policies.</p>	<p>Council received the report.</p>
<p>8. Public Works Report (Agenda Item 7a). ACA Hare presented the report for November.</p> <ul style="list-style-type: none"> • Water production was 4.514 million gallons (Oct. 20 to Nov. 20, 2013). • Flow through at the wastewater plant was 1.97 million gallons. • Over 70 water meters have been replaced in the last two months. • Leaf pick up will be on December 9, 2013. • Street sweeping will be on December 10, 2013. • Koontz Machinery is completing work on the mud valves at the water treatment plant. • Ron Tucker has made an itemized list of all equipment and tools at the wastewater treatment plant. An engraver will be used to number and mark all equipment. 	<p>Council received the report.</p>
<p>9. Public Safety Report (Agenda Item 7b). CA Foster presented the report. As the City's contract with Benton County has been in place for several months, CA Foster will contact Sgt. Hiner of the Benton County Sheriff's office to see if someone from that department can attend the next City Council meeting to report on how things are progressing.</p>	<p>Council received the report.</p>
<p>10. City Administrator Report (Agenda Item 7c). CA Foster presented the report.</p> <ul style="list-style-type: none"> • Closeout will be finished within the next two weeks. Pauly Rogers will be contacting the City with the date in January when they will begin the in-house audit. • Review started at this meeting on Finance Policy & Procedures. • Ordinance will be ready at the next City Council meeting for the Personnel Handbook. • The grand opening at the Village Food Mart will be on December 7, 2013. • GeoEngineers have completed the latest round of testing at Adair Village Industrial Site (AVIS) and have begun work on alternatives. • WaterWatch (WW) will have comments to providers by the middle of next week. • CivilWest will have a draft of the Wastewater Facility Plan completed no later than the first of next week. 	<p>Council received the report.</p>

<ul style="list-style-type: none"> An old buried manhole, which was overflowing, was uncovered on Arnold Avenue when Benton County placed a new trailer for Valley Catering. C-More Pipe will be in to televise that manhole to try to ascertain where runoff should go. 	
<p>11. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> Councilor Real – She is happy about financial policies being completed. Asked about the date of the holiday party. Councilor King – Made an observation as she was driving in north Albany that D.R. Horton is still building. Could someone contact them to see if there is interest in Adair Village? Councilor Mercer – Stated that he believes the City should adopt a volunteer firefighter policy. He doesn't want there to be any discrimination by the City against any potential new employees who already may be volunteers. Councilor Canfield – no comment. Mayor Currier – no comment. 	<p>Council received the report.</p>
<p>12. Adjournment: Next meeting- Council meeting on Tuesday, January 7, 2014 at 6:00 PM.</p>	<p>Councilor King moved to adjourn. Councilor Mercer seconded. Mayor adjourned the meeting at 8:13 PM.</p>

William R. Currier

Mayor's Approval

12-4-2013

Date