

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, August 6, 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 – July 9, 2019 (Attachment A)
- b. Bills List through – July 31, 2019 (Attachment B) – \$113,889.20

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 July 31, 2019 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) N/A Pat Hare
Action:

6. NEW BUSINESS:

- a) Bob Thayer Easement (Attachment H,H1) Pat Hare
Action: Decision
- b) Introduce Brandon Christensen talk about C.E.R.T Program (Attachment I Staff report) Jerry Jackson
Action: Discussion
- c) Tangent PW (Attachment J Staff Report) Pat Hare
Action: Discussion

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A
Action: N/A

8. EXECUTIVE SESSION ORS 192.660 (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

- a) Property Transaction
Action: Discussion/Decision

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, September 17, 2019 6:00 PM
Planning Commission- September 3, 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 "kathv.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\2019 Meetings\190806 CC Mtg\190806 Agenda.docx

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, July 9, 2019 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Real, Raye, Rowe and Mayor Carrier 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 Carrier called the meeting to order at 6:00 PM.</p>
<p>2. Consent Calendar (Agenda Item 2).</p> <p>Minutes of the June 4, 2019 City Council Meeting Bills List through June 30, 2019, (\$59,120.11 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).</p> <p>Mike Peterson, an employee of Farm Foods, introduced himself and brought up some issues he sees at Farm Foods (fryer smells and landscaping). CA Hare addressed his concerns.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). CA Hare presented the report as CSO Jackson was away for classes for Emergency Management.</p>	<p>Council received the report.</p>
<p>5. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • Founders Day – Will be held o August 17, from 11:00 AM to 3:00 PM. • Youth Program – The youth program is seeing higher numbers than it has in the past. • Casselle Software – It looks like the process will take longer than expected. <p>Property/Businesses</p> <ul style="list-style-type: none"> • ServPro – The Planning Commission unanimously approved the partition on the ServPro property. Also, Tim McGinnis is working on the landscaping. • Barracks – The goal is to have the building open for Founder’s Day. 	<p>Council received the report.</p>

<ul style="list-style-type: none"> • AV Market/Farm Foods – The store has requested a longer lease with the City, but CA Hare is working on a solution for the fryer smell before a new lease is brought to the council. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – Over fifty lots have now been sold. Infrastructure has begun on phase two. • SCS Property – They are looking to partition their property into two lots due to the wetlands. • William R. Carr Subdivision – The City was able to piggy back on the patching job on the streets to do a full overlay on Laurel for one third of the cost. • Benton County Property – We have been in contact with the state and this will most likely be a two year process. 	
<p>7. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>8. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$1,466,431.47 and expenses are \$1,233,915.50. The balance in the Local Government Investment Pool is approximately \$1,391,287.18, last year the balance was \$1,352,372.23.</p>	<p>Council received the report.</p>
<p>9. Attachment H – Purchasing Water Meters (Agenda Item 6a). CA Hare provided the Council with information regarding the new water meters and their cost for Calloway Creek.</p>	<p>Council received the information and approved purchasing the meters.</p>
<p>10. Attachment I – Republic Services Glass Recycling (Agenda Item 6b). CA Hare provided the Council with an email he received from Republic Services regarding glass recycling in Adair. CA Hare will look into this matter and get back to Council.</p>	<p>Council discussed the matter.</p>
<p>11. Attachment J - Resolution 2019 #6 – Storm Drain Fees (Agenda Item 7a).</p>	<p>Councilor Ray moved to approve Resolution 2019 #6. Councilor Rowe seconded. Unanimous Approval (4-0).</p>
<p>12. Executive Session. The Adair City Council met in Executive Session under Oregon Revised Statutes 192.660 (e) “To conduct deliberations with persons designated by the governing body to negotiate real property transactions.”</p>	<p>Mayor Currier opened the Executive Session at 7:30 PM. Mayor Currier closed the Executive Session at 7:50 PM.</p>
<p>13. Action from Executive Session.</p>	<p>Councilor Real moved to authorize CA Hare to begin negotiations to buy real property within the City. Councilor Rowe seconded. Unanimous Approval (4-0).</p>

<p>14. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – Asked how Sweet Taste Bakery is doing? Is help needed at Founder’s Day? Asked about Council still being short one member? • Councilor Rowe – None. • Councilor Ray – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, August 6, 2019 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 8:10 PM.</p>

Mayor’s Approval

Date

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

Type	Date	Num	Due Date	Aging	Open Balan...	
American Business Software, Inc Bill	7/2/2019	Invoic...	7/12/2019		60.60	19-30 22979
Total American Business Software, Inc					60.60	
Bank of America Bill	7/2/2019	May 2...	7/12/2019		2,084.91	229808-9
Total Bank of America					2,084.91	
Best Pots Inc Bill	7/2/2019	Inv# ...	7/12/2019		261.14	229812-9
Total Best Pots Inc					261.14	
Cascade Columbia Distribution Bill	7/2/2019	Inv# 7...	8/31/2019		2,595.75	2298213-9
Total Cascade Columbia Distribution					2,595.75	
Delapoer Kidd Attorneys at Law Bill	7/2/2019	Inv# 1...	7/12/2019		1,225.00	229831-9
Total Delapoer Kidd Attorneys at Law					1,225.00	
NW Natural Bill	7/2/2019	6/26/...	7/12/2019		80.67	2298418-9
Total NW Natural					80.67	
Oregon Association of Water Utilities Bill	7/2/2019	Water...	7/12/2019		4,500.00	2298510-2
Total Oregon Association of Water Utilities					4,500.00	
Oregon Dept of Revenue Bill	7/2/2019	93-61...	7/12/2019		61.28	2298618-9
Total Oregon Dept of Revenue					61.28	
US Bank Bill	7/2/2019	Inv# 1...	7/12/2019		11,126.83	2298719-2
Total US Bank					11,126.83	
TOTAL					21,996.18	

[Signature] 7/2/19

City of Adair Village
Unpaid Bills Detail
As of July 9, 2019

Type	Date	Num	Due Date	Aging	Open Balan...
Century Link					
Bill	7/9/2019	Jun 2...	7/19/2019		55.23
Total Century Link					55.23
Civil West Engineering Services, Inc					
Bill	7/5/2019	7/1/19	7/15/2019		5,093.75
Total Civil West Engineering Services, Inc					5,093.75
Creature Teachers					
Bill	7/5/2019	7-Aug	7/15/2019		760.00
Total Creature Teachers					760.00
Edge Analytical Laboratories					
Bill	7/5/2019	7/2/2...	7/15/2019		517.50
Total Edge Analytical Laboratories					517.50
HealthEquity					
Bill	7/9/2019	July 2...	7/19/2019		6,800.00
Total HealthEquity					6,800.00
JLDowns Construction LLC					
Bill	7/9/2019	Inv# 1...	7/19/2019		5,545.00
Total JLDowns Construction LLC					5,545.00
Measure-Tech, Inc.					
Bill	7/5/2019	Inv# 1...	7/15/2019		707.34
Total Measure-Tech, Inc.					707.34
Mission Communications					
Bill	7/9/2019	Inv# 1...	7/19/2019		1,186.80
Total Mission Communications					1,186.80
Simply Payroll					
Bill	7/9/2019	Inv# 1...	7/19/2019		93.80
Total Simply Payroll					93.80
TOTAL					20,759.42

2298818

2298918

2299019-2

2299118

2299218-2

2299318-2

2299418-19

2299518-2

2299618-19

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credit

20,759.42
7/9/19

City of Adair Village
Unpaid Bills Detail
As of July 18, 2019

Type	Date	Num	Due Date	Aging	Open Balan...	
Auto Zone Bill	7/9/2019	Stmt#...	7/19/2019		46.16	22997-18
Total Auto Zone					46.16	
Benton County Sheriff Bill	6/30/2019	Inv 4...	7/10/2019	8	7,822.25	22998-18
Total Benton County Sheriff					7,822.25	
Best Pots Inc Bill	7/18/2019	A-386...	7/28/2019		297.60	22999
Total Best Pots Inc					297.60	
CIS TRUST Bill	7/16/2019	PO-A...	7/26/2019		23,910.89	23000 19-20
Bill	7/18/2019	Augu...	8/10/2019		6,086.56	
Total CIS TRUST					29,997.45	
Coffin Butte LF Bill	7/9/2019	Inv# 4...	7/19/2019		45.25	23001 18
Total Coffin Butte LF					45.25	
De Lage Landen Financial Services, Inc. Bill	6/28/2019	Inv# 6...	7/8/2019	10	131.00	23002-18
Total De Lage Landen Financial Services, Inc.					131.00	
Ferguson Enterprises Bill	6/28/2019	0783...	7/8/2019	10	837.10	23003-18
Total Ferguson Enterprises					837.10	
Industrial Pipe & Supply Co, Inc. Bill	7/18/2019	Inv# 1...	7/28/2019		94.82	23004-19-20
Total Industrial Pipe & Supply Co, Inc.					94.82	
Jessica II Bill	7/18/2019	July E...	7/28/2019		71.93	23005 19-20
Total Jessica II					71.93	
Republic Services #452 Bill	6/28/2019	INV# ...	7/8/2019	10	36.27	23006-18
Bill	7/16/2019	June ...	7/26/2019		35.84	
Total Republic Services #452					72.11	
Ryan Willen & Samantha Kordeie Bill	7/16/2019	Acct#...	7/26/2019		80.59	23007 19
Total Ryan Willen & Samantha Kordeie					80.59	
Smith-Wagar Consulting Bill	6/30/2019	Inv# ...	7/10/2019	8	475.00	23008-18
Total Smith-Wagar Consulting					475.00	
Staples Credit Plan Bill	6/30/2019	Clsin...	7/10/2019	8	171.58	23009-18
Total Staples Credit Plan					171.58	
Verizon Bill	7/18/2019	9833...	7/28/2019		227.71	23010 19-20
Total Verizon					227.71	
Willamette Criminal Justice Council Bill	7/16/2019	Inv#1	7/26/2019		200.20	23011 19
Total Willamette Criminal Justice Council					200.20	
TOTAL					40,570.75	7/18/19

City of Adair Village
Unpaid Bills Detail
As of July 30, 2019

Type	Date	Num	Due Date	Aging	Open Balan...	
American Business Software, Inc Bill	7/26/2019	Inv# 1...	8/5/2019		60.60	23018
Total American Business Software, Inc					60.60	
Benton County, Oregon Bill	7/19/2019	Invs 3...	7/29/2019	1	4,513.25	23019
Total Benton County, Oregon					4,513.25	
BRX, Inc. Bill	7/26/2019	Invs 1...	8/5/2019		16,000.00	23020
Total BRX, Inc.					16,000.00	
Century Link Bill	7/23/2019	July 1...	8/2/2019		81.22	
Bill	7/26/2019	Jul 16...	8/5/2019		81.43	23021
Total Century Link					162.65	
City of Corvallis Bill	7/25/2019	Inv# 2...	8/24/2019		64.11	
Total City of Corvallis					64.11	23022
Comcast Bill	7/23/2019	Jul 18...	8/2/2019		102.85	
Total Comcast					102.85	23023
Consumers Power Inc. Bill	7/23/2019	8/15/19	8/2/2019		3,073.26	
Total Consumers Power Inc.					3,073.26	23024
Cornerstone Janitorial Bill	7/26/2019	Inv# 6...	8/5/2019		261.46	
Total Cornerstone Janitorial					261.46	23025
Edge Analytical Laboratories Bill	7/23/2019	Inv# 1...	8/2/2019		76.50	
Total Edge Analytical Laboratories					76.50	23026
Ferguson Enterprises Bill	7/23/2019	Inv# 0...	8/2/2019		55.40	
Total Ferguson Enterprises					55.40	23027
Hendrix Heating & Air Bill	7/30/2019	Inv# 2...	8/9/2019		196.00	
Total Hendrix Heating & Air					196.00	23028
JCI-Jones Chemicals Inc. Bill	7/19/2019	7/18/...	7/29/2019	1	3,510.24	
Total JCI-Jones Chemicals Inc.					3,510.24	23029
Pacific Power/PacificCorp Bill	7/26/2019	Jul 11...	8/5/2019		2,443.03	
Total Pacific Power/PacificCorp					2,443.03	23030
R3 Engraving & Signs Bill	7/30/2019	Inv# 6...	8/9/2019		43.50	
Total R3 Engraving & Signs					43.50	23031
TOTAL					30,562.85	

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7/30/19



**CODE
COMPLIANCE**

Willamette Valley Processors, LLC

End of Month – June

7/2/19 through 7/26/19

CSO	Jerry Jackson
Hours Worked:	Hrs. - 96
Complaint Total:	Monthly Case Load
	Complaints 2 Self-Initiated 12 Total Calls 14

A19-131	7/2/19.	Took recycle bin to park and cut over growth on park entrance	Assist	Closed	Kiddie Park	Maintenance
A19-132	7/2/19.	Cut over growth William R. Carr bridge	Assist	Closed	Bridge	Maintenance
A19-133	7/2/19.	Cut over growth William R. Carr roadside	Assist	Closed	Roadway	Maintenance
A19-134	7/2/19.	Cut Kipr's yard	Citizen assist	Closed	5160 NE Willamette Ave	Senior citizen
A19-135	7/3/19 9:23 AM	Tall Weeds	Observed	Open	251 NE Azalea	Administrative Citation

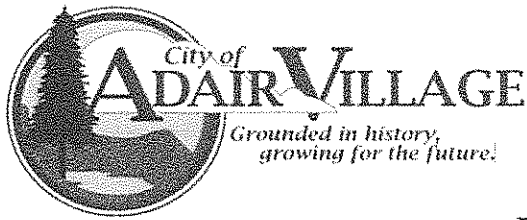
A19-136	7/3/19 9:23 AM	Tall Weeds	Observed	Open	252 NE Azalea	Administrative Citation
A19-137	7/3/19 9:23 AM	Tall Weeds	Observed	Open	253 NE Azalea	Administrative Citation - CANCELLED
A19-138	7/19/19 9:28 AM	2 Trailers & Boat parked on side of house	Observed	Open	4316 NE Holly Ln	Administrative Citation
A19-139	7/26/19 9:45 AM	Speeding the wrong way down Columbia 053HCF Gold Toyota	Observed	Open	Columbia & Azalea	Driver ignored my attempt to flag him down
A19-140	7/26/19 10:00 AM	Speed Warning	Complaint	Closed	9103 Newton	Talked to the car owner about the complaint
A19-141	7/26/19 10:45 AM	Dog at large	Observed/Complaint	Closed	4313 Holly	Babysitter took the dog for a walk downtown without a leash.
A19-142	7/26/19 11:33 AM	Park on lawn	Observed	Open	134 NE Columbia	Parked on the grass next to the driveway
A19-143	7/26/19 11:33 AM	Garbage cans left out	Observed	Open	134 NE Columbia	Garbage and Recycle Container left out
A19-144	7/26/19 11:33 AM	Tall Weeds	Observed	Open	134 NE Columbia	Very tall weeds in the front yard

Wrong Way Driving	1	Noise	0
Yellow Zone	0	Animal at large	1
Prohibited Parking	2	Livestock/Dog Violations	0
Grass/Vegetation Warnings	4	2019 Chicken Permits	0
Speeding	1	Basketball Hoop on sidewalk	0
Trash Container	1	Abandon Property	0
Solid Waste/Littering	0		
Vacation/Citizen Assist	1		

Animal Control: none.

City Assist:

- Emergency Management – Attended training for C.E.R.T. Train the trainer and C.E.R.T. Management
- Daily Patrol
- Assisted in cutting over-growth (3)



**PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT**

PERIOD: 6/20/2019 TO 7/20/2019

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 11,204,194 Million Gallons

Average Usage per Day 370k

Water Loss: N/A We don't have all the new homes added.

WATER DISTRIBUTION REPORT

Maintenance Activity: We have been keeping up with water demands with the warm dry weather. We have had several leaks on Barberrry the last month. All have been address and repaired in timely fashion. We have two that will be repaired and finished in August 31st. We did have one meter that was malfunctioning and staff replaced it.

Collected quarterly, Second quarter samples were good and third quarter to be taken in August.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to be stable. Samples remain good and staff continues to monitor and make adjustments as needed daily. We will begin cleaning the clarifier and chlorine contact chamber at the end of the summer to prepare for winter.

Total Monthly Influent: 2.1 Million Gallons

Discharged: Discharge from the holding pond is finished for the season.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains remain clear with no major issue to report. Staff continues to place storm marking stickers on all drains as time allows.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Staff continues to spray and keep weeds down. We are hoping to start another round of curb painting this summer in the coming weeks.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing continues to be steady, weekly staff moves and clears any brush, limbs or weeds from city property. This time of year this is the staff largest consumption of time. I think it will begin to slow dramatically in the next month.

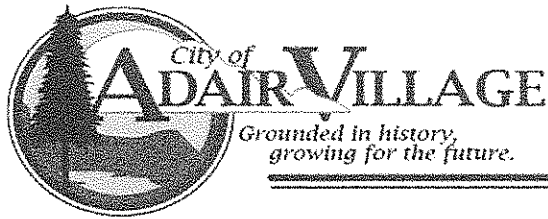
WATER TREATMENT PLANT

Maintenance Activity: The water plant is running really well. Water quality remains high with no temperature issues like in years past. I believe with our new intake and a cool summer these issue will not occur this year.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant continues to run well with no issues at this time. Like I said staff monitors and makes adjustment as needed to conditions.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT August 6, 2019 Council Meeting

Administration

- **Founders Day** – Founder day will be on August 17th this year 11:00am to 3:00pm with the barbecue from 12:00pm to 2:00pm. Staff and I will be working with ALH to get ready.
- **Audit** – We have started the audit process so we should be one of the first City's done this year. So far everything is looking good.
- **Caselle Software** – Debbie was able to speed the process up with Caselle. We are hoping that by the fall we are transitioned to the new software.

Property/Businesses

- **Serve Pro** – Tim has hired a real estate agent to sell the building, with the idea of building a new one. He will need to finish landscaping and any unpaid dues before that time.
- **Barracks** – The interior doors and trim have been ordered along with the cabinets. Jessica is working on a grant to help furnish the building.
- **AV Market** – The market would like to look at a longer term lease as they are currently still month to month.

Major Projects/Engineering

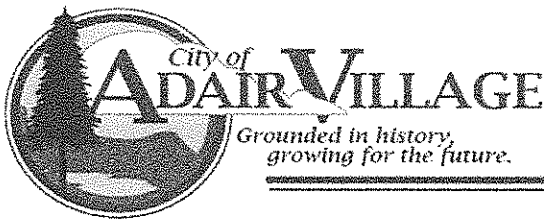
- **Calloway Creek** – They have now sold over fifty lots and have begun installing infrastructure in phase two.
- **SCS Property** – Santiam Christian submitted their partition application Pat Depa is reviewing it and once we have all the required information we will schedule them for the planning commission.
- **William R. Carr Subdivision** – Brianne Donne is in the process of getting the required building permits. He is hoping that construction of the houses will start in the next two weeks.
- **Benton County Property** – I have asked Civil West to give us a quote on completing the application to submit to the federal government.

ADAIR VILLAGE PATROL

June 25, 2019 - July 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		
6/25/2019 2:08	201902125	1.00	grave	BCDAVIDPET							ONE HOUR. 0100-0200. NO ACTIVITY.
6/25/2019 21:16	201902132		grave	BCDAVIDPET							suspicious vehicle call on NE Willamette/NE Laurel Dr
6/26/2019 15:36	201902143		day	BCERICAONE							issued citation for dog at large on Columbia Ave
6/26/2019 21:40	201902146	1.00	swing	BCBRIANHOR							no activity
6/27/2019 6:14	201902148	2.00	grave	BCJAMESHAR							2 HOUR TOTAL FROM/ABOUT 0400-0600. PATROLLED ADAIR VILLAGE AREA/CITY STREETS/HIGHWAY 99W AND ADAIR PARK
6/27/2019 15:49	201902152	1.50	day	BCJEFFPRA							1.5 HOURS
6/27/2019 21:00	201902154	1.00	swing	BCJOSHUGOR							2005-2105, 1 hour, 2 traffic stops, 1 cite for speed, 1 warning for Impeding Traffic. 0 calls for service.
6/28/2019 9:55	201902160	1.00	day	BCBRIANLUN							0915-1015; PATROLLED CITY STREETS, PARKS AND SCHOOLS
6/29/2019 4:27	201902178	1.50	grave	BCAARONGEV							Time: 2:00 AM to 2:30 AM /and 3:30 AM to 4:30 AM;
6/29/2019 10:43	201902179	1.00	day	BCJAMESYOU		1					0945-1045; Patrolled city street, parks, surrounding areas, and Highway 99W.
6/30/2019 3:00	201902185	1.00	grave	BCJESSEBLA		2					one warning for speed and fail to signal
6/30/2019 11:05	201902189	1.00	day	BCBRIANLUN							PATROLLED CITY STREETS, PARKS AND SCHOOLS from 1000-1100
6/30/2019 13:38	201902193	1.25	day	BCJOEHAL		7	2				patrolled from 1225-1340
7/1/2019 1:43	201902199	1.00	grave	BCEDWARROW							SEVERAL BUSINESS CHECKS
7/2/2019 14:42	201902219	1.00	day	BCMATTHMOS							patrolled from 1345-1445
7/2/2019 18:33	201902221	1.50	swing	BCKYLEHEE		1					1823-1853 Patrolled local neighborhoods and businesses:Checked Santiam Christian School campus. Checked Adair County Park.
7/2/2019 21:13	201902223		grave	BCJIMWEI		3					verbal disturbance call on the 100 block of NE Azalea Dr
7/2/2019 23:44	201902226	1.75	grave	BCJIMWEI							After clearing the call, I patrolled til 00:00 am 7/02/19 (2.75 hrs). I patrolled the city streets, parks, school and business areas.
7/4/2019 1:24	201902234	1.00	grave	BCEDWARROW		1					SEVERAL BUSINESS CHECKS
7/4/2019 10:29	201902236	1.00	day	BCJEFFPRA							no activity
7/5/2019 1:26	201902240		grave	BCJAMESHAR					1		physical domestic on the 4300 block of NE Holly Ln;
7/5/2019 8:45	201902242	1.75	day	BCJAMESYOU		1					0800-0900 and 1130-1215; Patrolled city streets, parks, county roads, and Highway 99W
7/5/2019 11:27	201902246		day	BCJAMESYOU							verbal argument over an eviction on the 200 block of NE Azalea Dr
7/5/2019 23:34	201902252	1.00	grave	BCAARONGEV		1					patrolled from 2230-2330; 1 warning for speed
7/5/2019 22:24	201902253	1.00	grave	BCDAVIDIVE							no activity
7/5/2019 23:39	201902254	1.00	swing	BCDOUGSEI							patrolled from 2230-2330; no activity
7/6/2019 22:19	201902262	1.00	grave	BCAARONGEV							patrolled from 2140-2240
7/6/2019 22:21	201902263	10.00	grave	BCJAMESHAR							10 HOURS INCLUDING INVESTIGATION/REPORT WRITING/DVD CREATION FOR D.A.'S OFFICE AND EVIDENCE FOR DV CALL ON DOMESTIC ASSAULT CALL
7/7/2019 23:20	201902271	1.00	grave	BCJESSEBLA		2					2 stops for speed and lighting violations
7/8/2019 13:07	201902277		day	BCJAMESYOU		1					landlord/tenant complaint on the 200 block of NE Azalea Dr
7/9/2019 2:53	201902286	1.00	grave	BCEDWARROW		1					1 vehicle stop; several business checks
7/10/2019 18:30	201902298		swing	BCBRIANHOR		1					medic assist on the 9000 block of NW Newton Rd
7/10/2019 18:58	201902299	1.00	swing	BCBRIANHOR							one call for service
7/11/2019 1:44	201902301	1.00	grave	BCEDWARROW		3					SEVERAL BUSINESS CHECKS
7/11/2019 8:22	201902305	1.00	day	BCJAMESYOU		1					0740-0840 Patrol city streets, parks, rural roads and Highway 99W
7/11/2019 23:42	201902313	1.00	swing	BCBRIANHOR							no activity
7/12/2019 8:40	201902314		day	BCJAMESYOU				1			assault on the 9000 block of NW Newton Rd
7/12/2019 12:19	201902316		day	BCBRIANLUN		2					suicidal person on 100 block of Azalea Dr
7/14/2019 10:16	201902334	2.00	day	BCBRIANLUN							0830-1030 PATROLLED CITY STREETS, PARKS AND SCHOOLS; searched for ATL vehicle on 99w



STAFF REPORT
Attachment G – Financial Report
August 6, 2019 Council Meeting

Totals - Income shown for Fiscal Year 2019 is \$67,409.85 (2.36% of budget) and Expenses are \$86,003.22 (3.01% of budget), which shows a Net Income of \$-18,593.37 for all funds.

Category	Expenses	Percent of Budget
Personnel Services	\$1,804.12	1.93%
Materials & Supplies	\$15,084.69	6.21%
Capital Outlay	\$0.00	0.00%
Debt Service	\$11,126.83	50.00%

Totals by Fund – Income and Expenses for each Fund are shown below.

Fund	Income	Expenses	Difference
General	29,348.76	28,015.64	1,333.12
Reserve	0.00	0.00	0.00
SDC Fund	0.00	0.00	0.00
Storm Drain	1,179.77	644.33	535.44
Streets	0.00	4,800.61	-4,800.61
Wastewater	11,599.83	11,696.25	-96.42
Water	25,281.49	40,846.39	-15,564.90
TOTAL	\$67,409.85	\$86,003.22	-18,593.37

We have approximately **\$1,391,287.18** in the Local Government Investment Pool (LGIP). Last month we had **\$1,391,287.18**. Last year on 8/07/2018 we **\$1,149,154.19**.

	TOTAL			Total General Fund		
	Jul '19 - Jun 20	Budget	% of Budget	Jul '19 - Jun 20	Budget	% of Budget
Income						
4001 - Property Taxes--Current	0.00	122,000.00	0.0%	0.00	122,000.00	0.0%
4002 - Property Taxes - Prior Year	0.00	2,500.00	0.0%	0.00	2,500.00	0.0%
Total 4010 - Government Sources	0.00	188,400.00	0.0%	0.00	24,400.00	0.0%
Total 4020 - Rental Income	15,808.98	109,020.00	14.5%	15,808.98	109,020.00	14.5%
Total 4030 - Fees	38,061.09	890,276.00	4.28%	0.00	16,500.00	0.0%
Total 4050 - Other Income	13,539.78	55,100.00	24.57%	13,539.78	52,200.00	25.94%
4060 - Interest	0.00	15,000.00	0.0%	0.00	15,000.00	0.0%
Total 4080 - Transfers In	0.00	40,418.00	0.0%	0.00	0.00	0.0%
4090 - Beginning Fund Balance	0.00	1,436,213.00	0.0%	0.00	205,000.00	0.0%
Total Income	67,409.85	2,858,927.00	2.36%	29,348.76	546,620.00	5.37%
Gross Profit	67,409.85	2,858,927.00	2.36%	29,348.76	546,620.00	5.37%
Expense						
5000 - Personnel Services						
5010 - City Administrator	0.00	96,400.00	0.0%	0.00	33,740.00	0.0%
5016 - Utility/Court Clerk	0.00	37,704.00	0.0%	0.00	7,541.00	0.0%
5018 - Finance Clerk	0.00	20,520.00	0.0%	0.00	3,078.00	0.0%
5025 - Summer Program Coordinator	0.00	13,549.00	0.0%	0.00	13,549.00	0.0%
5050 - Public Works Supervisor	0.00	58,132.00	0.0%	0.00	2,115.00	0.0%
5052 - Utility Worker III	0.00	40,227.00	0.0%	0.00	0.00	0.0%
5058 - Utility Worker I	0.00	4,937.00	0.0%	0.00	0.00	0.0%
5081 - Employee Health Ins Benefits	12,886.56	86,940.00	14.82%	1,804.12	12,601.00	14.32%
5082 - Retirement Benefits	0.00	56,167.00	0.0%	0.00	12,419.00	0.0%
5085 - Employment Taxes	0.00	37,517.00	0.0%	0.00	8,296.00	0.0%
Total 5000 - Personnel Services	12,886.56	452,093.00	2.85%	1,804.12	93,339.00	1.93%
Total 5100 - Material & Services	61,989.83	544,075.00	11.39%	15,084.69	242,755.00	6.21%
Total 5300 - Capital Outlay	0.00	145,000.00	0.0%	0.00	30,000.00	0.0%
Total 5400 - Debt Service	11,126.83	177,254.00	6.28%	11,126.83	22,254.00	50.0%
Total 5500 - Transfers	0.00	40,418.00	0.0%	0.00	5,000.00	0.0%
5700 - Contingency	0.00	144,000.00	0.0%	0.00	50,000.00	0.0%
7777 - Reserve for Future Expenditure	0.00	1,356,087.00	0.0%	0.00	103,272.00	0.0%
Total Expense	86,003.22	2,858,927.00	2.77%	28,015.64	546,620.00	5.13%
Net Income	-18,593.37	0.00	100.0%	1,333.12	0.00	100.0%

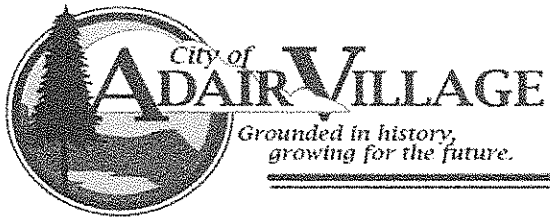
City of Adair Village
 Profit and Loss Budget vs. Actual
 July 2019 through June 2020

	Reserve Fund			SDC Fund		
	Jul '19 - Jun 20	Budget	% of Budget	Jul '19 - Jun 20	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			0.00		
Total 4020 · Rental Income	0.00			0.00		
Total 4030 · Fees	0.00			0.00	59,876.00	-59,876.00 0.0%
Total 4050 · Other Income	0.00			0.00		
4060 · Interest	0.00			0.00		
Total 4080 · Transfers In	0.00	9,000.00	0.0%	0.00		
4090 · Beginning Fund Balance	0.00	121,914.00	0.0%	0.00	278,299.00	-278,299.00 0.0%
Total Income	0.00	130,914.00	0.0%	0.00	338,175.00	-338,175.00 0.0%
Gross Profit	0.00	130,914.00	0.0%	0.00	338,175.00	-338,175.00 0.0%
Expense						
5000 · Personnel Services						
5010 · City Administrator	0.00			0.00		
5016 · Utility/Court Clerk	0.00			0.00		
5018 · Finance Clerk	0.00			0.00		
5025 · Summer Program Coordinator	0.00			0.00		
5050 · Public Works Supervisor	0.00			0.00		
5052 · Utility Worker III	0.00			0.00		
5058 · Utility Worker I	0.00			0.00		
5081 · Employee Health Ins Benefits	0.00			0.00		
5082 · Retirement Benefits	0.00			0.00		
5085 · Employment Taxes	0.00			0.00		
Total 5000 · Personnel Services	0.00			0.00		
Total 5100 · Material & Services	0.00			0.00		
Total 5300 · Capital Outlay	0.00			0.00		
Total 5400 · Debt Service	0.00			0.00		
Total 5500 · Transfers	0.00	31,418.00	0.0%	0.00		
5700 · Contingency	0.00			0.00		
7777 · Reserve for Future Expenditure	0.00	99,496.00	0.0%	0.00	338,175.00	-338,175.00 0.0%
Total Expense	0.00	130,914.00	0.0%	0.00	338,175.00	-338,175.00 0.0%
Net Income	0.00	0.00	0.0%	0.00	0.00	0.0%

	Storm Drain Fund			Street Fund				
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	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				0.00	64,000.00	-64,000.00	0.0%
Total 4020 · Rental Income	0.00				0.00			
Total 4030 · Fees	1,179.77	27,900.00	-26,720.23	4.23%	0.00			
Total 4050 · Other Income	0.00	200.00	-200.00	0.0%	0.00	200.00	-200.00	0.0%
4060 · Interest	0.00				0.00			
Total 4080 · Transfers In	0.00				0.00			
4090 · Beginning Fund Balance	0.00	6,000.00	-6,000.00	0.0%	0.00	115,000.00	-115,000.00	0.0%
Total Income	1,179.77	34,100.00	-32,920.23	3.45%	0.00	179,200.00	-179,200.00	0.0%
Gross Profit	1,179.77	34,100.00	-32,920.23	3.45%	0.00	179,200.00	-179,200.00	0.0%
Expense								
5000 · Personnel Services								
5010 · City Administrator	0.00	4,820.00	-4,820.00	0.0%	0.00	4,820.00	-4,820.00	0.0%
5016 · Utility/Court Clerk	0.00	1,885.00	-1,885.00	0.0%	0.00			
5018 · Finance Clerk	0.00	1,026.00	-1,026.00	0.0%	0.00	1,026.00	-1,026.00	0.0%
5025 · Summer Program Coordinator	0.00				0.00			
5050 · Public Works Supervisor	0.00	2,801.00	-2,801.00	0.0%	0.00	5,602.00	-5,602.00	0.0%
5052 · Utility Worker III	0.00	2,011.00	-2,011.00	0.0%	0.00	4,023.00	-4,023.00	0.0%
5058 · Utility Worker I	0.00	353.00	-353.00	0.0%	0.00	353.00	-353.00	0.0%
5081 · Employee Health Ins Benefits	644.33	4,347.00	-3,702.67	14.82%	773.19	5,389.00	-4,615.81	14.35%
5082 · Retirement Benefits	0.00	2,668.00	-2,668.00	0.0%	0.00	3,274.00	-3,274.00	0.0%
5085 · Employment Taxes	0.00	1,782.00	-1,782.00	0.0%	0.00	2,186.00	-2,186.00	0.0%
Total 5000 · Personnel Services	644.33	21,693.00	-21,048.67	2.97%	773.19	26,673.00	-25,899.81	2.9%
Total 5100 · Material & Services	0.00	7,280.00	-7,280.00	0.0%	4,027.42	22,680.00	-18,652.58	17.76%
Total 5300 · Capital Outlay	0.00				0.00			
Total 5400 · Debt Service	0.00				0.00			
Total 5500 · Transfers	0.00	200.00	-200.00	0.0%	0.00	200.00	-200.00	0.0%
5700 · Contingency	0.00				0.00			
7777 · Reserve for Future Expenditure	0.00	4,927.00	-4,927.00	0.0%	0.00	7,500.00	-7,500.00	0.0%
Total Expense	644.33	34,100.00	-33,455.67	1.89%	4,800.61	179,200.00	-174,399.39	2.68%
Net Income	535.44	0.00	535.44	100.0%	-4,800.61	0.00	-4,800.61	100.0%

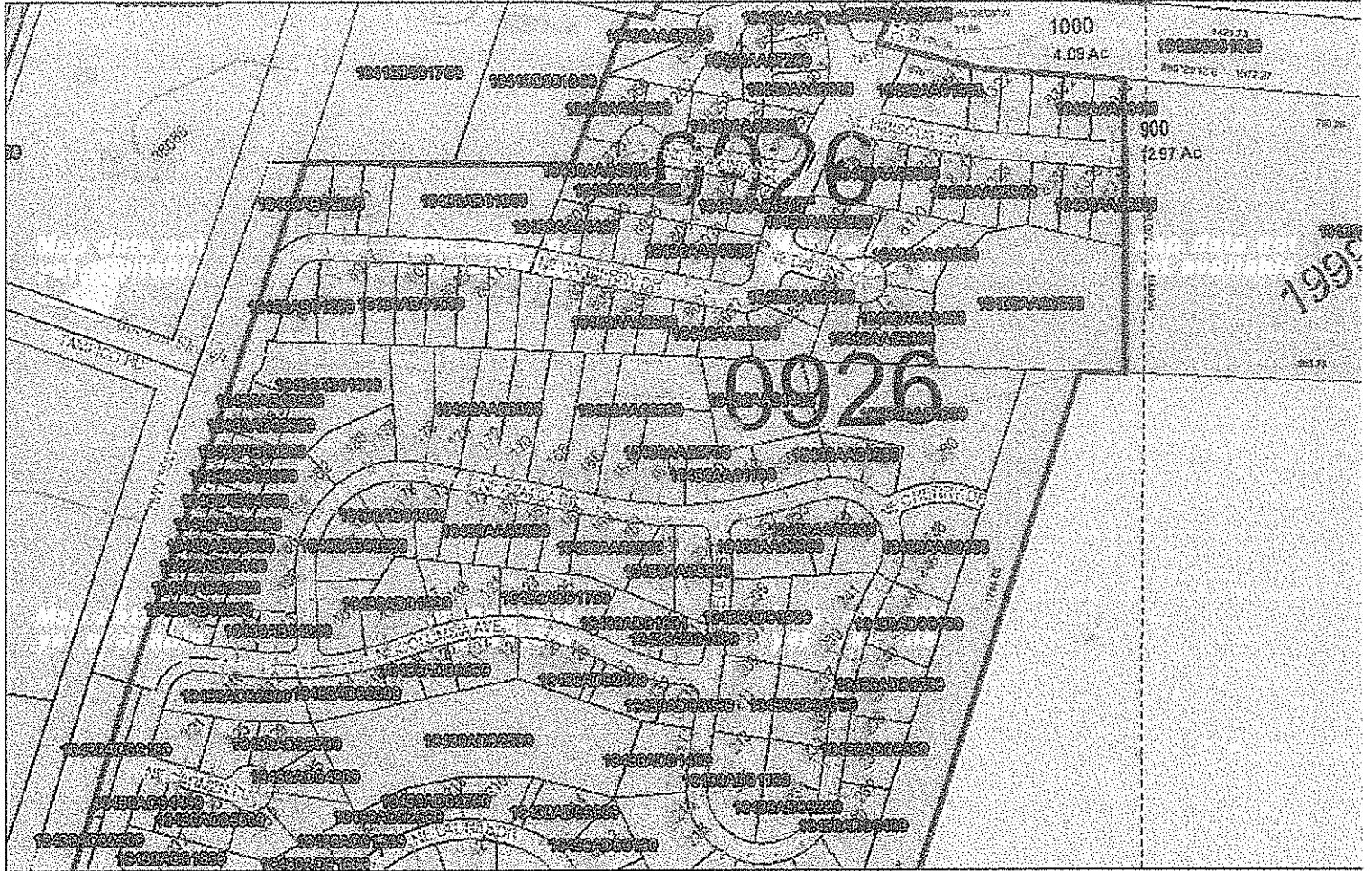
City of Adair Village
 Profit and Loss Budget vs. Actual
 July 2019 through June 2020

	Wastewater Fund			Water Fund		
	Jul '19 - Jun 20	Budget	% of Budget	Jul '19 - Jun 20	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			0.00	100,000.00	0.0%
Total 4020 · Rental Income	0.00			0.00		
Total 4030 · Fees	11,599.83	215,000.00	-203,400.17	25,281.49	571,000.00	-545,718.51
Total 4050 · Other Income	0.00	1,000.00	-1,000.00	0.00	1,500.00	-1,500.00
4060 · Interest	0.00			0.00		
Total 4080 · Transfers In	0.00	8,209.00	-8,209.00	0.00	23,209.00	-23,209.00
4090 · Beginning Fund Balance	0.00	10,000.00	-10,000.00	0.00	700,000.00	-700,000.00
Total Income	11,599.83	234,209.00	-222,609.17	25,281.49	1,395,709.00	-1,370,427.51
Gross Profit	11,599.83	234,209.00	-222,609.17	25,281.49	1,395,709.00	-1,370,427.51
Expense						
5000 · Personnel Services						
5010 · City Administrator	0.00	14,460.00	-14,460.00	0.00	38,560.00	-38,560.00
5016 · Utility/Court Clerk	0.00	9,426.00	-9,426.00	0.00	18,852.00	-18,852.00
5018 · Finance Clerk	0.00	6,156.00	-6,156.00	0.00	9,234.00	-9,234.00
5025 · Summer Program Coordinator	0.00			0.00		
5050 · Public Works Supervisor	0.00	14,004.00	-14,004.00	0.00	33,610.00	-33,610.00
5052 · Utility Worker III	0.00	12,068.00	-12,068.00	0.00	22,125.00	-22,125.00
5058 · Utility Worker I	0.00	1,410.00	-1,410.00	0.00	2,821.00	-2,821.00
5081 · Employee Health Ins Benefits	3,221.64	20,528.00	-17,306.36	6,443.28	44,075.00	-37,631.72
5082 · Retirement Benefits	0.00	11,902.00	-11,902.00	0.00	25,904.00	-25,904.00
5085 · Employment Taxes	0.00	7,950.00	-7,950.00	0.00	17,303.00	-17,303.00
Total 5000 · Personnel Services	3,221.64	97,904.00	-94,682.36	6,443.28	212,484.00	-206,040.72
Total 5100 · Material & Services	8,474.61	67,615.00	-59,140.39	34,403.11	203,745.00	-169,341.89
Total 5300 · Capital Outlay	0.00			0.00	115,000.00	-115,000.00
Total 5400 · Debt Service	0.00	30,000.00	-30,000.00	0.00	125,000.00	-125,000.00
Total 5500 · Transfers	0.00	400.00	-400.00	0.00	3,200.00	-3,200.00
5700 · Contingency	0.00	6,500.00	-6,500.00	0.00	80,000.00	-80,000.00
7777 · Reserve for Future Expenditure	0.00	31,790.00	-31,790.00	0.00	656,280.00	-656,280.00
Total Expense	11,696.25	234,209.00	-222,512.75	40,846.39	1,395,709.00	-1,354,862.61
Net Income	-96.42	0.00	-96.42	-15,564.90	0.00	-15,564.90
			100.0%			100.0%



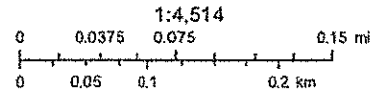
STAFF REPORT
Bob Thayer Easement

On Bob Thayer's property the City has an easement that was put in place in case we wanted a road to Benton County Park. The road would have come off of Azalea into what is called Cherry Lane. I have talked with the County and they don't ever see that happening. I also don't believe we would want another access through that section. Bob would like the City to relinquish that easement, he will have everything taken care of and the City can just sign. The only thing that I recommend if we do this is to have the trail recorded as an easement at the same time. We would not want to lose the trail to a future owner. I have attached a picture for your reference.



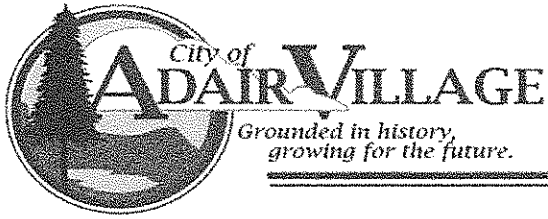
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| Taxlots | Sectionlines | County_Addresses | Driveways | Road Names |
| Override 1 | SEC-LINE | County_Addresses | Cities and Places | |
| Road Names | Buildings | County Parks | | |



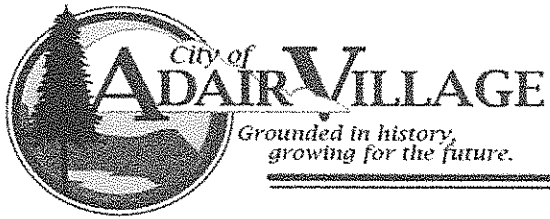
Benton County, Oregon
Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user

Benton County, Oregon
This product is for informational purposes
and may not have been prepared for
or be suitable for local, engineering, or surveying purposes



STAFF REPORT
Citizens Emergency Response Team C.E.R.T.

Jerry Jackson wanted to talk to the council about his training last month and introduce Brandon Christensen from Benton County. Brandon is the Program manager for Benton County. Brandon will be discussing the importance of the program and what role the county can play for the city.



STAFF REPORT

Tangent Public Works

The City of Tangent has asked the City if we would be interested in helping with their public works operations. They are currently under contract and that will be running out soon. The person assigned to them will be retiring and the company is not replacing him. This would roughly be about 20 hrs a week and mean being their Direct Responsible Charge (DRC). This could allow the City to hire another full time employee.