

ADAIR VILLAGE CITY COUNCIL-Final

City Hall - 6030 Wm. R Carr Av.

******Tuesday, December 3, 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 – November 5, 2019 (Attachment A)
- b. Bills List through – November 20, 2019 (Attachment B) – \$37,771.11

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 November 20, 2019 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Adair Living History (ALH) (Attachment H) Pat Hare
Action: Decision

6. NEW BUSINESS:

- a) IGA Economic Development Attachment I) Pat Hare
Action: Discussion/Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2019 – 8 Interfund Loan (Attachment J, J1) Pat Hare
Action: Decision

8. EXECUTIVE SESSION

- a) N/A
Action: n/a

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, January 7, 2019 6:00 PM
Planning Commission- December 17, 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.ore", 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\191203 CC Mtg\191203 Agenda.docx

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, November 5, 2019 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Real, Ray, Rowe and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston. City Attorney Sea Kidd arrived at 6:15 PM.</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). Minutes of the October 1, 2019 City Council Meeting. Bills List through October 31, 2019, (\$67,236.72 total).</p>	<p>Councilor Real moved to approve the Consent Calendar. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). CSO Jerry Jackson presented the report as well as gave an update regarding the CERT class.</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"> • Alyrica – They are going to put their hub next to the old model railroad club building. • Recreation Coordinator – Jessica was able to secure a \$6500.00 grant from the Siletz Tribe to finish the community center. • Casselle Software – We are going live with accounts payable and receivable this month. • Audit – We will have the final audit issued this month. • Tangent – Public works staff began working in Tangent this month and things are going really well. 	<p>Council received the report.</p>

<p>Property/Businesses</p> <ul style="list-style-type: none"> • ServPro – They are looking for their final partition approval, but they still need to pay their SDC payments and finish some landscaping and screening. • Barracks – The counter tops are installed and we are waiting for some trim and final inspections. • AVIS – CA Hare has been in discussion with an interested party of the industrial site. Candice Dennis is getting together a rough estimate of the property value. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – Phase two plat has been submitted. • SCS Property – No updates yet on where Brownstone is at with their discussions. • William R. Carr Subdivision – The developer is looking at three more units in the spring. • Benton County Property – We are working on the application to get the property out of parks and perpetuity. • Urban Renewal District – The City has submitted a grant application to the Department of State Lands for the cost of setting up the urban renewal district. 	
<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 \$808,126.43 and expenses are \$1,187,014.16. The balance in the Local Government Investment Pool is approximately \$960,212.10, last year the balance was \$1,317,797.87.</p>	<p>Council received the report.</p>
<p>9. Attachment H – Outside City Limit Water Customers (Agenda Item 6a).</p> <p>CA Hare will bring a resolution back to Council regarding this matter.</p>	<p>Council discussed the matter.</p>
<p>10. Ordinances 2019 - 03, 2019 - 04, 2019 - 05 and 2019 - 06 (Agenda Items 7a, 7b, 7c and 7d). CA Hare presented staff reports in reference to each Ordinance.</p> <p>Public Comment in Support: None Public Comment Against: None Neutral Public Comment: None</p>	<p>Mayor Currier recessed the City Council meeting and opened the Public Hearing at 7:10 PM.</p> <p>Mayor Currier closed the Public Hearing at 7:13 PM. and reconvened the City Council meeting.</p>

<p>11. Attachments I, I-1, I-2, I-3 and I-4 – Ordinance 2019 - 03 – Housing and Growth Management (Agenda Item 7a).</p> <p>CA Hare read the title of Ordinance 2019 - 03.</p> <p>CA Hare provided the second reading of the title of Ordinance 2019 - 03.</p>	<p>Councilor Rowe moved to have the second reading of Ordinance 2019 - 03 take place by reading of the title only. Councilor Ray seconded. Unanimous Approval (4-0).</p> <p>Councilor Real moved to approve the second reading and adopt Ordinance 2019 - 03. Councilor Rowe seconded. Unanimous Approval (4-0).</p>
<p>12. Attachments J, J-1, J-2, J-3 and J-4 – Ordinance 2019 – 04 – Transportation System Plan and Transportation Comprehensive Plan Amendment (Agenda Item 7b).</p> <p>CA Hare read the title of Ordinance 2019 - 04.</p> <p>CA Hare provided the second reading of the title of Ordinance 2019 – 04.</p>	<p>Councilor Ray moved to have the second reading of Ordinance 2019 - 04 take place by reading of the title only. Councilor Real seconded. Unanimous Approval (4-0).</p> <p>Councilor Rowe moved to approve the second reading and adopt Ordinance 2019 - 04. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>13. Attachments K and K-1 – Ordinance 2019 – 05 – Comprehensive Plan Map Amendment (Agenda Item 7c).</p> <p>CA Hare read the title of Ordinance 2019 – 05.</p> <p>CA Hare provided the second reading of the title of Ordinance 2019 – 05.</p>	<p>Councilor Real moved to have the second reading of Ordinance 2019 - 05 take place by reading of the title only. Councilor Rowe seconded. Unanimous Approval (4-0).</p> <p>Councilor Rowe moved to approve the second reading and adopt Ordinance 2019 - 05. Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>14. Attachment L and L-1 – Ordinance 2019 – 06 – Village Center Annexation (Agenda Item 7d).</p> <p>CA Hare read the title of Ordinance 2019 – 06.</p> <p>CA Hare provided the second reading of the title of Ordinance 2019 – 06.</p>	<p>Councilor Rowe moved to have the second reading of Ordinance 2019 - 06 take place by reading of the title only. Councilor Real seconded. Unanimous Approval (4-0).</p> <p>Councilor Rowe moved to approve</p>

	the second reading and adopt Ordinance 2019 - 06. Councilor Ray seconded. Unanimous Approval (4-0).
15. Council and Mayor Comments (Agenda Item 8): <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor Rowe – None. • Councilor Ray – None. 	
17 Adjournment: Next meeting- Council meeting on Tuesday, December 3, 2019 at 6:00 PM.	Mayor adjourned the meeting at 7:40 PM.

Mayor's Approval

Date

Bills List 11/5, 13, 14/2019

City of Adair Village

Check Register - GL Detail
 Check Issue Dates: 11/1/2019 - 11/30/2019

Page: 1
 Nov 21, 2019 03:36PM

Report Criteria:
 Report Type: GL Detail
 Check/Check number = 24002,24003,24004,24006,24007,24008,24009,24011,24012,24018,24021,24022,24023,24024,24026,24027,24028,24029,24030,24032,24033,24034,24035
 Check Type = {<-} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
24002	11/19	11/05/2019	24002	690 Bank of America	09242019	1	100-900-52101	.00	5.73	5.73
11/19	11/05/2019	24002	690 Bank of America		09242019	2	100-900-52013	.00	318.61	318.61
11/19	11/05/2019	24002	690 Bank of America		09242019	3	100-900-52110	.00	230.94	230.94
11/19	11/05/2019	24002	690 Bank of America		09242019	4	100-300-52111	.00	38.37	38.37
11/19	11/05/2019	24002	690 Bank of America		09242019	5	500-420-52014	.00	132.00	132.00
Total 24002: 723.65 ✓										
24003	11/19	11/05/2019	-24003	1200 Carolina Dinnis	11052019	1	100-900-52019	.00	490.00	490.00
Total 24003: 490.00 ✓										
24004	11/19	11/05/2019	24004	1810 Civil West Engineering Services In	1001-001-06-	1	510-430-52020	.00	507.50	507.50
11/19	11/05/2019	24004	1810 Civil West Engineering Services In		1001-001-06-	2	520-440-52020	.00	82.50	82.50
11/19	11/05/2019	24004	1810 Civil West Engineering Services In		1001-001-06-	3	100-900-52020	.00	3,480.00	3,480.00
11/19	11/05/2019	24004	1810 Civil West Engineering Services In		1001-001-06-	4	510-430-52020	.00	635.06	635.06
Total 24004: 4,705.06										
24006	11/19	11/05/2019	24006	2520 Edge Analytical Laboratories	19-41634	1	500-420-52104	.00	29.70	29.70
Total 24006: 29.70 ✓										
24007	11/19	11/05/2019	24007	3480 Jessica H	11052019	1	100-300-52013	.00	20.89	20.89
11/19	11/05/2019	24007	3480 Jessica H		11052019	2	100-300-52106	.00	56.59	56.59
Total 24007: 77.39										

M = Manual Check V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
24008	11/19	11/05/2019	24008	4670	NW Natural	10252019	100-900-52109	.00	195.11	195.11 ✓
	11/19	11/05/2019	24008	4670	NW Natural	10252019	100-900-52109	.00	18.52	18.52 ✓
		Total 24008:						.00	213.73	213.73
24009	11/19	11/05/2019	24009	4870	Oregon Cascades West COG	CTR1-FY20	100-900-52002	.00	1,464.29	1,464.29 ✓
		Total 24009:						.00	1,464.29	1,464.29 ✓
24011	11/19	11/05/2019	24011	6230	Simply Payroll	15988	100-900-52019	.00	93.80	93.80 ✓
		Total 24011:						.00	93.80	93.80 ✓
24012	11/19	11/05/2019	24012	7400	Windemere Property Managem	10312019	100-900-52030	.00	5,311.50	5,311.50 ✓
		Total 24012:						.00	5,311.50	5,311.50 ✓
24018	11/19	11/13/2019	24018	410	American Business Software Inc	134704	510-430-52019	.00	49.91	49.91 ✓
	11/19	11/13/2019	24018	410	American Business Software Inc	134704	500-420-52019	.00	49.92	49.92 ✓
		Total 24018:						.00	99.83	99.83 ✓
24021	11/19	11/13/2019	24021	2520	Edge Analytical Laboratories	19-41777	510-430-52104	.00	76.50	76.50 ✓
		Total 24021:						.00	76.50	76.50 ✓
24022	11/19	11/13/2019	24022	2670	Ferguson Enterprises	0814193	500-420-52011	.00	299.99	299.99 ✓
		Total 24022:						.00	299.99	299.99 ✓
24023	11/19	11/13/2019	24023	7440	Karla McGrath	11082019	100-900-52013	.00	35.64	35.64 ✓

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 24023:										
24024	11/19	11/13/2019	24024	5390	Pacific Power/PacificCorp	11082019	1 500-420-52109	.00	2,011.60	2,011.60
Total 24024:										
24026	11/19	11/13/2019	24026	6090	Security Alarm Corp.	681658	1 100-800-52024	.00	34.14	34.14
Total 24026:										
24027	11/19	11/13/2019	24027	6280	Smith-Wagar Consulting	D1027	1 100-900-52019	.00	4,375.00	4,375.00
Total 24027:										
24028	11/19	11/13/2019	24028	6390	Supplies Credit Plan	11042019	1 100-800-52002	.00	153.20	153.20
Total 24028:										
24029	11/19	11/13/2019	24029	7080	VALLEY FIRE CONTROL	88609	1 100-800-52019	.00	151.75	151.75
Total 24029:										
24030	11/19	11/13/2019	24030	390	Al's Sweeping Service	8367	2 200-410-52024	.00	750.00	750.00
Total 24030:										
24032	11/19	11/13/2019	24032	1820	Cornerstone Janitorial	809J-IN	2 100-800-52019	.00	271.78	271.78
Total 24032:										

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
24033	11/19	11/13/2019	24033	5780 Republic Services #452	10312019A	1	100-900-52109	.00	35.84	35.84 ✓
	11/19	11/13/2019	24033	5780 Republic Services #452	10312019A	2	510-430-52109	.00	36.27	36.27 ✓
Total 24033: 72.11										
24034	11/19	11/14/2019	24034	2900 Delapoe Kidd Attorneys at Law	1723	1	100-900-52017	.00	1,181.25	1,181.25 ✓
Total 24034: 1,181.25										
24035	11/19	11/14/2019	24035	5380 Pat Hays	11142019	1	510-430-52013	.00	270.00	270.00 ✓
Total 24035: 270.00										
Grand Totals: 22,691.91										

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-000-20000	.00	17,980.96	17,980.96
100-300-52013	20.80	.00	20.80
100-300-52106	56.59	.00	56.59
100-300-52111	36.37	.00	36.37
100-900-52002	1,617.49	.00	1,617.49
100-900-52013	352.25	.00	352.25
100-900-52017	1,181.25	.00	1,181.25
100-900-52019	5,382.33	.00	5,382.33
100-900-52020	3,480.00	.00	3,480.00
100-900-52024	34.14	.00	34.14
100-900-52030	5,311.50	.00	5,311.50
100-900-52101	5.73	.00	5.73
100-900-52109	249.57	.00	249.57
100-900-52110	230.94	.00	230.94
200-000-20000	.00	750.00	750.00

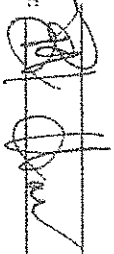
M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
200-410-52024	750.00	.00	750.00
500-000-20000	.00	2,523.21-	2,523.21-
500-420-52011	299.99	.00	299.99
500-420-52014	132.00	.00	132.00
500-420-52019	49.92	.00	49.92
500-420-52104	29.70	.00	29.70
500-420-52109	2,011.60	.00	2,011.60
510-000-20000	.00	1,575.24-	1,575.24-
510-430-52013	270.00	.00	270.00
510-430-52019	49.91	.00	49.91
510-430-52020	1,142.56	.00	1,142.56
510-430-52104	76.50	.00	76.50
510-430-52109	36.27	.00	36.27
520-000-20000	.00	82.50-	82.50-
520-440-52020	82.50	.00	82.50
Grand Totals:	22,891.91	22,891.91-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: 

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: GL detail

Check number = 24002,24003,24004,24006,24007,24008,24009,24011,24012,24018,24021,24022,24023,24024,24026,24027,24028,24029,24030,24032,24033,24034,24035

Check Type = (<=>) "Adjustment"

Bills List 11/21/2019

City of Adair Village

Check Register - GL Detail
 Check Issue Dates: 11/21/2019 - 11/30/2019

Page: 1
 Nov 21, 2019 09:02AM

Report Criteria:
 Report type: GL detail
 Check Type = (<-) "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
24036	11/19	11/21/2019	24036	1410 Century Link	1112019	1	510-430-52110	.00	81.75	81.75
Total 24036:										
24037	11/19	11/21/2019	24037	1520 CIS TRUST	DECEMBER	1	100-100-51010	.00	791.25	791.25
11/19	11/21/2019	24037	1520 CIS TRUST	DECEMBER	2	100-200-51010	.00	60.87	60.87	
11/19	11/21/2019	24037	1520 CIS TRUST	DECEMBER	3	520-440-51010	.00	304.33	304.33	
11/19	11/21/2019	24037	1520 CIS TRUST	DECEMBER	4	200-410-51010	.00	365.19	365.19	
11/19	11/21/2019	24037	1520 CIS TRUST	DECEMBER	5	510-430-51010	.00	1,521.64	1,521.64	
11/19	11/21/2019	24037	1520 CIS TRUST	DECEMBER	6	500-420-51010	.00	3,043.28	3,043.28	
Total 24037:										
24038	11/19	11/21/2019	24038	1740 Comcast	11102019	1	100-900-52110	.00	102.85	102.85
Total 24038:										
24039	11/19	11/21/2019	24039	2270 De Lage Landen Financial Servic	65663342	1	100-900-52018	.00	131.00	131.00
Total 24039:										
24040	11/19	11/21/2019	24040	2520 Edge Analytical Laboratories	19-43746	1	510-430-52104	.00	190.80	190.80
Total 24040:										
24041	11/19	11/21/2019	24041	4320 Merina & Company LLP	12608	1	510-430-52016	.00	2,166.00	2,166.00
11/19	11/21/2019	24041	4320 Merina & Company LLP	12608	2	500-420-52016	.00	2,166.00	2,166.00	
11/19	11/21/2019	24041	4320 Merina & Company LLP	12608	3	100-900-52016	.00	1,388.00	1,388.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 24041:										
24042	11/19	11/21/2019	24042	4970 Oregon Dept of Revenue	L148927827	1	100-100-52010	.00	297.00	297.00
Total 24042:										
24043	11/19	11/21/2019	24043	6070 Secretary of State Audits Division	JUNE 30 201	1	100-100-52016	.00	250.00	250.00
Total 24043:										
24044	11/19	11/21/2019	24044	7460 Spartan Environmental Services L	2802	1	510-430-52011	.00	1,656.25	1,656.25
Total 24044:										
24045	11/19	11/21/2019	24045	6950 Ujirex	INV78243	1	100-900-52002	.00	155.00	155.00
Total 24045:										
24046	11/19	11/21/2019	24046	7130 Verizon	9841544264	1	100-900-52110	.00	53.38	53.38
	11/19	11/21/2019	24046	7130 Verizon	9841544264	2	500-420-52110	.00	107.31	107.31
	11/19	11/21/2019	24046	7130 Verizon	9841544264	3	510-430-52110	.00	67.30	67.30
Total 24046:										
									227.99	
Grand Totals:										14,879.20

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Profit
100-000-20000	.00	3,209.35-	3,209.35-
100-100-51010	791.25	.00	791.25
100-100-52010	297.00	.00	297.00
100-100-52016	250.00	.00	250.00
100-200-51010	60.87	.00	60.87
100-900-52002	155.00	.00	155.00
100-900-52016	1,368.00	.00	1,368.00
100-900-52019	131.00	.00	131.00
100-900-52110	156.23	.00	156.23
200-000-20000	.00	365.19-	365.19-
200-410-51010	365.19	.00	365.19
500-000-20000	.00	5,316.59-	5,316.59-
500-420-51010	3,043.28	.00	3,043.28
500-420-52016	2,166.00	.00	2,166.00
500-420-52110	107.31	.00	107.31
510-000-20000	.00	5,683.74-	5,683.74-
510-430-51010	1,521.64	.00	1,521.64
510-430-52011	1,656.25	.00	1,656.25
510-430-52016	2,166.00	.00	2,166.00
510-430-52104	190.80	.00	190.80
510-430-52110	149.05	.00	149.05
520-000-20000	.00	304.33-	304.33-
520-440-51010	304.33	.00	304.33
Grand Totals:	14,879.20	14,879.20-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder:  11/22/19

Report Criteria:

Report Type: GL detail

Check Type = (<-) "Adjustment"

November 2019 Bills List Date Amount

Nov 5, 13, 14 \$22,891.91



11/21/2019 \$14,879.20

Total

\$37,771.11



**CODE
COMPLIANCE**

Willamette Valley Processors, LLC

End of Month – November

10/30/19 through 11/24/19

CSO	Jerry Jackson				
Hours Worked:	Hrs. – 74				
Complaint Total:	Monthly Case Load				
	1 Complaint	17 Self-Initiated	18 Total Calls		
A19-215	10/30/19 10:11 AM	Garbage cans left out	Observed	7307 SE Dot St	Administrative Citation
A19-216	10/30/19 10:18 AM	Garbage cans left out	Observed	4005 SE Weigel St	Put the cans away
A19-217	10/30/19 12:00 AM	Garbage cans left out	Observed	Laurel, Columbia and Azalea	Put the cans away
A19-218	11/5/19 2:55 PM	Vehicle parked the wrong way	Observed	100 Block Columbia	Verbal Warning
A19-219	11/5/19 3:04 PM	Park on lawn	Observed	260 NE Azalea	Verbal Warning
A19-220	11/6/19 10:47 AM	Garbage cans left out	Observed	7307 SE Dot St	Administrative Citation

A19-221	11/6/19 11:00 AM	Fifth-Wheel trailer parked on street	Observed	Barberry	Time limit starts
A19-222	11/6/19 11:08 AM	Utility Trailer parked on the street	Observed	Laurel & Willamette	Administrative Warning
A19-223	11/6/19 11:12 AM	Garbage cans left out	Observed	3126 NE Willamette	Put cans away
A19-224	11/6/19 11:14 AM	Garbage cans left out	Observed	4210 NE Laurel	Administrative Citation
A19-225	11/6/19 4:40 PM	Teens Skateboarding on concrete pad.	Observed	City Hall Park	Verbal Warning
A19-226	11/13/19 8:42 AM	Utility Trailer parked on the lawn.	Observed	260 NE Azalea	Administrative Citation
A19-227	11/13/19 8:53 AM	Garbage cans left out	Observed	3126 NE Willamette	Administrative Citation
A19-228	11/13/19 11:48 AM	Garbage cans left out	Observed	234 NE Azalea Ave	put cans away
A19-229	11/13/19 10:53 AM	Refrigerator on porch	Observed	171 NE Azalea	Noted

A19-230	11/15/19 11:00 AM	Auction vehicles lining the street	Observed	260 NE Azalea	Verbal Warning tow will be called in one hour. Resident call requesting time to move the vehicles. They must be gone by Monday.
A19-231	11/22/19 8:53 AM	Pitbull loose in the park. The dog is aggressive	Complaint	130 NE Columbia Ave	Called BCSO Animal Control, owner was given a citation
A19-232	11/22/19 11:55 AM	Construction w/o a permit	Observed	8963 NE Barberry	Construction w/o a permit

Wrong Way Driving (1)

Yellow Zone (0)

Prohibited Parking (5)

Grass/Vegetation Warnings (0)

Basketball Hoop on sidewalk 0

Trash Container (8)

Vacation/**Citizen Assist** (0)

Zoning Violation (2)

Noise/Public Nuisance (1)

Animal at large (1)

Livestock/Dog Violations (0)

2019 Chicken Permits 0

Abandon Vehicles (0)

Solid Waste/Littering (0)

Chronic Violation (0)

Animal Control: BCSO Assisted in a citation to dog at large - \$150 fine

City Assist:

- Emergency Management – Adair CERT Training ends December 14th
- Daily Patrol



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 10/20/2019 TO 11/20/2019

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 4,547,962 Million Gallons

Average Usage per Day 137k

WATER DISTRIBUTION REPORT

Maintenance Activity: Water demand is low. One leak was reported on Johns Place and was repaired. Staff replaced and installed a new radio at the new water tanks as part of our telemetry system. Staff continues to install and program the new meters in Calloway Creek.

Collected quarterly, Fourth quarter samples have been taken.

WASTEWATER TREATMENT REPORT

We are now pumping to the river. We have only had to pump 8 days this month since we are so dry. Sampling and monitoring have begun and will continue for the next six months.

Total Monthly Influent: 4.7 Million Gallons

Discharged: Discharge from the holding pond to the river has begun.

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. A second city wide street leaf pick up was completed this month we do have some leaves left in town that will be pick up in early December.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape with no issues to report.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing is complete for the year. Staff will be winterizing and doing maintenance on all equipment. Staff have been focusing on removal of leaves and branches from city properties.

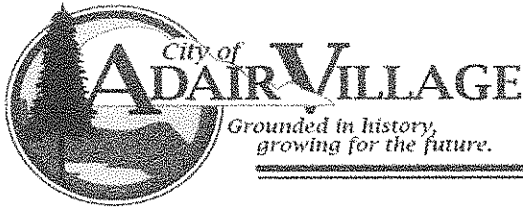
WATER TREATMENT PLANT

Maintenance Activity: The water plant is running really well. We are still running at three days a week with no issues to report.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment does get more focus in the winter time. Staff continue to take samples adjust for flows and monitor as needed.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT December 3, 2019 Council Meeting

Administration

- **Alyrica** – They have completed their site plan and will begin putting infrastructure in over the next few months.
- **Recreation Coordinator** – Jessica informed me that she has taken another position and will be leaving after the first of the month. We will wait until spring to look for a new coordinator to be ready for the summer youth program.
- **Caselle Software** – We have transitioned to Caselle for accounts payable and receivable. We are in the process of getting our utility billing switched over.
- **Audit** – The audit is complete and I will bring that to the January meeting.
- **Tangent** – Public works staff began working in tangent this month and things are going really well. We are confident in our ability to successfully manage the contract.

Property/Businesses

- **Barracks** – I was planning on doing an open house in February or March and then open it for public use.
- **AVIS** – we are working with our partners and DEQ to hopefully begin cleanup this spring or summer.

Major Projects/Engineering

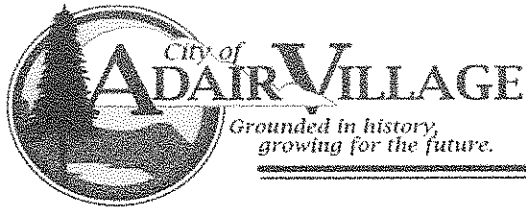
- **Calloway Creek** – They have submitted for nine permits in phase two and only have four more homes to final in phase one.
- **SCS Property** – We had a good discussion with Santiam and we are hopefully going to be working together to find a good access to town.
- **William R. Carr Subdivision** – Brian has submitted for four more permits, two more houses.
- **Benton County Property** – We are working on the application to get the property out of parks and perpetuity.
- **Urban Renewal District** – We have submitted a grant application to the Department of State Lands for the cost of setting the urban renewal district up. We have not heard back about the grant yet.

ADAIR VILLAGE PATROL

Oct 25, 2019 - Nov 24, 2019

Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	shift	Con- tacts	Traffic		Arrests		Other
						Warn	Cite	Cite	Cust	
102519 08:24:16	2019153727	00:52:05	W417	day						0824 hours to 0916 hours; NO CONTACTS/CITES
102519 00:00:00	201903481		W417	day						Department of Human Services private indecency allegation investigation on the 100 block of NE Columbia Ave
102519 14:48:05	2019153953	01:01:21	W421	day						0 stop, 0 calls for service.
102519 16:57:55	2019154033	00:07:23	W416	swing						CHECKED ADAIR PARK; CHECKED ADAIR COMMERCIAL CENTER
102619 00:57:15	2019154266	01:46:04	W429	swing						no activity
102619 13:58:57	2019154500	01:39:17	W428	grave						no activity
102719 13:48:20	2019155039	00:15:00	W436	swing						0 stops; 0 citizen contacts; 0 citations; 0 warnings
102719 19:34:47	2019155215	01:03:48	W429	swing						no activity
102819 08:11:33	2019155416	01:01:31	W436	swing	1	2				2 traffic stops; 2 warnings; 1 citizen contact; patrolled park, school, and new development
102819 22:02:14	2019155855	01:18:20	W418	swing			2	1		3 traffic stops; 2 warnings; 1 citation
102819 00:00:00	201903503		W442	swing						Suspicious Circumstance - mistaken identity for Burglary call on the 100 block of NE Azalea Dr
102919 00:00:00	201903508		W415	grave				1		Warrant Arrest of Corvallis resident, Zachary Stenger, found on Adair Frontage Rd, after he fled from deputies
102919 14:56:26	2019156255	00:00:46	W437	swing						1 CIVIL PAPER ATTEMPT, PAPERWORK, STATIONARY RADAR, PATROLLED CITY STREETS AND NEW DEVELOPMENT.
103119 00:00:00	201903531		W423	day						Assist other agency with interview of a minor on the 7000 block of NE Arnold
103119 11:23:36	2019157297	01:16:32	W422	day	3					3 CITIZEN CONTACTS; SEVERAL BUSINESS CHECKS
103119 17:03:14	2019157499	00:58:23	W444	swing			1			1 cite for speeding
110219 00:27:59	2019158392	02:01:32	W445	grave						PATROLLED CITY STREETS/BUSINESSES/HIGHWAY 99W
110219 09:16:57	2019158505	01:15:50	W428	day						no activity
110319 08:00:41	2019159075	01:01:02	W424	day						no activity
110319 22:08:49	2019159397	00:57:27	W436	swing			4			Adair extra patrol; 4 traffic stops; 0 citations; 0 citizen contacts
110519 10:49:09	2019160160	00:50:26	W418	swing						no activity
110519 23:01:36	2019160508	01:06:00	W442	swing	1	2				2 traffic stops - 2 warnings; 1 contact - guy walking dog
110619 19:57:08	2019160978	01:07:50	W446	swing						Citations: 0; Warnings: 1; Calls: 0; Arrests: 0; 0
110719 23:12:44	2019161601	01:17:11	W444	swing			1	1		2 stops for speed, 1 cite and 1 warning
110819 10:46:58	2019161782	01:20:01	W428	day	2	1				1-Stop; 1-call; 2-contacts
111019 04:06:45	2019162828	01:28:58	W415	grave						PATROLLED ADAIR COUNTY PARK; PATROLLED NEIGHBORHOODS; PATROLLED SC CAMPUS; RADAR 99W
111119 21:30:34	2019163698	00:52:10	W436	swing			3			Adair extra patrol; 3 traffic stops; 0 citations; 3 warnings; 0 citizen contacts
111219 03:40:15	2019163799	02:07:57	W443	grave						Patrolled city streets, school, park, and business areas.
111319 23:46:03	2019164897	00:52:26	W416	swing	1					CONTACTED MALE IN ADAIR PARK WALKING DOG. NO TRAFFIC STOPS.
111419 0:00:00	201903662		W433	swing						Runaway juvenile from the 100 block of NE Azalea Dr
111419 5:34:31	2019164950	02:02:35	W434	grave	1					Patrolled Neighborhoods; Patrolled Parks; Patrolled New Housing Area. Contacted a male sleeping in a vehicle. He moved on.
111419 6:06:46	2019164964	01:08:15	W443	grave						no activity
111419 15:12:24	2019165232	01:01:59	W422	day			1			1 TRAFFIC STOP; 1 WARNING; SEVERAL CITIZEN CONTACTS
111519 0:22:50	2019165497	01:30:02	W446	swing						Traffic stops: 0; Citations: 0; Warnings: 0; Calls: 0; Arrests: 0
111519 18:29:25	2019165942	00:55:17	W444	swing						0 contacts
111519 22:54:01	2019166018	02:07:46	W429	swing						PATROLLED PARKS AND STREETS, PLUS A CALL FOR SERVICE, ARGUMENT ON THE 4300 BLOCK OF NE HOLLY LN
111619 11:36:04	2019166241	01:43:30	W428	day						no activity
111619 15:24:36	2019166340	01:14:55	W421	day						This is a reopened incident.
111619 0:00:00	201903678		W429	swing						unnecessary noise complaint from a Santiam Football game made by Millie Funk; Mr Villars was made aware
111719 10:31:53	2019166763	00:51:30	W438	day						PATROLLED CITY STREETS, PARKS & SCHOOLS; 0 CONTACTS; 0 WARNINGS; 0 CITATION
111819 1:20:17	2019167117	01:26:41	W415	grave			1			PATROLLED ADAIR COUNTY PARK, PATROLLED NEIGHBORHOODS, PATROLLED SC CAMPUS, FOUND/SECURED UNSECURED CONSTRUCTION OFFICE; 1 TRAFFIC STOP
111819 18:07:18	2019167555	01:01:57	W418	swing			5			5 traffic stops; 5 warnings



STAFF REPORT
Attachment G – Financial Report
 December 3, 2019 Council Meeting

Totals - Income shown for Fiscal Year 2019 is \$1,183,109.54 (29.51% of budget) and Expenses are \$2,007,134.41 (50.07% of budget), which shows a Net Income of (\$-824,024.87) for all funds.

Category	Expenses	Percent of Budget
Personnel Services	\$159,956.35	35.38%
Materials & Supplies	\$342,655.99	62.98%
Capital Outlay	\$743,395.24	83.06%
Debt Service	\$11,123.83	6.28%

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

Fund	Income	Expenses	Difference
General	832,485.58	922,392.65	-89,907.07
Reserve	0.00	0.00	0.00
SDC Fund	0.00	606,826.18	-606,826.18
Storm Drain	7,716.06	11,400.39	-3,684.33
Streets	21,029.87	28,986.29	-7,956.42
Wastewater	69,213.32	60,928.63	8,284.69
Water	252,664.71	376,600.27	-123,935.56
TOTAL	\$1,183,109.54	\$2,007,134.41	-824,024.87

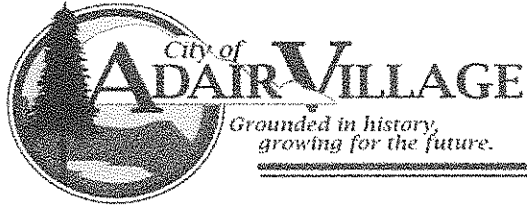
We have approximately **\$969,993.65** in the Local Government Investment Pool (LGIP). Last month we had **\$960,212.10**. Last year on 12/04/2018 we had **\$1,370,030.74**

	TOTAL						Total General Fund		
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	
Income									
4001 - Property Taxes-Current	-	122,000.00	(122,000.00)	0.00%	-	122,000.00	(122,000.00)	0.0%	
4002 - Property Taxes - Prior Year	783.13	2,500.00	(1,716.87)	31.33%	783.13	2,500.00	(1,716.87)	31.33%	
Total 4010 - Government Sources	61,501.70	188,000.00	(126,798.30)	32.70%	7,260.83	24,400.00	(17,169.17)	29.53%	
Total 4020 - Rental Income	46,523.02	109,020.00	(62,496.98)	42.67%	46,523.02	109,020.00	(62,496.98)	42.67%	
Total 4030 - Fees	303,575.86	1,290,276.00	(986,700.14)	23.53%	7,322.77	16,500.00	(9,177.23)	44.36%	
Total 4050 - Other Income	19,635.53	55,100.00	(35,464.47)	35.64%	19,635.53	52,200.00	(32,564.47)	37.62%	
4060 - Interest	990.30	15,000.00	(14,009.70)	6.60%	990.30	15,000.00	(14,009.70)	6.6%	
Total 4080 - Transfers In	750,000.00	750,418.00	(40,418.00)	94.89%	750,000.00	750,000.00	-	100.0%	
4080 - Beginning Fund Balance	-	1,436,213.00	(1,436,213.00)	0.00%	-	205,000.00	(205,000.00)	0.0%	
Total Income	1,183,105.54	4,008,927.00	(2,825,817.46)	29.51%	832,485.56	1,296,620.00	(464,134.42)	64.2%	
Expense									
5000 - Personal Services									
5010 - City Administrator	33,468.00	96,400.00	(62,932.00)	34.72%	11,713.80	33,740.00	(22,026.20)	34.72%	
5016 - Utility/Court Clerk	12,348.64	37,704.00	(25,355.36)	32.75%	2,469.73	7,541.00	(5,071.27)	32.75%	
5018 - Finance Clerk	6,756.90	20,520.00	(13,763.10)	32.93%	1,013.54	3,078.00	(2,064.46)	32.93%	
5025 - Summer Program Coordinator	6,441.74	13,549.00	(7,107.26)	47.54%	6,441.74	13,549.00	(7,107.26)	47.54%	
5050 - Public Works Supervisor	18,463.40	58,132.00	(39,668.60)	31.76%	-	2,115.00	(2,115.00)	0.0%	
5052 - Utility Worker III	13,260.15	40,227.00	(26,966.85)	#DIV/0!	-	-	-	-	
5054 - Utility Worker II	-	-	-	-	-	-	-	-	
5058 - Utility Worker I	-	4,937.00	(4,937.00)	0.00%	-	-	-	-	
5081 - Employee Health Ins Benefits	36,438.42	86,940.00	(50,501.58)	41.91%	4,420.93	12,601.00	(8,180.07)	35.08%	
5082 - Retirement Benefits	22,690.39	56,167.00	(33,476.61)	40.40%	5,218.80	12,419.00	(7,200.20)	42.02%	
5085 - Employment Taxes	10,068.71	37,517.00	(27,448.29)	26.82%	2,886.55	8,286.00	(5,409.45)	34.73%	
Total 5000 - Personal Services	159,956.35	452,093.00	(292,136.65)	35.38%	34,165.09	93,339.00	(59,173.91)	35.5%	
Total 5100 - Material & Services	342,655.99	544,075.00	(201,419.01)	62.96%	133,705.49	242,755.00	(109,049.51)	55.08%	
Total 5300 - Capital Outlay	743,395.24	895,000.00	(151,604.76)	83.06%	743,395.24	789,000.00	(46,604.76)	95.31%	
Total 5400 - Debt Service	11,126.83	177,254.00	(166,127.17)	6.28%	11,126.83	22,254.00	(11,127.17)	50.0%	
Total 5500 - Transfers	750,000.00	750,418.00	(40,418.00)	94.89%	-	5,000.00	(5,000.00)	0.0%	
5700 - Contingency	-	144,000.00	(144,000.00)	0.00%	-	50,000.00	(50,000.00)	0.0%	
7777 - Reserve for Future Expenditure	-	1,006,087.00	(1,006,087.00)	0.00%	-	103,272.00	(103,272.00)	0.0%	
Total Expense	2,007,134.41	4,008,927.00	(1,671,912.84)	50.07%	922,392.65	546,620.00	(375,772.65)	168.74%	
Net Income	(824,028.87)	-	(378,887.73)	NA	(89,907.07)	-	(89,907.07)	NA	

	Reserve Fund			SDC Fund		
	Jul '19 - Jun 20	Budget	% of Budget	Jul '19 - Jun 20	Budget	% of Budget
Income						
4001 - Property Taxes--Current	-			-		
4002 - Property Taxes - Prior Year	-			-		
Total 4010 - Government Sources	-			-		
Total 4020 - Rental Income	-			-		
Total 4030 - Fees	-			-	459,876.00	0.0%
Total 4050 - Other Income	-			-		
4060 - Interest	-			-		
Total 4080 - Transfers In	-	9,000.00	0.0%	-		
4090 - Beginning Fund Balance	-	121,914.00	0.0%	-	278,299.00	0.0%
Total Income	-	130,914.00	0.0%	-	738,175.00	0.0%
Expense						
5000 - Personal Services	-			-		
5010 - City Administrator	-			-		
5016 - Utility/Court Clerk	-			-		
5018 - Finance Clerk	-			-		
5025 - Summer Program Coordinator	-			-		
5050 - Public Works Supervisor	-			-		
5052 - Utility Worker III	-			-		
5054 - Utility Worker II	-			-		
5058 - Utility Worker I	-			-		
5081 - Employee Health Ins Benefits	-			-		
5082 - Retirement Benefits	-			-		
5085 - Employment Taxes	-			-		
Total 5000 - Personal Services	-			-		
Total 5100 - Material & Services	-			-	6,826.18	
Total 5300 - Capital Outlay	-			-		
Total 5400 - Debt Service	-			-		
Total 5500 - Transfers	-	31,418.00	0.0%	-	600,000.00	0.0%
5700 - Contingency	-			-		
7777 - Reserve for Future Expenditure	-	99,495.00	0.0%	-	138,175.00	0.0%
Total Expense	-	130,914.00	0.0%	-	738,175.00	0.0%
Net Income	-	-	NA	-	(606,826.18)	NA

	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	-	-	-	-	-	-	-	-
4002 - Property Taxes - Prior Year	-	-	-	-	-	-	-	-
Total 4010 - Government Sources	-	-	-	-	21,029.87	64,000.00	(42,970.13)	32.96%
Total 4020 - Rental Income	-	-	-	-	-	-	-	-
Total 4030 - Fees	7,716.06	27,900.00	(20,183.94)	27.66%	-	-	-	-
Total 4050 - Other Income	-	200.00	(200.00)	0.0%	-	200.00	(200.00)	0.0%
4060 - Interest	-	-	-	-	-	-	-	-
Total 4080 - Transfers In	-	6,000.00	(6,000.00)	0.0%	-	115,000.00	(115,000.00)	0.0%
4090 - Beginning Fund Balance	-	34,100.00	(26,383.94)	22.63%	21,029.87	179,200.00	(158,170.13)	11.74%
Total Income	7,716.06	34,100.00	(26,383.94)	22.63%	21,029.87	179,200.00	(158,170.13)	11.74%
Expense								
5000 - Personal Services								
5010 - City Administrator	1,673.40	4,820.00	(3,146.60)	34.72%	1,673.40	4,820.00	(3,146.60)	34.72%
5016 - Utility/Court Clerk	617.43	1,895.00	(1,267.57)	32.75%	-	-	-	-
5018 - Finance Clerk	337.85	1,026.00	(688.15)	32.93%	337.85	1,026.00	(688.15)	32.93%
5025 - Summer Program Coordinator	-	-	-	-	-	-	-	-
5050 - Public Works Supervisor	1,846.34	2,801.00	(954.66)	65.92%	923.17	5,602.00	(4,678.83)	16.48%
5052 - Utility Worker III	1,326.02	2,011.00	(684.98)	65.94%	663.01	4,023.00	(3,359.99)	16.48%
5054 - Utility Worker II	-	353.00	(353.00)	0.0%	-	353.00	(353.00)	0.0%
5058 - Utility Worker I	-	4,347.00	(2,174.08)	49.99%	1,922.34	5,389.00	(3,466.66)	35.67%
5081 - Employee Health Ins Benefits	2,172.92	4,347.00	(2,174.08)	49.99%	1,922.34	5,389.00	(3,466.66)	35.67%
5092 - Retirement Benefits	1,361.43	2,668.00	(1,306.57)	51.03%	1,134.52	3,274.00	(2,139.48)	34.65%
5085 - Employment Taxes	530.00	1,782.00	(1,252.00)	28.74%	451.58	2,186.00	(1,734.42)	20.66%
Total 5000 - Personal Services	9,865.39	21,693.00	(11,827.61)	45.48%	7,103.87	26,673.00	(19,567.13)	26.64%
Total 5100 - Material & Services	1,535.00	7,280.00	(5,745.00)	21.08%	21,880.42	22,680.00	(799.58)	96.47%
Total 5300 - Capital Outlay	-	-	-	-	-	-	-	-
Total 5400 - Debt Service	-	200.00	(200.00)	0.0%	-	200.00	(200.00)	0.0%
Total 5500 - Transfers	-	-	-	-	-	7,500.00	(7,500.00)	0.0%
5700 - Contingency	-	4,927.00	(4,927.00)	0.0%	-	122,147.00	(122,147.00)	0.0%
7777 - Reserve for Future Expenditure	-	-	-	-	-	-	-	-
Total Expense	11,400.39	34,100.00	(22,699.61)	33.43%	28,986.29	179,200.00	(150,213.71)	16.18%
Net Income	(3,684.33)	-	(3,684.33)	NA	(7,956.42)	-	(7,956.42)	NA

	Wastewater Fund				Water Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	-	-	-	-	-	-	-	-
4002 - Property Taxes - Prior Year	-	-	-	-	-	-	-	-
Total 4010 - Government Sources	-	-	-	-	33,341.00	100,000.00	(66,659.00)	33.34%
Total 4020 - Rental Income	-	-	-	-	-	-	-	-
Total 4030 - Fees	69,213.32	215,000.00	(145,786.68)	32.19%	219,323.71	571,000.00	(351,676.29)	38.41%
Total 4050 - Other Income	-	1,000.00	(1,000.00)	0.0%	-	1,500.00	(1,500.00)	0.0%
4060 - Interest	-	-	-	-	-	-	-	-
Total 4080 - Transfers In	-	8,209.00	(8,209.00)	0.0%	-	23,209.00	(23,209.00)	0.0%
4090 - Beginning Fund Balance	-	10,000.00	(10,000.00)	0.0%	-	700,000.00	(700,000.00)	0.0%
Total Income	69,213.32	234,209.00	(164,995.68)	29.55%	252,664.71	1,395,709.00	(1,143,044.29)	18.1%
Expense								
5000 - Personal Services								
5010 - City Administrator	5,020.20	14,460.00	(9,439.80)	34.72%	13,387.20	38,560.00	(25,172.80)	34.72%
5016 - Utility/Court Clerk	3,087.16	9,426.00	(6,338.84)	32.75%	6,174.32	18,852.00	(12,677.68)	32.75%
5018 - Finance Clerk	2,027.07	6,156.00	(4,128.93)	32.93%	3,040.59	9,234.00	(6,193.41)	32.93%
5025 - Summer Program Coordinator	-	-	-	-	-	-	-	-
5050 - Public Works Supervisor	4,615.86	14,004.00	(9,388.14)	32.96%	11,078.03	33,610.00	(22,531.97)	32.96%
5052 - Utility Worker III	3,978.05	12,068.00	(8,089.95)	32.96%	7,293.07	22,125.00	(14,831.93)	32.96%
5054 - Utility Worker II	-	-	-	-	-	-	-	-
5056 - Utility Worker I	-	1,410.00	(1,410.00)	0.0%	-	2,821.00	(2,821.00)	0.0%
5081 - Employee Health Ins Benefits	9,307.41	20,528.00	(11,220.59)	45.34%	18,614.82	44,075.00	(25,460.18)	42.23%
5082 - Retirement Benefits	4,878.44	11,902.00	(7,023.56)	40.99%	10,097.20	25,904.00	(15,806.80)	38.98%
5085 - Employment Taxes	2,108.06	7,950.00	(5,841.94)	26.52%	4,112.52	17,303.00	(13,190.48)	23.77%
Total 5000 - Personal Services	35,022.25	97,904.00	(62,881.75)	35.77%	73,797.75	212,484.00	(138,686.25)	34.73%
Total 5100 - Material & Services	25,906.38	67,615.00	(41,708.62)	38.31%	152,802.52	203,745.00	(50,942.48)	75.0%
Total 5300 - Capital Outlay	-	-	-	-	-	115,000.00	(115,000.00)	0.0%
Total 5400 - Debt Service	-	30,000.00	(30,000.00)	0.0%	-	125,000.00	(125,000.00)	0.0%
Total 5500 - Transfers	-	400.00	(400.00)	0.0%	150,000.00	153,200.00	(3,200.00)	97.91%
5700 - Contingency	-	6,500.00	(6,500.00)	0.0%	-	80,000.00	(80,000.00)	0.0%
7777 - Reserve for Future Expenditure	-	31,790.00	(31,790.00)	0.0%	-	506,280.00	(506,280.00)	0.0%
Total Expense	60,928.63	234,209.00	(173,280.37)	26.01%	376,600.27	1,395,709.00	(1,019,108.73)	26.99%
Net Income	8,284.69	-	8,284.69	NA	(123,935.56)	-	(123,935.56)	NA



STAFF REPORT
ALH/Founders Day

ALH Grant

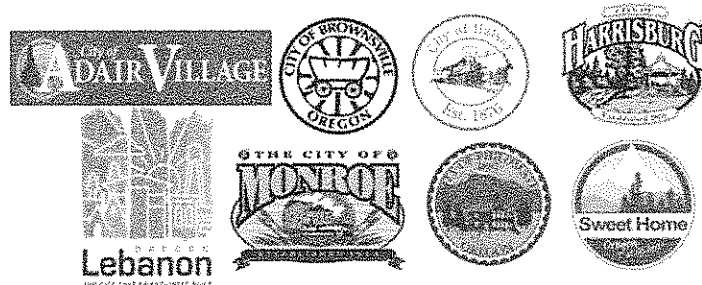
- ALH would like to seek funding for the remodel of the Barracks. They are asking the City if we will match a \$50,000.00 grant.

Founders Day

- August 22nd

Historical Markers

- They have started to have them made and will be placing the first one soon.



INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS
MUNICIPAL CORPORATIONS OF THE STATE OF OREGON
PARTIES TO THE AGREEMENT

This agreement made and entered into this ____ day of November 2019, by and between the following municipalities:

Adair Village	Lebanon
Brownsville	Monroe
Halsey	Philomath
Harrisburg	Sweet Home

All listed cities are municipal corporations of the State of Oregon, hereinafter called CITIES, and hereby partner for the formation of the Mid-Valley Partnership, hereinafter called MVP, for the purpose of building economic development capacities for the region. This will be accomplished by creating a joint economic development organization as identified in Exhibit A – “Mid-Valley Prosperity Partnership Economic Strategy and Action Plan – 2019” and by creating the deliverables listed in Exhibit B.

PURPOSE

The CITIES are desirous of enhancing economic development activities that better serve the public. The CITIES will utilize resources such as personnel time, capacities, facilities and funding to promote the vision, strategy and goals set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010.

**IN CONSIDERATION OF THE MUTUAL CONVENANTS
CONTAINED HEREIN, THE PARTIES AGREE TO THE
FOLLOWING TERMS, PROVISIONS AND CONDITIONS:**

1. **Financial Obligations by CITIES.** CITIES shall cost share expenses on mutually agreed to terms allowed and authorized by each CITIES governing body

through the CITIES manager, administrator or authorized designee. Responsibility to meet financial obligations will be the sole responsibility of every political subdivision who is a party to this agreement.

During FY 19-20, expenditures by each City shall be within existing appropriate budgeted funds. A work program and budget will be developed by the Operations Group and proposed to each City in the FY 20-21 and subsequent budget processes.

2. **Service to be Performed by Third-Party Agents.** CITIES shall ensure performance of any services rendered on behalf of CITIES.
3. **Term.** This agreement shall be from November 1st, 2019 through and including June 30, 2022. However, the CITIES shall continue until all agents and third-party obligations are met once officially authorized by this agreement. The CITIES shall review the terms of the agreement and mutually determine if any amendments are desired. For any modification(s) to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties and placed as an attachment or appendices to this agreement.
4. **Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from actions derived for the purpose of this agreement:

Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other parties.

The obligations contained in this section shall survive the termination of this Agreement.
5. **Entire Agreement.** This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
6. **Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County and/or Benton County as a last resort.
7. **Intent.** The intent of this Agreement is to cooperatively create a working relationship that will be mutually beneficial.

IN WITNESS WHEREOF, the CITIES by resolution duly adopted by its respective CITIES Council cause this agreement to be signed by its Mayor and attested by the CITIES Recorder, all on the day and year first above written.

**[Signature Pages to be added individually
to the agreement upon execution.]**

Introduction

Linn and Benton Counties are the heart of the southern part of Oregon's Willamette Valley, stretching east and west from the top of the Cascades to the top of the Coast Range. It is a region with long Native American history and heritage, and the history of pioneers from the eastern United States traveling on the Oregon Trail to reach this land which was and is rich in natural resources and opportunity. The two counties historically have been central to Oregon's agriculture and timber economies. This has included not only raising and harvesting crops and timber, it has included industries for processing, packaging, and shipping finished timber and agriculture products. These industries historically have been the foundation of employment, culture, and society in the two counties.

But, the economic foundation of the region was greatly shaken with the significant reduction of timber harvesting starting in the early 1980's. This eliminated jobs in the woods, jobs in the mills, and jobs in the supporting business community. It created a stagnant and diminishing population and economic base in the cities in the region, especially the smaller cities.

Agriculture remained strong, but the nature of the agriculture industry changed with growing commoditization, technology impacts, and global trade.

During the last two decades, high-technology businesses have located in the region bringing new dimensions to the economy with new employment, capital investment, and assessed valuation. The bulk of the high-tech growth has been in the large cities in the region, specifically Corvallis and Albany. However, the promise of becoming a high-tech hub was tempered with the Hewlett-Packard facility in Corvallis starting strong with employment to major reductions in jobs over time. This is a symptom of the global market and changing technologies encouraging large corporate businesses to rethink their systems, processes, and locations.

Competitive advantage is key to attracting and retaining businesses such as HP, and just as critical in attracting and retaining businesses and investment of all sizes and in all locations.

Starting with the "Rural Linn County Economic Development Proposal" created by leaders from rural cities in Linn County in 2015, leaders from several rural Linn communities continued to meet to discuss economic development strategies for the region. In the fall of 2017, eight cities from rural Linn and Benton Counties applied for a Rural Opportunities Initiative Grant through Business Oregon to partner with RAIN to bring a Venture Catalyst to the region to work with local entrepreneurs. These cities seek to continue the intra-city effort to create efficient and effective structures for furthering the economic objectives of the region beyond the Rural Opportunities Initiative grant and the work done through RAIN.

The initial eight-city collaborative consists of Sweet Home, Lebanon, Brownsville, Halsey, Harrisburg, Monroe, Adair Village, and Philomath. Together they take the name "Mid-Valley Partnership, or MVP. This Strategic Action Plan is the framework for the cities to work together to accomplish common economic goals and respond to common economic opportunities.

The eight-city initial collaborative reviewed the Rural Linn County Economic Development proposal created in 2016. This strategy document is based on that work, seeking to update and expand its scope to meet needs of the broader Linn-Benton region beyond the RAIN project.

Assessment of the Environment, Opportunity, and Needs

- Economic growth is happening throughout Oregon with historically high employment rates, high business investment, high levels of export, and high revenue and profit. However, this growth is primarily happening in larger cities which have the capacity to attract and support this level of economic development. Oregon's rural communities continue to not share this high level of economic prosperity.
- In the Linn-Benton region, Corvallis and Albany have great capacity for supporting economic development in dedicated city staff and active economic development organizations. This capacity allows these larger cities to effectively respond to queries from potential businesses and investors, to respond to Business Oregon and other organizations when they disseminate requests for information on behalf of potential businesses, and to facilitate the siting, development, operation, and growth of new businesses.
- None of the cities in this partnership have the same capacity to participate in these high-level economic development activities. There is no framework to cooperate with or even complement the efforts of Albany and Corvallis in attracting new business investment into the region. The smaller communities get left behind.
- There is significant opportunity for bringing economic investment to the eight cities in the partnership if the cities understand how to position and leverage their individual and joint assets, and how to respond to opportunities.

The best opportunity for economic investment in these communities may lie in working collaboratively, recognizing several things:

- The economic, housing, and services markets no longer focus on individual communities, but instead on systems tying together regions with multiple communities.
- Smaller cities can now compete with any larger city as a location for business investment due to the advent and growing availability of high-speed and high-capacity internet connections.
- Smaller cities have the competitive advantage of small-town livability.
- Each of the partners has assets and opportunities unique to themselves, but potentially stronger when tied together and leveraged.

This strategy is a commitment by each of the cities to work toward a partnership agreement to act as a coordinated economic development entity to accomplish three primary goals:

- To develop a coordinated story about the assets and opportunities available in each of the partner cities, and in the network of the cities working together.
- To research, identify, and pursue economic opportunities created by looking at the partner cities and region as a single economic, housing, and services system.

- To be able to respond to requests for information, invitations to respond to opportunities, create and implement regional economic development strategies, and advocacy for the region's interests.

Assets to Promote and Leverage

The managers and administrators of the Mid-Valley Prosperity Partnership met in August 2019 to build the foundation for the update of prior strategic planning. In that meeting, the leaders identified several assets of the region that create significant economic opportunity. These are in addition to assets identified in earlier work. These are:

- Higher Education – Two major research universities and one technology focused community college are in the immediate region. This presents great opportunity for using land and resources in the eight cities to help the education institutions pursue and expand their research and development programs.
- Traded Sector – While agriculture and timber economies were historically based on growing and harvesting, the expectation in today's economic world is traded sector where the raw materials created by farm and forest activities are processed locally in manufacturing, food processing, and creation of finished products and distribution of those products globally. The cities each have land and resources to expand traded sector businesses.
- Agriculture Businesses – The Willamette Valley, along with all of Oregon, is marked by family farms rather than large scale corporate farming. These farms compete well relying on the power of co-ops to create competitive abilities. However, these systems can be fragile. Strengthening family farms by creating traded sector vertical integration is highly important to the future. As well, providing farmers with additional income streams to diversify their business models will help preserve the family farm foundation of the region. These additional income streams may include produce and meat sales on-site, restaurant services on-site, farm-stays, and other activities.
- Telecommuters and Home-Based Businesses – With the advent of high-speed internet access to all communities, the opportunity exists to attract telecommuters and homebased businesses that can operate completely remotely. These foot-loose entrepreneurs may find livability opportunities in the eight cities where they can operate and succeed on a global scale to be highly attractive.
- Micro-businesses – Generally cannot afford the startup costs necessary in a larger city. The eight cities can provide incubator and micro-business support infrastructure, possible in conduction with the higher institution institutions, and likely at lower costs.
- Available Infrastructure – The Mid-Valley is poised for economic success for many reasons including extensive infrastructure. Not only is the area laced with surface trucking and automobile links including I-5 and several major highways, it has two major rail lines, pipelines, and a regional and several general aviation airports. Each of the cities has sewer, water, and storm systems with capacity to meet development needs. Broadband internet services are widely available. Energy including natural gas and electricity are available at

highly competitive rates. Now under development is a very large containerized freight transfer facility linking trucking to rail amplifying the efficiency of freight movement in the mid-Willamette Valley.

- Physical Alignment – The cities are close together and aligned on a general east/west axis across the Valley. They are connected by state highways. The I-5 corridor is crossed by similar city alignments east and west of Salem and east and west of Eugene. The fact these alignments to the north and south are anchored by large cities gives those aligned regions greater economic opportunity. The Linn-Benton aligned cities have not rallied in the past around common interests and opportunities but have great potential to thrive if the east/west physical alignment is amplified by an east/west economic alignment especially recognizing the north/south links offered by I-5 including easy access to commercial aviation at Mahlon Sweet Field in Eugene.
- Affordability and Ease of Development – The rural communities have more streamlined and less extensive codes than the surrounding larger cities coupled with a “How can we get to yes?” attitude. Land and development costs and fees are generally less than in larger communities. The communities support economic development and, working together, can be a formidable competitor for investment in retention, expansion, and creation of businesses.

Strategy

1. Establish a rural-focused primary point of contact collaborating with all existing services and organizations to align, focus, and leverage resources and connect entrepreneurs to resources

Existing, relocating, or start-up businesses can all benefit from assistance to successfully implement their growth strategies. A plethora of services and support organizations currently exist at state and local levels to help, but it is difficult for owners of businesses of any size to easily tap into these critical resources. By creating an entity to focus on these rural Linn County interests and represent them to other organizations, the Partnership will ensure those resources are better aligned, leveraged, and accessed in our communities.

As a result of fostering collaboration and helping align and focus resources for the eight rural cities:

- The Partnership will collect, catalog, and share relevant information, organizations, and services, and will help enable businesses to access and utilize needed resources. This will include an asset map to discover and understand the potential available in the region.
- The services to be cataloged shall be broad based including workforce development, finance, small business management assistance, and other important resources to help businesses succeed.
- By connecting existing and potential businesses to these resources, the Partnership will facilitate economic growth and employment opportunities.
- Where resources do not exist, or are not at the needed scale, MVP will identify those needs and work to see they are addressed.

- MVP will be a voice for businesses in rural Linn and Benton counties when working with regional, state, and global entities.
- MVP will plan for realizing the economic potential of the region looking for those places to connect needs and opportunities.

Outcomes

- A complete inventory of local land use and zoning laws and mapping with the means to keep it updated.
- A complete and constantly updated database of land and buildings available for new business development.
- A catalog of business services including banks, accounting, legal, commercial real estate firms, and other professional services available to business owners and entrepreneurs, as well as the government service of Business Oregon, Worksource Oregon, the Small Business Administration, and other economic development organizations.
- Assistance in knowledge of, understanding, and navigating state, county, and local rules and regulations.
- MVP becomes a behind-the-scenes partner helping new or existing businesses make the decisions to locate or expand locally and to increase their success.
- A recognizable organization and regional point of contact to provide advocacy and leadership in regional economic development efforts, serving as a credible entity to work with businesses, the Regional Solutions Team, other state and federal agencies, institutions of higher education, and the Legislature and Congress. Advocacy through the Cascade West Council of Governments and the League of Oregon Cities is currently underway.

2. Connect new entrepreneurs with learning opportunities and start-up support.

A prominent commercial real estate broker recently commented, “I see lots of potential entrepreneurs with great ideas and nothing else.” The “nothing else” these potential businesses lack is financial support for initial purchases, technical assistance, management support, legal training and support, and market research.

- MVP will use its developed network of existing contacts, organizations, and services to assist current and emerging entrepreneurs with accessing the tools and resources they need to bring their ideas to fruition. For example, understanding market rents for vacant storefronts in various communities, guidance or help in developing business plans, or referrals for legal and professional advice on organizational structures and business practices.

Outcomes

- MVP is employing a rural business accelerator approach using the business incubator model developed by RAIN and services such as those provided by Senior Corps of Retired Executives (SCORE).

- The entrepreneur development work is critical to the region and the partnership will continue to sponsor and carry out this work and the program's recommendations.

3. Help link existing and potential employers with a skilled and trained workforce

A reliable source of trained people is critical to attracting new business and retaining existing businesses. Educational programs are underway through other organizations in the county to develop basic work skills. Linn Benton Community College, the City of Albany, Linn County and several local high schools have various programs to assist people of all ages to upgrade their skills, thus enhancing their employability. Worksource Oregon provides extensive information on training and employment opportunities. In addition, employers frequently have job specific training programs. However, existing employers also have made clear the need for basic or soft skills, i.e. timeliness, personal reliability, grooming.

- MVP will support the efforts of all these trainers to produce a skilled workforce to meet current and future needs.
- MVP will cooperate with Worksource Oregon and local workforce development entities to identify needs, opportunities, and systems for creating a larger and better prepared workforce.
- MVP will include training and employment information in both its asset mapping and its publicly available information database.
- MVP will advocate as needed for rural training programs matching the needs of existing and potential rural employers.

Outcomes

- Businesses are matched with trained workforce.
- Businesses are attracted to the region due to an existing, skilled workforce.

4. Advocate for the rural communities and the goals of this partnership for improved market conditions, and improved legislative, regulatory, or government laws, policies, and programs, particularly those directed at workforce readiness and development.

Rural areas generally lack a voice or a seat at the negotiating table. They may not be aware of government programs funding or facilitating economic development efforts, or may lack the capacity to access them. Having a voice, particularly one connected to existing economic development service organizations, is critical to participating in these efforts. Further, ensuring small, rural oriented employers can be heard when legislative or regulatory changes are proposed is also important in maintaining employment and job growth.

- MVP will work with state, county and local governments to ensure regulations and legislation are designed to stimulate rather than stifle local rural business growth including land use regulations, local fees and charges, building permit processes, and civil engineering requirements.

- MVP will work to simplify this task by developing knowledge and contacts within existing organizations.
- Oregon Cascade West Council of Governments is a regional resource for community and economic development efforts. MVP will work with OCWCOG to help leverage economic development programs and services. Oregon Cascade West Council of Governments also provides an advocacy platform to advance policy recommendations to better equip rural settings for economic development. Creating effective relationships with State officials is crucial for effective State involvement.

Action Plan

In order to pursue and accomplish the four goals of the Mid-Valley Partnership, a common structure for working together and getting things done is critical to create. It is evident a formal agreement must be created to establish a formal entity to carry out this work. This entity needs to be funded, housed, and staffed appropriately to meet these needs:

- Facilitate and lead the ongoing work of the partnership.
- Staff resources to pursue the four goals above working with the leaders of the Partnership to set priorities for specific actions and a detailed work plan to achieve them.
- Continue to plan and pursue a detailed and specific economic strategy based on what the partner cities can accomplish working together leveraging the resources and assets of the region.
- Seek outside funding when appropriate to support the work.
- Develop the materials, narrative, and story to be universally used by the Partnership to effectively communicate what is needed to have an entrepreneur understand the assets, resources, and opportunities of the partner communities both individually and together.
- Serve as the primary point of contact for inquiries from Oregon agencies, other economic development organizations, local governments, and existing and potential business entities.

To create this entity, a joint effort and structure will be created by an Intergovernmental Agreement between the partner cities. As the joint effort finds success, the structure of the entity might need to change, but is determined to be appropriate at this time to use an IGA to create agreement on the structure and direction of the economic development entity, to create a system of governance, and to create the financial structure defining each city's contribution.

It is also determined the initial organization needs to be streamlined and focused on creating the required structure and achieving the initial identified goals.

The Intergovernmental Agreement will be drafted with these elements:

- Operational Group to Pursue the Outcomes and Strategies of this Plan
 - ▶ The City Manager or Administrator from each city.
 - ▶ Other staff as needed.

- Administration
 - ▶ The Cities of Lebanon and Sweet Home will jointly be the conveners and managers of the logistics and records of the meetings and activities.
 - ▶ The City of Lebanon will be the fiscal agent for the new entity.
 - ▶ The Operational Group will determine the need for staff and capital resources to carry out the work of the new entity after the first year.
- Finance
 - ▶ The existing working group will determine the needed structure of staffing and resources to carry out the first year of the regional entity. This to be reflected in the IGA.
 - ▶ The existing working group will determine the needed budget to carry out the first year of the regional entity with this to be reflected in the IGA.
 - ▶ The existing working group will determine the contribution needed from each of the partner cities, proportioned in an equitable manner. This will be incorporated into the IGA.

Next Steps

ACTION	RESPONSIBILITY	TIMEFRAME
Draft the Intergovernmental Agreement (IGA)	Subcommittee	Completed by November 1 st , 2019
Develop a presentation summarizing this Plan to be presented to the City Councils of the eight cities with the recommendation to approve the IGA. The presentations will be made by members of the working group including the city managers and administrators.	Subcommittee to develop presentation	Ready to use by November 15 th , 2019
Enter into a three-year IGA based on the Goals, Outcomes, and structure outlined above	Advocacy and Council support by each City Manager and Administrator	Target for IGA approval is December 31 st , 2019
Deliver the presentation to other cities as requested with an invitation to consider joining the partnership	Entire Group	As requested
Define the Scope of Work and Staffing Needs to carry out the Plan	Operation Committee	March 2020
Develop a financial plan for on-going operations to submit as part of each City's 20-21 and subsequent budget processes	Operations Committee	March 2020 and subsequent years
Revise this strategy as needed and update the IGA	Operation committee	Completed within three years of adoption of the initial IGA.

EXHIBIT 'B'

Deliverables

(Projected over the life of the agreement)

Marketing

- ★ The creation of a professional logo.
- ★ Branding: packaging the story of the region for the general public; specifically geared to the clientele the collective is attempting to attract and retain.
- ★ The creation of a professional website.

Asset Mapping

- ★ Develop a comprehensive list of resources to meet the purpose of this partnership including but not limited to:
 - The State of Oregon
 - Non-profit
 - Financial Resources
 - Angel Investors
 - Market Sectors
 - Higher Education Assets
 - Rural Advantages
 - Natural Aspects
 - Amenities
- ★ Oregon Prospector
 - Populate available property with uniformity.
 - Devote resources to maintain this important data base.
 - Identify all relevant information.

Contract Management & Personnel

- ★ Determine how to accomplish necessary objectives.
 - Create work requirements
 - Develop budgetary needs.
 - Agree to means of execution.

- ★ RAIN Entrepreneurship
 - Continue to monitor efforts.
 - Ensure objectives are met per State agreements and obligations.
- ★ Personnel
 - Discuss advantages of hiring personnel.
 - Identify the capacities of existing personnel.
 - Determine housing and equipment needs.

City of Adair Village
 Amortization Schedule - General Fund Pmt

Term 20 years
 Amount 750,000
 Interest 2.45%
 Annual Pmts 47,883.42

	Interest	Principal	Balance
10/1/2020	18,375.00	29,508.42	720,491.58
10/1/2021	17,652.04	30,231.38	690,260.20
10/1/2022	16,911.37	30,972.05	659,288.16
10/1/2023	16,152.56	31,730.86	627,557.30
10/1/2024	15,375.15	32,508.27	595,049.03
10/1/2025	14,578.70	33,304.72	561,744.31
10/1/2026	13,762.74	34,120.68	527,623.63
10/1/2027	12,926.78	34,956.64	492,666.99
10/1/2028	12,070.34	35,813.08	456,853.91
10/1/2029	11,192.92	36,690.50	420,163.41
10/1/2030	10,294.00	37,589.42	382,573.99
10/1/2031	9,373.06	38,510.36	344,063.64
10/1/2032	8,429.56	39,453.86	304,609.78
10/1/2033	7,462.94	40,420.48	264,189.30
10/1/2034	6,472.64	41,410.78	222,778.51
10/1/2035	5,458.07	42,425.35	180,353.17
10/1/2036	4,418.65	43,464.77	136,888.40
10/1/2037	3,353.77	44,529.65	92,358.74
10/1/2038	2,262.79	45,620.63	46,738.11
10/1/2039	1,145.08	46,738.34	(0.22)