

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, March 2, 2021 - 6:00 pm****

1. ROLL CALL – Flag Salute

2. CONSENT CALENDAR: - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*

- a. Minutes – City Council Meeting – February 2, 2021 (Attachment A)
- b. Bills List through – February 25, 2021 (Attachment B) – \$53,844.04

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

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Pat Hare
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report-Through February 25, 2021 (G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Wastewater Facilities Plan Update Matt Wadlington
Action: Discussion

6. NEW BUSINESS:

- a) Trails Plan Introduction (Attachment H) Steve, Nick OCWCOG
Action: Discussion
- b) Appoint Budget Committee Members (McKenna Edmaiston, Jeff Snyder, Michael Packard, Kristen Herzbrun)
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A
Action: n/a

8. EXECUTIVE SESSION ORS 192.660

- a) N/A
Action: n/a

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, April 6, 2021 6:00 PM
Planning Commission – March 16 6:00pm

The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "kathy.edmaiston@adairvillage.org", or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer.

The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, February 2, 2021 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Officer, Ray, Rowe and Mayor Currier were present. City Attorney Sean Kidd was present. CA (City Administrator) Hare was present. Minutes were taken by CA Hare.</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 January 5, 2021 City Council Meeting. Bills List through January 31, 2021, (\$94,974.87 total).</p>	<p>Councilor Rowe moved to approve the Consent Calendar. Councilor Officer seconded. Unanimous Approval (3-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). CA Hare presented the report.</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"> • UGB Expansion – We are waiting for the Portland State population projections to come out in March before we begin the process. • ODFW – I have talked with ODFW and they are looking into the option of being annexed into the city. • Tangent – Update <p>Property/Businesses</p> <ul style="list-style-type: none"> • Parks & Perpetuity -We had a meeting last week with the 	<p>Council received the report.</p>

<p>federal parks department and we discussed the process for getting the downtown out of parks and perpetuity. I think we will be able to move through this process over the next nine months.</p> <ul style="list-style-type: none"> • Republic Service – We received a signed copy of the lease and have worked out all the details. • Bella’s Pizzeria – Paul and staff would like to thank the council for their consideration during these times. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – Phase 4 will be delayed because of wetlands issues on the parcel. They are hoping to begin construction on phase four spring of 2022. • William R. Carr Subdivision – Brian is working on the last two houses, when construction is complete we will be putting new signs up for parking. • Water Plant – The driveway and parking lot work is all completed, the only thing left for this year is the hand rails. • Pump Station – The initial piping has been installed for the pump station and the rest of the work will be taking place over the next two weeks. 	
<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 & G1 – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$3,854,728.27 and expenses are \$1,341,811.89. The balance in the Local Government Investment Pool is approximately \$2,508,997.68; last year the balance was \$1,133,001.82.</p>	<p>Council received the report.</p>
<p>9. Attachment H – Hospital Hill Water Line (Agenda Item 5a).</p>	<p>Council discussed the matter.</p>
<p>10. Oath of Office (Agenda Item 6a).</p> <p>Councilor Ray administered the Oath of Office to Mayor Bill Currier and Councilor Alan Rowe.</p>	<p>Oath administered.</p>

<p>11. Appoint Budget Officer/Budget Timeline (Agenda Item 6b). CA Hare presented the timeline for the 2021-22 budget process</p>	<p>Councilor Ray moved to appoint CA Hare as Budget Officer and to approve the Budget Timeline. Councilor Rowe seconded. Unanimous Approval (4-0).</p>
<p>12. Council and Mayor Comments (Agenda Item 9):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Officer - None. • Councilor Rowe – None. • Councilor Ray – None. 	
<p>13 Adjournment: Next meeting- Council meeting on Tuesday, March 2, 2021 at 6:00 PM.</p>	<p>Mayor Currier adjourned the meeting at 7:30pm</p>

Mayor's Approval

Date

Feb 2021 Bills	Date	Amount
	2/2/2021	\$2,542.98
	2/11/2021	\$37,672.76
	2/18/2021	\$13,628.30

Total \$53,844.04

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1550 City of Corvallis									
221863	1	Fuel	Invoice	01/15/2021	02/14/2021	218.83		218.83	500-420-520
Total 221863:						218.83	.00	218.83	
Total 1550 City of Corvallis:						218.83	.00	✓ 218.83	24609
2300 Delapoer Kidd Attorneys at Law									
1849	1	General City matters	Invoice	02/01/2021	03/01/2021	262.50		262.50	100-900-520
Total 1849:						262.50	.00	262.50	
Total 2300 Delapoer Kidd Attorneys at Law:						262.50	.00	✓ 262.50	24611
2960 GSI Water Solutions Inc									
0400.003-3	1	2020 Water Mgmt Consvrtn Plan Pr	Invoice	01/28/2021	02/27/2021	1,091.25		1,091.25	500-420-521
Total 0400.003-3:						1,091.25	.00	1,091.25	
Total 2960 GSI Water Solutions Inc:						1,091.25	.00	✓ 1,091.25	24612
7467 LiftOff, LLC									
5571REN202	1	Office 365 hosting	Invoice	01/28/2021	02/27/2021	912.00		912.00	100-900-521
Total 5571REN2021:						912.00	.00	912.00	
Total 7467 LiftOff, LLC:						912.00	.00	✓ 912.00	24613
999 Utility Refunds									
01282021	1	Water	Invoice	01/28/2021	02/27/2021	35.04		35.04	500-420-521
01282021	2	Wastewater	Invoice	01/28/2021	02/27/2021	23.36		23.36	510-430-521
Total 01282021:						58.40	.00	58.40	
Total 999 Utility Refunds:						58.40	.00	✓ 58.40	24610
Total :						2,542.98	.00	2,542.98	
Grand Totals:						2,542.98	.00	2,542.98	

Handwritten signature and date:
2/2/21

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-900-52017	262.50	.00	262.50
100-900-52114	912.00	.00	912.00
500-420-52014	218.83	.00	218.83
500-420-52105	35.04	.00	35.04
500-420-52109	1,091.25	.00	1,091.25
510-430-52105	23.36	.00	23.36
Grand Totals:	2,542.98	.00	2,542.98

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
01/21	2,280.48	.00	2,280.48
02/21	262.50	.00	262.50
Grand Totals:	<u>2,542.98</u>	<u>.00</u>	<u>2,542.98</u>

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
150 A & B Septic									
50706	1	Work for Tangent	Invoice	02/05/2021	02/10/2021	390.00		390.00	100-900-520
Total 50706:						390.00	.00	390.00	
50746	1	Work for Tangent	Invoice	02/05/2021	02/12/2021	65.00		65.00	100-900-520
Total 50746:						65.00	.00	65.00	
50759	1	Work for Tangent	Invoice	02/05/2021	02/13/2021	785.00		785.00	100-900-520
Total 50759:						785.00	.00	785.00	
50760	1	Work for Tangent	Invoice	02/05/2021	02/13/2021	65.00		65.00	100-900-520
Total 50760:						65.00	.00	65.00	
50761	1	Work for Tangent	invoice	02/05/2021	02/13/2021	115.00		115.00	100-900-520
Total 50761:						115.00	.00	115.00	
50810	1	Work for Tangent	Invoice	02/05/2021	02/18/2021	65.00		65.00	100-900-520
Total 50810:						65.00	.00	65.00	
50813	1	Work for Tangent	Invoice	02/05/2021	02/19/2021	65.00		65.00	100-900-520
Total 50813:						65.00	.00	65.00	
50837	1	Work for Tangent	Invoice	02/05/2021	02/20/2021	575.00		575.00	100-900-520
Total 50837:						575.00	.00	575.00	
Total 150 A & B Septic:						2,125.00	.00	2,125.00	24614
640 Auto Zone									
221774581	1	Public Works	Invoice	02/01/2021	02/11/2021	59.86		59.86	500-420-520
Total 221774581:						59.86	.00	59.86	
2217745870	1	Public Works	Invoice	02/01/2021	02/11/2021	20.99		20.99	500-420-520
Total 2217745870:						20.99	.00	20.99	
Total 640 Auto Zone:						80.85	.00	80.85	24615
690 Bank of America									
01232021	1	Costal Farm & Ranch	Invoice	01/23/2021	02/22/2021	274.95		274.95	510-430-520
01232021	2	Amazon Marketplace	Invoice	01/23/2021	02/22/2021	89.99		89.99	100-900-520
01232021	3	Bx8	Invoice	01/23/2021	02/22/2021	230.34		230.34	100-900-521
01232021	4	USPS.com	Invoice	01/23/2021	02/22/2021	221.80		221.80	100-900-521
01232021	5	Priceline Courtyard Rd Cross Trave	Invoice	01/23/2021	02/22/2021	112.81		112.81	100-900-520
01232021	6	wilco	Invoice	01/23/2021	02/22/2021	34.98		34.98	100-300-520
01232021	7	Les Schwab Tires	Invoice	01/23/2021	02/22/2021	186.42		186.42	500-420-520
01232021	8	Shell Oil	Invoice	01/23/2021	02/22/2021	19.69		19.69	500-420-520

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 01232021:						1,170.98	.00	1,170.98	
Total 690 Bank of America:						1,170.98	.00	1,170.98	24616
870 Benton County Oregon									
4333	1	Planning services	Invoice	02/09/2021	03/09/2021	6,911.10		6,911.10	100-900-520
Total 4333:						6,911.10	.00	6,911.10	
Total 870 Benton County Oregon:						6,911.10	.00	6,911.10	24617
1340 Caselle Inc.									
107760	1	Monthly Software Hosting Fees	Invoice	02/01/2021	03/01/2021	583.20		583.20	500-420-521
107760	2	Monthly Software Hosting Fee	Invoice	02/01/2021	03/01/2021	388.80		388.80	100-900-521
107760	3	Monthly Software Hosting Fee	Invoice	02/01/2021	03/01/2021	194.40		194.40	510-430-521
107760	4	Monthly Software Hosting Fee	Invoice	02/01/2021	03/01/2021	64.80		64.80	200-410-521
107760	5	Monthly Software Hosting Fee	Invoice	02/01/2021	03/01/2021	64.80		64.80	520-440-521
Total 107760:						1,296.00	.00	1,296.00	
Total 1340 Caselle Inc.:						1,296.00	.00	1,296.00	24618
1410 Century Link									
01252021	1	503-T31-4410 130B	Invoice	01/25/2021	02/24/2021	109.84		109.84	500-420-521
Total 01252021:						109.84	.00	109.84	
Total 1410 Century Link:						109.84	.00	109.84	24619
1610 Civil West Engineering Services Inc									
1001.001.00	1	General Services	Invoice	02/01/2021	03/01/2021	2,633.75		2,633.75	510-430-520
Total 1001.001.006:						2,633.75	.00	2,633.75	
1001.028.00	1	WWTP Headworks & Trickling Filter	Invoice	02/01/2021	03/01/2021	10,279.35		10,279.35	510-430-520
Total 1001.028.009:						10,279.35	.00	10,279.35	
1001.030.00	1	Arnold Ave ODOT SCA Grant	Invoice	02/01/2021	03/01/2021	5,769.16		5,769.16	200-410-520
Total 1001.030.002:						5,769.16	.00	5,769.16	
Total 1610 Civil West Engineering Services Inc:						18,682.26	.00	18,682.26	24620
2520 Edge Analytical, Inc									
21-03392	1	Monthly Coliform	Invoice	02/01/2021	03/01/2021	29.70		29.70	500-420-521
Total 21-03392:						29.70	.00	29.70	
Total 2520 Edge Analytical, Inc:						29.70	.00	29.70	24621
4670 NW Natural									
01292021	1	1407224-3	Invoice	02/05/2021	02/16/2021	51.14		51.14	100-900-521
Total 01292021:						51.14	.00	51.14	24622

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 4670 NW Natural:						51.14	.00	51.14	
5300 Pacific Power/PacificCorp									
02092021	1	02099381-001 7	Invoice	02/09/2021	03/09/2021	1,981.80		1,981.80	500-420-521
Total 02092021:						1,981.80	.00	1,981.80	
Total 5300 Pacific Power/PacificCorp:						1,981.80	.00	✓ 1,981.80	24623
5630 R3 Engraving & Signs									
73555	1	Cast Bronze Plaques for Air Force	Invoice	02/05/2021	03/05/2021	4,450.00		4,450.00	100-900-520
Total 73555:						4,450.00	.00	4,450.00	
Total 5630 R3 Engraving & Signs:						4,450.00	.00	4,450.00	24624
5780 Republic Services #452									
0452-004446	1	3-0452-0023479	Invoice	02/01/2021	02/20/2021	36.65		✓ 36.65	100-900-521
Total 0452-004446963:						36.65	.00	36.65	
0452-004456	1	3-0452-0340655	Invoice	02/01/2021	02/20/2021	37.14		✓ 37.14	510-430-521
Total 0452-004456968:						37.14	.00	37.14	
Total 5780 Republic Services #452:						73.79	.00	✓ 73.79	24625
5940 SAIF Corporation									
1000438131	1	Admin	Invoice	02/01/2021	02/25/2021	73.33		73.33	100-100-521
1000438131	2	PS	Invoice	02/01/2021	02/25/2021	3.33		3.33	100-200-521
1000438131	3	Parks	Invoice	02/01/2021	02/25/2021	26.67		26.67	100-300-521
1000438131	4	Streets	Invoice	02/01/2021	02/25/2021	13.33		13.33	200-410-521
1000438131	5	Water	Invoice	02/01/2021	02/25/2021	146.67		146.67	510-430-521
1000438131	6	WW	Invoice	02/01/2021	02/25/2021	56.67		56.67	520-440-521
Total 1000438131:						320.00	.00	320.00	
Total 5940 SAIF Corporation:						320.00	.00	✓ 320.00	24626
6230 Simply Payroll									
16720	1	Payroll	Invoice	02/09/2021	03/09/2021	259.30		259.30	100-900-520
Total 16720:						259.30	.00	259.30	
Total 6230 Simply Payroll:						259.30	.00	✓ 259.30	24627
7274 US Bank Equipment Finance									
435335252	1	Canon Copier	Invoice	02/01/2021	02/28/2021	131.00		131.00	100-900-520
Total 435335252:						131.00	.00	131.00	
Total 7274 US Bank Equipment Finance:						131.00	.00	✓ 131.00	24628
Total :						37,672.76	.00	37,672.76	
Grand Totals:						37,672.76	.00	37,672.76	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-52103	73.33	.00	73.33
100-200-52103	3.33	.00	3.33
100-300-52002	34.98	.00	34.98
100-300-52103	26.67	.00	26.67
100-900-52002	89.99	.00	89.99
100-900-52019	9,295.40	.00	9,295.40
100-900-52023	131.00	.00	131.00
100-900-52030	4,450.00	.00	4,450.00
100-900-52031	112.81	.00	112.81
100-900-52108	221.80	.00	221.80
100-900-52109	87.79	.00	87.79
100-900-52110	230.34	.00	230.34
100-900-52114	388.80	.00	388.80
200-410-52030	5,769.16	.00	5,769.16
200-410-52103	13.33	.00	13.33
200-410-52114	64.80	.00	64.80
500-420-52014	286.96	.00	286.96
500-420-52104	29.70	.00	29.70
500-420-52109	1,981.80	.00	1,981.80
500-420-52110	109.84	.00	109.84
500-420-52114	583.20	.00	583.20
510-430-52020	12,913.10	.00	12,913.10
510-430-52030	274.95	.00	274.95
510-430-52103	146.67	.00	146.67
510-430-52109	37.14	.00	37.14
510-430-52114	194.40	.00	194.40
520-440-52103	56.67	.00	56.67
520-440-52114	64.80	.00	64.80
Grand Totals:	37,672.76	.00	37,672.76

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2/11/21

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
01/21	1,280.82	.00	1,280.82
02/21	36,391.94	.00	36,391.94
Grand Totals:	37,672.76	.00	37,672.76

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
7463 Bashful Bob's Inc									
7535	1	Replace Window City Hall	Invoice	02/15/2021	03/15/2021	177.46		177.46	100-900-520
Total 7535:						177.46	.00	177.46	
Total 7463 Bashful Bob's Inc:						177.46	.00	✓ 177.46	24629
890 Best Pots Inc									
A427800	1	Rented Unit	Invoice	02/12/2021	03/12/2021	82.60		82.60	500-420-520
Total A427800:						82.60	.00	82.60	
Total 890 Best Pots Inc:						82.60	.00	✓ 82.60	24630
1520 CIS TRUST									
MARCH 202	1	Employee Health Ins	Invoice	02/18/2021	03/10/2021	1,317.67		1,317.67	100-100-510
MARCH 202	2	Employee Health Ins	Invoice	02/18/2021	03/10/2021	82.35		82.35	100-200-510
MARCH 202	3	Employee Health Ins	Invoice	02/18/2021	03/10/2021	494.13		494.13	100-300-510
MARCH 202	4	Employee Health Ins	Invoice	02/18/2021	03/10/2021	411.77		411.77	200-410-510
MARCH 202	5	Employee Health Ins	Invoice	02/18/2021	03/10/2021	3,953.02		3,953.02	500-420-510
MARCH 202	6	Employee Health Ins	Invoice	02/18/2021	03/10/2021	1,647.09		1,647.09	510-430-510
MARCH 202	7	Employee Health Insurance	invoice	02/18/2021	03/10/2021	329.42		329.42	520-440-510
Total MARCH 2021 FINAL INVOICE:						8,235.45	.00	8,235.45	
Total 1520 CIS TRUST:						8,235.45	.00	8,235.45	24631
1800 Consumers Power Inc.									
02082021	1	1152418	Invoice	02/08/2021	03/08/2021	138.64		138.64	510-430-521
Total 02082021:						138.64	.00	138.64	
Total 1800 Consumers Power Inc.:						138.64	.00	✓ 138.64	24632
2270 De Lage Landen Financial Services Inc.									
71355083	1	financial services	Invoice	02/16/2021	03/16/2021	137.55		137.55	100-900-520
Total 71355083:						137.55	.00	137.55	
Total 2270 De Lage Landen Financial Services Inc.:						137.55	.00	137.55	24633
2520 Edge Analytical, Inc									
21-03293	1	Lab Work	Invoice	02/11/2021	03/11/2021	190.80		190.80	510-430-521
Total 21-03293:						190.80	.00	✓ 190.80	
21-03294	1	Tangent	Invoice	02/11/2021	03/11/2021	190.80		190.80	100-900-520
Total 21-03294:						190.80	.00	✓ 190.80	
Total 2520 Edge Analytical, Inc:						381.60	.00	✓ 381.60	24634
6290 Smith-Wagar Brucker Consulting, LLC									
D1108	1	Financial Consulting	Invoice	02/09/2021	03/09/2021	1,775.00		1,775.00	100-900-520

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total D1108:						1,775.00	.00	1,775.00	
Total 6290 Smith-Wagar Brucker Consulting, LLC:						1,775.00	.00	1,775.00	24635
7030 USA Blue Book									
494393	1	Turbidimeter	Invoice	02/04/2021	03/04/2021	2,700.00		2,700.00	100-900-520
Total 494393:						2,700.00	.00	2,700.00	
Total 7030 USA Blue Book:						2,700.00	.00	2,700.00	24636
Total :						13,628.30	.00	13,628.30	
Grand Totals:						13,628.30	.00	13,628.30	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,317.67	.00	1,317.67
100-200-51010	82.35	.00	82.35
100-300-51010	494.13	.00	494.13
100-900-52002	2,700.00	.00	2,700.00
100-900-52012	177.46	.00	177.46
100-900-52019	2,103.35	.00	2,103.35
200-410-51010	411.77	.00	411.77
500-420-51010	3,953.02	.00	3,953.02
500-420-52019	82.60	.00	82.60
510-430-51010	1,647.09	.00	1,647.09
510-430-52104	190.80	.00	190.80
510-430-52109	138.64	.00	138.64
520-440-51010	329.42	.00	329.42
Grand Totals:	13,628.30	.00	13,628.30

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
02/21	13,628.30	.00	13,628.30
Grand Totals:	13,628.30	.00	13,628.30



CODE COMPLIANCE

Willamette Valley Processors, LLC

1/28/2021 through 2/23/2021

End of Month

CSO	Jerry Jackson
Hours Worked:	75 Hrs.
Complaint Total:	Monthly Case Load
	Citizen Complaints 0 Self-Initiated 0 Total Calls 0

Parking Report Total 0

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 0

Grass/Vegetation Warnings 0

Citizen Assist Total 0

Trash Container - 0

Solid Waste/Littering - 0

Vacation assist/ 0

Animal Control Total 0

Noise 0

Animal at large 0

Livestock/Dog Violations - 0

- There were no logged complaints or violations in this report.

Animal Control:

Parking:

City Assist:

- Emergency Management – Monthly Training for CERT Members/New CERT Class scheduled for March 24th
- Chicken Permits renewals sent
- Assisted the City when needed
- Daily Patrol



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT
PERIOD: 1/20/2021 TO 2/20/2021

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 3,877,157 Gallons

Average Usage per Day 112k

WATER DISTRIBUTION REPORT

Maintenance Activity: Water demand is still low. Crews replaced one meter this month. Staff continue to look for leaks as time allows. Staff assisted contractors with installation of new pump station.

Collected quarterly samples 1st quarter are done.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to increase. We have had some damage due to the winter ice storm. Staff did a great job staying up with conditions and keeping the treatment processes going. Total Monthly Influent: 12.4 Million Gallons

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Leaves have not been an issue this year. Jeremy has done a very good job keeping storm drains clear. We have had no issues with heavy rains.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: With the recent storm staff will continue to clean up and take care of all debris on city property. The staff did a great job during the recent storm.

WATER TREATMENT PLANT

Maintenance Activity: The water plant is still running 3 days a week. Staff did have a chemical feed line blow out at the plant but was able to fix it in a few hours and get back up and running.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is doing good. Staff continues to monitor, report and complete all sampling and labs. Staff have had no issues to report with the increased flows.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT March 2, 2021 Council Meeting

Administration

- **UGB Expansion** – If all the information lines up we will begin the first UGB hearing with the planning commission on April 20th and then the council would have a public hearing in May.
- **Budget** – I will be presenting the first draft of the budget on April 7th.
- **Tangent** – Update

Property/Businesses

- **Parks & Perpetuity** – We are currently gathering information on the properties with
- **AVIS** – Update
- **Bella's Pizzeria** – The pizzeria is open and they seem to be having a good start.
- **Sweet Taste Bakery** – Linda is doing well the power outage hurt a little bit losing her ice cream and dairy products. We will be looking at getting bids to paint the building this summer.

Major Projects/Engineering

- **Calloway Creek** – Chad Davis just pulled 15 more permits for phase three. They are planning on ramping construction up as the weather gets better.
- **William R. Carr Subdivision** – Brain Donne only has a few checklist items to complete and then they will be done. Once they are complete will install some more signage and begin to enforce the no parking.
- **Water Plant** – I received the first quotes for a section of the hand rails and so we plan on starting that over the next few weeks.
- **Pump Station** – The pump station is installed and ready to go online. The last part of the project is to get a check valve put in and then it will be fully operational.

ADAIR VILLAGE PATROL
Jan 25, 2020 - Feb 24, 2020

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	
Call for Service										
012521 08:28:24	2021014490	0:08:53	Bottoff	day	1					Assisted 442 with AOA call in Adair. 1 citizen contact there, plus one more at the AV Market. Patrolled city streets.
012821 03:10:28	2021016318	1:01:54	Lundy	grave						ALL QUIET ... NO CRIMINAL ACTIVITY OBSERVED
012821 17:56:26	2021016744	1:06:36	Hesseling	grave		3				Patrolled village streets and parks@3 Vehicle Stops
012821 19:34:40	2021016775	1:32:47	Drongesen	swing						No activity
012821 22:20:18	2021016847	1:01:52	Williams	swing						patrolled parks and streets. no criminal activity seen.
012921 09:18:49	2021017057	0:59:44	Bowers	day	1					1 CITIZEN CONTACT.
013021 15:15:40	2021017940	0:44:00	Gordon	day						0 calls, 0 stops
013021 16:50:50	2021017992	1:00:01	Lancaster	swing			1			One stop, One cite for DWS-Violation, Driving uninsured.
013021 19:59:29	2021018080	1:01:44	Heese	swing		1				1 traffic stop; 1 out. w/disabled vehicle@patrolled neighborhoods, adair county park, and sc campus
013121 23:29:30	2021018627	1:32:10	Seirup	grave						No activity
020121 04:53:01	2021018725	1:06:50	Heese	swing						patrolled neighborhoods, adair county park, and sc campus
020121 11:11:47	2021018865	0:49:42	Young	grave						No activity
020121 19:04:33	2021019114	1:59:38	Horn	swing						No activity
020221 01:19:19	2021019243	1:12:30	Blaser	grave						No activity
020221 08:11:39	2021019398	0:35:04	Young	day						No activity
020221 20:16:52	2021019771	2:16:14	Horn	swing		1				One traffic stop.
020321 03:42:26	2021019913	1:40:44	Seirup	grave						patrolled adair county park, neighborhoods, sc campus
020321 08:31:28	2021019976	0:59:57	Bowers	day						no calls.
020421 04:03:48	2021020591	2:03:47	Hardison	grave						NO ACTIVITY.
020421 04:03:59	2021020592	2:12:16	Gevatosky	grave						No activity
020521 01:38:21	2021021194	1:27:32	Gevatosky	grave						No activity
020521 23:40:27	2021021771	1:04:27	Hesseling	swing		2				Patrolled streets and park; 2 vehicle stops
020621 17:02:25	2021022150	1:28:28	Lancaster	swing						35 Minutes total then responded to the crash on HWY 20
020721 05:21:30	2021022420	1:01:47	Lovik	grave						No activity.
020721 13:18:56	2021022590	1:11:15	Vaughn	day						No activity
020721 23:29:48	2021022821	1:38:25	Blaser	grave		2	1			2 warnings-1 citation for speeding.
020921 08:37:28	2021023508	0:57:52	Young	day						No activity
021021 18:18:48	2021024405	1:02:19	Lancaster	swing						No activity.
021021 18:55:56	2021024414	1:35:34	Drongesen	swing						no activity
021221 15:40:05	2021025412	1:01:17	Bowers	day						no calls.
021421 23:13:31	2021027117	0:56:31	Blaser	grave						No activity
021621 11:20:36	2021027894	1:02:14	Young	day						No activity
021621 23:39:11	2021028336	0:34:18	Nowak	swing						No activity
021721 19:29:28	2021028918	1:17:12	Drongesen	swing						No activity
021721 21:41:11	2021028989	1:04:49	Lancaster	swing						no activity
021821 03:14:03	2021029110	2:01:46	Hardison	grave						PATROLLED CITY STREETS/PARK/SCHOOL/BUSINESSES/NEW HOUSING CONSTRUCTION SITE ON RYALS. NO ACTIVITY.
021821 23:45:22	2021029737	0:55:39	Williams	swing						patrolled streets, no crime witnessed
022021 22:54:54	2021030904	0:23:49	Blaser	grave		1				1 warn for fail to maintain lane
022121 01:07:12	2021030977	0:14:27	Gevatosky	grave						No activity
022121 22:01:01	2021031448	0:10:52	Nowak	swing						No activity
022221 05:18:54	2021031573	1:04:23	Seirup	grave						No activity
022221 12:50:56	2021031790	0:58:32	Young	day						patrol park, highway 99w, county roads@

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
General Fund					
General Fund					
100-000-40000	Beginning Fund Balance	200,500.00	400,000.00	199,500.00-	199.5%
100-000-40001	Property Taxes - Current	140,000.00	171,371.12	31,371.12-	122.4%
100-000-40002	Property Taxes - Prior Year	2,500.00	181.61	2,318.39	7.3%
100-000-41010	Revenue Sharing	9,500.00	5,102.51	4,397.49	53.7%
100-000-41020	Cigarette Taxes	1,100.00	513.75	586.25	46.7%
100-000-41030	Liquor Taxes	16,500.00	11,291.59	5,208.41	68.4%
100-000-41100	Tangent Contract	119,100.00	76,709.82	42,390.18	64.4%
100-000-41200	Transient Lodging Tax	.00	5,000.00	5,000.00-	.00
100-000-42001	Planning Fees	10,000.00	.00	10,000.00	.00
100-000-42050	Fees - Other	4,000.00	8,245.00	4,245.00-	206.1%
100-000-42060	SDC Administrative Fees	.00	19,250.00	19,250.00-	.00
100-000-43001	Utility Franchise Fees	50,000.00	32,744.67	17,255.33	65.5%
100-000-46020	Residential Rent Revenue	21,600.00	19,286.43	2,313.57	89.3%
100-000-46021	Property Lease or Rent	58,000.00	17,731.43	40,268.57	30.6%
100-000-46023	Building Lease	32,000.00	6,034.00	25,966.00	18.9%
100-000-46024	Property Tax-Property Lease	4,900.00	.00	4,900.00	.00
100-000-46027	Utilities-Property Lease	14,000.00	.00	14,000.00	.00
100-000-46028	Room Rental	120.00	.00	120.00	.00
100-000-46031	Court Fees and Fines	.00	.00	.00	.00
100-000-46032	Ordinance Violation Fines	1,500.00	.00	1,500.00	.00
100-000-46055	Refunds	200.00	5,895.42	5,695.42-	2947.7
100-000-46057	Miscellaneous	.00	3,098.30	3,098.30-	.00
100-000-47300	Parks Grant	.00	.00	.00	.00
100-000-47900	COVID-19 Reimbursements	50,000.00	50,000.00	.00	100.0%
100-000-48000	Interest	12,000.00	10,417.53	1,582.47	86.8%
100-000-49500	Transfer from Water Fund	.00	.00	.00	.00
100-000-49530	Transfer from SDC Fund	.00	.00	.00	.00
100-000-49600	Transfer from Reserve Fund	14,996.00	14,996.00	.00	100.0%
Total General Fund:		762,516.00	857,869.18	95,353.18-	112.5%
City Administration					
100-100-50010	City Administrator	64,020.00	40,573.51	23,446.49	63.4%
100-100-50016	Utility/Court Clerk	7,918.00	5,328.42	2,589.58	67.3%
100-100-50018	Finance Clerk	3,393.00	2,320.96	1,072.04	68.4%
100-100-50025	Summer Program Coordinator	.00	.00	.00	.00
100-100-51010	Employee Health Ins Benefits	17,395.00	10,369.83	7,025.17	59.6%
100-100-51020	Retirement Benefits	18,893.00	10,479.74	8,413.26	55.5%
100-100-51030	Employment Taxes	10,411.00	3,178.47	7,232.53	30.5%
100-100-52002	Materials & Supplies	200.00	.00	200.00	.00
100-100-52010	Miscellaneous	.00	.00	.00	.00
100-100-52013	Travel and Training	2,500.00	.00	2,500.00	.00
100-100-52014	Vehicle Fuel & Maintenance	.00	.00	.00	.00
100-100-52016	Audit	.00	.00	.00	.00

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
100-100-52017	City Attorney	15,000.00	.00	15,000.00	.00
100-100-52018	Planning Consultant	30,000.00	.00	30,000.00	.00
100-100-52019	Contract Service	24,000.00	16,000.00	8,000.00	66.7%
100-100-52030	Miscellaneous	250.00	.00	250.00	.00
100-100-52101	Banking Charges	.00	.00	.00	.00
100-100-52102	Dues	.00	.00	.00	.00
100-100-52103	Insurance	.00	2,226.93	2,226.93-	.00
100-100-52106	Mileage	250.00	.00	250.00	.00
100-100-52107	Permits	.00	.00	.00	.00
100-100-52108	Postage	.00	.00	.00	.00
100-100-53002	Equipment Purchase	.00	.00	.00	.00
Total City Administration:		194,230.00	90,477.86	103,752.14	46.6%
Public Safety					
100-200-50010	City Administrator	5,820.00	3,874.53	1,945.47	66.6%
100-200-51010	Employee Health Ins Benefits	1,198.00	648.11	549.89	54.1%
100-200-51020	Retirement Benefits	1,460.00	832.39	627.61	57.0%
100-200-51030	Employment Taxes	804.00	227.14	576.86	28.3%
100-200-52019	Contract Service	36,000.00	16,227.00	19,773.00	45.1%
100-200-52103	Insurance	.00	165.20	165.20-	.00
Total Public Safety:		45,282.00	21,974.37	23,307.63	48.5%
Parks and Recreation					
100-300-50025	Summer Program Coordinator	13,549.00	.00	13,549.00	.00
100-300-50054	Utility Worker II	12,620.00	7,401.69	5,218.31	58.7%
100-300-50058	Utility Worker I	.00	.00	.00	.00
100-300-51010	Employee Health Ins Benefits	7,136.00	3,888.70	3,247.30	54.5%
100-300-51020	Retirement Benefits	6,563.00	3,558.15	3,004.85	54.2%
100-300-51030	Employment Taxes	3,617.00	1,263.10	2,353.90	34.9%
100-300-52002	Materials & Supplies	400.00	1,141.67	741.67-	285.4%
100-300-52011	System Maintenance & Repair	.00	.00	.00	.00
100-300-52012	Maintenance - Bldg & Parks	1,000.00	906.89	93.11	90.7%
100-300-52013	Travel and Training	500.00	.00	500.00	.00
100-300-52014	Vehicle Fuel & Maintenance	.00	.00	.00	.00
100-300-52019	Contract Service	800.00	.00	800.00	.00
100-300-52022	Equipment Maintenance	200.00	1,039.16	839.16-	519.6%
100-300-52023	Equipment Rental/Lease	100.00	.00	100.00	.00
100-300-52025	Small Equipment Purchase	200.00	3,663.23	3,463.23-	1831.6
100-300-52026	Non-capital Improvements	.00	.00	.00	.00
100-300-52030	Miscellaneous	500.00	.00	500.00	.00
100-300-52103	Insurance	1,000.00	1,183.88	183.88-	118.4%
100-300-52106	Mileage	100.00	.00	100.00	.00
100-300-52108	Postage	75.00	.00	75.00	.00
100-300-52109	Utilities	750.00	178.01	571.99	23.7%
100-300-52111	Parks-Events	2,000.00	.00	2,000.00	.00
100-300-52112	Parks - Youth Activities	6,000.00	.00	6,000.00	.00
100-300-53001	Improvements - Bldg & Parks	1,500.00	.00	1,500.00	.00
100-300-53002	Equipment Purchase	1,250.00	.00	1,250.00	.00
100-300-55600	Transfer to Reserve Fund	5,000.00	5,000.00	.00	100.0%
Total Parks and Recreation:		64,860.00	29,224.48	35,635.52	45.1%
Non-departmental					
100-900-51030	Employment Taxes	.00	.00	.00	.00

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
100-900-52002	Materials & Supplies	3,500.00	8,653.05	5,153.05-	247.2%
100-900-52010	Legal Notices	1,500.00	719.00	781.00	47.9%
100-900-52012	Maintenance - Bldg & Parks	5,000.00	6,275.85	1,275.85-	125.5%
100-900-52013	Travel and Training	.00	.00	.00	.00
100-900-52014	Vehicle Fuel & Maintenance	200.00	14.72	185.28	7.4%
100-900-52015	Security Alarm	.00	.00	.00	.00
100-900-52016	Audit	2,850.00	1,140.00	1,710.00	40.0%
100-900-52017	City Attorney	.00	5,622.20	5,622.20-	.00
100-900-52019	Contract Service	70,000.00	55,503.29	14,496.71	79.3%
100-900-52020	Engineering Consultant	.00	16,216.82	16,216.82-	.00
100-900-52021	Transit	20,000.00	3,133.87	16,866.13	15.7%
100-900-52022	Equipment Maintenance	4,500.00	733.00	3,767.00	16.3%
100-900-52023	Equipment Rental/Lease	500.00	11,650.83	11,150.83-	2330.2
100-900-52024	Security Alarm	800.00	552.54	247.46	69.1%
100-900-52025	Small Equipment Purchase	1,200.00	.00	1,200.00	.00
100-900-52026	Non-capital Improvements	.00	.00	.00	.00
100-900-52030	Miscellaneous	2,500.00	4,399.41	1,899.41-	176.0%
100-900-52031	CERT Expenditures	.00	3,710.93	3,710.93-	.00
100-900-52101	Banking Charges	750.00	.55	749.45	0.1%
100-900-52102	Dues	5,250.00	5,390.42	140.42-	102.7%
100-900-52103	Insurance	6,150.00	6,774.69	624.69-	110.2%
100-900-52108	Postage	2,500.00	1,693.80	806.20	67.8%
100-900-52109	Utilities	22,200.00	10,252.70	11,947.30	46.2%
100-900-52110	Telephones	4,600.00	2,527.84	2,072.16	55.0%
100-900-52111	Mayor & Council Expenses	1,000.00	.00	1,000.00	.00
100-900-52113	Election Fees	1,000.00	.00	1,000.00	.00
100-900-52114	Software Hosting Fees	4,824.00	4,022.40	801.60	83.4%
100-900-52115	Tangent Expenditures	12,000.00	.00	12,000.00	.00
100-900-52197	Utilities - Rentals	.00	.00	.00	.00
100-900-52199	Property Taxes	9,000.00	7,853.27	1,146.73	87.3%
100-900-52220	Residential Rental-related Exp	.00	.00	.00	.00
100-900-52900	COVID-19 Expenses	50,000.00	37,388.48	12,611.52	74.8%
100-900-52900	Insurance Reimbursed Expense	.00	6,570.03	6,570.03-	.00
100-900-53001	Improvements - Bldg & Parks	4,000.00	.00	4,000.00	.00
100-900-53002	Equipment Purchase	7,500.00	.00	7,500.00	.00
100-900-53003	Barracks Improvements	.00	5,315.99	5,315.99-	.00
100-900-53004	Land Purchase	.00	.00	.00	.00
100-900-54006	Barracks Loan Payment	22,254.00	11,126.83	11,127.17	50.0%
100-900-55500	Transfer to Water Fund	9,577.00	9,577.00	.00	100.0%
100-900-55510	Transfer to Wastewater Fund	.00	.00	.00	.00
100-900-55530	Transfer to SDC Fund	38,307.00	38,307.00	.00	100.0%
100-900-55600	Transfer to Reserve Fund	.00	.00	.00	.00
Total Non-departmental:		313,462.00	265,126.51	48,335.49	84.6%
Contingency					
100-998-58000	Contingency	74,000.00	.00	74,000.00	.00
Total Contingency:		74,000.00	.00	74,000.00	.00
Ending Fund Balance					
100-999-59000	Reserve for Future Expenditure	70,682.00	.00	70,682.00	.00
Total Ending Fund Balance:		70,682.00	.00	70,682.00	.00
General Fund Revenue Total:		762,516.00	857,869.18	95,353.18-	112.5%

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
	General Fund Expenditure Total:	762,516.00	406,803.22	355,712.78	53.4%
	Net Total General Fund:	.00	451,065.96	451,065.96-	.00

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
Street Fund					
Street Fund					
200-000-40000	Beginning Fund Balance	105,000.00	100,000.00	5,000.00	95.2%
200-000-41040	Highway Apportionment	60,000.00	29,801.99	30,198.01	49.7%
200-000-46057	Miscellaneous	200.00	.00	200.00	.00
200-000-48000	Interest	.00	.00	.00	.00
Total Street Fund:		165,200.00	129,801.99	35,398.01	78.6%
Public Works - Streets					
200-410-50010	City Administrator	.00	409.33	409.33-	.00
200-410-50018	Finance Clerk	1,131.00	773.66	357.34	68.4%
200-410-50050	Public Works Supervisor	6,176.00	4,181.13	1,994.87	67.7%
200-410-50052	Utility Worker III	4,890.00	3,289.25	1,600.75	67.3%
200-410-50054	Utility Worker II	2,103.00	1,346.92	756.08	64.0%
200-410-50058	Utility Worker I	.00	.00	.00	.00
200-410-51010	Employee Health Ins Benefits	5,380.00	3,240.58	2,139.42	60.2%
200-410-51020	Retirement Benefits	3,586.00	2,178.72	1,407.28	60.8%
200-410-51030	Employment Taxes	1,978.00	993.30	982.70	50.3%
200-410-52002	Materials & Supplies	.00	.00	.00	.00
200-410-52011	System Maintenance & Repair	.00	.00	.00	.00
200-410-52016	Audit	950.00	.00	950.00	.00
200-410-52017	City Attorney	.00	.00	.00	.00
200-410-52019	Contract Service	1,500.00	.00	1,500.00	.00
200-410-52020	Engineering Consultant	.00	.00	.00	.00
200-410-52022	Equipment Maintenance	.00	.00	.00	.00
200-410-52023	Equipment Rental/Lease	250.00	.00	250.00	.00
200-410-52024	Street Sweeping	6,000.00	1,800.00	4,200.00	30.0%
200-410-52027	Street Signs	.00	.00	.00	.00
200-410-52030	Miscellaneous	100.00	6,362.91	6,262.91-	6362.9
200-410-52102	Dues	.00	.00	.00	.00
200-410-52103	Insurance	3,800.00	5,146.28	1,346.28-	135.4%
200-410-52109	Utilities	11,000.00	6,266.00	4,734.00	57.0%
200-410-52114	Software Hosting Fees	804.00	518.40	285.60	64.5%
200-410-53001	Street Maintenance	.00	.00	.00	.00
200-410-53002	Equipment Purchase	.00	.00	.00	.00
200-410-55600	Transfer to Reserve Fund	200.00	200.00	.00	100.0%
Total Public Works - Streets:		49,846.00	36,706.48	13,139.52	73.6%
Contingency					
200-998-56000	Contingency	8,600.00	.00	8,600.00	.00
Total Contingency:		8,600.00	.00	8,600.00	.00
Ending Fund Balance					
200-999-59000	Reserve for Future Expenditure	106,754.00	.00	106,754.00	.00
Total Ending Fund Balance:		106,754.00	.00	106,754.00	.00
Street Fund Revenue Total:		165,200.00	129,801.99	35,398.01	78.6%
Street Fund Expenditure Total:		165,200.00	36,706.48	128,493.52	22.2%

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
	Net Total Street Fund:	.00	93,095.51	93,095.51-	.00

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
Water Fund					
Water Fund					
500-000-40000	Beginning Fund Balance	737,500.00	825,000.00	87,500.00-	111.9%
500-000-42010	New Accounts	.00	.00	.00	.00
500-000-42020	New Connections	2,000.00	8,800.00	6,800.00-	440.0%
500-000-42032	Water Metered Fees	330,000.00	416,871.97	86,871.97-	126.3%
500-000-42035	Reconnect Fees	2,000.00	.00	2,000.00	.00
500-000-42036	Water Outside Assessments	250,000.00	.00	250,000.00	.00
500-000-42045	Utility Deposit	4,000.00	5,870.00	1,870.00-	146.8%
500-000-46030	Fees - Other	500.00	.00	500.00	.00
500-000-46055	Refunds	1,000.00	.00	1,000.00	.00
500-000-46057	Miscellaneous	.00	3,527.61	3,527.61-	.00
500-000-46000	Interest	.00	.00	.00	.00
500-000-49010	IFA Water Loan	.00	.00	.00	.00
500-000-49100	Transfer in from General Fund	9,577.00	9,577.00	.00	100.0%
500-000-49600	Transfer from Reserve	.00	.00	.00	.00
Total Water Fund:		1,336,577.00	1,269,646.58	66,930.42	95.0%
Public Works - Water					
500-420-50010	City Administrator	34,920.00	24,066.15	10,853.85	68.9%
500-420-50016	Utility/Court Clerk	21,774.00	14,485.65	7,288.35	66.5%
500-420-50018	Finance Clerk	11,311.00	7,736.53	3,574.47	68.4%
500-420-50050	Public Works Supervisor	37,055.00	23,256.33	13,798.67	62.8%
500-420-50052	Utility Worker III	26,893.00	18,091.03	8,801.97	67.3%
500-420-50054	Utility Worker II	18,931.00	11,725.65	7,205.35	61.9%
500-420-50058	Utility Worker I	.00	.00	.00	.00
500-420-51010	Employee Health Ins Benefits	53,435.00	31,109.51	22,325.49	58.2%
500-420-51020	Retirement Benefits	37,842.00	21,937.84	15,904.16	58.0%
500-420-51030	Employment Taxes	20,852.00	9,535.50	11,316.50	45.7%
500-420-52001	Chemicals	30,000.00	6,971.79	23,028.21	23.2%
500-420-52002	Materials & Supplies	1,000.00	22,195.20	21,195.20-	2219.5
500-420-52010	Publications-Legal Notices	100.00	.00	100.00	.00
500-420-52011	System Maintenance & Repair	45,000.00	43,062.14	1,937.86	95.7%
500-420-52013	Travel and Training	3,000.00	.00	3,000.00	.00
500-420-52014	Vehicle Fuel & Maintenance	5,500.00	2,525.01	2,974.99	45.9%
500-420-52016	Audit	4,275.00	1,805.00	2,470.00	42.2%
500-420-52017	City Attorney	.00	.00	.00	.00
500-420-52019	Contract Service	35,000.00	2,088.15	32,911.85	6.0%
500-420-52020	Engineering Consultant	20,000.00	6,424.50	13,575.50	32.1%
500-420-52022	Equipment Maintenance	2,000.00	1,758.27	241.73	87.9%
500-420-52023	Equipment Rental/Lease	3,000.00	.00	3,000.00	.00
500-420-52025	Small Equipment Purchase	4,000.00	450.00	3,550.00	11.3%
500-420-52030	Miscellaneous	2,000.00	86,269.50	84,269.50-	4313.5
500-420-52101	Banking Charges	200.00	1,702.23	1,502.23-	851.1%
500-420-52102	Dues	3,000.00	.00	3,000.00	.00
500-420-52103	Insurance	8,500.00	17,133.48	8,633.48-	201.6%
500-420-52104	Lab Analysis	5,000.00	1,188.90	3,811.10	23.8%
500-420-52105	Refunds-Utility Deposit	500.00	386.15	113.85	77.2%
500-420-52106	Mileage	.00	.00	.00	.00
500-420-52107	Permits	1,000.00	380.00	620.00	38.0%
500-420-52108	Postage	600.00	.00	600.00	.00
500-420-52109	Utilities	33,000.00	21,264.23	11,735.77	64.4%
500-420-52110	Telephones	3,400.00	1,753.76	1,646.24	51.6%
500-420-52114	Software Hosting Fees	7,236.00	5,165.60	2,070.40	71.4%

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
500-420-53001	Equipment Purchase	.00	.00	.00	.00
500-420-53002	Equipment Purchase	7,500.00	.00	7,500.00	.00
500-420-53003	Capital Outlay	.00	.00	.00	.00
500-420-53500	Water System Improvements	100,000.00	2,000.00	98,000.00	2.0%
500-420-53501	New Pump Station	150,000.00	23,800.40	126,199.60	15.9%
500-420-54001	1980 Water P & I	.00	.00	.00	.00
500-420-54002	97 Water P & I	.00	.00	.00	.00
500-420-54005	IFA Loan Payment	140,000.00	139,012.75	987.25	99.3%
500-420-55100	Transfer to General Fund	.00	.00	.00	.00
500-420-55600	Transfer to Reserve Fund	3,200.00	3,200.00	.00	100.0%
Total Public Works - Water:		861,024.00	552,481.25	328,542.75	62.7%
Contingency					
500-998-58000	Contingency	85,000.00	.00	85,000.00	.00
Total Contingency:		85,000.00	.00	85,000.00	.00
Ending Fund Balance					
500-999-59000	Reserve for Future Expenditure	370,553.00	.00	370,553.00	.00
Total Ending Fund Balance:		370,553.00	.00	370,553.00	.00
Water Fund Revenue Total:		1,336,577.00	1,269,646.58	66,930.42	95.0%
Water Fund Expenditure Total:		1,336,577.00	552,481.25	784,095.75	41.3%
Net Total Water Fund:		.00	717,165.33	717,165.33-	.00

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
Wastewater Fund					
Wastewater Fund					
510-000-40000	Beginning Fund Balance	17,500.00	94,000.00	76,500.00-	537.1%
510-000-41100	Tangent Contract	30,000.00	5,928.78	24,071.22	19.8%
510-000-42039	Wastewater Fees	285,600.00	188,257.32	97,342.68	65.9%
510-000-42041	OR DEQ Loan for WWFP	.00	650.11	650.11-	.00
510-000-42045	Utility Deposit	.00	.00	.00	.00
510-000-46030	Fees - Other	.00	.00	.00	.00
510-000-46055	Refunds	.00	.00	.00	.00
510-000-46057	Miscellaneous	1,000.00	.00	1,000.00	.00
510-000-49011	OR DEQ Loan for WWFP	.00	83,849.00	83,849.00-	.00
510-000-49012	2020 Wastewater Loan	2,500,000.00	117,115.00	2,382,885.00	4.7%
510-000-49600	Transfer from Reserve Fund	.00	.00	.00	.00
Total Wastewater Fund:		2,834,100.00	489,800.21	2,344,299.79	17.3%

Public Works - Wastewater

510-430-50010	City Administrator	8,730.00	6,772.14	1,957.86	77.6%
510-430-50016	Utility/Court Clerk	8,908.00	6,194.66	2,713.34	69.5%
510-430-50018	Finance Clerk	6,221.00	4,323.02	1,897.98	69.5%
510-430-50050	Public Works Supervisor	15,440.00	12,283.25	3,156.75	79.6%
510-430-50052	Utility Worker III	14,669.00	9,867.79	4,801.21	67.3%
510-430-50054	Utility Worker II	6,310.00	4,040.71	2,269.29	64.0%
510-430-50058	Utility Worker I	.00	.00	.00	.00
510-430-51010	Employee Health Ins Benefits	21,771.00	12,962.29	8,808.71	59.5%
510-430-51020	Retirement Benefits	15,118.00	8,922.76	6,195.24	59.0%
510-430-51030	Employment Taxes	8,330.00	3,973.10	4,356.90	47.7%
510-430-52001	Chemicals	4,500.00	6,812.79	2,312.79-	151.4%
510-430-52002	Materials & Supplies	500.00	21.17	478.83	4.2%
510-430-52003	Janitorial Supplies	.00	.00	.00	.00
510-430-52009	Uniforms	.00	.00	.00	.00
510-430-52010	Publications-Legal Notices	250.00	.00	250.00	.00
510-430-52011	System Maintenance & Repair	75,000.00	9,334.09	65,665.91	12.4%
510-430-52013	Travel and Training	1,000.00	199.00	801.00	19.9%
510-430-52014	Vehicle Fuel & Maintenance	3,300.00	.00	3,300.00	.00
510-430-52016	Audit	1,425.00	1,805.00	380.00-	126.7%
510-430-52017	City Attorney	.00	.00	.00	.00
510-430-52019	Contract Service	2,200.00	248.15	1,951.85	11.3%
510-430-52020	Engineering Consultant	.00	250,465.42	250,465.42-	.00
510-430-52022	Equipment Maintenance	1,500.00	.00	1,500.00	.00
510-430-52023	Equipment Rental/Lease	.00	.00	.00	.00
510-430-52030	Miscellaneous	1,000.00	.00	1,000.00	.00
510-430-52101	Banking Charges	500.00	584.13	84.13-	116.8%
510-430-52102	Dues	100.00	280.00	180.00-	280.0%
510-430-52103	Insurance	6,200.00	11,115.17	4,915.17-	179.3%
510-430-52104	Lab Analysis	4,000.00	1,413.00	2,587.00	35.3%
510-430-52105	Refunds-Utility Deposit	.00	257.43	257.43-	.00
510-430-52106	Mileage	500.00	.00	500.00	.00
510-430-52107	Permits	2,200.00	714.00	1,486.00	32.5%
510-430-52108	Postage	550.00	.00	550.00	.00
510-430-52109	Utilities	8,200.00	4,297.38	3,902.62	52.4%
510-430-52110	Telephones	2,500.00	1,225.82	1,274.18	49.0%
510-430-52114	Software Hosting Fees	2,412.00	1,555.20	856.80	64.5%
510-430-53002	Equipment Purchase	7,500.00	.00	7,500.00	.00
510-430-53005	Wastewater System Improvements	2,500,000.00	37,315.25	2,462,684.75	1.5%

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
510-430-54003	97 Wastewater P & I	.00	.00	.00	.00
510-430-54004	OR DEQ Loan Repayment	30,000.00	22,714.00	7,286.00	75.7%
510-430-55600	Transfer to Reserve Fund	400.00	400.00	.00	100.0%
Total Public Works - Wastewater:		2,761,234.00	420,096.72	2,341,137.28	15.2%
Contingency					
510-998-58000	Contingency	38,000.00	.00	38,000.00	.00
Total Contingency:		38,000.00	.00	38,000.00	.00
Ending Fund Balance					
510-999-59000	Reserve for Future Expenditure	34,866.00	.00	34,866.00	.00
Total Ending Fund Balance:		34,866.00	.00	34,866.00	.00
Wastewater Fund Revenue Total:		2,834,100.00	489,800.21	2,344,299.79	17.3%
Wastewater Fund Expenditure Total:		2,834,100.00	420,096.72	2,414,003.28	14.8%
Net Total Wastewater Fund:		.00	69,703.49	69,703.49	.00

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
Storm Drain Fund					
Storm Drain Fund					
520-000-40000	Beginning Fund Balance	6,000.00	12,000.00	6,000.00-	200.0%
520-000-42040	Storm Drain Fees	25,000.00	20,900.47	4,099.53	83.6%
520-000-46057	Miscellaneous	200.00	.00	200.00	.00
Total Storm Drain Fund:		31,200.00	32,900.47	1,700.47-	105.5%
Public Works - Storm Drain					
520-440-50010	City Administrator	2,910.00	1,795.65	1,114.35	61.7%
520-440-50016	Utility/Court Clerk	990.00	633.32	356.68	64.0%
520-440-50018	Finance Clerk	566.00	318.89	247.11	56.3%
520-440-50050	Public Works Supervisor	3,088.00	2,090.57	997.43	67.7%
520-440-50052	Utility Worker III	2,445.00	1,644.65	800.35	67.3%
520-440-50054	Utility Worker II	2,102.00	1,290.27	811.73	61.4%
520-440-50058	Utility Worker I	.00	.00	.00	.00
520-440-51010	Employee Health Ins Benefits	4,411.00	2,592.46	1,818.54	58.8%
520-440-51020	Retirement Benefits	3,035.00	1,836.28	1,196.72	60.6%
520-440-51030	Employment Taxes	1,672.00	794.62	877.38	47.5%
520-440-52002	Materials & Supplies	70.00	.00	70.00	.00
520-440-52010	Publications-Legal Notices	.00	.00	.00	.00
520-440-52011	System Maintenance & Repair	1,400.00	.00	1,400.00	.00
520-440-52013	Travel and Training	.00	.00	.00	.00
520-440-52014	Vehicle Fuel & Maintenance	200.00	.00	200.00	.00
520-440-52016	Audit	.00	.00	.00	.00
520-440-52017	City Attorney	.00	.00	.00	.00
520-440-52019	Contract Service	1,929.00	1,000.00	929.00	51.8%
520-440-52020	Engineering Consultant	.00	1,009.00	1,009.00-	.00
520-440-52022	Equipment Maintenance	.00	.00	.00	.00
520-440-52023	Equipment Rental/Lease	200.00	.00	200.00	.00
520-440-52101	Banking Charges	.00	.00	.00	.00
520-440-52102	Dues	.00	.00	.00	.00
520-440-52103	Insurance	.00	929.01	929.01-	.00
520-440-52105	Refunds-Utility Deposit	.00	.00	.00	.00
520-440-52106	Mileage	.00	.00	.00	.00
520-440-52107	Permits	.00	.00	.00	.00
520-440-52108	Postage	.00	.00	.00	.00
520-440-52109	Utilities	.00	.00	.00	.00
520-440-52110	Telephones	.00	.00	.00	.00
520-440-52114	Software Hosting Fees	804.00	518.40	285.60	64.5%
520-440-53002	Equipment Purchase	.00	.00	.00	.00
520-440-55600	Transfer to Reserve Fund	.00	.00	.00	.00
Total Public Works - Storm Drain:		25,822.00	16,455.12	9,366.88	63.7%
Contingency					
520-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
Ending Fund Balance					
520-999-59000	Reserve for Future Expenditure	5,378.00	.00	5,378.00	.00
Total Ending Fund Balance:		5,378.00	.00	5,378.00	.00
Storm Drain Fund Revenue Total:		31,200.00	32,900.47	1,700.47-	105.5%

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
	Storm Drain Fund Expenditure Total:	31,200.00	16,455.12	14,744.88	52.7%
	Net Total Storm Drain Fund:	.00	16,445.35	16,445.35-	.00

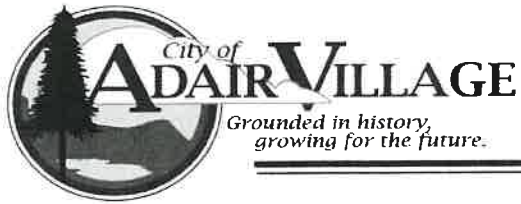
Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
System Development Fund					
System Development Fund					
530-000-40000	Beginning Fund Balance	238,613.00	850,000.00	611,387.00-	356.2%
530-000-42140	SDC Fees	4,373.00	.00	4,373.00	.00
530-000-42141	Park	1,585.00	24,800.00	23,215.00-	1564.7
530-000-42142	Street Imp.	5,480.00	144,125.00	138,645.00-	2630.0
530-000-42143	Water Imp.	30,265.00	180,665.00	150,400.00-	596.9%
530-000-42144	WW Imp.	15,675.00	80,975.00	65,300.00-	516.6%
530-000-42145	Storm Drain Fees	1,855.00	7,625.00	5,770.00-	411.1%
530-000-42243	Water Reimbursement	85.00	.00	85.00	.00
530-000-42244	WW Reimbursement	220.00	.00	220.00	.00
530-000-46030	Fees - Other	.00	.00	.00	.00
530-000-49100	Transfer in from General Fund	38,307.00	38,307.00	.00	100.0%
Total System Development Fund:		336,458.00	1,326,497.00	990,039.00-	394.3%
Department: 100					
530-100-55100	Transfer to General Fund	.00	.00	.00	.00
Total Department: 100:		.00	.00	.00	.00
Parks					
530-300-53003	Capital Outlay	.00	.00	.00	.00
Total Parks:		.00	.00	.00	.00
Streets					
530-410-53003	Capital Outlay	.00	.00	.00	.00
Total Streets:		.00	.00	.00	.00
Water					
530-420-52020	Engineering Consultant	.00	.00	.00	.00
530-420-53003	Capital Outlay	.00	.00	.00	.00
Total Water:		.00	.00	.00	.00
Wastewater					
530-430-53003	Capital Outlay	.00	.00	.00	.00
Total Wastewater:		.00	.00	.00	.00
Storm Drain					
530-440-53003	Capital Outlay	.00	.00	.00	.00
Total Storm Drain:		.00	.00	.00	.00
Contingency					
530-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
Ending Fund Balance					
530-999-59000	Reserve for Future Expenditure	336,458.00	.00	336,458.00	.00

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
	Total Ending Fund Balance:	336,458.00	.00	336,458.00	.00
	System Development Fund Revenue Total:	336,458.00	1,326,497.00	990,039.00-	394.3%
	System Development Fund Expenditure Total:	336,458.00	.00	336,458.00	.00
	Net Total System Development Fund:	.00	1,326,497.00	1,326,497.00-	.00

Account Number	Account Title	2020-21 Current year Budget	2020-21 Current year Actual	2020-21 Budget Remaining	2020-21 Budget Used %
Reserve Fund					
Reserve Fund					
600-000-40000	Beginning Fund Balance	99,496.00	114,496.46	15,000.46-	115.1%
600-000-49100	Transfer from General Fund	5,000.00	5,000.00	.00	100.0%
600-000-49200	Transfer from Street Fund	200.00	200.00	.00	100.0%
600-000-49500	Transfer from Water Fund	3,200.00	3,200.00	.00	100.0%
600-000-49510	Transfer from Wastewater	400.00	400.00	.00	100.0%
600-000-49520	Transfer from Storm Drain Fund	.00	.00	.00	.00
Total Reserve Fund:		108,296.00	123,296.46	15,000.46-	113.9%
Non-departmental					
600-900-55100	Transfer to General Fund	14,996.00	14,996.00	.00	100.0%
600-900-55200	Transfer to Street Fund	.00	.00	.00	.00
600-900-55500	Transfer to Water Fund	.00	.00	.00	.00
600-900-55510	Transfer to Wastewater Fund	.00	.00	.00	.00
600-900-55520	Transfer to Storm Drain Fund	.00	.00	.00	.00
Total Non-departmental:		14,996.00	14,996.00	.00	100.0%
Contingency					
600-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
Ending Fund Balance					
600-999-59000	Reserve for Future Expenditure	93,300.00	.00	93,300.00	.00
Total Ending Fund Balance:		93,300.00	.00	93,300.00	.00
Reserve Fund Revenue Total:		108,296.00	123,296.46	15,000.46-	113.9%
Reserve Fund Expenditure Total:		108,296.00	14,996.00	93,300.00	13.8%
Net Total Reserve Fund:		.00	108,300.46	108,300.46-	.00
Net Grand Totals:		.00	2,782,273.10	2,782,273.10-	.00

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks



STAFF REPORT
Attachment G – Financial Report
 March 2, 2021 Council Meeting

Totals - Income shown for Fiscal Year 2020-2021 is \$4,229,811.89 and Expenses are \$1,447,538.79 which shows a Net Income of \$2,782,273.10 for all funds.

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

Fund	Income	Expenses	% of Budget	Difference
General	857,869.18	406,803.22	53.40%	451,065.96
Streets	129,801.99	36,706.48	22.20%	93,095.51
Water	1,269,646.58	552,481.25	41.30%	717,165.33
Wastewater	489,800.21	420,096.72	14.80%	69,703.49
Storm Drain	32,900.47	16,455.12	52.70%	16,445.35
SDC Fund	1,326,497.00	0.00	0.00%	1,326,497.00
Reserve	123,296.46	14,996.00	13.80%	108,300.46
TOTAL	\$4,229,811.89	\$1,447,538.79		2,782,273.10

We have approximately **\$2,727,337.53** in the Local Government Investment Pool (LGIP). In January we had **\$2,495,673.37**. Last year at this time we had **\$1,544,107.67**.

Adair Village Trails Plan

Project Purpose

The Adair Village Trails Plan will serve as a blueprint for creating an accessible, all-ages and abilities network of paved multiuse paths, walking trails, and separated bike lanes throughout the community. This project will document future trail improvements and help prioritize local investment in Adair Village's multi-modal network of trails.

Background





As Adair Village grows, the need for improved community connectivity, including safe and comfortable bicycle and pedestrian connections, becomes increasingly important. With anticipated development of an expanded downtown and surrounded by outstanding natural resources Adair Village is uniquely positioned as a balanced and livable community. Nevertheless, key gaps in the local network of multiuse paths and walking trails remain as barriers to safety and comfort.

This project is a collaborative effort with a project team including City of Adair Village, Benton County Public Works, Benton County Natural Areas and Parks, and the Corvallis Area Metropolitan Planning Organization (CAMPO). Other key stakeholders, including the Oregon Department of Fish and Wildlife, Oregon State University and Santiam Christian Schools will be consulted during the plan development process.



Emphasis Areas

The Adair Village Trails Plan will propose solutions which prioritize safety and accessibility for bicycle and pedestrian travel within the community and to key amenities adjacent to City limits. Four emphasis areas will serve as the focal point for this project:

 <p>Emphasis Area 1: Identifying safe routes to school</p>	 <p>Emphasis Area 2: Accessibility to parks, future downtown, and other amenities</p>
 <p>Emphasis Area 3: Improved wayfinding including historic Adair Village plaques</p>	 <p>Emphasis Area 4: Opportunities for new bike and pedestrian paths and regional connections</p>

Scope of Work Summary

This project, led by the Corvallis Area Metropolitan Planning Organization (CAMPO), is an outgrowth from the 2017 Adair Village Transportation System Plan (TSP) which provides a long-range vision (through 2040) for the community's transportation system and identifies a number of safety, connectivity and active transportation projects for future development. The Adair Village Trails Plan will draw on that work and provide a definitive vision for a far-reaching multi-modal network which is safe and comfortable for all users. The remainder of this section breaks down the four primary tasks which will lead to the completion of the Adair Village Trails Plan.

Task 1: Existing Conditions Analysis

This task will document the existing conditions in the study area, summarize available data, and provide details about future improvements identified in the Adair Village TSP. In addition, on-site observations will be made to familiarize with the area. Site data and observations will be summarized in an **annotated site map** and **Memo #1: Existing Conditions Summary**.

Task 2: Identify Travel Patterns

Led by CAMPO staff, this task will involve at least one meeting with stakeholders and one meeting with the general public, and all associated duties with organizing and facilitating those meetings. The purpose of these forums is to identify travel patterns as well as issues with connectivity and safety throughout the community with emphasis placed on establishing safe routes to school, improving access to parks and open space and locating opportunities for new bike and pedestrian paths. This task will conclude with the development of **Memo #2: Identified Travel Patterns Summary**.

Task 3: Route Identification

After collecting field observation data as well as stakeholder and public input, CAMPO staff will work with a consultant to create a trails connectivity map featuring a proposed network of shared-use paths and unpaved trails. Accompanying the map will be a prioritized list of future infrastructure improvements which includes projects outlined in the Adair Village TSP. This list will be vetted with stakeholders and then refined as necessary. **Memo #3: Route Identification Summary Memo** will mark the completion of this task incorporating the trails connectivity map and list of prioritized projects.

Task 4: Recommended Improvements and Final Plan

CAMPO staff will prepare a draft version of the Adair Village Trails Plan outlining the project process, input received, recommended improvements and map of future trail system. The Plan will be posted on the city's website for review prior to finalizing. The consultant will review the Plan for accuracy and consistency, and provide example treatments from other projects as needed to illustrate solutions. The consultant will also provide construction details which can be used in construction of shared-use paths in Adair Village.

Deliverables: Draft and Final Adair Village Trails Plan.

Corvallis Area MPO Project Team

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