

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
******Tuesday, March 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 – February 7, 2017 (Attachment A)
- b. Bills List through February 28, 2017 (Attachment B) – \$609,624.00

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 February 28, 2017 (Attachment G) Pat Hare

5. OLD BUSINESS:

- a) 2015 Audit (Attachment H) Tonya Moffitt
Action: Discussion
- b) Water Tanks Matt Wadlington
Action: Discussion
- c) CSME Agreement (Staff Report Attachment I) Pat Hare
Action: Discussion/Decision

6. NEW BUSINESS:

- a) Civil West Additional Services (Attachment J) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

None

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council–Tuesday, April 4, 2017 6:00 PM
Planning Commission- Monday, March 20, 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, February 7, 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. CA (City Administrator) Hare was present. City Attorney Sean Kidd was present. Minutes were taken by Utility Clerk Kathy Edmaiston.</p>	<p>Mayor Currier called the meeting to order at 6:05 PM and led the flag salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of January 3, 2017 City Council Meeting. Bills List through January 31, 2017, (\$69,717.10 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). Faye Abraham, 3122 NE Willamette. Asked about the percentage of water loss and how the abatement ordinance will affect Santiam Christian? Gene Abraham, 3122 NE Willamette. Asked if five days is long enough for weed abatement? CSO Real addressed the abatement questions.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). CSO Ken Real presented the report for January.</p> <ul style="list-style-type: none"> • Total hours worked – 116. • 4 old cases, 16 new cases, 15 closed. 	<p>Council received the report.</p>
<p>5. Attachment J – Ordinance 2017-1 – Ordinance Amending Chapter 42 – Public Nuisance and Abatement for Vegetation Related Nuisances. Mayor Currier provided the second reading of the Ordinance by title only.</p>	<p>Councilor King moved to approve the second reading and to adopt Ordinance 2017-1. Councilor Canfield seconded. Unanimous Approval (5-0).</p>
<p>6. Attachment K – Ordinance 2017 -2 – Ordinance Establishing the City of Adair Village Municipal Code Chapter 45 Emergency Management. Councilors Canfield, Andrews and Real provided the first reading of the Ordinance. Councilor King provided the second reading of the Ordinance by title only.</p>	<p>Councilor Andrews moved to approve the first reading of Ordinance 2017-2 and for the second reading to be by Title only. Councilor Real seconded. Unanimous Approval (5-0). Councilor King moved to approve the second reading and to adopt Ordinance 2017-2. Councilor Andrews seconded. Unanimous Approval (5-0).</p>

<p>7. Attachment H – Barracks Building (Agenda Item 5b).</p> <p>Public Comment regarding this matter was received by: Dan Lower, 242 NE Azalea Drive.</p> <p>Faye Abraham, 3122 NE Willamette.</p>	<p>Council discussed this matter.</p>
<p>8. Adair Village Website (Agenda Item 5a). CA Hare previously provided the Council with a link to preview the City’s new website.</p>	<p>Council discussed the issue.</p>
<p>9. Attachment I – Appoint Budget Officer (Agenda Item 6a). CA Hare presented the timeline for the 2017-18 budget process.</p>	<p>Councilor King moved to appoint CA Hare as Budget Officer and to approve the Budget Timeline. Councilor Andrews seconded. Unanimous Approval (5-0).</p>
<p>10. Attachment D – Public Works (Agenda Item 4b). CA Hare presented the report for January.</p>	<p>Council received the report.</p>
<p>11 Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report for January.</p> <p>Administration</p> <ul style="list-style-type: none"> • Audits – The City has completed all in house work and are finishing up 2015. We expect to be done with 2015 this month and 2016 in March. • Finance Policies – Debbie and CA Hare have been working on completing the policies and hope to bring them to council in March or April. • Recreation Program – The first planning meeting for the Founders Day has been held. <p>Property/Businesses</p> <ul style="list-style-type: none"> • 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. • Sweet Taste Bakery – Linda is no longer running the other shop in Albany and will be focusing her time in Adair Village. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Water Tanks – The concrete foundations are complete and they are starting to erect the tanks. • 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. <p>Planning/Permits</p> <ul style="list-style-type: none"> • Tim Cornelius – He is hoping to have his application in to the City by April. • Residential Development – Santiam Christian has informed CA Hare that they are no longer in negotiations with Horton. They are looking at having their property listed by a commercial broker. • Benton County Property – The County submitted the official letter 	<p>Council received the report.</p>

stating the transfer of land to the Federal Government last week.	
12. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.	Council received the report.
13. Attachment G – Financial Report-through January 31, 2017 (Agenda Item 4e). CA Hare presented the report. Income through January 31, 2017 is \$1,703,520.84 and expenses are \$1,358,759.59. The balance in the Local Government Investment Pool is approximately \$876,833.19, last year the balance was \$512,049.54.	Council received the report.
16. Council and Mayor Comments (Agenda Item 8): <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor Andrews – Commented that with all the rain, the drains around the City have remained clear. • Councilor King – None. • Councilor Canfield – None. 	
17 Adjournment: Next meeting- Council meeting on Tuesday, March 7, 2017 at 6:00 PM.	Mayor adjourned the meeting at 8:30 PM.

Mayor’s Approval

Date

1:00 PM
02/01/17

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

Type	Date	Num	Due Date	Aging	Open Balan...
Candice Dinnis	2/1/2017				
Bill	2/1/2017	Janua...	2/11/2017		140.00
Total Candice Dinnis					140.00
Civil West Engineering Services, Inc	2/1/2017				
Bill	1/31/2017	Janua...	2/10/2017		8,007.25
Total Civil West Engineering Services, Inc					8,007.25
Edge Analytical Laboratories	2/1/2017				
Bill	1/31/2017	17-01...	2/10/2017		1,764.90
Total Edge Analytical Laboratories					1,764.90
KNR Solutions	2/1/2017				
Bill	2/1/2017	1/31/...	2/11/2017		2,000.00
Total KNR Solutions					2,000.00
NW Natural	2/1/2017				
Bill	2/1/2017	12/29...	2/11/2017		347.29
Total NW Natural					347.29
Shay Sullivan & Lexi Chandler	2/1/2017				
Bill	2/1/2017	Utility ...	2/11/2017		19.96
Total Shay Sullivan & Lexi Chandler					19.96
Slate & Slate Roofing Inc	2/1/2017				
Bill	1/31/2017	Invoic...	2/10/2017		10,000.00
Total Slate & Slate Roofing Inc					10,000.00
TOTAL					22,279.40

JA 2/1/17

3:22 PM
02/15/17

City of Adair Village
Unpaid Bills Detail

All Transactions

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc		21561			
Bill	2/3/2017	Invoic...	2/13/2017	2	59.00
Total American Business Software, Inc					59.00
Architectural Associates		21568			
Bill	2/8/2017	Janua...	2/18/2017		107.10
Total Architectural Associates					107.10
Auto Zone		21567			
Bill	2/8/2017	Inoice...	2/18/2017		10.00
Total Auto Zone					10.00
Bank of America		21570			
Bill	2/8/2017	12/22...	2/18/2017		749.91
Total Bank of America					749.91
Benton County, Oregon		21571			
Bill	2/15/2017	Invoic...	2/25/2017		4,322.50
Total Benton County, Oregon					4,322.50
Brittany Kennedy		21572			
Bill	2/8/2017	01/17...	2/18/2017		204.27
Bill	2/15/2017	2/15/...	2/25/2017		67.48
Total Brittany Kennedy					271.75
Century Link		21573			
Bill	2/8/2017	1/25-...	2/18/2017		55.23
Total Century Link					55.23
Coffin Butte LF		21574			
Bill	2/8/2017	Invoic...	2/18/2017		1,168.25
Total Coffin Butte LF					1,168.25
Comcast		21575			
Bill	2/28/2017	2/18-...	3/10/2017		82.85
Total Comcast					82.85
Cornerstone Janitorial		21576			
Bill	2/3/2017	Invoic...	2/13/2017	2	232.50
Total Cornerstone Janitorial					232.50
Delapoer Kidd Attorneys at Law		21577			
Bill	2/8/2017	Invoic...	2/18/2017		1,313.75
Total Delapoer Kidd Attorneys at Law					1,313.75
Edge Analytical Laboratories		21578			
Bill	2/8/2017	Refer...	2/18/2017		190.80
Total Edge Analytical Laboratories					190.80
Eric Harvey (V)		21579			
Bill	2/15/2017	Payro...	2/25/2017		400.00
Total Eric Harvey (V)					400.00
Linn-Benton Utilities		21580			
Bill	2/28/2017	2017 ...	3/10/2017		75.00
Total Linn-Benton Utilities					75.00
Oregon Cascades West COG		21581			
Bill	2/15/2017	FY20...	2/25/2017		1,132.89
Total Oregon Cascades West COG					1,132.89
Oregon Dept of Environmental Quality		21582			
Bill	2/15/2017	Loan ...	2/25/2017		14,381.00
Total Oregon Dept of Environmental Quality					14,381.00

3:22 PM
02/15/17

City of Adair Village
Unpaid Bills Detail
All Transactions

Type	Date	Num	Due Date	Aging	Open Balan...
Pacific Power/PacificCorp	<i>21593</i> 2/3/2017	1/5 - ...	2/13/2017	2	2,741.97
Bill					
Total Pacific Power/PacificCorp					2,741.97
Republic Services #452	<i>21591</i> 2/8/2017	1/31/...	2/18/2017		63.90
Bill					
Total Republic Services #452					63.90
Ricoh USA Inc	<i>21588</i> 2/28/2017	Invoice...	3/10/2017		81.30
Bill					
Total Ricoh USA Inc					81.30
Ricoh USA, INC	<i>21583</i> 2/8/2017	Inv # ...	2/18/2017		62.92
Bill					
Total Ricoh USA, INC					62.92
Simply Payroll	<i>21590</i> 2/3/2017	Invoice...	2/13/2017	2	334.05
Bill					
Total Simply Payroll					334.05
Staples Credit Plan	<i>21591</i> 2/3/2017	Invoice...	2/13/2017	2	101.42
Bill					
Total Staples Credit Plan					101.42
US Bank	<i>21592</i> 2/28/2017	Marc...	3/10/2017		1,437.50
Bill					
Total US Bank					1,437.50
Verizon	<i>21593</i> 2/15/2017	Invoice...	2/25/2017		224.49
Bill					
Total Verizon					224.49
TOTAL					29,600.08

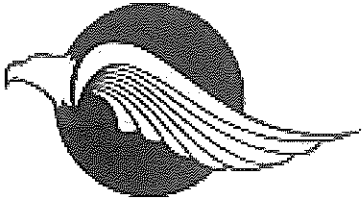
JTB 2/16/17
Woe

10:28 AM
02/28/17

City of Adair Village
Unpaid Bills Detail
As of February 28, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
AT&T Mobility					
Bill	2/22/2017	Inv #2...	3/4/2017		17.28
Total AT&T Mobility					17.28
Best Pots Inc					
Bill	2/17/2017	Invoic...	2/27/2017	1	77.28
Total Best Pots Inc					77.28
Brittany Kennedy					
Bill	2/27/2017	2/1/2...	3/9/2017		137.23
Total Brittany Kennedy					137.23
C-More Pipe Services Co					
Bill	2/23/2017	16-15...	3/5/2017		3,525.00
Total C-More Pipe Services Co					3,525.00
Century Link					
Bill	2/22/2017	2/11-...	3/4/2017		73.23
Bill	2/23/2017	2/16-...	3/5/2017		78.27
Total Century Link					151.50
CIS TRUST					
Bill	2/16/2017	Marc...	2/26/2017	2	4,896.43
Total CIS TRUST					4,896.43
Consumers Power Inc.					
Bill	2/27/2017	1/12-...	3/9/2017		3,608.87
Total Consumers Power Inc.					3,608.87
E.D. Hughes					
Bill	2/27/2017	Invoic...	3/9/2017		1,898.32
Total E.D. Hughes					1,898.32
Engineering America, Inc.					
Bill	2/28/2017	Paym...	3/10/2017		532,755.19
Total Engineering America, Inc.					532,755.19
JCI-Jones Chemicals Inc.					
Bill	2/23/2017	Invoic...	3/5/2017		2,600.77
Total JCI-Jones Chemicals Inc.					2,600.77
KNR Solutions					
Bill	2/27/2017	Febru...	3/9/2017		2,000.00
Total KNR Solutions					2,000.00
Oregon Association of Water Utilities					
Bill	2/22/2017	Invoic...	3/4/2017		205.00
Total Oregon Association of Water Utilities					205.00
R. G. Smith					
Bill	2/22/2017	Invoic...	3/4/2017		127.50
Bill	2/23/2017	Invoic...	3/5/2017		212.50
Total R. G. Smith					340.00
Slate & Slate Roofing Inc					
Bill	2/17/2017	Invoic...	2/27/2017	1	2,256.65
Total Slate & Slate Roofing Inc					2,256.65
Smith-Wagar Consulting					
Bill	2/16/2017	Invoic...	2/26/2017	2	3,275.00
Total Smith-Wagar Consulting					3,275.00
TOTAL					557,744.52

[Handwritten Signature]
2/28/17

	KNR Solutions
End of Month	02/01/17 through 02/28/17

CSO	Ken Real
Hours Worked:	118 hours
Complaint Total:	Monthly Case Load Citizen Complaints 8 Grass Warnings 0 Self-Initiated 30 Total Calls 38
Cases	4 old cases, 19 new cases, 20 closed

Case	Date Initiated	Location	Violation
285-AV10212016	10/21/16 11/05/16 11/20/16	Open/Working 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
316-AV12272016	12/27/16	Closed 5224 Laurel dogs at large, no license, aggressive, citation issued to BCSO citation issued court 03/03/17 city declared dog aggressive level II	Animal Complaint
015-AV01312017	01/31/17	Closed 248 Azalea boat parked on grass Moved by owner	Trailer RV Parking 43.235
016-AV01312017	01/31/17	Closed 6045 #1 storage pod on front drive viewable from street moved by owner	Prohibited Property 40.474
017-AV01232017	01/23/17 02/09/17	Closed 8200 Block Abandoned vehicle, moved by owner	Prohibited Parking 43.220
018-AV02132017	02/13/17	Closed 4202 Laurel Dr, chicken inspection	Livestock

019- AV02132017	02/13/17	Closed 4210 Laurel Dr, chicken inspection	Livestock
020- AV02172017	02/17/17	Closed 4217 Laurel Dr, chicken inspection terminated out of compliance	Livestock
021- AV02132017	02/17/17	Closed 131 Columbia, chicken inspection	Livestock
022- AV02132017	02/13/17	Closed 216 Azalea, chicken inspection	Livestock
023- AV02132017	02/13/17	Closed 226 Azalea Dr, chicken inspection	Livestock
024- AV021317	02/13/17	Closed 8110 Daphine, chicken inspection	Livestock
025- AV02152017	02/15/17	Closed 8258 Hyacinth, chicken inspection	Livestock
026- AV02152017	02/15/17	Closed 8266 Hyacinth, chicken inspection	Livestock
027- AV02152017	02/15/17	Closed 8831 Cori Ct, chicken inspection	Livestock
028- AV02162017	02/16/17	Closed Box Elder, chicken inspection	Livestock
029- AV02162017	02/16/17	Closed 9101 Newton, chicken inspection terminated by owner	Livestock
030- AV02162017	02/16/17	Closed 8773 Box Elder, chicken inspection terminated by owner	Livestock
031- AV02162017	02/16/17 02/23/17	Open 116 Columbia carpet remains on front porch, letter sent to resident	Prohibited Property 40.474
032- AV02222017	02/22/17	Closed 200 Block Azalea vehicle on street over 16 days, moved by owner	Prohibited Parking 43.220
033- AV02232017	02/25/17 02/28/17	Open 113 Columbia, Livestock complaint pig on premise	Livestock
034- AV02242017	02/24/17	Closed 4300 block Holly abandoned vehicle, Towed	Prohibited Parking 43.220
035- AV02282017	02/28/17	Closed 5157 NE Willamette loud dog, BCSO responded after hours	Loud Dog

Parking Report Total 3

Wrong Way Parking 1
On yellow curb 0
Prohibited Parking 2

Animal Control Total 3

Noise 1
Animal at large 0
Livestock Violations 2

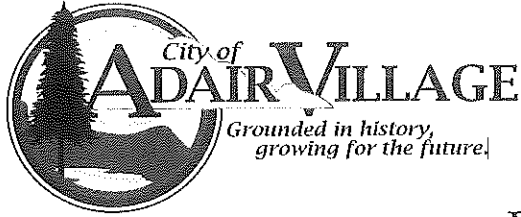
Citizen Assist Total 14

Trash Container 9
Information/Paperwork Provided 3
Yard/property work assist elderly/disable 0
Vacation assist/ 2

Animal Control: Livestock annual chicken inspections completed, Animal (pig) within city limits, address issues with pets/companion/service animal.

Parking: Two citations issued in restaurant parking, one citation issued on holly facing wrong way

Emergency Management Telephonic with elements of Benton County Emergency Management coordinating/ seeking assistance and training.



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 1/20/2017 TO 2/20/2017

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 7.2 Million Gallons

Average Usage per Day: **240,000** Gallons

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity: Water production continues to increased slightly, PRC is still using the stand pipe more this winter to wash roads due to their construction project at the land fill. Staff continues to assist contractors with the new tank construction.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, First quarter samples have been taken. Will have results soon.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to remain very high. This has been an extremely wet winter and we estimate it will continue into the spring. Staff continues to monitor and maintain the plant daily.

Total Monthly Influent: 7.2 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.

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: Raw water NTU's at the plant are still high. Staff closely monitors and maintains plant daily and making adjustments as conditions change.

WASTEWATER TREATMENT PLANT

Maintenance Activity: Removal of solids from the WWTP had concluded for the year. Staff is focusing on cleaning and organizing maintenance shop in the coming weeks.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT March 7, 2017 Council Meeting

Administration

- **Youth Program** – The attendance has been good and Brittany is preparing for the summer program. We are currently talking about having a part time employee cover lunches and crafts while Brittany oversees the program.
- **Recreation Program** – Brittany is working on getting all the information she needs to start a farmers market. She is looking at having it start in May or June and end in September or October.
- **Santiam Christian Library** – Brittany and I have been talking with Lance and we are hoping to have some more answers next month.
- **Budget** -- I will be working with Debbie this month to prepare the first draft of the budget.

Property/Businesses

- **Republic Service** – We are still working with Republic Service on expanding their lease I hope to have something to you by next month.

Major Projects/Engineering

- **Hospital Hill Reservoir** – We have already treated and cleaned the reservoir we should be back online the week of the 6th.
- **Wastewater/Leachate** – Civil West and I will be meeting with DEQ to go over their review of our facilities plan in the next couple of weeks.
- **Entrance Sign** – The work to the entrance sign will begin this month and should be complete in a couple of weeks.
- **Civil West** – Civil West has submitted a work proposal for the extra work the City added to the project for Hospital hill and project management. We will get that signed and taken care of this month.

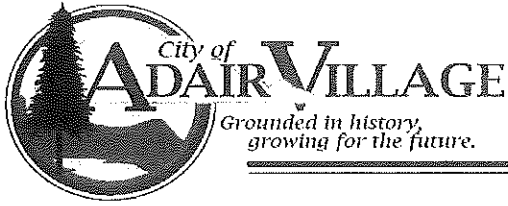
Planning/Permits

- **Tim Cornelius** – Tim Cornelius has sent the City a preliminary application for the UGB and annexation of his property. The County has been looking into the option of taking over the conservation area.
- **Residential Development** – Santiam Christian has engaged a realtor to start advertising and selling their property. I spoke with the realtor and they are very optimistic about selling the property.
- **Benton County Property** – The County submitted the official letter stating the transfer of land to the Federal Government. I will continue to attempt making contact with the individual responsible for addressing our application.

ADAIR VILLAGE PATROL
January 25 - February 25, 2017

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		
26	342	1.0	Swing	431	0	0	0	0	0	0	11:30 PM to 12:30 AM No activity
26	358	1.0	Swing	427	0	0	0	0	0	0	7:45 PM to 8:45 PM No activity
27	360	1.0	Grave	428	0	0	0	0	0	0	4:56 AM to 5:56 AM No activity
29	382	2.0	Grave	434	9	4	0	0	0	0	4 traffic stops with warnings for equipment violations.
29	386	2.0	Day	436	4	0	2	0	0	0	Deputy issued 2 citations.
30	397	1.0	Day	424	0	0	0	0	0	0	Deputy worked traffic in school zone with no violations.
31	417	1.0	Grave	444	1	1	0	0	0	0	Stopped 1 car for speed and headlight out, warning for both.
2	449	1.0	Grave	445	0	0	0	0	0	0	5:30 AM to 6:30 AM with no activity.
3	483	1.0	Swing	427	0	0	0	0	0	0	No activity at 10:30 PM to 11:30 PM.
5	497	1.0	Grave	444	1	1	0	0	0	0	Warning for headlight out.
5	502	2.0	Day	424	2	0	2	0	0	0	Deputy stopped 2 cars and issued 2 speeding citations.
5	503	1.5	Day	439	2	0	0	0	0	0	Assisted another Deputy at a traffic stop and stopped in the market for a business check.
6	520	1.0	Day	438	0	0	0	0	0	0	No activity 9:30 AM to 10:30 AM.
2	447	1.0	Swing	416	2	2	0	0	0	0	Two traffic stops with warnings or minor violations. Checked high school also.
5	501	1.0	Grave	428	0	0	0	0	0	0	No activity at 4:45 AM to 5:45 AM
7	537	2.0	Day	424	2	0	0	0	0	0	Deputy stopped and spoke with 2 local citizens.
7	541	1.5	Swing	440	5	0	0	0	0	0	Deputy went into the Santiam High School basketball game and spoke with fans. Also looked for a reported reckless driver. UTL
9	557	1.0	Grave	443	0	0	0	0	0	0	No activity 5:30 AM to 6:30 AM
10	570	1.0	Grave	428	0	0	0	0	0	0	NO activity 1:40 AM to 2:40 AM
10	571	1.5	Day	439	1	0	0	0	0	0	Deputy stopped into the Adair Market just to check in.
12	589	1.0	Swing	421	1	1	0	0	0	0	One traffic stop warning given for improper left turn.
12	590	1.5	Grave	428	0	0	0	0	0	0	Sergeant assisted above Deputy on his stop. No other activity.
13	598	1.0	Day	436	2	2	0	0	0	0	No calls for service, but stopped two cars for minor infractions and issued warnings.
13	600	3.5	Day	448	3	2	0	0	0	0	Deputy issued 1 warnings and contacted 2 citizens.
13	601	3.0	Day	438	5	1	0	0	0	0	Deputy issued 1 warning and spoke with 4 locals.
13	609	1.0	Grave	444	2	2	0	0	0	0	Deputy gave 2 warnings, 1 for headlight out and 1 for speed.
15	638	1.0	Swing	431	0	0	0	0	0	0	No activity.
16	646	2.0	Day	437	4	3	1	0	0	0	4 traffic stops with 1 citation into Adair Court and 3 warnings.
17	655	1.0	Swing	421	0	0	0	0	0	0	No activity or calls for service.
17	670	1.0	Swing	421	0	0	0	0	0	0	No activity 10:11 PM to 11:11 PM
18	675	1.0	Day	436	2	1	1	0	0	0	Deputy issued 1 citation and gave 1 warning.
20	709	0.5	Day	448	2	0	0	0	0	0	Deputy served a civil paper out in Adair Village.
21	717	1.0	Grave	444	0	0	0	0	0	0	No activity 11:00 PM to 12:00AM
21	722	1.0	Day	436	2	2	0	0	0	0	Deputy stopped 2 cars and issued warnings.
23	746	1.5	Grave	428	0	0	0	0	0	0	No activity 12:30 AM to 2:00 AM.
24	755	1.0	Grave	428	0	0	0	0	0	0	Assisted Deputy Gevatosky on a DUII crash call.
24	756	5.0		434	2	0	0	0	1	0	Deputy arrested a person for DUII after they crashed their car. BCSC CASE 2017B00754
24	757	1.0	Grave	443	0	0	0	0	0	0	No activity 1:45 AM to 2:45 AM
24	769	1.0	Swing	421	0	0	0	0	0	0	Deputy stopped 1 car and gave a verbal warning.
Total		54.5			54	22	6	0	1	0	



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

Totals - Income shown through February 28, 2017 is \$1,794,315.01 (36.61% of budget) and Expenses are \$1,972,153.28 (40.33% of budget), which shows a Net Income of \$-177,838.27 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	\$230,827.93	57.59 %
• Materials & Services	\$1,641,897.90	49.25 %
• Capital Outlay	\$0	0 %
• Debt Service	\$89,427.45	92.82%

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	\$245,545.35	\$177,790.74	+\$67,754.61
• Storm Drain	\$11,039.16	\$21,712.77	-\$10,673.61
• Streets	\$22,356.84	\$37,768.86	-\$15,412.02
• Wastewater	\$187,826.63	\$190,825.40	-\$2,998.77
• Water	\$1,327,547.03	\$1,544,138.04	-\$216,591.01
• TOTAL	\$1,794,315.01	\$1,972,153.28	-\$177,838.27

We have approximately \$878,833.19 in the Local Government Investment Pool (LGIP). Last month we had \$896,827.28. Last year we had \$519,850.14. These numbers do not reflect a 450,000 dollar deposit.

March 1, 2017

To the Honorable Mayor and City Council
City of Adair Village, Oregon

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Adair Village, Oregon for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 19, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Adair Village are described in Note 1 to the financial statements. As described in Note 11 to the financial statements, the City of Adair Village implemented one new accounting pronouncement issued by the Governmental Accounting Standards Board (GASB), GASB Statement No. 68 *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*

We noted no transactions entered into by the City of Adair Village, Oregon during the year for which there is a lack of authoritative guidance or consensus. There was a restatement of beginning net position that was included in the financial statements:

Net Position – The City restated the beginning net position for the Governmental Activities and Business-Type Activities based on the implementation of GASB Statement No. 68 where GASB Statement No. 68 establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of accumulated depreciation is based on historical cost or estimated historical cost and straight-line depreciation.

Management's estimate of the compensated absences payable is based on current wages.

Management's estimate of the net pension liability is calculated based on information provided by the State of Oregon (PERS) that was determined by an actuary.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of Capital Assets in Note 2 and Debt in Note 3 and Note 4 to the financial statements summarizes the changes in capital assets and debt for the year ended June 30, 2015.

The disclosure of the City's Pension Plan in Note 5 to the financial statements describes the City's Pension Plan benefits, contributions, pension assets, liabilities, expense, deferred outflows/inflows of resources, and actuarial assumptions/projections.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We noted a few known and likely misstatements with a total financial statement effect of \$28,794 for the City. Management has determined that their effect is immaterial, both individually and in the aggregate, to each opinion unit's financial statements taken as a whole. The attached copy of the management representation letter includes a summary of such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 1, 2017 which is attached to this letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City of Adair Village, Oregon’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. The City used a consultant to provide system-wide financial oversight and advice and draft the financial statements.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management’s discussion and analysis, schedule of the proportionate share of the net pension liability, and schedule of contributions which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit management’s discussion and analysis, schedule of the proportionate share of the net pension liability, and schedule of contributions and do not express an opinion or provide any assurance on this information.

We were engaged to report on the schedule of revenues, expenditures and changes in fund balance – budget and actual, as listed in the table of contents under RSI, is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

We were engaged to report on the supplementary information, as listed in the table of contents, which accompany the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

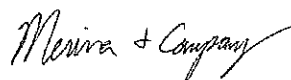
We were not engaged to report on the principal officials or other information section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

Restriction on Use

This information is intended solely for the use of the Honorable Mayor, City Council and management of the City of Adair Village, Oregon and is not intended to be, and should not be, used by anyone other than these specified parties.

If you should have any questions or comments, we would be pleased to discuss this report with you at your convenience.

Very truly yours,

A handwritten signature in cursive script that reads "Merina & Company".

Merina & Company, LLP
Certified Public Accountants and Consultants

MERINA & COMPANY, LLP

Certified Public Accountants and Consultants

5499 Amy Street
West Linn, OR 97068

(T) 503 – 723 – 0300
(F) 503 - 723 – 9946

www.MERINACPAS.com

Memo

To: Pat Hare, City Administrator
From: Tonya Moffitt, CPA
Date: March 1, 2017
Subject: As a result of our audit for the fiscal year ended June 30, 2015, Merina & Company, LLP has some comments and suggestions that we would like to communicate to management.

The purpose of this memo is to bring to your attention items that were identified during the audit that we would like to communicate to you. These items are discussed below:

- Merina & Company recommends that the City follow the Oregon Revised Statute 98 and Oregon Administrative Rules 141 specific requirements for holders of unclaimed property regarding the disposition of such property.
- Merina & Company recommends that the Court Clerk provide the City Administrator with a monthly summary of cash receipts. This will allow the City Administrator to compare receipts to what has been recorded by the Utility Clerk in Quickbooks.
- The City currently does not have a formal review process in place to review credits to utility billing accounts. Merina & Company recommends that the City Administrator review the Credits Issued report on a regular basis to ensure that credits applied are appropriate and supported.
- Merina & Company recommends that the City implement a formal fraud policy which details for employees the steps to be taken if fraud is suspected.
- The City currently does not have an OPEB calculation to determine if they need to book a liability or not. Merina & Company recommends that the City obtain this calculation for fiscal year 2016-2017.
- The City currently is using Quickbooks for their accounting software. Merina & Company recommends that the City consider more robust fund accounting software. As the City continues to grow this will become more important.

We appreciated the cooperation of you and your staff and look forward to working with you in the future.



STAFF REPORT

Corvallis Society of Model Engineers (CSME)

CSME has been working with the City for over a year now to look at options for their future and the future of Adair Village. CSME was originally opposed to Adair Village receiving the 6 acre parcel across the street from the Community hall. Over the past year the City and CSME have been working together to come up with a way that CSME has a facility to continue their long valued tradition and the City can acquire the property from the Benton County. CSME supported the City in writing letters of support and speaking on behalf of the City. Their actions have been the reason that the City is now on its way to receiving the 6 acre parcel. CSME and the city have been working on an agreement that would ensure their future in 2/3 of one of the City barracks buildings. In the agreement the City and CSME are proposing some of the following:

- 20 year agreement
- CSME pay 200.00 rent per month (to cover water, wastewater and some rent once moved)
- They will be open to the public
- CSME will replicate the old Camp Adair train Station
- CSME will partner with ALH
- The two partners will work on funding
- Work together on improvements
- The City will not ask CSME to move until the barracks are habitable
- Membership will need to sustain

These are just some of the things that CSME and the City have come up with. I believe that CSME and the City can have a long lasting partnership that will benefit and not only our residents but many others as well. It is my recommendation that the City approve this agreement so that this partnership can start focusing on moving forward.

RELOCATION AGREEMENT

This Relocation Agreement ("Agreement") is made effective the 1st day of April, 2017 between the CORVALLIS SOCIETY OF MODEL ENGINEERS ("CSME") and THE CITY OF ADAIR VILLAGE ("City").

RECITALS:

WHEREAS, CSME is currently located at 7155 NE Vandenberg Avenue in Adair Village; and

WHEREAS, City and CSME believe that relocation of CSME's operations will be mutually beneficial to City and CSME in promoting both parties; and

WHEREAS, City and CSME are desirous of having CSME relocate to a larger building located at 6035 William R. Carr Avenue (the "Property").

NOW, THEREFORE, in consideration of the mutual promises of the parties and other good and valuable consideration, the parties hereby agree:

1. Term. This Agreement shall begin on the 1st day of April, 2017 and continue until July 1, 2037 unless sooner terminated by mutual agreement of both parties.

2. CSME Obligations. CSME agrees to keep their 2/3 portion of the Property (interior) in acceptable condition to the City Administrator's discretion. CSME further agrees to be open on Saturdays from 10:00 a.m. to 5:00 p.m. to the public from May 1 through September 30 of each year either by staffing the facility themselves or allowing City volunteers to open for public viewing. Additionally, CSME agrees to keep all utility bills current. CSME agrees to maintain membership in excess of 10 members. In addition, CSME agrees to maintain its current non-profit status. **CSME agrees to relocate its entire inventory and operations to the Property and vacate 7155 NE Vandenberg Avenue no later than October 31, 2018 or when the Property is ready for occupation, whichever comes later.**

3. City Obligations. The City agrees to allow CSME to utilize 2/3 of the Property for model railroad operations and will allow CSME to utilize the additional 1/3 of the Property on Wednesday evenings for their regular scheduled meetings. CSME may request in writing to the City, no later than 5 days in advance, to utilize the additional 1/3 of the building for unscheduled meetings. The City will assist CSME in efforts to obtain funding for the completion of the Property. **City will not require or request CSME to relocate until the Property is ready for occupation.**

4. Review. The City Administrator and president of CSME shall conduct annual reviews to insure that CSME and the City of Adair Village is fulfilling its obligations as defined in Paragraph 2 above. Beginning 2026, the reviews shall be conducted every other year.

5. Rent. In return for the consideration provided by CSME described in Section 6 below, the rent for the Property will be (\$200.00) once CSME has relocated.

6. **Improvements.** The City will use its best efforts to assist CSME in obtaining the necessary funding to complete the CSME improvements in order to relocate as described in Paragraph 2 above.

7. **Utilities/Insurance.** City shall pay for water, stormwater, sewer and garbage collection at the Property. CSME shall pay electric and all other utilities to the Property. Additionally, City shall carry building and liability insurance for the Property. CSME will provide insurance on its belongings.

8. **Parking.** Parking will be shared between CSME and Adair Living History.

9. **Termination.** This Agreement shall terminate on July 1, 2037 unless an alternate date is mutually agreed by both parties or a party is deemed to be in default. The parties hereby agree to review the terms of this Agreement on or about the ten (10) year anniversary of this Agreement to insure that both parties are in compliance with all terms and conditions thereof. As part of good faith cooperation, CSME agrees it will provide City with membership numbers upon request.

10. **Entire Agreement.** This agreement constitutes the entire understanding between the parties hereto with respect to the matters set forth herein and supersedes all prior agreements inconsistent herewith. The terms of this agreement may be changed or modified only by an instrument in writing executed by both parties.

11. **Nonassignability.** This agreement shall not be assigned in whole or in part by either party without prior written consent by the non-assigning party.

12. **Survival.** All restrictions, rights and obligations imposed or granted by this Agreement which, by the terms hereof, are to be performed and continue beyond the expiration or prior termination hereof, shall survive the expiration or termination of this Agreement.

13. **Notices.** All notices and other communications under this Agreement must be in writing and shall be deemed to have been given if delivered personally, sent by facsimile (with confirmation), mailed by certified mail, or delivered by an overnight delivery service (with confirmation) to the parties to the following addresses or facsimile numbers (or at such other address or facsimile number as a party may designate by like notice to the other parties):

City of Adair Village
6030 William R. Carr Ave.
Adair Village, OR 97330

CSME
6035 William R. Carr Avenue
Adair Village, OR 97330

Any notice or other communication shall be deemed to be given (a) on the date of personal delivery, or (b) at the expiration of the second day after the date of deposit in the United States mail.

14. Amendments. This Agreement may be amended only by an instrument in writing executed by all the parties.

15. Construction. The captions used in this Agreement are provided for convenience only and shall not affect the meaning or interpretation of any provision of this Agreement. All references in this Agreement to "Section" or "Sections" without additional identification refer to the Section or Sections of this Agreement. All words used in this Agreement shall be construed to be of such gender or number as the circumstances require. Whenever the words *include* or *including* are used in this Agreement, they shall be deemed to be followed by the words *without limitation*.

16. Counterparts. This Agreement may be executed in counterparts, each of which will be considered an original and all of which together will constitute one and the same agreement.

17. Governing Law. This agreement shall be governed by, enforced, and interpreted according to the laws of the state of Oregon.

18. No Third-Party Beneficiaries. Nothing in this Agreement, express or implied, is intended or shall be construed to confer on any person, other than the parties to this Agreement, any right, remedy, or claim under or with respect to this Agreement.

19. Remedies upon Breach of Agreement. In the event either party commits a material breach or default in performance of any obligation under this Agreement, and, the breach or default continues for a period of 30 days after the non-breaching party delivers notice reasonably detailing the breach or default, then the non-breaching party may terminate this Agreement, with immediate effect, by giving notice to the breaching party or may seek reimbursement of any damages through mediation. In the event mediation is unsuccessful, either party may seek judicial relief through the Benton County Circuit Court.

CITY OF ADAIR VILLAGE

City Administrator

CSME

Title

Civil West

Engineering Services, Inc.

www.civilwest.com



Missoula, MT Office
1500 Clark Fork Lane
Missoula, MT 59801
541-290-4055

Rogue Valley Office
10558 Hwy 62, Ste. B-1
Eagle Point, OR 97524
541-326-4828

Coos Bay Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Albany Office
945 SE Geary Street
Albany, OR 97321
541-223-5130

Newport Office
609 SW Hurbert Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: Feb. 17, 2017

Work Order Number:

To: Mr. Pat Hare, City Administrator

From: Matt Wadlington, PE, Area Manager, Civil West Engineering Services, Inc.

RE: **City of Adair Village – Voss Hill Water Storage Improvements**

Scope of Services Addendum #1

Civil West Project Number: 1001-021

The purpose of this scope of services is to describe the proposed approach, costs, and schedule proposed by Civil West to add additional construction support services as Addendum #1.

Background Summary

The City of Adair Village approved the original Scope of Services for Civil West to design and manage construction of the new Voss Hill Reservoirs in the Spring of 2014. Since that time, Civil West has designed the reservoirs, worked with the City to obtain funding for the project, solicited for and selected a contractor to build the reservoirs, and has managed the construction of the reservoirs.

Revisions to the project scope (rehabilitation of Hospital Hill reservoir, metering changes, etc.) have required additional construction management and inspection time.

Purpose of this Scope of Services

The purpose of this Scope Addendum is to address the need for additional Construction Management Services, Construction Inspection and Observation Services support.

Part A: Scope of Work

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Task 1 – Project Management and Administrative Services – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements. This will also include coordination with the City, funding agency, regulatory agencies, and others, as applicable.

Task 2 – Construction Management Services – Through this task, we will provide construction management support on the project. This will include coordination and administration of the

construction phase. This will also include financial administration, payment requests, change order requests, and other financial administration with the City. This task will also include management of our construction observation (inspection) team and liaison with the City and contractor(s).

Task 3 – Construction Observation/Inspection Services – This task will include an allowance of hours for inspection services on the project. We will provide inspection from our Albany location which will keep travel costs to a minimum. We will prepare daily inspection reports, coordinate with the construction manager and the City to ensure that all parties are in the loop.

Task 4 – Hospital Hill Reservoir Rehabilitation Design & CM Services – This task will include the design services necessary to reline Hospital Hill Reservoir. Construction will include lining the existing concrete reservoir and replacing inlet and drain valves to eliminate leaks. A subconsultant will be used to analyze the existing tank siding and make recommendations for replacement.

Part B: Project Fee Proposal

We have prepared a detailed fee proposal worksheet that we have attached to this proposal (see Exhibit A). The worksheet includes a summary of the proposed tasks and subtasks as described above along with estimates of hours for completion of the tasks and the associated billing rates for the individuals involved.

A summary of the proposed fee schedule is provided below:

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management and Administrative Services	\$2,456.00
2	Construction Management Services	\$7,408.00
3	Construction Observation/Inspection Services	\$10,980.00
4	Hospital Hill Reservoir Rehabilitation Design & CM	\$12,538.00
Total Proposed Engineering Budget		\$33,382.00

We propose that the project will proceed on a time and materials basis and, if completed under budget, the City will enjoy the savings. If, additional support is required beyond these allowances, we will coordinate with the City on an amendment to the agreement, as required.

Part C: Project Schedule

This budget assumes that construction will be complete by the end of the construction window as defined in the construction contract documents (March 26, 2017). Should additional services be needed past that date, it should be charged against liquidated damages per the contract.

We are grateful for this opportunity to provide these services to the City of Adair Village. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Matt Wadlington, PE
Area Manager

Authorized Representative Signature Accepting Scope of Services

Date