

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
******Tuesday, June 6, 2017 - 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 – Budget Committee Meeting – May 2, 2016 (Attachment A-1)
- b. Minutes – City Council Meeting – May 2, 2017 (Attachment A-2)
- c. Bills List through May 31, 2017 (Attachment B-1) – \$80,383.22

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

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Jerry Jackson
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report-Through May 31, 2017 (Attachment G) Pat Hare

5. OLD BUSINESS:

- a) Council Goals (Attachment H)
Action: Decision Pat Hare

6. NEW BUSINESS:

- a) Taking Jurisdiction of Arnold Ave (Attachment I) Pat Hare
Action: Decision
- b) Fraud Policy (Attachment J) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2017-#03-Budget Appropriations (Attachment K) Pat Hare
Action: Decision
- b) Resolution 2017-#04-State Revenue Sharing (Attachment L) Pat Hare
Action: Public Hearing & Decision
- c) Resolution 2017 #05 – Jurisdiction of Arnold Ave. (Attachment M) Pat Hare
Action: Decision

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council–Tuesday, July 11, 2017 6:00 PM
Planning Commission- Wednesday, June 19, 2017 6:00 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, 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
BUDGET COMMITTEE MINUTES-Draft
6030 William R. Carr Avenue
****Tuesday, May 2, 2017 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: Members present: Committee members R.C. Widony, Alan Rowe, and Michael Packard were present. Councilors Dusty Andrews, Charline King, Susan Canfield and Mayor Currier were present. CA (City Administrator) Pat Hare, the 2017 Budget Officer was lead staff for the meeting. Kathy Edmaiston, Utility Clerk, was in attendance and recorded the meeting. Committee Member Jeff Snyder was absent. Councilor Nicole Real was absent.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the flag salute.</p>
<p>2. Minutes of the April 19, 2017 Budget Committee Meeting (Agenda Item 2a).</p>	<p>Committee Member Widony moved to approve the Minutes as presented. Councilor King seconded. Approved (6-0, 1 abstain)</p>
<p>3. Review of 2017-18 Updated Budget (Agenda Item 2b). CA Hare presented changes to the Budget and Debbie Smith-Wagar clarified a few items in the Budget.</p>	<p>Committee Member Widony moved to approve the proposed updated 2017-18 Budget with amendments. Committee Member Rowe seconded. Unanimous Approval (7-0).</p> <p>Committee Member Packard moved to approve the Budget as a whole. Committee Member Widony seconded. Unanimous Approval (7-0).</p>
<p>4. State Revenue Sharing (Agenda Item 2c). Staff proposed a few ideas, including work to the entrances into Adair Village and community beautification projects. Councilor Andrews suggested a path connecting the space from the town square to the coffee shop and store.</p>	<p>Mayor Currier moved to receive the state revenue sharing funds. Councilor King seconded. Unanimous approval (7-0).</p>
<p>5. Public Comment. Gene Abraham, 3122 NE Willamette. Suggested budget committee/council get public input for ideas about revenue sharing. Faye Abraham, 3122 NE Willamette. Asked about City hiring a second planner? Suggested using money to have city attorney at more meetings. Commented about money spent on entrance sign and commented on additional signs. Also suggested using revenue sharing money on outdoor restrooms at the town square site.</p>	
<p>6. Property Tax Levy (no agenda item).</p>	<p>Councilor Andrews moved to approve the property tax levy rate of \$2.59 per \$1000. Committee Member Packard seconded. Unanimous Approval (7-0).</p>

6. Adjournment:	Chair Canfield adjourned the meeting at 6:40 PM.
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Chair's Signature

Date

DRAFT

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, May 2, 2017 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Andrews, King, Canfield and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor Real was absent.</p>	<p>Mayor Currier called the meeting to order at 6:45 PM.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of April 4, 2017 City Council Meeting. Bills List through April 30, 2017, (\$238,044.67 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Andrews seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3). Faye Abraham, 3122 NE Willamette. Asked about advertising of the supplemental budget. Asked if the hearing on the Tim Cornelius property will be advertised? Commented that she was pleased the auditors comments have been received so well.</p>	
<p>4. 2016 Audit (Agenda Item 5a). Tonya Moffitt presented the 2016 audit findings.</p>	
<p>5. Supplemental Budget (Agenda Item 6a). CA Hare and Debbie Smith Wagar presented the Council with the proposed adjustments to the Supplemental Budget.</p> <p>PUBLIC HEARING</p> <p>Public Testimony: In Favor: None</p> <p>In Opposition: None</p>	<p>Mayor Currier opened the Public Hearing at 7:20 PM.</p> <p>Mayor Currier closed the Public Hearing at 7:23 PM.</p>
<p>6. Resolution 2017 - #2 Supplemental Budget (Agenda Item 7a). This Resolution appropriates unanticipated resources and transfers contingency in a supplemental budget request.</p>	<p>Councilor King moved to approve Resolution 2017 - #2. Councilor Canfield seconded. Unanimous Approval (4-0).</p>
<p>7. Attachment C – Community Services Officer (Agenda Item 4a). No report this month.</p>	
<p>8. Attachment D – Public Works (Agenda Item 4b). CA Hare presented the report for April.</p>	<p>Council received the report.</p>

<p>9. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report for April.</p> <p>Administration</p> <ul style="list-style-type: none"> • Youth Program – The City utilized the grant from the Siletz Tribe to replace the roof at the Kiddie Park. New tables and safety mats for the play equipment were also purchased. • Recreation Program – Founders Day will be held on May 13, 2017. • Small Cities Meeting – Adair Village will be hosting the Region 3 Small Cities Meeting on May 12. <p>Property/Businesses</p> <ul style="list-style-type: none"> • AVIS – GP, Boise Cascade and CA Hare met with four different mitigation companies and we are going to engage ERM Consultants to work with DEQ on the mitigation process. • Benton County Property – CA Hare will bring a resolution to the June meeting to take over the responsibility of Arnold. CA Hare is continuing to work on getting the deed to the property across from City Hall. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Voss Hill Water Tanks – The project is passed the deadline and we are working out some issues with Engineering America. We are also speaking with them about liquidated damages for the extended time frames. • Wastewater/Leachate – Republic Services is reviewing the facilities plan and we will be meeting with them to start contract negotiations. <p>Planning/Permits</p> <ul style="list-style-type: none"> • Tim Cornelius – Public Notice has been sent out to property owners and the planning commission is set to have their first Public Hearing on May 22. • Residential Development – There is a developer working on the purchase of the residential property next to the ServPro site. Tim McGinnis said that once that goes through, he should be able to move forward with his funding. <p>Councilor Andrews asked about council goals discussed at last meeting? That issue will be brought back to the June meeting.</p>	<p>Council received the report.</p>
<p>9. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>10. Attachment G – Financial Report-through April 27, 2017 (Agenda Item 4e). CA Hare presented the report. Income through April 27, 2017 is \$2,762,783.70 and expenses are \$2,693,449.47. The balance in the Local Government Investment Pool is approximately \$911,620.21, last year the balance was \$532,296.22.</p>	<p>Council received the report.</p>
<p>11. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Andrews – None. 	

<ul style="list-style-type: none"> • Councilor King – None. • Councilor Canfield – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, June 6, 2017 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 7:50 PM.</p>

Mayor's Approval

Date

City of Adair Village
Unpaid Bills Detail
As of May 3, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Best Pots Inc Bill	21704 5/3/2017	Invoic...	5/13/2017		77.28
Total Best Pots Inc					77.28
Brittany Kennedy Bill	21705 4/27/2017	April ...	5/7/2017		176.68
Total Brittany Kennedy					176.68
Edge Analytical Laboratories Bill	21706 4/27/2017	Refer...	5/7/2017		153.00
Total Edge Analytical Laboratories					153.00
Engineering America, Inc.					
Bill Pmt-Check	4/13/2017	21683			-185,368.75
Bill	4/13/2017	Paym...	4/23/2017	10	185,368.75
Total Engineering America, Inc.					0.00
TOTAL					406.96

A handwritten signature, possibly 'JA', is written over the total amount of 406.96. Below the signature, the date '5/4/17' is written in large, bold letters.

City of Adair Village
Unpaid Bills Detail

As of May 4, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Architectural Associates Bill	21707 5/4/2017	April ...	5/14/2017		2,977.46
Total Architectural Associates					2,977.46
Bank of America Bill	21708 5/4/2017	3/24-...	5/14/2017		3,792.58
Total Bank of America					3,792.58
Benton County, Oregon Bill	21709 5/4/2017	Invoic...	5/14/2017		4,322.50
Total Benton County, Oregon					4,322.50
Century Link Bill	21710 5/4/2017	4/25-...	5/14/2017		55.23
Total Century Link					55.23
Cherita Wilson Bill	21711 5/4/2017	Foun...	5/14/2017		50.00
Total Cherita Wilson					50.00
Civil West Engineering Services, Inc Bill	21712 5/4/2017	4/271...	5/14/2017		14,982.51
Total Civil West Engineering Services, Inc					14,982.51
Delapoer Kidd Attorneys at Law Bill	21713 5/4/2017	Invoic...	5/14/2017		1,400.00
Total Delapoer Kidd Attorneys at Law					1,400.00
Edge Analytical Laboratories Bill	21714 5/4/2017	17-09...	5/14/2017		29.70
Total Edge Analytical Laboratories					29.70
Engineering America, Inc.					
-Bill Pmt - Check 4/13/2017					
Bill	5/4/17	21683	4/23/2017	11	-185,368.75
	5/4/17	Paym...			185,368.75
Total Engineering America, Inc.					0.00
NW Natural Bill	21715 5/4/2017	3/29-...	5/14/2017		251.95
Total NW Natural					251.95
Pape Machinery Bill	21716 5/4/2017	Quote...	5/14/2017		18,618.60
Total Pape Machinery					18,618.60
Ricoh USA, INC Bill	21717 5/4/2017	Invoic...	5/14/2017		90.67
Total Ricoh USA, INC					90.67
Susan Woosley Bill	21718 5/4/2017	Foun...	5/14/2017		200.00
Total Susan Woosley					200.00
TOTAL					46,771.20

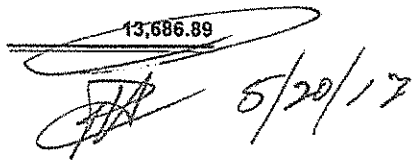
[Signature] 5/4/17

City of Adair Village
Unpaid Bills Detail
As of May 11, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc		21719			
Bill	5/10/2017	Inv #1...	5/20/2017		59.00
Total American Business Software, Inc					59.00
Auto Zone		21720			
Bill	5/11/2017	Inv #2...	5/21/2017		21.99
Total Auto Zone					21.99
Berkadia Commercial Mortgage LLC		21721			
Bill	5/10/2017	01-05...	5/20/2017		5,430.53
Total Berkadia Commercial Mortgage LLC					5,430.53
Cornerstone Janitorial		21722			
Bill	5/10/2017	Invoic...	5/20/2017		232.50
Total Cornerstone Janitorial					232.50
De Lage Landen Financial Services, Inc.		21723			
Bill	5/11/2017	Inv. #...	5/21/2017		206.00
Total De Lage Landen Financial Services, Inc.					206.00
Edge Analytical Laboratories		21724			
Bill	5/10/2017	Ref #...	5/20/2017		153.00
Total Edge Analytical Laboratories					153.00
Engineering America, Inc.					
Bill Pmt - Check	4/13/2017	24683			-185,368.75
Bill	4/13/2017	Paym	4/23/2017	18	185,368.75
Total Engineering America, Inc.					0.00
Ferguson Enterprises		21725			
Bill	5/10/2017	0577...	5/20/2017		61.71
Total Ferguson Enterprises					61.71
Mid-Valley Media Group		21726			
Bill	5/10/2017	7193...	5/20/2017		900.96
Total Mid-Valley Media Group					900.96
Pacific Power/PacificCorp		21727			
Bill	5/10/2017	4/3-5/...	5/20/2017		2,234.81
Total Pacific Power/PacificCorp					2,234.81
Pat Hare		21728			
Bill	5/11/2017	05/17...	5/21/2017		403.69
Total Pat Hare					403.69
Republic Services #452		21729			
Bill	5/10/2017	April ...	5/20/2017		63.90
Total Republic Services #452					63.90
SECRETARY OF STATE		21730			
Bill	5/10/2017	2015-...	5/20/2017		250.00
Total SECRETARY OF STATE					250.00
Simply Payroll		21731			
Bill	5/11/2017	Invoic...	5/21/2017		93.80
Total Simply Payroll					93.80
Smith-Wagar Consulting		21732			
Bill	5/11/2017	Invoic...	5/21/2017		3,575.00
Total Smith-Wagar Consulting					3,575.00

TOTAL

13,686.89

 5/20/17

City of Adair Village
Unpaid Bills Detail
As of May 25, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Alsco Bill	21733 5/24/2017	Invoic...	6/3/2017		51.90
Total Alsco					51.90
Century Link Bill	21734 5/24/2017	5/11-...	6/3/2017		75.73
Total Century Link					75.73
CIS TRUST Bill	21735 5/24/2017	June ...	6/3/2017		4,896.43
Total CIS TRUST					4,896.43
Comcast Bill	21736 5/24/2017	5/18-...	6/3/2017		86.73
Total Comcast					86.73
Consumers Power Inc. Bill	21737 5/24/2017	4/10-...	6/3/2017		3,290.80
Total Consumers Power Inc.					3,290.80
Engineering America, Inc.					
Bill Pmt. Check	4/13/2017	21683			-185,368.75
Bill	4/13/2017	Paym...	4/23/2017	32	185,368.75
Total Engineering America, Inc.					-0.00
Ferguson Enterprises Bill	21738 5/24/2017	Invoic...	6/3/2017		93.50
Total Ferguson Enterprises					93.50
Merina & Company, LLP Bill	21738 5/24/2017	Invoic...	6/3/2017		7,500.00
Total Merina & Company, LLP					7,500.00
Oregon Dept of Environmental Quality Bill	21740 5/24/2017	Invoic...	6/3/2017		2,191.00
Total Oregon Dept of Environmental Quality					2,191.00
Ricoh USA, Inc. Bill	21741 5/24/2017	Quote...	6/3/2017		975.60
Total Ricoh USA, Inc.					975.60
Staples Credit Plan Bill	21742 5/24/2017	4/11-...	6/3/2017		131.83
Total Staples Credit Plan					131.83
Verizon Bill	21743 5/24/2017	Invoic...	6/3/2017		224.65
Total Verizon					224.65
TOTAL					19,518.17

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5/25/17



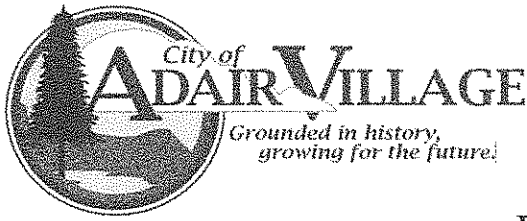
6030 William R. Carr Av.
Adair Village, OR 97330
541-583-2507
Fax: 541-230-5219

CSO REPORT - MAY 2017

22 Warnings 2 - Open 20 - Closed
0 Citations

Mostly used the month to introduce myself and educate the citizens.
Creating a searchable database with garbage can serial numbers.

Case #	Date of Violation	Violation	Summary	Offense History	Citation/Warning	Violator	Status	Address	Phone Number	Photos	Date of Photo(s)	Notes
AV17-001	5/16/17 8:56 AM		Working on vehicle park on the city street	1st	Verbal Warning	Cynthia Harbin	Open	116 NE Columbia Ave		1	5/16/17	Washington Plate AZS2739, tires 7.5 Red
AV17-002	5/16/17 9:03 AM	43.235	RV Parked on street	1st	Warning 0206	Dennis Mathis	Closed	200 block Azalea	541-752-2630	1	5/16/17	Called CSO 5/17
AV17-003	5/16/17 9:43 AM		Old pile of construction material in the front yard. Unauthorized parking pad.	1st			Open	4220 NE Laurel Dr		2		Needs further investigation
AV17-004	5/23/17 8:26 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0208		Closed	6045 William Carr		0	NA	SN# G32 000679 SN# 6782 2386463
AV17-005	5/23/17 8:32 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0209		Closed	8746 Box Elder		0	NA	SN# 3222 6216337
AV17-006	5/23/17 8:37 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0221		Closed	8821 Cori Ct		0	NA	SN# 6782 2381606 SN# JS 010092
AV17-007	5/23/17 8:41 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0222		Closed	8811 Cori Ct		1	NA	SN# YW 008547 SN#6595 8693638
AV17-008	5/23/17 8:48 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0223		Closed	8975 Barberry Dr		0	NA	SN# YW002182
AV17-009	5/23/17 12:00 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0224		Closed	8893 Mulberry		0	NA	SN# YW000451
AV17-010	5/23/17 8:55 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0225		Closed	8633 Barberry Dr		0	NA	SN# 9472 8039765
AV17-011	5/23/17 8:59 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0226		Closed	8000 Block John's Pl		0	NA	SN# WC3502589 SN# 6782 2395310
AV17-012	5/23/17 9:05 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0227		Closed	8102 Daphne Ct		0	NA	SN# 164 001386
AV17-013	5/23/17 9:14 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0228		Closed	8076 Barberry Dr		0	NA	SN# 6492 8028806
AV17-014	5/23/17 9:16 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0229		Closed	8046 Barberry Dr		0	NA	SN# 6782 2391910
AV17-015	5/23/17 9:20 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0230		Closed	6333 William Carr		0	NA	SN# 6182 5108863 SN# AW9000336
AV17-016	5/23/17 9:24 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0231		Closed	6301 William Carr		0	NA	SN# YW001875
AV17-017	5/23/17 9:28 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning 0232		Closed	132 Columbia		0	NA	SN# 6782 2381433 SN# 79700 1716
AV17-018	5/23/17 9:35 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Verbal Warning		Closed	241 Azalea Dr		0	NA	SN# 655 839981 SN# 6782 2386145
AV17-019	05/23/17	40.470	Garbage cans left out after 8:00 the day after pickup	1st			Closed	168 - 187 Azalea		1	NA	NA
AV17-020	05/23/17	40.470	Garbage cans left out after 8:00 the day after pickup	1st			Closed	Willamette Ave		0	NA	NA
AV17-021	5/23/17 10:30 AM	40.470	Garbage cans left out after 8:00 the day after pickup	1st	Warning		Closed	3111 Willamette Ave		0	NA	SN# 6782 2381517 SN# J64001529 Verbal Warning Last Week
AV17-022	05/23/17	40.470	Garbage cans left out after 8:00 the day after pickup	1st			Closed	Laurel Ln		0	NA	NA



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 4/20/2017 TO 5/20/2017

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 7.8 Million Gallons

Average Usage per Day: 260,000 Gallons

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity: No leaks were found or reported in the last month. The Hospital Hill Reservoir continues to operate well with no issues to report.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, Second quarter samples will be taken soon.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to drop with warmer drier weather. Staff continues to maintain, clean and make repairs as needed. Sampling has decreased with the summer season

Total Monthly Influent: 4.8 Million Gallons

Discharged: Holding pond is off and containing effluent for the summer.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains are clear. Staff continues to clean any blocked storm drains.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Staff has begun vegetation control along streets and sidewalks.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Staff has continued to keep City hall and parks mowed, weeded and garbage picked up on a weekly basis. Mowing has started when weather permits.

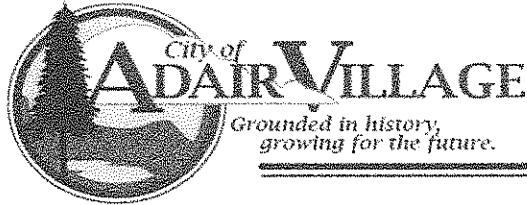
WATER TREATMENT PLANT

Maintenance Activity: Staff has started the proses of cleaning sedimentation and flock bays. Plants is running well with no issues to report.

WASTEWATER TREATMENT PLANT

Maintenance Activity: Flow are stable plant is running well solids are drying in preparation for fall removal. Staff has been taking inventory of parts and tools.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT June 6, 2017 Council Meeting

Administration

- **Youth Program** – The City is interviewing candidates for the summer program assistant. The program will begin the last week in June.
- **Website** – We are hoping to launch the new site this month, some of the Data will be out of date but we will work on getting the info updated once it is live.
- **Audits** – We are caught up on all audits and have scheduled this years for July 29th.
- **City Administrator** – I would like to ask the Council for \$200.00 pay increase to cover expenses. This would cover gas, vehicle use, luncheons, etc... I currently use my vehicle to travel to Philomath for meetings, going to Albany and Corvallis for mailings, bank deposits etc.. I also frequently use my vehicle to tow trailers, deliver things, rock or sand the roads as an example. I have a city card but do not feel comfortable using that for gas and it does not cover wear and tear. I also incur cost for lunch meetings with engineers, attorneys and developers.

Property/Businesses

- **AVIS** – We are working on setting up a kick off meeting with ERM the company who is going to lead us through the mitigation stages of the site. We hope to have this meeting in the next two months. The next step will be to engage DEQ.
- **Benton County Property** – We still have not received the deed to the property across the street. I have a message into David Seigenthaler the person in charge of processing our request.

Major Projects/Engineering

- **Voss Hill Water Tanks** – We are hoping to be filling the tanks by next week, we are still working out the details with Engineering America.
- **Wastewater/Leachate** – Civil West and I have a one stop funding meeting in Salem next week to see what our options for funding are. Once we have done that we will begin negotiations with Republic Service.

Planning/Permits

- **Tim Cornelius** – Tim Cornelius submitted his application and the planning commission held their public hearing. The City Council will hold a public hearing during the July 11th council meeting.
- **Residential Development** – I am meeting with Brownstone Homes this week to discuss different design options. We will also be discussing SDC credits and requirements with them. They are still hoping to break ground this year.
- **Serve Pro** – Tim McGinnis has sold the residential portion to his property and is hoping that will open up the funding for them to begin construction. The person that bought the residential property is working on a development proposal for the City.



STAFF REPORT
Attachment G – Financial Report
 June 6, 2017 Council Meeting

Totals - Income shown through May 31, 2017 is \$3,035,368.19 (61.94% of budget) and Expenses are \$2,815,005.68 (57.56% of budget), which shows a Net Income of \$+220,362.51 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	312,027.90	77.85
• Materials & Services	2,382,232.45	71.45
• Capital Outlay	18,618.60	26.45
• Debt Service	92,126.73	95.62

Totals by Fund – Income and Expenses for each Fund (Reserve and System Development Charges funds are not included, because they are basically in stasis with no expenses) are shown below.

Fund	Income	Expenses	Difference
• General	279,127.99	263,888.50	+15,239.49
• Storm Drain	14,067.66	30,327.33	-16,259.67
• Streets	38,020.86	47,848.99	-9,828.02
• Wastewater	215,399.31	226,305.93	-10,906.62
• Water	2,488,752.37	2,246,767.57	+241,984.80
• TOTAL	\$3,305,368.19	\$2,815,005.51	+\$220,362.51

We have approximately **\$852,391.06** in the Local Government Investment Pool (LGIP). Last month we had **\$1,107,315.76**. Last year we had **\$589,385.11**.

	Wastewater Fund			Water Fund		
	Jul '16 - Jun 17	Budget	% of Budget	Jul '16 - Jun 17	Budget	% of Budget
Income						
4001 - Property Taxes--Current	0.00			0.00		
4002 - Property Taxes - Prior Year	0.00			0.00		
Total 4010 - Government Sources	66,669.00			2,074,398.00	2,840,000.00	73.04%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	146,740.31	205,000.00	72.56%	413,329.70	520,000.00	79.49%
Total 4050 - Other Income	0.00	101,000.00	0.0%	1,684.67	6,000.00	18.08%
4060 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00			0.00		
4090 - Beginning Fund Balance	0.00			0.00		
Total Income	215,399.31	306,000.00	70.39%	2,488,752.37	3,736,000.00	66.62%
	215,399.31	306,000.00	70.39%	2,488,752.37	3,736,000.00	66.62%
Expense						
5000 - Personal Services						
5010 - City Administrator	10,798.90	11,325.00	94.55%	27,723.78	30,209.00	91.8%
5016 - Utility/Court Clerk	7,580.44	8,301.00	91.32%	15,161.23	16,601.00	91.33%
5018 - Finance Clerk	3,328.67	3,614.00	92.11%	4,992.98	5,421.00	92.1%
5020 - Park Director	0.00			0.00		
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	11,829.27	12,949.00	91.35%	28,395.17	31,078.00	91.37%
5052 - Utility Worker III	1,040.00			2,078.98		
5054 - Utility Worker II	7,598.03	8,854.00	85.82%	13,793.42	16,233.00	84.6%
5058 - Utility Worker I	0.00	5,020.00	0.0%	0.00	10,041.00	0.0%
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	16,279.40	19,944.00	81.63%	32,558.67	42,480.00	76.63%
5082 - Retirement Benefits	6,704.62	8,831.00	75.92%	13,876.99	19,329.00	71.79%
5085 - Employment Taxes	4,301.64	7,027.00	61.22%	8,570.41	15,380.00	55.72%
5000 - Personal Services - Other	0.00			0.00		
Total 5000 - Personal Services	69,370.97	85,885.00	80.78%	147,092.63	186,773.00	78.76%
Total 5100 - Material & Services	95,459.77	113,250.00	84.29%	2,054,128.52	2,976,300.00	69.04%
Total 5300 - Capital Outlay	5,985.19	9,000.00	66.61%	8,899.09	35,000.00	25.43%
Total 5400 - Debt Service	56,480.00	62,848.00	89.88%	36,646.73	33,500.00	109.39%
Total 5600 - Fund Reserve	0.00	18,605.00	0.0%	0.00	6,743.00	0.0%
5700 - Contingency	0.00	10,000.00	0.0%	0.00	75,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	6,432.00	0.0%	0.00	423,684.00	0.0%
Total Expense	226,305.93	306,000.00	73.96%	2,248,767.57	3,736,000.00	60.14%
	-10,906.62	0.00	100.0%	241,984.80	0.00	100.0%

	Storm Drain Fund			Street Fund		
	Jul '16 - Jun 17	Budget	% of Budget	Jul '16 - Jun 17	Budget	% of Budget
Income						
4001 - Property Taxes--Current	0.00			0.00		
4002 - Property Taxes - Prior Year	0.00			0.00		
Total 4010 - Government Sources	0.00			38,020.86	62,000.00	73.12%
Total 4020 - Rental Income	14,067.66	18,000.00	78.15%	0.00		
Total 4030 - Fees	0.00	-3,932.34	0.0%	0.00		
Total 4050 - Other Income	0.00	200.00	0.0%	0.00	200.00	0.0%
4060 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00			0.00		
4090 - Beginning Fund Balance	14,067.66	43,200.00	32.56%	38,020.86	132,200.00	28.76%
Total Income	14,067.66	43,200.00	32.56%	38,020.86	132,200.00	28.76%
Expense						
5000 - Personal Services						
5010 - City Administrator	3,466.60	3,775.00	91.83%	3,465.60	3,775.00	91.8%
5016 - Utility/Court Clerk	1,241.00	1,660.00	74.76%	0.00		
5018 - Finance Clerk	554.77	602.00	92.15%	554.76	602.00	92.15%
5020 - Park Director	0.00			0.00		
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	2,386.27	2,590.00	91.36%	4,733.41	5,180.00	91.38%
5052 - Utility Worker III	260.00			260.00		
5054 - Utility Worker II	1,344.87	1,476.00	91.12%	2,571.95	2,951.00	87.16%
5058 - Utility Worker I	0.00	1,255.00	0.0%	0.00	1,255.00	0.0%
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	3,255.85	4,336.00	75.09%	3,907.11	5,203.00	75.08%
5082 - Retirement Benefits	1,559.22	2,004.00	77.81%	1,870.85	2,428.00	77.06%
5085 - Employment Taxes	879.63	1,594.00	55.2%	1,136.21	1,932.00	58.81%
5000 - Personal Services - Other	0.00			0.00		
Total 5000 - Personal Services	14,926.41	19,292.00	77.38%	18,459.99	23,326.00	79.31%
Total 5100 - Material & Services	13,909.43	9,000.00	154.55%	27,114.86	27,950.00	97.01%
Total 5300 - Capital Outlay	1,489.49	2,400.00	62.06%	2,234.23	24,000.00	9.31%
Total 5400 - Debt Service	0.00			0.00		
Total 5600 - Fund Reserve	0.00	489.00	0.0%	0.00	2,640.00	0.0%
5700 - Contingency	0.00	4,320.00	0.0%	0.00	15,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	7,689.00	0.0%	-7,689.00	39,284.00	0.0%
Total Expense	30,327.33	43,200.00	70.2%	47,848.66	132,200.00	36.19%
	-16,259.67	0.00	100.0%	-9,828.02	0.00	100.0%

2017/18 Goal Setting

Administration		Importance	Urgency	Actions	Est hrs
Fiscal Responsibility		5	4	Create and Adopt Policies	500
				Fraud/Procedures	
				Audit Every Year	
				Checks & Balances	
Public Relations		5	3	Website/News Letter	600
				Community Events	
				Public Inquiries	
Planned Maintenance		4	4	Develop Maintenance Schedule	80
				Implement/Contractors	
				Supplies/Budget	
Zip Code		3	3	Write Letters/Get Support	80
				Petition	
				Consistent Follow Up	

Infrastructure		Importance	Urgency	Actions	Est Hrs
Water (Supply, Treatment, Distribution)		5	5	Finish Water Tanks	200
				Monitor/Track Water Loss	
				Pinpoint Loss	
				Fix or Contract	
Wastewater		5	5	Find Funding Source	400
				Negotiate with Republic	
				Oversee Design	
Wastewater		3	3	System Maintenance Plan	40
				Compare Pipe/Contract	
Storm Water		3	3	DEQ Compliance	40
Streets		3	3	County Contract	40
				Quotes/Coordination	
				Cleaning	

Safety		Importance	Urgency	Actions	Est Hrs
Emergency Plan		4	4	Coordinate Completion	160

					Oversee Volunteers	
					Follow Through	
Adair Frontage Road		3	2		Contact ODOT	120
					Alternative Acces for Farmers	
					Coordinate ODFW	
					Follow Through	
99 Saftey Signage		3	2		Contact ODOT	20
					Follow Through	
					Transportation Committees	

Beatification		Importance	Urgency	Actions	Est hrs
Barracks/Town Square		4	4	Solicit Funding for Loan	180
				Acquire Quotes	
				Coordinate Construction	
				Finalize Agreement CSME	
Palestine Church/Grounds		3	2	Coordinate With County	30
				Support Letter	
				Work out Maintenance agreement	
Entrance Vandenburg		4	2	Contract Out/Coordinate	10

Economic		Importance	Urgency	Actions	Est Hrs
Growth		5	5	Planning/Applications	400
				Meetings	
				Oversight	
				Coordination	
				Filing/Tracking	
				Citizens Concerns	
AVIS Brownfield Mitigation		4	5	Phone Conferences	120
				Oversight of Cleanup	
				Coordination With DEQ	
Property Across Form City Hall		5	5	Get Legislative help	120
				Write Application for Perpetuity	
				Follow Up	

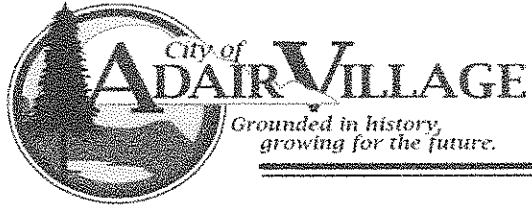
Community		Importance	Urgency	Actions	Est Hrs
Events		4	3	Founders Day	60
				Markets	
				Kids	

					Location	
Tenant Improvements		4	3		Oversee Business and Leases	60
History		3	3		Coordinate ALH	30
					Historical Markers	
					Funding	

Est 2064 work hrs per year

Total Est hrs

3290



STAFF REPORT
Arnold Ave

Benton County has moved to transfer Jurisdiction of Arnold Ave to the City. The City of Adair Village had verbally agreed to this in order to receive the property across from City Hall. This will also allow the City to have control in regards to right of way issues and development. I have prepared a resolution for the council to approve the transfer.



Fraud Policy

Background

This fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the City of Adair Village. It is the intent of the City to promote consistent organization behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope of Policy

This policy applies to any irregularity, or suspected irregularity, involving employees as well as elected officials, consultants, vendors, contractors, outside agencies and/or any other parties with a business relationship with the City.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the City.

Policy

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected much be reported immediately to the City Administrator. If the City Administrator is suspected to be involved in the irregularity, then the concerns should be brought to the attention of the Mayor. Once the City Administrator or the Mayor is notified, he or she will coordinate with legal counsel to determine the appropriate action.

Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the City except gifts of less than \$50 as allowed under Oregon Ethics Laws

- Destruction, removal, or inappropriate use of records, furniture, fixtures and equipment (including personal use of City equipment); and/or
- Any similar or related irregularity

If there is any question as to whether an action constitutes fraud, contact the City Administrator or the Mayor.

Confidentiality

Any reports of suspected fraud should be treated confidentially. No one other than authorized personnel should attempt to personally conduct an investigation related to any suspected fraudulent act (see **Reporting Procedures** below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the City from potential civil liability.

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

Any employee who discovers or suspects fraudulent activity will contact the City Administrator or the Mayor immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to legal counsel. No information concerning the status of an investigation will be given out.

Termination

All reports of suspected fraud will be investigated and appropriate action taken. If any investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the City's legal counsel. All efforts will be made to recover any wrongfully obtained assets.

**BEFORE THE CITY COUNCIL OF THE
CITY OF ADAIR VILLAGE, OREGON**

In the Matter of Adopting the Budget,)
 Making Appropriations, and Levying Taxes)
 For Fiscal Year 2017-2018)

RESOLUTION NO. 2017 -- #03

ADOPTING THE BUDGET

IT IS HEREBY RESOLVED that the City Council of the City of Adair Village hereby adopts the budget for the fiscal year 2017-2018 in the sum of **\$2,189,394** now on file in the City Office.

MAKING APPROPRIATIONS

IT IS HEREBY RESOLVED by the City Council of the City of Adair Village, that the amounts for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND	
Administration	\$ 101,056
Parks	43,575
Public Safety	35,944
Non-Departmental	214,100
Debt Service	11,279
Transfers	65,210
Contingency	35,000
Reserve for Future Expenditure	<u>66,555</u>
Total General Fund	\$ 572,720
 RESERVE FUND	
Reserve for Future Expenditure	\$ <u>96,915</u>
Total Reserve Fund	\$ 96,915
 STORM DRAIN FUND	
Operations	\$ 24,557
Transfers	1,670
Contingency	4,500
Reserve for Future Expenditure	<u>2,473</u>
Total Storm Drain Fund	\$ 33,200
 STREET FUND	
Street Maintenance & Operations	\$ 51,933
Capital Outlay	24,000
Transfers	3,202
Contingency	15,000
Reserve for Future Expenditure	<u>33,065</u>
Total Street Fund	\$ 127,200

SYSTEMS DEVELOPMENT FUND

Reserve for Future Expenditure \$ 285,664

Total System Development Fund \$ 285,664

WASTEWATER FUND

Operations \$ 141,440

Debt Service 62,048

Transfers 8,059

Contingency 4,000

Reserve for Future Expenditure 6,848

Total Wastewater Fund \$ 222,395

WATER FUND

Operations \$ 432,310

Debt Service 162,000

Transfers 17,356

Contingency 75,000

Reserve for Future Expenditure 164,634

Total Water Fund \$ 851,300

TOTAL APPROPRIATIONS

\$ 2,189,394

IMPOSING THE TAX

IT IS HEREBY RESOLVED that the City Council of the City of Adair Village hereby imposes the taxes provided for in the adopted budget at the rate of \$2.5894 per \$1000 of assessed valuation for operations; and that these taxes are hereby imposed and categorized for tax year 2017-2018 upon the assessed value of all taxable property within the City of Adair Village.

	GENERAL GOVERNMENT	EXCLUDED FROM LIMITATION
General Fund	\$2.5894 per \$1000.00	\$0

DATED: This 6th day of June, 2017

Mayor

City Administrator

BEFORE THE CITY COUNCIL FOR THE
CITY OF ADAIR VILLAGE, OREGON

Attachment L
CC Mtg 170606

In the Matter of Declaring the City's Election)
To Receive State Shared Revenues for 2017-18)

RESOLUTION NO. 2017 - #4

WHEREAS, the Budget Committee held a public hearing to allow public input on the use of State Shared Revenue on June 6th after initial discussion and public input on May 2nd; and

WHEREAS, the City Council has reviewed possible uses for State Shared Revenues for fiscal year 2017-18; now therefore

IT IS HEREBY RESOLVED by the City Council of the City of Adair Village, that pursuant to ORS 221.770, the City hereby elects to receive state revenue for fiscal year 2017-2018.

DATED: This 6th day of June, 2017.

Mayor

City Administrator

I certify that a public hearing was held before the Budget Committee on May 2, 2017 and a public hearing before the City Council was held on June 6, 2017 giving the citizens an opportunity to comment on use of State Revenue Sharing.