

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
******Monday, November 5, 2018 - 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 – October 2, 2018 (Attachment A)
- b. Bills List through – October 31, 2018 (Attachment B) – \$78,312.10

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

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Jerry Jackson
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report-Through October 31, 2018 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Infrastructure Master Plans/SDC Update (Attachment H) Matt Wadlington
Action: Discussion/Decision

6. NEW BUSINESS:

- a) Water Line Valve Replacement (Attachment I, Staff Report) Pat Hare
Action: Approval

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2018 # 05 Supplemental Budget (Attachments J,J1,J2) Pat Hare/Debbie Smith-Wagar
Action: Public Hearing/Discussion/Decision

8. EXECUTIVE SESSION ORS 192.660 (2):

- a) N/A
Action: N/A

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council–Tuesday, December 4, 2018 6:00 PM
Planning Commission- Monday, November 19, 2018 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.

S:\Admin\City Council\Meetings\2018 Meetings\181105 CC Mtg\181105Agenda.docx

ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
 ****Tuesday, October 2, 2018 – 6:00 PM****

Agenda Item	Action
1. Roll Call: City Council Members present: Councilors Ray, Real, King, Rowe and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston.	Mayor Currier called the meeting to order at 6:00 PM and led the flag salute
2. Consent Calendar (Agenda Item 2). Minutes of September 4, 2018 City Council Meeting. Bills List through September 30, 2018, (\$35,159.71 total).	Councilor King moved to approve the Consent Calendar as presented. Councilor Real seconded. Unanimous Approval (5-0).
3. Public Comment (Agenda Item 3). None.	
4. Attachment C – Community Services Officer (Agenda Item 4a). Jerry Jackson, CSO, presented the report.	Council received the report.
5. Attachment D – Public Works (Agenda Item 4b). CA Hare presented the report.	Council received the report.
6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report. Administration <ul style="list-style-type: none"> • Admin/Finance Assistant – Karla McGrath has been hired to fill this position as of the beginning of September. • Barracks – Framing is complete. We are now working on getting the electrical and plumbing done. • Planner Position – Two candidates are being interviewed on Tuesday, the 2nd. Property/Businesses <ul style="list-style-type: none"> • AVIS – The cleanup process has begun to be discussed with DEQ and it is hopeful work will begin next spring. • Sweet Taste Bakery – Things are starting to pick up at the bakery and Linda wanted to thank the Council for their support. Major Projects/Engineering <ul style="list-style-type: none"> • Water Plant – Start up and testing of the SCADA system and equipment is scheduled for October 10 at 8:00 AM. • Calloway Creek – Curbs and gutters have been installed and paving will begin over the next two weeks as weather permits. • ServPro – They continue to make progress on their landscaping. Their first SDC payment is due before December. 	Council received the report.

<ul style="list-style-type: none"> • SCS Property – We have not heard anything more from the developer about a start date. 	
<p>7. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	Council received the report.
<p>8. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$242,103.87 and expenses are \$246,496.18. The balance in the Local Government Investment Pool is approximately \$1,202,701.18, last year the balance was \$882,518.00.</p> <p>CA Hare will provide Council with an updated financial report as expense information was not included on provided report.</p>	Council received the report.
<p>9. Attachments H, H1 – Infrastructure Master Plans/SDC Update (Agenda Item 5a). Matt Wadlington of Civil West presented the Council with a WWT Facilities Plan Update and a SDC Update Fee Worksheet (expanded scope).</p>	<p>Councilor King moved to go forward with the recommendation as proposed with corrections to meet supplemental budget. Councilor Ray seconded. Unanimous Approval (5-0).</p>
<p>10. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor King – None. • Councilor Ray – Thanked CA Hare for spending time with him and taking him to tour the City’s facilities. 	
<p>17 Adjournment: Next meeting- Council meeting on Monday, November 5, 2018 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 6:55 PM.</p>

Mayor’s Approval

Date

10/09/18

City of Adair Village

Unpaid Bills Detail

As of October 9, 2018

Type	Date	Num	Name	Memo	Balance
Oct 9, 18					
Oct 9, 18	Bill	10/09/2018 22577	American Business Software, Inc	Inv 132849	60.60
Oct 9, 18	Bill	10/09/2018 22578	Auto Zone	Stm#2153 10/01/2018	7.39
Oct 9, 18	Bill	10/09/2018 22579	Benton County Sheriff	7/1/18 to 9/30/18	7,822.25
Oct 9, 18	Bill	10/09/2018 22574	Best Pots Inc	A-368112	67.80
Oct 9, 18	Bill	10/09/2018 22575	BRX, Inc.	PO# 18-087	2,000.00
Oct 9, 18	Bill	10/09/2018 22576	Cascade Columbia Distribution	Inv# 732137	3,024.50
Oct 9, 18	Bill	10/09/2018 22580	Century Link	Sep 25, 2018	55.23
Oct 9, 18	Bill	10/09/2018 22581	CIS TRUST	ADR-12018-01	151.75
Oct 9, 18	Bill	10/09/2018 22592	Edge Analytical Laboratories		486.90
Oct 9, 18	Bill	10/09/2018 22593	Ferguson Enterprises		2,793.10
Oct 9, 18	Bill	10/09/2018 22584	JCI-Jones Chemicals Inc.	Inv765976; CM766043	2,017.47
Oct 9, 18	Bill	10/09/2018 22585	NW Natural		136.63
Oct 9, 18	Bill	10/09/2018 22589	Simply Payroll	Inv# 15300	101.85
TOTAL					18,725.47

9:35 AM

10/18/18

City of Adair Village
Unpaid Bills Detail
 As of October 18, 2018

Type	Date	Num	Due Date	Aging	Open Balan...	
Bank of America Bill	10/18/2018	8-24-...	10/28/2018		1,474.33	22604 ✓
Total Bank of America					1,474.33	
BENTON COUNTY TAX COLLECTOR Bill	10/25/2017	2017-...	11/4/2017	348	4,618.60	22605 ✓
Total BENTON COUNTY TAX COLLECTOR					4,618.60	
Comcast Bill	10/16/2018	Oct 3...	10/26/2018		102.85	22606 ✓
Total Comcast					102.85	
Cornerstone Janitorial Bill	10/11/2018	Inv#2...	10/21/2018		261.46	22607 ✓
Total Cornerstone Janitorial					261.46	
Edge Analytical Laboratories Bill	10/11/2018	Inv# 1...	10/21/2018		76.50 ✓	
Bill	10/16/2018	Ref 1...	10/26/2018		29.70 ✓	
Bill	10/16/2018	Ref 1...	10/26/2018		76.50 ✓	
Total Edge Analytical Laboratories					182.70 ✓	22608 ✓
Pacific Power/PacificCorp Bill	10/12/2018	BD O...	10/22/2018		4,778.71	22609 ✓
Total Pacific Power/PacificCorp					4,778.71	
Republic Services #452 Bill	10/11/2018	Inv# 0...	10/21/2018		33.95	
Bill	10/11/2018	Inv# 0...	10/21/2018		34.25	
Total Republic Services #452					68.20	22610 ✓
Verizon Bill	10/18/2018	Inv# 9...	10/28/2018		225.61	22611 ✓
Total Verizon					225.61	
TOTAL					11,742.46	

JA
 10/18/18

8:19 AM
10/25/18

22613

City of Adair Village
Unpaid Bills Detail
As of October 25, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
Alsco Bill	10/19/2018	Inv# LEUG1827833	10/29/2018		57.45
Total Alsco					57.45
BENTON COUNTY TAX COLLECTOR					
Bill	10/23/2018	Acct# 702033	11/2/2018		1,880.57
Bill	10/23/2018	2018-2019 taxes	11/2/2018		389.67
Total BENTON COUNTY TAX COLLECTOR					2,270.24
Benton County, Oregon					
Bill	10/25/2018	Inv# 3080	11/4/2018		4,513.25
Total Benton County, Oregon					4,513.25
Century Link					
Bill	10/23/2018	Oct 16, 2018	11/2/2018		85.56
Bill	10/25/2018	Oct 11, 2018	11/4/2018		80.52
Total Century Link					166.08
Consumers Power Inc.					
Bill	10/23/2018	10/18/2018	11/2/2018		2,494.15
Total Consumers Power Inc.					2,494.15
De Lage Landen Financial Services, Inc.					
Bill	10/18/2018	Inv# 60960126	11/1/2018		131.00
Total De Lage Landen Financial Services, Inc.					131.00
Delapoer Kidd Attorneys at Law					
Bill	10/25/2018	Inv# 1649	10/31/2018		1,312.50
Total Delapoer Kidd Attorneys at Law					1,312.50
Oregon Dept of Revenue					
Bill	10/18/2018	Q3 2018	10/31/2018		38.50
Total Oregon Dept of Revenue					38.50
Pacific Excavation					
Bill	10/23/2018	S16020 905-12 Req#14	11/2/2018		36,891.00
Total Pacific Excavation					36,891.00
TOTAL					<u>47,874.17</u>

22613 ✓
22614 ✓
22615 ✓
22616 ✓
22617 ✓
22618 ✓
22619 ✓
22620 ✓
22621 ✓

[Signature]
10/25/18

total for October, 2018
\$ 78,312.10



Willamette Valley Processors, LLC

End of Month

9/26/18 through 10/30/18

CSO	Jerry Jackson
Hours Worked:	89.5 Hrs.
Complaint Total:	Monthly Case Load Citizen Complaints 1 Self-Initiated 20 Total Calls 21
Cases	21 new cases, 21 closed 0 open

A18-160	9/26/18 12:16 PM	Parked wrong way on Barberry street	100 Block NE Columbia	Warning 0282
A18-161	10/2/18 9:16 AM	Parked on the yard	260 NE Azalea	Parking Ticket 489
A18-162	10/2/18 10:41 AM	Recliner left out by the garage.	5228 NE Laurel Dr	Written Warning 10/2/18
A18-163	10/3/18 11:35 AM	Signs on city property	Hwy 99/Arnold	Placed behind the S. Storage Bldg.
A18-164	10/3/18 11:44 AM	Halloween decorations hanging over street	125 NE Columbia	Advised Public Works
A18-165	10/3/18 11:46 AM	Full dumpster	218 NE Azalea	Scheduled tomorrow
A18-166	10/3/18 11:52 AM	Couch on porch	246 NE Azalea	Warning
A18-167	10/3/18 11:53 AM	Couch on porch	251 NE Azalea	Warning
A18-168	10/3/18 12:05 PM	Parked in the grass	29419 Newton Rd	Parking Ticket 490
A18-169	10/3/18 12:14 PM	Greenhouse tipped over	29101 Newton Rd	Verbal Warning
A18-170	10/3/18 12:28 PM	Construction	234 NE Azalea	Placed cones

A18-171	10/3/18 2:00 PM	High Grass/blackberries	Santiam Christian Labor School	Letter 10/3/18
A18-172	10/8/18 11:22 AM	Broken window, fence falling down and black berry bushes	5223 NE Laurel	Need to send a letter to landlord
A18-173	10/9/18 8:48 AM	Broken window on little library	Kiddie Park	Reported to Pat
A18-174	10/12/18 12:00 PM	Parked on the yard	260 NE Azalea	Asked them to move vehicle
A18-175	10/15/18 10:48 AM	Report possible crime	3121 Willamette	Logged Complaint (Possible night prowling)
A18-176	10/17/18 9:30 AM	Abandoned Bike	Willamette and Laurel	Removed to public works
A18-177	10/17/18 9:58 AM	Parked on the yard and 5 appliances in yard.	111 Columbia	Left Card, notice 10-19-18
A18-178	10/22/18 9:34 AM	Dumping around bin	Adair Store	Called company responsible
A18-179	10/24/18 9:45 AM	Trailer parked in the street	5151 NE Willamette	Verbal Warning
A18-180	10/24/18 10:07 AM	Small bicycle and razor scooter left in park	City Hall Park	Removed to City Hall Storage
A18-181	10/29/18 10:25 AM	Halloween decorations hanging over street	125 NE Columbia	Removed by Public Works

Parking Report Total 5

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 5

Grass/Vegetation Warnings 1

Citizen Assist Total 0

Animal Control Total

Noise 0

Animal at large 0

Livestock Violations 0

Trash Container – Continuously

Solid Waste/Littering 0

Information/Paperwork/Letters (September Preparedness Message in Newsletter)

Vacation assist/ 0

Animal Control: Sheriff's Office Animal Control Officer while cover calls by citizens in regard to Dogs at Large.

Parking:

City Assist:

- Emergency Management – Training was approved by FEMA for Train-the-trainer school for CERT (Emmitsburg, Md.
- Training – Continued Education for CERT monthly with LBCC Team
- ICS-400 Training scheduled for November
- Daily Patrol
- Submitted information for Security Camera



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 9/20/2017 TO 10/20/2018

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 8,623,412 Million Gallons

Average Usage per Day 287k

WATER DISTRIBUTION REPORT

Maintenance Activity: Water consumption is starting to slow with fall rains. The new subdivision Calloway Creek has finished construction of all water mains and customer hook ups. Adair staff assisted in flushing, pressure testing and sampling of all new lines. Two meters were replaced and one corporation valve was leaking and replaced.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, Four quarter samples have been taken.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to be stable. Staff continue to do daily and seasonal maintenance. Staff will start discharging to the river on November 1st. Staff have made changes to the plant for the start of fall rains to handle the increased flows.

Discharged: Discharge to the river will start November 1st.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Leaves are falling fast staff has been clearing and cleaning storm drains daily. We have completed the first of three city wide leaf pickups and street sweeping.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Painting will continue through the fall on dry days and should be finished in a few week.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing has ended for the year. All equipment and tools are being weatherized and stored for the winter.

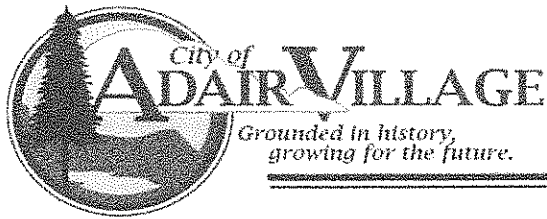
WATER TREATMENT PLANT

Maintenance Activity: Demand slowly started to decrease. The new SCADA system is in place and working very well. This will enable staff to run the plant for efficiently.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is in good shape. Solids have been moved and stored to dry.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT November 5, 2018 Council Meeting

Administration

- **Planner Position** – Our new planner will begin next Thursday, his name is Pat Depa. He has a lot of experience as a planner and I'm excited to get him going.
- **New Accounting Software** – Debbie and I have received the bids for new software to replace quickbooks. Two companies sent in proposals and we have decided to move forward with Casselle. They were almost ten thousand dollars cheaper and had the functions that we were looking for. We will begin the process of transferring after the New Year.
- **Eric Harvey** – Eric passed all required testing and is now a certified wastewater operator. He will now be the Designated Responsible Person in Charge for our system. This will allow us to bump him up to a utility worker III position and hire a new public works staff in the spring.

Property/Businesses

- **AVIS** –DEQ has initiated the beginning stages of the process to begin the cleanup work.
- **Farm Foods** – Jim has had some complaints about the store in regards to their fryer smelling up his restaurant. He also would like the City to write a new policy for parking.
- **Barracks** – The Plumbing in the barracks is now complete we will be working on the electrical and installing the doors.
- **Railroad Property** – Sean, Matt and I are trying to touch base with the federal parks department to begin the application process for getting the property out of parks and perpetuity.

Major Projects/Engineering

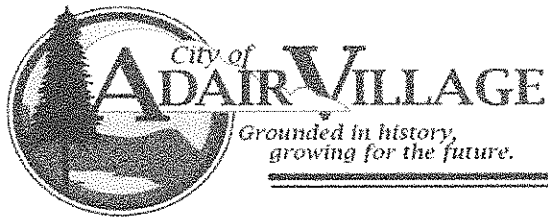
- **Water Plant** – All of the work at the water plant for the SCADA project is now complete. The system has been working great over the last month, it gives us the capability to monitor flows, ph, chemical alarms and some other features were still learning.
- **Calloway Creek** – They finally got approval to move forward with the wastewater line across the Benton County Park so that work has begun. The roads are all in and they are getting permits for their first house.
- **Serve Pro** – Tim seems to have worked out his differences with the surrounding properties owners and continues to make improvements to his building and landscaping.
- **SCS Property** – We are meeting with the developers for a pre application meeting on Thursday November 8th.

ADAIR VILLAGE PATROL

September 25, 2018 - October 24, 2018

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		
9/25/2018	3681	1.00	grave	Peterson	0						no activity from 0000-0100
9/25/2018	3683	1.00	grave	Hardison	0						0430-0530 patrolled city streets, school, park, businesses, and highway
9/27/2018	3714	1.00	day	Horn	0						patrolled from 0940-1040; no activity
9/27/2018	3719	2.00	grave	Blaser	2						car crash at Arnold/William R Cair
9/28/2018	3723	2.50	grave	Ball	0						responded to suspicious vehicle on NE Laurel Dr, responded to an assault call on NE Williamette Ave, patrolled park, school and house
9/28/2018	3724	1.00	grave	B. Iverson	0						0000-0100 patrol; no activity
9/28/2018	3725	1.00	grave	Hardison	0						patrolled city streets, businesses, and hwy 99W from 0500-0600
9/29/2018	3749	1.50	grave	Ball	1						patrolled Hwy 99W speed enforcement; arrested one for attempt to elude and over 100 mph at 99/Arnold
9/30/2018	3754	1.00	day	Halahunni	0	1					one traffic stop while patrolling from 0800-0900
10/1/2018	3762	1.50	grave	Gevatosky	0						patrolled neighborhoods, school, businesses, and parks from 2300-0030
10/1/2018	3763	1.00	grave	Lundy	0						0030-0130 patrol; no activity
10/1/2018	3777	1.00	grave	Lundy	0						patrolled streets, parks, and school from 2230-2330
10/1/2018	3774	1.00	swing	Setup	0						traffic patrol on Ryals and Hwy 99W; patrolled neighborhoods, school, businesses, and parks from 1940-2040;
10/2/2018	3784	1.00	day	Bowers	0						patrolled from 1535-1645; no calls for service
10/2/2018	3785	1.25	day	Fontaine	2	2					one hour and 20 min of patrol from 1525-1645
10/3/2018	3788	2.50	grave	Peterson	1	1					patrolled 0030-0300; one traffic stop
10/3/2018	3793	1.00	day	Genig	0						patrolled from 0900-1000; no activity
10/4/2018	3802	1.50	grave	Drongesen	1						patrolled from 0150-0325; no stops
10/5/2018	3818	2.00	grave	B. Iverson	0						patrolled from 2300-0100; no activity
10/5/2018	3821	1.00	day	Horn	0						no activity from 1025-1125
10/6/2018	3832	1.00	swing	Blaser	1						patrolled from 2330-0030; one contact from vehicle parked on road after hitting racoon
10/6/2018	3833	1.50	grave	B. Iverson	0						patrolled from 0000-0130; no activity
10/6/2018	3834	2.00	grave	Drongesen	0						patrolled from 0020-0225; no activity
10/7/2018	3848	1.00	day	Gerig	1	1					speed enforcement from 1015-1115
10/8/2018	3852	1.00	grave	Lundy	0						patrolled city streets, parks, and schools, from 0100-0200; no activity
10/8/2018	3853	1.00	day	Fontaine	1	1					one school zone citation for failing to obey traffic control device; patrolled from 0825-0925
10/8/2018	3859	1.00	day	Halahunni	0						patrolled from 1400-1500; no activity
10/8/2018	3863	2.00	swing	Konzelmar	0						patrolled streets, school, parks, and surrounding areas; saw 6 total cars; no violations observed
10/9/2018	3872	1.50	day	Fontaine	4						patrolled from 1400-1530
10/10/2018	3879	1.00	grave	Gevatosky	0						Patrolled neighborhoods, school, businesses, and parks from 0230-0330
10/10/2018	3882	1.00	day	Horn	0						Patrolled from 0820-0920; no activity
10/10/2018	3885	1.00	day	Gerig	1						no activity from 0930-1030
10/13/2018	3923	1.50	swing	Hardison	1						call for service at 8305 NE Hibiscus Dr.
10/13/2018	3924	2.00	grave	Drongesen	1						1 call for welfare check; patrolled from 0045-0240
10/14/2018	3942	1.00	day	Halahunni	1						patrolled from 1400-1500; one contact
10/15/2018	3947	1.00	grave	Ball	0						patrolled Hwy 99W speed enforcement, housing, and school areas; no activity from 2315-0015
10/16/2018	3962	2.50	grave	Peterson	0						patrolled from 0030-0200; no activity
10/16/2018	3963	1.50	grave	Gevatosky	0						patrolled neighborhoods, school, businesses, parks, new housing development and construction zone from 0200-0330
10/16/2018	3969	1.00	day	Halahunni	1						one contact from 0845-1045
10/16/2018	3975	1.00	day	Bowers	2	2					patrolled from 1550-1630; stopped 2 vehicle for speeding
10/16/2018	3977	2.00	swing	Konzelmar	6						one call for service for a juvenile riding a motorcycle on city streets, patrolled the city streets, aerodome, and school,
10/16/2018	3975	1.00	day	Bowers	2	2					patrolled from 1530-1630; warned two for speeding
10/17/2018	3981	2.00	grave	Hardison	3	5					patrolled hwy 99W, school, businesses, park, construction site on Ryals, and streets from 0430-0630; three traffic stops



STAFF REPORT
Attachment G – Financial Report
 November 5, 2018 Council Meeting

Totals - Income shown for Fiscal Year 2019 is \$378,675.09. (14.12% of budget) and Expenses are \$358,042.27 (13.33% of budget), which shows a Net Income of \$20,632.82 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	136,658.09	31.75%
• Materials & Services	167,101.29	31.42%
• Capital Outlay	39,241.00	13.08%
• Debt Service	14,530.00	6.96%

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	67,303.14	102,854.24	-35,551.10
Storm Drain	5,966.16	6,674.87	-708.71
Streets	15,263.36	15,233.11	30.25
Wastewater	70,854.91	65,727.07	5,127.84
Water	219,287.52	167,552.98	51,734.54
TOTAL	\$378,675.09	\$358,042.27	\$20,632.82

We have approximately **\$1,317,797.87** in the Local Government Investment Pool (LGIP). Last month we had **\$1,202,701.18**. Last year on 11/7/17 we had **\$852,518.00**.

	TOTAL				Total General Fund			
	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	0.00	118,000.00	-118,000.00	0.0%	0.00	118,000.00	-118,000.00	0.0%
4002 - Property Taxes - Prior Year	3,375.87	1,700.00	1,675.87	198.58%	3,375.87	1,700.00	1,675.87	196.58%
Total 4010 - Government Sources	21,316.42	317,300.00	-295,983.58	6.72%	6,053.06	25,800.00	-19,746.94	23.46%
Total 4020 - Rental Income	25,805.30	109,020.00	-83,214.70	23.67%	25,805.30	109,020.00	-83,214.70	23.67%
Total 4030 - Fees	297,226.59	876,196.00	-578,969.41	33.92%	1,120.00	15,000.00	-13,880.00	7.47%
Total 4050 - Other Income	21,188.72	58,100.00	-36,911.28	36.47%	21,188.72	55,200.00	-34,011.28	36.39%
4060 - Interest	9,760.19	7,500.00	2,260.19	130.14%	9,760.19	7,500.00	2,260.19	130.14%
Total 4080 - Transfers In	0.00	39,999.00	-39,999.00	0.0%	0.00	0.00	0.00	0.0%
4090 - Beginning Fund Balance	0.00	1,154,975.00	-1,154,975.00	0.0%	0.00	275,000.00	-275,000.00	0.0%
Total Income	378,675.09	2,682,790.00	-2,304,114.91	14.12%	67,303.14	607,220.00	-539,916.86	11.08%
	378,675.09	2,682,790.00	-2,304,114.91	14.12%	67,303.14	607,220.00	-539,916.86	11.08%
Expense								
5000 - Personal Services								
5010 - City Administrator	31,456.11	96,399.00	-64,942.89	32.63%	11,188.80	33,740.00	-22,551.20	33.16%
5016 - Utility/Court Clerk	11,763.93	36,000.00	-24,236.07	32.66%	2,356.78	7,216.00	-4,859.22	32.66%
5018 - Finance Clerk	5,707.42	17,812.00	-12,104.58	32.04%	896.12	2,672.00	-1,815.88	32.04%
5025 - Summer Program Coordinator	3,622.22	12,966.00	-9,343.78	27.94%	3,622.22	12,966.00	-9,343.78	27.94%
5050 - Public Works Supervisor	17,700.37	53,605.00	-35,904.63	33.02%	0.00	0.00	0.00	0.0%
5052 - Utility Worker III	0.00	38,494.00	-38,494.00	0.0%	0.00	0.00	0.00	0.0%
5054 - Utility Worker II	11,125.28	0.00	11,125.28	100.0%	0.00	0.00	0.00	0.0%
5058 - Utility Worker I	2,307.50	0.00	2,307.50	100.0%	780.00	0.00	780.00	100.0%
5064 - Intern	50.00	0.00	50.00	100.0%	50.00	0.00	50.00	100.0%
5081 - Employee Health Ins Benefits	29,393.18	86,940.00	-57,546.82	33.81%	4,114.76	12,601.00	-8,486.24	32.65%
5082 - Retirement Benefits	15,468.24	52,834.00	-37,365.76	29.29%	3,567.70	11,709.00	-8,151.30	30.38%
5085 - Employment Taxes	7,751.34	35,290.00	-27,538.66	21.97%	1,783.30	7,821.00	-6,037.70	22.8%
5000 - Personal Services - Other	292.50	0.00	292.50	100.0%	0.00	0.00	0.00	0.0%
Total 5000 - Personal Services	136,658.09	430,420.00	-293,761.91	31.75%	28,309.68	88,725.00	-60,415.32	31.91%
Total 5100 - Material & Services	167,101.29	531,775.00	-364,673.71	31.42%	72,194.56	233,625.00	-161,430.44	30.9%
Total 5300 - Capital Outlay	39,241.00	300,000.00	-260,759.00	13.08%	2,350.00	100,000.00	-97,650.00	2.35%
Total 5400 - Debt Service	14,530.00	208,724.00	-194,194.00	6.96%	0.00	22,254.00	-22,254.00	0.0%
Total 5500 - Transfers	0.00	39,999.00	-39,999.00	0.0%	0.00	17,355.00	-17,355.00	0.0%
5700 - Contingency	0.00	56,600.00	-56,600.00	0.0%	0.00	46,000.00	-46,000.00	0.0%
7777 - Reserve for Future Expenditure	0.00	1,115,272.00	-1,115,272.00	0.0%	0.00	99,261.00	-99,261.00	0.0%
Total Expense	367,530.38	2,682,790.00	-2,325,259.62	13.33%	102,854.24	607,220.00	-504,365.76	16.94%
	21,144.71	0.00	21,144.71	100.0%	-35,551.10	0.00	-35,551.10	100.0%

	Storm Drain Fund			Street Fund		
	Jul '18 - Jun 19	Budget	% of Budget	Jul '18 - Jun 19	Budget	% of Budget
Income						
4001 - Property Taxes--Current	0.00			0.00		
4002 - Property Taxes - Prior Year	0.00			0.00		
Total 4010 - Government Sources	0.00			15,263.36	61,500.00	24.82%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	5,966.16	21,900.00	27.24%	0.00		
Total 4050 - Other Income	0.00	200.00	0.0%	0.00	200.00	0.0%
4060 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00			0.00		
4090 - Beginning Fund Balance	0.00	11,000.00	0.0%	0.00	60,200.00	0.0%
Total Income	5,966.16	33,100.00	18.03%	15,263.36	121,900.00	12.52%
	5,966.16	33,100.00	18.03%	15,263.36	121,900.00	12.52%
Expense						
5000 - Personal Services						
5010 - City Administrator	1,595.90	4,819.00	33.12%	1,600.90	4,820.00	33.21%
5016 - Utility/Court Clerk	589.20	1,804.00	32.66%	0.00		
5018 - Finance Clerk	285.38	891.00	32.03%	285.38	891.00	32.03%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	887.52	2,680.00	33.12%	1,775.04	5,361.00	33.11%
5052 - Utility Worker III	0.00	1,925.00	0.0%	0.00	3,849.00	0.0%
5054 - Utility Worker II	556.26			1,112.54		
5058 - Utility Worker I	97.50			130.00		
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	1,469.56	4,347.00	33.81%	1,763.48	5,369.00	32.72%
5082 - Retirement Benefits	773.40	2,508.00	30.84%	928.09	3,087.00	30.08%
5085 - Employment Taxes	387.65	1,675.00	23.14%	465.21	2,062.00	22.56%
5000 - Personal Services - Other	32.50			0.00		
Total 5000 - Personal Services	6,674.87	20,649.00	32.33%	8,060.64	25,450.00	31.66%
Total 5100 - Material & Services	0.00	6,500.00	0.0%	7,172.47	20,250.00	35.42%
Total 5300 - Capital Outlay	0.00			0.00		
Total 5400 - Debt Service	0.00			0.00		
Total 5500 - Transfers	0.00	1,435.00	0.0%	0.00	2,501.00	0.0%
5700 - Contingency	0.00	4,100.00	0.0%	0.00		
7777 - Reserve for Future Expenditure	0.00	416.00	0.0%	0.00	73,690.00	0.0%
Total Expense	6,674.87	33,100.00	20.17%	15,233.11	121,900.00	12.5%
	-708.71	0.00	-100.0%	-708.71	0.00	-100.0%
				30.25	30.25	100.0%

	Wastewater Fund			Water Fund		
	Jul '18 - Jun 19	Budget	% of Budget	Jul '18 - Jun 19	Budget	% of Budget
Income						
4001 - Property Taxes--Current	0.00			0.00		
4002 - Property Taxes - Prior Year	0.00			0.00		
Total 4010 - Government Sources	0.00	30,000.00	0.0%	0.00	200,000.00	0.0%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	70,854.91	220,420.00	32.15%	219,287.52	558,000.00	39.23%
Total 4050 - Other Income	0.00	1,000.00	0.0%	0.00	1,500.00	0.0%
4060 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00			0.00		
4090 - Beginning Fund Balance	0.00	6,000.00	0.0%	0.00	450,000.00	0.0%
Total Income	70,854.91	257,420.00	27.53%	219,287.52	1,210,500.00	18.12%
	70,854.91	257,420.00	27.53%	219,287.52	1,210,500.00	18.12%
Expense						
5000 - Personal Services						
5010 - City Administrator	4,795.20	14,460.00	33.16%	12,787.20	38,560.00	33.16%
5016 - Utility/Court Clerk	2,945.98	9,020.00	32.66%	5,891.97	18,040.00	32.66%
5018 - Finance Clerk	1,712.22	5,343.00	32.05%	2,598.32	8,015.00	32.04%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	4,437.59	13,401.00	33.11%	10,600.22	32,163.00	32.96%
5052 - Utility Worker III	0.00	11,548.00	0.0%	0.00	21,172.00	0.0%
5054 - Utility Worker I	3,337.58			6,118.90		
5058 - Utility Worker I	520.00			780.00		
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	7,349.86	20,528.00	35.8%	14,695.52	44,075.00	33.34%
5082 - Retirement Benefits	3,325.68	11,126.00	29.89%	6,883.37	24,404.00	28.21%
5085 - Employment Taxes	1,708.42	7,431.00	22.99%	3,495.76	16,301.00	20.9%
5000 - Personal Services - Other	0.00			260.00		
Total 5000 - Personal Services	30,132.53	92,857.00	32.45%	63,982.26	202,730.00	31.57%
Total 5100 - Material & Services	21,064.54	88,800.00	23.72%	66,659.72	182,600.00	36.51%
Total 5300 - Capital Outlay	0.00			36,891.00	200,000.00	18.45%
Total 5400 - Debt Service	14,530.00	51,470.00	28.23%	0.00	135,000.00	0.0%
Total 5500 - Transfers	0.00	6,445.00	0.0%	0.00	12,263.00	0.0%
5700 - Contingency	0.00	6,500.00	0.0%	0.00		
7777 - Reserve for Future Expenditure	0.00	11,348.00	0.0%	0.00	477,907.00	0.0%
Total Expense	65,727.07	257,420.00	25.53%	167,552.98	1,210,500.00	13.84%
	5,127.84	0.00	100.0%	51,734.54	0.00	100.0%



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

Willamette Valley Office
213 Water Ave. NW, Ste 100
Albany, OR 97321
541-223-5130

Newport Office
609 SW Hurbert Street
Newport, OR 97365
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: October 30, 2018

Work Order Number:

To: Pat Hare, City Administrator, Adair Village

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

RE: Adair Village Wastewater Facilities Plan Update – Engineering Scope of Services Proposal
Civil West Project Number: to be assigned

The purpose of this engineering proposal is to outline and describe the Proposed Scope of Services to provide a Wastewater Facilities Plan (WWFP) Update to include an evaluation of a phased treatment plant improvement project that is in alignment with the long-term goals of the City to accept leachate and treat it at the City wastewater treatment plant.

Background Summary

The City of Adair Village contacted Civil West regarding a potential agreement with Coffin Butte Landfill to treat their leachate. Civil West contracted Tyler Radniecki and his team from Oregon State University (OSU) School of Chemical, Biological and Environmental Engineering to assess the feasibility of treating Coffin Butte Landfill wastewater/leachate at the City of Adair Village wastewater treatment plant through a one-year bench study. The results of the Bench study were promising, and while the City is making progress in negotiations with Republic Services, the need for treatment plant improvements is imminent. Much of the City wastewater treatment plant has surpassed its original design life and requires significant improvements to meet the needs of the growing City.

Goal for the Project

Our goal is to provide the City with an updated WWFP that, while not abandoning the combined municipal/leachate treatment, will make recommendations for a phased implementation of the previously recommended treatment process. Phase one would include the infrastructure to serve municipal needs only, and phase two would increase the plant capacity to be able to accept Leachate.

Our team will work with Hemphill Water Engineering and the City to evaluate the viability of a phased implementation of treatment plant improvements to allow the City to address current concerns around plant capacity given the increase in development within the City.

Part A: Scope of Work

The following tasks have been identified to track the progress of the WWFP Update. 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.

Proposed Civil Engineering Scope of Services:

1. **Task 1 – Project Management and Administration** – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing resources internally, and meeting with staff on routine issues.
2. **Task 2 – Review and Update Design Data and Flow Projections** – We will incorporate additional data and information collected about flow and growth within the City and provide an overall summary that outlines the impact to the current treatment recommendation.
3. **Task 3 – Update Treatment Recommendations to Incorporate a Phased Implementation** – We will work with Hemphill Water Engineering and the City to evaluate and revise current treatment recommendations to allow for the City to implement improvements to increase current capacity but still stay in alignment with future full buildout of a facility able to treat leachate from the landfill. This will also include updating estimated costs and schedules for alternatives and recommendations.
4. **Task 4 – Final Wastewater Facilities Plan Update** – Under this task, we will prepare the Final WW Facilities Plan, integrating outputs from Tasks 2 and 3 to provide a comprehensive planning document that enables the City to effectively manage existing wastewater infrastructure and prepare for future growth. This task will include submittal of the final WWFP to DEQ and to work with DEQ to address comments and concerns. Our cost does not include the fee charged by DEQ to review and approve the plan update.
5. **Task 5 – Reimbursables** – This task will include allowances for project costs related to reimbursable expense items. These include:
 - a. Travel costs – We have included an allowance for travel costs to be billed at the mileage rate presented in Exhibit A.
 - b. Publication, reproduction, and office costs – Under this item, we have included a reimbursable allowance to provide the owner with copies of documents and reports, including digital deliverables upon request.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

Task No.	Task Description	Proposed Total Fee
1	Project Management & Administration	\$4,000.00
2	Review and Update Design Data and Flow Projections	\$3,480.00
3	Update Treatment Recommendations to Incorporate a Phase Implementation	\$8,400.00
4	Final WW Facilities Plan Update	\$15,950.00
5	Reimbursables	\$300.00
Total Proposed Project Budget		\$32,130.00

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by owner. If budget funds go unused, the City will realize the savings.

Part C: Project Schedule

We will adjust our approach and efforts to meet your schedule as required to meet the project goals and objectives.

We are grateful for this opportunity to provide these services to the City of Adair Village. We are prepared to begin work on this important project as soon as we are authorized to do so. 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.



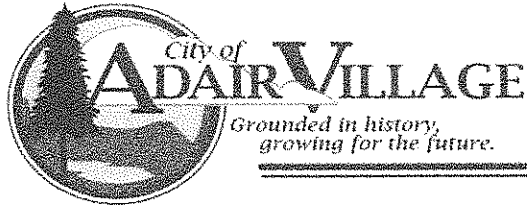
Matt Wadlington, PE
Willamette Valley Regional Manager

Authorized Representative Signature Accepting Scope of Services

Date

City of Adair Village
 WWT Facilities Plan Update
 October 30, 2018

City of Adair Village WWT Facilities Plan Update Fee Worksheet									
Tasks	Principal Engineer	Project Manager	Project Engineer	Hemphill Water Engineering	Civil West Engineering Services	Hemphill Water Engineering	Total Fee		
	\$155.00	\$140.00	\$125.00	\$150.00					
1 Project Management & Administration									
1a Overall project Management	4	8			\$1,740.00	\$0.00	\$1,740.00		
1b Coordination Calls/Meetings		4	4	8	\$1,060.00	\$1,200.00	\$2,260.00		
		12	4	8	\$2,800.00	\$1,200.00	\$4,000.00		
2 Review and Update Design Data and Flow Projections									
2a Study Background, Purpose, Summary and Results		2	16	8	\$2,000.00	\$1,200.00	\$3,200.00		
2b QA/QC		2	16	8	\$2,280.00	\$0.00	\$2,280.00		
		0					\$3,480.00		
3 Update Treatment Recommendations to Incorporate a Phase Implementation									
3a Treatment Alternatives		4	16	16	\$2,560.00	\$2,400.00	\$4,960.00		
3b Recommendations		4	16	4	\$2,560.00	\$600.00	\$3,160.00		
3c QA/QC		2			\$280.00	\$0.00	\$280.00		
		10	32	20	\$5,400.00	\$3,000.00	\$8,400.00		
4 Final WWT Facilities Plan Update									
4a Final Report Preparation		20	40	16	\$7,800.00	\$2,400.00	\$10,200.00		
4b Submit to DEQ and address comments		8	16	8	\$3,120.00	\$1,200.00	\$4,320.00		
4c QA/QC	2	8			\$1,430.00	\$0.00	\$1,430.00		
	2	36	56	24	\$12,350.00	\$3,600.00	\$15,950.00		
5 Reimbursables									
5a Travel and Per Diem Costs					\$50.00	\$200.00	\$250.00		
5b Reproduction, copies, and office expenses					\$50.00	\$0.00	\$50.00		
					\$100.00	\$200.00	\$300.00		
Total	6	60	108	60	\$22,930.00	\$9,200.00	\$32,130.00		



STAFF REPORT Water Line Repairs

Two weeks ago the city faced a main line break on the old Labor School property. Unfortunately when we tried to isolate the break we were unsuccessful because the valves were all broken to the area containing Santiam Christian and the industrial zone. We were able to fix the line while it was live in this situation but if the line had broke completely we would have had to shut the entire city down to repair the line. We need to have two special valves put in while the line is live so that we can then isolate sections to replace the old broken valves. I'm recommending doing two hot taps on the system so that we can begin this work. It is going to cost the city around \$20,000.00 dollars for this work. We have the money in materials in service for water but may have to do a supplemental budget towards the end of the year if we have too many complications (i.e. breaks, unexpected infrastructure cost).

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

IN THE MATTER OF MOVING APPROPRIATIONS)
FROM RESERVE FOR FUTURE EXPENDITURE)
TO ENGINEERING SERVICES)

RESOLUTION NO. 2018 - #6

WHEREAS, property developers have expressed an interest in developing land within the City of Adair Village city limits; and,

WHEREAS, the City has determined that system development plans need to be updated; and,

WHEREAS, the City has determined that additional engineering services will be required for plan reviews; and,

WHEREAS, supplemental budget adjustments are allowed when items were unknown at the time the fiscal 2018-19 budget was adopted; and,

WHEREAS, the City has sufficient resources in the SDC Fund to provide for this additional budget item;

IT IS HEREBY RESOLVED by the City Council of the City of Adair Village that:

SECTION 1: The FY 2018-19 Budget is hereby amended as follows:

<i>General Fund</i>	<i>As Adopted</i>	<i>This Change</i>	<i>New Budget</i>
Revenues:			
Plan Review Fees	-	30,000	30,000
Expenditures:			
General Government	135,803	30,000	165,803
<hr/>			
<i>SDC Fund</i>	<i>As Adopted</i>	<i>This Change</i>	<i>New Budget</i>
Expenditures:			
Engineering Services	-	60,000	60,000
Reserve for Future Expenditure	315,735	(60,000)	255,735
	<u>315,735</u>	<u>-</u>	<u>315,735</u>

SECTION 2: This resolution is effective immediately upon passage.

PASSED: The 5th day of November, 2018.

City Administrator

Mayor

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for the City of Adair Village for the current fiscal year will be held at Adair Village City Hall, 6030 NE William R. Carr Avenue, Adair Village, Oregon.

The hearing will take place on November 5, 2018 at 6:00 PM.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after October 20, 2018 at Adair Village City Hall between the hours of 8:00 AM and 5:00 P

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

General Fund

Resource	Amount	Expenditure	Amount
1 Beginning Fund Balance	275,000	1 Administration/Planning	165,803
2 Property Taxes	119,700	2 Parks	33,815
3 Intergovernmental	25,800	3 Public Safety	37,682
4 Rents and Leases	109,020	4 Non-departmental	215,050
5 Franchise Fees	46,000	5 Debt Service	22,254
6 Planning & Zoning Fees	15,000	6 Transfers Out	17,355
7 Plan Review Fees	30,000	7 Contingency	46,000
7 Interest Income	7,500	8 Reserve for Future Expenditure	99,261
8 Miscellaneous	9,200		
Revised Total Fund Resources	637,220	Revised Total Fund Requirements	637,220

Explanation of change(s):

At the time of budget adoption the City did not know it would need additional engineering services associated with new subdivision planning. Property developers have shown significant interest in creating new subdivisions in the City, and additional services have been deemed necessary.

SDC

Resource	Amount	Expenditure	Amount
1 Beginning Fund Balance	255,859	1 Engineering Services	60,000
2 SDC Charges	59,876	2 Reserve for Future Expenditure	255,735
Revised Total Fund Resources	315,735	Revised Total Fund Requirements	315,735

Explanation of change(s):

At the time of budget adoption the City did not know it would need a Systems Development Study. Property developers have shown significant interest in creating new subdivisions in the City, and a study has been deemed necessary.

CITY OF ADAIR VILLAGE
ADAIR VILLAGE SUPPLEMENTAL BUDGET
ORDER OF PROCEDURE FOR THE CONDUCT OF HEARING
Public Hearing November 5, 2018

OPEN THE HEARING

1. Announce.

The purpose of this Public Hearing is to receive testimony on the City of Adair Village's proposed Supplemental Budget.

2. Call for Staff Report & Announcements.

Summarize Budget Changes

3. Call for testimony from those in favor of the Supplemental Budget.

4. Call for testimony from those opposed to the Supplemental Budget.

5. Call for any general comments.

6. Close Hearing.

7. Council Deliberation

The Council may make a motion to approve or disapprove Resolution 2018 #6. Or, the Council may move to continue the Hearing until a specified time and place or they may hold the Record open for additional written testimony until a specified time and place.

8. Council Decision.

Following the Council's discussion, take final action on motion.