

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

\*\*\*\*Tuesday, November 18, 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 – October 7, 2014 (Attachment A)
- b. Bills List through October 22, 2014 (Attachment B-1) - \$ 62,642.<sup>48</sup>
- c. Bills List through November 5, 2014 (Attachment B-2) – \$41,706.<sup>08</sup>
- d. Bills List through November 18, 2014 (Attachment B-3) – 32,895.<sup>86</sup>

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

**4. STAFF REPORTS:**

- a) Community Service Officer (CSO) Report (Attachment C) Drew Foster
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Drew Foster
- d) Sheriff's Report (Attachment F) Drew Foster
- e) Financial Report-Through October 31, 2014 (Attachment G) Drew Foster

**5. OLD BUSINESS:**

- a) City Administrator Succession - Competencies (Attachment H) Drew Foster  
**Action:** Review and Possible Decision

**6. NEW BUSINESS:**

- a) Oath of Office-Dusty Andrews Mayor Carrier  
**Action:** Oath
- b) Ron Mercer Retirement Mayor Carrier  
**Action:** Ceremony
- c) Coffee Shop Applicants (Attachment I) Drew Foster  
**Action:** Review and Possible Decision

**7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**

- a) None

**8. COUNCIL and MAYOR COMMENTS:**

**9. ADJOURNMENT:**

Next meetings -

**City Council–Tuesday, December 2, 2014 6:00 PM**  
**Joint Public Hearing - Wednesday November 18, 2014 7:00 PM**  
Planning Commission- Wednesday November 18, 2014 after JPH

*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, November 18, 2014 – 6:00 PM\*\*\*\***

Agenda Item	Action
<b>Call to Order/Flag Salute</b>	Mayor Currier called the meeting to order at 6:00 PM and led the flag salute.
<b>1. Ron Mercer Retirement</b> (Agenda Item 4). Mayor Currier presented Ron Mercer with a plaque in recognition of his time on the Council.	
<b>2. Oath of Office</b> (Agenda Item 2). Mayor Currier provided brief comments. He then administered the Oath of Office to Councilor Andrews.	Oath administered.
<b>3. Roll Call:</b> Members present: Councilors Real, King, Andrews, Canfield and Mayor Currier were present. ACA (Assistant City Administrator) Pat Hare and CA (City Administrator) Drew Foster were present. Utility Clerk Kathy Edmaiston recorded the meeting and took the Minutes.	
<b>4. Public Comment</b> (Agenda Item 6). None.	
<b>5. Coffee Shop Applicants</b> (Agenda Item 5). Candice Dinnis of Commercial Property Management introduced the two families, Frank and Letitia Rodriguez and Don and Linda Hogan, who are interested in leasing the Jamocha Jo's building. Each party told the Council about their background and plans for operating the business.  Councilors Real and Andrews, with CA Foster, will meet and prepare an outline of how to proceed on this matter and will notify the two parties on the next steps.	Council designated an ad hoc committee of Councilors Real and Andrews and City Administrator Foster to define a Business Plan form and ask both candidates to prepare a Plan for review. Committee will bring a recommendation to the Council.
<b>6. Joint Public Hearing with Planning Commission</b> The Planning Commission joined the City Council in a Joint Public Hearing to review the update of the Adair Village Comprehensive Plan in a separate meeting.	Mayor Currier recessed the meeting at 7:00 PM in order for Council to commence a Joint Public Hearing with the Planning Commission. Mayor Currier reconvened the City Council Meeting at 8:25 PM.
<b>7. Consent Calendar</b> (Agenda Item 3). Minutes of October 7, 2014 City Council Meeting. Bills List through October 22, 2014 (\$62,642.48). Bills List through November 5, 2014 (\$41,706.08). Bills List through November 18, 2014 (\$32,895.86).	Councilor King moved to approve the Consent Calendar as presented, Councilor Real seconded. <b>Unanimous Approval (5-0).</b>

<p><b>8. Attachment C-Community Service Report</b> (Agenda Item 8a). Report was incorporated herein by reference.</p>	<p>Council received the report. <b>All staff reports were written only; Council had no questions.</b></p>
<p><b>9. Attachment D-Public Works (PW) Report</b> (Agenda Item 8b). Report was incorporated herein by reference.</p>	<p>Council received the report.</p>
<p><b>11. Attachment E-City Administrator's Report</b> (Agenda Item 8c). Report was incorporated herein by reference.</p>	<p>Council received the report.</p>
<p><b>12. Attachment F- Benton County Sheriff's Office (BCSO) Report</b> (Agenda Item 8d). Report was incorporated herein by reference.</p>	<p>Council received the report.</p>
<p><b>13. Attachment G-Financial Report-through November 14, 2014</b> (Agenda Item 8e). Report was incorporated herein by reference.</p>	<p>Council received the report.</p>
<p><b>14. Attachments H and H1-City Administrator Succession</b> (Agenda Item 7). CA Foster presented the report with a worksheet outlining competencies in place in the present management of Adair Village. The worksheet delineated the present of the necessary competencies and how those same competencies would be covered between Pat Hare as the new CA and a Finance Officer position.</p> <p>It is CA Foster's recommendation that the City Council make the decision to move Pat Hare into the City Administrator position upon CA Foster's retirement on June 30, 2015.</p> <p>Councilor Real stated that she wants a City Administrator who knows and really understands finances.</p> <p>Phil Harkins, 3113 NE Willamette, stated that he believes the City Administrator position should stay pure.</p> <p>Councilor Andrews asked what ACA Hare's vision is for the City?</p> <p>ACA Hare to prepare a response to that question-What is his vision for the City?-to be presented to City Council at next meeting on December 2, 2014.</p>	<p>Council directed City Administrator to prepare position descriptions for City Administrator and Finance Officer.</p>
<p><b>15. Council and Mayor Comments</b> (Agenda Item 9):</p> <ul style="list-style-type: none"> <li>• Mayor Currier - None.</li> <li>• Councilor Andrews - Thanked Pat for taking him around the City and facilities. Asked about the time for council training on December 6?</li> <li>• Councilor King – None.</li> <li>• Councilor Canfield –None.</li> <li>• Councilor Real – None.</li> </ul>	<p>CA Foster will contact Councilor Andrews via email with time.</p>
<p><b>16. Adjournment:</b> Next meeting- Council meeting on Tuesday, December 2, 2014 at 6:00 PM.</p>	<p>Councilor King moved to adjourn. Councilor Canfield seconded. <b>Mayor adjourned the meeting at 9:20 PM.</b></p>



Mayor's Approval

12-3-2014

Date