

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
******Tuesday, July 11, 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 – City Council Meeting – June 6, 2017 (Attachment A)
- b. Bills List through June 30, 2017 (Attachment B) – \$297,635.06

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 June 30, 2017 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) AVIS Agreement with GP and Office Max (Attachment H)
Action: Decision Pat Hare

6. NEW BUSINESS:

- a) Financial Policies (Attachment I) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2017-#05 Jurisdiction of Arnold Ave. (Attachment J) Pat Hare
Action: Decision
- b) Resolution 2017-#06 Wastewater Rate Increase (Attachment K) Pat Hare
Action: Decision

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council–Tuesday, August, 8 2017 6:00 PM
Planning Commission- Wednesday, July 17, 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
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, June 6, 2017 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Real, Andrews, King, Canfield and Mayor Currier were present. City Attorney Sean Kidd was present. Matt Wadlington of Civil West was present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the flag salute</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of May 2, 2017 City Council Meeting. Bills List through May 31, 2017, (\$80,383.22 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Andrews seconded. Unanimous Approval (5-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). Jerry Jackson, CSO, presented the report for May.</p>	<p>Council received the report.</p>
<p>5. Attachment D – Public Works (Agenda Item 4b). CA Hare presented the report for May.</p>	<p>Council received the report.</p>
<p>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report for May.</p> <p>Administration</p> <ul style="list-style-type: none"> • Youth Program – The City is interviewing candidates for the summer program assistant. The program will begin the last week in June. • Website – The new site will hopefully be launched this month. • Audits – The audits are all caught up and this years is scheduled for July 29. • City Administrator - CA Hare is asking the council for a \$200.00 pay increase to cover expenses. <p>Property/Businesses</p> <ul style="list-style-type: none"> • AVIS – We are working on setting up a kick off meeting with ERM, the company that is going to lead us through the mitigation stages of the site. • Benton County Property – We still have not received the deed to the property across the street. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Voss Hill Water Tanks – We are hoping to be filling the tanks by next week. 	<p>Council received the report.</p> <p>Councilor Andrews moved to add \$200.00 to CA Hare’s monthly pay in his contract to cover miscellaneous daily expenses. Councilor King seconded. Unanimous Approval (5-0).</p>

<ul style="list-style-type: none"> • Wastewater/Leachate – CA Hare and Civil West have a one stop funding meeting in Salem next week to see what our options for funding are. <p>Planning/Permits</p> <ul style="list-style-type: none"> • Tim Cornelius – He has submitted his application and the Planning Commission held a public hearing. The City Council will hold a public hearing during the July 11 council meeting. • Residential Development – CA Hare will be meeting with Brownstone Homes this week to discuss different design options and SDC credits and requirements. • ServPro – Tim McGinnis has sold the residential portion to his property and is hoping that will open up funding for them to begin construction. 	
<p>7. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>8. Attachment G – Financial Report-through May 31, 2017 (Agenda Item 4e). CA Hare presented the report. Income through May 31, 2017 is \$3,035,368.19 and expenses are \$2,815,005.68. The balance in the Local Government Investment Pool is approximately \$852,391.06, last year the balance was \$589,385.11.</p>	<p>Council received the report.</p>
<p>9. Attachment H – Council Goals (Agenda Item 5a).</p>	<p>Councilor King moved to approve the council goals for 2017-19. Councilor Canfield seconded. Unanimous Approval (5-0).</p> <p>Councilor Andrews moved that the council review the council goals every six months. Councilor King seconded. Unanimous Approval (5-0).</p>
<p>10. Attachment I – Arnold Avenue (Agenda Item 6a). Benton County has moved to transfer jurisdiction of Arnold Avenue to the City. A resolution will be brought before the Council next month to approve the transfer.</p>	
<p>11. Attachment J – Fraud Policy (Agenda Item 6b).</p> <p>Per Council discussion, employees shall sign a document that they have read the Fraud Policy</p>	<p>Councilor King moved to approve the Fraud Policy. Councilor Andrews seconded. Unanimous Approval (5-0).</p>
<p>12. Attachment K – Resolution 2017 - #03 – Budget Appropriations (Agenda Item 7a). This Resolution adopts the budget, makes appropriations, and levies taxes for fiscal year 2017-2018.</p>	<p>Councilor King moved to approve Resolution 2017 - #03. Councilor Real seconded. Unanimous Approval (5-0).</p>

<p>13. Attachment L – Resolution 2017 - #04 – State Revenue Sharing (Agenda Item 7b). A public hearing was previously held before the Budget Committee on May 2, 2017.</p>	<p>Mayor Currier opened the Public Hearing at 7:55 PM. Mayor Currier closed the Public Hearing at 7:55 PM.</p> <p>Councilor Andrews moved to use the state revenue sharing funds to improve the grounds near City Hall. Councilor King seconded. Unanimous Approval (5-0).</p> <p>Councilor King moved to approve Resolution 2017 - #04. Councilor Andrews seconded. Unanimous Approval (5-0).</p>
<p>14. Executive Session. The Adair City Council met in Executive Session under Oregon Revised Statutes 192.660 (2) “(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.”</p>	<p>Mayor Currier opened the Executive Session at 7:56 PM. Mayor Currier closed the Executive Session at 8:20 PM.</p>
<p>15. Action from Executive Session. Mayor Currier announced that no decisions were made in Executive Session.</p>	
<p>11. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor Andrews – None. • Councilor King – None. • Councilor Canfield – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, July 11, 2017 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 8:22 PM.</p>

Mayor’s Approval

Date

City of Adair Village
Unpaid Bills Detail
As of June 29, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Best Pots Inc					
General Journal	8/11/2014	DSW...			-77.28
Bill	8/8/2014	Inv# ...	8/16/2014	1046	77.28
Total Best Pots Inc					-0.00
Brittany Kennedy					
Bill	6/29/2017	06/17...	7/9/2017		383.89
Total Brittany Kennedy					383.89
City of Corvallis					
Bill	6/29/2017	Invoic...	7/29/2017		210.53
Total City of Corvallis					210.53
Comcast					
General Journal	4/30/2016	DSW...			-82.85
Bill	5/18/2016	5/18 -...	5/28/2016	397	82.85
Total Comcast					-0.00
Consumers Power Inc.					
Bill	6/29/2017	June/...	7/9/2017		3,096.67
Total Consumers Power Inc.					3,096.67
Delapoer Kidd Attorneys at Law					
Bill	6/29/2017	Invoic...	7/9/2017		2,562.50
Total Delapoer Kidd Attorneys at Law					2,562.50
DEQ					
General Journal	9/6/2012	DSW...			-470.02
Bill	6/7/2011		6/17/2011	2204	470.02
Total DEQ					-0.00
Drew Foster					
General Journal	6/5/2013	DSW...			-11.87
Bill	5/30/2013	may ...	6/9/2013	1481	11.87
Total Drew Foster					-0.00
Edge Analytical Laboratories					
General Journal	10/4/2013	DSW...			-305.10
Bill	9/30/2013	9/20/13	10/10/2013	1358	305.10
Bill	6/29/2017	June l...	7/9/2017		89.10
Total Edge Analytical Laboratories					89.10
Jake Tolton					
Bill	3/17/2015	Water...	3/27/2015	825	120.00
Total Jake Tolton					-120.00
Madjek					
General Journal	3/18/2015	DSW...			-250.00
Bill	6/19/2015	Boun...	8/29/2015	670	250.00
Total Madjek					-0.00
Maul Foster Alongi					
General Journal	2/16/2012	DSW...			-163.75
Bill	2/16/2012	inv 16...	2/26/2012	1950	163.75
Total Maul Foster Alongi					-0.00
Ricoh USA Inc					
General Journal	4/30/2016	DSW...			-81.30
Bill	5/12/2016	Invoic...	5/22/2016	403	81.30
Total Ricoh USA Inc					0.00
Shirley Lindsey					
General Journal	6/12/2013	DSW...			-135.47
Bill	6/12/2013		6/22/2013	1468	135.47
Total Shirley Lindsey					0.00

2:02 PM
06/29/17

City of Adair Village
Unpaid Bills Detail
As of June 29, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
Willamette Valley Processors Bill	6/29/2017	Invoic...	7/9/2017		1,500.00
Total Willamette Valley Processors					1,500.00
TOTAL					7,962.69

[Handwritten signature]
6/29/17

City of Adair Village
Unpaid Bills Detail

As of June 22, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc		21767			
Bill	6/7/2017	Invoic...	6/17/2017	5	59.00
Total American Business Software, Inc					59.00
American Underground LLC		21768			
Bill	6/22/2017	Invoic...	7/2/2017		2,876.34
Total American Underground LLC					2,876.34
Best Pots Inc		21769			
General Journal	8/11/2014	DSW...			-77.28
Bill	8/8/2014	Inv# ...	8/18/2014	1039	77.28
Bill	6/13/2017	Invoic...	6/23/2017		77.28
Total Best Pots Inc					77.28
Brittany Kennedy		21770			
Bill	6/13/2017	June ...	6/23/2017		258.24
Total Brittany Kennedy					258.24
Century Link		21771			
Bill	6/22/2017	June/...	7/2/2017		157.94
Total Century Link					157.94
CIS TRUST		21772			
Bill	6/22/2017	July, ...	7/2/2017		4,896.43
Total CIS TRUST					4,896.43
City of Corvallis		21773			
Bill	6/7/2017	Invoic...	7/7/2017		349.20
Total City of Corvallis					349.20
Comcast					
General Journal	4/30/2016	DSW...			-82.85
Bill	5/18/2016	5/18 ...	5/28/2016	390	82.85
Bill	6/22/2017	6/18-...	7/2/2017		92.85
Total Comcast					92.85
Cornerstone Janitorial		21775			
Bill	6/13/2017	Invoic...	6/23/2017		232.50
Total Cornerstone Janitorial					232.50
De Lage Landen Financial Services, Inc.		21776			
Bill	6/22/2017	Invoic...	7/2/2017		131.00
Total De Lage Landen Financial Services, Inc.					131.00
DEQ					
General Journal	9/6/2012	DSW...			-470.02
Bill	6/7/2011		6/17/2011	2197	470.02
Total DEQ					0.00
Drew Foster					
General Journal	6/5/2013	DSW...			-11.87
Bill	5/30/2013	may ...	6/9/2013	1474	11.87
Total Drew Foster					0.00
Edge Analytical Laboratories		21777			
General Journal	10/4/2013	DSW...			-305.10
Bill	9/30/2013	9/20/13	10/10/2013	1351	305.10
Bill	6/22/2017	Refer...	7/2/2017		76.50
Total Edge Analytical Laboratories					76.50
Georgia-Pacific LLC		21778			
Bill	6/13/2017	Invs 1...	6/23/2017		4,165.80
Total Georgia-Pacific LLC					4,165.80

City of Adair Village
Unpaid Bills Detail

As of June 22, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Intake Screens, Inc. Bill	21779 6/13/2017	Quote...	6/23/2017		35,900.00
Total Intake Screens, Inc.					35,900.00
Jake Tolton Bill	3/17/2015	Water...	3/27/2015	818	120.00
Total Jake Tolton					120.00
JCI-Jones Chemicals Inc. Bill	21780 6/22/2017	June I...	7/2/2017		3,045.14
Total JCI-Jones Chemicals Inc.					3,045.14
Madjek General Journal	3/18/2015	DSW...			-250.00
Bill	8/19/2015	Boun...	8/29/2015	663	250.00
Total Madjek					0.00
Maul Foster Alongi General Journal	2/16/2012	DSW...			-163.75
Bill	2/16/2012	inv 16...	2/26/2012	1943	163.75
Total Maul Foster Alongi					0.00
Oregon Dept of Environmental Quality Bill	21782 6/22/2017	Inv #...	7/2/2017		100.00
Total Oregon Dept of Environmental Quality					100.00
Pacific Power/PacificCorp Bill	21783 6/13/2017	5/3 - ...	6/23/2017		1,590.27
Total Pacific Power/PacificCorp					1,590.27
Ricoh USA Inc General Journal	4/30/2016	DSW...			-81.30
Bill	5/12/2016	Invoic...	5/22/2016	396	81.30
Total Ricoh USA Inc					0.00
Shirley Lindsey General Journal	6/12/2013	DSW...			-135.47
Bill	6/12/2013		6/22/2013	1461	135.47
Total Shirley Lindsey					0.00
Simply Payroll Bill	21785 6/13/2017	Invoic...	6/23/2017		93.80
Total Simply Payroll					93.80
USA Blue Book Bill	21788 6/13/2017	Invoic...	6/23/2017		179.39
Total USA Blue Book					179.39
Verizon Bill	21789 6/13/2017	Invoic...	6/23/2017		224.65
Total Verizon					224.65
Willamette Water Technology, Inc. Bill	21790 6/13/2017	Acct ...	6/23/2017		177.00
Total Willamette Water Technology, Inc.					177.00

TOTAL

54,803.33

[Signature] 6/22/17

ADDENDUM – JUNE 22, 2017 UNPAID BILLS LIST

ADDITIONAL CHECKS, NOT ON LIST

VENDOR	CHECK # - DATE	INVOICE TOTAL
Local Government Personnel Institute	21781 - 6/22/2017	586.00
Republic Services	21784 - 6/22/2017	132.82
Smith Wagar	21786 - 6/22/2017	2,400.00
USA Bank	21788 - 6/22/2017	507.00
	TOTAL	3,625.82

CHECK ON LIST, NOT PRINTED

Jake Tolton	No check printed	-120.00
	TOTAL ADDITIONAL	3,505.82

FROM UNPAID BILLS LIST 54,803.33

GRAND TOTAL BILLS FOR 6/22/217 58,309.15

For reasons unknown, four bills that were paid on 6/22/2017 did not appear on the Unpaid Bills List. Those are noted above.

In addition, one check noted on the Unpaid Bills List was purposely not printed. That is noted above as a minus amount.

Total of unlisted bills paid and list bills not paid is the grand total.

8:35 AM

06/07/17

City of Adair Village
Unpaid Bills Detail

As of June 7, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
Engineering America, Inc.	6/7/2017	21766			
Bill	6/7/2017	Paym...	6/17/2017		209,634.01
Total Engineering America, Inc.					209,634.01
TOTAL					209,634.01

[Handwritten signature]
6/7/17

City of Adair Village
Unpaid Bills Detail

As of June 6, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Architectural Associates	21761				
Bill	6/6/2017	May 2...	6/16/2017		897.81
Total Architectural Associates					897.81
Cascade Columbia Distribution	21762				
Bill	6/1/2017	Invoic...	7/31/2017		3,024.50
Total Cascade Columbia Distribution					3,024.50
Century Link	21763				
Bill	6/1/2017	5/25-...	6/11/2017		55.23
Total Century Link					55.23
Edge Analytical Laboratories	21764				
Bill	6/1/2017	Ref# ...	6/11/2017		29.70
Total Edge Analytical Laboratories					29.70
NW Natural	21765				
Bill	6/1/2017	4/27-...	6/11/2017		203.56
Total NW Natural					203.56
TOTAL					4,210.80

[Signature] 6/7/17

City of Adair Village
Unpaid Bills Detail
As of June 1, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Bank of America Bill	21746 6/1/2017	4/24-...	6/11/2017		3,041.69
Total Bank of America					3,041.69
Century Link Bill	21747 5/31/2017 6/1	5/16-...	6/10/2017		80.77
Total Century Link					80.77
Civil West Engineering Services, Inc Bill	21748 5/31/2017 6/1	May 1...	6/10/2017		11,950.48
Total Civil West Engineering Services, Inc					11,950.48
E.D. Hughes Bill	21749 5/31/2017 6/1	Invoic...	6/10/2017		984.00
Total E.D. Hughes					984.00
Ferguson Enterprises Bill	21750 5/31/2017 6/1	Invoic...	6/10/2017		711.47
Total Ferguson Enterprises					711.47
Willamette Valley Processors Bill	21751 5/31/2017 6/1	May 2...	6/10/2017		750.00
Total Willamette Valley Processors					750.00
TOTAL					17,518.41

[Handwritten signature and date]
6/1/17



5413 Williams St., Unit #1
Cedar Rapids IA 52415
Tel: 319.272.7222
Fax: 319.272.7229

510 PONDVIEW DRIVE
39 WARRING
High Court - CEDAR RAPIDS
3 Signs from Area - 3 Signs from
1 Over Parking Structure

Admiral Village
10/20/17

Case #	Date of incident	Offense #	Summary	Offense Category	Case/Warning	Offense	Date	Address	Notes
A07400	10/18/17 9:43 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	4731 NE Laurel Dr	Signs further investigation
A07403	10/18/17 11:14 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	1045 21st St N, Cedar Rapids	004-0782 2156238 004-0782 2156238
A07404	10/18/17 11:16 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0217	Child	10/18/17	4643 Wilson P. Carr, Iowa	004-0782 2156238 004-0782 2156238
A07406	10/18/17 11:25 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0218	Child	10/18/17	3090 Blackhawk & Maubrey Ct	004-0782 2156238
A07409	10/18/17 11:23 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0219	Child	10/18/17	4643 Wilson P. Carr, Iowa	004-0782 2156238 004-0782 2156238
A07410	10/18/17 11:24 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0220	Child	10/18/17	217 2nd St SW	004-0782 2156238 004-0782 2156238
A07413	10/18/17 11:55 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0224	Child	10/18/17	212 Anika	004-0782 2156238 004-0782 2156238
A07419	10/18/17 11:40 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	200 South Avenue	004-0782 2156238
A07420	10/18/17 9:00 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	120 Black Avenue	004-0782 2156238
A07421	10/18/17 9:29 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0217	Child	10/18/17	712 Laurel	004-0782 2156238 004-0782 2156238
A07431	10/18/17 10:40 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	212 Anika	004-0782 2156238
A07434	10/18/17 10:09 AM	4020	Unsafe driver	16	Letter	Driver	10/18/17	4643 Wilson P. Carr	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07436	10/18/17 11:24 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	3090 Blackhawk & Maubrey Ct	004-0782 2156238 004-0782 2156238
A07438	10/18/17 11:14 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	226 Anika	004-0782 2156238
A07439	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7200 Black Avenue	004-0782 2156238 004-0782 2156238
A07439	10/18/17 11:56 AM	4020	Unsafe driver	16	Warning 0216	Driver	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07439	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07440	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07441	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07442	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07443	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07444	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07445	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07446	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07447	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238
A07448	10/18/17 11:56 AM	4040	Child safety seat violation - no proper installation in the front seat. Child occupied.	16	Warning 0216	Child	10/18/17	7240 MC Awood	004-0782 2156238 004-0782 2156238 004-0782 2156238



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 5/20/2017 TO 6/20/2017

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 9.1 Million Gallons

Average Usage per Day: 303,000 Gallons

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity: One leak was reported and fixed on Cori Court. Staff has been spending most of its time filling and switching the system to the newly constructed reservoirs.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, third quarter sampling to start soon.

WASTEWATER TREATMENT REPORT

Flows into the WWTP flows are at or near summer lows. Staff continues to maintain, clean and inspect system daily.

Total Monthly Influent: 2.1 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 continues 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 and staff is keeping up keeping grass cut.

WATER TREATMENT PLANT

Maintenance Activity: Staff has spent a majority of their time running, maintaining and adjusting the water plant to fill the new reservoirs while keeping the old reservoir full to maintain water to town.

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 July 11, 2017 Council Meeting

Administration

- **Youth Program** – The free youth lunch program in the park started last month and has been going well. Emily Nelson has been working with Brittany to administer the program. So far Emily has done a good job jumping into the community with enthusiasm and professionalism.
- **Financials** – Debbie and I will be getting the new budget entered this month and looking at different loan options for the barracks.
- **Audits** – We will be working on the current Audit the last week of this month.

Property/Businesses

- **Adair Village Market** – The market is now three months behind on their rent and would like the City to work with them to get caught up.
- **Benton County Property** – I am hoping to receive the deed this month, the representative from the Federal Parks Program said hopefully in the next week. I will let the council know as soon as we receive that.

Major Projects/Engineering

- **Voss Hill Water Tanks** – The new tanks are now officially online. The pump station has been demoed and they are working on Voss Hill. The next step is to get all the meters and telemetry online. We are monitoring the tanks for leaks and so far it is looking good.
- **Wastewater/Leachate** – Civil West and I met with Republic Service and we are working on a first draft of an agreement for the wastewater facility.
- **Water Intake** – The City is working with ODFW to get the new intake work done in August and September.

Planning/Permits

- **Tim Cornelius** – The Planning Commission met and decided to approve the UGB with the condition that it be zoned R-2. The next step will be to hold a joint public hearing with the Benton County Commissioners.
- **Residential Development** – Brownstone is trying to have their application into the planning commission this month. They have not given me the new site plan they are working on but they have incorporated more cul-de-sacs and a park.
- **Serve Pro** – Tim McGinnis has received his funding award and is hoping to get through all the paperwork this month. Tim informed me he would still like to start sometime in August.

ADAIR VILLAGE PATROL
 May 25 - June 24, 2017

Attachment F
 CC Mtg 170711

Benton County Sheriff's Office - Adair Patrol Activity Log

Date	Case #	Total Time	*Shift	Deputy	Contacts	Traffic			Arrests		Ord. Viol.	Other
						Warn	Cite	Cite	Cust			
29	2148	1.0	Grave	426	2	2	0	0	0	0		Sergeant issued two warnings for minor traffic violations.
29	2149	3.0	Day	441	3	1	0	0	0	0		Deputy was dispatched to a welfare check on small children, no crime kids being taken care of. Stopped one car with warning.
9	2294	1.0	Grave	428	0	0	0	0	0	0		11:30 PM to 12:30 PM with no activity.
11	2316	1.0	Grave	436	1	1	0	0	0	0		One stop with warning for speeding.
11	2317	1.0	Grave	444	0	0	0	0	0	0		12:30 AM to 1:30 PM no activity
11	2323	1.0	Swing	426	0	0	0	0	0	0		Sergeant was on DUII patrol this night. No activity or stops.
12	2325	1.0	Day	447	0	0	0	0	0	0		No activity per Sgt. Moody
14	2344	1.0	Day	446	0	0	0	0	0	0		9:40 AM to 10:40 AM no activity
14	2352	1.5	Swing	434	2	0	0	0	0	0		Deputy responded to a found property call. No other info on this.
15	2371	1.0	Swing	428	1	1	0	0	0	0		One warning for speed on Arnold
15	2375	1.0	Swing	418	4	4	0	0	0	0		4 warning for minor violations
17	2396	2.0	Day	441	6	1	0	0	0	1		Gave warning to citizen for have dog off leash in park. Warning for rolling through stop sign and served a citation on another case.
18	2403	1.0	Grave	444	0	0	0	0	0	0		12:30 AM to 1:30 AM no activity
18	2405	1.0	Day	424	1	1	0	0	0	0		1 warning issued for violation.
18	2406	1.5	Day	439	0	0	0	0	0	0		3:00 PM to 4:30 PM no activity
18	2417	1.0	Grave	438	1	1	0	0	0	0		Warning for tail light out.
19	2428	1.0	Grave	436	3	1	1	0	0	0		Spoke with 2 citizens and issued 1 verbal warning for violation.
20	2432	1.0	Day	424	0	0	0	0	0	0		No activity
20	2438	1.0	Swing	418	2	2	0	0	0	0		2 traffic stops with warning 1 speed and 1 equipment violation.
21	2442	1.0	Grave	426	0	0	0	0	0	0		No activity per Sgt. Peterson 1:04 AM to 2:00 AM
21	2449	2.0	Day	424	2	0	0	0	0	0		Deputy went to 6345 NE William R Carr where he took a theft report. Resident reported his motorcycle was vandalized
21	2458	1.5	Swing	434	0	0	0	0	0	0		9:30 pm to 11:00 PM
22	2462	1.5	Day	439	2	0	0	0	0	0		Deputy stopped into the store and chatted with the clerk and customers
23	2476	1.0	Day	448	3	0	0	0	0	0		Deputy patrolled the Adair Streets and served 3 civil papers in the city of Adair.
23	2481	1.0	Swing	418	0	0	0	0	0	0		Deputy Hatahuni patrolled the city without incident.
26	2104	1.0	Day	417	3	0	0	0	0	0		Deputy was dispatched to a threats complaint between students at Santiam High
TOTAL:		32.0			38	15	1	0	0	0		

8:23 AM
6/30/2017
Accrual Basis

City of Adair Village
Profit Loss Budget v. Actual
July 2016 Through June 2017

Attachment G-1
170711
CC Meeting

	TOTAL				Total General Fund			
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income								
4001 · Property Taxes -Current	109,134.74	105,000.00	4,134.74	103.94%	109,134.74	105,000.00	4,134.74	103.94%
4002 · Property Taxes - Prior Year	1,689.43	1,600.00	89.43	105.59%	1,689.43	1,600.00	89.43	105.59%
Total 4010 · Government Sources	2,481,304.42	2,325,953.00	-444,848.58	84.6%	18,418.92	33,853.00	-14,534.07	57.19%
Total 4020 · Rental Income	77,242.48	77,050.00	192.48	100.25%	77,242.48	77,050.00	192.48	100.25%
Total 4030 · Fees	662,166.04	810,275.00	-148,008.96	81.72%	14,557.81	7,409.00	7,157.81	166.72%
Total 4050 · Other Income	47,967.77	161,900.00	-113,932.23	29.63%	46,278.48	54,500.00	-8,221.52	84.92%
4060 · Interest	8,811.60	3,200.00	5,611.60	275.38%	8,811.60	3,200.00	5,611.60	275.38%
Total 4080 · Transfers In	0.00	10,000.00	-10,000.00	0.0%	0.00	10,000.00	-10,000.00	0.0%
4090 · Beginning Fund Balance	0.00	805,657.00	-805,657.00	0.0%	0.00	100,000.00	-100,000.00	0.0%
Total Income	3,389,338.48	4,900,635.00	-1,512,296.52	69.14%	277,133.27	392,703.00	-115,569.73	70.57%
	3,389,338.48	4,900,635.00	-1,512,296.52	69.14%	277,133.27	392,703.00	-115,569.73	70.57%
Expense								
5000 · Personal Services								
5010 · City Administrator	75,503.98	75,500.00	3.98	100.01%	28,114.30	28,425.00	-310.70	98.82%
5016 · Utility/Court Clerk	33,131.07	33,203.00	-71.93	99.78%	6,501.29	6,641.00	200.23	103.92%
5018 · Finance Clerk	12,244.41	12,048.00	196.41	101.65%	1,836.69	1,807.00	29.69	101.64%
5020 · Park Director	266.00	0.00	266.00	100.0%	266.60			
5025 · Summer Program Coordinator	8,988.70	11,384.00	-5,375.24	52.7%	5,983.76	11,384.00	-5,375.24	52.7%
5050 · Public Works Supervisor	51,891.05	51,797.00	94.05	100.18%	-7.44			
5052 · Utility Worker III	5,849.68	0.00	5,849.68	100.0%	1,755.00			
5054 · Utility Worker II	29,309.45	29,514.00	-204.55	99.31%	1,648.88			
5056 · Utility Worker I	18.08	25,101.00	-25,082.92	0.07%	18.08	7,530.00	-7,511.92	0.24%
5064 · Intern	560.00	0.00	560.00	100.0%	560.00			
5081 · Employee Health Ins Benefits	70,013.94	68,714.00	-16,700.06	90.74%	9,601.98	14,741.00	-4,939.02	66.5%
5082 · Retirement Benefits	34,260.88	42,077.50	-7,816.12	81.42%	7,880.06	9,485.00	-1,604.94	83.08%
5085 · Employment Taxes	20,953.01	33,480.00	-12,526.99	62.58%	4,715.56	7,547.00	-2,831.44	62.48%
Total 5000 · Personal Services	339,991.21	400,796.00	-60,804.79	84.83%	67,478.69	85,540.00	-18,061.31	78.89%
Total 5100 · Material & Services	2,459,062.84	3,333,863.00	-874,800.16	73.76%	306,042.12	208,450.00	208,450.00	98.84%
Total 5300 · Capital Outlay	18,618.60	70,400.00	-51,781.40	25.45%	0.00			
Total 5400 · Debt Service	92,126.73	96,348.00	-4,221.27	95.62%	0.00			
Total 5600 · Fund Reserve	10,000.00	73,842.00	-63,842.00	13.54%	10,000.00	45,355.00	-35,355.00	22.05%
5700 · Contingency	0.00	124,320.00	-124,320.00	0.0%	0.00	20,000.00	-20,000.00	0.0%
7777 · Unappropriated Fund Balance	0.00	780,976.00	-780,976.00	0.0%	0.00	33,365.00	-33,365.00	0.0%
Total Expense	2,919,789.38	4,890,635.00	-1,870,835.62	59.7%	283,521.81	392,703.00	-109,181.19	72.2%
	468,539.10	10,000.00	468,539.10	4,685.39%	-6,388.54	0.00	-6,388.54	199.8%

8:23 AM
6/30/2017
Accrual Basis

City of Adair Village
Profit Loss Budget v. Actual
July 2016 Through June 2017

Attachment G-1
170711
CC Meeting

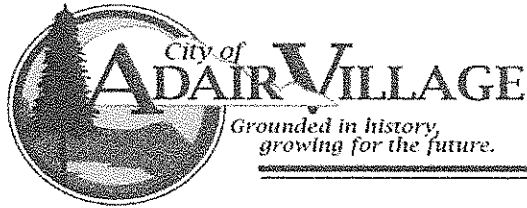
	Storm Drain Fund				Street Fund			
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes - Current	0.00				0.00			
4002 - Property Taxes - Prior Year	0.00				0.00			
Total 4010 - Government Sources	0.00				42,383.49	52,000.00	-9,616.51	81.51%
Total 4020 - Rental Income	0.00				0.00			
Total 4030 - Fees	15,531.28	18,000.00	-2,468.72	86.29%	0.00			
Total 4050 - Other Income	0.00	200.00	-200.00	0.0%	0.00	200.00	-200.00	0.0%
4060 - Interest	0.00				0.00			
Total 4080 - Transfers In	0.00				0.00			
4090 - Beginning Fund Balance	0.00	25,000.00	-25,000.00	0.0%	0.00	80,000.00	-80,000.00	0.0%
Total Income	15,531.28	43,200.00	-27,668.72	35.95%	42,383.49	132,200.00	-89,816.51	32.05%
	15,531.28	43,200.00	-27,668.72	35.95%	42,383.49	132,200.00	-89,816.51	32.05%
Expense								
5000 - Personal Services								
5010 - City Administrator	3,775.20	3,775.00	1.20	100.03%	3,775.20	3,775.00	0.20	100.01%
5016 - Utility/Court Clerk	1,381.45	1,060.00	-278.55	83.22%	0.00			
5018 - Finance Clerk	612.21	602.00	10.21	101.7%	612.20	602.00	10.20	101.69%
5020 - Park Director	0.00				0.00			
5025 - Summer Program Coordinator	0.00				0.00			
5050 - Public Works Supervisor	2,594.93	2,580.00	4.93	100.19%	5,191.07	5,180.00	11.07	100.21%
5052 - Utility Worker III	292.50				292.50			
5054 - Utility Worker II	1,465.49	1,478.00	-10.51	99.29%	2,813.18	2,951.00	-137.82	95.33%
5058 - Utility Worker I	0.00	1,255.00	-1,255.00	0.0%	0.00	1,255.00	-1,255.00	0.0%
5064 - Intern	0.00				0.00			
5081 - Employee Health Ins Benefits	3,500.67	4,336.00	-835.33	80.74%	4,200.60	5,203.00	-1,002.40	80.74%
5082 - Retirement Benefits	1,713.05	2,004.00	-290.95	85.48%	2,055.55	2,428.00	-372.45	84.66%
5085 - Employment Taxes	997.45	1,594.00	-628.55	60.69%	1,241.34	1,932.00	-690.66	64.25%
Total 5000 - Personal Services	16,303.95	19,292.00	-2,688.05	84.51%	20,181.94	23,326.00	-3,144.06	86.52%
Total 5100 - Material & Services	13,909.43	9,000.00	4,909.43	154.55%	27,958.62	27,950.00	8.62	100.03%
Total 5300 - Capital Outlay	1,489.49	2,400.00	-910.51	62.06%	2,234.23	24,000.00	-21,765.77	9.31%
Total 5400 - Debt Service	0.00				0.00			
Total 5600 - Fund Reserve	0.00	499.00	-499.00	0.0%	0.00	2,640.00	-2,640.00	0.0%
5700 - Contingency	0.00	4,320.00	-4,320.00	0.0%	0.00	15,000.00	-15,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	7,569.00	-7,569.00	0.0%	0.00	39,284.00	-39,284.00	0.0%
Total Expense	31,702.67	43,200.00	-11,497.33	73.39%	60,374.79	132,200.00	-71,825.21	38.11%
	-16,171.39	0.00	-16,171.39	100.0%	-7,991.30	0.00	-7,991.30	100.0%

8:23 AM
6/30/2017
Accrual Basis

City of Adair Village
Profit Loss Budget v. Actual
July 2016 Through June 2017

Attachment G-1
170711
CC Meeting

	Wastewater Fund				Water Fund			
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over 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	66,659.00				2,362,943.00	2,640,000.00	-487,157.00	82.65%
Total 4020 - Rental Income	0.00				0.00			
Total 4030 - Fees	170,763.82	205,000.00	-34,236.18	83.3%	481,335.33	520,000.00	-38,664.67	89.72%
Total 4050 - Other Income	0.00	101,000.00	-101,000.00	0.0%	1,689.29	6,000.00	-4,310.71	28.16%
4060 - Interest	0.00				0.00			
4080 - Transfers In								
10-4080 - General Fund	0.00				0.00			
Total 4080 - Transfers In	0.00				0.00			
4090 - Beginning Fund Balance	0.00				0.00	370,000.00	-370,000.00	0.0%
Total Income	237,422.82	306,000.00	-68,577.18	77.59%	2,815,867.62	3,736,000.00	-920,132.38	75.37%
Expense								
5000 - Personal Services								
5010 - City Administrator	11,637.70	11,325.00	312.70	102.76%	30,200.58	30,200.00	0.58	103.0%
5016 - Utility/Court Clerk	8,282.68	8,301.00	-18.32	99.78%	16,665.71	16,601.00	64.71	99.79%
5018 - Finance Clerk	3,673.33	3,614.00	59.33	101.64%	5,509.99	5,421.00	88.99	101.64%
5020 - Park Director	0.00				0.00			
5025 - Summer Program Coordinator	0.00				0.00			
5050 - Public Works Supervisor	12,872.57	12,949.00	-76.43	100.18%	31,139.92	31,078.00	61.92	100.2%
5052 - Utility Worker III	1,170.00				2,339.88			
5054 - Utility Worker II	8,321.72	8,854.00	-532.28	93.99%	15,080.16	16,233.00	-1,152.84	92.78%
5058 - Utility Worker I	0.00	5,020.00	-5,020.00	0.0%	0.00	10,041.00	-10,041.00	0.0%
5064 - Intern	0.00				0.00			
5081 - Employee Health Ins Benefits	17,503.51	19,944.00	-2,440.49	87.76%	35,006.68	42,490.00	-7,483.32	82.39%
5082 - Retirement Benefits	7,365.11	8,831.00	-1,465.89	83.41%	15,246.11	19,329.00	-4,082.89	78.88%
5085 - Employment Taxes	4,697.17	7,027.00	-2,329.83	66.7%	9,341.43	15,380.00	-6,038.57	60.74%
Total 5000 - Personal Services	75,614.79	85,865.00	-10,250.21	88.06%	160,410.84	186,773.00	-26,362.16	85.89%
Total 5100 - Material & Services	88,819.41	113,250.00	-24,430.59	77.56%	2,112,252.49	2,975,300.00	-863,047.51	70.99%
Total 5300 - Capital Outlay	5,995.19	9,000.00	-3,004.81	65.61%	8,899.69	35,000.00	-26,100.31	25.43%
Total 5400 - Debt Service	55,480.00	62,848.00	-7,368.00	88.28%	35,646.73	33,500.00	2,146.73	109.39%
Total 5600 - Fund Reserve	0.00	18,605.00	-18,605.00	0.0%	0.00	6,743.00	-6,743.00	0.0%
5700 - Contingency	0.00	10,000.00	-10,000.00	0.0%	0.00	75,000.00	-75,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	6,432.00	-6,432.00	0.0%	0.00	423,684.00	-423,684.00	0.0%
Total Expense	235,909.39	306,000.00	-70,090.61	77.1%	2,318,269.75	3,736,000.00	-1,417,730.25	62.05%
	1,513.43	0.00	1,513.43	100.0%	497,657.87	0.00	497,657.87	100.0%



STAFF REPORT
Attachment G – Financial Report
 July 11, 2017 Council Meeting

Totals - Income shown through June 30, 2017 is \$3,388,338.48. (69.14% of budget) and Expenses are \$2,919,799.38 (59.7% of budget), which shows a Net Income of \$+468,539.10 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	339,991.21	84.83
• Materials & Services	2,459,062.84	73.76
• 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	277,133.27	283,521.81	-6,388.54
• Storm Drain	15,531.28	31,702.87	-16,174.59
• Streets	42,383.49	50,374.79	-7,991.30
• Wastewater	237,422.82	235,909.39	+1,513.43
• Water	2,815,867.62	2,318,209.75	+497,657.87
• TOTAL	\$3,388,338.48	\$2,919,739.98	+\$468,598.50

We have approximately \$920,836.44 in the Local Government Investment Pool (LGIP). Last month we had \$1,138,743.87. Last year we had \$577,857.83.

THIRD AMENDMENT TO INTERIM COST SHARING AGREEMENT

THIS THIRD AMENDMENT TO INTERIM COST SHARING AGREEMENT (this "Third Amendment") is made and entered into as of June __, 2017, by and between the City of Adair Village, Oregon (the "City"), OfficeMax Incorporated, a Delaware corporation ("OfficeMax"), and Georgia-Pacific LLC, a Delaware limited liability company ("GP") (collectively, the "Parties").

WHEREAS, the City, OfficeMax and GP are parties to that certain Interim Cost Sharing Agreement, dated October 1, 2012 and later amended on March 7, 2014 and June 14, 2016, pursuant to which the Parties have agreed to work cooperatively and collaboratively for their mutual benefit to perform a remedial investigation and other related work, as needed, at a 128-acre site owned by the City (as at any time amended, restated, supplemented or otherwise modified, the "Agreement"; each capitalized term used and not otherwise defined in this Third Amendment shall have the meaning ascribed to such term in the Agreement); and

WHEREAS, the Parties desire to amend the Agreement, upon the terms and subject to the conditions set forth in this Third Amendment, in order to outline a framework for the engagement and payment of consulting firm(s) to assist the Parties with additional remedial investigation, design, feasibility studies and remedial action, as needed, at the Site;

NOW, THEREFORE, for and in consideration of the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which are severally acknowledged, the Parties hereto, intending to be legally bound, hereby agree as follows:

1. The Agreement is hereby amended by striking Paragraph 2.a., as previously amended, and replacing it with new language that reads as follows: "Cost of Work' means the following costs associated with the Work: Joint Contractor fees consistent with scopes and budgets approved under Section 1, DEQ oversight costs and fees associated with pre-closure remedial investigation and remedial action, and all other direct expenses unanimously approved by the Parties. Subject to Paragraph 5 below, the Parties shall pay for the Cost of Work incurred through March 31, 2017 according to the following percentage shares: City shall pay 20%, and OfficeMax and Georgia-Pacific shall together pay 80%. The City shall receive a credit of \$37,245.37 towards its share of the Cost of Work. This credit shall first be applied beginning with the June 21, 2013 invoice from Geoengineers, and then on subsequent invoices for the Cost of Work until the City's credit is exhausted. For any Cost of Work incurred after March 31, 2017, OfficeMax and Georgia-Pacific shall together pay 100%. In lieu of a financial contribution to any Cost of Work incurred after March 31, 2017, the City agrees to be solely responsible for supplying the following materials and services, if required by DEQ as part of the Work: clean fill material, to the extent this material is in the City's possession or available from off-site sources through the exercise of the City's best efforts; site security (including, but not limited to, fencing and signage); access to those areas of the Site that may require remedial investigation or remedial action (including, but not limited to, clearing vegetation to facilitate access); and post-closure care activities such as routine inspections, road maintenance, and cap maintenance. In the event post-closure care includes additional activities, such as post-remedial sampling or monitoring, and/or DEQ oversight costs, the City agrees to be responsible for such activities and costs to the extent the expected annual cost of these additional activities and DEQ oversight does not exceed \$10,000. In the event the

expected annual cost of these additional activities and DEQ oversight exceeds \$10,000, the Parties will address responsibility for such additional costs at that time.”

2. The Agreement is hereby amended by adding a new Paragraph 2.f that reads as follows: “Notwithstanding the provisions set forth in Paragraph 2.b, the Parties agree that the Joint Contractor Environmental Resources Management (“ERM”) shall be retained by and Georgia-Pacific and shall invoice Georgia-Pacific and OfficeMax directly for each parties’ respective share of the Cost of Work performed by ERM.”
3. The Agreement is hereby amended by striking the third sentence of Paragraph 3.b.
4. The Agreement is hereby amended by updating the contacts for OfficeMax listed in Paragraph 18.a to read as follows:

To OfficeMax: OfficeMax Incorporated
 Attention: Jordan S. Wigdor, Senior Director,
 Assistant General Counsel
 Corporate & BSD Compliance
 Office Depot, Inc.
 6600 North Military Trail
 Mail Code: C481B
 Boca Raton, FL 33496
 Telephone: 561-438-0317
 Facsimile: 561-438-1313
 E-mail: jordan.wigdor@officedepot.com

With a copy to: Noelle Wooten
 Kilpatrick Townsend & Stockton LLP
 214 North Tryon Street, Suite 2400
 Charlotte, NC 29202-2381
 Telephone: 704-338-5010
 Facsimile: 704-371-8323
 E-mail: nwooten@kilpatricktownsend.com

5. Except as otherwise expressly provided in this Third Amendment, nothing herein shall be deemed to amend or modify any provision of the Agreement, each of which shall remain in full force and effect. This Third Amendment is not intended to be, nor shall it be construed to create, a novation or accord and satisfaction, and the Agreement as herein modified shall continue in full force and effect.

IN WITNESS WHEREOF, the Parties hereto, intending to be legally bound, have executed this Third Amendment on the dates set forth below.

OFFICEMAX INCORPORATED

By _____

Printed Name _____

Title _____

Date _____

IN WITNESS WHEREOF, the Parties hereto, intending to be legally bound, have executed this Third Amendment on the dates set forth below.

GEORGIA-PACIFIC LLC

By _____

Printed Name _____

Title _____

Date _____

IN WITNESS WHEREOF, the Parties hereto, intending to be legally bound, have executed this Third Amendment on the dates set forth below.

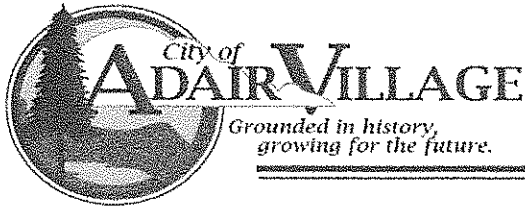
**THE CITY OF ADAIR VILLAGE,
OREGON**

By _____

Printed Name _____

Title _____

Date _____



6030 William R. Carr Ave.
Adair Village, OR 97330
Voice: 541-745-5507
Fax: 541-230-5219

July 6, 2017

Fiscal Policies

This manual is intended to be an overview of the City's various fiscal policies and is distributed to the Mayor, Councilors, and City Administrator. It is not meant to be a detailed authority source. Other resources are available to supplement this material such as the City's employee handbook, Oregon Revised Statutes, Oregon Budget Law, Generally Accepted Accounting Principles, and Governmental Accounting Standards Board (GASB) pronouncements. If the material in the manual does not answer a question, the City Administrator will obtain further guidance from an appropriate source.

The objectives of these Fiscal Policies are as follows:

- To enhance the City Council's decision-making ability by providing timely and accurate information on revenue and operating costs.
- To ensure the legal use of all City funds through efficient systems of financial security and internal control.
- To provide and maintain essential public services, facilities, utilities, infrastructure and capital equipment.

The City's fiscal policies and any changes to them shall be approved by the City Council.

1. Revenue Policy

- A. The City will actively identify and administer funding sources that create a reliable, equitable, and diversified revenue stream to shelter the City from short-term fluctuations in any single revenue source and to maintain levels of service delineated by the Council.
- B. The City will take advantage of every cost-effective revenue-generating authority provided by Oregon Statutes, including but not limited to State Shared Revenues, Transient Room Taxes, Franchise Fees, User Fees, and System Development Charges.
- C. The City will not finance long term revenue shortfalls through borrowing.
- D. One-time revenues will be used for one-time expenditures; i.e. for capital expenditures or one-time programs.
- E. Dedicated revenue streams may only be used for the purpose for which they are being collected.
- F. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency and reserve requirements. These enterprise funds will support all costs, and rates will be reviewed and adjusted as needed to account for major changes in consumption, capital improvements, and cost increases.
- G. The City shall pursue an aggressive policy of collecting delinquent accounts.
- H. System development charges shall be established to fund the costs of improvements to service additional increments to growth, such as street, storm water, water, sewer, transportation, and park facilities. These revenues are legally restricted by a formal plan.
- I. The City shall maintain a current schedule of administrative fees, showing when the fees were last reviewed and/or recalculated. These fees will be set by motion of the City Council.

2. Expenditure Policy

- A. The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area.
- B. All current Public Employee Retirement System (PERS) liabilities shall be funded on an annual basis.
- C. The City will fully fund all vacation liabilities.
- D. Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.
- E. The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision.
- F. The operation of City utilities and streets and city property maintenance must have adequate funds to procure needed supplies and parts. Purchasing guidelines are provided in the City's "Public Contracting Regulations" located in City Ordinance
- G. The City Administrator is responsible to manage department expenditures within budget appropriations. Expenditure invoices or statements require approval by the City Administrator.

- H. The City Administrator, Mayor, and Mayor ProTem are authorized to sign checks. Two signatures are required.
- I. Capital outlay expenses:
 - 1. The City will provide for adequate maintenance of equipment and capital assets and will fund reserves to ensure that monies are available as needed to replace City vehicles, equipment and facilities.
 - 2. The City will determine and use the most appropriate method of financing (debt or equity) for all capital projects and purchases.
 - 3. The City will maintain adequate insurance on all assets.

3. Operating Budgetary Policies

- A. To maintain fund integrity, the City will budget and manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.
- B. The Budget Committee is made up of up to 10 members—five of which are members of the City Council and five of which are appointees from the community at large. Members will serve staggered three year terms.
- C. A Budget Committee will be appointed in conformance with the City Charter and state statutes. The Budget Committee's chief purpose is to review the City Administrator's proposed budget and recommend a budget and maximum tax levy for the City Council to adopt. The Budget Committee may consider and develop recommendations on other financial issues as delegated by the City Council.
- D. The City budget will support City Council goals and priorities and the long-range needs of the community.
- E. The budget, program priorities, project priorities, and service levels will be developed per the policies and procedures set forth by these financial management policies.
- F. Revenues will be estimated by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.
- G. Ongoing expenses should be covered by ongoing revenues.
- H. Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.
- I. While the City budget is a one-year document, a multi-year approach will be used in its development so future implications of current fiscal decisions can be considered.
- J. The City's Capital Improvement Plan will be updated annually and included as part of the City's budgeting process.
- K. Target contingencies for the operating budget will range between five and fifteen percent of operations for each operating fund.
- L. Monthly reports will be compiled comparing the budget to actual expenses.
- M. Budget amendments will be prepared by the City Administrator to ensure compliance with Oregon law.
- N. At a minimum, the unappropriated ending fund balance shall be earmarked. Any funded liabilities unused in the previous year may be used to fund liability first, then operations in the following year.

4. Accounting Policy

- A. The City shall establish and maintain its accounting systems according to Generally Accepted Accounting Principles (GAAP) and Oregon Budget Law. The City will issue an Annual Financial Report (audit report) each fiscal year.
- B. An annual audit shall be performed by an independent certified public accounting firm, which will issue an official opinion on the annual financial statements, and if necessary, issue letters to management and those who govern identifying areas needing improvement.
- C. Full disclosure of the City's financial condition shall be provided in the financial statements and bond representations.
- D. Monthly summary Budget-to-Actual reports as well as detail revenue and expense reports shall be prepared and distributed to the City Council in a timely manner. They will also be made available for public inspection upon request.
- E. Any required adjustments to the annual budget will be made in accord with Oregon Budget Law and will require the approval of the City Council by resolution.
- F. Systems will provide monthly information about cash position and investment performance.

5. Debt Policy

- A. Long-term financing is used only for financing capital improvements, facilities, and equipment. Further, it's used only after considering alternative funding sources such as fund reserves, project revenues, Federal and State grants, and special assessments.
- B. The City shall incur debt in a way that minimizes costs and maximizes credit worthiness, so future borrowing costs are minimized and access to the credit market is preserved.
- C. Capital projects financed through the issuance of bonds will be financed for a period not to exceed the useful life of the assets financed.
- D. Long-term financing will not be used to finance current operating expenditures.
- E. The City may seek the advice of a Financial Advisor when necessary. A Financial Advisor will advise on the structuring of obligations to be issued, inform the City of various options, advise the City how choices will impact the marketability of City obligations, and will provide other services as defined by a contract approved by the City Council. The Financial Advisor will inform the City Manager of significant issues.
- F. The City will follow a policy of full disclosure on every financial report, official statement, and bond prospectus.

6. Fund Balance Designation Policy

- A. In February 2009, the Governmental Accounting Standards Board issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This statement created the hierarchy of fund balance classifications which based primarily on the extent

to which governments are bound by the constraints placed on resources reported in those funds. These classifications are shown below and apply to the City's General, Special Revenue, Capital Projects, and Debt Service funds.

1. **Non-spendable** – Funds which cannot be spent.
 2. **Restricted** – Amounts subject to externally enforceable legal restrictions (imposed by grantors, contributors, governmental regulations, etc.)
 3. **Committed** – Amounts whose use is constrained by limitations that a government imposes upon itself.
 4. **Assigned** – Intended use of resources established by the governing body itself, or by an official or officers to which authority is delegated by the governing body.
 5. **Unassigned** – Available for any purpose. (Reported only in the General Fund.);
- B. Under this statement, Special Revenue Funds must either be classified as restricted or committed. When not specified by legislation or external parties, the City Council will provide direction on the intended use of Special Revenue fund resources by resolution.
- C. The City Administrator has the power to assign fund balances.

7. Investment Policy

- A. City of Adair Village funds will be invested in compliance with the provisions of, but not necessarily limited to all current and future applicable Oregon Statutes. Investments of any tax-exempt borrowing proceeds and any related debt service funds will comply with the arbitrage restrictions in all applicable Internal Revenue Codes.
- B. The investment objectives for the City of Adair Village are:
1. Preservation of capital and the protection of principal.
 2. Maintenance of sufficient liquidity to meet operating requirements.
 3. Avoidance of imprudent credit, market, or speculative risk.
 4. Attainment of a market rate of return throughout all economic and fiscal cycles.
- C. The City will take full advantage of the State of Oregon Local Government Investment Pool (LGIP). The City does not have a separate investment policy, but instead follows State of Oregon Revised Statutes.

8. Fixed Asset Capitalization and Acquisition Policy

- A. Capital assets are valued at their historical cost. In the absence of historical cost information, the asset's acquisition value will be assigned and used. Contributed capital is reported at acquisition value on the date the asset is contributed.
- B. The historical cost of a capital asset includes the following:
1. Cost of the asset
 2. Ancillary charges necessary to place the asset in its intended location (i.e. freight charges).
 3. Ancillary charges necessary to place the asset in its intended condition for use (i.e. installation and site preparation charges).
 4. Capitalized interest.

- C. The City will capitalize all individual assets with a cost over \$5,000 and an estimated useful life of one (1) year or more.
- D. Capitalized assets are depreciated using the straight-line method in the Annual Financial Report. The City maintains a depreciation schedule for the General Fund, Street Fund, and all Proprietary Funds.
- E. The following guidelines are used in setting estimated lives for asset reporting:
 - Infrastructure 20 – 50 years
 - Buildings 30 – 50 years
 - Equipment 7 – 10 years
- F. Capital construction projects include new facilities, remodeling or enlargement of existing facilities, expansion or capacity improvements to utility systems and major system improvements. Maintenance projects, such as the overlay of a street, painting a building or replacing a broken pipe, are not considered capital improvements and would be expensed as repair and maintenance.
- G. Special funds dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.
- H. The City will maintain a five-year Capital Improvement Plan (CIP) as a financial planning tool to prioritize outlay for capital projects and purchases with limited resources.
- I. Future operating costs associated with new capital improvements will be projected and included in the operating budget.

9. External Auditor Policy

- A. The City will not enter into more than two (2) consecutive five-year contracts with the same auditor without issuing an RFP. However, if the current auditor's price is competitive and s(he) is most qualified, the City can enter into additional five-year contracts. Audit contracts shall be structured so that each subsequent year's contract is contingent upon the successful completion of the current year's audit.
- B. The auditor's examination will be made in accordance with generally accepted auditing standards. The audit will be undertaken in order to evaluate the City's financial statements and determine if the City has complied with appropriate legal provisions.

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

In the Matter of Accepting the Transfer)
of Jurisdiction of the Following Benton County)
Road to the City of Adair)
Village, Benton County, Oregon:)
NE Arnold Avenue)

RESOLUTION NO. 2017 -- #5

WHEREAS, NE Arnold Avenue is in Benton County and is located within the City of Adair Village city limits; and

WHEREAS, said street has been improved to a level acceptable to the City of Adair Village; and

WHEREAS, the City of Adair Village indicated interest in pursuing the transfer of jurisdiction over said street within the City of Adair Village; and

WHEREAS, the Benton County Board of Commissioners has by Order No. D2017-048, initiated the transfer of said streets; and

WHEREAS, the City of Adair Village wishes to accept the jurisdiction for said street.

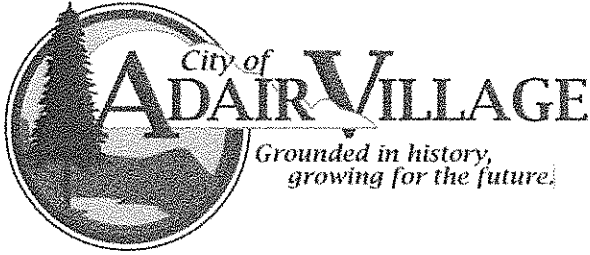
NOW, THEREFORE, BE IT RESOLVED that the City of Adair Village City Council hereby accepts jurisdiction for said street.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage by the City Council and approval by the Mayor.

DATED: This 11th day of July, 2017.

Mayor

City Administrator



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

In the Matter of Adjusting Wastewater Rates)

RESOLUTION 2017 -- #6

WHEREAS, the City of Adair Village established, adopted, and codified a Sewer Code via Ordinance 90-03; and

WHEREAS, the City introduced an addition to the Sewer Code establishing sewer user charges via Ordinance 90-04; and

WHEREAS, these Ordinances allow the City Council to periodically review the charges and to make any changes via resolution; and

WHEREAS, wastewater rates should reflect the Consumer Price Index (CPI),

IT IS HEREBY RESOLVED that the rates, charges, and fees associated with the City of Adair Village wastewater system are as follows:

Section 1. Residential wastewater rates for the 2017-18 fiscal year shall be raised by \$3.50 Rates are presented below.

Date	Present	July 1, 2017
Wastewater Rate	\$ 48.87	\$ 52.39

Section 2. The initial charges shall go into effect for the billing period for the month of July 2017. Initial readings for July 2017 billing take place on July 20th through 22nd and are billed to customers at the end of July.

DATED: This 11th day of July, 2017.

Mayor

City Administrator