

**ADAIR VILLAGE CITY COUNCIL MINUTES-FINAL**

**6030 William R. Carr Avenue**

\*\*\*Tuesday, February 2, 2010 – 7:00 PM\*\*\*

| Agenda Item  | Action  |
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| <p><b>1. Roll Call:</b> Members present: Councilors King, Tucker, and Mayor Currier were present. Councilor Kubler arrived at 7:15. Councilor Bittner was absent and excused. City Administrator Drew Foster recorded the meeting and took roll.</p>   | <p>Mayor Currier called the meeting to order at 7:00 PM and led the Flag Salute.</p>  |
| <p><b>2. Consent Calendar:</b><br/>           a) Minutes – City Council Meeting-January 19, 2010.<br/>           b) Bills-through February 2, 2010.</p>  | <p>Councilor King moved to approve the Consent Calendar; Councilor Tucker seconded.<br/> <b>Unanimous approval.</b></p>   |
| <p><b>3. Public Comment:</b><br/>           None</p>   |   |
| <p><b>4. Historic Society Committee:</b> (4d on Agenda) CA presented Scope of Work for Committee and the names of five parties interested in serving-Faye Abraham (3122 NE Willamette), Jeri Hansen (3136 NE Willamette), Judy Vedamuthu (332 NE Carmen), Dan Lower (242 NE Azalea), and Katherine Ross (4202 NE Laurel). CA explained that he hopes that the Committee could metamorphose into a private, non-profit that would take over the running of the museum in the future or become an adjunct to the Benton County Historical Society. This would open the door to a wider range of funding options.</p>   | <p>Council received the report and directed <b>CA to invite the applicants to the next meeting and to contact Jill Humphries to see if she is interested.</b></p>   |
| <p><b>5. Downtown/Barracks/Urban Streetscape:</b> (4f on Agenda) CA reported that Santiam Christian High School Principal Starr had requested that the City move the barracks by mid-March, as he has a number of volunteers and equipment lined up to begin work on their sports fields at spring break. CA contacted City Planner Don Driscoll, City Engineer Garrett Pallo, Candice Dinnis, and Northstar Surveying to be prepared to move forward very quickly. Council asked if there were any planning or permitting issues. CA said that there may be need for a Variance depending on specific placement of buildings and we would need a building permit to move the buildings.</p> | <p>Councilor King moved to approve proceeding with the relocation of the barracks and initiating site preparation; Councilor Tucker seconded. Mayor Currier presented a friendly amendment that the relocation would be based on the initial layout presented by CP Driscoll at the last meeting. Councilors King and Tucker accepted the friendly amendment.<br/> <b>Unanimous approval.</b></p> |
| <p><b>6. JIRA/Project Tracking:</b> (4e on Agenda) Mayor Currier presented the work that had been completed to date. CA initially established 34 projects. The second step was to take the 10 most crucial projects and begin to establish tasks and timelines; there are 39 tasks connected with those 10 projects. The Mayor also presented a number of examples of reports and charts that will be available to allow the Council to track projects.</p>  | <p>Council received the report.</p>   |

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| <p><b>7. Storm Drain Assessments:</b> (4a on Agenda) CA Foster presented an Exhibit to Resolution 09-#10, which will set commercial rates for storm drain utilities. He reported that he had met with all the commercial utility clients except the owner of the block building and that he had talked with him by phone. CA explained the process used to determine amount of impervious surface (IS). Commercial charges are based on a 2,500 sqft. EDU (Equivalent Dwelling Unit). Since commercial client rates will be doubled overall just by the new calculation for IS, the Exhibit presented a three year plan to bring commercial rates up to the new residential rate schedule.</p>                  | <p>Councilor King moved to accept the Exhibit to Resolution 09-#10 and to have the <b>CA offer options to commercial clients to reduce rates</b>; Councilor Kubler seconded. <b>Unanimous approval.</b></p> |
| <p><b>8. Public Works Contract:</b> (4b on Agenda) CA Foster presented an updated budget for establishing the City's own public works department. He also presented a comparison to the City of Lowell's public works department, which is similar to the department that Adair Village would require. CA recommended that the City continue its contract with OMI, but for a shorter period of time than the previous five year contract. CA feels that the City will be best served by planning to establish our own public works in conjunction with the upgrade of our water facility. Mayor stated that he would also like to see a ninety day time frame to end contract (Presently, it is 180 days).</p> | <p>Council supported CA's recommendation, but only if OMI agrees to a year-by-year. <b>CA will contact OMI and obtain agreement on a shorter time frame for a renewed contract.</b></p>                     |
| <p><b>9. Newsletter Policy:</b> (4c on Agenda) CA presented an update of the Newsletter policy presented at the last Council meeting. There are some minor language changes recommended by the City Attorney and the City's insurance carrier. Plus, language was added that will not allow any advertisements for elective office. CA reiterated that this policy is put in place by the Administrator as part of his duties for Communication and Outreach.</p>   | <p>Council received the report and supported the policy by consensus.</p>   |
| <p><b>10. Performance Evaluations:</b> (5a on Agenda) Mayor Currier presented the Performance Evaluations (PE) for the Police Chief and City Manager and asked that they be returned at the next meeting. Chief and CA will also fill out their own PEs. Mayor will gather all Councilors responses and compute averages.</p>   | <p>Council received the report.</p>   |
| <p><b>11. Transit Public Meeting:</b> (5b on Agenda) CA reminded Council that there will be a public meeting to discuss Transit options to be held at the Prince of Peace Church on Wednesday, February 24<sup>th</sup> at 7:00 PM. Councilors attendance will allow them to hear from their constituents concerning times, place(s) for pick-up and schedule.</p>  | <p>Council received the report.</p>   |

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| <p><b>12. Wetlands Inventory:</b> (5c on Agenda) CA reminded Council that there will be a public meeting to discuss the Lane COG Wetlands Inventory project to be held at City Hall on Tuesday, February 23<sup>rd</sup> at 7:00 PM. Invitations will be sent to parcels that possibly have wetlands or riparian areas, as determined by existing wetlands and soils maps. The inventory will provide an on ground determination of wetlands, rather than simply using old air photos and soils maps to make the determinations. This will be especially important in the UGB expansion area and at the City’s Industrial Site.</p>   | <p>Council received the report.</p> |
| <p><b>13. Police Chief’s Report:</b> (6a on the Agenda) Chief Jones provided a report on his and the Department’s activities:</p> <ol style="list-style-type: none"><li>1. Dispatch-Waiting for votes to be complete by all existing members of 911 Users Group. Adair Village Fire District voted to allow our PD in without any contingencies, but they were told that if they voted that way and everyone else voted for the contingencies option that it wouldn’t be unanimous and we wouldn’t be in even with contingencies. Chief has contacted John Sneed at OEM (Oregon Emergency Management) and Mr. Sneed asked for an outline of existing issues and what the City has done to this point.</li><li>2. High Visibility DUI-PD will be doing its next HVDUI on Super Bowl Sunday and Officer Mollahan will be here for that event. Officer Mollahan will complete his training on March 26<sup>th</sup>.</li><li>3. Public Safety Committee-Kevin Kryger is working to set-up a training day for the PD and PSC.</li><li>4. Municipal Court-13 cited, 6 showed up, 4 didn’t show, and 3 paid ahead of time.</li><li>5. Best Practices-Chief and CA met with Dunny Sorenson from CIS (City/County Insurance Services) and reviewed their best practices. Of 152 best practices, 140 are in place, 6 are partially in place and will be completed with a new facility, and 6 await the new facility.</li><li>6. Departmental Meetings-PD staff meets the first Monday of each month at 7:30 PM. All are welcome.</li><li>7. Police Department Facility Options-There is an Earthquake Upgrade grant for up to \$1.5M that could be used to refurbish an existing building. Chief has talked with Al DeVita of the Training Center about using one of their buildings. Chief and CA will meet with Al on February 12<sup>th</sup> to discuss options.</li></ol> | <p>Council received report.</p>     |
| <p><b>14. City Administrator’s Report:</b> (6b on the Agenda) CA Foster reported on a number of issues:</p> <ol style="list-style-type: none"><li>1. Zip Code-CA received a letter from the US Postal Services</li></ol>  | <p>Council received report.</p>     |

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| <p>Washington, DC office denying our appeal and citing cost and operational issues, but making no mention of the community identity issue. <b>CA will prepare a letter in response to this denial, focusing on the fact that the USPS has not followed its own rules or the direction of Congress throughout our whole application and appeal process.</b></p> <p>2. Quitclaim Deed-CA received a communication from Congressman Schrader's office directing the City to prepare a letter defining the limitations of the quitclaim deed and asking for more flexibility in the use of City, and ultimately County, lands.</p>  |   |
| <p><b>15. Councilor and Mayor's Comments:</b> (7 on the Agenda)</p> <ul style="list-style-type: none"><li>• Councilor King-Planning Commission needs members. Using the Block Building as an emergency center and stocking it needs to be researched by the City/</li><li>• Mayor Currier-Reminded the Council that elections are coming. He reported that the LOC (League of Oregon Cities) is recommending that if an elected official is asked to endorse an individual in another election that the official asks them about their platform and asks them what they will do to support Adair Village's goals, issues, and projects. Be very straight forward about this. The events in Haiti should act as a reminder that a fault runs through the Willamette Valley along the local railroad tracks and that we should prepare for an earthquake. A good first step would be to encourage residents to install water storage.</li></ul> |   |
| <p><b>16. Adjournment:</b><br/>Next meeting February 16, 2010 at 7:00 PM.</p>   | <p><b>Mayor Currier adjourned the meeting at 9:55 PM.</b></p> |