



**RESOLUTION NO. 13-02**

**BE IT RESOLVED** that the City of Adams Library Fund has received the following unanticipated grant funds from Umatilla County Special Library District from windmill distribution.

**LIBRARY FUND \$971.31 to be used for Mileage.**

**NOW THEREFORE**, be it resolved that the following amount be appropriated for this current fiscal year ending June, 30, 2013.

**LIBRARY FUND \$971.31 to be used for Mileage.**

**PASSED BY THE COMMON COUNCIL** this 13<sup>th</sup> day of February, 2013.

  
Recorder

   
Mayor

## RESOLUTION # 13-03

### A RESOLUTION TO ESTABLISH THE RULES OF THE CITY COUNCIL

#### SECTIONS:

1. Council Meetings
2. Presiding Officer
3. Officer and Employee Duties
4. Decorum and Order
5. Duties and Privileges of Members
6. Order of Business and Agenda
7. Consideration of Business
8. Public Comments
9. Procedure for Council Meetings
10. Commissions and Lay-Committees
11. Miscellaneous
12. Saving Provision
13. Repealed Ordinances

#### THE CITY OF ADAMS RESOLVES AS FOLLOWS:

##### **Section 1. COUNCIL MEETINGS:**

A. Regular Council Meetings. The Council shall hold a minimum of one regular meeting each month on a day designated by the City Council. Regular meetings shall be convened on the second Wednesday of each month in the City Council Chambers at City Hall, and shall be called to order at 7:00 pm for regular city business.

B. Executive Sessions. Executive sessions may be called by the Presiding Officer or any two members of the Council. Only Council members, the news media and persons specifically invited by the Council shall be allowed to attend executive sessions. No matter discussed during executive session may be disclosed by any person present during such session.

C. Special Meetings. Special meetings may be called by the presiding Officer, or by request of any two Council members. Written notice of all special meetings shall be given at least twenty-four hours in advance of the scheduled meetings. Notice shall be given to each Councilor and posted in at least two town locations. Such notices may be delivered by mail or by personal delivery.

D. Emergency Meetings. An emergency meeting of the Council is a Special meeting which can be called when less than 24 hours notice can be given. The minutes need to state the nature of the emergency. Emergency meetings may be held by consent of a majority of councilors. An attempt must be made to notify the public of the need for this emergency meeting. Only the emergency matter(s) giving rise to the need for an emergency meeting may be considered.

E. Public Attendance. All regular and special meetings shall be open to the public.

from further audience before the Council and in aggravated cases, an appropriate complaint shall be issued by the Presiding Officer and the person or persons prosecuted.

#### E. Censure

1. The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council acting as a whole, may discipline that Councilor to the extent provided by law, including public reprimand.

2. Any member accused of a substantial violation of Council rules or any other general law shall have the right to present a defense to the allegation, including the right to present rebuttal evidence, and to have representation by counsel. Upon finding, by a moral certainty, that a substantial violation affects the Councilor's ability to represent the interests of the City as a whole, the Council may, upon unanimous vote of the Councilors other than the Councilor subject to censure proceedings, impose a proper sanction.

### Section 5. DUTIES AND PRIVILEGES OF MEMBERS:

A. Code of Ethics. Councilors shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure the impartial application of the law to all citizens, and equal treatment of each citizen for the law, without regard to race, national origin, gender, social station or economic position.

#### B. Debate

1. Any Councilor who has the floor shall confine themselves to the question under debate, avoid personalities and refrain from impugning the motives of any member argument or vote. No member shall address the chair or demand the floor while any vote is being taken.

2. Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council.

3. A Councilor, once recognized, shall not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Councilor while he /she is speaking, in which case, he or she shall cease speaking immediately until the point is determined. If ruled to be in order, he/she shall be permitted to proceed; if ruled to be out of order he/she shall remain silent or shall alter his/her remarks as to comply with the ruling.

C. Communication with Staff. Any Council member shall respect the separation between policy making and administration by limiting individual contacts with city employees so as not to influence staff decisions or recommendations, interfere with their work performance, undermine the authority of supervisors or to prevent the full council from having benefit of any information received. All written information given by the staff or designee, to one council

## B. Agendas

1. Staff shall prepare an agenda for every regular, and if requested, for every special Council meeting. Items may be placed on the agenda by any Councilor, but such items shall be presented to the City Recorder at least four days prior to the meeting at which they are to be discussed.

2. Agendas for regular meetings shall be accompanied by a summary of upcoming business, copy of previous month's minutes, financial report for previous month, and any other informational material relevant to such Council meeting. Agenda packets shall be distributed to the Council at least four days prior to the meeting.

3. New business brought before the Council in a meeting may be referred to future Council meetings for consideration or discussion.

C. Additions to Agenda. A request to add an item for council consideration to the Council agenda may be presented at the Council meeting, but shall require a majority concurrence of the Council members present to be so added.

D. Special Orders of Business. Agenda items that are of special importance to the Council may be treated as Special Orders of Business. Special Orders of Business agenda items take precedence over all other items.

## **Section 7. CONSIDERATION OF BUSINESS:**

A. Quorum. A majority of the council shall constitute a quorum to do business. A lesser number of council members may meet to authorize payment of regular bills and expenses. All other business shall be tabled.

B. Voting. Unless otherwise provided by statute, ordinance or resolution, all votes shall be taken by voice, provided that, upon demand by any member of the Council, a roll call vote shall be made upon any question before the Council. No Councilor may explain the reasons for his/her vote during the roll call.

C. Procedure Generally. When the question has been called for the Presiding Officer shall first ask for the yes votes, followed by the No votes. After a vote has been taken the Presiding Officer shall announce the results of the vote.

D. Voting Required. The concurrence of a majority of those present and voting at a meeting, provided that a quorum is present, is required to determine any matter before the council. Each councilor present must vote on all questions before the council unless the member has a conflict of interest which would disqualify the member from voting. If a member abstains, the reasons for the abstention shall be entered in the record.

E. Minimum Votes Required in Certain Situations. The passage of any ordinance shall require the affirmative vote of at least a majority of the whole Council. After adoption of an ordinance, the roll call vote each individual member must be entered into the Council minutes.

E. Complaints and suggestions to the Council. When any citizen brings a complaint before or makes a suggestion to the Council, other than for items already on the agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

1. If legislative, and a complaint about the letter or intent of the legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, staff or a committee for study and recommendation.
2. If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy, the Presiding Officer shall then refer the complaint directly to the affected committee chair for review, if the complaint has not already been reviewed. The Council may direct the committee chair to report to the Council when the review has been made.

## **Section 9. PROCEDURE FOR COUNCIL MEETINGS**

A. Rules of Order. Unless otherwise provided by State of Oregon, Department of Justice, Attorney General's Public Records and Meeting Manual or these rules, the procedure for Council meetings shall be governed by Robert's Rules of Order.

B. Construction of Rules of Order. The Council has an obligation to the citizens to be clear and simple in its procedures and the consideration of the questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose and Councilors should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Council as a whole and confuse the audience at public meetings and the citizens in general.

C. Convening the Meeting. At the time appointed, the Presiding Officer shall chair at the hour scheduled for the Council to meet and shall immediately call the members to order. The Recorder shall enter in the minutes of the meeting the names of the members present.

D. Requirement of a Second before Debate. No motion shall be debated until it has been seconded and announced by the Presiding Officer.

E. Motions Reduced to Writing. Any Councilor may request that a motion be reduced to writing and read by the City Recorder.

F. Citizens Participation. Citizens desiring to address the Council shall first be recognized by the chair and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor thereof.

G. Precedence of Motions. When a question is before the Council, no motion shall be entertained except:

B. Guidance and Support. Each liaison shall, as needed, support and assist the members regarding implementation and fulfillment of Council authorized policies, and is available for consultation with and reports from the chairperson. The liaison shall introduce any chairpersons sponsored legislation to the Council.

C. Evaluations. The City Council shall evaluate the administrative and maintenance positions employee performance each January for the purpose of objectively assessing performance during the preceding year. Results shall be reviewed by and discussed with the employee by a Council-appointed liaison.

D. Hiring. The Council shall be involved in the selection process of all staff hired. An oral interview board shall be assigned for the purpose of interviewing applicants, which shall consist of at least two councilors, the liaison and be chaired by the mayor or designee. Upon final recommendation, the Council shall take action to ratify that recommendation.

E. Citizens Complaint, Commendation, Other Responsibilities. The Council shall facilitate answers to citizen complaints and forward commendations of city employees.

**Section 11. MISCELLANEOUS:**

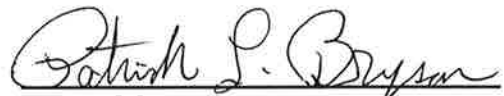
A. Amendments to Council Rules. Amendments to these rules shall be made by resolution.

B. Anonymous Communications. Anonymous and unsigned communications shall not be introduced in Council meetings.

**Section 12. SAVING PROVISIONS:** If any section, sentence, or any other part of the resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining parts thereof.

PASSED BY THE COMMON COUNCIL, April 17, 2013.

  
Recorder

  
Mayor

**RESOLUTION NO. 13-04**

**BE IT RESOLVED** that the following transfers occur:

**GENERAL**

**ADMINISTRATION:**

Transfer From:	Treasurer's Expense	\$ 250.00
	Audit/ Filing Fee	\$ 750.00
	Office Equipment	\$ 750.00
Transfer To:	Miscellaneous Planning	\$1,750.00


**PARK:**

Transfer From:	Contractual Services	\$ 500.00
Transfer To:	Water	\$ 500.00

The purpose of this resolution is to transfer funds for unanticipated expenses.

**ADOPTED** by the Common Council this 17 day of April, 2013.

  
Recorder

  
Mayor



**RESOLUTION NO. 13-05**

**BE IT RESOLVED**, that the Adams City Council hereby adopts the budget approved by the budget committee of the City of Adams on May 13, 2013 for fiscal year 2013-2014 in the sum of \$654,342 now on file at the City Hall.

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated:

**GENERAL FUND**

<b>Administrative Dept.</b>	
Personal Services	\$ 23,000
Materials and Services	43,600
Capital Outlay	7,000
Transfers	8,000
<b>Fund Total</b>	<b>\$ 81,600</b>
<b>Park Dept.</b>	
Personal Services	10,400
Materials and Services	16,300
Transfers	10,000
<b>Fund Total</b>	<b>\$ 36,700</b>
<b>Non Operational</b>	
Contingency	31,150
<b>Fund Total</b>	<b>\$ 31,150</b>

**WATER**

Personal Services	41,100
Materials and Services	36,500
Capital Outlay	29,350
Debit Service	25,000
Transfers	24,000
Contingency	15,000
<b>Fund Total</b>	<b>\$170,950</b>

**LIBRARY**

Personal Services	20,200
Materials and Services	17,600
<b>Fund Total</b>	<b>\$ 37,800</b>

**STREETS-GAS TAX**

Personal Services	11,800
Materials and Services	28,770
Capital Outlay	56,000
<b>Fund Total</b>	<b>\$ 96,570</b>

**STATE REVENUE SHARING**

Materials and Services	3,150
<b>Fund Total</b>	<b>\$ 3,150</b>

**RESOLUTION NO. 13-06**

**BE IT RESOLVED** that the City of Adams resolves as follows:

**SECTION 1.** Pursuant to ORS 221.770, the city hereby elects to receive state revenues for the fiscal year 2013-2014.

Passed by the Common Council the 12<sup>th</sup> day of June, 2013.

Approved by the Mayor this <sup>pro tem</sup> 12<sup>th</sup> day of June, 2013.

Mayor Dave Holman pro tem

Attest Carie Bennett

I certify that a public hearing before the Budget Committee was held on March 26, 2013 and a public hearing before the City Council was held on June 12, 2013, giving citizens an opportunity to comment on use of State Revenue Sharing.

Carie Bennett  
City Recorder

**RESOLUTION NO. 13-07**

**BE IT RESOLVED** that the following transfers occur as budgeted in the 2012-2013 fiscal year:

**FROM:**

**GENERAL FUND – ADMINISTRATION:                   \$ 3,000.00**

**TO:**

**LIBRARY CAPITAL FUND                                     \$ 1,000.00**  
**CITY EQUIPMENT FUND                                     \$ 2,000.00**

**FROM:**

**GENERAL FUND – PARK                                     \$ 5,000.00**

**TO:**

**RECREATIONAL CAPITAL FUND                             \$ 5,000.00**

**FROM:**

**WATER FUND                                                     \$40,000.00**

**TO:**

**WATER SYSTEM REPLACEMENT FUND                     \$40,000.00**

The purpose of this resolution is to transfer funds as budgeted in the 2012-2013 fiscal year.

**ADOPTED** by the Common Council this 12 day of June, 2013.



Recorder



Mayor

**RESOLUTION NO. 13-08**

**BE IT RESOLVED** by the Common Council of the City of Adams, Oregon that a fund called Capital Outlay Reserve Fund be created, and that the amount of \$1,000.00 will be set aside to start the fund.

The purpose of the fund is to set aside funding for large capital expenses the City might incur.

**ADOPTED** by the Common Council this 12<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
Recorder

 *pro tem*  
\_\_\_\_\_  
Mayor

**RESOLUTION # 13-09**

**WHEREAS**, the water department of the City of Adams has developed Ordinance #164 and said Ordinance has been approved and accepted into the laws of the City of Adams;

**NOW HEREBY** be it resolved that the following fees, rates, charges and deposits shall be set in order to implement said Ordinance and revise all previous rates.

**WATER USE RATES:**

**MINIMUM FEES:**

- 0 TO 5,000 gallons total monthly use.....\$42.50
- 5,001 to 30,000 gallons used.....\$0.0016 per gallon used
- 30,001 or more gallons used.....\$0.0021 per gallon used


**FEES AND CHARGES:**

1. Reconstruction of Customer Service Pipe: filing fee - \$10.00
2. New service connections and installation charges. The fees payable in advance for the installation of water service, shall be as follows:
 

Size of Service	No Pavement	With Pavement
1"	\$1,000.00	\$1,200.00
1 ½ "	\$1,200.00	\$1,400.00
2"	\$1,500.00	\$1,800.00
3. Meter Upgrades: City's cost plus \$300.00
4. Late Fee: \$20.00 per month
5. Water service will be turned off after 2 months of non-payment. After a shut-off, a reconnect fee of \$50.00 plus all fees and water charges due must be paid before service will be re-established.
6. Meter replacement: To repair or replace meter due to tampering or unauthorized activities: City's cost plus \$300.00
7. Failure to uncover meter: \$10.00
8. Intentional tampering with city's access: Restitution to city for costs associated with restoring city's access plus \$300.00
9. **NSF CHECK CHARGE: \$35.00 PER NSF NOTICE**
10. Cross Connection, Lawn, garden, landscaping sprinkling systems and swimming pools: Said permit shall be issued upon payment of a permit fee of \$25.00 and upon approval of the plans for sprinkling systems and swimming pool back flow valve installation.
11. Opening a Water Service Account: \$50.00 non-refundable
12. Collection fee: If a bill is sent to collections, the fee will be 50% of the unpaid bill.

These rate changes will go into effect October 1, 2013.

**ADOPTED BY THE CITY COUNCIL** on this 11<sup>th</sup> day of September, 2013.

  
Recorder

  
Mayor

**RESOLUTION # 13-10**

**BE IT RESOLVED** that the City of Adams Library Fund-Special Programs has received the following unanticipated grant funds from the Adams Community Benefit Plan.

**LIBRARY FUND-SPECIAL PROGRAMS \$840.22**

**NOW THEREFORE**, be it resolved that the following amount be appropriated for this current fiscal year ending June 30, 2014.

**LIBRARY FUND-SPECIAL PROGRAMS \$840.22**

**PASSED BY THE COMMON COUNCIL** this 9 day of October, 2013.

  
Recorder

  
Mayor

**RESOLUTION NO. 13-11**

**BE IT RESOLVED** by the Common Council of the City of Adams, Oregon that the financial institution be changed from Baker Boyer Bank to Banner Bank of Pendleton, which includes checking, money market, saving, Visa and safe deposit box accounts.

Also be it resolved that the following be authorized signers on all accounts:

Carrie Bennett Carrie A Bennett Recorder/Treasurer/Water Clerk

M. Dane Holmes M Dane Holmes Mayor

John Thompson John Thompson Councilor

The purpose of this resolution is to change financial institutions for the City of Adams.

**ADOPTED** by the Common Council this 11 day of December, 2013.

Carrie A Bennett

Recorder

M Dane Holmes

Mayor