

ADAIR VILLAGE CITY COUNCIL-Final

City Hall - 6030 Wm. R Carr Av.

******Tuesday, May 7, 2019 - 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 – April 2, 2019 (Attachment A)
- b. Bills List through – April 30, 2019 (Attachment B) – \$77,639.08

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

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C,C1,C2) 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 April 30, 2019 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Wastewater Facilities Plan Addendum (Attachment H) Matt Wadlington
Action: Decision
- b) SDC Methodology Update Matt Wadlington
Action: Public Hearing /Discussion

6. NEW BUSINESS:

- a) Jim Jones Liquor/Wine License (Attachment I) Pat Hare
Action: Decision
- b) Collections Agency (Attachment J) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Ordinance 2019 # 01 Alyrica Franchise Agreement (Attachment K) Pat Hare
Action: First reading
- b) Resolution 2019 # 01 Authorization (Attachment L) Pat Hare
Action: Decision

8. EXECUTIVE SESSION ORS 192.660 (i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- a) City Administrator Evaluation
Action: Discussion/Decision

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, June 4, 2019 6:00 PM
Planning Commission- May 21, 2019 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, April 2, 2019 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Real, Ray, Rowe and Mayor Currier were present. City Attorney Sean Kidd was present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the flag salute.</p>
<p>2. Consent Calendar (Agenda Item 2).</p> <p>Minutes of February 5, 2019 City Council Meeting. Bills List through March 31, 2019, (\$63,566.45 total).</p>	<p>Councilor Rowe moved to approve the Consent Calendar. Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment H – Alyrica High Speed Fiber (Agenda Item 5a). Information was presented to the council regarding Alyrica Networks and a proposed Franchise Agreement.</p> <p>CA Hare will prepare an Ordinance to be presented at next Council meeting.</p>	<p>Council received the information and discussed the matter,</p>
<p>5. Attachment C – Community Services Officer (Agenda Item 4a). Jerry Jackson, CSO, presented the report.</p>	<p>Council received the report.</p>
<p>6. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>7. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • Caselle Software – Data transfers have started between the City and Caselle. • Public Works – The City will be looking at hiring a part time utility worker to help through the summer. <p>Property/Businesses</p> <ul style="list-style-type: none"> • AVIS – GP, Office Depot and the City are currently submitting all required reporting and applications to DEQ. • Barracks – The West Barracks are now insulated, wired, plumbed and sheet rocked. Work will now start on getting doors installed and finishes. 	<p>Council received the report.</p>

<ul style="list-style-type: none"> • Farms Foods, Sweet Taste and Store – Jim Jones is looking at selling his business. The store and coffee shop seem to be doing good. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – Chad Davis has now taken out 21 permits. • Cornelius Property – Tim is working with Planner Pat Depa to time his application appropriately. • SCS Property – Tim Groom came and talked to the Council and the Planning Commission with his proposal and Pat and CA Hare have written a staff report with the City’s recommendation. • William R. Carr Subdivision – Brian Donne will be starting next month. • Water Tanks – There still seem to be some small leaks after the proposed fix. We are continuing to work with the surety company to find a remedy or compensation. 	
<p>8. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>9. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$1,812,323.54 and expenses are \$926,932.36. The balance in the Local Government Investment Pool is approximately \$1,316,971.69, last year the balance was \$1,053,754.92..</p>	<p>Council received the report.</p>
<p>10. Attachment I – Kiwanis Easter Egg Hunt (Agenda Item 5b).</p>	<p>Councilor Real moved to approve the request of \$250.00 to Kiwanis for the Easter Egg Hunt. Councilor Rowe seconded. Unanimous Approval (4-0).</p>
<p>11. Attachment J – City Court System (Agenda Item 6a).</p>	<p>Councilor Rowe moved to suspend the City’s Court services. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>12. Attachment K - Appointment of Mayor Pro Tem (Agenda Item 6b).</p>	<p>Councilor Real moved to appoint Councilor Rowe as Mayor Pro Tem. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>13. Attachment L – Charline King Memorial (Agenda Item 6c).</p> <p>A proclamation will brought to the Council next month.</p>	<p>Council discussed the matter.</p>
<p>14. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor Ray – None. • Councilor Rowe – He went to his first COG meeting. 	

17 Adjournment:

Next meeting- Council meeting on Tuesday, May 7, 2019 at 6:00 PM.

Mayor adjourned the meeting at 7:50 PM.

Mayor's Approval

Date

City of Adair Village
Unpaid Bills Detail
 As of April 2, 2019

Type	Date	Num	Due Date	Aging	Open Balan...	
American Business Software, Inc Bill	4/2/2019	Inv# 1...	4/12/2019		60.60	22867
Total American Business Software, Inc					60.60	22862
Century Link Bill	4/2/2019	Mar 2...	4/12/2019		55.23	
Total Century Link					55.23	22863
Delapoer Kidd Attorneys at Law Bill	4/2/2019	Inv# 1...	4/12/2019		1,881.25	
Total Delapoer Kidd Attorneys at Law					1,881.25	22864
Edge Analytical Laboratories Bill	3/28/2019	19-08...	4/7/2019		437.40	
Bill	4/2/2019	#19-1...	4/12/2019		29.70	
Total Edge Analytical Laboratories					467.10	22865
Ferguson Enterprises Bill	4/2/2019	Inv# 0...	4/12/2019		2,208.00	
Total Ferguson Enterprises					2,208.00	22866
Pacific Excavation Bill	4/2/2019	Pmnts ...	4/12/2019		8,034.47	
Total Pacific Excavation					8,034.47	22867
TOTAL					12,706.65	

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 4/2/19

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04/16/19

City of Adair Village
Unpaid Bills Detail
As of April 16, 2019

Type	Date	Num	Due Date	Aging	Open Balan...	
American Rooter						
Bill	4/16/2019	4/3/2...	4/26/2019		189.50	22868.
Total American Rooter					189.50	
Auto Zone						
Bill	4/9/2019	Inv#2...	4/19/2019		62.76	22869.
Total Auto Zone					62.76	
Bank of America						
Bill	4/2/2019	2-24-...	4/12/2019	4	1,826.01	22870.
Total Bank of America					1,826.01	
Benton County Sheriff						
Bill	4/5/2019	1-1-1...	4/15/2019	1	7,822.25	22871.
Total Benton County Sheriff					7,822.25	
Benton County, Oregon						
Bill	4/4/2019	Inv# 3...	4/14/2019	2	149.85	22872.
Total Benton County, Oregon					149.85	
BRX, Inc.						
Bill	4/16/2019	PO#s...	4/26/2019		7,900.00	22873.
Total BRX, Inc.					7,900.00	
Civil West Engineering Services, Inc						
Bill	4/4/2019	4/1/2...	4/14/2019	2	7,124.68	22874.
Total Civil West Engineering Services, Inc					7,124.68	
Cornerstone Janitorial						
Bill	4/9/2019	Inv# 5...	4/19/2019		261.46	22875.
Total Cornerstone Janitorial					261.46	
Dan George Superior Interior LLC						
Bill	4/9/2019	Inv# 7...	4/19/2019		12,750.00	22876.
Total Dan George Superior Interior LLC					12,750.00	
De Lage Landen Financial Services, Inc.						
Bill	4/16/2019	Inv# 6...	4/26/2019		131.00	22877.
Total De Lage Landen Financial Services, Inc.					131.00	
Edge Analytical Laboratories						
Bill	4/11/2019	Inv# 1...	4/21/2019		59.40	
Bill	4/12/2019	Inv# 1...	4/22/2019		190.80	22878.
Total Edge Analytical Laboratories					250.20	
NW Natural						
Bill	4/4/2019	3/29/19	4/14/2019	2	191.48	22879.
Total NW Natural					191.48	
One Call Concepts						
Bill	4/4/2019	Inv# 9...	5/4/2019		54.60	22883.
Total One Call Concepts					54.60	
Republic Services #452						
Bill	4/9/2019	3-31-...	4/19/2019		147.72	22884.
Total Republic Services #452					147.72	
RG Smith Electric & Plumbing Inc						
Bill	4/16/2019	Inv# 1...	4/26/2019		638.73	22885.
Total RG Smith Electric & Plumbing Inc					638.73	
Simply Payroll						
Bill	4/9/2019	Inv# 1...	4/19/2019		93.80	22880.
Total Simply Payroll					93.80	

8:30 AM

04/16/19

City of Adair Village
Unpaid Bills Detail
As of April 16, 2019

Type	Date	Num	Due Date	Aging	Open Balan...
USA Blue Book Bill	4/16/2019	Inv# 8...	4/26/2019		195.42
Total USA Blue Book					195.42
TOTAL					39,789.46

22881-

195.42

39,789.46

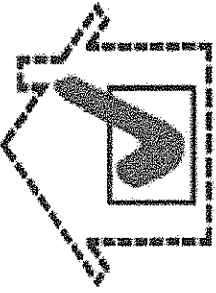
4/16/19

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04/26/19

City of Adair Village
Unpaid Bills Detail
As of April 26, 2019

Type	Date	Num	Due Date	Aging	Open Balan...	
American Rooter						
Bill	4/25/2019	4/17/19	5/5/2019		393.75	22886
Total American Rooter					393.75	
Benton County, Oregon						
Bill	4/18/2019	Inv# 3...	4/28/2019		4,513.25	22887
Total Benton County, Oregon					4,513.25	
Best Pots Inc						
Bill	4/18/2019	Inv# ...	4/28/2019		82.60	22888
Total Best Pots Inc					82.60	
Century Link						
Bill	4/23/2019	Apr 1...	5/3/2019		79.87	22889
Total Century Link					79.87	
CIS TRUST						
Bill	4/18/2019	May 2...	4/28/2019		6,086.55	22890
Total CIS TRUST					6,086.55	
Comcast						
Bill	4/23/2019	Apr 1...	5/3/2019		102.85	22891
Total Comcast					102.85	
Consumers Power Inc.						
Bill	4/23/2019	Stmt ...	5/3/2019		3,171.91	22892
Total Consumers Power Inc.					3,171.91	
Edge Analytical Laboratories						
Bill	4/25/2019	Inv# 1...	5/5/2019		190.80	22893
Total Edge Analytical Laboratories					190.80	
Ferguson Enterprises						
Bill	4/18/2019	Inv# 0...	4/28/2019		1,309.82	22894
Total Ferguson Enterprises					1,309.82	
Home Insulation Contractors						
Bill	4/23/2019	Inv# 7...	5/3/2019		7,600.00	22895
Total Home Insulation Contractors					7,600.00	
Kiwanis Sunrisers						
Bill	4/18/2019	2019 ...	4/28/2019		250.00	22896
Total Kiwanis Sunrisers					250.00	
Linn-Benton Utilities						
Bill	4/23/2019	Inv# 0...	5/3/2019		75.00	22897
Total Linn-Benton Utilities					75.00	
Oregon Dept of Revenue						
Bill	4/16/2019	93-61...	4/26/2019		61.00	22898
Total Oregon Dept of Revenue					61.00	
Smith-Wagar Consulting						
Bill	4/23/2019	Inv# 5...	5/3/2019		1,000.00	22899
Total Smith-Wagar Consulting					1,000.00	
Verizon						
Bill	4/18/2019	Inv# 9...	4/28/2019		225.57	22900
Total Verizon					225.57	
TOTAL					25,142.97	

[Signature]
4/26/19



**CODE
COMPLIANCE**

Willamette Valley Processors, LLC

End of Month - April

3/26/19 through 4/29/19

CSO	Jerry Jackson						
Hours Worked:	Hrs. - 100						
Complaint Total:	Monthly Case Load						
	Complaints 3 Self-Initiated 16 Total Calls 19						
A19-035	3/26/19 11:27 AM	Trailer parked in the lawn	Observed	260 NE Azalea	Warning Letter		
A19-036	3/26/19 11:29 AM	Pickup parked on lawn	Observed	5157 NE Willamette	Needs Letter sent		
A19-037	3/26/19 12:20 PM	Dog at large	Observed	6045 William R Carr, Unit 1			
A19-038	4/2/19 8:48 AM	Damaged bike rack, garbage full & hole in asphalt	Observed	Kiddie Park	Reported to Pat		
A19-039	4/2/19 8:55 AM	Trailer parked illegally w/garbage	Observed	4222 NE Laurel Dr	Warning Letter		
A19-040	4/3/19 11:55 AM	Two Dogs at large	Complaint	172 NE Azalea Dr	Assisted owner in search Verbal warning		

A19-041	4/8/19 9:35 AM	Damaged street/stop signs	Observed	William R. Carr & Columbia	Reported to Pat
A19-042	4/8/19 9:43 AM	Commercial dumpster	Observed	123 NE Columbia	Warning Letter 4/8/19
A19-043	4/8/19 9:44 AM	Commercial dumpster	Observed	132 NE Columbia	Warning Letter 4/8/19
A19-044	4/8/19 9:56 AM	Trailer parked illegally w/garbage	Observed	4222 NE Laurel Dr	2nd Warning Letter sent
A19-045	4/9/19 9:15 AM	Clothes dump at donation box	Observed	Market	Put in donation box
A19-046	4/9/19 1:10 PM	Boil Notice		City Wide	CERT Team 4 hrs
A19-047	4/15/19 10:48 AM	Basketball Hoop on sidewalk	Observed	8821 Cori Ct	Need to send a letter to landlord
A19-048	4/16/19 10:00 AM	Utility trailer parked in Street	Observed	8755 NE Box Elder	Verbal Warning
A19-049	4/17/19 10:45 AM	Dumpster in yard, broken door on lawn, tall grass	Observed	234 NE Azalea	Warning 0517
A19-050	4/17/19 10:45 AM	Building materials left on the porch and lawn	Observed	236 NE Azalea	Warning 0518
A19-051	4/17/19 10:37 AM	Security Issue	Observed	City Land on William R. Carr	Picture sent to Pat
A19-052	4/19/19 8:55 AM	Matt reported reckless driving on 4-18-19	Reported	Kiddie Park	Call BCSO the incident was reported by a witness

A19-053	4/24/19 9:17 AM	Matt reported two pit bulls at large	Reported	130 NE Columbia	No answer/sent incident report to BCSO
A19-054	4/26/19 9:05 AM	Very tall grass in front yard.	Observed	218 NE Azalea	Left card

Wrong Way Driving 0

Yellow Zone 0

Prohibited Parking 5

Grass/Vegetation Warnings 1

Criminal Mischief 3

Trash Container 4

Solid Waste/Littering 1

Vacation/Citizen Assist 0

Noise 0

Animal at large 4

Livestock/Dog Violations 0

2019 Chicken Permits 0

Basketball Hoop on sidewalk 1

Animal Control: Sheriff's Office Animal Control Officer covers calls by citizens in regard to Dogs.

City Assist:

- Emergency Management – FEMA Train-the-trainer school for CERT (Emmitsburg, Md. July 7th-13th with Benton County).
- CERT Team Assignment – Distributed Water Shutoff Notices 4-9-19 (Jerry & Phil)
- Daily Patrol
- Public Nuisance Properties 5224 NE Laurel Dr. & 3111 NE Willamette Ave
- Administrative Fines

City of *Adair Village*

CODE COMPLIANCE
ADMINISTRATIVE CITATION
6030 NE William R. Carr Ave.
Adair Village, Oregon 97330
541 745-5507

CASE NUMBER

RESPONSIBLE PARTY _____ PHONE _____ DATE _____
ADDRESS _____
LOCATION _____

SUBJECT: PUBLIC NUISANCES AND ABATEMENT – CHAPTER 40

40.470 GARBAGE AND RECYCLING CONTAINERS

(1) Street Placement. Containers (garbage, recycling, yard debris, etc.) may not be placed on or along the street prior to 5:00 PM, on the day prior to the scheduled pickup day and must be removed by 8:00 AM the day after the scheduled pickup day.

(2) Placement of Property. Except as provided in subsection 1 above, containers (garbage, recycling, yard debris, etc) must be placed/stored upon the property of the customer/user in such a manner as to not be visible from the street adjacent to the subject property, except that containers maybe stored adjacent to the garage.

Person in Charge of Property is responsible for Compliance: (Resolution No. 2014 – 8)

- _____ Warning (number of warnings)
- Third Violation/First Citation \$10.00 Fine
- Fourth Violation/Second Citation \$20.00 Fine
- Continued Violation \$40.00 Fine

Fines are to be paid to the City of Adair Village within 20 days from the date of the citation. Fines not paid in 20 days will be subject to collection.

Jerry J. Jackson
Community Service Officer

For Office Use Only:

City of *Adair Village*

CODE COMPLIANCE
CORRECTION NOTICE
6030 NE William R. Carr Ave.
Adair Village, Oregon 97330
541 745-5507

CASE NUMBER

LICENSE _____ STATE _____ DATE _____

VEHICLE LOCATION _____

SUBJECT: COMPLIANCE REQUIRED – VEHICLE SUBJECT TO IMPOUNDMENT

40.610 (5)(a) No person shall place or permit to be placed on a public right-of-way without permission of the City, an operable motor vehicle, for a period in excess of 15 days. Failure to move the vehicle at least one mile in the 15 days allowed will be considered a violation. **FAILURE TO REMOVE THE VEHICLE FROM THE STREET MAY RESULT IN THE ISSUANCE OF A CITATION AND INPOUNDMENT OF THE VEHICLE WITHOUT FURTHER NOTICE.**

40.610 (5)(b) If a vehicle has out-of-date registration or is otherwise an inoperable vehicle and is on the public right-of-way, it will automatically be considered abandoned.

40.630 (2) any vehicle towed will be towed pursuant to Oregon Revised Statutes (ORS) Chapter 98.

43.235 (1) No person shall park a motor home, travel trailer, recreational vehicle, utility trailer, boat trailer, truck with camper, camper, livestock trailer, or any other type of trailer designed to be pulled by a vehicle, or any other type of vehicle or trailer used for recreational purpose or sleeping, upon City streets, any street, parking strips, alleys, public parks, or public right-of-ways within the city limits of Adair Village for more than four (4) consecutive days, without a valid permit issued by the City.

43.210 (1) Parking and Traffic offenses as defined by the Oregon Vehicle Code are hereby adopted and are punishable in accordance to previsions set in the City Code.

In order to insure the preservation of minimum health, safety, and general welfare standards, these conditions must be corrected by _____ at 8:00 AM.

Community Service Officer

Please be advised, that if you fail to correct the violation by the date/time listed above, this vehicle will be impounded without further notice.

**City of Adair Village
Community Service Coordinator
Enforcement Fee and Penalty Schedule**

Chapter 40 – Public Nuisance and Abatement

40.200 - Nuisances Affecting Public Health

40.291 Attractive Nuisances (Resolution No. 2008 – 4)
Person in charge of property will have seven (7) days to remove the violation \$250.00

40.300 – Attractive Nuisances

40.391 Nuisances Affecting Public Health (Resolution No. 2008 – 4) \$250.00

40.400 – Duty to Prevent Nuisances

40.491 Duty to Prevent Nuisance (Resolution No. 2008 – 4) \$250.00

40.470 Disposal Containers:

Person in Charge of Property is responsible for Compliance: (Resolution No. 2014 – 8)

Third Violation/First Citation	\$10.00
Fourth Violation/Second Citation	\$20.00
Continued Violation	\$40.00

40.500 – Nuisances Affecting Public Peace

40.591 Nuisances Affecting Public Peace (Resolution No. 2008 – 4) \$250.00

40.600 – Junked and Abandoned Autos

40.691 Junked and Abandoned Autos. (Resolution No. 2008 – 4)
Vehicle Owner may receive a separate, new violation every day. \$250.00

40.700 – Chronic Nuisance Properties

40.710 Chronic Nuisance (Resolution No. 08-04)
If the person in charge fails to correct a violation after a thirty (30) day period, that violation will be considered a chronic nuisance and cited as such. This section is applicable to Sections 40.200, 40.300, 40.400, 40.500, and 40.600. \$1500.00

Alternate 40.710 - Chronic Nuisances. Any person in charge of property who fails to correct a

violation after a thirty (30) day period, or who is cited for three or more violation of the same specific violation of this Code within a 90 day period will be considered to have committed a chronic nuisance and may be cited as such. This section is applicable to Sections 40.200, 40.300, 40.400, 40.500, and 40.600.

40.800 – Abatement and Appeal

Chapter 41 - Animal Control

41.200 – Requirements of Dog Ownership

41.300 – Impounding -

41.400 – Prohibitions

41.500 – Other Animals

41.600 Dangerous Animals

41.900 – Penalties, Citations, and Fees

41.920 – Impound Fees: (Resolution No. 08-03)

- | | |
|-------------------------|----------|
| (1) Daily boarding fees | \$10.00 |
| (2) Release Fees | \$100.00 |

41.990 – Citation Amounts:

- | | |
|--|----------|
| (1) Permitting a Dangerous Animal to be at large within the City limits. | \$500.00 |
| (a) If a person allows a dangerous animal to be at large more than three times within a 12 month period, the animal may be destroyed. | |
| (2) Permitting a dog to be at large within the City limits. | \$500.00 |
| (a) If a person allows their dog to be at large more than three times within a 12 month period they will be subject to a fine and their dog shall be taken up and impounded. | |
| (3) Keeping a loud animal within the City Limits. | \$250.00 |
| (a) If a person is cited for a loud animal more than three times within a 12 month period they will be subject to a \$500.00 fine and their dog shall be taken up and impounded. | |
| (4) Scoop Law | \$150.00 |

Chapter 42 – Criminal Misdemeanors and Violation

42.210 Procedures

The criminal procedures applicable to the prosecution of misdemeanors and violations contained in the Oregon Revised Statutes as constituted on January 2, 2006, are adopted by reference and made a part of this chapter, and all references therein to "district attorney" shall include the city attorney. This shall include those provisions relating to defenses and burden of proof, general principles or criminal liability, parties, and general principles of justification.

42.310 Adoption of the Oregon Criminal Code of 2006

Adoption of state criminal misdemeanor offenses and violations. Each and every misdemeanor and violation made an offense against the State of Oregon under the provisions in Oregon Revised Statutes Chapters 161 through 169.419(A), (B), and (C); 471; and 475; as constituted on January 2, 2006, are adopted by reference and made a part of this chapter, and designated an offense against the City of Adair Village. A person who violates any one of those provisions within the jurisdiction of the City of Adair Village is in violation of this chapter and may be charged with the offense of violating this section of the Oregon Revised Statutes, as incorporated by reference, which has been violated. In the event that any other section of this chapter or any other ordinance creates a specific misdemeanor or violation offense in conflict with a misdemeanor or violation offense herein incorporated by reference, the provisions of the specific ordinance misdemeanor or ordinance violation offense shall govern.

Chapter 43 – Parking and Standing Vehicles

43.200 – Parking and Traffic Offenses

43.220 Adoption of State Laws (Ordinance No. 2013-01)

(1) Parking and Traffic Offenses as defined by the Oregon Vehicle Code are hereby adopted and are punishable in accordance to provisions set in the City Code.

43.235 – Prohibited Trailer and Recreational Vehicle Parking (Ordinance No. 2009-09)

(1) No person shall park a motor home, travel trailer, utility trailer, boat trailer, truck with camper, camper, livestock trailer or any other type of trailer designated to be pulled by a vehicle, or any other type vehicle used for recreational purpose or sleeping, upon any street, parking strip, alley, public park or public right of way for more than four (4) consecutive days in the same block.

(2) Any of the vehicles in Section 1 with its own working odometer that moves more than 1 mile every four (4) days shall not be in violation of Section 1.

(3) No person shall be allowed to sleep, cook, or otherwise use any of the trailers or recreational vehicles as outlined in Section 1 as a means for housing, while parked upon any street, parking strip, public park or public right of way.

(4) The violation Prohibited Trailer and Recreational Vehicle Parking Shall be a Class D Violation.

43.300 – Removal, Arrest, and Impoundment of Vehicle

43.900 - Penalties



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 3/20/2018 TO 4/20/2019

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 5,155,040 Million Gallons

Average Usage per Day 166k

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity. The City had a main line break in early April caused by a contractor installing Comcast services. Every staff member in the city did a great job of working together restoring water, deliver boil water notices and take samples. The wonderful team work made a very difficult situation run very smooth.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, Second quarter samples will be taken this month.

WASTEWATER TREATMENT REPORT

Flows continue to be low for this time of year. We continue to do maintenance and the plant has been running very well. We are finished discharging to the river for the year so labs and sampling will return to normal.

Discharged: Discharge to the river has ended for the year.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm water collection system is working just fine and staff has begun placing storm drain markers on all city storm drains.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing continues weekly. Staff has begun spraying weeds and clearing brush as well.

WATER TREATMENT PLANT

Maintenance Activity: The water treatment plant continues to run well with no issues to report. Staff have one more sediment cleaning before summer.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is in good shape. Staff continues daily checks, maintenance and labs. Staff have completed cleaning and organizing shop.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT May 7, 2019 Council Meeting

Administration

- **Caselle Software** – Debbie and City staff have been able to get all the necessary information to Caselle and the focus now is on configuring the system.
- **Youth Program** – The City will have free lunches this summer starting mid June.
- **Peak Internet** – Peak Internet is requesting a franchise agreement with the City.
- **Consumer Power** – We are currently working on a new franchise agreement, the last one was done in 1977.

Property/Businesses

- **AVIS** – The three partners GP, Office Depot and the City are currently submitting all required reporting and applications to DEQ.
- **Barracks** – The West Barracks is now insulated, wired, plumbed and has sheetrock. We will be working on getting the doors installed and finishes. Once that work is complete the City will look into ADA ramps and stairs.
- **Farm Foods, Sweet Taste, and Store** – The three businesses seem to be doing well, Linda is in the process of moving up to the area. The store is going to be painting the building this summer, and Farm foods will be starting lunches again.

Major Projects/Engineering

- **Calloway Creek** – They are getting ready to break ground on the second phase of the process. They have now sold over 24 four homes, and have pulled permits on almost 30.
- **Cornelius Property**– The City did not have justification for the population projections so Tim is working with Pat Depa the city planner to time his application appropriately.
- **SCS Property** – Pat Depa has been working with MS engineering on their application. We did not really hear a response to our letter.
- **William R. Carr Subdivision** – You may have noticed that work has begun on the project, they are hoping to get at least three units done this summer.
- **Water Tanks** – Mat, Sean and I met and we are sending a letter to the Surety Company to ask what they plan to do next. In the meantime we are working on what the damages are and how to quantify that.

ADAIR VILLAGE PATROL
March 25, 2019 - April 24, 2019

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		
3/26/2019	1051	1.00	grave	Drongesen							patrolled from 0500-0600; no activity
3/26/2019	1052	1.00	day	Bottoff	1						patrolled streets and checked new housing development from 0745-0845
3/26/2019	1054	2.00	day	Lundy	2	1					patrolled streets, parks and schools from 0840-1040; citations for speed;
3/26/2019	1060	1.00	day	Horn							no activity
3/27/2019	1062	1.50	day	Pratt							no activity
3/29/2019	1082	1.00	day	Pratt							no activity
3/30/2019	1093	1.00	day	Fontaine	3						patrolled from 0830-0930
3/30/2019	1099	1.00	swing	Blaser	4						1 call for service between 1745-1845
3/30/2019	1100	1.00	swing	Moser							dispatched for possible menacing; no crime occurred
3/31/2019	1107	1.25	day	Gordon	1						patrolled from 1345-1500
3/31/2019	1108	1.00	swing	Seirup							patrolled neighborhoods, school and park from 0949-2049; speed enforcement on Arnold Ave
3/30/2019	1100	1.00	swing	Moser							dispatched to city park for possible menacing. No crime occurred.
4/1/2019	1111	1.50	grave	Nowak		3					three traffic stops; no other activity
4/4/2019	1149	1.00	swing	Gordon							no calls for service between 2345-0045
4/4/2019	1150	4.00	grave	B. Iverson	2			1			one arrest for assault IV domestic.
4/4/2019	1155	1.00	day	Lundy							patrolled streets, parks and school from 1400-1500
4/5/2019	1161	1.00	day	Lundy							patrolled streets, parks and school from 0900-1000
4/5/2019	1169	1.00	day	Drongesen							one call for an attempt to locate a driver from 1500-1600
4/6/2019	1170	1.00	day	Moser	1						dispatched to Adair Market for found property; 1 traffic stop for speed; patrolled park and new subdivision
4/7/2019	1177	1.00	grave	Blaser							patrolled from 2330-0030; no activity
4/7/2019	1179	0.75	day	Fontaine	1						contacted one citizen from 1100-1145
4/7/2019	1180	1.00	day	Fontaine							crash at Columbia/William Carr; stop sign post damaged
4/7/2019	1182	1.00	swing	Bottoff		1					1 warning for speed; patrolled new subdivision
4/8/2019	1183	1.00	grave	Nowak		2					2 traffic stops
4/8/2019	1192	0.50	swing	Bottoff	2						one traffic stop and on civil disturbance between 1845-1915
4/9/2019	1196	6.00	grave	Peterson		2			2		2215-0215; Two traffic stops with a warning. Third traffic stop resulted in DWS Violation, PCS Heroin, and two people being arrested for having three warrants each. Typed that report (2019B01194) and logged evidence. 0300-0500.
4/10/2019	1214	1.00	grave	D. Iverson							no activity
4/11/2019	1223	1.00	grave	D. Iverson							no activity; patrolled all areas of Adair
4/12/2019	1240	4.00	grave	Blaser							one call for service to investigate sex abuse
4/13/2019	1247	1.50	day	Drongesen	6	1					one call for service for dog at large; 1 stop for speed
4/14/2019	1257	0.75	day	Fontaine	1						routine patrol from 1433-1518;
4/15/2019	1262	1.00	swing	Young		2					patrolled from 2300-0035
4/15/2019	1273	0.50	day	Hiner		1					one stop for headlight out
4/17/2019	1289	1.00	grave	Weikel							patrolled city streets, park, school, businesses and new construction from 0000-0100
4/18/2019	1306	1.50	grave	Weikel	3						patrolled city streets, park, school, businesses and new construction from 2300-0030; contacted 3 people in the park
4/18/2019	1317	1.00	day	Horn							no activity
4/18/2019	1318	1.00	swing	Gordon			1				one citation for using a mobile device while driving between 1300-1400
4/19/2019	1329	1.00	swing	Heese		1					patrolled neighborhoods and businesses, school and park; stopped 1 vehicle for plate obstruction; 1 call for service from 0015-0115
4/19/2019	1330	1.00	day	Lundy							patrolled streets, parks and schools from 0930-1030
4/20/2019	1341	2.00	grave	Hardison							patrolled streets, parks, school, businesses and hwy 20 in heavy rain from 2230-0042
4/20/2019	1349	1.00	swing	Seirup	5						contacted 5 people who had locked their keys in their vehicle; patrolled from 1855-1953
4/21/2019	1350	1.00	grave	Peterson							patrolled from 2300-0000; no activity
4/21/2019	1351	1.00	swing	Tominey		3					3 traffic stops from 2345-0045

	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	115,915.00	118,000.00	-2,085.00	98.23%	115,915.00	118,000.00	-2,085.00	98.23%	
4002 · Property Taxes - Prior Year	3,854.15	1,700.00	2,154.15	226.72%	3,854.15	1,700.00	2,154.15	226.72%	
Total 4010 · Government Sources	148,394.01	317,300.00	-168,905.99	46.77%	13,239.51	25,800.00	-12,560.49	51.32%	
Total 4020 · Rental Income	68,677.97	109,020.00	-40,342.03	63.0%	68,677.97	109,020.00	-40,342.03	63.0%	
Total 4030 · Fees	749,399.35	906,196.00	-156,796.65	82.7%	97,712.71	45,000.00	52,712.71	217.14%	
Total 4050 · Other Income	58,243.38	58,100.00	143.38	100.25%	55,911.78	55,200.00	711.78	101.29%	
4060 · Interest	18,345.26	7,500.00	10,845.26	244.5%	18,345.26	7,500.00	10,845.26	244.6%	
Total 4080 · Transfers In	39,999.00	39,999.00	0.00	100.0%	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	1,202,828.12	2,712,790.00	-1,509,961.88	44.34%	373,656.38	637,220.00	-263,563.62	58.64%	
Gross Profit	1,202,828.12	2,712,790.00	-1,509,961.88	44.34%	373,656.38	637,220.00	-263,563.62	58.64%	
Expense									
5000 · Personal Services									
5010 · City Administrator	81,420.00	96,399.00	-14,979.00	84.46%	28,497.00	93,740.00	-5,243.00	84.46%	
5016 · Utility/Court Clerk	29,827.95	36,080.00	-6,252.05	82.67%	5,965.58	7,216.00	-1,250.42	82.67%	
5018 · Finance Clerk	15,109.36	17,812.00	-2,702.64	84.83%	2,266.41	2,672.00	-405.59	84.82%	
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	44,990.74	53,605.00	-8,614.26	83.93%	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	30,448.63	0.00	30,448.63	100.0%	0.00	0.00	0.00	0.0%	
5058 · Utility Worker I	2,957.50	0.00	2,957.50	100.0%	975.00	0.00	975.00	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	66,175.68	86,940.00	-20,764.32	76.12%	9,264.33	12,601.00	-3,336.67	73.52%	
5082 · Retirement Benefits	39,497.58	52,834.00	-13,336.42	74.76%	9,084.46	11,709.00	-2,624.54	77.59%	
5085 · Employment Taxes	21,784.01	35,290.00	-13,505.99	61.73%	4,969.94	7,821.00	-2,851.06	63.55%	
5000 · Personal Services - Other	292.50	0.00	292.50	100.0%	0.00	0.00	0.00	0.0%	
Total 5000 · Personal Services	336,176.17	430,420.00	-94,243.83	78.1%	64,694.94	88,725.00	-24,030.06	72.92%	
Total 5100 · Material & Services	414,681.64	621,775.00	-207,093.36	66.69%	170,576.93	263,625.00	-93,048.07	64.7%	
5300 · Capital Outlay									
Total 5300 · Capital Outlay	155,291.91	300,000.00	-144,708.09	51.76%	44,471.44	100,000.00	-55,528.56	44.47%	
Total 5400 · Debt Service	88,177.82	208,724.00	-120,546.18	42.25%	11,126.83	22,254.00	-11,127.17	50.0%	
Total 5500 · Transfers	39,999.00	39,999.00	0.00	100.0%	17,355.00	17,355.00	0.00	100.0%	
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	1,055,272.00	-1,055,272.00	0.0%	0.00	99,261.00	-99,261.00	0.0%	
Total Expense	1,034,326.54	2,712,790.00	-1,678,463.46	38.13%	308,225.14	637,220.00	-328,994.86	48.37%	
Net Income	168,501.58	0.00	168,501.58	100.0%	65,431.24	0.00	65,431.24	100.0%	

City of Adair Village
 Profit and Loss Budget vs Actual
 July 2018 through June 2019

	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			32,368.50	61,500.00	52.63%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	14,699.75	21,900.00	67.12%	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	14,699.75	33,100.00	44.41%	32,368.50	121,900.00	26.55%
Gross Profit	14,699.75	33,100.00	44.41%	32,368.50	121,900.00	26.55%
Expense						
5000 - Personal Services						
5010 - City Administrator	4,068.50	4,819.00	84.43%	4,073.50	4,820.00	84.51%
5016 - Utility/Court Clerk	1,491.40	1,804.00	82.67%	0.00		
5018 - Finance Clerk	755.49	891.00	84.79%	755.49	891.00	84.79%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	2,252.05	2,690.00	84.03%	4,504.09	5,361.00	84.02%
5052 - Utility Worker III	0.00	1,925.00	0.0%	0.00	3,849.00	0.0%
5054 - Utility Worker II	1,522.42			3,044.88		
5058 - Utility Worker I	130.00			162.50		
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	3,308.69	4,347.00	76.11%	3,970.45	5,389.00	73.68%
5082 - Retirement Benefits	1,974.85	2,508.00	78.74%	2,369.84	3,087.00	76.77%
5085 - Employment Taxes	1,054.24	1,675.00	62.94%	1,396.48	2,062.00	67.73%
5000 - Personal Services - Other	32.50			0.00		
Total 5000 - Personal Services	16,590.14	20,649.00	80.34%	20,277.23	25,459.00	79.65%
Total 5100 - Material & Services	1,444.33	6,500.00	22.22%	16,415.84	20,250.00	81.07%
5300 - Capital Outlay						
Total 5300 - Capital Outlay	0.00			0.00		
Total 5400 - Debt Service	0.00			0.00		
Total 5500 - Transfers	1,435.00	1,435.00	100.0%	2,501.00	2,501.00	100.0%
5700 - Contingency	0.00	4,100.00	0.0%	0.00		
7777 - Reserve for Future Expenditure	0.00	416.00	0.0%	0.00		
Total Expense	19,469.47	33,100.00	58.82%	39,194.07	121,900.00	32.15%
Net Income	-4,769.72	0.00	100.0%	-6,825.57	0.00	100.0%

City of Adair Village
 Profit and Loss Budget vs Actual
 July 2018 through June 2019

	Wastewater Fund			Water 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				0.00			
4002 - Property Taxes - Prior Year	0.00				0.00			
Total 4010 - Government Sources	0.00	30,000.00	-30,000.00	0.0%	102,786.00	200,000.00	-97,214.00	51.39%
Total 4020 - Rental Income	0.00				0.00			
Total 4030 - Fees	177,152.87	220,420.00	-43,267.13	80.37%	459,894.02	559,000.00	-99,105.98	82.26%
Total 4050 - Other Income	0.00	1,000.00	-1,000.00	0.0%	2,331.60	1,500.00	831.60	155.44%
4060 - Interest	0.00				0.00			
Total 4080 - Transfers In	0.00				0.00			
4090 - Beginning Fund Balance	0.00	6,000.00	-6,000.00	0.0%	0.00	450,000.00	-450,000.00	0.0%
Total Income	177,152.87	257,420.00	-80,267.13	66.82%	564,951.62	1,210,500.00	-645,548.38	46.67%
Gross Profit	177,152.87	257,420.00	-80,267.13	66.82%	564,951.62	1,210,500.00	-645,548.38	46.67%
Expense								
5000 - Personal Services								
5010 - City Administrator	12,213.00	14,460.00	-2,247.00	84.46%	32,568.00	38,560.00	-5,992.00	84.46%
5016 - Utility/Court Clerk	7,456.98	9,020.00	-1,563.02	82.67%	14,913.99	18,040.00	-3,126.01	82.67%
5018 - Finance Clerk	4,532.82	5,343.00	-810.18	84.84%	6,799.15	8,015.00	-1,215.85	84.83%
5025 - Summer Program Coordinator	0.00				0.00			
5050 - Public Works Supervisor	11,260.20	13,401.00	-2,140.80	84.03%	26,974.40	32,163.00	-5,188.60	83.87%
5052 - Utility Worker III	0.00	11,548.00	-11,548.00	0.0%	0.00	21,172.00	-21,172.00	0.0%
5054 - Utility Worker II	9,134.59				16,746.74			
5058 - Utility Worker I	650.00				1,040.00			
5064 - Intern	0.00				0.00			
5081 - Employee Health Ins Benefits	16,545.47	20,528.00	-3,982.53	80.6%	33,086.74	44,075.00	-10,988.26	75.07%
5082 - Retirement Benefits	8,491.97	11,126.00	-2,634.03	76.33%	17,576.46	24,404.00	-6,827.54	72.02%
5085 - Employment Taxes	4,719.04	7,431.00	-2,711.96	63.51%	9,644.31	16,301.00	-6,656.69	59.16%
5000 - Personal Services - Other	0.00				260.00			
Total 5000 - Personal Services	75,004.07	92,857.00	-17,852.93	80.77%	159,609.79	202,730.00	-43,120.21	78.73%
Total 5100 - Material & Services	89,007.84	88,800.00	207.84	100.23%	137,236.70	182,600.00	-45,363.30	75.16%
5300 - Capital Outlay								
Total 5300 - Capital Outlay	0.00				110,820.47	200,000.00	-89,179.53	55.41%
Total 5400 - Debt Service	29,247.00	51,470.00	-22,223.00	56.82%	47,803.99	135,000.00	-87,196.01	35.41%
Total 5500 - Transfers	6,445.00	6,445.00	0.00	100.0%	12,263.00	12,263.00	0.00	100.0%
5700 - Contingency	0.00	6,500.00	-6,500.00	0.0%	0.00			
7777 - Reserve for Future Expenditure	0.00	11,348.00	-11,348.00	0.0%	0.00	477,907.00	-477,907.00	0.0%
Total Expense	199,703.91	257,420.00	-57,716.09	77.58%	467,733.95	1,210,500.00	-742,766.05	38.64%
Net Income	-22,551.04	0.00	-22,551.04	100.0%	97,217.67	0.00	97,217.67	100.0%



STAFF REPORT
Attachment G – Financial Report
 May 7, 2019 Council Meeting

Totals - Income shown for Fiscal Year 2019 is \$1,162,829.12 (44.34% of budget) and Expenses are \$1,034,326.54 (38.13% of budget), which shows a Net Income of \$128,502.58 for all funds.

Category	Expenses	Percent of Budget
Personnel Services	\$336,176.17	78.10%
Materials & Services	\$414,681.64	66.69%
Capital Outlay	\$155,291.91	51.76%
Debt Service	\$88,177.82	42.25%

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	373,656.38	308,225.14	65,431.24
Storm Drain	14,699.75	19,469.47	-4,769.72
Streets	32,368.50	39,194.07	-6,825.57
Wastewater	177,152.87	199,703.91	-22,551.04
Water	564,951.62	467,733.95	97,217.67
TOTAL	\$1,162,829.12	\$1,034,326.54	128,502.58

We have approximately **\$1,316,971.69** in the Local Government Investment Pool (LGIP). Last month we had **\$1,316,971.69**. Last year on 04/01/2019 we had **\$1,147,179.79**.

**ENGINEERING SCOPE OF
SERVICES
ADDENDUM #1**



Civil West
Engineering Services, Inc.
213 Water Ave. NW, Ste. 100
Albany, OR 97321
p 541.223.5130

Date: April 30, 2019 Work Order Number:

To: Mr. Pat Hare, City Administrator

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

RE: **City of Adair Village – Wastewater Facilities Plan Update**
Scope of Services Addendum #1
Civil West Project Number: 1001-026

The purpose of this scope of services is to describe the proposed approach, costs, and schedule proposed by Civil West to finalize the Wastewater Facilities Plan Update.

Background Summary

The City of Adair Village approved the original Scope of Services for Civil West to update and garner approval in November of 2018. At the time the intent of the plan was to recommend a phased approach for constructing a sequencing batch reactor (SBR) wastewater treatment plant to allow the City to develop the infrastructure necessary to accommodate near-term growth, while allowing the plant to be augmented at a later date to accept, treat, and discharge leachate from the Coffin Butte Landfill (operated by Republic Services). After the completion of initial work on the project, negotiations with Republic Services resulted in the discontinuation of the joint treatment facility approach.

The SBR wastewater treatment plant recommendation in previous planning efforts had largely been driven by the ability of the treatment process to effectively treat landfill leachate. Without the need to treat landfill leachate, potential exists for more cost-effective wastewater treatment solutions to be considered. Through the completion of additional work, the project team will analyze multiple treatment process options including those that may allow the City to reduce costs by reusing existing infrastructure. Additionally, the project team will investigate the possibility of a phased improvement schedule which will allow the City to address the critical deficiencies first, while constructing additional process elements as development occurs.

This additional analysis has required additional time to develop, but will most likely provide the City with significant cost savings over the course of the project.

Purpose of this Scope of Services

The purpose of this Scope Addendum is to address the need for additional Engineering 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 – Wastewater Facilities Plan – Alternatives Analysis - Through this task, we will analyze up to 4 different treatment processes to determine the alternative best suited to treat the City's anticipated municipal wastewater flows and loadings.

Task 3 – Wastewater Facilities Plan – Construction Sequencing Analysis – This task will include an analysis of phasing strategies for the ultimate completion of the plant improvements. This will consider scheduling improvements to keep up with City growth, as well as construction sequencing to ensure that the plant is continuously able to meet permit requirements.

Part B: Project Fee Proposal

We have prepared a detailed fee proposal worksheet that is attached as 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 No.	Task Description	Proposed Total Fee
1	Project Management & Administration	\$2,300.00
2	WWFP - Alternatives Analysis	\$16,600.00
3	WWFP - Construction Sequencing Analysis	\$10,490.00
Total Proposed Project Budget		\$29,390.00

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.

D

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

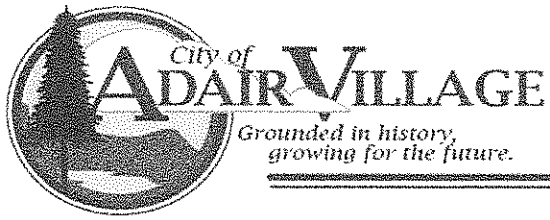
Authorized Representative Signature Accepting Scope of Services

Date

D

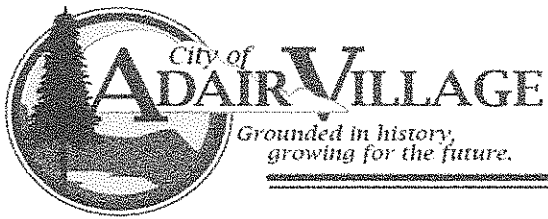
City of Adair Village
 WWT Facilities Plan Update
 ADDENDUM #1
 May 1, 2019

City of Adair Village WWT Facilities Plan Update Fee Worksheet								
		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			
Tasks								
1	Project Management & Administration	4	12			\$2,300.00	\$0.00	\$2,300.00
2	WWFP - Alternatives Analysis		20	96	12	\$14,800.00	\$1,800.00	\$16,600.00
3	WWFP - Construction Sequencing Analysis		16	54	10	\$8,990.00	\$1,500.00	\$10,490.00
Total		4	48	150	22	\$ 26,090.00	\$ 3,300.00	\$ 29,390.00



STAFF REPORT
Farm Foods Restaurant

Jim Jones is requesting that he be able to get his liquor license to be able to sell mixed drinks with specific meal times. This would also allow him to sell wines, and have wine tasting and selling events. Jim expressed the need for this to help with the overall sales.



STAFF REPORT Collections Agency

The city currently does not contract with any collections agencies for delinquent accounts, unpaid violations or nuisances. The city currently uses utility billing to keep track of unpaid dues to the city, and then when there is a lean search we let the financial institution know that there are unpaid bills. With the growth we are seeing this is going to be a very cumbersome process. In looking at different options I have found some companies that will return 100% percent owed and they charge a fee to the delinquent party. If the council agrees I will start working with a company to establish this system.

CITY PROPOSAL May 7, 2019
City of Adair Village
Ordinance 2019 -#1

An ordinance granting a franchise agreement between the City of Adair Village (City) and Alyrica Networks, Inc. (Grantee) and dated this _____ day of _____, 2019.

1. **Grant of Franchise.** City grants to Grantee, its successors and assigns, a non-exclusive franchise to construct, operate and maintain telecommunications facilities in, under, and over the surface of the City's Public Rights-of-Way ("Franchise") subject to the terms of this Agreement.
2. **Term.** The initial term of this Franchise shall be for three years from the effective date of this ordinance, unless terminated sooner as provided in this Agreement. Thereafter, the Agreement shall automatically renew for up to five renewal terms of one year each, unless terminated by either party by giving written notice of its intention to terminate not less than sixty (60) days prior to the end of any renewal term. Every three (3) years, beginning after the adoption of this Franchise, Grantee shall present to the City Council a general overview of Grantee's current and future operations within the City. The intent behind this presentation is to keep the Council informed of Grantee's current and future services, development, and infrastructure. Council will contact Grantee to setup the presentation date and time; Grantee will not be obligated to make any presentation unless contacted by the City Council.
3. **Fee.** In consideration of the rights and privileges granted by this Franchise, the Grantee shall provide the following compensation to City:
 - 3.1 Grantee shall pay annually as a franchise fee to the City an amount equal to five percent (5%) of Grantee's annual Gross Revenues, as defined in Section 3.4 below or Three Thousand Dollars (\$3000) per year, whichever is greater. At the end of the initial term, the franchise fee shall be either five percent (5%) of Grantee's annual Gross Revenues or Three Thousand and Five Hundred Dollars (\$3500), whichever is greater. During the initial five years of this Franchise, Grantee may, in lieu of the Franchise fees provided in Section 3, above, provide (1) dedicated, non-shared 1000mbit/second internet connection at each of the below listed locations:
 - 3.1.1 City Hall, 6030 NE William R Carr Ave
 - 3.2 Notwithstanding any provision herein to the contrary, at any time during the term of this Franchise, City may elect by way of City Council ordinance or resolution to increase the franchise fee amount imposed on all telecommunications franchisees, as may then be allowed by State law and the Federal Telecommunications Act of 1996, Section 253. City shall provide Grantee written notice of such increase following the adoption of the applicable ordinance by City. The increase shall be effective sixty (60) days after City has provided Grantee with such notice.
 - 3.3 The parties acknowledge and agree that for any facilities not contemplated

under this Agreement, Grantee shall be subject to additional agreements and may be charged added compensation, which shall be memorialized in writing.

3.4 Gross Revenues means any and all compensation in whatever form (grant, subsidy, exchange, or otherwise) received directly or indirectly by Grantee for any Communications Services (as defined below) provided to a customer located within the City, including but not limited to: revenues from customers; any fees related to Grantee's Communications Services; use, access, or attachment charges paid to the Grantee by other Communications Services or carriers, and revenue from the sale or lease of any Grantee Facilities, including wire, cable, facility, pole, duct, conduit or similar transmission equipment. All such revenues remain subject to applicable federal statutes and exceptions including those that may exclude revenues from internet access services. Customers who are served solely via wireless, which is provided using no other wireline connection from Grantee, will not be included in Gross Revenues, wherever located.

4. **Payment.** Franchise fees will be due and payable annually, thirty (30) days after the effective date of this Ordinance. Franchise fee payments not received by the City on or before the due date shall be assessed interest at the rate of one percent (1%) compounded monthly. Interest shall be due on the entire late payment from the date on which the payment was due until the date on which the City receives the payment.

4.1 The last payment of each calendar year shall be accompanied by a written report to the City, verified by an officer or other authorized representative of Grantee, containing an accurate statement of Grantee's Gross Revenues and the computation basis and method. Such reports shall be in a form satisfactory to the city.

4.2 The initial twelve months after this ordinance is adopted will be considered a "build period". No payment will be required during the build period.

4.3 No acceptance of any payment by the City shall be construed as an accord that the amount paid is, in fact, the correct amount, nor shall the acceptance of any payment be construed as a release of any claim the City may have for further or additional sums payable.

4.4 All amounts paid shall be subject to audit and confirmation by the City, provided that such audit is completed within three years of the date the audited payment is due. If no such audit is conducted within the three-year period, then any claim that the City might have had for additional compensation shall be waived.

4.4.1 If Grantee underpaid by 5% or more of the amount due, Grantee shall pay interest on the unpaid amount compounded at the annual rate of three percent (3%) compounded monthly. Interest shall be due on the entire underpayment from the date on which payment was due until the

date on which full payment is received.

4.4.2 If the Grantee disputes the City's determination of underpayment, grantee may petition the Benton County Circuit Court for a determination of the amount, if any, owed by Grantee, in accordance with paragraph 11.3.

4.5 All Grantee's books, maps, and records directly concerning its calculation of franchise fee payments to the City shall be open for audit by the City, upon no less than seven (7) days' prior written notice, during normal business hours at a mutually agreeable location within 35 miles of the City.

4.6 Payment of the franchise fee shall not exempt Grantee from the payment of any license fee, permit fee, tax, or charge on the business, occupation, property or income of Grantee that may be lawfully imposed by the City or any other taxing authority.

5. **Municipal Code, Charter and General Ordinances Apply.** Unless the context requires otherwise or expressly otherwise defined herein, words and phrases used in this Franchise shall have the same meaning as defined in the City Municipal Code. All applicable provisions of the City Municipal Code are incorporated by reference and made a part of this Franchise, specifically including the City's fee schedule as adopted by the City Council. In the event of any inconsistencies between the terms of this Franchise and the Code, this Franchise shall control. The Charter of the City of Adair Village and ordinances, rules, and regulations of the City now in effect or adopted in the future, are incorporated by reference and made a part of this Franchise. Nothing in this Franchise shall be deemed to waive the requirements of the various codes, regulations, and ordinances of the City.

6. **City Regulatory Authority.** In addition to the provisions herein contained, City reserves the right to adopt such additional ordinances and regulations as may be deemed necessary in the exercise of its police power for the protection of the health, safety and welfare of its citizens and their properties, or exercise any other rights, powers, or duties required or authorized under the Constitution of the State of Oregon, the laws of Oregon or City ordinances. Specifically, the City reserves the right to:

6.1 Construct, install, maintain, remove, relocate, replace, and operate any City facility, Rights-of-Way, or public place.

6.2 Do any work that City may find desirable on, over, or under any Rights-of-Way or public place in accordance with all applicable federal, state or local regulations.

6.3 Exercise any power that the City currently holds, or may hereafter be authorized or granted by the laws of the State of Oregon or the City Charter or ordinances.

6.4 Abate any nuisance or dangerous condition.

6.5 In addition to the reservations herein and existing applicable ordinances, adopt such additional regulations for the construction, maintenance, and operation of Grantee's Facilities as the City finds necessary in the exercise of its police powers or for the orderly development of the City (including but not limited to: zoning, land use, historic preservation ordinances, standard specifications, design standards and drawings, other safety or construction standards, and other applicable requirements), or for the protection of City Facilities.

7. Indemnity.

7.1 Grantee agrees and covenants to indemnify, defend and hold the City, its officers, agents and employees, harmless from any claim for injury, damage, loss, liability, cost or expense, including court and appeal costs and attorney fees or expenses, arising from any casualty or accident to person or property directly by reason of any negligent construction, excavation or any other act done under this Franchise, by or for Grantee, its agents or employees, or by reason of any neglect or omission of Grantee to keep its Facilities in a safe condition, but not to the extent that such casualty or accident is directly caused by negligence or willful misconduct of the City, its officers, agents or employees or any third party. The City shall provide Grantee with prompt notice of any such claim, which Grantee shall defend with counsel of its own choosing. No settlement or compromise of any such claim will be done by the Grantee without the prior written approval of the City. Grantee and its agents, contractors and others shall consult and cooperate with the City while conducting its defense of the City.

7.2 Grantee also shall indemnify the City for any damages, claims, additional costs or expenses assessed against or payable by the City arising out of or resulting, directly, from Grantee's failure to remove, adjust or relocate any of its Facilities in the City Rights-of-Way in a timely manner, when required to do so, unless Grantee's failure arises directly from the City's negligence or willful misconduct.

8. Construction, Relocation, Removal.

8.1 Subject to the terms of this Franchise and the Code, Grantee may construct, operate and maintain its Facilities. All construction and maintenance of any and all of Grantee's Facilities within City Rights-of-Way shall, regardless of who performs such installation or construction, be and remain the responsibility of Grantee. Grantee shall apply for and obtain all permits necessary for installation or construction of any such facilities, and for excavation and laying of any facilities within City Rights-of-Way.

8.2 At least two weeks prior to beginning construction in any City Rights-of-Way, the parties shall provide each other with a construction schedule, including a digging or trenching schedule, so that the parties may coordinate all Right of

Way work and so that they may use any open trenches to repair, move or relocate facilities.

- 8.3 Grantee may make excavations in the City Rights-of-Way, subject to obtaining permits from the City. Prior to doing such work, Grantee must give appropriate notices to any other franchisees, licensees or permittees of the City owning or maintaining facilities that may be affected by the proposed excavation. Grantee shall, at its own expense, restore any damage or disturbance caused to City property as a result of its operation, construction, or maintenance of its Facilities to the same or better condition of such property immediately prior to such damage or disturbance.
- 8.4 In the event that emergency repairs are necessary for Grantee's facilities in City Rights-of-Way, Grantee shall immediately notify the City of the need for such repairs. Grantee may immediately initiate such emergency repairs, and shall apply for appropriate permits the next business day following discovery of the emergency.
- 8.5 Grantee shall comply with the terms and conditions of ORS Chapter 757, governing the location of underground facilities (the "One-Call statutes").
- 8.6 All construction practices and installation of equipment shall be done in accordance with all applicable sections of the then current version of the National Electric Safety Code, in accordance with good engineering practices and performed by qualified maintenance and construction personnel.
- 8.7 The Grantee shall at all times employ ordinary care and shall use industry accepted methods and devices preventing failures and accidents. To the extent possible, the Grantee shall use utility poles, conduits and other facilities already existing in the City Rights-of-Way.
- 8.8 Whenever any existing utilities are located underground within a public right of way of the City, Grantee shall also locate its facilities underground. Any and all such installation and relocation under this paragraph shall be without expense to the City.
- 8.9 Relocation of Facilities. City shall have the right to require Grantee to change the location of any facilities within the public Rights-of-Way when the public convenience requires such change; and the expense thereof shall be paid by Grantee. If relocation is for the benefit of a private organization the expense of the relocation will be paid by the person or entity requesting such relocation, and the Grantee may require a cash deposit equal to the estimated cost of the relocation. Should Grantee fail to remove or relocate any such Facilities by the date established by City, the City may effect such removal or relocation, and the expense thereof shall be paid by Grantee, including all costs and expenses incurred by the City due to Grantee's delay. City shall give Grantee reasonable advanced written notice to relocate its facilities prior to the date established by the City as the deadline for relocation. If at any time, in case of

fire or other disaster in the Franchise territory, it shall become necessary in the reasonable judgment of City to cut or move any facilities, such cutting or moving may be done and any repairs rendered necessary thereby shall be made by Grantee, at its sole expense. City shall indemnify, protect and hold Grantee, its officers, employees and agents harmless against and from all damages, claims, loss, liability, cost or expense resulting from damage to property, or injury or death, to any third person caused by Grantor's cutting or moving any of the wires, equipment or other facilities. City shall take reasonable efforts to notify Grantee prior to acting under this subsection.

8.10 Upon completion of construction of any new Facilities, Grantee shall promptly furnish City with two (2) sets of "as built" plans showing the exact location and construction details of all of Grantee's Facilities. New plans will be furnished promptly for any additions or modifications. All plans shall be full sized "as built" plans unless mutually agreed to otherwise.

8.11 Discontinuance. Whenever Grantee intends to discontinue using any Facilities, Grantee shall submit for City's approval a complete description of the Facilities and the date on which the Grantee intends to discontinue using the Facilities. Grantee may remove the Facilities or request that City permit it to remain in place. City may require the Grantee to remove the Facilities. Grantee shall complete such removal in accordance with a schedule set by City. Until such time as Grantee removes the Facilities as directed by City, or until the rights to and responsibility for the Facilities are accepted by another person having authority to construct and maintain such Facilities, Grantee shall be responsible for all necessary repairs and relocations of the Facilities, as well as street repairs, in the same manner and degree as if the Facilities were in active use, and Grantee shall retain all liability for such Facilities.

9. **Reservation of City Rights.**

9.1 Nothing in this Franchise shall be construed to prevent the City from constructing sewers, water systems, electric systems, grading, paving, repairing or altering any street or constructing or establishing any other public work or improvement. Grantee's Facilities shall be constructed and maintained in such manner as not to interfere with City sewers, water systems, electric systems or any other Facilities of the City.

10. **Assignment.** Grantee's rights under this Franchise may not be assigned or transferred without the prior written consent of the City, which consent shall not be unreasonably withheld or delayed. No such consent shall be required for an assignment by Grantee to a corporate affiliate; provided, however, that the Grantee, not more than thirty (30) calendar days following such assignment, provides the City with written notice of the assignment and the assignee agrees in writing to be bound by the terms of this Agreement.

10.1 Grantee and the proposed assignee or transferee shall provide and certify the following information to the City not less than sixty (60) days prior to the

proposed date of transfer or assignment:

- 10.1.1 Complete information setting forth the nature, terms and condition of the proposed transfer or assignment;
 - 10.1.2 All information required of a telecommunications franchise applicant with respect to the proposed transferee or assignee; and
 - 10.1.3 Any other information reasonably required by the City.
- 10.2 No transfer shall be approved unless the assignee or transferee has the legal, technical, financial and other requisite qualifications to comply with the terms of this Franchise.
 - 10.3 Grantee shall reimburse the City for all direct and indirect fees, costs, and expenses reasonably incurred by the City in considering a request to transfer or assign the Franchise.
 - 10.4 Any transfer or assignment of this Franchise without prior approval of the City under this section shall be void.

11. **Miscellaneous Provisions.**

- 11.1 If any section, provision, or clause of this Franchise is held by a court of competent jurisdiction to be invalid or unenforceable, or is preempted by federal or state laws or regulations, the remainder of this Franchise shall not be affected, unless the City determines such section, provision, or clause was material to the City's agreement to grant the Franchise to the Grantee.
- 11.2 Grantee shall not be relieved of its obligations to comply with any of the provisions of this Franchise by reason of any failure of the City to enforce prompt compliance, nor does the City waive or limit any of its rights under this Franchise by reason of such failure or neglect.
- 11.3 This Franchise should be governed by the laws of the State of Oregon. Any litigation between the City and the Grantee arising under or regarding this Franchise shall occur, if in the state courts, in the Benton County Circuit Court, and if in the federal courts, in the United States District Court for the District of Oregon.
- 11.4 Any notice provided for under this Franchise shall be sufficient if in writing and (1) delivered personally to the following addressee or deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), or (3) sent by facsimile transmission addressed as follows, or to such other address as the receiving party shall specify in writing:

If to the City: City of Adair Village
Attn: City Administrator
6030 NE William R Carr Ave
Adair Village, OR 97330
FAX: 541-230-5219

If to the Grantee: Alyrica Networks, Inc.
Attn: General Counsel, Alyrica
521b N. 19th St.
Philomath, Oregon 97370

Any such notice, communication or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three business days after depositing in the United States mail, one business day after shipment by commercial air courier or the same day as facsimile transmission (or the first business day thereafter if faxed on a Saturday, Sunday or legal holiday).

12. **Other Authority Superseded.** Upon effectiveness of this Franchise, any and all authority to operate previously granted to Grantee by the City shall be superseded by this Franchise.

13. **Insurance.**

A. The Grantee shall maintain throughout the term of the Franchise insurance in amounts at least as follows:

Workers' Compensation	Statutory Limits
Commercial General Liability	[\$1,000,000] per occurrence, Combined Single Liability (C.S.L) [\$2,000,000] General Aggregate
Auto Liability including coverage On all owned, non-owned hired Hired autos Umbrella Liability	[\$1,000,000] per occurrence C.S.L.
Umbrella Liability	[\$1,000,000] per occurrence C.S.L.

B. The City shall be added as an additional insured, arising out of work performed by Grantee, to the above Commercial General Liability, Auto Liability and Umbrella Liability insurance coverage.

C. The Grantee shall furnish the City with current certificates of insurance evidencing such coverage upon request.

D. The limits of the insurance shall be subject to any changes as to maximum constitutional and statutory limits of liability imposed on municipalities of the State of Oregon during the term of the Franchise.

14. **Counterparts.** This Agreement may be executed by the Parties in one or more counterparts.

15. **Revocation and Termination.** In addition to all other rights which City has pursuant to law or in equity, City reserves the right to revoke, terminate, or cancel this Franchise, and all rights and privileges pertaining thereto, in the event that Grantee violates any material provision of this Franchise. The provisions pertaining to excavation and restoration; provision of City internet services, relocation, compensation, damages, insurance, and transfer are hereby deemed to be material to the performance of this Franchise. Further, revocation may occur upon the following:
 - A. Grantee practicing any fraud upon Grantor or any Subscriber, as determined by final court adjudication specifically finding the existence of such fraud.
 - B. Grantee becoming insolvent, unable or unwilling to pay its debts, or is adjudged bankrupt.
 - C. Grantee misrepresenting a material fact in the application for or negotiation of, or renegotiation of, or renewal of, this Franchise.

16. **Revocation Procedures.**
 - 16.1 City shall provide Grantee with a written notice stating the cause of the revocation or termination and its intent to terminate or revoke the Franchise. City shall allow Grantee a minimum of thirty (30) days after service of the notice in which to correct or begin substantial correction of the violation. If, at the end of the thirty (30) day period, Grantee has not corrected or made substantial progress towards correction of the matter, the Franchise shall, at the option of City, become null and void and Grantee shall thereafter be entitled to none of the privileges or rights herein extended to it under this Franchise. City may at its option, pursue any other and different or additional remedy provided to it by law or in equity.
 - 16.2 Grantee shall be provided with an opportunity to be heard at a public hearing before the City Council prior to the termination or revocation of the Franchise. The City Council shall hear any persons interested therein, and shall determine whether or not any failure, refusal, or neglect by Grantee has occurred.
 - 16.3 Any revocation of this Franchise shall be by formal action of the City Council by ordinance.
 - 16.4 For repeated violations of this Franchise occurring without good cause, City may, and in addition to any other remedies provided herein, assess damages against Grantee for failure to adhere to material provisions of this Franchise. In lieu of revocation as described above, damages of One Hundred Dollars

(\$100.00) per day for each material violation may be assessed. The imposition of liquidated damages is subject to the notice, hearing, and timeline requirements as provided in this subsection 15. Grantee shall be liable for full payment of all liquidated damages imposed under this Section.

16.5 Grantee may seek judicial review of any City Council decision to terminate or revoke this Franchise in accordance with paragraph 11.3, above. Upon such judicial review, the court shall try the matter granting any deference due to Grantee under Oregon law. Additionally, upon such judicial review, Grantee may also bring any and all other claims, in law or equity, in tort or contract, relating to or in any way arising out of the City's termination or revocation of this Franchise.

17. **Administrative Fee.** Grantee agrees to pay City the actual costs of administering this Agreement, including the costs related to administrator time spent reviewing drafts, negotiating with Grantee, and the costs of legal review. Such amount not to exceed \$3,000.

Adopted by the City Council of the City of Adair Village this ___ day of _____, 2019.

First reading
Second reading
Adoption
Effective

Approved:

Attest:

, Mayor

, City Administrator

Accepted: Grantee accepts the Franchise and Ordinance and agrees to be bound by its lawful terms and conditions.

By: _____

Date: _____

Printed Name: _____

Title: _____

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

In the Matter of Updating and Establishing)
Authority to Administer the City's)
Financial Accounts and Act as Signatory for)
The City Pertaining to Those Accounts)

RESOLUTION NO. 2019 -- #1

WHEREAS, the City has various financial accounts with banks, credit cards, and vendors; and

WHEREAS, authority to undertake the administration task of these various accounts and to act as signatory is a necessity for the Mayor Pro Temp; and

WHEREAS, the City's bank account requires three signatories; and

WHEREAS, the appropriate elected official changed on April 2, 2019 now therefore,

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

- 1) Mayor William Currier, Mayor Pro Temp Alan Rowe, and City Administrator Patrick Hare shall have authority to sign checks from the City's bank starting on May 10, 2019.
- 2) Mayor Pro Temp Alan Rowe will have administrative authority for all bank, credit, lease, and vendor accounts within the authority designated by various City Ordinances and Resolutions.

DATED: This 7 day of May, 2019.

Mayor

City Administrator