

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, January 7, 2014 - 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-December 3, 2013 (Attachment A)
- b) Bills List through December 18, 2013 (Attachment B-1) - \$39,977.⁹⁰
- c) Bills List through January 7, 2014 (Attachment B-2) – \$48,392.⁰⁸.

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

4. EXECUTIVE SESSION: ORS 190.660 (2) (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed

5. OLD BUSINESS:

- a) Financial Policies and Procedures (Attachment C) Drew Foster
Action: Discussion
- b) Personnel Handbook & Volunteer Fire Fighters(Attachment D) Drew Foster
Action: Discussion Chief Chuck Harris

6. NEW BUSINESS:

- a) 2014 Easter Egg Hunt at Adair County Park Ken Imamura
Action: Discussion
- b) Financial Report-Through December 31, 2013 (Attachment E) Drew Foster
Action: Discussion
- c) Introduction of Code Compliance/Community Service Contractor Ken Real
Action: Discussion

7. STAFF REPORTS:

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

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council–Tuesday, February 4, 2013 6:00 PM
Planning Commission- Tuesday, January 21, 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, January 7, 2014 – 6:00 PM****

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors King and Mercer and Mayor Currier were present. CA (City Administrator) Foster recorded the meeting. ACA (Assistant City Administrator) Pat Hare was in attendance. Councilor Canfield arrived at 6:04 PM. Councilor Real arrived at 6:05 PM.</p>	<p>Mayor Currier called the meeting to order at 6:02 PM and led the Flag Salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of December 3, 2013 City Council Meeting. Billing list for December 18, 2013 (\$39,977.90). Billings through January 7, 2014 (\$48,392.08).</p>	<p>Councilor King moved to approve the Consent Calendar, Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>3. Public Comment (Agenda Item 3). No public comment.</p>	
<p>4. 2014 Easter Egg Hunt at Adair County Park (Agenda Item 6a). Ken Imamura representing the Corvallis Kiwanis Sunrisers provided the Council with a pamphlet and presented information about the Adair Easter Egg Hunt. Councilor Real suggested that age appropriate candy/prizes be used for the 0 – 3 age group. CA Foster stated that funding is available and in the budget to support this event.</p>	<p>Councilor King moved to commit \$300.00 to Kiwanis for the Easter Egg Hunt. Councilor Real seconded. Unanimous approval (5-0).</p>
<p>5. Attachment D – Personnel Handbook & Volunteer Fire Fighters (Agenda Item 5b). Adair Rural Fire District (ARFD) Chief Chuck Harris provided the Council with a Statement of Provision of Emergency Services for Adair Rural Fire Protection District 2014. Chief Harris explained the time commitment for volunteers. He stated that training takes place in the evening and would not impact City employees. Most of the calls are “mutual response” with other local departments and the ARFD responds more often to fires rather than emergencies. Last year there were 150 calls; 65 were in the District and 46 during daytime hours. Most local calls (85%) are for emergency medicine and are only for 15-30 minutes, until an ambulance arrives.</p>	<p>CA Foster will update the Handbook, send it out to Council for review and prepare it to bring to the Council’s February 2014 meeting.</p>
<p>6. Introduction of Code Compliance/Community Service Contractor (Agenda Item 6c). Ken Real provided the Council with his schedule for January as well as examples of documents he will be using as he performs his duties. He will submit a weekly report to CA Foster and a monthly report to the Council.</p>	<p>Council received the report.</p>
<p>7. Executive Session (Agenda Item 4). The Adair Village City Council met in Executive Session under ORS Oregon Revised</p>	<p>Mayor Currier opened the Executive Session at 7:03 PM.</p>

<p>Statutes 192.660 (2)- (h) "To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed." Adam Sussman of GSI Water Solutions was present and Attorney Clark Balfour was connected via phone as counsel for the issue under discussion for which "for litigation (is) likely to be filed."</p>	<p>Mayor Currier closed the Executive Session at 7:55 PM.</p>
<p>8. Action from Executive Session. Mayor announced that no decisions were made in Executive Session.</p>	<p>At the end of Executive Session, Council resumed City Council Meeting at 8:00 PM.</p>
<p>9. Attachment C – Financial Policies and Procedures (Agenda Item 5a). CA Foster presented the final six policies to Council. 7-Fixed Asset Capitalization. Add range of 30-40 years for buildings. 8-Capital Improvement Projects. Add paragraph for Deferred Capital Projects in order to track funds being saved for capital improvements. 9-Investment Policies. No changes. 10. Procurement Policies. Add a paragraph on Conflict of Interest. 11. Financial Monitoring. A. Change "a bare bones approach " to "an approach". D.5. Change "Banks" to "Adair Village". D.7. Remove this paragraph. D.10. Change "blue" to "red" ink and change "department manager" to "CA or ACA". D.17. Find out if the CA has a fidelity bond. D.18. Change "monitored" to "approved".</p>	<p>Council received the report. At the February City Council meeting, CA Foster will provide specific procedures for the implementation of the eleven policy sets.</p>
<p>10. Attachment E – Financial Report through December 31, 2013 (Agenda Item 6b). CA Foster presented the report.</p> <ul style="list-style-type: none"> • Property tax will be better than the budget by about 10 percent. • Personal services numbers are slightly off because the June payroll shows up as a July expense, until we correct it at closeout. • There may be some corrections between Equipment Purchase and Systems Maintenance after a closer review. • Capital Outlay budget will be a bit low in the Water Fund, because we budget \$60,000/30,000 between 2013 and 2014 and the expenses will actually be \$24,000/\$66,000. • At the end of December, we are \$96,000 to the good, primarily because we have received almost all the property tax income. 	<p>Council received the report.</p>
<p>11. Public Works Report (Agenda Item 7a). ACA Hare presented the report for December.</p> <ul style="list-style-type: none"> • Water production was 4.543 million gallons (Nov. 20 to Dec. 21, 2013). • Flow through at the wastewater plant was 1.81 million gallons. 	<p>Council received the report.</p>

<ul style="list-style-type: none"> • Over 100 meters have now been replaced. • Weather permitting, street sweeping will be on January 13, 2014. • The #1 lift station froze and is not functioning properly. On January 7, 2014, MPM Construction will try to repair seal. • The cold weather caused a lot of issues at the Water Treatment Plant. Three chemical lines were replaced. Monthly maintenance was completed on all necessary equipment. • In spite of additional work needed at the Wastewater Treatment Plant due to the cold weather in December, routine maintenance and upkeep was completed. 	
<p>12. City Administrator Report (Agenda Item 7b). CA presented the report.</p> <ul style="list-style-type: none"> • The 2012 closeout will be completed during the week of January 13, 2014. • Pauly Rogers will begin the 2012 audit during the week of January 20, 2014. • The 2013 closeout will be completed in early February, 2014. • CA Foster will schedule the 2013 audit for late February, 2014. • The City is working with Georgia Pacific and OfficeMax on the invoice for the GeoEngineers site assessment at the Adair Village Industrial Site (AVIS). • After the Site Assessment draft is reviewed, GeoEngineers will provide a Scope of Work for the remediation portion of the work. • Koontz Mechanical completed work on the mud valves at the Water Plant, as well as all work connected to reducing water loss is finished. • Draft of the WWFP will be reviewed with Republic Services in February. • The Planning Commission will continue work of the Goals and Policies of the Comprehensive Plan at the January 24, 2014 meeting. 	Council received the report.
<p>13. Council and Mayor Comments (Agenda Item 8): Councilor Real – Is happy to see financial policies being set up. Councilor King –The Planning Commission still needs members. Councilor Mercer – none. Councilor Canfield –Is very happy with new code enforcement. Mayor Currier- None.</p>	
<p>14. Adjournment: Next meeting- Council meeting on Tuesday, February 4, 2014 at 6:00 PM.</p>	Mayor adjourned the meeting at 9:12 PM.



Mayor's Approval

2-5-2014

Date