

ADAIR VILLAGE CITY COUNCIL MINUTES-FINAL

6030 William R. Carr Avenue

Tuesday, January 20, 2009 – 7:00 PM

Agenda Item	Action
<p>1. Roll Call: Members present: Councilors Steve Bittner, Charline King, Jeff Kubler, Alice Tucker and Mayor Bill Currier present. City Administrator Drew Foster recorded meeting.</p>	<p>Mayor Currier called the meeting to order at 7:18 PM.</p>
<p>2. Oath of Office for Newly Elected Officials: Mayor Pro Tempore Charline King administered the Oath of Office to Mayor Bill Currier, Councilor Steve Bittner, and Councilor Jeff Kubler.</p>	
<p>3. Consent Agenda: a) Minutes – City Council Meeting-December 16, 2008 b) Bills-through January 15, 2008</p>	<p>Councilor King moved to approve the consent agenda, second by Councilor Kubler. Passed Unanimously.</p>
<p>4. Public Comment: Finance Committee-Presented a report to the CC and the CA (attached to minutes). Faye Abraham was elected Chair of the FC. The report requested updates or status reports on a number of areas-see attachment. Significant discussion surrounding the request for businesses or partnerships owned or operated by City Council or CA. This information was beyond the purview of the Ordinance establishing the FC. CA retrieved a copy of the Ordinance and confirmed the listed Scope of Work for the FC. FC also clarified the monthly information that will be delivered to them by the 10th of the month (see #4 of attached report). CC approved all requests and this report by consensus-see Action to right.</p> <p>Lt. Greg Sebastian, Civil Air Patrol-Announced that the CAP was having a dinner to celebrate their designation as a squadron and invited the CC and staff to the dinner. It is Sunday, January 25th at the Albany American Legion Hall-\$15 per person. They will also be doing an Aerospace Education introduction at SCS on Saturday, February 7th from 9:00 AM to noon. CA also asked them if they might be available to help sweep sidewalks to aid in clean-up from the gravel that was put down during the snow/ice spell. Faye Abraham thanked them for their volunteer work for the City and the CC joined in thanking the CAP.</p> <p>Gene Abraham, 3122 NE Willamette. Gene asked if the sub-contractors undertaking the work on repairing the broken waterline had followed OSHA guidelines (CA will follow-up with City Attorney). Gene also reported water running in the stormdrains on the corner of Cedar & Azalea. CA checked on it, as did OMI personnel and they believe it is normal I&I flow into the stormdrain system.</p>	<p>Councilor Kubler moved to approve supplying business information to the FC, second by Councilor King. Councilor Bittner offered a friendly amendment that “All Council members and Staff, who must complete a State Ethics report, will make that report available to the FC. Councilor Kubler approved the amendment and Councilor King reiterated her second. Passed Unanimously.</p>

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<p>4. Ordinance 2009-02 Establishing a Police Department (6a on Agenda): CA delivered a short presentation on the areas covered in the ordinance. Mayor provided further background and then, did a first reading in full. Corrections include: Chapter 20 (not 41) 30.110 (2) first word line 3 should be plural-member(s) 30.120 should read “consistent with” not “derived from.” 30.120 should read City/County Insurance Service not CIS</p> <p>Mayor Currier provided the second reading by title only.</p>	<p>Councilor King moved to approve the first reading of Ordinance 2009-02 with corrections discussed, second by Councilor Kubler. Passed Unanimously.</p> <p>Councilor King moved to approve the second reading and adopt Ordinance 2009-02 with corrections discussed, second by Councilor Kubler. Passed Unanimously.</p>
<p>5. Executive Session-Police Chief Interviews: Mayor Currier citing ORS Section 192.640 and 192.660 (2)(a) opened the Executive Session at 8:50 PM and asked the audience to clear the room. Mayor Currier and Councilors Bittner, King, Tucker, and Kubler were in attendance along with CA Foster. Executive Session was closed at 9:00 PM and the audience welcomed to return.</p>	
<p>6. Police Chief Appointment (6b on the Agenda): Mayor Currier described the process undertaken, beginning five years ago, to get the City to this point. Before becoming mayor, Currier chaired a Public Safety Committee that looked into developing a police force and did start a volunteer Community Patrol. Recently, the City hired ESCi (Emergency Services Consulting, inc) to help with a recruitment process. 10 applicants responded to the position; six were found to have met minimum qualifications and were rated by ESCi; four of those were included in phone interviews by the PSC; two took part in full interviews with the City Council and a Technical Panel made up of management officers from Albany, Corvallis, and Philomath Police departments, from Benton County Sheriff’s Office, and from State Police-Albany Barracks. At all points in the process, Justin Jones, presently a sergeant with Monmouth PD, ranked at the top.</p> <p>Mr. Jones may start contingent upon the background check and has flexibility in determining his start date. Mr. Jones was in the audience and said that he will attempt to start ASAP.</p>	<p>Mayor Currier moved to appoint Justin Jones as Police Chief for Adair Village, contingent upon negotiating a salary and benefit package and successfully completing a background check by ESCi. Councilor Tucker provided the second. Passed unanimously.</p>
<p>Break from 9:15-9:25</p>	

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<p>7. Ordinance 2009-01 Parking and Standing Vehicle and Resolution #09-02 Fees and Fines for Ord. 2009-01: (5a & 5b on the Agenda) The CA presented an updated version of the ordinance. There is new language concerning parking large vehicles on street for extended periods and to disallow cars from being left running on the street, if unattended. After considerable discussion, the CC recommended the allowance period for large vehicles would be seven days and that it be illegal to let a car run unattended for more than 15 minutes (basically, people could warm up their car in the morning). CA read Ordinance 2009-01 by title and it will be made available to the public over the next two weeks.</p>	<p>Councilor Kubler moved to approve the first reading by title of Ordinance 2009-0a with corrections discussed, second by Councilor Bittner. Passed Unanimously.</p> <p>Resolution #09-02 will be returned at the next meeting, since it cannot take effect until Ordinance 2009-01 is adopted.</p>
<p>8. Resolution #09-01 Notary Policies: (5c on the Agenda) CA presented Resolution #09-01, which will establish Notary Policies for the City of Adair Village. Assistant City Recorder Julie Wentland has recently completed a workshop and the test to become a Notary Public. These policies will allow her to provide this service to the citizens of Adair Village and others. The primary issue is whether or not fees should be charged. Language in Exhibit 1 attached to this resolution would allow the CC to set fees by resolution in the future, if they so desire.</p> <p>Limited information on an Oregon Attorney General’s decision would seem to say that varied levels are not allowed. Either fees may be charged to everyone or not at all. CA will complete research to ascertain whether or not there can be different levels of fees charged.</p>	<p>Councilor King moved to approve the Resolution #09-01, second by Councilor Kubler. Passed Unanimously.</p>
<p>9. City Council Goal Setting Work Session: (5d on the Agenda)</p>	
<p>10. City Administrator Report: (8a, 8b, 8c on the Agenda) CA Foster reported on four items and presented the Public Works and Code Enforcement Staff Reports.</p> <ul style="list-style-type: none">• Audit RFPs-City has received 4 responses to the RFP for a Municipal Auditor. CA will review responses with the Finance Committee.• Planning Commission-The PC will meet next Monday, January 26th. Topic of discussion will be the two barracks from SCS, where they should be placed, and how they might be used.• Frontage Road Clean-up-A citizen, JJ Lance, has offered to put together a clean-up crew, if the City will cover costs of taking materials to the dump. CC responded positively, but directed the CA to contact ODOT and see where they are on processing our request to clean-up and close the Frontage Rd	<p>There were no questions on the Public Works or Code Enforcement reports.</p> <p>Responses on CA’s report are in bold.</p>

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<p>11. Executive Session-City Administrator Performance Evaluation: (7a on the Agenda) Mayor Currier citing ORS Section 192.640 and 192.660 (2) (i) opened the Executive Session at 10:10 PM and asked the audience to clear the room. Mayor Currier and Councilors Bittner, King, Tucker, and Kubler were in attendance along with CA Foster. Executive Session was closed at 10:35 PM and the audience welcomed to return.</p>	
<p>12. Council and Mayor's Comments (9 on the Agenda) Councilor King asked about a mail drop box at the Village FoodMarket.</p>	
<p>13. Adjournment: 10:40 PM Next meeting February 3, 2008, at 7:00 PM.</p>	<p>Councilor Kubler moved for adjournment, second by Councilor King. Mayor adjourned meeting.</p>