

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
\*\*\*\*Tuesday, February 7, 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 – January 3, 2017 (Attachment A)
- b. Bills List through January 31, 2016 (Attachment B) – \$69,717.10

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

**4. STAFF REPORTS:**

- a) Community Service Officer (Attachment C) Ken Real
- 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 January 31, 2016 (Attachment G) Pat Hare

**5. OLD BUSINESS:**

- a) Adair Village Web Site Matt Harrington  
**Action:** Discussion
- b) Barracks Buildings (Staff Report) Attachment H Pat Hare  
**Action:** Discussion

**6. NEW BUSINESS:**

- a) Appoint Budget Officer and Budget Timeline (Attachment I) Pat Hare  
**Action:** Decision

**7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**

- a) Update of Nuisance Code 17 #1 (Attachment J) Pat Hare  
**Action:** Second Reading/Vote
- b) Adopting Emergency Preparedness 17 #2 (Attachment K) Pat Hare  
**Action:** Second Reading/Vote

**8. COUNCIL and MAYOR COMMENTS:**

**9. ADJOURNMENT:**

Next meetings -

City Council–Tuesday, March 7, 2017 6:00 PM  
Planning Commission- Monday, February 27, 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](mailto: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, January 3, 2017 – 6:00 PM\*\*\*\***

Agenda Item	Action
<p><b>1. Roll Call:</b> City Council Members present: Councilors Real, Andrews, King, and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor Canfield arrived at 6:15 PM.</p>	<p>Mayor Currier called the meeting to order at 6:05 PM and led the flag salute.</p>
<p><b>2. Attachment D – Public Works</b> (Agenda Item 4b). CA Hare presented the report for December.</p>	<p>Council received the report.</p>
<p><b>3. Attachment E – City Administrator Report</b> (Agenda Item 4c). CA Hare presented the report for December.</p> <p>Administration</p> <ul style="list-style-type: none"> <li>• Audits – The City has started preparing for the auditors who will be here the week of January 17.</li> <li>• Finance Policies – Debbie has been working on cleaning up the financial policies so they can be brought to the council for approval.</li> <li>• Recreation Program – Staff will be meeting this month with anyone who wants to help with the Founders Day celebration.</li> <li>• Website – The City of Albany has completed most of the work on the website. Albany is going to be sending a link for the council to review this month.</li> </ul> <p>Property/Businesses</p> <ul style="list-style-type: none"> <li>• AVIS – CA Hare talked with Boise and GP last month and we are getting closer to submitting a cleanup plan to DEQ.</li> <li>• Four Spirits Distillery – Dawson has been working on their new facility in Corvallis, but they have informed the City that they may keep their location in Adair Village as well.</li> </ul> <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> <li>• Water Tanks – The liner has been installed and the valves have all be replaced. The City will be going live with Hospital Hill within the next couple of weeks.</li> <li>• Wastewater/Leachate – The City has submitted the updated facilities plan to DEQ and Republic Services.</li> </ul> <p>Planning/Permits</p> <ul style="list-style-type: none"> <li>• Tim Cornelius – Tim is moving forward on preparing an application for a UGB expansion off of Hibiscus.</li> <li>• Barracks – CA Hare would like to ask the council if they think it would be worth having our engineering firm work on grant funding for this project?</li> <li>• Benton County Property – The application has been submitted and received. We are now waiting on the County to send in a formal letter requesting the transfer.</li> </ul>	<p>Council received the report.</p>

<p><b>4. Oath of Office</b> (Agenda Items 6a and 6b). Councilor Andrews administered the Oath of Office to Mayor Currier and Councilors Real and Canfield.</p>	<p>Oaths Administered.</p>
<p><b>5. Consent Calendar</b> (Agenda Item 2). Minutes of December 6, 2016 City Council Meeting. Bills List through December 31, 2016, (\$39,961.14 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Canfield seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>6. Public Comment</b> (Agenda Item 3). None.</p>	
<p><b>7. Mayor Pro-Tem Nominations</b> (No Agenda Item). Councilor Canfield nominated Councilor King as Mayor Pro Tem.</p>	<p>Councilor Andrews moved to vote for the Mayor Pro Tem by affirmation. Councilor Real seconded. Mayor Currier asked all those in favor of appointing Councilor King as Mayor Pro Tem by affirmation please say I.  <b>Unanimous Approval (4-0).</b></p>
<p><b>8. 2017 Easter Egg Hunt at Adair County Park</b> (Agenda Item 5a). Ken Imamura representing the Corvallis Kiwanis Sunrisers provided the Council with a pamphlet and presented information about the Adair Easter Egg Hunt.</p>	<p>Councilor King moved to approve the request of \$250.00 to Kiwanis for the Easter Egg Hunt. Councilor Real seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>9. Jim Jones, Farm Foods, Proposal for Purchasing the Store and Restaurant</b> (Agenda Item 6c). Jim Jones of Farm Foods spoke to the council and answered questions regarding his proposal to purchase the building where his restaurant, Farm Roods, and the Adair Village Market are currently operating.</p>	
<p><b>10. Attachment C – Community Services Officer</b> (Agenda Item 4a). CSO Ken Real presented the report for December.</p> <ul style="list-style-type: none"> <li>• Total hours worked – 105.5.</li> <li>• 4 old cases, 15 new cases, 15 closed.</li> </ul>	<p>Council received the report.</p>
<p><b>11. Executive Session.</b> The Adair City Council met in Executive Session under Oregon Revised Statutes 192.660 ( 2 )- “(a) To conduct deliberations with persons designated by the governing body to negotiate real property transactions”. “(f) To consider information or records that are exempt by law from public inspection.” City Attorney Sean Kidd and Property Manager Candice Dinnis were present for the Executive Session.</p>	<p>Mayor Currier opened the Executive Session at 7:10 PM. Mayor Currier closed the Executive Session at 7:52 PM.</p>
<p><b>12. Action from Executive Session.</b> Mayor Currier announced that no decisions were made in Executive Session.</p>	

<p><b>13. Attachment F – Sheriff’s Report</b> (Agenda Item 4d). CA Hare presented the report for December.</p>	<p>Council received the report.</p>
<p><b>14. Attachment G – Financial Report</b> (Agenda Item 4e). CA Hare presented the report. Income through December 29, 2016 is \$1,640,567.11 and expenses are \$1,244,438.87. The balance in the Local Government Investment Pool is approximately \$896,827.28, last year the balance was \$504,937.50.</p>	<p>Council received the report.</p>
<p><b>15. Attachment I – Resolution 2017 - #1 – Adjusting Wastewater Rates</b> (Agenda Item 7a). This Resolution raises the residential wastewater rates by \$.63 beginning with the billing period for the month of January 2017.</p>	<p>Councilor King moved to approve Resolution 2017- #1 with corrections to the dates. Councilor Real seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>16. Attachment J – Ordinance No. 2017 – 1 – Ordinance Amending Chapter 42 – Public Nuisance and abatement for vegetation related nuisances</b> (Agenda Item 7b). Councilor Canfield read Ordinance No. 2017 – 1 in its entirety.</p>	<p>Councilor King moved to approve the first reading of Ordinance 2017 - 1 in its entirety. Councilor Andrews seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>17. Attachment K – Ordinance No. 2017 – 2 – Ordinance Establishing the City of Adair Village Municipal Code Chapter 45 Emergency Management</b> (Agenda Item 7c). Councilor Real read Ordinance No. 2017 – 2 in its entirety.</p>	<p>Councilor Canfield moved to approve the first reading of Ordinance 2017 – 2 in its entirety. Councilor King seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>18. Public Comment</b> Phil Harkins, 3113 NE Willamette. Asked about the status of ServPro. Expressed his concerns over rate increases due to a reduction in his retirement. Also expressed his concerns over the possibility of snow.</p>	
<p><b>19. Council and Mayor Comments</b> (Agenda Item 8):</p> <ul style="list-style-type: none"> <li>• Mayor Currier – None.</li> <li>• Councilor Real – None.</li> <li>• Councilor Andrews – None.</li> <li>• Councilor King – None.</li> <li>• Councilor Canfield – None.</li> </ul>	
<p><b>20. Adjournment:</b> Next meeting- Council meeting on Tuesday, February 7, 2017 at 6:00 PM.</p>	<p><b>Mayor adjourned the meeting at 8:50 PM.</b></p>

\_\_\_\_\_  
Mayor’s Approval

\_\_\_\_\_  
Date

2:21 PM  
01/03/17

City of Adair Village  
**Unpaid Bills Detail**  
As of January 3, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Civil West Engineering Services, Inc		21514			
Bill	1/3/2017	Dece...	1/13/2017		14,047.00
Total Civil West Engineering Services, Inc					14,047.00
Edge Analytical Laboratories		21515			
Bill	1/3/17 12/29/2016	Ref #...	1/8/2017		29.70
Bill	1/3/2017	Ref #...	1/13/2017		37.80
Total Edge Analytical Laboratories					67.50
KNR Solutions		21516			
Bill	1/3/17 12/29/2016	Dece...	1/8/2017		2,000.00
Total KNR Solutions					2,000.00
NW Natural		21517			
Bill	1/3/2017	11/28...	1/13/2017		285.88
Total NW Natural					285.88
William & Mildred Scharlau		21518			
Bill	1/3/2017	Utilitie...	1/13/2017		86.08
Total William & Mildred Scharlau					86.08
TOTAL					16,486.46

16,486.46  
A 1/3/17

9:18 AM  
01/12/17

City of Adair Village  
**Unpaid Bills Detail**  
As of January 12, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc Bill	1/11/2017	21530 Invoice...	1/21/2017		60.60
Total American Business Software, Inc					60.60
Auto Zone Bill	1/11/2017	21537 Invoice...	1/21/2017		35.44
Total Auto Zone					35.44
Bank of America Bill	1/11/2017	21521 Dece...	1/21/2017		1,720.66
Total Bank of America					1,720.66
Benton County Sheriff Bill	1/11/2017	21522 1/5/2...	1/21/2017		7,125.75
Total Benton County Sheriff					7,125.75
Century Link Bill	1/5/2017	21523 12/25...	1/15/2017		55.23
Total Century Link					55.23
Coffin Butte LF Bill	1/11/2017	21524 Inv #4...	1/21/2017		1,257.61
Total Coffin Butte LF					1,257.61
Cornerstone Janitorial Bill	1/11/2017	21525 Invoice...	1/21/2017		232.50
Total Cornerstone Janitorial					232.50
Delapoer Kidd Attorneys at Law Bill	1/5/2017	21526 Invoice...	1/15/2017		323.75
Total Delapoer Kidd Attorneys at Law					323.75
Edge Analytical Laboratories Bill	1/11/2017	21527 16-31...	1/21/2017		394.20
Total Edge Analytical Laboratories					394.20
One Call Concepts Bill	1/11/2017	21528 Refer...	2/10/2017		6.30
Total One Call Concepts					6.30
Oregon Mayors Association Bill	1/11/2017	21529 2017 ...	1/21/2017		67.00
Total Oregon Mayors Association					67.00
Republic Services #452 Bill	1/11/2017	21530 12/31...	1/21/2017		63.46
Total Republic Services #452					63.46
Ricoh USA Inc Bill	1/11/2017	21530 Invoice...	1/21/2017		81.30
Total Ricoh USA Inc					81.30
SAIF Corporation Bill	1/11/2017	21532 Invoice...	1/21/2017		855.92
Total SAIF Corporation					855.92
Security Alarm Corp. Bill	1/11/2017	21533 Invoice...	1/21/2017		311.00
Total Security Alarm Corp.					311.00
Simply Payroll Bill	1/11/2017	21534 Invoice...	1/21/2017		94.55
Total Simply Payroll					94.55

9:18 AM  
01/12/17

City of Adair Village  
**Unpaid Bills Detail**  
As of January 12, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
Smith-Wagar Consulting Bill	1/11/2017	21536 Invoic...	1/21/2017		2,175.00
Total Smith-Wagar Consulting					2,175.00
<b>TOTAL</b>					<b>14,860.27</b>

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*[Handwritten date: 1/12/17]*



8:04 AM  
01/26/17

City of Adair Village  
**Unpaid Bills Detail**  
As of January 26, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Architectural Associates					
Bill	1/19/2017	Dece...	1/29/2017		642.45
Total Architectural Associates					642.45
AT&T Mobility					
Bill	1/19/2017	2870...	1/29/2017		49.39
Total AT&T Mobility					49.39
Benton County, Oregon					
Bill	1/19/2017	Invoic...	1/29/2017		10,368.00
Total Benton County, Oregon					10,368.00
Best Pots Inc					
Bill	1/25/2017	Invoic...	2/4/2017		77.28
Total Best Pots Inc					77.28
Cascade Columbia Distribution					
Bill	1/12/2017	Invoic...	3/13/2017		2,301.75
Total Cascade Columbia Distribution					2,301.75
Century Link					
Bill	1/25/2017	Janua...	2/4/2017		151.50
Total Century Link					151.50
CIS TRUST					
Bill	1/19/2017	Febru...	1/29/2017		4,896.43
Bill	1/19/2017	Late ...	1/29/2017		25.00
Total CIS TRUST					4,921.43
City of Corvallis					
Bill	1/25/2017	Invoic...	2/24/2017		187.49
Total City of Corvallis					187.49
Comcast					
Bill	1/19/2017	1/18-...	1/29/2017		82.85
Total Comcast					82.85
Consumers Power Inc.					
Bill	1/25/2017	12/12...	2/4/2017		3,725.44
Total Consumers Power Inc.					3,725.44
Edge Analytical Laboratories					
Bill	1/19/2017	Refer...	1/29/2017		190.80
Total Edge Analytical Laboratories					190.80
HealthEquity					
Bill	1/25/2017	Janua...	2/4/2017		6,750.00
Total HealthEquity					6,750.00
Pacific Power/PacificCorp					
Bill	1/12/2017	12/11...	1/22/2017	4	3,084.47
Total Pacific Power/PacificCorp					3,084.47
Staples Credit Plan					
Bill	1/19/2017	12/10...	1/29/2017		56.12
Total Staples Credit Plan					56.12
State of Oregon Water Resources Dept.					
Bill	1/25/2017	Invoic...	2/4/2017		85.00
Total State of Oregon Water Resources Dept.					85.00
Todd McCann					
Bill	1/12/2017	12/19...	1/22/2017	4	581.64
Total Todd McCann					581.64



8:04 AM  
01/26/17

City of Adair Village  
**Unpaid Bills Detail**  
As of January 26, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
USA Blue Book Bill	21554 26 1/25/2017	Invoice...	2/4/2017		180.77
Total USA Blue Book					180.77
Verizon Bill	21555 1/19/2017	Inv #9...	1/29/2017		224.49
Total Verizon	26				224.49
Wendie Lindsey Bill	21556 1/12/2017	12/19...	1/22/2017	4	387.00
Total Wendie Lindsey	26				387.00
TOTAL					34,047.87


*EA*  
*1/26/17*

12:11 PM  
01/26/17

City of Adair Village  
**Unpaid Bills Detail**  
As of January 26, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
Benton County Public Works		21557			
Bill	4/20/2016	Invoic...	4/30/2016	271	4,322.50
Total Benton County Public Works					4,322.50
TOTAL					4,322.50

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1/26/17

	<b>KNR Solutions</b>
<b>End of Month</b>	<b>01/01/17 through 01/31/17</b>

CSO	Ken Real
Hours Worked:	116 hours
Complaint Total:	<b>Monthly Case Load 20</b> Citizen Complaints 5 Grass Warnings 0              Self-Initiated 16 <b>Total Calls 37</b>
Cases	4 old cases, 16 new cases, 15 closed

Case	Date Initiated	Location	Violation
285- AV10212016	10/21/16 11/05/16 11/20/16	<b>Open/Working</b> 7220 NE Arnold (Santiam Christen) Over grown weeds, grass and vegetation at old Laborer School area. Letter sent, contact with Superintendent, contact with contracted party for cleanup, work in progress approximately 90 percent done	Weeds/Veg/Grass 40.420
305- AV12012016	12/01/16 12/07/16	Closed 182 azalea washer on front porch, covered with wrapping paper for yard display, citation issued washer moved by owner	Prohibited Property 40.474
315- AV12122016	12/12/16 12/21/16	Closed 5224 Laurel trash and indoor items outside house. Owner contacted abatement letter will be sent 01/01/17 items cleaned up by owner	Prohibited Property 40.474
316- AV12272016	12/27/16	Closed 5224 Laurel dogs at large, no license, aggressive, citation issued to BCSO <b>citation issued court 03/03/17 city declared dog aggressive level II</b>	Animal Complaint
001- AV01022017	01/02/17	Closed 188 Azalea boxes on front porch moved by residents	Prohibited Property 40.474

002- AV01112017	01/11/17 01/12/17	Closed 8800 Barberrry vehicle on street with expired plates. Moved by owner	Prohibited Parking 43.220
003- AV01112017	01/11/17 01/14/17	Closed 8258 Hyacinth basketball stand blocking sidewalk	Prohibited Property 40.474
004- AV01112017	01/11/17 01/13/17	Closed 6300 Block William R Carr vehicle on street with expired plates. Moved by owner	Prohibited Parking 43.220
005- AV01132017	01/13/17 01/15/17	Closed 111 NW Columbia duck maintained at residence	Livestock Violation
006- AV01182017	01/18/17 01/21/17	Closed 5224 NW Laurel washer and dryer left on street curb	Prohibited Property 40.474
007- AV01192017	01/17/17 01/21/17	Closed Found property turned in to city hall, returned to owner	Found Property
008- AV01172017	01/17/17 01/19/21	Closed 216 Azalea boxes and crates on front porch	Prohibited Property 40.474
009- AV0117/17	01/17/17 01/18/17	Closed 5200 block Laurel unlicensed vehicle on city street, moved by owner	Prohibited Parking 43.220
010- AV01192017	01/19/17 01/20/17	Closed 9101 Newton parking on unapproved pad, paperwork and permitting processed given, resident moved vehicle	Prohibited Parking 43.220
011- AV01222017	01/22/17 01/23/17	Closed 200 Block Azalea vehicle parked on street with expired plates, moved by owner	Prohibited Parking 43.220
012- AV01222017	01/22/17 01/22/17	Closed 200 Block Azalea vehicle repairs being performed on street. Moved by owner	Prohibited Parking 43.220
013- AV01232017	01/23/17	Closed agency assist to BCSO found property on frontage road.	Agency Assist
014- AV01232017	01/23/17 01/24/17	Vehicle repair/abandoned preformed at store parking lot, towed by city	Prohibited Parking 43.220
015- AV01312017	01/31/17	<b>Open</b> 248 Azalea boat parked on grass	Trailer RV Parking 43.235
016- AV01312017	01/31/17	<b>Open</b> 6045 #1 storage pod on front drive viewable from street	Prohibited Property 40.474

**Oct 2016**

**Parking Report Total 8**

Wrong Way Parking 4

On yellow curb 1

Prohibited Parking 3

**Animal Control Total 3**

Noise 0

Animal at large 2

Livestock Violations 1

**Citizen Assist Total 19**

Trash Container 11

Information/Paperwork Provided 5

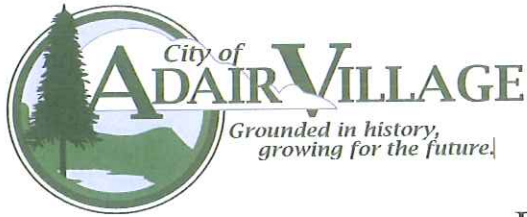
Yard/property work assist elderly/disable 3

Vacation assist/ 0

**Animal Control:** Citation issued for dogs at large (\$500) Letter of notification declaring aggressive dogs level II (X2)

**Parking/Traffic:** One abandoned vehicle towed from store side parking, new signs put up for restaurant and store parking lot, 72 hours signs posted at WWII barracks.

**Emergency Management** Meeting to discuss emergency management plan and ensure compatibly with Benton county plan.



PUBLIC WORKS  
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 12/20/2016 TO 1/20/2017

**WATER USE / DISTRIBUTION REPORT**

**WATER USE REPORT**

Water Produced: 6.6 Million Gallons

Average Usage per Day: 212,000 Gallons

Water Loss:

**WATER DISTRIBUTION REPORT**

Maintenance Activity: Water production has increased slightly PRC has been using the stand pipe more this winter to wash roads due to their construction project at the dump. One leak was discovered and fixed on Daphne Court.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, Fourth quarter samples came back and all were very good. First quarter sampling for 2017 has begun.

**WASTEWATER TREATMENT REPORT**

Flows in the plant remain high with the very wet winter we are having. The removal of solids from the plant is nearly complete.

Total Monthly Influent: 6.8 Million Gallons

Discharged: Winter discharge to the river continues sampling as per our DEQ permit increases and all samples have come back good.



## **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. Plans for curb painting and street markings has begun.

## **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. Staff continues to keep up with falling leaves at both locations.

## **WATER TREATMENT PLANT**

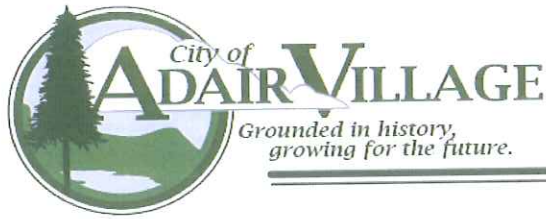
Maintenance Activity: Turbidity remains high with the raw water coming into the plant. Staff continues to monitor and maintain plant finish water samples are good. We had several problems with the extreme cold this winter at the plant but staff repaired all problems and there was no disruption with the production of water.

## **WASTEWATER TREATMENT PLANT**

Maintenance Activity: Staff have almost finished the removal of stored solids at the treatment plant. Staff continues to stay up with maintenance and sampling at the treatment plant.

Completed by Matt Lydon, Public Works Supervisor





## CITY ADMINISTRATOR'S REPORT February 7, 2017 Council Meeting

### Administration

- **Audits** – We completed all of the in-house work and are working on finishing up 2015. While the Auditors were here we also provided documentation for 2016. The process went smooth and the Auditors were great. We expect to be done with 2015 this month and 2016 in March.
- **Finance Policies** – Debbie and I have been working on completing the policies and hope to bring them to council in March or April.
- **Recreation Program** – We had a Founders Day meeting that went very well. This year we will be coordinating with the Model Railroaders, ALH, Benton County, and local businesses. The planning group will also be adding live music, another bounce house and more.

### Property/Businesses

- **AVIS** – GP and Boise are working on a request for proposal to complete the last stages of the mitigation plan and to submit to DEQ. The City will need to look at the budget this year to add monies for the partnership agreement we have with Boise and GP.
- **Sweet Taste Bakery** – Linda informed me that she is no longer running the other shop in Albany. Linda is just going to be focusing her time in Adair Village.

### Major Projects/Engineering

- **Water Tanks** – The concrete foundations are complete and they are starting to erect the tanks. Engineering America is still planning on going live with the tanks at the end of March.
- **Wastewater/Leachate** – Republic Services is reviewing the facilities plan and they are going to start the negotiation process by developing an agreement to work off of.

### Planning/Permits

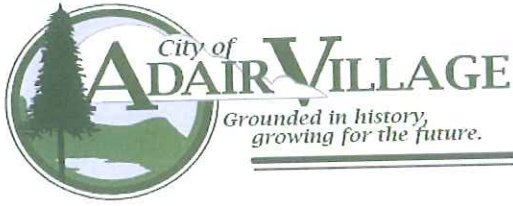
- **Tim Cornelius** – Tim is hoping to have his application in to the City by April
- **Residential Development** – Santiam Christian has informed me that they are no longer in negotiations with Horton. They are looking at having their property listed by a commercial broker. They also told me they were interested in selling half of the Labor school. Randy Meyers from brownstone home told me that they are not moving forward with phase one development this year.
- **Benton County Property** – The County submitted the official letter stating the transfer of land to the Federal Government last week. I hope to hear from the Feds this month.

**ADAIR VILLAGE PATROL**  
December 25, 2016 - January 25, 2017

**Benton County Sheriff's Office - Adair Patrol Activity Log**

Date	Case #	Total Time	*Shift	Deputy	Contacts	Traffic			Arrests		Ord. Vjol.	Other
						Warn	Cite	Cite	Cite	Cust		
26	5251	1.0	Day	424	1	1	0	0	0	0	0	Deputy responded to Adair park for dirt bikes in the grass. Deputy never found them once on scene. 1 stop with warning.
27	5264	1.0	Day	424	2	0	0	0	0	0	0	Deputy responded to a Burglary at 6045 William R Carr and assisted a stranded motorist.
28	5273	10.0	Day	437	10	0	0	0	0	0	0	On Wednesday and Thursday. Our office trained at the building behind the fire station for an Active School Shooter Call.
1	6	1.0	Day	436	8	6	0	0	0	0	0	Deputy stopped and spoke with local citizens while on duty and stopped two cars with warnings.
2	14	1.5	Grave	444	1	1	0	0	0	0	0	One traffic stop for lighting violation, issued warning.
2	18	2.0	Day	418	4	3	1	0	1	0	0	Deputy issued one traffic ticket, issued 3 warnings and arrest one person on a warrant.
30	5281	1.0	Grave	428	0	0	0	0	0	0	0	12:45 AM to 1:45 AM with no activity.
3	40	1.0	Day	424	2	2	0	0	0	0	0	Deputy stopped 2 cars and issued 2 warnings for minor traffic offenses.
4	54	2.0	Swing	440	3	3	0	0	0	0	0	Deputy patrolled city streets and parks with no activity.
4	55	3.0	Grave	445	3	3	0	0	0	0	0	Stopped 3 cars with 3 warnings.
4	58	1.0	Day	429	0	0	0	0	0	0	0	Drove city streets making sure everyone was playing safe in the snow.
5	73	2.5	Day	437	4	2	2	0	0	0	0	Sgt. issued two speeding citations and issued some warnings
5	75	1.0	Swing	419	2	1	0	0	0	0	0	Deputy stopped and spoke with a citizen and stopped one car.
5	76	1.0	Swing	441	2	2	0	0	0	0	0	2 citizen contacts and 2 traffic stops with warnings.
8	102	0.5	Day	448	0	0	0	0	0	0	0	No activity reported.
9	113	3.0	Grave	417	1	0	0	0	0	0	0	2:00 am till 5:00 am. No activity. Deputy located a dog wandering in the street and found its owner.
4	56	1.5	Grave	443	0	0	0	0	0	0	0	Deputy sat in Adair and completed reports 4:50 AM to 6:20 AM without any activity.
9	120	0.5	Day	448	1	0	0	0	0	0	0	Assisted Adair Code Enforcement with a dog issue along with another Deputy.
9	121	1.0	Day	424	4	0	0	0	0	0	0	Deputy went to 4224 Laurel Drive to assist Adair Code Enforcement Officer Ken Real.
9	128	1.0	Swing	440	0	0	0	0	0	0	0	Deputy worked traffic without any stops.
10	139	1.0	Grave	444	0	0	0	0	0	0	0	Worked traffic at 99W and Arnold with no speeders
11	141	1.0	Grave	443	0	0	0	0	0	0	0	4:30 am to 5:30 am. No activity
11	142	1.5	Grave	445	0	0	0	0	0	0	0	Deputy patrolled city streets and Highway 99W while it was snowing hard and traffic was not travelling over 20 MPH.
11	144	1.5	Day	437	2	1	1	0	0	0	0	One traffic stop with a citation and one with a verbal warning.
12	158	1.0	Grave	428	0	0	0	0	0	0	0	No activity reported by the Sergeant who drove city streets.
13	172	1.0	Day	448	0	0	0	0	0	0	0	10:20 am till 11:20 am with no activity or traffic stops
14	184	2.5	Grave	428	2	0	1	0	1	0	0	Sergeant arrested a drunk driver on Laurel near Willamette. All cites into Circuit Court.
15	199	1.0	Grave	444	1	1	0	0	0	0	0	One stop with a verbal warning issued.
15	219	1.5	Day	436	0	0	0	0	0	0	0	No activity
16	218	1.0	Day	438	1	0	0	0	0	0	0	Deputy stopped and spoke with one citizen.
16	227	0.5	Swing	416	2	0	0	0	0	0	0	Deputy Seirup responded with another Deputy to check on a possible suicidal juvenile. BCSO CASE #2017B00226
17	235	1.0	Day	438	0	0	0	0	0	0	0	No activity per Deputy Lundy.
15	204	1.5	Day	437	3	3	0	0	0	0	0	Sergeant ran traffic and gave three verbal warnings.
16	220	0.5	Day	448	0	0	0	0	0	0	0	Deputy drove city streets looking for criminal activity with none found
16	228	1.5	Swing	440	2	0	0	0	0	0	0	Female juvenile was transported to Good Sam after making suicidal statements
18	241	1.0	Day	438	3	0	0	0	0	0	0	Deputy went to an alarm and also spoke with 3 citizens.
18	248	1.0	Swing	416	4	3	0	0	0	0	0	Responded to criminal mischief at the high school and issued 3 warnings for lighting issues.
18	249	3.0	Swing	440	1	0	0	0	0	0	0	Stopped and spoke with local home owner, otherwise all quiet
19	264	1.0	Swing	427	3	2	0	0	0	0	0	Sergeant found a car on Barberry with an open door. Contacted owner who said he forgot to shut it. Worked HWY 99 traffic
19	258	1.5	Day	439	1	0	0	0	0	0	0	One business check, but no other activity.
19	263	1.0	Swing	441	0	0	0	0	0	0	0	All quiet no traffic.
20	265	1.5	Grave	434	0	0	0	0	0	0	0	Quiet at 1:50am to 2:50am
20	274	0.5	Day	448	15	0	0	0	0	0	0	Deputy hung out at Santiam school and spoke with several kids.





**STAFF REPORT**  
**Attachment G – Financial Reports**  
 February 7, 2017 Council Meeting

Totals - Income shown through January 31, 2017 is \$1,703,520.84 (34.76% of budget) and Expenses are \$1,358,759.59 (27.78% of budget), which shows a Net Income of \$344,761.25 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	\$202,747.91	50.59 %
• Materials & Services	\$1,072,402.73	32.17 %
• Capital Outlay	\$0	0 %
• Debt Service	\$73,608.95	76.4%

1. 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	\$216,952.00	\$158,712.25	+\$60,239.75
• Storm Drain	\$9,888.58	\$20,274.65	-\$10,394.07
• Streets	\$22,356.84	\$32,966.68	-\$10,609.84
• Wastewater	\$168,756.77	\$162,759.82	+\$5,996.95
• Water	\$1,285,574.65	\$998,128.72	+\$299,445.93
• <b>TOTAL</b>	<b>\$1,703,520.84</b>	<b>\$1,358,759.59</b>	<b>+\$344,761.25</b>

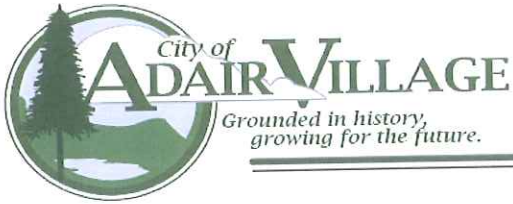
We have approximately **\$876,833.19** in the Local Government Investment Pool (LGIP). Last month we had **\$896,827.28**. Last year we had **\$512,049.54**.

	TOTAL				Total General Fund			
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
4001 - Property Taxes--Current	105,010.61	105,000.00	10.61	100.01%	105,010.61	105,000.00	10.61	100.01%
4002 - Property Taxes - Prior Year	1,296.22	1,600.00	-303.78	81.01%	1,296.22	1,600.00	-303.78	81.01%
Total 4010 - Government Sources	1,068,955.72	2,925,953.00	-1,856,957.28	35.54%	15,920.88	33,953.00	-18,032.12	48.89%
Total 4020 - Rental Income	41,896.01	77,050.00	-35,153.99	54.38%	41,896.01	77,050.00	-35,153.99	54.38%
Total 4030 - Fees	457,268.00	810,275.00	-353,007.00	56.43%	24,858.16	7,400.00	17,458.16	335.92%
Total 4050 - Other Income	25,381.47	161,900.00	-136,518.53	15.68%	24,297.31	54,500.00	-30,202.69	44.58%
4060 - Interest	3,672.81	3,200.00	472.81	114.78%	3,672.81	3,200.00	472.81	114.78%
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	1,703,520.84	4,900,635.00	-3,197,114.16	34.76%	216,952.00	392,703.00	-175,751.00	55.25%
	1,703,520.84	4,900,635.00	-3,197,114.16	34.76%	216,952.00	392,703.00	-175,751.00	55.25%
<b>Expense</b>								
5000 - Personal Services	44,064.00	75,500.00	-31,436.00	58.36%	15,120.80	26,425.00	-11,304.20	57.22%
5010 - City Administrator	19,455.34	33,203.00	-13,747.66	58.6%	4,166.09	6,641.00	-2,474.91	62.73%
5016 - Utility/Court Clerk	6,895.60	12,046.00	-5,150.40	57.24%	1,037.45	1,807.00	-769.55	57.41%
5018 - Finance Clerk	4,193.81	11,364.00	-7,170.19	36.9%	4,205.69	11,364.00	-7,158.31	37.01%
5025 - Summer Program Coordinator	30,136.84	51,797.00	-21,660.16	58.18%	-6.27			
5050 - Public Works Supervisor	2,500.00	0.00	2,500.00	100.0%	760.00			
5052 - Utility Worker III	17,316.90	29,514.00	-12,197.10	58.68%	1,648.88			
5054 - Utility Worker II	18.08	25,101.00	-25,082.92	0.07%	18.08	7,530.00	-7,511.92	0.24%
5055 - Utility Worker I	560.00	0.00	560.00	100.0%	560.00			
5064 - Intern	45,565.39	88,714.00	-43,148.61	52.55%	6,379.16	14,741.00	-8,361.84	43.28%
5081 - Employee Health Ins Benefits	19,379.98	42,077.00	-22,697.02	46.06%	4,457.36	9,485.00	-5,027.64	46.99%
5082 - Retirement Benefits	12,560.07	33,480.00	-20,919.93	37.56%	2,901.55	7,547.00	-4,645.45	38.45%
5085 - Employment Taxes	-20.00	0.00	20.00	100.0%	0.00			
5000 - Personal Services - Other	202,747.91	400,796.00	-198,048.09	50.59%	41,266.79	85,540.00	-44,273.21	48.25%
Total 5000 - Personal Services	1,072,402.73	3,333,953.00	-2,261,550.27	32.17%	105,443.46	208,453.00	-103,009.54	50.58%
Total 5100 - Material & Services	0.00	70,400.00	-70,400.00	0.0%	0.00			
Total 5300 - Capital Outlay	73,608.95	96,348.00	-22,739.05	76.4%	0.00			
Total 5400 - Debt Service	10,000.00	73,842.00	-63,842.00	13.54%	10,000.00	45,355.00	-35,355.00	22.05%
Total 5600 - Fund Reserve	0.00	124,326.00	-124,326.00	0.0%	0.00	20,000.00	-20,000.00	0.0%
5700 - Contingency	0.00	790,976.00	-790,976.00	0.0%	0.00	33,355.00	-33,355.00	0.0%
7777 - Unappropriated Fund Balance	1,356,759.59	4,890,635.00	-3,533,875.41	27.78%	156,712.25	392,703.00	-235,990.75	39.91%
Total Expense	344,751.25	10,000.00	334,751.25	3,447.61%	60,239.75	0.00	60,239.75	100.0%

	Storm Drain Fund			Street Fund		
	Jul '16 - Jun 17	Budget	% of Budget	Jul '16 - Jun 17	Budget	% of Budget
<b>Income</b>						
4001 - Property Taxes—Current	0.00			0.00		
4002 - Property Taxes -Prior Year	0.00			0.00		
Total 4010 - Government Sources	0.00			22,356.84	52,000.00	42.99%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	9,880.58	19,000.00	51.99%	0.00	200.00	0.0%
Total 4050 - Other Income	0.00	200.00	0.0%	0.00		
4050 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00	25,000.00	0.0%	0.00	80,000.00	0.0%
4090 - Beginning Fund Balance	9,880.58	43,200.00	22.87%	22,356.84	132,200.00	16.91%
Total Income	9,880.58	43,200.00	22.87%	22,356.84	132,200.00	16.91%
<b>Expense</b>						
5000 - Personal Services						
5010 - City Administrator	2,204.70	3,775.00	58.4%	2,204.70	3,775.00	58.4%
5016 - Utility/Court Clerk	697.66	1,650.00	42.03%	0.00		
5018 - Finance Clerk	345.81	602.00	57.44%	345.80	602.00	57.44%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	1,507.22	2,590.00	58.19%	3,015.31	5,180.00	58.21%
5052 - Utility Worker III	130.00			130.00		
5054 - Utility Worker II	865.96	1,476.00	58.67%	1,614.13	2,951.00	54.7%
5058 - Utility Worker I	0.00	1,255.00	0.0%	0.00	1,255.00	0.0%
5084 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	2,278.26	4,336.00	52.54%	2,733.95	5,203.00	52.55%
5082 - Retirement Benefits	969.00	2,004.00	48.35%	1,162.79	2,428.00	47.89%
5085 - Employment Taxes	541.54	1,594.00	33.97%	730.27	1,932.00	37.8%
5000 - Personal Services - Other	0.00			0.00		
Total 5000 - Personal Services	9,540.15	19,292.00	49.45%	11,936.95	23,326.00	51.17%
Total 5100 - Material & Services	10,734.50	9,000.00	119.27%	21,023.73	27,950.00	75.24%
Total 5300 - Capital Outlay	0.00	2,400.00	0.0%	0.00	24,000.00	0.0%
Total 5400 - Debt Service	0.00			0.00		
Total 5600 - Fund Reserve	0.00	499.00	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%	0.00	39,284.00	0.0%
Total Expense	20,274.65	45,200.00	44.93%	32,966.68	132,200.00	24.94%
	-10,394.07	0.00	100.0%	-10,609.84	0.00	100.0%

	Wastewater Fund			Water Fund		
	Jul '16 - Jun 17	Budget	% of Budget	Jul '16 - Jun 17	Budget	% of Budget
<b>Income</b>						
4001 - Property Taxes—Current	0.00			0.00		
4002 - Property Taxes - Prior Year	0.00			0.00		
Total 4010 - Government Sources	66,659.00			664,059.00	2,840,000.00	33.95%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	102,097.77	205,000.00	49.8%	320,431.49	520,000.00	61.82%
Total 4050 - Other Income	0.00	101,000.00	0.0%	1,084.16	6,000.00	18.07%
4050 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00			0.00		
4090 - Beginning Fund Balance	0.00			0.00		
<b>Total Income</b>	188,756.77	306,000.00	55.15%	1,285,574.65	3,736,000.00	34.41%
	188,756.77	306,000.00	55.15%	1,285,574.65	3,736,000.00	34.41%
<b>Expense</b>						
5000 - Personal Services						
5010 - City Administrator	6,926.20	11,325.00	61.16%	17,637.60	30,200.00	58.4%
5016 - Utility/Court Clerk	4,863.75	8,301.00	58.59%	9,727.84	16,801.00	58.6%
5018 - Finance Clerk	2,074.86	3,614.00	57.41%	3,112.31	5,421.00	57.41%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	7,534.02	12,949.00	58.18%	18,066.56	31,078.00	58.2%
5052 - Utility Worker III	520.00			1,040.00		
5054 - Utility Worker II	4,724.56	8,854.00	53.36%	8,465.37	16,233.00	52.15%
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	11,391.36	19,944.00	57.12%	22,782.66	42,490.00	53.82%
5082 - Retirement Benefits	4,166.68	8,831.00	47.18%	8,624.05	19,329.00	44.62%
5085 - Employment Taxes	2,813.17	7,027.00	40.03%	5,993.54	15,380.00	39.37%
5000 - Personal Services - Other	0.00			0.00		
Total 5000 - Personal Services	45,014.62	85,865.00	52.43%	95,055.93	186,773.00	50.9%
Total 5100 - Material & Services	76,071.20	113,250.00	67.17%	859,123.84	2,975,300.00	28.86%
Total 5300 - Capital Outlay	0.00	9,000.00	0.0%	0.00	35,000.00	0.0%
Total 5400 - Debt Service	41,674.00	62,848.00	66.31%	31,934.95	33,500.00	95.33%
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%
<b>Total Expense</b>	162,759.82	306,000.00	53.19%	966,128.72	3,736,000.00	26.4%
	5,996.95	0.00	100.0%	299,445.93	0.00	100.0%





## **STAFF REPORT**

### **Barracks Building**

The City moved the barracks building several years ago and invested over a quarter million dollars to do so. The buildings have set idle since they were relocated. During the time that I have worked for the City it has been discussed that one of the barracks would be for preserving the history of Adair Village and the other for some type of youth program. Over the past several months the City has been engaging the model railroad to come to an agreement to relocate them to one of the barracks buildings. I recommend that the city pass a resolution next month indicating the intended uses of the two barracks buildings. This will clarify what the city is seeking funding for when we try to write grant applications and solidify what we are trying to accomplish. I also recommend that the City start budgeting for grant writing and improvements to the entire community center area.

## Budget 2017-2018 Time Line & Process

<u>Date</u>	<u>Action</u>
Feb 7 <sup>th</sup>	Council Appoints Budget Officer
Feb & Mar	City Staff Prepares Budget by Fund
March 25 <sup>th</sup>	<p>“Notice of Budget Committee Meeting” sent to each street address within city limits. Notice contains Date, Time, and Location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public.</p> <ul style="list-style-type: none"> <li>▪ The first Budget Committee Meeting set for April 19<sup>th</sup></li> </ul>
April 11 <sup>th</sup>	Budget Officer Finalizes Draft Budget Document and forwards to Budget Committee Members for review
April 19 <sup>th</sup>	<p>First Budget Committee Meeting – 6:30 p.m.</p> <ul style="list-style-type: none"> <li>▪ Elect Budget Committee Chair</li> <li>▪ Discussion of Budget &amp; Budget Message</li> <li>▪ Questions and Comments from Public</li> </ul>
May 2 <sup>nd</sup>	<p>Second Budget Committee Meeting – 6:00 p.m., before City Council meeting</p> <ul style="list-style-type: none"> <li>▪ Discussion of Budget Proposal</li> <li>▪ Possible Uses for State Revenue Sharing</li> <li>▪ Public Comment on State Revenue Sharing</li> <li>▪ Approve Budget, Tax Rate &amp; Proposed Tax Levy</li> <li>▪ Budget Committee Certifies Final Budget Document to Council</li> </ul>
May 23 <sup>rd</sup>	<p>Third Budget Committee Meeting – 6:30 p.m.-only if necessary</p> <ul style="list-style-type: none"> <li>▪ Discussion of Budget Proposal</li> <li>▪ Approve Budget, Tax Rate &amp; Proposed Tax Levy</li> <li>▪ Discussion of Proposed Uses for State Revenue Sharing</li> <li>▪ Budget Committee Certifies Final Budget Document to Council</li> </ul>
May 26 <sup>th</sup>	Proposed Budget Published & Available to Public
May 30 <sup>th</sup>	Meeting Notice for June 6 <sup>th</sup> Council sent to each street address within city limits. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public.
June 6 <sup>th</sup>	<p>Budget Hearing at the regularly scheduled Council Meeting</p> <ul style="list-style-type: none"> <li>▪ Resolutions to Enact:               <ol style="list-style-type: none"> <li>1. Adopt Budget &amp; State Revenue Sharing</li> <li>2. Tax Rate</li> <li>3. Proposed Tax Levy</li> </ol> </li> </ul> <p>Submit Tax Certification Documents to the County Assessor</p>
June 20 <sup>th</sup>	Special City Council Meeting, if necessary to complete required work
July 15 <sup>th</sup>	Deadline for Filing Budget; and Deadline certify certain Resolutions

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

In the Matter of an Ordinance Amending            )  
Chapter 42 – Public Nuisance and abatement        )  
For vegetation related nuisances                    )

**ORDINANCE NO. 2017 - 1**

WHEREAS, the City of Adair Village has reviewed the Nuisance Code ordinance to address abatement and consistency within the code;

WHEREAS, this update will reduce the timeframe for abatement for vegetation related nuisances from ten days to five days; now therefore

**THE CITY OF ADAIR VILLAGE ORDAINS AS FOLLOWS:**

Section 1. This matter having come before the City Council of Adair Village on December 6, 2016, upon the recommendation of the City Administrator that the City update and amend the current Nuisance Ordinance.

Section 2. It is in the interests of the City and its residents to implement an amended the Nuisance Ordinance to allow for a more consistent and timely abatement processes.

Section 3. Enactment. The Adair Village Code of Ordinances is amended by the enactment of this Ordinance which reads in full as follows:

40.820 Declaration of Nuisance and Abatement Notice. Upon determination by the City Council or the City Administrator that a nuisance as defined herein exists, the City Administrator shall cause a notice to abate to be mailed to the person(s) responsible at their last known address. The notice to abate shall contain: (1) The name of the person(s) responsible for abating the nuisance and a description of the nuisance.

(2) A description of the property, by street address or otherwise, where the nuisance exists.

(3) A direction to abate the nuisance within ten (10) days for non-vegetation related nuisance from the date the notice was mailed.

(4) A direction to abate the nuisance within five (5) days for vegetation related nuisance from the date the notice was mailed.

(5) A statement that unless the nuisance is abated during the applicable abatement period referenced above, the City will abate the nuisance and the cost of the abatement will be charged to the person(s) responsible and will become a lien against the property.

(6) A statement that the person(s) responsible may appeal the notice to abate to the City Council by filing a notice of appeal, which sets forth the basis for the appeal with the City Administrator within ten (10) days of the date the notice to abate was mailed for non-vegetation related nuisance issues and five (5) days for vegetation related nuisance issues.

Section 4. Severability. Should any section or portion of this Ordinance be held unlawful or unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific section, or portion thereof, directly specified in the decision. All other sections or portions of this Ordinance shall remain in full force and effect.

Section 5. Effective Date. Passed by the City Council and approved by the Mayor of the City of Adair Village the 3<sup>rd</sup> day of January, 2017 this amendment shall become effective upon signature by the Mayor.

City of Adair Village, Oregon, January 3, 2017

CITY OF ADAIR VILLAGE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY ADMINISTRATOR

Approved as to Form:

\_\_\_\_\_  
City Attorney

First Reading: December 6, 2016

Second Reading: By Title January 3, 2017

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

In the Matter of Adopting an Ordinance    )  
Establishing the City of Adair Village    )  
Municipal Code Chapter 45                )  
Emergency Management                    )

**ORDINANCE # 2017-2**

WHEREAS, recent events in the State of Oregon, and in these United States of America, demonstrate the importance of advance planning and of having delegated authority in place in the event of a disaster or other emergency,

NOW, THEREFORE, THE CITY OF ADAIR VILLAGE ORDAINS AS FOLLOWS:

Section 1. The City of Adair Village Municipal Code, chapter 45, is hereby amended to read as follows:

Chapter

EMERGENCY MANAGEMENT

45.16.010 Purposes  
45.16.020 Emergency defined  
45.16.030 Emergency Program Manager  
45.16.040 Powers and Duties of the Emergency Program Manager  
45.16.050 Emergency Operations Planning Team  
45.16.060 Powers and Duties of the Emergency Operations Planning Team  
45.16.070 Emergency Organization - Composition  
45.16.080 Expenditures  
45.16.090 Violations - Penalties

**45.16.010** Purposes. The declared purposes of this chapter are to: (1) provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency management organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations and affected private persons; and (2) implement the provisions of ORS Chapter 401.

**45.16.020** Emergency Defined. As used in this chapter, “emergency” means any man made or natural event or circumstance causing or threatening, loss of life, injury to person or property, human suffering or financial loss, and includes but is not limited to, fire, explosion, flood, severe

weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS 466, contamination by the county, civil disturbance riot, sabotage or war.

**45.16.030** Emergency Program Manager. The City Administrator is hereby designated as the City of Adair Village Emergency Program Manager. (1) The Emergency Program Manager may appoint an Emergency Management Coordinator to serve as his/her deputy and to coordinate the preparation of the Emergency Management Plan and operation of the City Emergency Operations Center. (2) The City Emergency Program Manager shall be responsible for the development of the City Emergency Plan which shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a local emergency, and shall provide for the organization, powers and duties, services and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

**45.16.040** Powers and Duties of the Emergency Program Manager. The Emergency Program Manager is empowered to:

(1) Request the City Council to proclaim the existence or threatened existence of a "local emergency" or to issue such proclamation if the City Council is not reasonably available - whenever a local emergency is proclaimed by the Emergency Program Manager, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.

(2) Request the Governor, in accordance with the County, to proclaim a "state of emergency" when, in the opinion of the Emergency Manager, the locally available resources are inadequate to cope with the emergency.

(3) Control and direct the effort of the emergency organization of the City for the accomplishment of the purposes of this Act.

(4) Direct cooperation between and coordination of services and staff of the emergency organization or this City, and resolve questions of authority and responsibility that may arise between them.

(5) Represent this City in all dealings with the public or private agencies on matters pertaining to emergencies as defined in this Act.

(6) In the event of the proclamation of a "local emergency" as provided in this section, the proclamation of a "state of emergency" by the Governor or the existence of a "state of war emergency," the Emergency Program Manager is empowered, to the extent lawfully permissible:

(a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency. Provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council.

(b) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;

(c) To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in Benton County or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he/she deems necessary in the execution of his/her duties; such persons shall be entitled

to all privileges, benefits and immunities as are provided by state law for registered emergency service workers;

(d) To requisition necessary personnel or material of any City department or agency; and

(e) To execute all of his/her ordinary power as City Administrator, all of the special powers conferred upon him/her by this Act or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him/her by ORS Chapter 401, by any agreement approved by the City Council, and by any other lawful authority.

**45.16.045** Powers of Mayor. The mayor shall have the same powers defined in 45.16.040 as the Emergency Program Manager including, but not limited to declaring an emergency.

**45.16.050** Emergency Operations Planning Team. The Emergency Operations Planning Team may be created and shall consist of at least five representatives as designated by the City Emergency Program Manager.

**45.16.060** Powers and Duties of the Emergency Operations Planning Team. The Emergency Operations Planning Team shall, under the supervision of the Emergency Program Manager, develop emergency plans and manage the emergency programs of this City, and shall have such other powers and duties as may be assigned by the Emergency Program Manager.

**45.16.070** Emergency Organization - Composition. All officers and employees of this City together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may, by agreement or operation of law charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City.

**45.16.080** Expenditures. Any expenditures made in connection with emergency activities, including mutual-aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City.

**45.16.090** Violations - Penalties. It shall be a misdemeanor, punishable under the general penalty section provided in \_\_\_\_\_, for any person during an emergency to:

(1) Willfully obstruct, hinder or delay any member of an emergency organization in the enforcement of any lawful rule or regulation issues pursuant to this Act, or in the performance of any duty imposed upon him/her by virtue of this Act.

(2) Do any act forbidden by any lawful rule or regulation issued pursuant to this Act, if the act is of such nature as to give, or be likely to give, assistance to the enemy, or to imperil the lives and property of inhabitants of this City, or to prevent, hinder or delay the defense or protection thereof.



Section 2. Effective Date. Passed by the City Council and approved by the Mayor of the City of Adair Village the 7th day of February, 2017 this amendment shall become effective upon signature by the Mayor.

City of Adair Village, Oregon, February 7, 2017

CITY OF ADAIR VILLAGE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY ADMINISTRATOR

Approved as to Form:

\_\_\_\_\_  
City Attorney

First Reading: January 3, 2016

Second Reading: February 7, 2017