

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
\*\*\*Tuesday, February 1, 2022 - 6:00pm\*\*\*

- 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 – January 4, 2022 (Attachment A)
  - b. Bills List through – January 31, 2022 (Attachment B) – \$147,874.02
- 3. PUBLIC COMMENT** (Please limit comments to 3 minutes)
- 4. STAFF REPORTS:**
  - a) Sheriff's Report (Attachment C) Pat Hare
  - b) CSO Report (Attachment D) Jerry Jackson
  - c) City Administrator (Attachment E) Pat Hare
  - d) Public Works Report (Attachment F) Pat Hare
  - e) Financial Report (Attachment G) Pat Hare
- 5. OLD BUSINESS:**
  - a) Parks & Perpetuity (Attachment H)  
Action: Discussion/Decision Pat Hare
- 6. NEW BUSINESS:**
  - a) Budget Committee (Attachment I)  
Action: Decision Pat Hare
- 7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**
  - a) Resolution 2020 - 7 Water IFA Loan Resolution (Attachment J, J1)  
Action: Decision Pat Hare  
Pat Hare
- 8. EXECUTIVE SESSION**
  - a) N/A  
Action: n/a
- 9. COUNCIL and MAYOR COMMENTS:**
- 10. ADJOURNMENT:**  
Next meetings -

City Council –Tuesday, March 1, 2022 6:00 PM  
Planning Commission – February 15, 2022 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](mailto: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, January 4, 2022 – 6:00 PM\*\*\*\***

Agenda Item	Action
<p><b>1. Roll Call:</b> City Council Members present: Councilors Officer, Ray, Fuller, 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><b>2. Consent Calendar</b> (Agenda Item 2).</p> <p>Minutes of the December 7, 2021 City Council Meeting. Bills List through December 31, 2021, (\$403,568.23 total).</p>	<p>Councilor Officer moved to approve the Consent Calendar. Councilor Ray seconded. <b>Unanimous Approval (4-0).</b></p>
<p><b>3. Public Comment</b> (Agenda Item 3). None.</p>	
<p><b>4. Attachment C – Sheriff’s Report</b> (Agenda Item 4a).</p>	<p>Council received the report.</p>
<p><b>5. Attachment D- CSO Report</b> (Agenda Item 4b).</p>	<p>Council received the report.</p>
<p><b>6. Attachment E – City Administrator Report</b> (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> <li>• <b>UGB Expansion</b> – We’re working with Dowl to complete the buildable land inventory. While looking at the available lands there is a couple sections within in our UGB I did not know about.</li> <li>• <b>Budget</b> – Debbie and I will be starting to prepare the draft budget for fiscal year 22/23</li> <li>• <b>Tangent</b> – Update</li> <li>• <b>Wastewater</b> – During the heavy rains we had a plug at the</li> </ul>	<p>Council received the report.</p>

<p>wastewater plant that required a Vactor Truck to do some jetting. We got the problem handled and reported to DEQ. With all the snowfall we ad some downed power lines which cut power off to the wastewater plant as well.</p> <ul style="list-style-type: none"> <li>• <b>ODFW/Santiam</b> – We will be holding a meeting with ODFW and the County this month to look at options for a road.</li> </ul> <p>Property/Businesses</p> <ul style="list-style-type: none"> <li>• <b>Parks &amp; Perpetuity</b> – We received no comments back from our draft application so we can now submit the application. We’re hoping to have that in the first two weeks of January.</li> <li>• <b>Sweat Taste</b> – Linda had to close for a week or so do to the weather but she says things are busy and going well.</li> <li>• <b>Store/Restaurant</b> – I have not heard from Paul or his engineer about possible expansion or a gas station.</li> </ul> <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> <li>• <b>Calloway Creek</b> – The final house in phase three is now built, so we will have final inspections on phase three this month.</li> <li>• <b>Water Plant</b> – With the weather we have just been making sure that we’re full of water.</li> <li>• <b>Wastewater Plant</b> – Progress on the head works is moving along some work got delayed during the heavy rains and snow but did not push our project timeline back. Civil West and I are looking for funding for phase two of the project.</li> </ul>	
<p><b>7. Attachment F – Public Works Report</b> (Agenda Item 4d).</p>	<p>Council received the report.</p>
<p><b>8. Attachment G - Financial Report</b> (Agenda Item 4e). CA Hare presented the report. Income shown for Fiscal Year 2020-2021 is \$4,827,894.07 and Expenses are \$979,625.37. The balance in the Local Government Investment Pool is approximately \$3,362,484.53, last year the balance was \$2,486,664.43.</p>	<p>Council received the report.</p>
<p><b>9. Attachment H - Audit</b> - (Agenda Item 5a).</p>	<p>Council discussed the matter.</p>
<p><b>10. Council and Mayor Comments</b> (Agenda Item 9):</p> <ul style="list-style-type: none"> <li>• Mayor Currier – None.</li> <li>• Councilor Officer - None.</li> <li>• Councilor Fuller – None.</li> <li>• Councilor Ray – None.</li> </ul>	

<b>12. Adjournment:</b> Next meeting- Council meeting on Tuesday, February 1, 2022, at 6:00 PM.	<b>Mayor Currier adjourned the meeting at 6:54 p.m.</b>
--	---

\_\_\_\_\_  
Mayor's Approval

\_\_\_\_\_  
Date

<b>Jan 2022 Bills</b>	<b>Date</b>	<b>Amount</b>
	1/4/2022	\$38,695.15
	1/18/2022	\$31,282.48
	1/25/2022	\$77,896.39

**Total** \$147,874.02

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>150 A &amp; B Septic</b>									
54162	1	Work for Tangent	Invoice	01/03/2022	01/30/2022	1,110.00		1,110.00	100-900-52019
Total 54162:						1,110.00	.00	✓ 1,110.00	
54181	1	Work for Tangent	Invoice	01/03/2022	01/03/2022	1,200.00		1,200.00	100-900-52019
Total 54181:						1,200.00	.00	✓ 1,200.00	
54193	1	Work for Tangent	Invoice	01/03/2022	01/30/2022	195.00		195.00	100-900-52019
Total 54193:						195.00	.00	✓ 195.00	
54194	1	Work for Tangent	Invoice	01/03/2022	01/30/2022	360.00		360.00	100-900-52019
Total 54194:						360.00	.00	✓ 360.00	
54228	1	Work for Tangent	Invoice	01/03/2022	01/30/2022	1,110.00		1,110.00	100-900-52019
Total 54228:						1,110.00	.00	✓ 1,110.00	25048
54309	1	Work for Tangent	Invoice	01/03/2022	01/30/2022	95.00		95.00	100-900-52019
Total 54309:						95.00	.00	✓ 95.00	
54310	1	Work for Tangent	Invoice	01/04/2022	01/30/2022	95.00		95.00	100-900-52019
Total 54310:						95.00	.00	✓ 95.00	
54311	1	Work for Tangent	Invoice	01/04/2022	01/30/2022	95.00		95.00	100-900-52019
Total 54311:						95.00	.00	✓ 95.00	
54325	1	Work for Tangent	Invoice	01/04/2022	01/30/2022	360.00		360.00	100-900-52019
Total 54325:						360.00	.00	✓ 360.00	
54347	1	Work for Tangent	Invoice	01/04/2022	01/30/2022	245.00		245.00	100-900-52019
Total 54347:						245.00	.00	✓ 245.00	
54372	1	Work for Tangent	Invoice	01/04/2022	01/30/2022	95.00		95.00	100-900-52019
Total 54372:						95.00	.00	✓ 95.00	
54385	1	Work for Tangent	Invoice	01/04/2022	01/30/2022	245.00		245.00	100-900-52019
Total 54385:						245.00	.00	✓ 245.00	7
54386	1	Work for Tangent	Invoice	01/04/2022	01/30/2022	545.00		545.00	100-900-52019
Total 54386:						545.00	.00	✓ 545.00	
Total 150 A & B Septic:						5,750.00	.00	✓ 5,750.00	25048

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>690 Bank of America</b>									
12232021	1	Staples	Invoice	01/04/2022	01/31/2022	66.72		66.72	100-900-52002
12232021	2	8x8	Invoice	01/04/2022	01/31/2022	228.03		228.03	100-900-52110
12232021	3	Walmart - Alan Rowe's Appreciatio	Invoice	01/04/2022	01/31/2022	366.55		366.55	100-900-52111
12232021	4	Home Depot	Invoice	01/04/2022	01/31/2022	51.73		51.73	100-900-52002
12232021	5	Southpaw's Pizza after hours labor	Invoice	01/04/2022	01/31/2022	36.00		36.00	510-430-52030
12232021	6	Home Depot	Invoice	01/04/2022	01/31/2022	126.35		126.35	500-420-52002
12232021	7	Wilco for Tangent	Invoice	01/04/2022	01/31/2022	3.98		3.98	100-900-52019
12232021	8	Home Depot for Tangent	Invoice	01/04/2022	01/31/2022	239.66		239.66	100-900-52019
12232021	9	7-Eleven	Invoice	01/04/2022	01/31/2022	12.99		12.99	100-900-52002
12232021	10	Home Depot	Invoice	01/04/2022	01/31/2022	17.95		17.95	100-900-52002
12232021	11	Wilco	Invoice	01/04/2022	01/31/2022	3.29		3.29	100-900-52002
Total 12232021:						1,153.25	.00	1,153.25	
Total 690 Bank of America:						1,153.25	.00	✓ 1,153.25	25049
<b>1200 Candice Dinnis</b>									
01042022	1	Property management work	Invoice	01/04/2022	01/30/2022	5,000.00		5,000.00	100-900-52019
Total 01042022:						5,000.00	.00	5,000.00	
Total 1200 Candice Dinnis:						5,000.00	.00	✓ 5,000.00	25050
<b>1410 Century Link</b>									
01042022	1	Phone	Invoice	01/04/2022	01/31/2022	89.76		89.76	500-420-52110
Total 01042022:						89.76	.00	89.76	
Total 1410 Century Link:						89.76	.00	✓ 89.76	25051
<b>7468 Coles Sheet and Metal Fab, Inc.</b>									
886978	1	Repairs around holding pond	Invoice	12/22/2021	01/22/2022	8,105.00		8,105.00	510-430-52011
Total 886978:						8,105.00	.00	✓ 8,105.00	
886979	1	Install door at Hyak Park	Invoice	12/22/2021	01/22/2022	1,065.00		1,065.00	500-420-53500
Total 886979:						1,065.00	.00	✓ 1,065.00	
Total 7468 Coles Sheet and Metal Fab, Inc.:						9,170.00	.00	✓ 9,170.00	25052
<b>1800 Consumers Power Inc.</b>									
01042022	1	1152400	Invoice	01/04/2022	01/15/2022	1,138.00		✓ 1,138.00	200-410-52109
01042022	2	1152406	Invoice	01/04/2022	01/15/2022	192.80		✓ 192.80	100-900-52109
01042022	3	1152409	Invoice	01/04/2022	01/15/2022	30.50		✓ 30.50	100-900-52109
01042022	4	1152410	Invoice	01/04/2022	01/15/2022	76.02		✓ 76.02	510-430-52109
01042022	5	1152411	Invoice	01/04/2022	01/15/2022	58.53		✓ 58.53	500-420-52109
01042022	6	1152412	Invoice	01/04/2022	01/15/2022	817.92		✓ 817.92	510-430-52109
01042022	7	1152413	Invoice	01/04/2022	01/15/2022	125.89		✓ 125.89	510-430-52109
01042022	8	1152414	Invoice	01/04/2022	01/15/2022	30.14		✓ 30.14	500-420-52109
01042022	9	1152415	Invoice	01/04/2022	01/15/2022	30.05		✓ 30.05	100-900-52109
01042022	10	1152401	Invoice	01/04/2022	01/15/2022	30.50		✓ 30.50	100-300-52109
Total 01042022:						2,530.35	.00	2,530.35	✓
25053									

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1800 Consumers Power Inc.:						2,530.35	.00	2,530.35	
<b>2300 Delapoer Kidd Attorneys at Law</b>									
1891	1	General City matters	Invoice	01/03/2022	01/31/2022	525.00		525.00	100-900-52017
Total 1891:						525.00	.00	525.00	
Total 2300 Delapoer Kidd Attorneys at Law:						525.00	.00	✓ 525.00	25054
<b>2520 Edge Analytical, Inc</b>									
21-47633	1	Lab Work	Invoice	12/22/2021	01/22/2022	190.80		190.80	510-430-52104
Total 21-47633:						190.80	.00	✓ 190.80	
21-47634	1	Lab Work for Tangent	Invoice	12/22/2021	01/22/2022	190.80		190.80	100-900-52019
Total 21-47634:						190.80	.00	✓ 190.80	
21-47865	1	Quarterly TOC	Invoice	12/28/2021	01/28/2022	88.20		88.20	500-420-52104
Total 21-47865:						88.20	.00	✓ 88.20	
Total 2520 Edge Analytical, Inc:						469.80	.00	✓ 469.80	25055
<b>3960 Linn-Benton Utilities Coordinating Council</b>									
01/2022	1	annual membership dues	Invoice	01/04/2022	01/04/2022	125.00		125.00	100-900-52102
Total 01/2022:						125.00	.00	125.00	
Total 3960 Linn-Benton Utilities Coordinating Council:						125.00	.00	✓ 125.00	25056
<b>5330 Pape Machinery</b>									
5127305	1	Tractor service	Invoice	12/26/2021	01/26/2022	1,655.16		1,655.16	100-300-52022
Total 5127305:						1,655.16	.00	1,655.16	
Total 5330 Pape Machinery:						1,655.16	.00	✓ 1,655.16	25057
<b>7460 Spartan Environmental Services LLC</b>									
4919	1	Vac Truck w/ 2 man crew	Invoice	01/04/2022	01/31/2022	1,100.00		1,100.00	510-430-52011
Total 4919:						1,100.00	.00	1,100.00	
Total 7460 Spartan Environmental Services LLC:						1,100.00	.00	✓ 1,100.00	25058
<b>7362 US Bank</b>									
2110043016	1	Commercial Loan Repayment	Invoice	01/03/2022	01/05/2022	11,126.83		11,126.83	100-900-52023
Total 2110043016:						11,126.83	.00	✓ 11,126.83	
Total 7362 US Bank:						11,126.83	.00	11,126.83	25059
Total :						38,695.15	.00	38,695.15	
Grand Totals:						38,695.15	.00	38,695.15	



Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52022	1,655.16	.00	1,655.16
100-300-52109	30.50	.00	30.50
100-900-52002	152.68	.00	152.68
100-900-52017	525.00	.00	525.00
100-900-52019	11,184.44	.00	11,184.44
100-900-52023	11,126.83	.00	11,126.83
100-900-52102	125.00	.00	125.00
100-900-52109	253.35	.00	253.35
100-900-52110	228.03	.00	228.03
100-900-52111	366.55	.00	366.55
200-410-52109	1,138.00	.00	1,138.00
500-420-52002	126.35	.00	126.35
500-420-52104	88.20	.00	88.20
500-420-52109	88.67	.00	88.67
500-420-52110	89.76	.00	89.76
500-420-53500	1,065.00	.00	1,065.00
510-430-52011	9,205.00	.00	9,205.00
510-430-52030	36.00	.00	36.00
510-430-52104	190.80	.00	190.80
510-430-52109	1,019.83	.00	1,019.83
<b>Grand Totals:</b>	<b>38,695.15</b>	<b>.00</b>	<b>38,695.15</b>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/21	11,294.96	.00	11,294.96
01/22	27,400.19	.00	27,400.19
<b>Grand Totals:</b>	<b>38,695.15</b>	<b>.00</b>	<b>38,695.15</b>

*[Handwritten signature]*  
1/4/22

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>640 Auto Zone</b>									
2217053792	1	public works	Invoice	01/11/2022	02/11/2022	74.46		74.46	500-420-52014
Total 2217053792:						74.46	.00	74.46	
Total 640 Auto Zone:						74.46	.00	✓ 74.46	25060
<b>830 Benton County Sheriff</b>									
01032022	1	Law Enforcement Services	Invoice	01/03/2022	02/03/2022	8,357.00		8,357.00	100-200-52019
Total 01032022:						8,357.00	.00	8,357.00	
Total 830 Benton County Sheriff:						8,357.00	.00	✓ 8,357.00	25061
<b>1340 Caselle Inc.</b>									
114590	1	Monthly Software Hosting Fees	Invoice	01/01/2022	02/01/2022	583.20		583.20	500-420-52114
114590	2	Monthly Software Hosting Fee	Invoice	01/01/2022	02/01/2022	388.80		388.80	100-900-52114
114590	3	Monthly Software Hosting Fee	Invoice	01/01/2022	02/01/2022	194.40		194.40	510-430-52114
114590	4	Monthly Software Hosting Fee	Invoice	01/01/2022	02/01/2022	64.80		64.80	200-410-52114
114590	5	Monthly Software Hosting Fee	Invoice	01/01/2022	02/01/2022	64.80		64.80	520-440-52114
Total 114590:						1,296.00	.00	1,296.00	
Total 1340 Caselle Inc.:						1,296.00	.00	✓ 1,296.00	25062
<b>1410 Century Link</b>									
12252021	1	Phone	Invoice	01/13/2022	01/14/2022	53.95		53.95	500-420-52110
Total 12252021:						53.95	.00	53.95	
Total 1410 Century Link:						53.95	.00	✓ 53.95	25063
<b>1610 Civil West Engineering Services Inc</b>									
1001.001.017	1	General Services	Invoice	01/01/2022	02/01/2022	678.25		678.25	100-900-52020
Total 1001.001.017:						678.25	.00	✓ 678.25	25064
1001.028.019	1	WWTP Headworks & Trickling Filter	Invoice	01/01/2022	02/01/2022	4,242.00		4,242.00	510-430-52020
Total 1001.028.019:						4,242.00	.00	✓ 4,242.00	
1001.030.012	1	Arnold Ave ODOT SCA Grant	Invoice	01/01/2022	02/02/2022	559.50		559.50	200-410-52020
Total 1001.030.012:						559.50	.00	559.50	
1001.032.005	1	HMGF Waterline Replacement	Invoice	01/01/2022	02/01/2022	1,113.00		1,113.00	500-420-53503
Total 1001.032.005:						1,113.00	.00	✓ 1,113.00	
Total 1610 Civil West Engineering Services Inc:						6,592.75	.00	✓ 6,592.75	25064
<b>7482 Cushman &amp; Wakefield of Washington, Inc.</b>									
21-33001-9003	1	Appraisal Report for Parks in Perpe	Invoice	01/06/2022	02/06/2022	4,574.29		4,574.29	100-900-52019
Total 21-33001-900379:						4,574.29	.00	4,574.29	(Held out)

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 7482 Cushman & Wakefield of Washington, Inc.:						4,574.29	00	4,574.29	
<b>2270 De Lage Landen Financial Services Inc.</b>									
75037700	1	financial services	Invoice	01/11/2022	02/01/2022	131.00		131.00	100-900-52019
Total 75037700:						131.00	.00	131.00	
Total 2270 De Lage Landen Financial Services Inc.:						131.00	.00	✓ 131.00	25065
<b>2520 Edge Analytical, Inc</b>									
21-47866	1	DPB's	Invoice	01/06/2022	02/06/2022	155.70		155.70	500-420-52104
Total 21-47866:						155.70	.00	✓ 155.70	
22-00874	1	monthly coliform	Invoice	01/12/2022	02/12/2022	37.00		✓ 37.00	500-420-52104
Total 22-00874:						37.00	.00	37.00	
22-00875	1	Monthly Coliform	Invoice	01/11/2022	02/11/2022	37.00		✓ 37.00	500-420-52104
Total 22-00875:						37.00	.00	37.00	
Total 2520 Edge Analytical, Inc:						229.70	.00	✓ 229.70	25066
<b>4670 NW Natural</b>									
12292021	1	1407224-3	Invoice	01/07/2022	01/29/2022	72.65		72.65	100-900-52109
Total 12292021:						72.65	.00	72.65	
Total 4670 NW Natural:						72.65	.00	✓ 72.65	25067
<b>4980 Oregon DEQ</b>									
01072022	1	CWSRF Loan Repayment	Invoice	01/07/2022	02/01/2022	11,357.00		11,357.00	510-430-54004
Total 01072022:						11,357.00	.00	11,357.00	
Total 4980 Oregon DEQ:						11,357.00	.00	✓ 11,357.00	25068
<b>5210 OreVac West Inc.</b>									
6743	1	Jet Line From Plant to Lagoon Pon	Invoice	01/03/2022	02/03/2022	945.00		945.00	510-430-52011
Total 6743:						945.00	.00	945.00	
Total 5210 OreVac West Inc.:						945.00	.00	✓ 945.00	25069
<b>5300 Pacific Power/PacificCorp</b>									
01122022	1	02099381-001 7	Invoice	01/12/2022	01/28/2022	1,886.76		1,886.76	500-420-52109
Total 01122022:						1,886.76	.00	1,886.76	
Total 5300 Pacific Power/PacificCorp:						1,886.76	.00	✓ 1,886.76	25070
<b>5780 Republic Services #452</b>									
12312021	1	3-0452+0340655	Invoice	01/11/2022	01/20/2022	114.56		114.56	510-430-52109
Total 12312021:						114.56	.00	✓ 114.56	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
12312021.	1	3-0452-0023479	Invoice	01/11/2022	01/20/2022	36.65		36.65	100-900-52109
Total 12312021.:						36.65	.00	✓ 36.65	
Total 5780 Republic Services #452:						151.21	.00	✓ 151.21	25071
<b>6230 Simply Payroll</b>									
17257	1	Payroll	Invoice	01/07/2022	02/07/2022	135.00		135.00	100-900-52019
Total 17257:						135.00	.00	135.00	
Total 6230 Simply Payroll:						135.00	.00	✓ 135.00	25072
Total :						35,856.77	.00	35,856.77	
Grand Totals:						35,856.77	.00	35,856.77	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-200-52019	8,357.00	.00	8,357.00
100-900-52019	4,840.29	.00	4,840.29
100-900-52020	678.25	.00	678.25
100-900-52109	109.30	.00	109.30
100-900-52114	388.80	.00	388.80
200-410-52020	559.50	.00	559.50
200-410-52114	64.80	.00	64.80
500-420-52014	74.46	.00	74.46
500-420-52104	229.70	.00	229.70
500-420-52109	1,886.76	.00	1,886.76
500-420-52110	53.95	.00	53.95
500-420-52114	583.20	.00	583.20
500-420-53503	1,113.00	.00	1,113.00
510-430-52011	945.00	.00	945.00
510-430-52020	4,242.00	.00	4,242.00
510-430-52109	114.56	.00	114.56
510-430-52114	194.40	.00	194.40
510-430-54004	11,357.00	.00	11,357.00
520-440-52114	64.80	.00	64.80
Grand Totals:	35,856.77	.00	35,856.77

less 35,856.77  
 4,574.29 held out  
 31,282.48  
 1/27/22

1/18/22

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
01/22	35,856.77	.00	35,856.77
Grand Totals:	35,856.77	.00	35,856.77

Summary by General Ledger Posting Period

---

GL Posting Period	Debit	Credit	Net
-------------------	-------	--------	-----

---

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>890 Best Pots Inc</b>									
A-456769	1	Rented Unit	Invoice	01/19/2022	01/29/2022	102.22		102.22	500-420-52019
Total A-456769:						102.22	.00	102.22	
Total 890 Best Pots Inc:						102.22	.00	102.22	
<b>1410 Century Link</b>									
01112022	1	Phone	Invoice	01/20/2022	01/30/2022	100.12		100.12	510-430-52110
Total 01112022:						100.12	.00	100.12	
01162022	1	Phone	Invoice	01/16/2022	02/16/2022	88.78		88.78	500-420-52110
Total 01162022:						88.78	.00	88.78	
Total 1410 Century Link:						188.90	.00	188.90	
<b>1520 CIS TRUST</b>									
FEBRUARY 20	1	Employee Health Ins	Invoice	01/15/2022	02/10/2022	961.19		961.19	100-100-51010
FEBRUARY 20	2	Employee Health Ins	Invoice	01/15/2022	02/10/2022	60.07		60.07	100-200-51010
FEBRUARY 20	3	Employee Health Ins	Invoice	01/15/2022	02/10/2022	360.44		360.44	100-300-51010
FEBRUARY 20	4	Employee Health Ins	Invoice	01/15/2022	02/10/2022	300.37		300.37	200-410-51010
FEBRUARY 20	5	Employee Health Ins	Invoice	01/15/2022	02/10/2022	2,883.56		2,883.56	500-420-51010
FEBRUARY 20	6	Employee Health Ins	Invoice	01/15/2022	02/10/2022	1,201.48		1,201.48	510-430-51010
FEBRUARY 20	7	Employee Health Insurance	Invoice	01/15/2022	02/10/2022	240.30		240.30	520-440-51010
Total FEBRUARY 2022 FINAL INVOICE:						6,007.41	.00	6,007.41	
Total 1520 CIS TRUST:						6,007.41	.00	6,007.41	
<b>1800 Consumers Power inc.</b>									
01102022	1	1152418	Invoice	01/10/2022	02/01/2022	161.33		161.33	510-430-52109
Total 01102022:						161.33	.00	161.33	
01252022	1	1152400	Invoice	01/25/2022	02/15/2022	1,146.00		1,146.00	200-410-52109
01252022	2	1152401	Invoice	01/25/2022	02/15/2022	30.50		30.50	100-300-52109
01252022	3	1152406	Invoice	01/25/2022	02/15/2022	230.71		230.71	100-900-52109
01252022	4	1152409	Invoice	01/25/2022	02/15/2022	30.50		30.50	100-900-52109
01252022	5	1152410	Invoice	01/25/2022	02/15/2022	100.01		100.01	510-430-52109
01252022	6	1152411	Invoice	01/25/2022	02/15/2022	57.93		57.93	500-420-52109
01252022	7	1152412	Invoice	01/25/2022	02/15/2022	1,197.30		1,197.30	510-430-52109
01252022	8	1152413	Invoice	01/25/2022	02/15/2022	276.48		276.48	510-430-52109
01252022	9	1152414	Invoice	01/25/2022	02/15/2022	30.14		30.14	500-420-52109
01252022	10	1152415	Invoice	01/25/2022	02/15/2022	30.05		30.05	100-900-52109
Total 01252022:						3,129.62	.00	3,129.62	
Total 1800 Consumers Power Inc.:						3,290.95	.00	3,290.95	
<b>7482 Cushman &amp; Wakefield of Washington, Inc.</b>									
21-33001-9003	1	Appraisal Report for Parks in Perpe	Invoice	01/06/2022	02/06/2022	4,574.29		4,574.29	100-900-52019
Total 21-33001-900379:						4,574.29	.00	4,574.29	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 7482 Cushman & Wakefield of Washington, Inc.:						4,574.29	.00	4,574.29	
<b>2520 Edge Analytical, Inc</b>									
22-01306	1	Work for Tangent	Invoice	01/13/2022	02/13/2022	222.30		222.30	100-900-52019
Total 22-01306:						222.30	.00	222.30	
22-01519	1	Waste Water	Invoice	01/20/2022	02/20/2022	222.30		222.30	510-430-52104
Total 22-01519:						222.30	.00	222.30	
Total 2520 Edge Analytical, Inc.:						444.60	.00	444.60	
<b>5270 Pacific Excavation, Inc.</b>									
2138	1	Arnold Avenue Sidewalk Improvem	Invoice	01/07/2022	02/07/2022	60,255.42		60,255.42	200-410-52019
Total 2138:						60,255.42	.00	60,255.42	
Total 5270 Pacific Excavation, Inc.:						60,255.42	.00	60,255.42	
<b>5810 RG Smith Electric &amp; Plumbing Inc</b>									
22096	1	WTP	Invoice	01/17/2022	02/17/2022	544.50		544.50	510-430-52011
Total 22096:						544.50	.00	544.50	
Total 5810 RG Smith Electric & Plumbing Inc:						544.50	.00	544.50	
<b>6090 Security Alarm Corp.</b>									
1119037	1	Repair	Invoice	01/16/2022	02/16/2022	591.38		591.38	100-900-52015
Total 1119037:						591.38	.00	591.38	
1124476	1	Repair	Invoice	01/14/2022	02/14/2022	256.01		256.01	100-900-52015
Total 1124476:						256.01	.00	256.01	
Total 6090 Security Alarm Corp.:						847.39	.00	847.39	
<b>6290 Smith-Wagar Brucker Consulting, LLC</b>									
D1160	1	Financial Consulting	Invoice	01/20/2022	02/20/2022	1,250.00		1,250.00	100-900-52019
Total D1160:						1,250.00	.00	1,250.00	
Total 6290 Smith-Wagar Brucker Consulting, LLC:						1,250.00	.00	1,250.00	
<b>7274 US Bank Equipment Finance</b>									
462191669	1	Equipment Finance	Invoice	01/20/2022	01/31/2022	131.00		131.00	100-900-52023
Total 462191669:						131.00	.00	131.00	
Total 7274 US Bank Equipment Finance:						131.00	.00	131.00	
<b>7130 Verizon</b>									
9896644963	1	Phone	Invoice	01/06/2022	01/29/2022	64.21		64.21	100-900-52110
9896644963	2	Phone	Invoice	01/06/2022	01/29/2022	97.75		97.75	510-430-52110
9896644963	3	Phone	Invoice	01/06/2022	01/29/2022	97.75		97.75	500-420-52110

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 9896644963:						259.71	.00	259.71	
Total 7130 Verizon:						259.71	.00	259.71	
Total :						77,896.39	.00	77,896.39	
Grand Totals:						77,896.39	.00	77,896.39	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	961.19	.00	961.19
100-200-51010	60.07	.00	60.07
100-300-51010	360.44	.00	360.44
100-300-52109	30.50	.00	30.50
100-900-52015	847.39	.00	847.39
100-900-52019	6,046.59	.00	6,046.59
100-900-52023	131.00	.00	131.00
100-900-52109	291.26	.00	291.26
100-900-52110	64.21	.00	64.21
200-410-51010	300.37	.00	300.37
200-410-52019	60,255.42	.00	60,255.42
200-410-52109	1,146.00	.00	1,146.00
500-420-51010	2,883.56	.00	2,883.56
500-420-52019	102.22	.00	102.22
500-420-52109	88.07	.00	88.07
500-420-52110	186.53	.00	186.53
510-430-51010	1,201.48	.00	1,201.48
510-430-52011	544.50	.00	544.50
510-430-52104	222.30	.00	222.30
510-430-52109	1,735.12	.00	1,735.12
510-430-52110	197.87	.00	197.87
520-440-51010	240.30	.00	240.30
Grand Totals:	77,896.39	.00	77,896.39

*[Handwritten Signature]*  
1/25/22

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
01/22	77,896.39	.00	77,896.39
Grand Totals:	77,896.39	.00	77,896.39



**ADAIR VILLAGE PATROL**  
Dec 25, 2021 - Jan 24, 2022

**Benton County Sheriff's Office - Adair Patrol Activity Log**

Date/Time	Call #	Total Time	Deputy	shift	Con- tacts		Traffic		Arrests		Notes	
					Warm	Cite	Warn	Cite	Cite	Cust		
<b>Patrol</b>												
122521 01:31:29	2021235378	2:08:18	W445	grave							NO ACTIVITY.	
122521 09:44:42	2021235479	0:24:55	W438	day							PATROLLED CITY STREETS, PARKS AND SCHOOLS	
122521 22:39:07	2021235733	1:35:26	W444	swing			1				1 citation for speed	
122721 04:20:20	2021236312	0:43:40	W430	day	1						Patrolled city streets, Adair Frontage, Aerodrome, Santiam Christian School, and ODFW Building. No traffic stops. 1 citizen contact (Kristina Birks; 6247 William R. Carr). No warnings and no citations.	
122721 14:30:01	2021236578	1:17:52	W492	swing	1						Patrolled city streets, Adair Park, Aerodrome, Adair Frontage RD, Santiam Christian School, ODFW Building, and Highway 99. No	
122821 04:12:01	2021236841	0:33:27	W430	day							Patrolled the park and city streets.	
122821 14:07:42	2021237049	1:02:25	W426	day							0 stops@0 contacts@patrolled village streets and parks	
122821 18:11:06	2021237165	1:09:22	W414	swing							PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/CALLOWAY CREEK HOMES UNDER CONSTRUCTION. NO ACTIVITY.	
122821 22:39:49	2021237298	2:07:19	W445	grave							Patrolled city streets, Adair County Park, City Hall, Santiam Christian, Aerodrome. Very slow tonight, seen 3 cars driving, no violations.	
122821 22:41:36	2021237299	1:13:07	W437	swing							NO ACTIVITY.	
123021 00:18:20	2021237866	0:18:48	W414	swing							NO ACTIVITY.	
010122 00:27:38	2022000033	1:14:23	W445	grave							PATROLLED CITY STREETS/BUSINESSES/SCHOOL/CALLOWAY CREEK CONSTRUCTION. NO ACTIVITY.@	
010122 23:40:21	2022000570	1:04:29	W430	day	1	1					Patrolled city streets, Santiam Christian School, Adair Park and Aerodrome, ODFW Building, Adair Frontage RD, and Highway 99. One traffic stop (warning) and one citizen contact (no action needed).	
010222 11:24:33	2022000726	0:30:28	W438	day							patrolled city streets, parks & schools. observed evidence of vehicles driving through the grass in the park. look old but obvious damage to the fields in multiple areas.	
010222 14:51:09	2022000846	0:58:30	W425	day		2					DROVE STREETS/ROADS/PARKS. TWO TRAFFIC STOPS - TWO WARNINGS. NO CRIMINAL ACTIVITY OBSERVED. NFL.	
010222 17:36:02	2022000935	0:57:07	W444	swing							NO ACTIVITY.	
010322 19:41:31	2022001675	0:27:46	W492	swing							NO ACTIVITY.	
010422 21:57:09	2022002307	0:01:42	W437	swing							No stops, or cites.@ ATL for vehicle, UTL.@	
010522 02:13:47	2022002403	3:09:47	W443	day							NO ACTIVITY.	
010522 03:22:06	2022002421	2:15:48	W445	grave							NO ACTIVITY.	
010622 19:44:45	2022003492	1:15:13	W414	swing		1					Patrolled streets and parks and countryside@1 Stop@0 Citations	
010722 04:24:40	2022003631	2:07:59	W445	swing							PATROLLED CITY STREETS/SCHOOL/BUSINESSES/CALLOWAY CREEK HOMES UNDER CONSTRUCTION/HIGHWAY 99W. NO ACTIVITY/HEAVY WIND AND RAIN.	
010722 21:33:29	2022004172	2:10:04	W444	grave		1					1 stop-warning for speed	
010822 04:00:18	2022004301	1:42:08	W430	swing							Patrolled city streets, ODFW Building, Adair Park and Aerodrome, Santiam Christian School, Adair Frontage RD, and HWY 99. Three traffic stops (2 warnings and 1 citation).	
010922 20:29:36	2022005340	0:43:04	W437	day	2	1					No stops, cites or calls for service.@ Approved reports, worked on computer.@ drove city streets and new development.@ citizen contacts.@	
010922 22:48:04	2022005399	1:31:18	W434	swing	3						Patrolled neighborhoods, parks, school and businesses	
011022 11:37:14	2022005675	1:01:07	W426	grave							NO ACTIVITY.	
011022 11:38:05	2022005677	0:46:10	W425	day							SERVED CIVIL EVICTION W/FRICKE. HANDLED 911 HANG-UP CALL FOR SERVICE. DROVE STREETS/ROADS/PARKS. NO CRIMINAL ACTIVITY OBSERVED. NFL.	
011022 20:19:13	2022005987	2:06:26	W437	swing							Patrolled Adair Park, and city streets. No stops or contacts.@	

**ADAIR VILLAGE PATROL**  
Dec 25, 2021 - Jan 24, 2022

011022 23:00:57	2022006060	0:48:48	W416	swing						PATROLLED ADAIR COUNTY PARK, SCHOOL, BUSINESSES, NEW SUBDIVISION. NO STOPS OR CONTACTS.
011122 00:13:21	2022006085	1:28:48	W421	grave						no contacts/ calls
011122 07:56:00	2022006175	0:11:31	W423	day						Sanitiam School zone. No activity.
011122 08:46:30	2022006196	1:05:35	W423	day						Extra patrol, streets, school, park. No violations observed.
011122 17:21:23	2022006551	3:58:17	W414	swing	2					0 Stops 2 Contacts 2 Patrolled streets and parks
011222 00:51:44	2022006744	1:30:34	W421	grave						0 stops, 0 calls.
011222 03:32:21	2022006774	2:36:00	W445							PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES. CHECKED ON A HOME UNDER CONSTRUCTION AT CALLOWAY CREEK. ALSO CONDUCTED FOLLOW UP ON HARDISON'S HIT AND RUN CASE 22-00100 AS A RESULT OF A CITIZEN CONTACT ON HIGHWAY 99 NEAR MILEPOST 78.
011222 16:51:13	2022007233	1:05:50	W437	grave						Approved reports, worked on computer, patrolled Adair Park, Aerodrome, city streets. No stops or contacts.
011222 19:48:48	2022007320	1:47:33	W416	swing						UAS TRAINING W/ K9 AT ADAIR PARK.
011422 00:16:12	2022008043	2:09:07	W434	swing						Patrolled streets, neighborhoods, school, parks and businesses. Stopped car going 79 mph/ driver was suicidal and transported to the hospital for help.
011422 17:46:18	2022008544	1:16:50	W418	grave						I checked the city park, school, new housing development off Ryals, and did not locate any suspicious or criminal activity.
011422 23:19:09	2022008688	0:58:40	W430	swing						Patrolled city streets, Adair Park, Aerodrome, ODFW Building, Adair Frontage RD, and Highway 99. No traffic stops and no citizen contacts.
011522 00:44:40	2022008744	1:48:49	W428	day						Patrolled highway, neighborhoods, and park.
011522 03:32:00	2022008795	2:14:24	W434	grave						Patrolled neighborhoods, business, school and parks
011522 03:32:35	2022008796	2:42:39	W445	grave						Patrolled city streets/Highway 99W/businesses/school/Calloway Creek construction. Heavy fog/minimal traffic. No activity.
011522 17:40:34	2022009145	1:08:15	W418	swing						NO ACTIVITY.
011522 19:29:04	2022009187	1:19:23	W444	swing	1					1 contact-parking vio
011622 21:03:01	2022009787	1:26:14	W437	swing	1					1 stop/warn for headlight and tail light out. No other activity stops or contacts. patrolled city streets, worked on approving reports.
011622 23:36:46	2022009848	2:32:17	W421	grave						NO ACTIVITY.
011722 17:46:54	2022010225	0:43:45	W437	swing	1					Cite: DWS Violation, Driving Uninsured, Fail to register vehicle. Warn: Fail to surrender DL, illegal lighting equipment.
011722 23:47:04	2022010390	1:11:15	W416	swing						Patrolled school, park, businesses, local neighborhoods. No activity.
011822 22:55:35	2022010008	1:02:14	W414	swing	1					Patrolled city streets and parks 1 vehicle stop
011922 08:55:29	2022011151	1:46:21	W437	swing	2	1				approved reports, patrolled city, park. warn for lighting violation. cite for seatbelt, warned for fail to carry DL, insurance, registration.
011922 19:39:46	2022011513	1:05:57	W414	swing	1					patrolled city streets and parks 1 stop 1 citation.
012022 03:30:54	2022011625	3:03:39	W445	grave	1					Patrolled city streets/businesses/school/park/Calloway Creek development/Highway 99W. One vehicle stop/one warning given for speeding.
012022 07:59:37	2022011688	3:00:17	W437	swing	1					School zone patrol SC. Patrolled moving and stationary radar. Patrolled Adair Park. 1 stop/warning speed in school zone.
012122 21:09:03	2022012742	3:32:20	W445	grave	2	3				HARDISON HAS PC FOR RED HONDA FOR PASSING IN NO PASSING ZONE. Five traffic stops/three citations issued.
012222 18:27:17	2022013288	1:01:26	W418	swing	2					NO ACTIVITY.
012322 01:50:59	2022013510	1:00:20	W434	grave	2					Patrolled neighborhoods, parks, school. Contacted two people star gazing in Adair Park.
012322 05:06:56	2022013555	4:40:34	W430	day			1			Patrolled city streets, Adair Park and Aerodrome, ODFW Building, Adair Frontage RD, and HWY 99. 1 traffic stop (arrest for DUI).
012322 17:55:52	2022013867	1:16:53	W444	swing	3					3 warned for violating adair park rules.
012322 20:04:18	2022013904	2:21:00	W437	swing						Very foggy. Approved reports while working stationary patrol.
012422 00:19:37	2022014004	2:00:13	W421	grave						0 activity





**CODE  
COMPLIANCE**

**Willamette Valley Processors, LLC**

12/1/21 through 1/31/21

End of Month - January

CSO

Citizen Complaint 1 Self-Initiated 1 Total: 2

A21-307	12/30/21 12:30	Patrol City/Office			
A21-308	12/31/21 13:38	Patrol City			
A22-001	1/3/22 12:39	Patrol City			
A22-002	1/3/22 12:50	Illegal Parking - Parked on the lawn		6045 William R Carr, Unit 2	Letter to Property Management
A22-003	1/4/22 11:00	Patrol City/Office			
A22-004	1/4/22 12:30	Illegal Parking - Parked Trailer on street			Ordinance Development
A22-005	1/5/22 10:34	Patrol City		5158 Willamette Ave	Verbal Warning
A22-006	1/6/22 10:58	Patrol City/Office			
A22-007	1/9/21 16:05	Patrol City			
A22-008	1/10/22 10:40	Patrol City			

A22-009	1/11/22 13:35	Patrol City				
A22-010	1/12/22 12:25	Patrol City/Office				
A22-011	1/12/22 12:38	Dog at large				
A22-012	1/14/22 14:20	Patrol City/Office			5221 NE Laurel	Poop complaint
A22-013	1/17/22 12:05	Patrol City				
A22-014	1/17/22 12:12	Illegal Sign placement			Berg & Sarah	Removed
A22-015	1/18/22 12:20	Patrol City/Office				
A22-016	1/18/22 12:56	Picked up traffic control sign			Willamette & Laurel	Took to office
A22-017	1/18/22 13:09	Illegal Sign placement			Cheryl & Sarah	Removed
A22-018	1/18/22 13:12	Illegal Sign placement			Cheryl & Emily	Removed
A22-019	1/18/22 13:16	Illegal Sign placement			Mailbox on Sarah	Removed
A22-020	1/18/22 13:19	Illegal Sign placement			Berg & Sarah	
A22-021	1/18/22 13:24	Illegal Sign placement			Berg & Winslow	
A22-022	1/18/22 1:26	Illegal Sign placement			Mailbox on Berg	
A22-023	1/19/22 17:40	Emergency Class Prep/ Patrol				
A22-024	1/20/22 12:31	Patrol City/Office				
A22-025	1/20/22 12:34	Illegal Parking			Box Elder	Warning 0555
A22-026	1/21/22 12:45	Patrol City/Office				
A22-027	1/24/22 13:10	Patrol City				
A22-028	1/24/22 13:12	Basketball Hoop in street			Final Warning 0556	8821 Cori Ct

A22-029	1/24/22 13:14	Utility trailer park in street		Warning 0557	8811 Cori Ct
A22-030	1/24/22 13:20	Illegal Parking	452JVC Black Chevy S10	Warning 0558	8811 Cori Ct
A22-031	1/26/23 13:39	Patrol City			
A22-032	1/26/22 13:45	Rock dumped on sidewalk and Street		7254 Dot St	Verbal Warning

Illegal dumping in the street 1

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 4

Grass/Vegetation Warnings 0

Citizen Assist Total 0

Trash Container 0

Solid Waste/Littering 0

Vacation/Citizen Assist 0

**City Assist:**

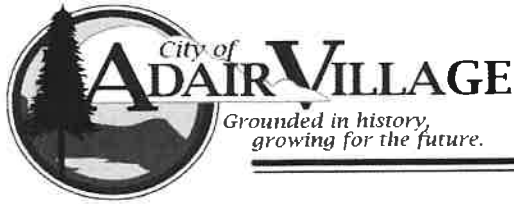
- Emergency Management – University of Utah online training for CERT
- Daily Patrol
- Working with CERT Team/Emergency Management
- Training – Karla is teaching CPR/First Aid/AED
- Monthly CERT Training
- Working on update to Nuisance Ordinance

Basketball Hoop Violations: 1

Animal at large 1

Livestock/Dog Violations 0

Illegal sign placement 6



## **CITY ADMINISTRATOR'S REPORT**

### **February 1, 2022 Council Meeting**

#### **Administration**

- **UGB Expansion** – Dowl engineering and I are working on reducing the available lands within our UGB that is classified as buildable.
- **Budget** – A few things I will be looking at in the budget this year will include money for developing an urban renewal district, in conjunction with an architectural rendering of the downtown. We will also look at another water plant project to update the electrical.
- **Tangent** – Update
- **ODFW/Santiam** – Update

#### **Property/Businesses**

- **AVIS** – Kennedy Jenks has been out finishing the rest of the sampling for DEQ and is hoping to have their report in this spring.
- **Barracks** – The community center needs a few more things to complete it so I will bring that forward in the budget and we need to be thinking about the interpretive center.
- **Store/Restaurant** – Paul is still working with his engineer and Architect to come back to the City. They have been surveying and developing design.

#### **Major Projects/Engineering**

- **Calloway Creek** – DSL has responded o the wetlands study for phase four. Hopefully we will get the delineation done and can move forward this spring.
- **Hospital Hill Waterline**– The construction company has been locating the water line and preparing for construction this spring.
- **Wastewater Plant** – Construction of the headworks is moving forward but we will not be able to complete phase one until the fall because of equipment back orders. The generator we need is more than six months out.



PUBLIC WORKS  
OPERATIONS AND MAINTENANCE REPORT  
PERIOD: 12/20/2021 to 1/20/2022

**WATER USE / DISTRIBUTION REPORT**

**WATER USE REPORT**

Water Produced: 4,056,127 million Gallons

Average Usage per Day 140k

**WATER DISTRIBUTION REPORT**

Maintenance Activity: Staff replaced several broken water meter boxes. No leaks were found this month.

Collected quarterly; 1<sup>st</sup> qt samples to be taken in February.

**WASTEWATER TREATMENT REPORT**

Flows into the WWTP were at very high levels. Heavy rains did overwhelm the CCB chamber, but staff did a good job keeping up with the flows and keeping the plant running.

Total Monthly Influent: 8.6 million Gallons

**STORM WATER COLLECTION SYSTEM REPORT**

Maintenance Activity: Storm drains remain clear, and Jeremy and Morgan sweep all drains daily to insure proper flow.



## **STREETS MAINTENANCE REPORT**

Maintenance Activity: Streets are in good shape.

## **CITY HALL / PARKS AND WETLANDS**

Maintenance Activity: All city property and parks are inspected daily. Staff empty garbage cans as needed and pick up any limbs and leaves as well.

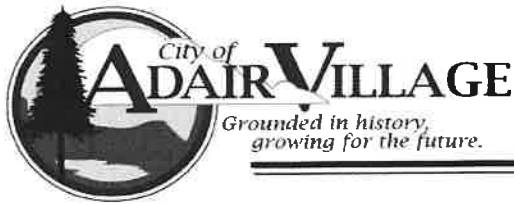
## **WATER TREATMENT PLANT**

Maintenance Activity: The water plant is running at 3 days a week with an average of 25 hours per week. Staff fixed a leak at the plant and repaired a damaged discharge pipe.

## **WASTEWATER TREATMENT PLANT**

Maintenance Activity: The wastewater treatment plant is running well. Flows have come down some and staff continues to monitor and test daily.

Completed by Matt Lydon, Public Works Supervisor



**STAFF REPORT**  
**Attachment G – Financial Report**  
 February 1, 2022 Council Meeting

Totals - Income shown for Fiscal Year 2020-2021 is \$5,072,514.11 and Expenses are \$1,363,939.39 which shows a Net Income of \$3,708,574.72 for all funds.

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

<b>Fund</b>	<b>Income</b>	<b>Expenses</b>	<b>% of Budget</b>	<b>Difference</b>
General	1,041,544.32	222,948.72	22.20%	818,595.60
Streets	237,170.60	104,212.29	38.50%	132,958.31
Water	989,672.08	706,085.30	32.70%	283,586.78
Wastewater	642,532.19	301,958.64	10.30%	340,573.55
Storm Drain	42,342.92	28,734.44	55.00%	13,608.48
SDC Fund	2,010,952.00	0.00	0.00%	2,010,952.00
Reserve	108,300.00	0.00	0.00%	108,300.00
<b>TOTAL</b>	<b>\$5,072,514.11</b>	<b>\$1,363,939.39</b>		<b>3,708,574.72</b>

We have approximately **\$3,408,307.82** in the Local Government Investment Pool (LGIP). In December we had **\$3,362,484.53**. Last year at this time we had **\$2,508,997.68**. We also currently have approximately **\$259,866.63** in Citizens Bank.

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	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>General Fund</b>					
<b>General Fund</b>					
100-000-40000	Beginning Fund Balance	400,000.00	550,512.00	150,512.00-	137.6%
100-000-40001	Property Taxes - Current	185,000.00	211,293.40	26,293.40-	114.2%
100-000-40002	Property Taxes - Prior Year	500.00	.00	500.00	.00
100-000-41010	Revenue Sharing	10,500.00	7,331.44	3,168.56	69.8%
100-000-41020	Cigarette Taxes	1,000.00	616.67	383.33	61.7%
100-000-41030	Liquor Taxes	22,400.00	13,887.67	8,512.33	62.0%
100-000-41100	Tangent Contract	119,100.00	93,793.66	25,306.34	78.8%
100-000-41200	Transient Lodging Tax	500.00	.00	500.00	.00
100-000-42001	Planning Fees	10,000.00	1,285.00-	11,285.00	-12.9%
100-000-42050	Fees - Other	.00	255.00	255.00-	.00
100-000-42060	SDC Administrative Fees	15,000.00	.00	15,000.00	.00
100-000-43001	Utility Franchise Fees	60,000.00	24,911.62	35,088.38	41.5%
100-000-46020	Residential Rent Revenue	22,800.00	21,477.20	1,322.80	94.2%
100-000-46021	Property Lease or Rent	78,000.00	8,724.54	69,275.46	11.2%
100-000-46023	Building Lease	32,000.00	3,207.41	28,792.59	10.0%
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	1,061.00	861.00-	530.5%
100-000-46057	Miscellaneous	4,000.00	70.00	3,930.00	1.8%
100-000-47300	Parks Grant	.00	.00	.00	.00
100-000-47900	COVID-19 Reimbursements	.00	97,064.22	97,064.22-	.00
100-000-48000	Interest	12,000.00	8,623.49	3,376.51	71.9%
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	10,000.00	.00	10,000.00	.00
<b>Total General Fund:</b>		<b>1,003,520.00</b>	<b>1,041,544.32</b>	<b>38,024.32-</b>	<b>103.8%</b>
<b>City Administration</b>					
100-100-50010	City Administrator	64,020.00	32,625.12	31,394.88	51.0%
100-100-50016	Utility/Court Clerk	8,417.00	4,272.59	4,144.41	50.8%
100-100-50018	Finance Clerk	3,607.00	1,853.11	1,753.89	51.4%
100-100-51010	Employee Health Ins Benefits	17,395.00	8,487.14	8,907.86	48.8%
100-100-51020	Retirement Benefits	20,654.00	11,296.51	9,357.49	54.7%
100-100-51030	Employment Taxes	10,509.00	3,330.30	7,178.70	31.7%
100-100-52002	Materials & Supplies	200.00	.00	200.00	.00
100-100-52010	Miscellaneous	250.00	417.00	167.00-	166.8%
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
100-100-52017	City Attorney	15,000.00	.00	15,000.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
100-100-52018	Planning Consultant	30,000.00	00	30,000.00	.00
100-100-52019	Contract Service	27,000.00	12,000.00	15,000.00	44.4%
100-100-52020	Development Engineering	30,000.00	00	30,000.00	.00
100-100-52030	Miscellaneous	.00	00	.00	.00
100-100-52101	Banking Charges	.00	.00	.00	.00
100-100-52102	Dues	.00	15.00	15.00-	.00
100-100-52103	Insurance	.00	301.24	301.24-	.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
<b>Total City Administration:</b>		<b>229,802.00</b>	<b>74,598.01</b>	<b>155,203.99</b>	<b>32.5%</b>
<b>Public Safety</b>					
100-200-50010	City Administrator	5,820.00	2,965.92	2,854.08	51.0%
100-200-51010	Employee Health Ins Benefits	1,198.00	555.71	642.29	46.4%
100-200-51020	Retirement Benefits	1,581.00	876.71	704.29	55.5%
100-200-51030	Employment Taxes	804.00	302.77	501.23	37.7%
100-200-52019	Contract Service	36,000.00	9,373.55	26,626.45	26.0%
100-200-52103	Insurance	.00	20.71	20.71-	.00
<b>Total Public Safety:</b>		<b>45,403.00</b>	<b>14,095.37</b>	<b>31,307.63</b>	<b>31.0%</b>
<b>Parks and Recreation</b>					
100-300-50025	Summer Program Coordinator	14,403.00	.00	14,403.00	.00
100-300-50054	Utility Worker II	14,001.00	9,149.64	4,851.36	65.3%
100-300-50058	Utility Worker I	.00	.00	.00	.00
100-300-51010	Employee Health Ins Benefits	7,135.00	3,180.01	3,954.99	44.6%
100-300-51020	Retirement Benefits	3,803.00	3,937.50	134.50-	103.5%
100-300-51030	Employment Taxes	1,935.00	605.50	1,329.50	31.3%
100-300-52002	Materials & Supplies	500.00	75.14	424.86	15.0%
100-300-52011	System Maintenance & Repair	.00	.00	.00	.00
100-300-52012	Maintenance - Bldg & Parks	1,000.00	228.99	771.01	22.9%
100-300-52013	Travel and Training	500.00	.00	500.00	.00
100-300-52014	Vehicle Fuel & Maintenance	1,250.00	.00	1,250.00	.00
100-300-52019	Contract Service	800.00	.00	800.00	.00
100-300-52022	Equipment Maintenance	200.00	3,429.81	3,229.81-	1714.9
100-300-52023	Equipment Rental/Lease	100.00	.00	100.00	.00
100-300-52025	Small Equipment Purchase	200.00	.00	200.00	.00
100-300-52026	Non-capital Improvements	1,500.00	.00	1,500.00	.00
100-300-52030	Miscellaneous	500.00	.00	500.00	.00
100-300-52103	Insurance	1,400.00	1,280.63	119.37	91.5%
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	137.29	612.71	18.3%
100-300-52111	Parks-Events	2,000.00	2,514.17	514.17-	125.7%
100-300-52112	Parks - Youth Activities	6,000.00	.00	6,000.00	.00
100-300-53001	Improvements - Bldg & Parks	.00	.00	.00	.00
100-300-53002	Equipment Purchase	.00	.00	.00	.00
100-300-55600	Transfer to Reserve Fund	5,000.00	.00	5,000.00	.00
<b>Total Parks and Recreation:</b>		<b>63,152.00</b>	<b>24,538.68</b>	<b>38,613.32</b>	<b>38.9%</b>
<b>Non-departmental</b>					
100-900-51030	Employment Taxes	.00	.00	.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
100-900-52002	Materials & Supplies	3,500.00	5,310.36	1,810.36-	151.7%
100-900-52010	Legal Notices	1,500.00	.00	1,500.00	.00
100-900-52012	Maintenance - Bldg & Parks	9,000.00	5,880.61	3,119.39	65.3%
100-900-52013	Travel and Training	.00	.00	.00	.00
100-900-52014	Vehicle Fuel & Maintenance	200.00	.00	200.00	.00
100-900-52015	Security Alarm	.00	.00	.00	.00
100-900-52016	Audit	5,700.00	1,390.00	4,310.00	24.4%
100-900-52017	City Attorney	.00	3,325.00	3,325.00-	.00
100-900-52019	Contract Service	30,000.00	43,015.36	13,015.36-	143.4%
100-900-52020	Engineering Consultant	.00	6,963.75	6,963.75-	.00
100-900-52021	Transit	20,000.00	.00	20,000.00	.00
100-900-52022	Equipment Maintenance	4,500.00	897.73	3,602.27	19.9%
100-900-52023	Equipment Rental/Lease	500.00	913.40	413.40-	182.7%
100-900-52024	Security Alarm	800.00	.00	800.00	.00
100-900-52025	Small Equipment Purchase	1,200.00	248.99	951.01	20.7%
100-900-52026	Non-capital Improvements	.00	.00	.00	.00
100-900-52030	Miscellaneous	2,500.00	452.53	2,047.47	18.1%
100-900-52031	CERT Expenditures	.00	160.47	160.47-	.00
100-900-52101	Banking Charges	750.00	91.00	659.00	12.1%
100-900-52102	Dues	5,250.00	6,021.28	771.28-	114.7%
100-900-52103	Insurance	6,150.00	7,200.99	1,050.99-	117.1%
100-900-52108	Postage	2,500.00	1,863.50	636.50	74.5%
100-900-52109	Utilities	22,200.00	1,452.35	20,747.65	6.5%
100-900-52110	Telephones	4,600.00	1,528.36	3,071.64	33.2%
100-900-52111	Mayor & Council Expenses	1,000.00	180.00	820.00	18.0%
100-900-52113	Election Fees	1,000.00	.00	1,000.00	.00
100-900-52114	Software Hosting Fees	4,824.00	3,571.44	1,252.56	74.0%
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	8,122.71	877.29	90.3%
100-900-52220	Residential Rental-related Exp	.00	.00	.00	.00
100-900-52800	COVID-19 Expenses	.00	.00	.00	.00
100-900-52900	Insurance Reimbursed Expense	.00	.00	.00	.00
100-900-53001	Improvements - Bldg & Parks	.00	.00	.00	.00
100-900-53002	Equipment Purchase	.00	.00	.00	.00
100-900-53003	Barracks Improvements	10,000.00	.00	10,000.00	.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	.00	9,577.00	.00
100-900-55510	Transfer to Wastewater Fund	.00	.00	.00	.00
100-900-55530	Transfer to SDC Fund	38,307.00	.00	38,307.00	.00
100-900-55600	Transfer to Reserve Fund	.00	.00	.00	.00
<b>Total Non-departmental:</b>		<b>228,812.00</b>	<b>109,716.66</b>	<b>119,095.34</b>	<b>48.0%</b>
<b>Contingency</b>					
100-998-58000	Contingency	150,000.00	.00	150,000.00	.00
<b>Total Contingency:</b>		<b>150,000.00</b>	<b>.00</b>	<b>150,000.00</b>	<b>.00</b>
<b>Ending Fund Balance</b>					
100-999-59000	Reserve for Future Expenditure	286,351.00	.00	286,351.00	.00
<b>Total Ending Fund Balance:</b>		<b>286,351.00</b>	<b>.00</b>	<b>286,351.00</b>	<b>.00</b>
<b>General Fund Revenue Total:</b>		<b>1,003,520.00</b>	<b>1,041,544.32</b>	<b>38,024.32-</b>	<b>103.8%</b>

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	General Fund Expenditure Total:	1,003,520.00	222,948.72	780,571.28	22.2%
	Net Total General Fund:	.00	818,595.60	818,595.60-	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Street Fund</b>					
<b>Street Fund</b>					
200-000-40000	Beginning Fund Balance	110,000.00	130,879.00	20,879.00-	119.0%
200-000-41040	Highway Apportionment	62,000.00	51,941.60	10,058.40	83.8%
200-000-41070	Small Cities Allotment	98,700.00	54,350.00	44,350.00	55.1%
200-000-46057	Miscellaneous	200.00	.00	200.00	.00
200-000-48000	Interest	.00	.00	.00	.00
Total Street Fund:		270,900.00	237,170.60	33,729.40	87.5%
<b>Public Works - Streets</b>					
200-410-50010	City Administrator	.00	.00	.00	.00
200-410-50018	Finance Clerk	1,202.00	617.70	584.30	51.4%
200-410-50050	Public Works Supervisor	6,565.00	3,362.19	3,202.81	51.2%
200-410-50052	Utility Worker III	4,955.00	1,256.88	3,698.12	25.4%
200-410-50054	Utility Worker II	2,334.00	1,524.96	809.04	65.3%
200-410-50058	Utility Worker I	.00	.00	.00	.00
200-410-51010	Employee Health Ins Benefits	5,380.00	2,445.95	2,934.05	45.5%
200-410-51020	Retirement Benefits	4,089.00	2,153.61	1,935.39	52.7%
200-410-51030	Employment Taxes	2,081.00	604.82	1,476.18	29.1%
200-410-52002	Materials & Supplies	.00	683.58	683.58-	.00
200-410-52011	System Maintenance & Repair	10,000.00	2,300.00	7,700.00	23.0%
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	73,318.77	71,818.77-	4887.9
200-410-52020	Engineering Consultant	2,000.00	3,656.01	1,656.01-	182.8%
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	1,950.00	4,050.00	32.5%
200-410-52027	Street Signs	.00	.00	.00	.00
200-410-52030	Miscellaneous	100.00	.00	100.00	.00
200-410-52102	Dues	.00	.00	.00	.00
200-410-52103	Insurance	4,000.00	4,526.02	526.02-	113.2%
200-410-52109	Utilities	11,000.00	5,423.00	5,577.00	49.3%
200-410-52114	Software Hosting Fees	804.00	388.80	415.20	48.4%
200-410-53001	Street Improvements	98,700.00	.00	98,700.00	.00
200-410-53002	Equipment Purchase	.00	.00	.00	.00
200-410-55600	Transfer to Reserve Fund	200.00	.00	200.00	.00
Total Public Works - Streets:		162,110.00	104,212.29	57,897.71	64.3%
<b>Contingency</b>					
200-998-58000	Contingency	50,000.00	.00	50,000.00	.00
Total Contingency:		50,000.00	.00	50,000.00	.00
<b>Ending Fund Balance</b>					
200-999-59000	Reserve for Future Expenditure	58,790.00	.00	58,790.00	.00
Total Ending Fund Balance:		58,790.00	.00	58,790.00	.00
Street Fund Revenue Total:		270,900.00	237,170.60	33,729.40	87.5%
Street Fund Expenditure Total:		270,900.00	104,212.29	166,687.71	38.5%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Net Total Street Fund:	.00	132,958.31	132,958.31-	.00



Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Water Fund</b>					
<b>Water Fund</b>					
500-000-40000	Beginning Fund Balance	625,000.00	639,482.00	14,482.00-	102.3%
500-000-42010	New Accounts	.00	.00	.00	.00
500-000-42020	New Connections	2,000.00	.00	2,000.00	.00
500-000-42032	Water Metered Fees	420,000.00	297,323.25	122,676.75	70.8%
500-000-42035	Reconnect Fees	500.00	.00	500.00	.00
500-000-42036	Water Outside Assessments	190,000.00	36,670.90	153,329.10	19.3%
500-000-42045	Utility Deposit	4,000.00	6,424.83	2,424.83-	160.6%
500-000-46030	Fees - Other	.00	6,855.00	6,855.00-	.00
500-000-46055	Refunds	1,000.00	.00	1,000.00	.00
500-000-46057	Miscellaneous	500.00	2,916.10	2,416.10-	583.2%
500-000-47100	FEMA Grant	259,500.00	.00	259,500.00	.00
500-000-47420	FEMA Water Grant	.00	.00	.00	.00
500-000-48000	Interest	.00	.00	.00	.00
500-000-49010	IFA Water Loan	646,000.00	.00	646,000.00	.00
500-000-49100	Transfer in from General Fund	9,577.00	.00	9,577.00	.00
500-000-49600	Transfer from Reserve	.00	.00	.00	.00
<b>Total Water Fund:</b>		<b>2,158,077.00</b>	<b>989,672.08</b>	<b>1,168,404.92</b>	<b>45.9%</b>
<b>Public Works - Water</b>					
500-420-50010	City Administrator	34,920.00	1,482.96	33,437.04	4.2%
500-420-50016	Utility/Court Clerk	23,146.00	11,749.59	11,396.41	50.8%
500-420-50018	Finance Clerk	12,024.00	6,177.00	5,847.00	51.4%
500-420-50050	Public Works Supervisor	39,390.00	20,173.18	19,216.82	51.2%
500-420-50052	Utility Worker III	27,255.00	6,912.93	20,342.07	25.4%
500-420-50054	Utility Worker II	21,000.00	13,724.44	7,275.56	65.4%
500-420-50058	Utility Worker I	.00	.00	.00	.00
500-420-51010	Employee Health Ins Benefits	53,435.00	23,793.81	29,641.19	44.5%
500-420-51020	Retirement Benefits	42,841.00	22,691.20	20,149.80	53.0%
500-420-51030	Employment Taxes	21,799.00	6,963.19	14,835.81	31.9%
500-420-52001	Chemicals	30,000.00	8,684.14	21,315.86	28.9%
500-420-52002	Materials & Supplies	1,000.00	760.28	239.72	76.0%
500-420-52010	Publications-Legal Notices	100.00	.00	100.00	.00
500-420-52011	System Maintenance & Repair	45,000.00	30,690.27	14,309.73	68.2%
500-420-52013	Travel and Training	3,000.00	.00	3,000.00	.00
500-420-52014	Vehicle Fuel & Maintenance	5,500.00	2,502.38	2,997.62	45.5%
500-420-52016	Audit	7,600.00	1,805.00	5,795.00	23.8%
500-420-52017	City Attorney	.00	.00	.00	.00
500-420-52019	Contract Service	35,000.00	663.30	34,336.70	1.9%
500-420-52020	Engineering Consultant	20,000.00	6,913.00	13,087.00	34.6%
500-420-52022	Equipment Maintenance	2,000.00	1,810.20	189.80	90.5%
500-420-52023	Equipment Rental/Lease	3,000.00	.00	3,000.00	.00
500-420-52025	Small Equipment Purchase	4,000.00	.00	4,000.00	.00
500-420-52030	Miscellaneous	2,000.00	33.00	1,967.00	1.7%
500-420-52101	Banking Charges	200.00	1,173.18	973.18-	586.6%
500-420-52102	Dues	3,000.00	.00	3,000.00	.00
500-420-52103	Insurance	8,500.00	10,204.24	1,704.24-	120.0%
500-420-52104	Lab Analysis	5,000.00	828.90	4,171.10	16.6%
500-420-52105	Refunds-Utility Deposit	500.00	679.29	179.29-	135.9%
500-420-52106	Mileage	.00	.00	.00	.00
500-420-52107	Permits	1,000.00	862.00	138.00	86.2%
500-420-52108	Postage	600.00	.00	600.00	.00
500-420-52109	Utilities	33,000.00	10,144.45	22,855.55	30.7%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
500-420-52110	Telephones	3,400.00	1,554.55	1,845.45	45.7%
500-420-52114	Software Hosting Fees	7,236.00	3,499.20	3,736.80	48.4%
500-420-53001	Equipment Purchase	.00	.00	.00	.00
500-420-53002	Equipment Purchase	.00	.00	.00	.00
500-420-53003	Capital Outlay	.00	.00	.00	.00
500-420-53500	Water System Improvements	100,000.00	133,976.59	33,976.59	134.0%
500-420-53501	New Pump Station	.00	.00	.00	.00
500-420-53502	Hospital Hill Line Replace	646,000.00	15,669.19	630,330.81	2.4%
500-420-53503	Transmission Line Upgrade	346,000.00	220,951.09	125,048.91	63.9%
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	.00	3,200.00	.00
<b>Total Public Works - Water:</b>		<b>1,731,646.00</b>	<b>706,085.30</b>	<b>1,025,560.70</b>	<b>40.8%</b>
<b>Contingency</b>					
500-998-58000	Contingency	100,000.00	.00	100,000.00	.00
<b>Total Contingency:</b>		<b>100,000.00</b>	<b>.00</b>	<b>100,000.00</b>	<b>.00</b>
<b>Ending Fund Balance</b>					
500-999-59000	Reserve for Future Expenditure	326,431.00	.00	326,431.00	.00
<b>Total Ending Fund Balance:</b>		<b>326,431.00</b>	<b>.00</b>	<b>326,431.00</b>	<b>.00</b>
<b>Water Fund Revenue Total:</b>		<b>2,158,077.00</b>	<b>989,672.08</b>	<b>1,168,404.92</b>	<b>45.9%</b>
<b>Water Fund Expenditure Total:</b>		<b>2,158,077.00</b>	<b>706,085.30</b>	<b>1,451,991.70</b>	<b>32.7%</b>
<b>Net Total Water Fund:</b>		<b>.00</b>	<b>283,586.78</b>	<b>283,586.78</b>	<b>.00</b>

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Wastewater Fund</b>					
<b>Wastewater Fund</b>					
510-000-40000	Beginning Fund Balance	90,000.00	177,250.00	87,250.00-	196.9%
510-000-41100	Tangent Contract	30,000.00	.00	30,000.00	.00
510-000-42039	Wastewater Fees	320,000.00	179,208.19	140,791.81	56.0%
510-000-42041	OR DEQ Loan for WWFP	.00	640.00	640.00-	.00
510-000-42045	Utility Deposit	.00	.00	.00	.00
510-000-46030	Fees - Other	1,000.00	.00	1,000.00	.00
510-000-46055	Refunds	.00	.00	.00	.00
510-000-46057	Miscellaneous	.00	.00	.00	.00
510-000-49011	OR DEQ Loan for WWFP	.00	.00	.00	.00
510-000-49012	2020 Wastewater Loan	2,500,000.00	285,434.00	2,214,566.00	11.4%
510-000-49600	Transfer from Reserve Fund	.00	.00	.00	.00
<b>Total Wastewater Fund:</b>		<b>2,941,000.00</b>	<b>642,532.19</b>	<b>2,298,467.81</b>	<b>21.8%</b>
<b>Public Works - Wastewater</b>					
510-430-50010	City Administrator	8,730.00	4,448.88	4,281.12	51.0%
510-430-50016	Utility/Court Clerk	9,469.00	4,806.66	4,662.34	50.8%
510-430-50018	Finance Clerk	6,613.00	3,397.35	3,215.65	51.4%
510-430-50050	Public Works Supervisor	16,412.00	8,405.43	8,006.57	51.2%
510-430-50052	Utility Worker III	14,867.00	5,770.70	9,096.30	38.8%
510-430-50054	Utility Worker II	7,000.00	4,574.84	2,425.16	65.4%
510-430-50058	Utility Worker I	.00	.00	.00	.00
510-430-51010	Employee Health Ins Benefits	21,771.00	9,851.72	11,919.28	45.3%
510-430-51020	Retirement Benefits	17,136.00	9,068.15	8,067.85	52.9%
510-430-51030	Employment Taxes	8,719.00	2,724.79	5,994.21	31.3%
510-430-52001	Chemicals	10,000.00	4,744.78	5,255.22	47.4%
510-430-52002	Materials & Supplies	500.00	59.17	440.83	11.8%
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	45,000.00	10,055.14	34,944.86	22.3%
510-430-52013	Travel and Training	1,000.00	.00	1,000.00	.00
510-430-52014	Vehicle Fuel & Maintenance	3,300.00	431.33	2,868.67	13.1%
510-430-52016	Audit	3,800.00	1,805.00	1,995.00	47.5%
510-430-52017	City Attorney	.00	.00	.00	.00
510-430-52019	Contract Service	2,200.00	.00	2,200.00	.00
510-430-52020	Engineering Consultant	.00	9,116.18	9,116.18-	.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	703.92	203.92-	140.8%
510-430-52102	Dues	100.00	.00	100.00	.00
510-430-52103	Insurance	10,000.00	7,884.32	2,115.68	78.8%
510-430-52104	Lab Analysis	4,000.00	1,103.81	2,896.19	27.6%
510-430-52105	Refunds-Utility Deposit	.00	452.86	452.86-	.00
510-430-52106	Mileage	500.00	.00	500.00	.00
510-430-52107	Permits	2,200.00	.00	2,200.00	.00
510-430-52108	Postage	550.00	.00	550.00	.00
510-430-52109	Utilities	8,200.00	2,752.40	5,447.60	33.6%
510-430-52110	Telephones	2,500.00	929.29	1,570.71	37.2%
510-430-52114	Software Hosting Fees	2,412.00	1,166.40	1,245.60	48.4%
510-430-53002	Equipment Purchase	.00	.00	.00	.00
510-430-53005	Wastewater System Improvements	2,500,000.00	196,348.52	2,303,651.48	7.9%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
510-430-54003	97 Wastewater P & I	.00	.00	.00	.00
510-430-54004	OR DEQ Loan Repayment	30,000.00	11,357.00	18,643.00	37.9%
510-430-55600	Transfer to Reserve Fund	400.00	.00	400.00	.00
Total Public Works - Wastewater:		2,740,629.00	301,958.64	2,438,670.36	11.0%
<b>Contingency</b>					
510-998-58000	Contingency	150,000.00	.00	150,000.00	.00
Total Contingency:		150,000.00	.00	150,000.00	.00
<b>Ending Fund Balance</b>					
510-999-59000	Reserve for Future Expenditure	50,371.00	.00	50,371.00	.00
Total Ending Fund Balance:		50,371.00	.00	50,371.00	.00
Wastewater Fund Revenue Total:		2,941,000.00	642,532.19	2,298,467.81	21.8%
Wastewater Fund Expenditure Total:		2,941,000.00	301,958.64	2,639,041.36	10.3%
Net Total Wastewater Fund:		.00	340,573.55	340,573.55-	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Storm Drain Fund</b>					
<b>Storm Drain Fund</b>					
520-000-40000	Beginning Fund Balance	17,000.00	24,105.00	7,105.00-	141.6%
520-000-42040	Storm Drain Fees	35,000.00	18,237.92	16,762.08	52.1%
520-000-46057	Miscellaneous	200.00	.00	200.00	.00
Total Storm Drain Fund:		52,200.00	42,342.92	9,857.08	81.1%
<b>Public Works - Storm Drain</b>					
520-440-50010	City Administrator	2,910.00	17,795.52	14,885.52-	611.5%
520-440-50016	Utility/Court Clerk	1,052.00	534.07	517.93	50.8%
520-440-50018	Finance Clerk	601.00	308.84	292.16	51.4%
520-440-50050	Public Works Supervisor	3,282.00	1,681.06	1,600.94	51.2%
520-440-50052	Utility Worker III	2,478.00	628.47	1,849.53	25.4%
520-440-50054	Utility Worker II	2,334.00	1,524.96	809.04	65.3%
520-440-50058	Utility Worker I	.00	.00	.00	.00
520-440-51010	Employee Health Ins Benefits	4,411.00	1,971.28	2,439.72	44.7%
520-440-51020	Retirement Benefits	3,438.00	1,820.91	1,617.09	53.0%
520-440-51030	Employment Taxes	1,748.00	605.50	1,142.50	34.6%
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	950.00	.00	950.00	.00
520-440-52017	City Attorney	.00	.00	.00	.00
520-440-52019	Contract Service	1,929.00	1,112.50	816.50	57.7%
520-440-52020	Engineering Consultant	.00	.00	.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	79.59	79.59-	.00
520-440-52102	Dues	.00	.00	.00	.00
520-440-52103	Insurance	.00	282.94	282.94-	.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	388.80	415.20	48.4%
520-440-53002	Equipment Purchase	.00	.00	.00	.00
520-440-55600	Transfer to Reserve Fund	200.00	.00	200.00	.00
Total Public Works - Storm Drain:		28,007.00	28,734.44	727.44-	102.6%
<b>Contingency</b>					
520-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
520-999-59000	Reserve for Future Expenditure	24,193.00	.00	24,193.00	.00
Total Ending Fund Balance:		24,193.00	.00	24,193.00	.00
Storm Drain Fund Revenue Total:		52,200.00	42,342.92	9,857.08	81.1%

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Storm Drain Fund Expenditure Total:	52,200.00	28,734.44	23,465.56	55.0%
	Net Total Storm Drain Fund:	.00	13,608.48	13,608.48-	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>System Development Fund</b>					
<b>System Development Fund</b>					
530-000-40000	Beginning Fund Balance	1,601,217.00	2,010,952.00	409,735.00-	125.6%
530-000-42140	SDC Fees	.00	.00	.00	.00
530-000-42141	Park	5,480.00	.00	5,480.00	.00
530-000-42142	Street Imp.	30,265.00	.00	30,265.00	.00
530-000-42143	Water Imp.	15,675.00	.00	15,675.00	.00
530-000-42144	WW Imp.	1,855.00	.00	1,855.00	.00
530-000-42145	Storm Drain Fees	1,585.00	.00	1,585.00	.00
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	4,373.00	.00	4,373.00	.00
530-000-49100	Transfer in from General Fund	38,307.00	.00	38,307.00	.00
Total System Development Fund:		1,699,062.00	2,010,952.00	311,890.00-	118.4%
<b>Department: 100</b>					
530-100-55100	Transfer to General Fund	.00	.00	.00	.00
Total Department: 100:		.00	.00	.00	.00
<b>Parks</b>					
530-300-53003	Capital Outlay	.00	.00	.00	.00
Total Parks:		.00	.00	.00	.00
<b>Streets</b>					
530-410-53003	Capital Outlay	.00	.00	.00	.00
Total Streets:		.00	.00	.00	.00
<b>Water</b>					
530-420-52020	Engineering Consultant	.00	.00	.00	.00
530-420-53003	Capital Outlay	.00	.00	.00	.00
Total Water:		.00	.00	.00	.00
<b>Wastewater</b>					
530-430-53003	Capital Outlay	.00	.00	.00	.00
Total Wastewater:		.00	.00	.00	.00
<b>Storm Drain</b>					
530-440-53003	Capital Outlay	.00	.00	.00	.00
Total Storm Drain:		.00	.00	.00	.00
<b>Contingency</b>					
530-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
530-999-59000	Reserve for Future Expenditure	1,699,062.00	.00	1,699,062.00	.00

Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
	Total Ending Fund Balance:	1,699,062.00	.00	1,699,062.00	.00
	System Development Fund Revenue Total:	1,699,062.00	2,010,952.00	311,890.00-	118.4%
	System Development Fund Expenditure Total:	1,699,062.00	.00	1,699,062.00	.00
	Net Total System Development Fund:	.00	2,010,952.00	2,010,952.00-	.00



Account Number	Account Title	2021-22 Current year Budget	2021-22 Current year Actual	2021-22 Budget Remaining	2021-22 Budget Used %
<b>Reserve Fund</b>					
<b>Reserve Fund</b>					
600-000-40000	Beginning Fund Balance	108,300.00	108,300.00	.00	100.0%
600-000-49100	Transfer from General Fund	5,000.00	.00	5,000.00	.00
600-000-49200	Transfer from Street Fund	200.00	.00	200.00	.00
600-000-49500	Transfer from Water Fund	3,200.00	.00	3,200.00	.00
600-000-49510	Transfer from Wastewater	400.00	.00	400.00	.00
600-000-49520	Transfer from Storm Drain Fund	200.00	.00	200.00	.00
Total Reserve Fund:		117,300.00	108,300.00	9,000.00	92.3%
<b>Non-departmental</b>					
600-900-55100	Transfer to General Fund	10,000.00	.00	10,000.00	.00
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:		10,000.00	.00	10,000.00	.00
<b>Contingency</b>					
600-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
<b>Ending Fund Balance</b>					
600-999-59000	Reserve for Future Expenditure	107,300.00	.00	107,300.00	.00
Total Ending Fund Balance:		107,300.00	.00	107,300.00	.00
Reserve Fund Revenue Total:		117,300.00	108,300.00	9,000.00	92.3%
Reserve Fund Expenditure Total:		117,300.00	.00	117,300.00	.00
Net Total Reserve Fund:		.00	108,300.00	108,300.00-	.00
Net Grand Totals:		.00	3,708,574.72	3,708,574.72-	.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



## APPRAISAL OF REAL PROPERTY

Parks in Perpetuity Parcel  
7115 NE Vandenberg Ave  
Adair Village, Benton County, OR 97330

## IN AN APPRAISAL REPORT

As of September 21, 2021

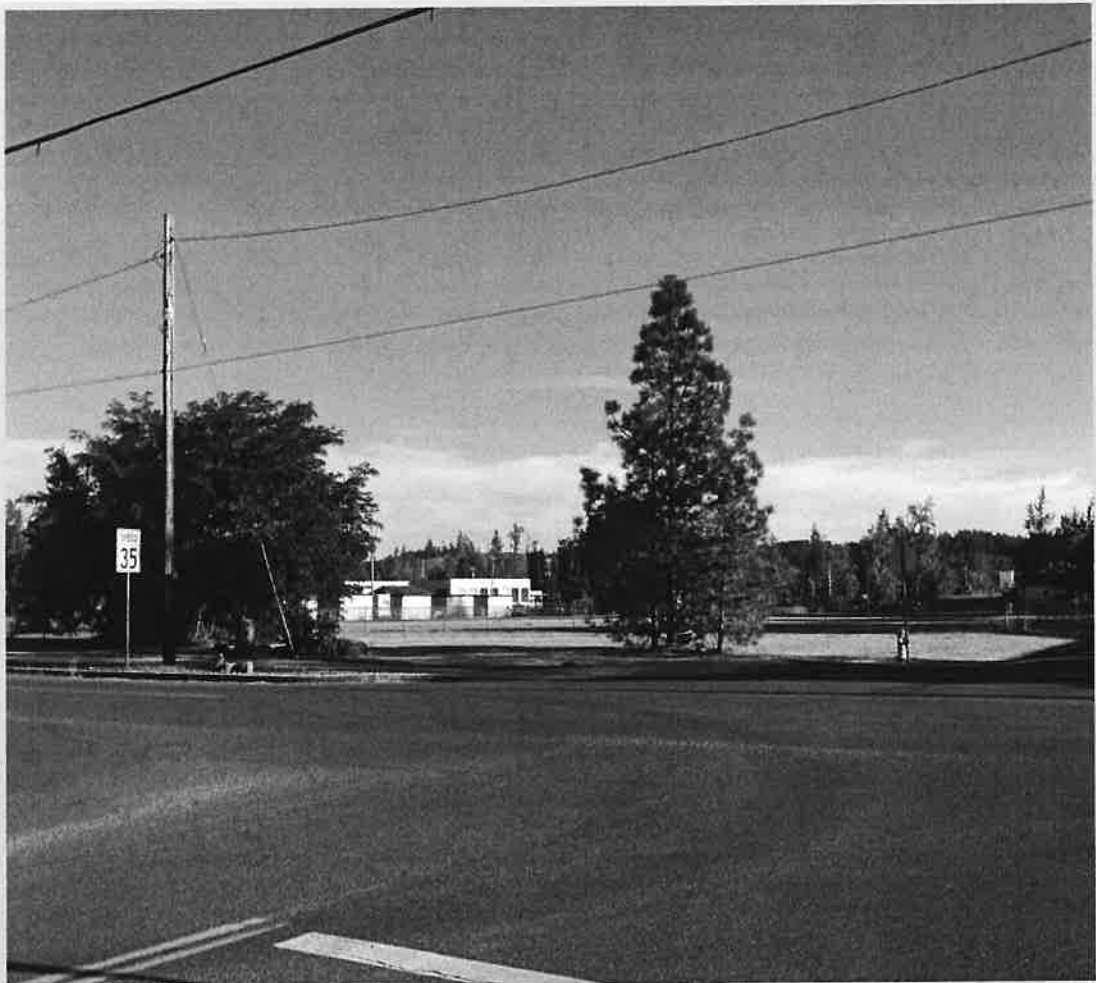
### Prepared For:

City of Adair Village  
6030 William R Carr Street  
Adair Village, OR 97330

### Prepared By:

Cushman & Wakefield of Washington, Inc.  
Valuation & Advisory  
601 Union Street, Suite 1100  
Seattle, WA 98101  
Cushman & Wakefield File ID: 21-33001-900379-001





**Parks in Perpetuity Parcel**  
**7115 NE Vandenberg Ave**  
**Adair Village, Benton County, OR 97330**



601 Union Street, Suite 1100  
Seattle, WA 98101  
Tel +1 206-682-0666  
cushmanwakefield.com

December 29, 2021

Mr. Tom Kitaguchi  
GSA Project Manager  
**U.S. General Services Administration**  
Real Property Utilization & Disposal Division (9PZ)  
50 United Nations Plaza, Rm 4341  
San Francisco, CA 94102

Mr. Pat Hare  
City Manager  
**City of Adair Village**  
6030 William R Carr Street  
Adair Village, OR 97330

Re: Appraisal Report

**Parks in Perpetuity Parcel**  
7115 NE Vandenberg Ave  
Adair Village, Benton County, OR 97330

Cushman & Wakefield File ID: 21-33001-900379-001

Gentlemen:

In fulfillment of our agreement as outlined in the Letter of Engagement and Scope of Work copied in the Addenda, we are pleased to transmit our appraisal of the above referenced property.

The City of Adair Village seeks to buy out existing park deed restrictions on a 5.04 acre site that was conveyed by the United States to Benton County with deed restrictions for park purposes. The City wishes to buy out the deed restrictions and make the property available for economic development.

Per your Specifications for Real Property Appraisal Report this valuation follows the acceptance of our Highest and Best Use Analysis submitted November 18, 2021. This appraisal report is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice (USPAP).

The subject property consists of 5.04 acres of land, now restricted to park use, and is located on the east side of William Carr Avenue between NE Arnold and NE Vandenberg Avenues in the City of Adair Village, Benton County. The site is essentially unimproved except for a decommissioned gas station, slated to be razed once the property is transferred to the City.

Note that the Commercial Real Estate market is driven by investor demand and strong liquidity. Since its onset in March 2020, the COVID-19 pandemic has had a dramatic effect on both of these factors as the market navigated actual and perceived impact. We observed asset classes experiencing various impacts, both positive and negative. We observed that asset values can fall significantly in short periods of time if either demand or liquidity, often in conjunction with many other factors, change significantly.

It is unclear to what extent, if any, that the pandemic has affected local commercial property values here.

Based on the agreed-to Scope of Work, and as outlined in the report, we developed the following opinion of market value of the subject property, as is and available to develop to its highest and best use.

<b>VALUATION INDICES</b>		<b>Market Value</b>
<b>VALUE DATE</b>		<b>As-Is</b>
		<b>September 21, 2021</b>
<b>Land Value</b>		
Indicated Value:		\$700,000
Per SF:		\$3.19
<b>FINAL VALUE CONCLUSION</b>		
Real Property Interest:		Fee Simple
Concluded Value:		\$700,000
Per Acre:		\$138,889
<b>Exposure Time:</b>		9-11 Months

The value opinions in this report are qualified by certain assumptions, limiting conditions, certifications, and definitions, as well as the following extraordinary assumptions.

### Extraordinary Assumptions

It is assumed that the deed restriction limiting commercial development will be removed.

### Hypothetical Conditions

This appraisal does not employ any hypothetical conditions.

Mr. Pat Hare  
City of Adair Village  
December 29, 2021  
Page 5

Cushman & Wakefield of Washington, Inc.

This letter is invalid as an opinion of value if detached from the report, which contains the text, exhibits, and Addenda.

Respectfully submitted,

**CUSHMAN & WAKEFIELD OF WASHINGTON, INC.**

A handwritten signature in cursive script, reading "P. Barton DeLacy". The signature is written in black ink and is positioned above a horizontal line.

---

P. Barton DeLacy, MAI, CRE  
Executive Director  
OR Certified General Appraiser  
License No. C00089  
barton.delacy@cushwake.com

## Summary of Salient Facts and Conclusions

Client:	City of Adair Village
Intended Use:	The purpose of the report is to determine the market value of the subject property in the Fee Simple Estate to include the full bundle of property rights. The property is valued in "as is" condition.
Intended User:	The intended user of the report is The U.S. General Services Administration (GSA) and the City of Adair Village.
Identification of Real Estate:	Parks in Perpetuity Parcel 7115 NE Vandenberg Ave Adair Village, Benton County, OR 97330
Highest & Best Use (As if Vacant):	Development with a mixed use commercial – residential project, built to a density warranted by demand.
Highest & Best Use (As Improved)	Future development as commercial land is anticipated along with demolition of the existing building, which no longer has an economic use.
Type of Value	Market Value. (defined later in this report)
Real Property Interest Valued:	Fee Simple
Current Ownership:	City Of Adair Village
Zoning History:	Nov 2019, the City annexed the property into the City Limits (Ordinance 2019-006) with the zoning of C-1 "Commercial Village Center."  In spring 2021 (late April/early May), the City rezoned the property to P-1 "Public Use."  It is understood that the intent of the city is to rezone for commercial use once the property is transferred and a deed restriction removed.
Sale History:	To our knowledge, the property has not otherwise sold or transferred in the past three years..
Current Disposition:	It is our understanding that the property is to be transferred from the GSA to the City at market value. The property is currently being marketed and under contract at an undisclosed price.
Personal Property:	Personal property was excluded from our valuation.
Date of Inspection:	September 21, 2021
Effective Date(s) of Valuation:	

As Is:	September 21, 2021
Date of Report:	December 29, 2021
Extraordinary Assumptions:	It is assumed that the deed restriction limiting commercial development will be removed.
Hypothetical Conditions:	This appraisal does not employ any hypothetical conditions.

<b>VALUATION INDICES</b>		<b>Market Value</b>
		<b>As-Is</b>
<b>VALUE DATE</b>		<b>September 21, 2021</b>
<b>Land Value</b>		
Indicated Value:		\$700,000
Per SF:		\$3.19
<b>FINAL VALUE CONCLUSION</b>		
Real Property Interest:		Fee Simple
Concluded Value:		\$700,000
Per Acre:		\$138,889
<b>Exposure Time:</b>		
		9-11 Months



## Summary of Critical Observations

### SUMMARY OF CRITICAL OBSERVATIONS

The strengths and weaknesses analysis applies both specifically (attributes internal or specific to the subject) and generally (external or economic considerations that influence the subject).

#### Strengths

- The site enjoys a prime location at the northerly entrance to the city from the highway and across from municipal offices.
- The site has good visibility and exposure to local traffic.
- The site is fully served by municipal utilities.
- The site is level and at street grade. It has no known environmental hazards that would limit development.
- The City of Adair Village lies in the path of Corvallis suburban growth.

#### Weaknesses

- The City of Adair Village lacks any significant neighborhood services.
- The site lacks highway visibility.
- The site is configured around an older residential structure that may not integrate with a newer master-planned commercial development.

#### Conclusions

Based on the preceding strengths and weaknesses, the subject property's specific outlook is considered to be improving while the general outlook for the overall market is concluded to be improving as well.

# Property Photographs





**NW CORNER OF SITE FACING SOUTH FROM ARNOLD AVENUE**



**VIEW TO SW FROM CENTER OF SITE**



## Table of Contents

Summary of Salient Facts and Conclusions .....	6
Property Photographs .....	9
Scope of Work.....	13
Overview .....	13
Report Option Description.....	13
Valuation Process .....	14
Introduction.....	16
Benton County Regional Analysis .....	16
Conclusion.....	22
Neighborhood Analysis .....	23
Conclusion.....	25
Property Analysis .....	30
Site Description .....	30
Real Property Taxes and Assessments.....	32
Zoning .....	33
Valuation .....	34
Highest and Best Use .....	34
Land Valuation .....	38
Reconciliation and Final Value Opinion .....	44
Assumptions and Limiting Conditions .....	45
Certification .....	48
Addenda Contents .....	49

# Scope of Work

## Overview

Scope of work is the type and extent of research and analyses involved in an assignment. To determine the appropriate scope of work for the assignment, we considered the intended use of the appraisal, the needs of the user, the relevant characteristics of the subject property, and other pertinent factors. Our concluded scope of work is summarized below, and in some instances, additional scope details are included in the appropriate sections of the report:

## Research

- We inspected the property and its environs. Physical information on the subject was obtained from the property owner's representative, public records, and/or third-party sources. We reviewed a privately printed history of Adair Village, studied the city's Comprehensive Plan consulted the city website.
- Regional economic and demographic trends, as well as the specifics of the subject's local area were investigated. Data on the local and regional property market (supply and demand trends, rent levels, etc.) was also obtained. This process was based on interviews with regional and/or local market participants, primary research, available published data, and other various resources.
- Other relevant data was collected, verified, and analyzed. Comparable property data was obtained from various sources (public records, third-party data-reporting services, etc.) and confirmed with a party to the transaction (buyer, seller, broker, owner, tenant, etc.) wherever possible. It is, however, sometimes necessary to rely on other sources deemed reliable, such as data reporting services.

## Analysis

- Based upon the subject property characteristics, prevailing market dynamics, and other information, we developed an opinion of the property's Highest and Best Use.
- We analyzed the data gathered using generally accepted appraisal methodology to arrive at a probable value indication via the Sales Comparison approach to value.
- These findings results were reconciled into a reasonable value estimate.

Cushman & Wakefield of Washington, Inc. has an internal Quality Control Oversight Program. This Program mandates a "second read" of all appraisals. Assignments prepared and signed solely by designated members (MAIs) are read by another MAI who is not participating in the assignment. Assignments prepared, in whole or in part, by non-designated appraisers require MAI participation, Quality Control Oversight, and signature.

For this assignment, Quality Control Oversight was provided by Jay F. Booth, MAI, CRE.

## Report Option Description

USPAP identifies two written report options: Appraisal Report and Restricted Appraisal Report. This document is prepared as an Appraisal Report in accordance with USPAP guidelines. The terms "describe," "summarize," and "state" connote different levels of detail, with "describe" as the most comprehensive approach and "state" as the

least detailed. As such, the following provides specific descriptions about the level of detail and explanation included within the report:

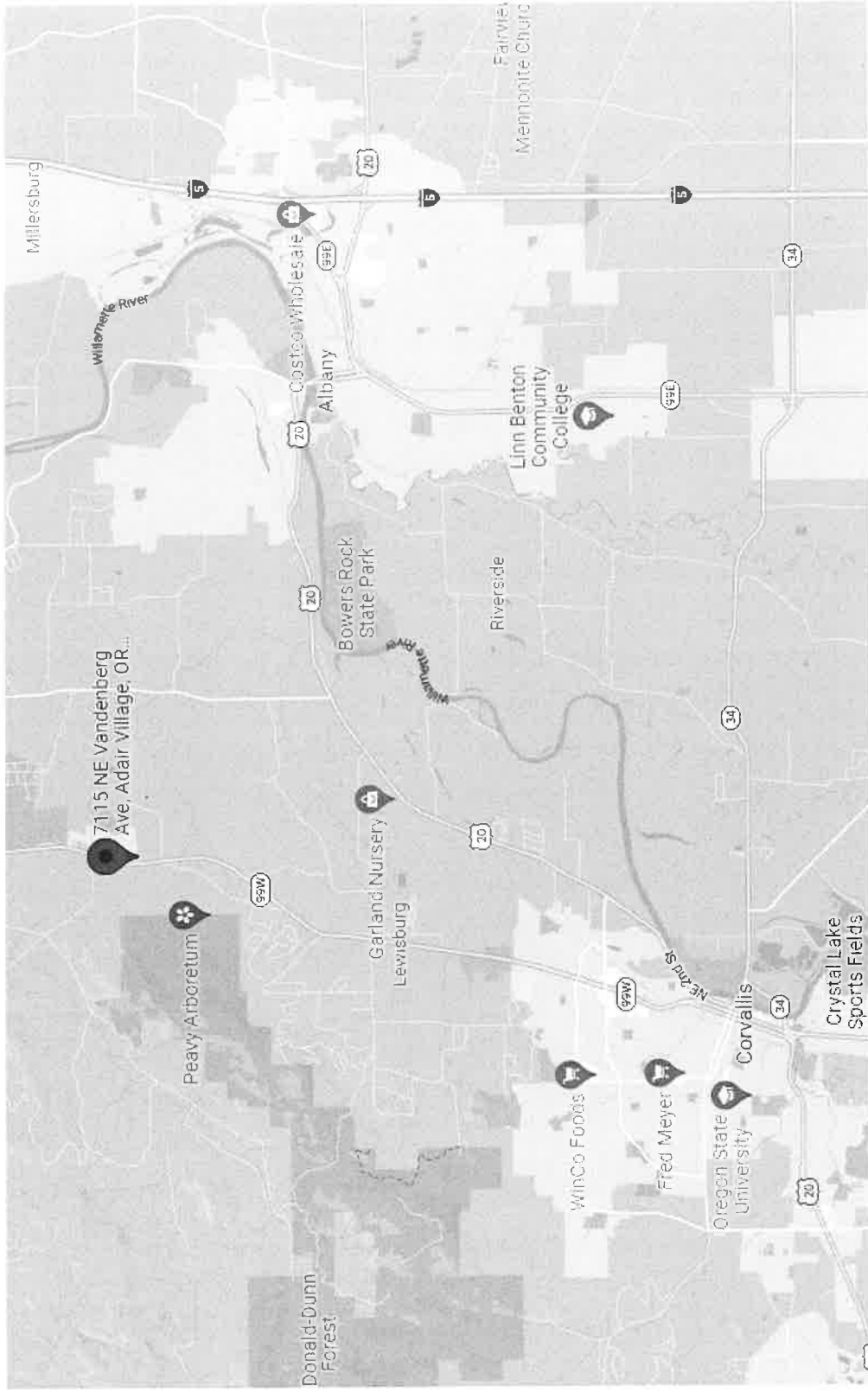
- Summarizes the real estate and/or personal property that is the subject of the appraisal, including physical, economic, and other characteristics that are relevant
- States the type and definition of value and its source
- Summarizes the Scope of Work used to develop the appraisal
- Summarizes the information analyzed, the appraisal methods used, and the reasoning supporting the analyses and opinions; explains the exclusion of any valuation approaches
- States the use of the property as of the valuation date
- Summarizes the rationale for the Highest and Best Use opinion (if included)

## Valuation Process

There are three generally accepted approaches to developing an opinion of value: Cost, Sales Comparison and Income Capitalization. We considered each in this appraisal to develop an opinion of the market value of the subject property. In appraisal practice, an approach to value is included or eliminated based on its applicability to the property type being valued and the quality of information available. The reliability of each approach depends on the availability and comparability of market data as well as the motivation and thinking of purchasers.

This appraisal employs only the Sales Comparison Approach. Based on our analysis and knowledge of the subject property type and relevant investor profiles, it is our opinion that this approach would be considered necessary and applicable for market participants. Typical purchasers do not generally rely on the Cost or Income Capitalization Approaches when purchasing a property such as the subject of this report. Therefore, we have not employed the Cost Approach or the Income Capitalization Approach to develop an opinion of market value. The exclusion of these approaches to value does not reduce the credibility of the assignment results.

### REGIONAL MAP



The subject site is located with the red pin in Adair Village



## Regional Analysis

### Introduction

The short- and long-term value of real estate is influenced by a variety of interacting factors. Regional analysis identifies those factors that affect property value, and the role they play within the region. The four primary forces that determine the supply and demand for real property, and consequently affect market value, are: environmental characteristics, governmental forces, social factors, and economic trends.

The subject property is located in the City of Adair Village in the north central portion of the Corvallis CBSA in Benton County. Adair Village, sited along Highway 99W, is about seven miles north of the Corvallis CBD.

## Benton County Regional Analysis

### Introduction

Located in the Willamette Valley of central Oregon, Benton County encompasses 676 square miles and is home to an estimated 91,107 residents in 2020 according to the U.S. Census Bureau. Benton County comprises the Corvallis Core Based Statistical Area (Corvallis CBSA), the seventh largest metro area in the state. The Corvallis MSA is slightly larger than the Grants Pass MSA, which is Oregon's smallest metro area. Corvallis is the county seat and principal city of the metro area with an estimated 58,028 residents in 2020, or roughly 63.7% of the Corvallis MSA. Corvallis is located along U.S. Route 20 and is 39 miles southwest of Salem, the state capital, and 47 miles northwest of Eugene, the second largest city in Oregon.

### COVID-19 Impacts

As the economy started to recover from the initial impacts of the COVID-19 pandemic and the economic crisis that unfolded, there has been another surge in infections, exacerbated by the onset of winter. Social distancing remains the norm, conferences are online, and property tours are kept to a minimum. Some jurisdictions have re-instituted varying degrees of stay at home orders or lockdowns. In light of this, it is important to take in mind that data lags, and we are still trying to accurately determine the pandemic's effects on the commercial real estate market. In other sections of the report, we will discuss these effects and impacts on the immediate market and subject property in as much detail as possible. Therefore, we ask that you consider the following points:

- Early in the COVID-19 pandemic, most non-essential businesses shut down, causing significant disruption in the economy. As we enter the fall and winter months, many businesses that reopened over the late spring and summer may now be forced to shut down once again or drastically change the way they operate and function.
- Certain property types have been more heavily impacted than others, with some asset classes benefiting from the COVID environment. Generally, cap rates and price growth remain relatively flat across the board.
- Investment activity picked up significantly in the third quarter, with a clear flight to quality, but at the same time, delinquencies are on the rise and more properties are requiring special servicers.

Wide scale vaccinations will start in first quarter 2021, and we expect a significant part of the population to be vaccinated by the end of the year. With this, businesses will begin to fully resume normal activities, as risk and fear of infection decrease, and the economy will begin to grow more rapidly.

## Current Trends

Corvallis CBSA regional economy has slowed down to the recent economic downturn but is currently in recovery. As a result of economic uncertainty, unemployment climbed to 4%, up two percentage points year-over-year as of December 2020. The regional economy is anchored by the presence of Oregon State University, which reported a fall 2020 enrollment of more than 20,000 students and supports local businesses while increasing consumer spending and providing a talented workforce for high-wage employment opportunities. The region's rapid population expansion and strong payroll growth has fueled rising incomes and household formation rates as median home prices have surged while supply has struggled to match high demand. Looking forward, Corvallis will continue to benefit from its demographics as its economic performance continues to outperform the nation and only slightly lags the State of Oregon.

Further considerations are as follows:

- In January 2021, the Oregon State University Board of Trustees approved construction of a new \$70 million arts and education complex that will be home for performing art classes, programs and performances on the Corvallis campus. The 49,000 square foot building features classrooms, offices, performance theaters and rehearsal rooms. The complex is anticipated to open by the 2022-2023 academic year.
- As of December 2020, total non-farm employment dropped 9.7% or down 4,400 jobs from the previous year. Job losses were led by government with a decline of 12.3%, losing 200 jobs year-over-year. Despite the decline across most sectors, there was an increase in job growth in the professional and business services sector. Professional and business services experienced a 4.5% boost, adding 200 jobs from the previous year.
- Oregon State University, located on the Corvallis campus, reported enrollment of 23,266 students in fall 2020, down almost 3.9% year-over-year. Due to economic uncertainty, there was a slight decline in enrollment. However, it is temporary as a result of the university's presence providing the regional economy with steady consumer spending, a dense young professional workforce and research & development resources for emerging tech companies.
- In December 2016, the Oregon Department of Transportation deliver a U.S. 20 Highway Safety Study and suggested a range of safety improvement along the corridor. The safety improvements will be implemented between North Albany and Corvallis and will be delivered in two phases for \$28 million. Phase one includes a \$4.2 million for a left turn lane from the Children's Farm Home to the Merloy Avenue and \$4 million for Garland Nursery and Granger Avenue intersection improvement through the Statewide Transportation Improvement Program. Phase one is anticipated to start in early 2022 while phase two is expected to begin in 2023.

## Economic Trends

The July 2020 Moody's Analytics Précis report for the Corvallis CBSA is as follows:

**Moody's**  
ANALYTICS

# CORVALLIS OR

Data Buffet® MSA code: IUSA\_MCOV

---

**ECONOMIC DRIVERS**

HIGHTECH

COLLEGE  
TOWN

**EMPLOYMENT GROWTH RANK**

2019-2021	2019-2024
<b>331</b>	<b>227</b>
5th quintile	3rd quintile
Best=1, Worst=410	

**RELATIVE COSTS**

LIVING	BUSINESS
<b>107%</b>	<b>94%</b>
U.S.=100%	

**VITALITY**

RELATIVE
<b>132%</b>
Rank: 20
Best=1, Worst=403

**QUALITY**

OF LIFE
<b>12</b>
Best=1, Worst=378

---

**BUSINESS CYCLE STATUS**

**ANALYSIS**

**Recent Performance.** The COVID-19 pandemic hit the Corvallis economy about as hard as others in Oregon, but its recovery is more troublesome. COV shed a record 6,000 jobs in April, a staggering 13% drop, and then lost an additional 500 in May even as employment rose in the rest of Oregon, the West, and the nation. Steep losses in the large government sector, anchored by Oregon State University, leave COV a step behind, with employment in July about 10% below its level in February before nonessential businesses were ordered to close to contain the pandemic. The private sector added back some jobs in June, while the public sector reversed a chunk of its earlier drop in July. COV has a large remote workforce and office-using industries are faring better than elsewhere. After spiking to 10.6% in April, the unemployment rate improved to 8.4% in June, below the state and U.S. averages.

**OSU.** A source of stability under normal circumstances, Oregon State University will provide less support to COV's economy in the short term because of the hit from the COVID-19 pandemic. Thanks largely to the presence of Oregon State University, state and local governments employ more than one-third of COV's workers, a share that is more than twice the national average. Before the pandemic hit, OSU was already vulnerable because of a slowdown in enrollment growth at the COV campus, as well as a declining 15- to 19-year-old population in Oregon. To limit virus transmission on campus, the university recently announced that 90% of its fall 2020 classes will be held completely or partially online, and all instruction following Thanksgiving will be conducted remotely. The missed revenue streams from housing and dining services cannot be overstated. This will weigh heavily on OSU's budget, especially considering there will be no fall football this year.

**Consumers.** Consumer services will be a bigger drag on the economy, as virus containment measures and weak demand keep a lid on hiring. Though the per-capita case count is low in COV, indoor gatherings of more than 10 people are prohibited and there are capacity restrictions for bars and restaurants. The restrictions weigh more heavily on COV's economy, where demand will be further pummeled by fewer students on campus and disruptions in fall sports, a key attraction for visitors. Leisure/hospitality employment plummeted by 60% between February and April and has reversed only one-quarter of the decline, less than average. There is considerable downside risks to the outlook for consumer spending, with the end of federal emergency unemployment benefits hurting confidence and income. COV is also vulnerable because of high poverty and a greater reliance on small businesses, which means higher shares of its residents and employers will struggle financially.

**Professional/business services.** Professional/business services will hold their own, but risks are weighted toward the downside. Since most jobs in the industry can be performed from home, they suffered less downsizing. However, the uneven recovery nationwide will cut into financial results later this year, and surging demand in the coming year will preclude firms from hiring aggressively. Further out, large numbers of graduates with STEM majors will provide service-oriented tech firms with talent, but Portland's ability to attract knowledge-based industries because of its larger labor pool and superior linkages to other markets makes it a destination for OSU graduates and a key source of out-migration.

**Corvallis will trail the state and the nation in job growth in the short term as the COVID-19 pandemic hurts OSU and consumer and professional/business services. Longer term, growth at OSU and in various tech industries will enable COV to keep pace with the U.S., but outshining Oregon will be a tall order unless population growth is stronger.**

---

**STRENGTHS & WEAKNESSES**

**STRENGTHS**

- » Low per capita COVID-19 case count,
- » Oregon State University helps foster private sector growth,
- » Highly educated, young workforce,
- » Large commuter population, proximity to larger metro areas.

**WEAKNESSES**

- » Persistent brain drain,
- » Below-average per capita income,
- » Secular decline in tech manufacturing.

**FORECAST RISKS**

SHORT TERM	↓	LONG TERM	↑
------------	---	-----------	---

**COVID-19 EXPOSURE JULY 2020**

<b>200</b>	3rd quintile	Most=7 Least=403
------------	--------------	---------------------

**UPSIDE**

- » Population growth rebounds strongly,
- » Tech startups associated with OSU lead to faster growth of high-tech employment.

**DOWNSIDE**

- » Larger government payroll cuts lead to a new leg down, W-shape recession,
- » The COVID-19 pandemic does more damage to consumer services,
- » OSU expands peripheral campuses at the expense of facilities in COV.

---

**MOODY'S RATING**

**Aa2**

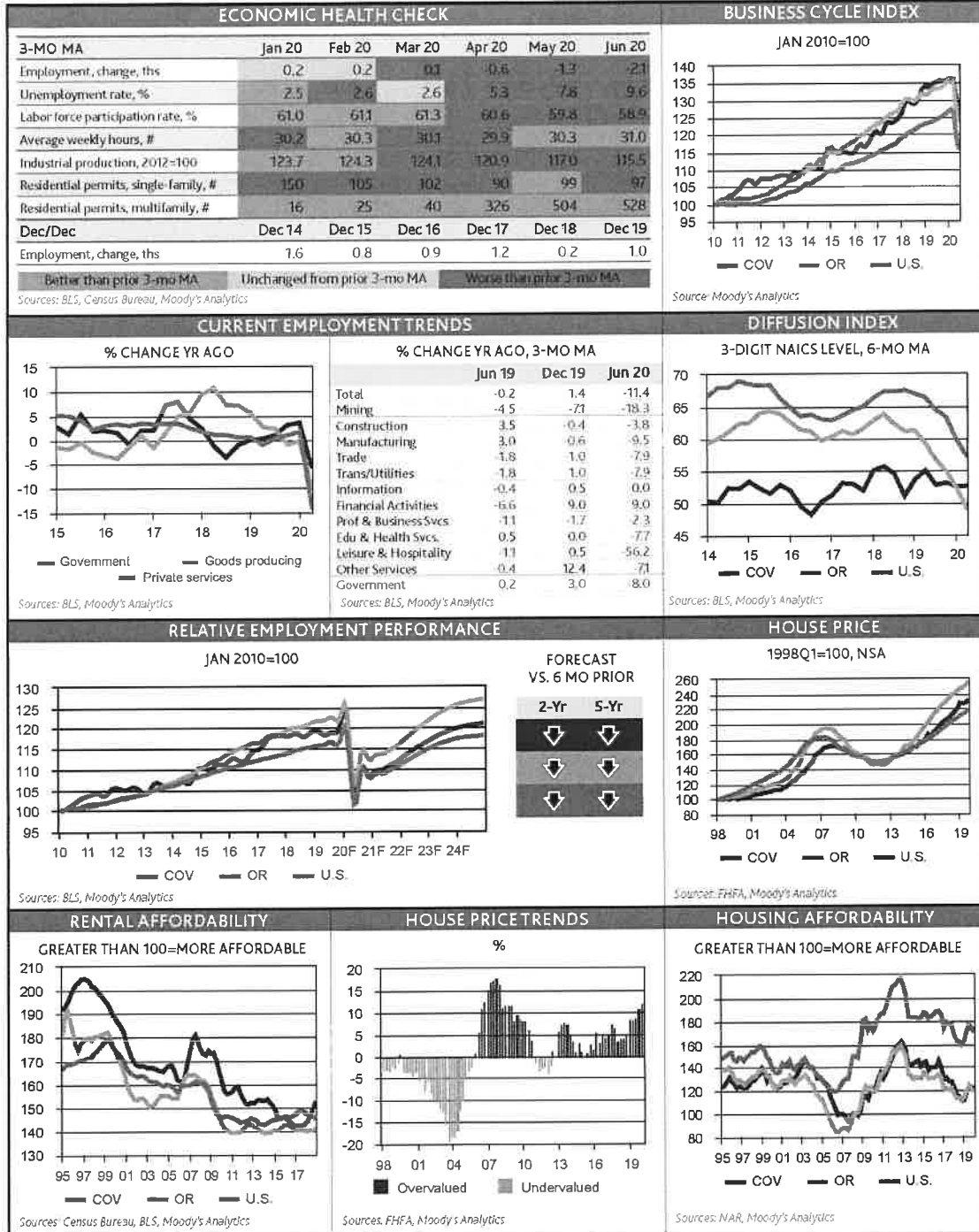
COUNTY AS OF JUN 02, 2020

---

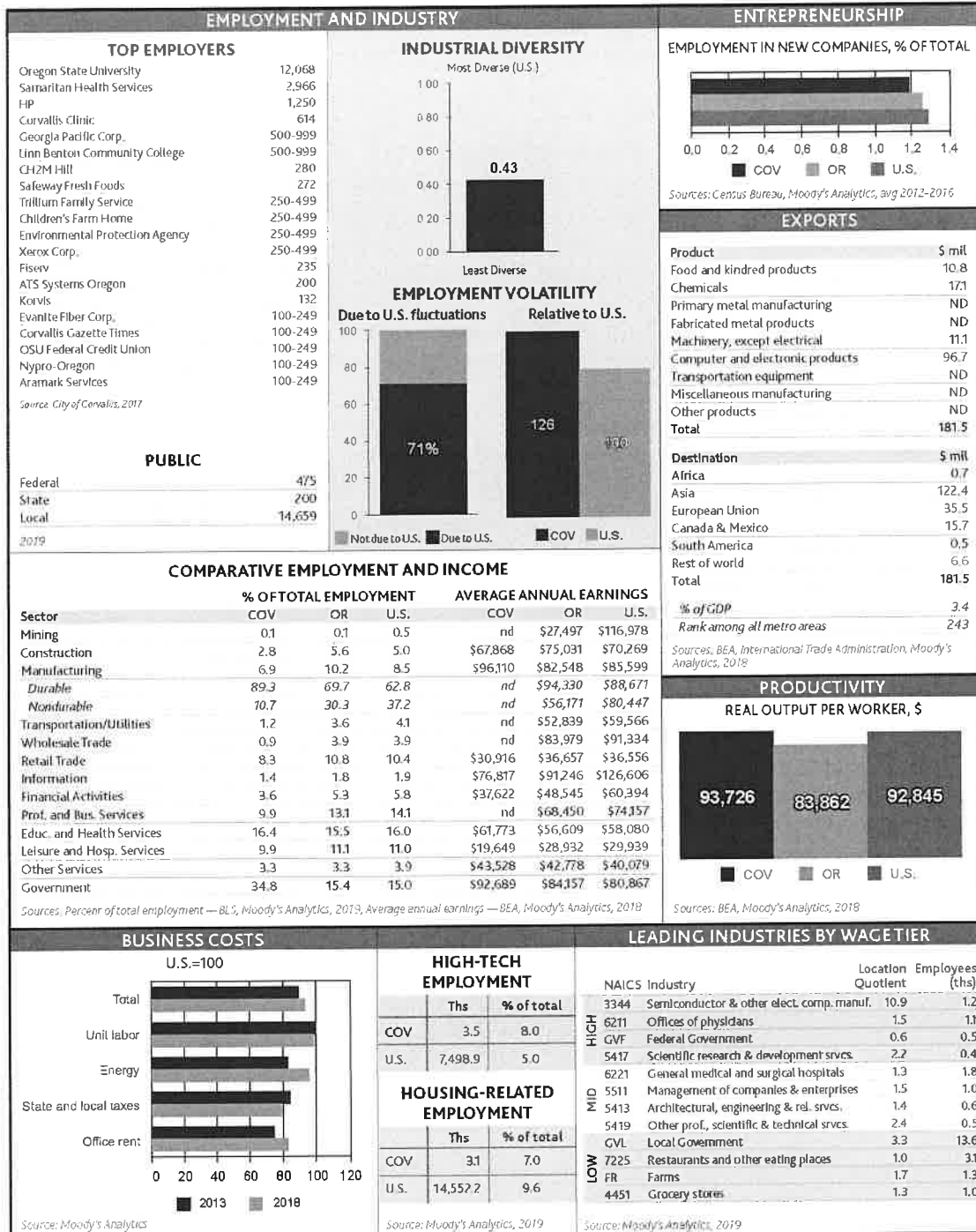
2014	2015	2016	2017	2018	2019	INDICATORS	2020	2021	2022	2023	2024	2025
4.1	4.3	4.5	4.7	4.9	5.0	Gross metro product (C12\$ bil)	4.8	4.9	5.2	5.5	5.7	5.9
0.9	5.9	3.5	4.9	3.5	1.9	% change	-4.0	2.0	7.5	5.7	3.5	2.8
39.7	40.9	41.7	43.3	43.7	44.0	Total employment (ths)	41.0	40.8	42.3	43.8	44.5	44.9
1.6	3.0	1.9	3.8	1.1	0.7	% change	-6.8	-0.6	3.9	3.3	1.7	0.9
5.0	4.2	3.9	3.2	3.1	3.0	Unemployment rate (%)	6.4	6.9	5.8	4.6	4.3	4.3
6.0	5.5	5.4	4.1	6.2	3.5	Personal income growth (%)	4.5	-2.1	6.7	7.0	6.0	5.2
53.0	54.9	57.1	60.2	63.8	65.9	Median household income (\$ ths)	68.8	68.0	71.3	74.7	77.9	80.8
87.2	88.3	89.9	91.8	92.4	93.1	Population (ths)	93.7	94.2	94.7	95.1	95.6	96.0
1.2	1.3	1.8	2.1	0.7	0.7	% change	0.7	0.5	0.5	0.5	0.5	0.5
0.9	1.0	1.4	1.7	0.5	0.5	Net migration (ths)	0.5	0.3	0.3	0.3	0.3	0.3
119	138	149	116	103	218	Single-family permits (#)	111	184	262	261	247	237
332	4	46	20	519	324	Multifamily permits (#)	223	46	68	67	63	60
186.4	196.7	210.5	228.0	244.1	261.8	FHFA house price (1995Q1=100)	268.3	262.7	265.5	278.5	292.5	311.8

MOODY'S ANALYTICS / Prices® U.S. Metro / July 2020

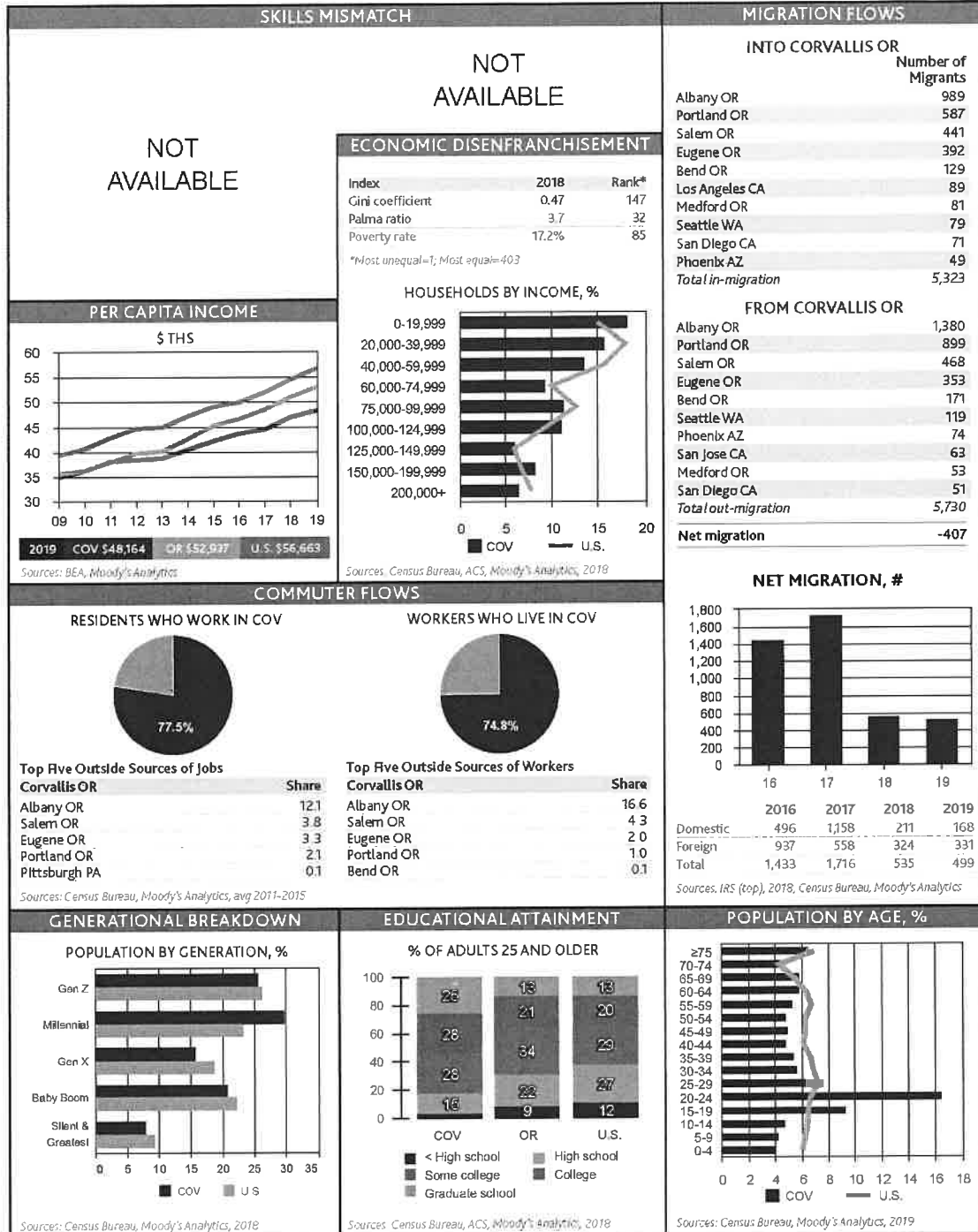
PRÉCIS® U.S. METRO • Corvallis OR



PRÉCIS® U.S. METRO • Corvallis OR



PRÉCIS® U.S. METRO • Corvallis OR



## Conclusion

In light of the social and economic attributes of the greater Benton County area, we are cautiously optimistic about the short-term outlook. Long-term, the region should see stability and moderate growth, with increasing real estate values.

## Local Area Analysis

This section focuses more narrowly on the community of Adair Village and how its history and attributes affect the subject site.



**THE MAP ABOVE HIGHLIGHTS THE CITY GRID IN RELATION TO THE SUBJECT SITE (RED PIN)**

## Neighborhood Analysis

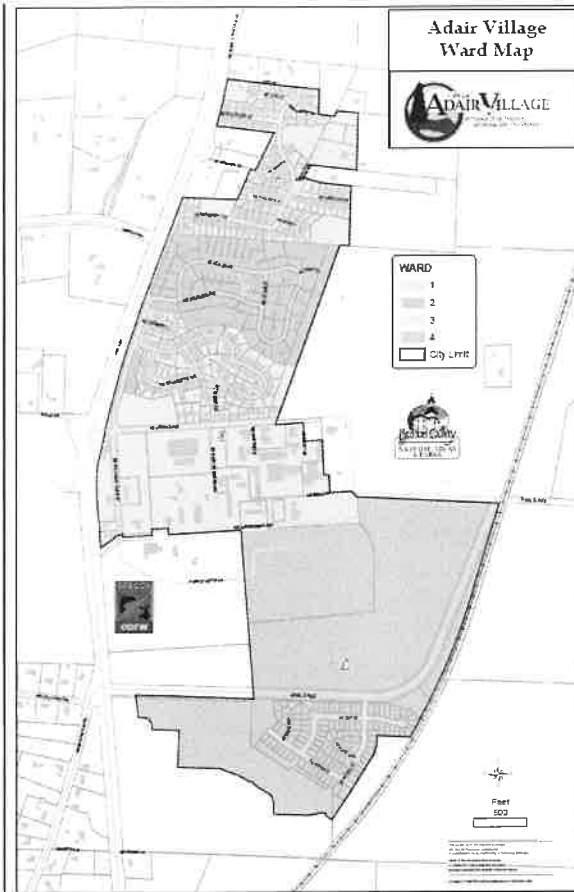
The City of Adair Village, a bedroom community for Corvallis, will always be linked with its historic role near the cantonment of Camp Adair and later as an Air Force SAGE station through the 1960s. Incorporated in 1976, the city counts 840 residents and lacks any functional commercial core.

The City's Comprehensive Plan recognizes this deficiency. The AV Market & Deli, a restaurant and a coffee shop is credited as being the City's "commercial center," at the south end of W. R. Carr Avenue. The Adair Village Community Building/City Hall and Park are sited on the west side of Carr Avenue, just north of the convenience store.

The City developed a Civic Center plan for the area adjacent to the City Hall on the City's property located on the west side of William R. Carr Avenue and on Benton County property on the east side. Two historic Barracks Buildings from the former military base have been moved onto this property and are being restored for civic uses. The Comprehensive Plan states that William R. Carr Avenue and this property will become the City's centralized civic and commercial center. The City's Public Works Department manages the water, sewer, street, and park operations and maintenance. This includes the City Park located in the center of the original neighborhoods.



Most of the city's housing stock lies north of Arnold Avenue. The older homes date to the mid 1950's and were built for resident staff of the hospital. A significant amount of newer housing has been added including row houses fronting on a northern extension of Wm. R. Carr Avenue. New residential subdivisions have been built at the south end of the city, accessed by NW Ryals Avenue.



Due, in part to this relatively new residential construction, the city projects a tripling of population by mid-decade. Serving this growing population has provided further impetus, if not urgency, to the rezoning of the subject site for commercial use.

The original camp site, just to the north, is now parkland. The tract once housed up to 30,000 troops in over 1,700 temporary buildings from 1943-46. The area the village now occupies was the site of the hospital and other support structures. In the 1950s the U. S. Air Force constructed the SAGE (Semi-Automatic Ground Environment Direction Center) facility, still extant. A four-story hard-shelled bunker that housed once state-of-the-art radar equipment used during the cold war for missile defense, has been repurposed as a labor union training area.

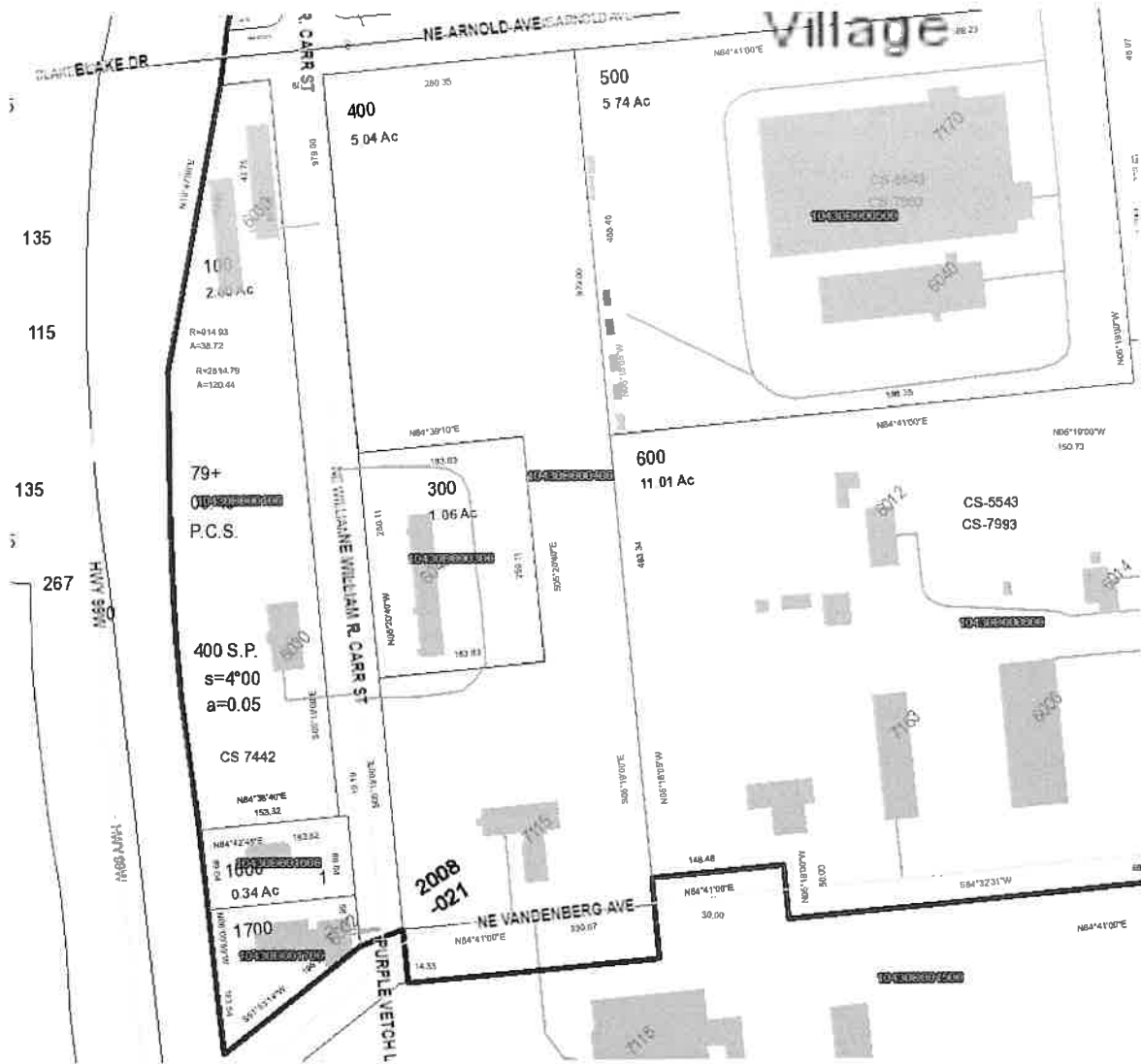
Under Urban Growth Management provisions in the Comprehensive Plan the subject site is identified as the future Village Center.

A Village Center that is the heart of the city's civic life that reflects a downtown character with development patterns appropriate to Adair Village. The Village Center should include the City Hall, Post Office and the major community retail and service uses. It should also include higher density residential uses that complement and support the civic and retail activity.<sup>1</sup>

The city ward map at left shows the incorporated land available to accommodate further residential growth.

The subject site has an elongated "U" configuration and shares its frontage on William R. Carr Avenue across from the village hall with a small residential structure moved to the site. The property is bounded on the north by Arnold Avenue and is across the street from the ServPro training center, the only new commercial structure built in the village for decades. To the east, an alley separates the property from old SAGE building. On the south, the one-time gas station converted to a hobby train shop is slated to be razed. This part of the parcel gives the sites its Vandenberg Avenue street address, though it is unclear if the street extends beyond Carr Avenue.

<sup>1</sup> See Adair Village Comprehensive Plan, Urban Growth Management, 2007, p.290



THE SUBJECT PROPERTY IS LOT 400 ABOVE- MAP SHOWS BUILDING FOOTPRINTS

### Conclusion

The City of Adair Village, an admittedly residential community, nevertheless lacks a viable commercial core, even if only for neighborhood services such as a grocery and drug store. The subject site is well located and of sufficient size and configuration to accommodate such a community need.

## Market Analysis

The subject property is now essentially zoned as parkland and is slated to be transferred from Benton County to the City. It has been held in trust to the Federal General Services administration (GSA) which may remove a deed restriction limiting commercial use provided that is the highest and best use of the property.

Consequently, three sets of market data were tested for viability and highest achievability. The greater Linn-Benton market area includes the two counties of the central Willamette Valley lying between, Salem (Marion County), the state capital, and the Eugene-Springfield metropolitan area (Lane County). In Oregon urban sprawl is rigidly contained within urban growth boundaries. Hence close-in agricultural sites might not necessarily be easily converted to residential use despite proximity to growing suburban communities.

Three sets of land sale data were analyzed:

1. Urban Commercial: Commercially zoned development sites, between one and ten acres in site area but within Corvallis or Albany urban area; often with good arterial frontage.
2. Rural Commercial: Same site area criteria but in smaller towns or suburban periphery with commercial or industrial HBU
3. Transition Agricultural: suburban peripheral land sales with rural residential potential

The market value of the site as vacant and assuming no deed restrictions limiting commercial development would most likely be bracketed by the three sets of data in the rural commercial category.

### Market Data Discussion

#### *Urban Commercial Land Sales:*

This first set of land sales bracket the subject in terms of parcel size and utility. They are zoned for commercial or at least multi-family residential. All are considered superior to the subject because of better highway frontage or exposure to major arterials. Further, these sites lie in the path of urban or at least suburban growth.

SUMMARY OF URBAN COMMERCIAL LAND SALES												
PROPERTY INFORMATION								TRANSACTION INFORMATION				
No.	Location	Size (SF)	Size (Acres)	Proposed Use	Zoning	Site Utility	Public Utilities	Grantor	Grantee	Sale Date	Sale Price	\$/SF Land
S	Subject Property	219,542	5.04	Commercial	C1	Good	All available					
1-A	800 NE Circle Blvd, Corvallis, OR	110,642	2.54	Med Office Bldg.	C	Good	All Available	Perfenlein Steven R Trust	PBR Rentals LLC	11/19	\$1,300,000	\$11.75
2-A	2020 SW 53rd St, Corvallis, OR	228,254	5.24	Affordable Housing	RS-20	Good	All Available	Kiilgaard W Christen	53rd Flats LLC	9/21	\$2,600,000	\$11.39
3-A	4250 Santiam Hwy SE Albany, OR	222,156	5.10	Hwy Commercial	RC, Regional Commercial	Good	All Available	Oregon Acquisition One LLC	John Keifer	2/19	\$2,500,000	\$11.25
4-A	245 SW Twin Oaks Circle Corvallis, OR	216,058	4.96	Hwy Commercial	MUE	Good	All Available	Twin Oaks Investment LLC	Crossbeam Design LLC	5/21	\$2,250,000	\$10.41
5-A	1248 Goldfish Farm Rd SE Albany, OR	94,090	2.16	Hwy Commercial	CC, Community Commercial	Good	All Available	SPSM Ltd.	Wright & Wright Cashflow, LLC	4/19	\$1,075,000	\$11.43
STATISTICS												
Low		94,090	2.16							2/19	\$1,075,000	\$10.41
High		228,254	5.24							9/21	\$2,600,000	\$11.75
Average		174,240	4.00							4/20	\$1,945,000	\$11.25

Compiled by Cushman & Wakefield of Washington, Inc.

Land Sales 1-A, 2-A and 4-A are located in Corvallis and Land Sales 3-A and 5-A are in Albany. The sales have all closed within the past two years. A couple of the sites have yet to be developed.

Land Sale 1-A has been developed with a medical office building. Land Sale 2-A is planned for 53<sup>rd</sup> Flats, a 5-building 100-unit affordable housing complex. Land Sale 3-A was planned for an automobile dealership while Land Sale 4-A is an older mobile home park that was bought for eventual highway commercial redevelopment. Land Sale 5-A is adjacent to an auto wrecking yard and has been in the process of having soil contamination mitigated.

The sites ranged in size from 2.16 to 5.24 acres. All had commercial zoning and all utilities available at time of sale. Sale prices averaged \$11.25 per sq. ft. within a narrow value spread. This data set represents the high end of the applicable value range. We found the next set of sales Rural Commercial more directly comparable to the subject.

*Rural Commercial Land Sales:*

The subject property appears to line up best with what might be characterized as rural commercial land sales. This data set includes a mix of potential land uses all on the periphery of urban development or in less desirable commercial nodes. With the exception of Land Sale 4-B, these sales closed within the past three years.

SUMMARY OF COMMERCIAL RURAL LAND SALES												
PROPERTY INFORMATION							TRANSACTION INFORMATION					
No. S	Location Subject Property	Size (sf)	Size (Acres)	Proposed Use	Zoning	Site Utility	Public Utilities	Grantor	Grantee	Sale Date	Sale Price	\$/SF Land
		219,542	5.04	City Center Commercial	C1	Good	All available					
1-B	Adj 35911 Bryant Dr SW Albany, OR	108,900	2.50	residential	RR	Average	well, septic	M. Hagerly	J Richard & ux	6/21	\$205,000	\$1.88
2-B	30199 Oregon Hwy 34 Albany, OR	356,757	8.19	Industrial	LI Industrial	Average	All available	Barnes Investments, LLC	James K. Knox	12/19	\$875,000	\$2.45
3-B	903 North 12th Street Philomath, OR	151,153	3.47	residential	RR	Good	well, septic	Loretta C Johnson Living Trust	Levi Beelart	7/18	\$450,000	\$2.98
4-B	6835 NE Arnold Ave. Adair Village, OR	150,718	3.46	commercial	I	Good	All Available	Prince of Peace Community Church	McGinnis Commercial Properties	12/15	\$400,000	\$2.65
5-B	3055 SE Salem Ave. Albany, OR	145,055	3.33	industrial	C	Good	All Available	M&M Rentals Inc.	Bob Qozb LLC	6/21	\$725,000	\$5.00
STATISTICS												
Low		108,900	2.50							12/15	\$205,000	\$1.88
High		356,757	8.19							6/21	\$875,000	\$5.00
Average		182,517	4.19							6/19	\$531,000	\$2.99

Compiled by Cushman & Wakefield of Washington, Inc.

The key sale here is a six-year old transaction, located across the street and adjacent to the north, Land Sale 4-B. This 3.46 acre parcel sold at the end of 2015 for \$400,000 or \$2.65 per sq. ft. It has since been improved with offices and a training facility. Land use to the north is now developed with residential attached units buffered from the highway by a landscaped berm.

The other sales in this data set help bracket this transaction. There have been no other significant commercial land sales in Adair Village. They range from acreage sold for a custom home to a commercial land sale to be improved with a light industrial project in North Albany.

Land Sale 1-B is a 2.50 acre parcel of excess land sold for a high end single family residence. It sold for just under \$2.00 per sq. ft. Land Sale 2-B is a larger Albany industrial site, still undeveloped, that sold for \$2.45 per sq. ft.

Land Sale 3-B is another rural residential tract north of Philomath that sold for almost \$3.00 per sq. ft. Finally, Land Sale 5-B is an Albany transaction that closed this summer and will be improved to its highest and best use. At \$5.00 per sq. ft., this transaction strongly supports the validity of LS 4-B and sets a bracket in which the subject property should fall.

*Transition Agricultural*

This group of land sales represents somewhat larger hobby farm scaled tracts that set the lower limit of the value range.

SUMMARY OF TRANSITIONAL AGRICLTURAL LAND SALES												
PROPERTY INFORMATION							TRANSACTION INFORMATION					
No.	Location	Size (sf)	Size (Acres)	Proposed Use	Zoning	Site Utility	Public Utilities	Grantor	Grantee	Sale Date	Sale Price	\$/SF Acre
S	Subject Property	219,542	5.04	City Center Commercial	C1	Good	All available					
1	4685 NE Elliott Circle Corvallis, OR	4,434,408	101.80	Vineyard-winery	EFU	Good	well, septic	Kyle L Dunning & Holly J Dunning	Pen Gao & Bo Jiang	8/21	\$1,425,000	\$13,998
2	37963 Kings Valley Hwy	312,325	7.17	Residential-Single-Family	FC	Average	well, septic	The Alan E Amowitz Revocable	Ada M Catino	4/17	\$499,000	\$69,596
3	33772 Sunset View Dr. Tangent, OR	147,233	3.38	Residential-Single-Family	RR	Good	well, septic	Laurel Morris & Joseph Williamson	Derek Avery Scheele	7/18	\$139,000	\$41,124
4	25090 Grange Hall Road Philomath, OR	454,331	10.43	Residential-Single-Family	RR-10	Good	well, septic	Timothy L Vincent & Pamela J Vincent	Derrick & Karen Luksch	4/19	\$313,000	\$30,010
STATISTICS												
Low		147,233	3.38							4/17	\$139,000	\$13,998
High		4,434,408	101.80							8/21	\$1,425,000	\$69,596
Average		1,337,074	30.70							3/19	\$594,000	\$38,682

Compiled by Cushman & Wakefield of Washington, Inc.

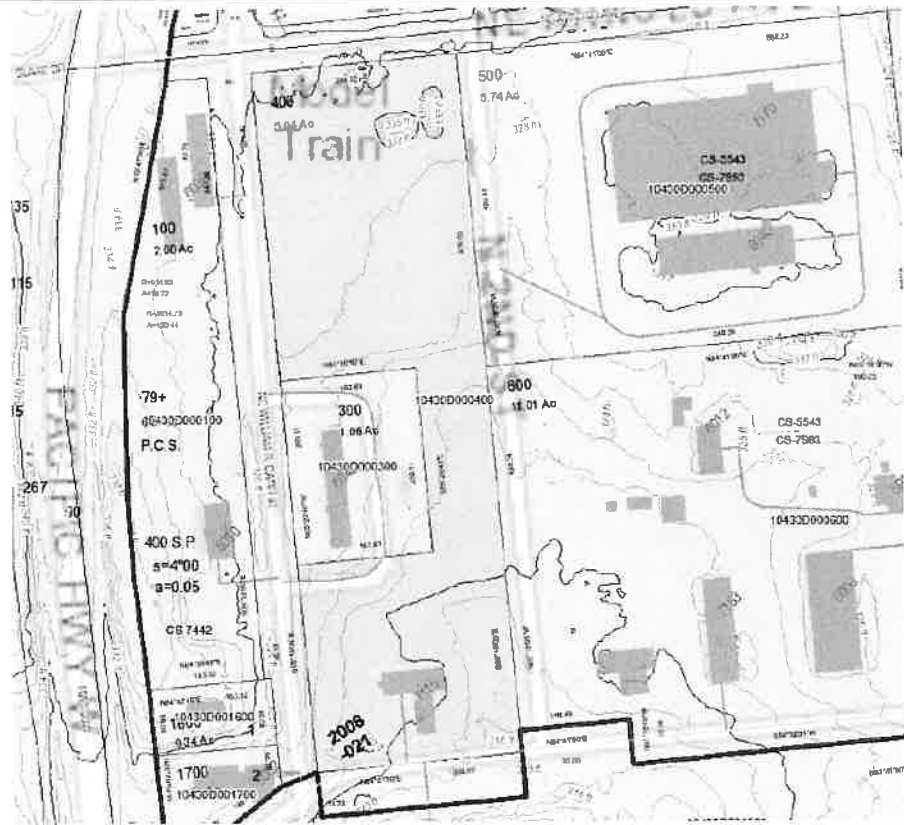
These transactions bracket a lower value range for agricultural tracts in transition to marginally higher uses, such as hobby farms or vineyards. These transactions report a range between \$14,000 and \$70,000 per acre. These values might apply to the subject property in continued use as a park.

The Rural Commercial Land Sales data appeared most comparable to the subject site with the deed restriction removed. These transactions will be further discussed below.

# Property Analysis

## Site Description

Shape:	U-shaped	
Topography:	Level at street grade	
Primary Land Area:	5.04 acres / 219,542 square feet	
Frontage/Access/Visibility:	The subject property has frontage on the following streets:	
	NE Arnold Ave	280 feet
	NE William Carr Ave.	979 feet



Site Improvements:	Site is vacant save for abandoned building at south end to be removed
Land Use Restrictions:	We were not given a title report to review. We do not know of any easements, encroachments, or restrictions that would adversely affect the site's use. However, we recommend a title search to determine whether any adverse conditions exist.

**Flood Zone Description:** The subject property is located in flood zone X (Areas determined to be outside the 500 year flood plain) as indicated by FEMA Map 41003C0100F, dated June 02, 2011. The flood zone determination and other related data are provided by a third party vendor deemed to be reliable. If further details are required, additional research is required that is beyond the scope of this analysis.

**Overall Site Utility:** The subject site has sufficient dept, length and infrastructure linkage to accommodate an intensive commercial development.

**Municipal Utilities Available**

**Water:** City Of Adair Village

**Sewer:** City Of Adair Village

**Electricity:** Portland General Electric

**Gas:** NW Natural Gas

**Telephone:** All available



## Real Property Taxes and Assessments

### Current Property Taxes

The subject property is located in the taxing jurisdiction of Benton County, and the assessor's parcel identification is 10430D000400. The property is not currently taxed because it is in public ownership.

The assessment and taxes for the property are presented in the following table:

<b>PROPERTY ASSESSMENT INFORMATION</b>	
Assessor's Parcel Number:	10430D000400
Assessing Authority:	Benton County County
Current Tax Year:	2021
Assessment Ratio (% of market Value):	100%
Equalization Rate:	0.00%
Are Taxes Current?	Taxes are current
Is There a Grievance Underway?	Not to our knowledge
The Subject's Assessment and Taxes Are:	At market levels
<b>ASSESSMENT INFORMATION</b>	
<b>Assessed Value</b>	
Land:	<b>Totals</b>
Improvements:	\$0
Total:	\$0
Assessor's Implied Market Value:	\$0
	\$0
<b>TAX LIABILITY</b>	
Total Tax Rate:	0.00%
<b>Total Property Taxes:</b>	<b>\$0</b>

*Compiled by Cushman & Wakefield of Washington, Inc.*

## Zoning

### General Information

The property is zoned Public Use by the City of Adair Village. A summary of the subject's zoning is provided in the following table:

<b>ZONING</b>	
<b>Municipality Governing Zoning:</b>	City of Adair Village
<b>Current Zoning:</b>	Public Use
<b>Proposed Use:</b>	Commercial
<b>Is Proposed Use Permitted?</b>	Yes
<b>Change in Zone Likely:</b>	Yes
<b>Change To:</b>	Remove deed restrictions to allow rezoning to C-1
<b>Zoning Change Applied For:</b>	Yes
<b>Permitted Uses:</b>	Current Public Use zone restricts uses to parks and open spaces
<b>Prohibited Uses:</b>	Prohibited uses within this district include any urban improvement

In the valuation section following we assume a zone change to C-1, allowing a mixed use commercial village center as envisioned by the City's Comprehensive Plan.

# Valuation

## Highest and Best Use

### Context

The City of Adair Village, incorporated in 1976, seeks to better serve its growing population with a viable commercial town center. Long a bedroom community for nearby Corvallis, residents must travel at least five miles to access common neighborhood conveniences, like banks and grocery stores or pharmacies. The City wishes to acquire a centrally located five-plus acre parcel, subject of this report, and rezone it from public use to allow private commercial development.

The site, to be further described in the appraisal, is now owned by Benton County in trust to the U.S. General Services Administration (GSA) and held in trust as public parkland. The subject site and much of the surrounding community were once part of a US Air Force Station and SAGE (Semi-automatic Ground Environment) facility. The large SAGE blockhouse still dominates the local landscape but has passed to ownership of a regional laborers' trust. This analysis has been prepared to demonstrate that the higher and better use of the subject parcel would be achieved if rezoned to a commercial use.

### Introduction

In a Highest and Best Use (HBU) analysis, the valuer considers the maximally profitable use for the property among physical, legal and financially viable alternatives. Key considerations include the pattern of surrounding land use, the vector for growth and community needs. HBU analysis guides in the selection of comparable sales and approaches to value.

The concept of highest and best use is inextricably intertwined with market value, as defined, *supra*. Given that the definition of market value assumes sale of the property, the HBU analysis must be from the perspective of the buyer. Questions to be dealt with here include:

- Who is the most likely buyer type?
- Why is the property being acquired?
- Will the use change?
- What is the nature of that change?

### Definition of Highest and Best Use

According to *The Dictionary of Real Estate Appraisal*, Sixth Edition (2015), a publication of the Appraisal Institute, the highest and best use is defined as:

The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.

### **Highest and Best Use Criteria**

We have evaluated the site's highest and best use both as currently improved and as if vacant. In both cases, the property's highest and best use must meet four criteria. That use must be (1), legally permissible (2) physically possible, (3) financially feasible, and (4) maximally productive. The conclusion of highest and best use identifies a narrow range of outcomes in terms of the physical use of the property. The timing of that use must be addressed in the context of the likely buyer and probable end user of the property.

### **Legally Permissible**

The first test concerns permitted uses. Although now zoned for Public Use, the intent of the City is to remove the GSA "parks in perpetuity" deed restriction to allow commercial rezoning to facilitate a town center commercial development. Under the City's Zoning Code, the change in zoning to C-1, the designation for the Village Center, would allow a broad range of uses. According to the code:

The C-1 zone is applied to the area of Adair Village that is intended to become the pedestrian-oriented, mixed-use heart of the village. Appropriate building types include commercial, mixed-use, and live/work buildings, with ground floor space reserved for retail and services, with residential, and/or offices above.<sup>2</sup>

It should be noted that the city has long attempted to develop a viable commercial core. The City's 2010 Comprehensive Plan notes a Civic Center Plan for the Village. Under the Plan's Policies and Recommendations, under Urban Growth Management it notes that the City needs to:

Provide a Village Center that is the heart of the city's civic life that reflects a downtown character with development patterns appropriate to Adair Village. The Village Center should include the City Hall, Post Office and the major community retail and service uses. It should also include higher density residential uses that complement and support the civic and retail activity.<sup>3</sup>

The surrounding pattern of development and the vector of growth in the area would easily support a transition to more intensive uses that could pay rents to support rising land values. A commercial rezoning of the subject site appears probable.

### **Physically Possible**

The subject site presents itself as a level quadrangle with ample depth and street frontage to accommodate any number of commercial uses. The site configuration is actually more of an elongated "U" because of a 1.06 acre residentially improved site mid-block, that somewhat bifurcates the site. The super block otherwise extends from Arnold Avenue 979 feet down to Vandenberg along its eastern boundary.

All municipal utilities are available to the site including city water and sewer. Ground cover is predominantly lawn. It is unclear if the site serves any purpose other than as a public open-space.

The site is oriented to southbound highway traffic at its northwest corner where NE Arnold Avenue crosses NE William R. Carr Avenue, intersecting Pacific Highway (99W). Its Vandenberg street address

<sup>2</sup> City of Adair Village City Code, Article 4 Zoning Districts, p. 178

<sup>3</sup> Op. cit., Article 9 Comprehensive Plan, Section 9.890, p.366

owes to the one-time gas-station still standing on the south side of the property. The street frontage along the latter connector would provide local commercial exposure and access.

Internal city arterials link the site to the residential neighborhood to the north, across Arnold Avenue. However, Adair Village is situated east of the highway and is well buffered from traffic and lacks a signalized intersection at this time.

Note that an abandoned gas station at the south end of the site will be razed and it is understood its underground tanks have been removed and any contamination remediated. For valuation purposes, the site is otherwise assumed to be uncontaminated and shovel ready. Any costs to cure based on a refreshed Environmental Site Assessment (ESA) would be charged against the valuation here.

There appear to be no physical constraints that would hinder redevelopment of this site for commercial or mixed use densities.

### **Financial Feasibility and Maximum Productivity**

The third and fourth tests of highest and best use examine financially feasible alternatives and attempt to project what will produce the highest net return. After analyzing the physically possible and legally permissible uses of the property, the highest and best use must be considered in light of financial feasibility and maximum productivity. For a potential use to be seriously considered, it must have the potential to provide a sufficient return to attract investment capital over alternative forms of investment. A positive net income or acceptable rate of return would indicate that a use is financially feasible.

The intent of the City is to acquire the subject site for a town center. Even though Adair Village is admittedly a bedroom community for Corvallis, if not Albany, the population grew over 56% in the decade from 2000 to 2010 but projected a growth rate of over 235% through 2026, based in part on new housing construction south of town. Such a population base, alone, would support a more robust neighborhood commercial core.

At issue is whether such a conversion of dedicated parkland would constitute the highest and best use of this centrally located parcel. The first consideration is whether such a conversion meets community needs. Given the rate of local population growth and the absence of such local community services, a clear and present need seems evident.

If a commercial redevelopment is viable, what is the maximum value that GSA might obtain in a market sale? To answer this question, we developed three sets of land sales from the greater Linn-Benton-Lane County areas. The three data sets include:

1. Urban Commercial: Commercially zoned development sites, between one and ten acres in site area but within Corvallis or Albany urban area; often with good arterial frontage.
2. Rural Commercial: Same site area criteria but in smaller towns or suburban periphery with commercial or industrial HBU
3. Transition Agricultural: suburban peripheral land sales with rural residential potential

The market value of the site as vacant and assuming no deed restrictions limiting commercial development would most likely be bracketed by the three sets of data in the rural commercial category.

This analysis filtered limited transactional data to bracket a value range applicable to the subject property and thereby identify its highest and best use. The first data set suggests that prime commercial sites with superior locations in Linn-Benton County area sell for \$10.00 to \$12.00 per sq. ft. On the other hand, the status quo, suggests that as parkland, the subject site would sell well below \$2.00 per sq. ft. The middle set of transactions bracket a somewhat dated comparable across the street from the subject. Under these circumstances, the applicable value range appropriate for the subject property would be \$3.00-\$3.50 per sq. ft.

#### **Highest and Best Use of Site as though Vacant**

We considered the legal issues related to zoning and legal restrictions. We also analyzed the physical characteristics of the site to determine what legal uses would be possible and considered the financial feasibility of these uses to determine the use that is maximally productive. Considering the subject site's physical characteristics and location, as well as the state of the local market, it is our opinion that the Highest and Best Use of the subject site as though vacant is for development with a mixed use commercial – residential project, built to a density warranted by demand.

#### **Most Likely Buyer**

The most likely buyer is the City of Adair Village because it is uniquely positioned to both change the zoning and void the deed restriction that would prohibit commercial development and realization of the site's highest and best use.

## Land Valuation

### Methodology

We used the Sales Comparison Approach to develop an opinion of land value. We examined current offerings and analyzed prices buyers have recently paid for comparable sites. A summary chart of the comparables as well as our analysis of the sales is presented on the following pages. Note that we looked at three sets of land sales to better test highest and best use. These transactions were discussed in the Market Analysis section supra. Here we discuss adjustments to the Rural Commercial data set considered most applicable to the subject site as vacant and available to develop to its highest and best use.

Two tables are arrayed below: a summary of five comparable sales followed by an adjustment grid and map. Comparable land sale data sheets are presented in the Addenda of this report.

### Discussion of Adjustments

#### Property Rights Conveyed

The property rights conveyed in a transaction typically have an impact on the sale price of a property. Acquiring the fee simple interest implies that the buyer is acquiring the full bundle of rights. Acquiring a leased fee interest typically means that the property being acquired is encumbered by at least one lease, which is a binding agreement transferring rights of use and occupancy to the tenant. A leasehold interest involves the acquisition of a lease, which conveys the rights to use and occupy the property to the buyer for a finite period of time. At the end of the lease term, there is typically no reversionary value to the leasehold interest. Since we are valuing the fee simple interest as reflected by each of the comparables, an adjustment for property rights is not required.

#### Conditions of Sale

Adjustments for conditions of sale usually reflect the motivations of the buyer and the seller. In many situations the conditions of sale may significantly affect transaction prices. However, all sales used in this analysis are considered to be "arms-length" market transactions between both knowledgeable buyers and sellers on the open market. Therefore, no adjustments were required.

#### Financial Terms

The financial terms of a transaction can have an impact on the sale price of a property. A buyer who purchases an asset with favorable financing might pay a higher price, as the reduced cost of debt creates a favorable debt coverage ratio. A transaction involving above-market debt will typically involve a lower purchase price tied to the lower equity returns after debt service. We analyzed all of the transactions to account for atypical financing terms. To the best of our knowledge, all of the sales used in this analysis were accomplished with cash or market-oriented financing. Therefore, no adjustments were required.

#### Market Conditions

The sales that are included in this analysis occurred between December 2015 and August 2021. Sale 4, across the street from the subject, is 6 years old and was adjusted to the date of value using inflection points. The balance of the sales occurred between April 2017 and June 2021. As the market has remained stable over this time period, no adjustment was applied.

**Location**

An adjustment for location is required when the locational characteristics of a comparable property differ from those of the subject property. We made a downward adjustment to those comparables considered superior in location compared to the subject. Conversely, upward adjustments were made to those comparables considered inferior.

**Size**

The adjustment for size generally reflects the inverse relationship between unit price and lot size. Smaller lots tend to sell for higher unit prices than larger lots, and vice versa. Therefore, upward adjustments were made to larger land parcels, and downward adjustments were made to smaller land parcels.

**Public Utilities**

The availability of public utilities has a significant impact on the value of a property. Municipal utility providers often, but not always, provide utilities such as gas, water, electric, sewer, and telephone. It is therefore important to understand any differences that may exist in the availability of public utilities to the subject property and its comparables. All of the sales, like the subject, had full access to public utilities at the time of sale. Therefore, no adjustments were required.

**Utility**

The subject parcel is adequately shaped to accommodate a typical building. It has good access, good frontage and average visibility. Overall, it has been determined that the site has good utility. Adjustments were made where a comparable was considered to have superior or inferior utility.



Click here to enter text.

### Conclusion of Site Value

The adjustments applied to the comparable sales in the Land Sale Adjustment Chart reflect what we determined is appropriate in the marketplace. Despite the subjectivity, the adjustments were considered reasonable and were applied consistently.

This analysis has attempted to filter limited transactional data to bracket a value range applicable to the subject property and thereby identify its highest and best use. The highest and best use, assuming removal of deed restrictions, is for commercial redevelopment of the site to allow creation of a village center, as envisioned by the city's comprehensive plan.

We found that the Rural Commercial data set was best indicator of market value. The middle set of transactions bracket a somewhat dated comparable across the street from the subject. Under these circumstances, the applicable value range appropriate for the subject property would be \$3.00-\$3.50 per sq. ft. We concluded to a unit value of \$3.25 per sq. ft. for subject site. An overall site value may be calculated as follows:

<b>AS IS LAND VALUE CONCLUSION</b>		<b>Price Per Acre</b>
Indicated Value		\$3.25
Site sq. ft.		x 219,542
Indicated Value		\$713,513
Rounded to nearest \$50,000		\$700,000
\$/Acre Basis		\$138,889
<b>LAND VALUE CONCLUSION</b>		<b>\$700,000</b>
\$/SF Basis		\$3.19

*Compiled by Cushman & Wakefield of Washington, Inc.*

**SUMMARY OF COMMERCIAL RURAL LAND SALES  
PROPERTY INFORMATION**

TRANSACTION INFORMATION													
No.	Location	Size (sf)	Size (Acres)	Proposed Use	Zoning	Site Utility	Public Utilities	Grantor	Grantee	Sale Date	Sale Price	\$/SF Land	COMMENTS
S	Subject Property	219,542	5.04	City Center Commercial	Public Use	Good	All available						
1-B	Adj 35911 Bryant Dr SW Albany, OR	108,900	2.50	residential	RR	Average	well, septic	M. Hagerly	J Richard & ux	6/21	\$205,000	\$1.88	rural residential family single family lot
2-B	30199 Oregon Hwy 34 Albany, OR	356,757	8.19	Industrial	LI; Industrial	Average	All available	Barnes Investments, LLC	James K. Knox	12/19	\$875,000	\$2.45	There is a small building on the site which consists of 1,150 square feet that was given little value. There is a shared well and on-site septic. It was purchased for future industrial development/use.
3-B	903 North 12th Street Philomath, OR	151,153	3.47	residential	RR	Good	well, septic	Loretta C Johnson Living Trust	Levi Beelart	7/18	\$450,000	\$2.98	Rural residential homestead, adjacent to City of Philomath
4-B	6835 NE Arnold Ave. Adair Village, OR	150,718	3.46	commercial	I	Good	All Available	Prince of Peace Community Church	McGinnis Commercial Properties	12/15	\$400,000	\$2.65	Improved with 19,188 sf training facility, built in 2017
5-B	3055 SE Salem Ave. Albany, OR	145,055	3.33	Industrial	C	Good	All Available	M&M Rentals Inc.	Bob Qozb LLC	6/21	\$725,000	\$5.00	28,444-square-foot bldg for Corquest Automation proposed, industrial office/sunken loading dock, and 60 pkg spaces. Across from Waverly Lake
<b>STATISTICS</b>													
Low		108,900	2.50							12/15	\$205,000	\$1.88	
High		356,757	8.19							6/21	\$875,000	\$5.00	
Average		182,517	4.19							6/19	\$531,000	\$2.99	

Compiled by Cushman & Wakefield of Washington, Inc.

LAND SALE ADJUSTMENT GRID												
Economic Adjustments (Cumulative)						Property Characteristic Adjustments (Additive)						
No.	Price PSF Land & Date	Property Rights Conveyed	Conditions of Sale	Financing	Market(1) Conditions	PSF Land Subtotal	Location	Size	Public Utilities	Utility(2)	Adj. Price PSF Land	Overall
1-B	\$1.88 6/21	Fee 0.0%	Arm's-Length 0.0%	None 0.0%	Similar 0.0%	\$1.88 0.0%	Inferior 20.0%	Similar 0.0%	Inferior 10.0%	Inferior 10.0%	\$2.64 40.0%	Inferior
2-B	\$2.45 12/19	Fee 0.0%	Arm's-Length 0.0%	None 0.0%	Similar 0.0%	\$2.45 0.0%	Inferior 10.0%	Larger 10.0%	Similar 0.0%	Similar 0.0%	\$2.94 20.0%	Inferior
3-B	\$2.98 7/18	Fee 0.0%	Arm's-Length 0.0%	None 0.0%	Similar 0.0%	\$2.98 0.0%	Inferior 20.0%	Similar 0.0%	Inferior 10.0%	Inferior 10.0%	\$4.17 40.0%	Inferior
4-B	\$2.65 12/15	Fee 0.0%	Arm's-Length 0.0%	None 0.0%	Inferior 10.0%	\$2.92 10.0%	Similar 0.0%	Similar 0.0%	Similar 0.0%	Similar 0.0%	\$2.92 0.0%	Similar
5-B	\$5.00 6/21	Fee 0.0%	Arm's-Length 0.0%	None 0.0%	Similar 0.0%	\$5.00 0.0%	Superior -25.0%	Similar 0.0%	Similar 0.0%	Similar 0.0%	\$3.75 -25.0%	Superior
<b>STATISTICS</b>												
	\$1.88											
	\$5.00											
	\$2.99											

Compiled by Cushman & Wakefield of Washington, Inc.

**(1) Market Conditions Adjustment Footnote**

Compound annual change in market conditions: 0.00%  
Date of Value (for adjustment calculations): 9/21/21

**(2) Utility Footnote**

Utility includes shape, access, frontage and visibility.

LAND SALE LOCATION MAP



## Reconciliation and Final Value Opinion

### Valuation Methodology Review and Reconciliation

This appraisal employs only the Sales Comparison Approach. Based on our analysis and knowledge of the subject property type and relevant investor profiles, it is our opinion that this approach would be considered necessary and applicable for market participants. Typical purchasers do not generally rely on the Cost or Income Capitalization Approaches when purchasing a property such as the subject of this report. Therefore, we have not employed the Cost Approach or the Income Capitalization Approach to develop an opinion of market value. The exclusion of these approaches to value does not reduce the credibility of the assignment results.

The Sales Comparison approaches indicated the following:

<b>FINAL VALUE RECONCILIATION</b>		
	<b>Market Value</b>	
	<b>As-Is</b>	<b>PSF</b>
<b>Date of Value</b>	<b>September 21, 2021</b>	
<b>Land Valuation</b>		
Land Value	\$700,000	
Land Value per square foot		\$3.19
<b>Final Value Conclusion</b>	<b>\$700,000</b>	<b>\$3.19</b>

*Compiled by Cushman & Wakefield of Washington, Inc.*

## Assumptions and Limiting Conditions

"Report" means the appraisal or consulting report and conclusions stated therein, to which these Assumptions and Limiting Conditions are annexed.

"Property" means the subject of the Report.

"Cushman & Wakefield" means Cushman & Wakefield, Inc. or its subsidiary that issued the Report.

"Appraiser(s)" means the employee(s) of Cushman & Wakefield who prepared and signed the Report.

The Report has been made subject to the following assumptions and limiting conditions:

- No opinion is intended to be expressed and no responsibility is assumed for the legal description or for any matters that are legal in nature or require legal expertise or specialized knowledge beyond that of a real estate appraiser. Title to the Property is assumed to be good and marketable and the Property is assumed to be free and clear of all liens unless otherwise stated. No survey of the Property was undertaken.
- The information contained in the Report or upon which the Report is based has been gathered from sources the Appraiser assumes to be reliable and accurate. The owner of the Property may have provided some of such information. Neither the Appraiser nor Cushman & Wakefield shall be responsible for the accuracy or completeness of such information, including the correctness of estimates, opinions, dimensions, sketches, exhibits and factual matters. Any authorized user of the Report is obligated to bring to the attention of Cushman & Wakefield any inaccuracies or errors that it believes are contained in the Report.
- The opinions are only as of the date stated in the Report. Changes since that date in external and market factors or in the Property itself can significantly affect the conclusions in the Report.
- The Report is to be used in whole and not in part. No part of the Report shall be used in conjunction with any other analyses. Publication of the Report or any portion thereof without the prior written consent of Cushman & Wakefield is prohibited. Reference to the Appraisal Institute or to the MAI designation is prohibited. Except as may be otherwise stated in the letter of engagement, the Report may not be used by any person(s) other than the party(ies) to whom it is addressed or for purposes other than that for which it was prepared. No part of the Report shall be conveyed to the public through advertising, or used in any sales, promotion, offering or SEC material without Cushman & Wakefield's prior written consent. Any authorized user(s) of this Report who provides a copy to, or permits reliance thereon by, any person or entity not authorized by Cushman & Wakefield in writing to use or rely thereon, hereby agrees to indemnify and hold Cushman & Wakefield, its affiliates and their respective shareholders, directors, officers and employees, harmless from and against all damages, expenses, claims and costs, including attorneys' fees, incurred in investigating and defending any claim arising from or in any way connected to the use of, or reliance upon, the Report by any such unauthorized person(s) or entity(ies).
- Except as may be otherwise stated in the letter of engagement, the Appraiser shall not be required to give testimony in any court or administrative proceeding relating to the Property or the Appraisal.
- The Report assumes (a) responsible ownership and competent management of the Property; (b) there are no hidden or unapparent conditions of the Property, subsoil or structures that render the Property more or less valuable (no responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them); (c) full compliance with all applicable federal, state and local zoning and environmental regulations and laws, unless noncompliance is stated, defined and considered in the Report; and (d) all required licenses, certificates of occupancy and other governmental consents have been or can be obtained and renewed for any use on which the value opinion contained in the Report is based.
- The physical condition of the improvements considered by the Report is based on visual inspection by the Appraiser or other person identified in the Report. Cushman & Wakefield assumes no responsibility for the soundness of structural components or for the condition of mechanical equipment, plumbing or electrical components.
- The forecasted potential gross income referred to in the Report may be based on lease summaries provided by the owner or third parties. The Report assumes no responsibility for the authenticity or completeness of lease information provided by others. Cushman & Wakefield recommends that legal advice be obtained regarding the interpretation of lease provisions and the contractual rights of parties.

- The forecasts of income and expenses are not predictions of the future. Rather, they are the Appraiser's best opinions of current market thinking on future income and expenses. The Appraiser and Cushman & Wakefield make no warranty or representation that these forecasts will materialize. The real estate market is constantly fluctuating and changing. It is not the Appraiser's task to predict or in any way warrant the conditions of a future real estate market; the Appraiser can only reflect what the investment community, as of the date of the Report, envisages for the future in terms of rental rates, expenses, and supply and demand.
- Unless otherwise stated in the Report, the existence of potentially hazardous or toxic materials that may have been used in the construction or maintenance of the improvements or may be located at or about the Property was not considered in arriving at the opinion of value. These materials (such as formaldehyde foam insulation, asbestos insulation and other potentially hazardous materials) may adversely affect the value of the Property. The Appraisers are not qualified to detect such substances. Cushman & Wakefield recommends that an environmental expert be employed to determine the impact of these matters on the opinion of value.
- Unless otherwise stated in the Report, compliance with the requirements of the Americans with Disabilities Act of 1990 (ADA) has not been considered in arriving at the opinion of value. Failure to comply with the requirements of the ADA may adversely affect the value of the Property. Cushman & Wakefield recommends that an expert in this field be employed to determine the compliance of the Property with the requirements of the ADA and the impact of these matters on the opinion of value.
- If the Report is submitted to a lender or investor with the prior approval of Cushman & Wakefield, such party should consider this Report as only one factor, together with its independent investment considerations and underwriting criteria, in its overall investment decision. Such lender or investor is specifically cautioned to understand all Extraordinary Assumptions and Hypothetical Conditions and the Assumptions and Limiting Conditions incorporated in this Report.
- In the event of a claim against Cushman & Wakefield or its affiliates or their respective officers or employees or the Appraisers in connection with or in any way relating to this Report or this engagement, the maximum damages recoverable shall be the amount of the monies actually collected by Cushman & Wakefield or its affiliates for this Report and under no circumstances shall any claim for consequential damages be made.
- If the Report is referred to or included in any offering material or prospectus, the Report shall be deemed referred to or included for informational purposes only and Cushman & Wakefield, its employees and the Appraiser have no liability to such recipients. Cushman & Wakefield disclaims any and all liability to any party other than the party that retained Cushman & Wakefield to prepare the Report.
- Any estimate of insurable replacement cost/insurable value, if included within the agreed upon scope of work and presented within this report, is based upon figures derived from a national cost estimating service and is developed consistent with industry practices. However, actual local and regional construction costs may vary significantly from our estimate and individual insurance policies and underwriters have varied specifications, exclusions, and non-insurable items. As such, we strongly recommend that the Client obtain estimates from professionals experienced in establishing insurance coverage for replacing any structure. This analysis should not be relied upon to determine insurance coverage. Furthermore, we make no warranties regarding the accuracy of this estimate.
- Any estimate of actual cash value, if included within the agreed upon scope of work and presented within this Report, is based upon an agreed upon procedure with the client as identified by the client within their definition. C&W makes no warranties regarding the accuracy or relevance of this estimate.
- Unless otherwise noted, we were not given a soil report to review. However, we assume that the soil's load-bearing capacity is sufficient to support existing and/or proposed structure(s). We did not observe any evidence to the contrary during our physical inspection of the property. Drainage appears to be adequate.
- Unless otherwise noted, we were not given a title report to review. We do not know of any easements, encroachments, or restrictions that would adversely affect the site's use. However, we recommend a title search to determine whether any adverse conditions exist.
- Unless otherwise noted, we were not given a wetlands survey to review. If subsequent engineering data reveal the presence of regulated wetlands, it could materially affect property value. We recommend a wetlands survey by a professional engineer with expertise in this field.
- Unless otherwise noted, we observed no evidence of toxic or hazardous substances during our inspection of the site. However, we are not trained to perform technical environmental inspections and recommend the hiring of a professional engineer with expertise in this field.

- Unless otherwise noted, we did not inspect the roof nor did we make a detailed inspection of the mechanical systems. The appraisers are not qualified to render an opinion regarding the adequacy or condition of these components. The client is urged to retain an expert in this field if detailed information is needed.
- By use of this Report each party that uses this Report agrees to be bound by all of the Assumptions and Limiting Conditions, Hypothetical Conditions and Extraordinary Assumptions stated herein.



## Certification

We certify that, to the best of our knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- We have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
- We have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- Our engagement in this assignment was not contingent upon developing or reporting predetermined results.
- Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Practice of the Appraisal Institute, which include the Uniform Standards of Professional Appraisal Practice.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- C&W has undertaken to complete this report without regard to race, color, religion, national origin, sex, marital status, or any other prohibited basis, and it is not intended to contain references that could be regarded as discriminatory.
- P. Barton DeLacy, MAI, CRE did make a personal inspection of the property that is the subject of this report.
- P. Barton DeLacy, MAI, CRE has not provided prior services, as an appraiser or in any other capacity, within the three-year period immediately preceding acceptance of this assignment.
- Brent Hordness provided significant real property appraisal assistance to the persons signing this report.
- As of the date of this report, P. Barton DeLacy, MAI, CRE has completed the continuing education program for Designated Members of the Appraisal Institute.



---

P. Barton DeLacy, MAI, CRE  
Executive Director  
OR Certified General Appraiser  
License No. C00089  
barton.delacy@cushwake.com  
206-521-0233 Office Direct

## Addenda Contents

Local Area Analysis

Market Analysis

Addendum A: Glossary of Terms & Definitions

Addendum B: Engagement Letter

Addendum C: Comparable Land Sale Data Sheets

Addendum D: Qualifications of the Appraiser

## Addendum A: Glossary of Terms & Definitions

The following definitions of pertinent terms are taken from *The Dictionary of Real Estate Appraisal*, Sixth Edition (2015), published by the Appraisal Institute, Chicago, IL, as well as other sources.

### As Is Market Value

The estimate of the market value of real property in its current physical condition, use, and zoning as of the appraisal date. (Proposed Interagency Appraisal and Evaluation Guidelines, OCC-4810-33-P 20%)

### Band of Investment

A technique in which the capitalization rates attributable to components of a capital investment are weighted and combined to derive a weighted-average rate attributable to the total investment.

### Cash Equivalency

An analytical process in which the sale price of a transaction with nonmarket financing or financing with unusual conditions or incentives is converted into a price expressed in terms of cash.

### Depreciation

1. In appraising, a loss in property value from any cause; the difference between the cost of an improvement on the effective date of the appraisal and the market value of the improvement on the same date. 2. In accounting, an allowance made against the loss in value of an asset for a defined purpose and computed using a specified method.

### Disposition Value

The most probable price that a specified interest in real property is likely to bring under all of the following conditions:

- Consummation of a sale will occur within a limited future marketing period specified by the client.
- The actual market conditions currently prevailing are those to which the appraised property interest is subject.
- The buyer and seller is each acting prudently and knowledgeably.
- The seller is under compulsion to sell.
- The buyer is typically motivated.
- Both parties are acting in what they consider their best interest.
- An adequate marketing effort will be made in the limited time allowed for the completion of a sale.
- Payment will be made in cash in U.S. dollars or in terms of financial arrangements comparable thereto.
- The price represents the normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Note that this definition differs from the definition of market value. The most notable difference relates to the motivation of the seller. In the case of Disposition value, the seller would be acting under compulsion within a limited future marketing period.

### Ellwood Formula

A yield capitalization method that provides a formulaic solution for developing a capitalization rate for various combinations of equity yields and mortgage terms. The formula is applicable only to properties with stable or stabilized income streams and properties with income streams expected to change according to the J- or K-factor pattern. The formula is

$$RO = [YE - M (YE + P \frac{1}{S} n^{-1} - RM) - \Delta O \frac{1}{S} n^{-1}] / [1 + \Delta I J]$$

where

RO = Overall Capitalization Rate

YE = Equity Yield Rate

M = Loan-to-Value Ratio

P = Percentage of Loan Paid Off

$\frac{1}{S} n^{-1}$  = Sinking Fund Factor at the Equity Yield Rate

RM = Mortgage Capitalization Rate

$\Delta O$  = Change in Total Property Value

$\Delta I$  = Total Ratio Change in Income

J = J Factor  
Also called mortgage-equity formula.

## Exposure Time

1. The time a property remains on the market. 2. The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market. See also marketing time.

## Extraordinary Assumption

An assignment-specific assumption, as of the effective date regarding uncertain information used in an analysis, which, if found to be false, could alter the appraiser's opinions or conclusions.

Comment: Uncertain information might include physical, legal, or economic characteristics of the subject property; or conditions external to the property, such as market conditions or trends; or the integrity of data used in an analysis.

## Fee Simple Estate

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.

## Highest and Best Use

The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.

## Highest and Best Use of Property as Improved

The use that should be made of a property as it exists. An existing improvement should be renovated or retained as is so long as it continues to contribute to the total market value of the property, or until the return from a new improvement would more than offset the cost of demolishing the existing building and constructing a new one.

## Hypothetical Conditions

A condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

Comment: Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.

## Insurable Replacement Cost/Insurable Value

A type of value for insurance purposes.

## Intended Use

The use or uses of an appraiser's reported appraisal, appraisal review, or appraisal consulting assignment opinions and conclusions, as identified by the appraiser based on communication with the client at the time of the assignment.

## Intended User

The client and any other party as identified, by name or type, as users of the appraisal, appraisal review, or appraisal consulting report by the appraiser on the basis of communication with the client at the time of the assignment.

## Leased Fee Interest

A freehold (ownership interest) where the possessory interest has been granted to another party by creation of a contractual landlord-tenant relationship (i.e., a lease).

## Leasehold Interest

The tenant's possessory interest created by a lease. See also negative leasehold; positive leasehold.

## Liquidation Value

The most probable price that a specified interest in real property is likely to bring under all of the following conditions:

- Consummation of a sale will occur within a severely limited future marketing period specified by the client.
- The actual market conditions currently prevailing are those to which the appraised property interest is subject.
- The buyer is acting prudently and knowledgeably.
- The seller is under extreme compulsion to sell.
- The buyer is typically motivated.
- The buyer is acting in what he or she considers his or her best interest.
- A limited marketing effort and time will be allowed for the completion of a sale.
- Payment will be made in cash in U.S. dollars or in terms of financial arrangements comparable thereto.
- The price represents the normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Note that this definition differs from the definition of market value. The most notable difference relates to the motivation of the seller. Under market value, the seller would be acting in his or her own best interests. The seller would be acting prudently and knowledgeably, assuming the price is not affected by undue stimulus or atypical motivation. In the case of liquidation value, the seller would be acting under extreme compulsion within a severely limited future marketing period.

## Market Rent

The most probable rent that a property should bring in a competitive and open market reflecting all conditions and restrictions of the lease agreement, including permitted uses, use restrictions, expense obligations, term, concessions, renewal and purchase options, and tenant improvements (TIs).

## Market Value

As defined in the Agencies' appraisal regulations, the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus.

Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they consider their own best interests;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.<sup>4</sup>

## Marketing Time

An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of an appraisal. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal. (Advisory Opinion 7 of the Appraisal Standards Board of The Appraisal Foundation and Statement on Appraisal Standards No. 6, "Reasonable Exposure Time in Real Property and Personal Property Market Value Opinions" address the determination of reasonable exposure and marketing time.) See also exposure time.

## Mortgage-Equity Analysis

Capitalization and investment analysis procedures that recognize how mortgage terms and equity requirements affect the value of income-producing property.

## Prospective Opinion of Value

A value opinion effective as of a specified future date. The term does not define a type of value. Instead, it identifies a value opinion as being effective at some specific future date. An opinion of value as of a prospective date is frequently sought in connection with projects that are proposed, under construction, or under conversion to a new use, or those that have not yet achieved sellout or a stabilized level of long-term occupancy.

## Prospective Value upon Reaching Stabilized Occupancy

The value of a property as of a point in time when all improvements have been physically constructed and the property has been leased to its optimum level of long-term occupancy. At such point, all capital outlays for tenant improvements, leasing commissions, marketing costs and other carrying charges are assumed to have been incurred.

---

ap<sup>4</sup> "Interagency Appraisal and Evaluation Guidelines." Federal Register 75:237 (December 10, 2010) p. 77472.

## **Special, Unusual, or Extraordinary Assumptions**

Before completing the acquisition of a property, a prudent purchaser in the market typically exercises due diligence by making customary enquiries about the property. It is normal for a Valuer to make assumptions as to the most likely outcome of this due diligence process and to rely on actual information regarding such matters as provided by the client. Special, unusual, or extraordinary assumptions may be any additional assumptions relating to matters covered in the due diligence process, or may relate to other issues, such as the identity of the purchaser, the physical state of the property, the presence of environmental pollutants (e.g., ground water contamination), or the ability to redevelop the property.

Addendum B:  
Engagement Letter



U.S. General Services  
Administration  
Public Buildings Service

## SPECIFICATIONS FOR REAL PROPERTY APPRAISAL REPORT

### SECTION 1 - GENERAL SPECIFICATIONS

The subject property comprises of approximately 5.04 acres in Adair Village, OR with the address of 7115 NE Vandenberg Avenue.

The subject was conveyed by the United States to Benton County, OR with deed restrictions for park purposes. The subject was annexed by the City of Adair Village through Ordinance No. 2019-006. Attached is the Quitclaim Deed.

The City of Adair Village (City) is interested in buying out the existing park deed restrictions (abrogation) to spur economic development in the immediate area of the subject.. The purpose of the assignment is to determine the value of the subject based on its highest and best use taking into account the current zoning and the likelihood of rezoning the property among other market factors.

1(a) - Scope of Service. The appraiser shall furnish all supervision, labor, materials, supplies, tools, equipment, personnel, and travel and shall complete all requirements of this contract including performance of the professional services listed herein.

The project consists of an **Appraisal Report** for the land and improvements as identified. For the purposes of these specifications, the appraisal report shall be developed as an **Appraisal Report** as defined by "Uniform Standards of Professional Appraisal Practice" (USPAP).

**Within 30 days of the Subject Property inspection, provide a draft, preliminary Highest and Best Use Analysis.** This analysis is especially important to this assignment and conclusions must be explained and supported. Boiler plate statements are inappropriate.

The preliminary highest and best use conclusion shall be based on a thorough analysis of local zoning, market conditions and appeal and utility. Any appraiser's opinion of a reasonable probability of a zoning change must have a factual foundation and reported as part of the Highest and Best Use Analysis.

***The draft/preliminary highest and best use conclusion shall be provided in a digital format for The City of Adair Village and GSA review & agreement before***





U.S. General Services  
Administration  
Public Buildings Service

***proceeding with the valuation portion of the assignment.***

The analysis of the most profitable land use shall include a statement of the Property's highest and best use as vacant land, and a statement of the Property's highest and best use as improved, together with supporting data. The appraiser's estimate of highest and best use must be an economic use. Before it can be concluded that any use for the property is its highest and best use, each potential use must be analyzed in terms of its physical possibility, legal permissibility, financial feasibility and maximum productivity. Each of these four criteria must be addressed.

No departure from standards, or other hypothetical conditions, or extraordinary assumptions may be invoked in the report without the written approval and instructions from the designated points of contact for this assignment, as stated below.

***Hypothetical Condition of the Assignment:***

***The property shall be valued as if unencumbered with Federal Deed Restrictions in the Fee Simple Estate.***

The date of the value estimate shall be the last date the appraiser inspected the appraised Property.

1(b) - Appraisal Report. The appraiser shall make a detailed field inspection of the subject Property as identified, and shall make such investigations and studies as are necessary to derive sound conclusions and to prepare the appraisal report.

1(c) - Examination Notice. The appraiser shall certify that the signer of the report has personally visited the appraised Property and all of the comparable transactions used in the comparative analyses.

1(d) - Definition of Terms. Unless specifically defined herein or in USPAP, definitions of all terms are the same as those found in "The Dictionary of Real Estate Appraisal" (Appraisal Institute), current edition.

## **SECTION 2 – APPRAISAL REPORT TECHNICAL SPECIFICATIONS**

Application of these specifications. These technical specifications reflect the standards for the appraisal of property to be acquired or conveyed by the United States of America.

Comprehensive Review. Federal law requires review of all appraisals by a qualified



U.S. General Services  
Administration  
Public Buildings Service

review appraiser to assure they meet applicable appraisal requirements, GSA policy, and these specifications. Compliance with USPAP will also be reviewed. Findings of deficiency shall be discussed and corrections requested once the draft appraisal report has been delivered. A value estimate is acceptable for agency use only after the assigned GSA POC / GSA staff review appraiser has approved the appraisal report.

Statement of Assumptions and Limiting Conditions. All appraisal reports submitted to the GSA for review become the property of the United States and may be used for any legal and proper purpose. Therefore, a condition that limits distribution of the report is not permitted.

Scope of the Appraisal. This section shall fully describe the extent of investigation and analysis. The scope of work should be consistent with the intended use of the appraisal report.

Purpose of the Appraisal. A description of the property rights appraised is to be included in report.

Intended Use (purpose) and Intended User: The intended user of the report is the City of Adair Village and GSA. The purpose of the report is to determine the market value of the subject property in the *Fee Simple Estate* to include the full bundle of property rights. For the appraisal, Market Value shall be defined as set forth in "The Dictionary of Real Estate Appraisal" (Appraisal Institute), current edition.

### SECTION 3 – FACTUAL DATA

Legal Description. Note the following:

The legal description will be provided to the appraiser in the appraisal assignment. If a lengthy description would disrupt the narrative flow, it may be placed in the addenda and referenced in the text.

Property Data. Include the following:

- a. Site Description: Dimensions, size, shape, topography, elevations, wetlands, flood plains, effect of encumbrances, access, road frontage, utilities, location, or other characteristics that may affect value.
- b. Improvements
- c. Fixtures
- d. Use History: Ten-year history required.
- e. Sales History: Include a ten-year record of all sales of the appraised property and, if the information is available, offers to buy or sell. If no sale has



occurred in the past ten years, the appraiser shall report the last sale of the property, irrespective of date.

f. Assessed Value and Annual Tax Load - despite the fact the property is tax exempt.

g. The appraiser shall identify, in addition to zoning, all other land-use and environmental regulations, outstanding rights, and reservations that have an impact on the highest and best use and value of the property.

h. Appraised Property Map or Plat: Show the dimensions and topography of the appraised property in detail on a large-scale topographic map, at least two (2) inches to the mile. The map may be placed here or in the addenda and referenced in the text.

#### SECTION 4 - DATA ANALYSES AND CONCLUSIONS

1. Analysis of Highest and Best Use. Defined as "The highest and most profitable use for which the property is adaptable and needed or likely to be needed in the reasonably near future." The appraiser may also refer to definitions as found in "The Dictionary of Real Estate Appraisal". The highest and best use conclusion must be clearly supported by market evidence.
2. Value Estimate by the Cost Approach. Estimate the value of the land as though vacant and available for its highest and best use. Estimating land value by the use of confirmed sales of comparable, or nearly comparable, lands having like optimum uses is the preferred method.

If the appraiser will place weight on the cost approach to value in reaching a final value estimate, consideration may be given to retaining the services of a contractor or professional cost estimator to assist in developing the reproduction or replacement cost estimate. Estimating depreciation by the use of published tables or age-life computation is to be avoided. If this is the only method used, the weakness resulting from the lack of market support is to be addressed and considered in the reconciliation.

3. Value Estimate by the Sales Comparison Approach. Nearby arms-length transactions, comparable to the land and buildings under appraisal, reasonably current, are the best evidence of market value. The Federal courts recognize the sales comparison approach as being normally the best evidence of market value.

When supportable by market evidence, the use of quantified adjustments is



preferred. Percentage and dollar adjustments may, and often should, be combined. Resort to qualitative adjustments only when there is inadequate market data to support quantitative adjustments. Factors that cannot be quantified are dealt with in qualitative analysis. When quantitative and qualitative adjustments are both used in the adjustment process, all quantitative adjustments should be made first. Include a sales adjustment chart summarizing the adjustments and showing the final adjusted sale prices and how the sales compare with the subject property.

The documentation of each comparable sale shall include:

- Parties to the transaction
- Date of transaction
- Confirmation of the transaction with buyer, seller, broker, or other person having knowledge of the price, terms, and conditions of sale, date of confirmation, and name and phone number of person that confirmed the transaction.
- Buyer motivation
- Location
- Size
- Legal description
- Property rights conveyed
- Consideration
- Financing terms
- Sale conditions, such as arm's length or distressed
- Improvements
- Physical description (topography, vegetative cover, water influence, and other characteristics.)
- Non-realty items
- Economic characteristics
- Zoning
- Current use
- Topographic map
- Photographs

Include a list of the sales considered, but not actually used, in the addenda and referenced in the text. The appraiser shall adhere to USPAP direction pertaining to comparable sales. Extraordinary verification and weighting considerations are to be considered for the comparable sales, including sales to governmental agencies, sales to parties desiring to exchange the land to the government, distressed sales, and other atypical or non-arm's length sales.



U.S. General Services  
Administration  
Public Buildings Service

4. Value Estimate by the Income Capitalization Approach. If applicable, estimate the value of the property for its highest and best use by the Income Approach. The ability of a property to generate income is often used as a measure of market value by purchasers, especially investors. All data must be market based and supported.
  
5. Correlation and Final Conclusion of Market Value. The appraiser must avoid making a summation appraisal and averaging is unacceptable. Appraisers are responsible for the final opinion of value even if it relies upon estimates developed by others (e.g., cost estimators).

#### **SECTION 5 – EXHIBITS AND ADDENDA**

Include the following items as applicable to the appraisal problem, if not included in the body of the report:

1. Maps. Maps shall clearly identify the property and be of sufficient quality to enable the reviewer to locate the property on the ground. Maps shall be dated, include a legend, scale, and north arrow. The original copy of the report **MUST** contain original maps or vivid color copies.
  - a. Area Map - Small scale map showing the general location of the subject market area.
  
  - b. Neighborhood Map - This map shall show the appraised property and its immediate neighborhood.
  
  - c. Tract Map or Plat - This shall be a large-scale (2-inch/mile) United States Geological Survey (USGS) or similar quality map that clearly shows the appraised property and pertinent physical features such as roads, streams, and improvements. If portions of the appraised property are assigned separate values, such as in an assembled exchange, these areas shall be delineated on this map, or a separate map.
  
  - d. Comparable Sales Location Map - This map shall show the location of the appraised property and the sales. Delineate the boundaries of the appraised property and comparable sales on the same map when the map is of sufficient scale to be meaningful. If all pertinent comparable sales cannot be shown on the same map as the appraised property, a smaller-scale map (such as a state road map) may be included in addition to the larger scale map.
  
2. Sale Transaction Forms. Include a completed form showing all information for



each comparable transaction used in the appraisal. Include a plat (if available), a USGS topographic map (if appropriate), and color photo(s) of each sale. The transaction number must match the number of the transaction listed in the report.

3. Legal Description. Include a full legal description of the property appraised if not shown in the narrative section of the report.
5. Photographs. Provide quality color photographs of the appraised property and all comparable sales in the original and all copies of the final report. Photographs may be a separate exhibit in the addenda or included with the narrative description of the appraised property and comparable sales.
6. Other Pertinent Exhibits. Present additional data such as documents and charts pertinent to the valuation and referred to in the body of the appraisal. It could include:
  - a. A copy of an easement or other deed.
  - b. A copy of technical reports from specialists. This may include a road plan signed by an engineer, or a mineral report signed by a geologist.
7. References. List sources of data, including documents and individuals' contact information.
8. Qualifications of the Appraiser. Include the qualifications of all appraisers or technicians who made significant contributions to the completion of the appraisal assignment. The appraiser(s) must provide evidence of compliance with the certification requirements of the state(s) where the property is located.

#### **SECTION 6 – DELIVERABLES**

- A. DRAFT Comprehensive Highest and Best Use Analysis
- B. Appraisal Report: The draft appraisal report shall be sent electronically in PDF or Word to the City of Adair Village and GSA. The document shall have a DRAFT watermark.
- C. FINAL Appraisal Report: After the City of Adair Village and GSA provide written approval and acceptance of the DRAFT or REVISED Appraisal Report and requests that Report to be delivered as the FINAL Appraisal Report.

#### **SECTION 7 – SCHEDULE**

All dates are completion dates (due dates):

- A. Site Inspection/Examination: To be conducted within ten (10) calendar days of Notice To Proceed



U.S. General Services  
Administration  
Public Buildings Service

- B. Draft Comprehensive Highest & Best Use Analysis. To be deliver electronically within 30 days
- C. DRAFT Appraisal Report: Due within thirty (30) calendar days of HBU Conclusion
- D. REVISED Appraisal Report: If revisions or substantiation are necessary, the City of Adair Village and GSA shall request a REVISED Appraisal Report. The REVISED Appraisal Report is due within seven (7) calendar days of the request.
- E. FINAL Appraisal Report: After City of Adair Village and GSA provide written approval and acceptance of the DRAFT or REVISED Appraisal Report and requests that Report to be delivered as the FINAL Appraisal Report, the FINAL Appraisal Report is due within seven (7) calendar days of the request.

**SECTION 8 – GSA POINT OF CONTACT**

*For purposes of this SOW, the following terms are interchangeable: “GSA POC,” “GSA PM,” “GSA Review Appraiser”.*

For information regarding the Appraisal Specifications, contact:

Tom Kitaguchi - GSA Project Manager (GSA PM)  
U.S. General Services Administration  
Real Property Utilization & Disposal Division (9PZ)  
50 United Nations Plaza, Room 4341  
San Francisco, CA 94102  
Phone: 415-522-3423  
E-mail: [tom.kitaguchi@gsa.gov](mailto:tom.kitaguchi@gsa.gov)

**P. Barton DeLacy, MAI, CRE**  
Executive Director



**CUSHMAN &  
WAKEFIELD**  
Cushman & Wakefield of Washington, Inc.  
601 Union St., Suite 1100  
Seattle, WA 98101  
206-521-0233 Tel  
503-319-8086 Cell  
barton.delacy@cushwake.com

September 12, 2021

Mr. Pat Hare  
City Manager  
CITY OF ADAIR VILLAGE  
6030 William R Carr Street  
Adair Village , Oregon 97330

Re: **Parks in Perpetuity Parcel**  
**7115 NE Vandenberg Ave**  
**Adair Village , Oregon 97330**

Dear Mr. Hare:

At the request of Ms. Candice Dinnis, principal broker for Commercial Property Management, we have prepared this letter of engagement to prepare a market value appraisal on the 5.04-acre parcel, referenced above. It is our understanding that the city wishes to acquire the property from Benton County and rezone it to allow development to its highest and best use.

This appraisal report will be prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) and subject to review by the U.S. General Services Administration (GSA). The report will be prepared in two phases:

1. Draft Comprehensive Highest and best use Analysis
2. Draft Appraisal Report

After the City of Adair Village and GSA provide written approval and acceptance of the draft with any revisions, a final report will be delivered per the attached GSA Scope of Work (GSA).

Thank you for requesting our proposal for appraisal services. This proposal letter will become, upon your acceptance, our letter of engagement to provide the services outlined herein.

## **TERMS OF ENGAGEMENT**

### **I. PROBLEM IDENTIFICATION**

<b>The Parties to This Agreement:</b>	Cushman & Wakefield of Washington, Inc. ("C&W") and CITY OF ADAIR VILLAGE (the "Client").
<b>Intended Users:</b>	The Client and the U.S. General Services Administration are the only identified Intended Users of the appraisal. The appraisal may not be distributed to or relied upon by other persons or entities.
<b>Intended Use:</b>	Internal review by the Client.
<b>Type of Opinion:</b>	Highest and best use analysis and market value.
<b>Rights Appraised:</b>	Fee Simple Interest.



**Date of Value:** Date of inspection

**Subject of the Assignment and Relevant Characteristics:** The property to be appraised is a vacant 5.04 acre tract. The property is located in Adair Village, Oregon.

**Assignment Conditions:** The assignment is based upon the following assignment conditions:  
  
The property shall be valued as if unencumbered with Federal Deed Restrictions in the Fee Simple Estate.

## II. ANTICIPATED SCOPE OF WORK

**USPAP Compliance:** C&W will develop an appraisal in accordance with USPAP and the Code of Ethics and Certification Standards of the Appraisal Institute.

**General Scope of Work:**

- Property Inspection to the extent necessary to adequately identify the real estate
- Research relevant market data, in terms of quantity, quality, and geographic comparability, to the extent necessary to produce credible appraisal results
- Consider and develop those approaches relevant and applicable to the appraisal problem. Based on our discussions with the Client, we anticipate developing the Sales Comparison Approach.

## III. REPORTING AND DISCLOSURE

**Scope of Work Disclosure:** The actual Scope of Work will be reported within the report.

**Reporting Option:** The appraisal will be communicated in an Appraisal Report.

## IV. FEE, EXPENSES AND OTHER TERMS OF ENGAGEMENT

**Fee:** \$8,500. All invoices are due upon receipt. The Client shall be solely responsible for C&W's fees and expenses hereunder. Acknowledgement of this obligation is made by the countersignature to this agreement by an authorized representative of the Client.

Time and expenses will be charged at the rates below against the retainer. Any balance due will be billed accordingly. All fees for services described in the Scope of Work will be charged at the following hourly rates:

- Government Rate for research and report preparation: \$250/hr.
- Post report delivery litigation support: \$325/hr.

**Additional Expenses:** Fee quoted is exclusive of expenses related to the preparation of the report.

**Retainer:** A 50% retainer is required for this assignment in order to commence work.

<b>Report Copies:</b>	The final report will be delivered in electronic format. Up to three hard copies will be provided upon request.
<b>Start Date:</b>	The appraisal process will initiate upon receipt of signed agreement, applicable retainer, and the receipt of the property-specific data.
<b>Acceptance Date:</b>	This proposal is subject to withdrawal if the engagement letter is not executed by the Client within four (4) business days.
<b>Draft and Final Report Delivery:</b>	As requested, a draft version of the highest and best use analysis will be delivered to GSA for review within thirty (30) days of property inspection, assuming prompt receipt of necessary property information. The full valuation report will follow after GSA review and revisions. The Client will have 10 days after delivery of the draft report within which to comment, after which a final report will be submitted, and the fee will be due and payable.
<b>Changes to Agreement:</b>	The identity of the Client, Intended User(s) identified herein, or Intended Use identified herein; the date of value; type of value or interest appraised; or property appraised cannot be changed without a new agreement.
<b>Prior Services Disclosure:</b>	USPAP requires disclosure of prior services performed by the individual appraiser within the three years prior to this assignment. The undersigned appraiser(s) has/have not provided prior services within the designated time frame.
<b>Future Marketing Disclosure:</b>	Unless otherwise directed, at the conclusion of this engagement, we may disclose that we have appraised the subject property in future marketing documents and materials.
<b>Conflicts of Interest:</b>	C&W adheres to a strict internal conflict of interest policy. If we discover in the preparation of our appraisal a conflict with this assignment, we reserve the right to withdraw from the assignment without penalty.
<b>Cancellation of Engagement:</b>	Client may cancel this agreement at any time prior to C&W's delivery of the appraisal report upon written notification to C&W. Client shall pay C&W for work completed on the assignment prior to C&W's receipt of written cancellation notice, unless otherwise agreed upon by C&W and Client in writing.
<b>Withdrawal of Appraiser Prior to Completion of Assignment:</b>	C&W may withdraw without penalty or liability from the assignment(s) contemplated under this agreement before completion or reporting of the appraisal in the event that C&W determines, at C&W's sole discretion, that insufficient information was provided to C&W prior to the engagement, that Client or other parties have not or cannot provide C&W with documentation or information necessary to C&W's analysis or reporting, that conditions of the subject property render the original scope of work in appropriate, that appraiser becomes aware that he or she lacks the competency needed for the assignment with the meaning of applicable professional standards, that a conflict of interest has arisen, or that the Client

Mr. Pat Hare  
City of Adair Village  
September 12, 2021  
Page 4

has not complied with its payment obligations under this agreement. C&W shall notify the Client of such withdrawal in writing.

**Further Conditions of Engagement:** The Conditions of Engagement attached hereto are incorporated herein and are part of this letter of engagement.

Thank you for calling on us to render these services and we look forward to working with you.

Sincerely,  
**CUSHMAN & WAKEFIELD OF WASHINGTON, INC.**



---

P. Barton DeLacy, MAI, CRE  
Executive Director

cc: Melissa Bach, MAI, CRE

**AGREED:  
CLIENT: CITY OF ADAIR VILLAGE**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Mr. Pat Hare

Title: \_\_\_\_\_  
City Manager

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Information Needed to Complete the Assignment

We understand that you will provide the following information for our review, *if available*.

### Physical Information

- Plot plan/survey and legal description
- Building plans/leasing plan/stacking plan
- Property Conditions Assessment Report
- Original construction and site acquisition costs
- Cost of any major expansions, modifications or repairs incurred over the past three years/capital expense budget
- On Site Contact—name and phone number—for property inspection

### Financial Information

- Income & Expense Statements for three previous years plus year-to-date
- Pro forma operating budgets
- Most recent real estate tax bill or statement
- Argus or other financial modeling file
- Sales history of the subject property over the past three years at a minimum

### Supporting Documentation

- Leases and/or detailed Lease Abstracts
- Detailed Rent Roll, including:
  - Commencement and Expiration Dates and options to renew
  - Leased Area
  - Base Rent and contractual increases (CPI, fixed steps, etc.)
  - Expense Recapture or Pass-through provisions including applicable base year amounts
  - Overage or Percentage Rent breakpoints and percentages, as applicable
  - Tenant Improvement (TI) costs
  - Concessions (free rent, other)
- Summary of recently negotiated unexecuted leases or letters of intent
- Delinquency report identifying tenants in arrears or in default

### Other Documentation

- Copy of your guidelines or instructions to appraisers/consultants
- Supplemental Standards, if applicable (applies only to government agencies, government sponsored entities, other entities that establish public policy)
- Additional Information to be considered in the appraisal

## CONDITIONS OF ENGAGEMENT

- 1) Each Intended User identified herein should consider the appraisal as only one factor together with its independent investment considerations and underwriting criteria in its overall investment decision. The appraisal cannot be used by any party or for any purpose other than the Intended User(s) identified herein for the Intended Use described herein.
- 2) Unless identified expressly in this agreement, there are no third-party beneficiaries of agreement pertaining to the appraisal, and no other person or entity shall have any right, benefit or interest under such agreement. The identification of a party as an intended user of the appraisal does not mean that the party is a third-party beneficiary of the agreement.
- 3) The appraisal report will be subject to our standard Assumptions and Limiting Conditions, which will be incorporated into the appraisal. All users of the appraisal report are specifically cautioned to understand the standard Assumptions and Limiting Conditions as well as any Extraordinary Assumptions and Hypothetical Conditions which may be employed by the appraiser and incorporated into the appraisal.
- 4) C&W shall have the right to utilize its affiliates in the performance of its services, provided that they comply with the obligations of C&W pursuant to this engagement.
- 5) The appraisal report or our name may not be used in any offering memoranda or other investment material without the prior written consent of C&W, which may be given at the sole discretion of C&W. Any such consent, if given, shall be conditioned upon our receipt of an indemnification agreement from a party satisfactory to us and in a form satisfactory to us. Furthermore, Client agrees to pay the fees of C&W's legal counsel for the review of the material which is the subject of the requested consent. C&W disclaims any and all liability with regard to the appraisal prepared pursuant to the engagement to any party other than the Intended User(s). Under no circumstances will C&W consent to the quote, reference or inclusion of the appraisal in connection with crowd funding activities. Further, crowd funding investors are specifically excluded from any class of Intended Users.
- 6) In the event the Client provides a copy of the appraisal to, or permits reliance thereon by, any party not identified herein as an Intended User, Client hereby agrees to indemnify and hold C&W, its affiliates and the respective shareholders, directors, officers and employees, harmless from and against all damages, expenses, claims and costs, including attorneys' fees, incurred in investigating and defending any claim arising from or in any way connected to the use of, or reliance upon, the appraisal by any such party.
- 7) The balance of the fee for the appraisal will be due upon delivery of a report. Payment of the fee is not contingent on the appraised value, a loan closing, or any other prearranged condition. Additional fees will be charged on an hourly basis for any work, which exceeds the scope of this proposal, including performing additional valuation scenarios, additional research and conference calls or meetings with any party, which exceed the time allotted by C&W for an assignment of this nature. If we are requested to stop working on this assignment, for any reason, prior to our completion of the appraisal, C&W will be entitled to bill the Client for the time expended to date at C&W's hourly rates for the personnel involved.
- 8) If C&W or any of its affiliates or any of their respective employees receives a subpoena or other judicial command to produce documents or to provide testimony involving this assignment in connection with a lawsuit or proceeding, C&W will use reasonable efforts to notify the Client of our receipt of same. However, if C&W or any of its affiliates are not a party to these proceedings, Client agrees to compensate C&W or its affiliate for the professional time and reimburse C&W or its affiliate for the actual expense that it incurs in responding to any such subpoena or judicial command, including attorneys' fees, if any, as they are incurred. C&W or its affiliate will be compensated at the then prevailing hourly rates of the personnel responding to the subpoena or command for testimony.
- 9) By signing this agreement Client expressly agrees that its sole and exclusive remedy for any and all losses or damages relating to this agreement or the appraisal shall be limited to the amount of the appraisal fee paid by the Client. In the event that the Client, or any other party entitled to do so, makes a claim against C&W or any of its affiliates or any of their respective officers or employees in connection with or in any way relating to this engagement or the appraisal, the maximum damages recoverable from C&W or any of its affiliates or their respective officers or employees shall be the amount of the monies actually collected by C&W or any of its affiliates for this assignment and under no circumstances shall any claim for consequential, indirect, special, punitive or liquidated damages be made.
- 10) C&W disclaims any and all liability to any party with regard to the appraisal report other than an Intended User identified herein.
- 11) The fees and expenses shall be due C&W as agreed in this letter. If it becomes necessary to place collection of the fees and expenses due C&W in the hands of a collection agent and/or an attorney (whether or not a legal action is filed) Client agrees to pay all fees and expenses including attorneys' fees incurred by C&W in connection with the collection or attempted collection thereof.
- 12) Unless the time period is shorter under applicable law, any legal action or claim relating to the appraisal or this agreement shall be filed in court (or in the applicable arbitration tribunal, if the parties to the dispute have executed an arbitration agreement) within two (2) years from the date of delivery to

Client of the appraisal report to which the claims or causes of action relate or, in the case of acts or conduct after delivery of the report, two (2) years from the date of the alleged acts or conduct. The time period stated in this section shall not be extended by any delay in the discovery or accrual of the underlying claims, causes of action or damages. The time period stated in this section shall apply to all non-criminal claims or causes of action of any type.

terminate this agreement and take such other actions as are permitted or required to be taken under law or in equity.

- 13) Notwithstanding that C&W may comment on, analyze or assume certain conditions in the appraisal, C&W shall have no monetary liability or responsibility for alleged claims or damages pertaining to: (a) title defects, liens or encumbrances affecting the property; (b) the property's compliance with local, state or federal zoning, planning, building, disability access and environmental laws, regulations and standards; (c) building permits and planning approvals for improvements on the property; (d) structural or mechanical soundness or safety; (e) contamination, mold, pollution, storage tanks, animal infestations and other hazardous conditions affecting the property; and (f) other conditions and matters for which licensed real estate appraisers are not customarily deemed to have professional expertise.
- 14) Legal claims or causes of action relating to the appraisal or this agreement are not assignable, except: (i) as the result of a merger, consolidation, sale or purchase of a legal entity, (ii) with regard to the collection of a bona fide existing debt for services but then only to the extent of the total compensation for the appraisal plus reasonable interest, or (iii) in the case of an appraisal performed in connection with the origination of a mortgage loan, as part of the transfer or sale of the mortgage before an event of default on the mortgage or note or its legal equivalent.
- 15) Each party represents and warrants to the other that it, and all persons and entities owning (directly or indirectly) an ownership interest in it: (a) are not, and will not become, a person or entity with whom a party is prohibited from doing business under regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including, but not limited to, those named on OFAC's Specially Designated and Blocked Persons list) or under any statute, executive order or other governmental action; and (b) are not knowingly engaged in, and will not knowingly engage in, any dealings or transactions or be otherwise associated with such persons or entities described in clause (a) above.
- 16) Each party represents and warrants to the other that it (and any party acting on its behalf) has not, in order to enter into this agreement, offered, promised, authorized or made any payments or transfers of anything of value which have the purpose or effect of public or commercial bribery, kickbacks or other unlawful or improper means of doing business ("Prohibited Activity") and will not engage in Prohibited Activity during the term of this agreement. In the event of any violation of this section, the non-offending party shall be entitled to immediately

## Addendum C: Comparable Land Sale Data Sheets

## COMPARABLE RURAL COMMERCIAL LAND SALE 1-B

<b>Site Address</b>	Adj. to 35911 Bryant Drive Southwest Albany OR
<b>County</b>	Linn
<b>Grantor</b>	Hagerty, Mary K.
<b>Grantee</b>	Joseph 7 Lisa Richard
<b>Parcel (APN)</b>	0851549
<b>Sale Price</b>	\$205,500
<b>Sale Date</b>	6/10/2021
<b>Acres</b>	2.50
<b>\$/SF</b>	\$1.88
<b>Description of Land Use</b>	Residential Vacant Land, tilled field
<b>Flood Zone</b>	no
<b>Comments</b>	Lot sold off after partition for residential construction. Brother bought property next door.
<b>Verification</b>	By whom: P. Barton DeLacy With whom: ReMax/Integrity Brokers, Lorena Teer (541) 302-4801

1

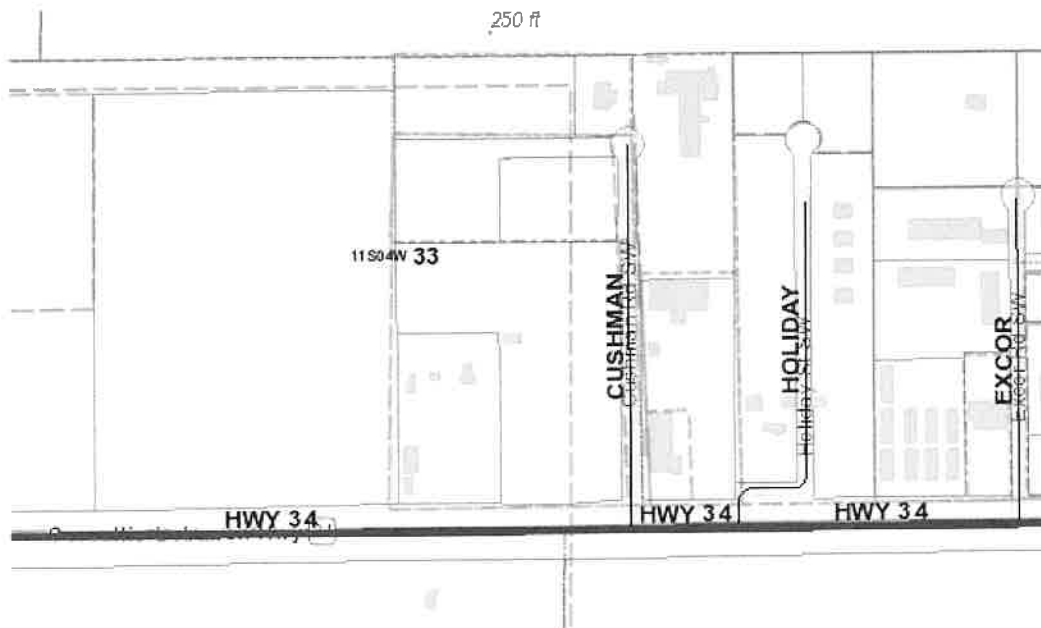






**COMPARABLE RURAL COMMERCIAL LAND SALE 2-B**

<b>Site Address</b>	30199 Highway 34 SW, Albany OR 97321
<b>County</b>	Linn
<b>Grantor</b>	Barnes Investments LLC
<b>Grantee</b>	Labcoat Industries LLC
<b>Parcel (APN)</b>	0923983
<b>Sale Price</b>	\$875,000
<b>Sale Date</b>	12/09/2019
<b>Acres</b>	8.19
<b>\$/Acre</b>	\$2.45
<b>Description of Land Use</b>	Commercial Vacant Land; small shed on site not given additional value
<b>Flood Zone</b>	no
<b>Zoning:</b>	Light Industrial
<b>Comments</b>	Good highway exposure, interim open yard storage, long term investment
<b>Verification</b>	By whom: P. Barton DeLacy With whom: David Barnes, seller, 541-259-4477





### COMPARABLE RURAL COMMERCIAL LAND SALES 3-B

<b>Site Address</b>	903 N 12 <sup>th</sup> St Philomath OR
<b>County</b>	Benton
<b>Grantor</b>	Loretta C. Living Trust
<b>Grantee</b>	Beelart, Levi Johnson
<b>Parcel (APN)</b>	12601CD00200
<b>Sale Price</b>	\$450,000
<b>Sale Date</b>	7/06/2018
<b>Acres</b>	3.47
<b>\$/Acre</b>	\$2.98
<b>Description of Land Use</b>	Residential Vacant Land
<b>Recording</b>	Warranty Deed 2018-572143
<b>Flood Zone</b>	No
<b>Zoning</b>	RR Rural Residential
<b>Comments</b>	Flag lot residential hobby farm site adjacent to City of Philomath
<b>Verification</b>	By whom: P. Barton DeLacy With whom: Public records

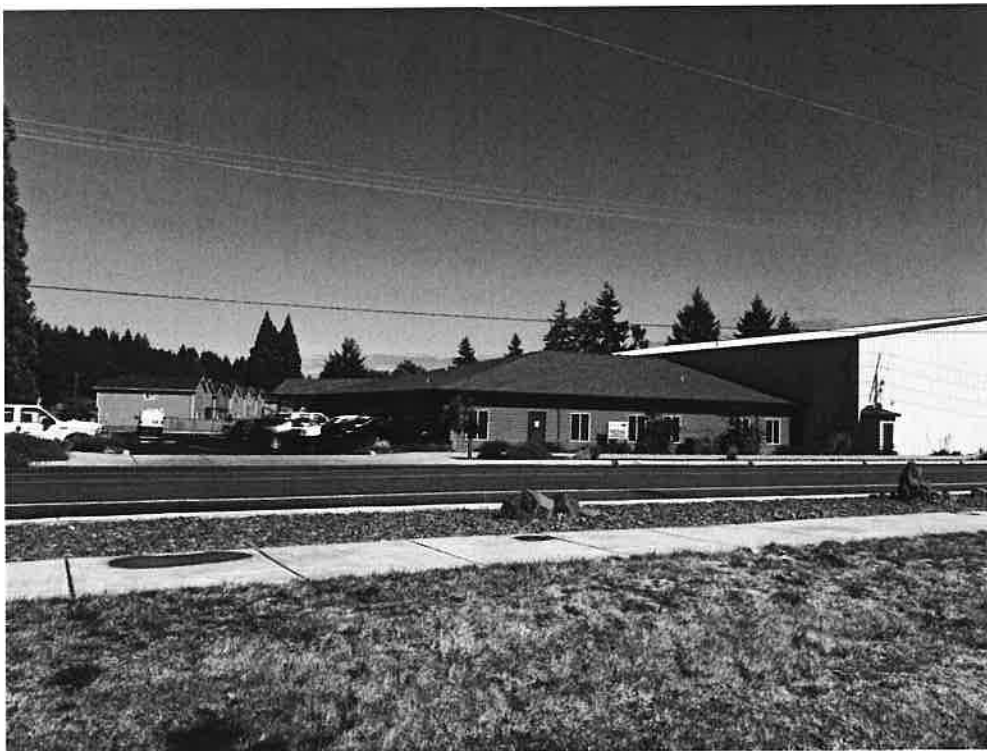






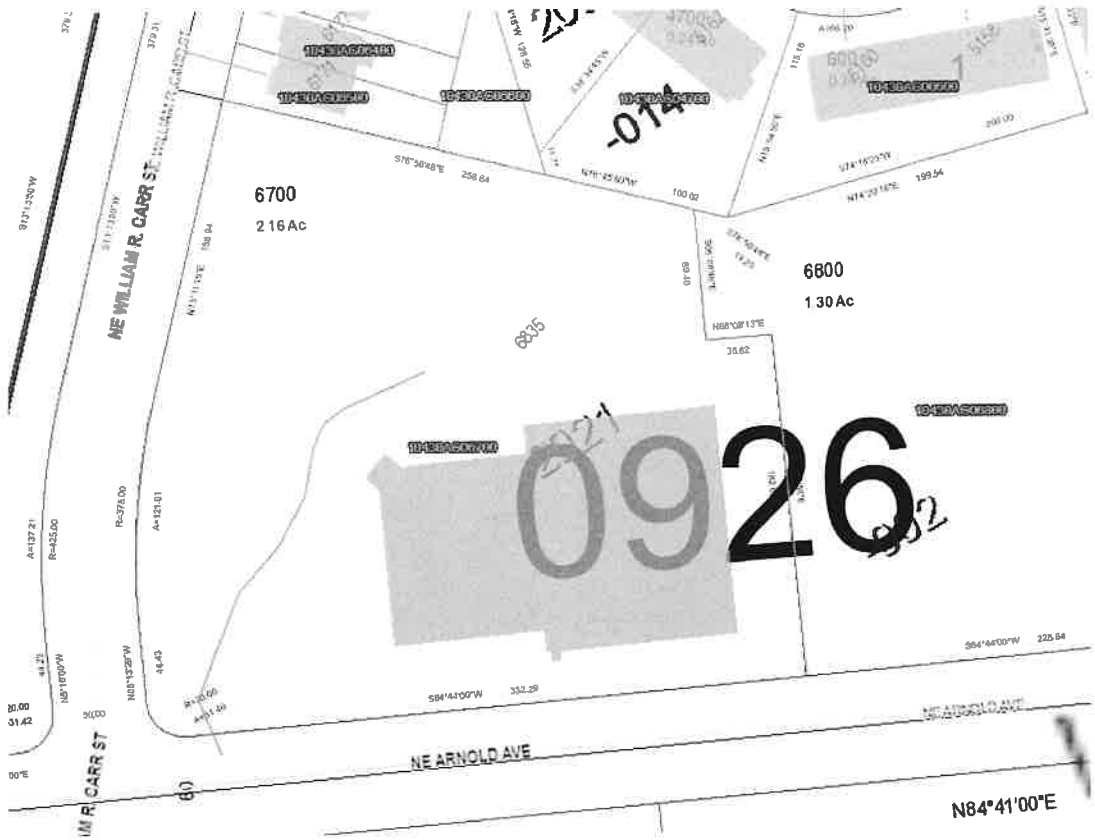
**COMPARABLE RURAL COMMERCIAL LAND SALES 4-B**

<b>Site Address</b>	6835 Northeast Arnold Avenue, Adair Village OR
<b>County</b>	Benton
<b>Grantor</b>	Prince of Peace Community Church
<b>Grantee</b>	McGinnis Commercial Properties
<b>Parcel (APN)</b>	10430AC06700
<b>Sale Price</b>	\$400,000
<b>Sale Date</b>	12/31/2015
<b>Acres</b>	3.46
<b>\$/Acre</b>	\$2.65
<b>Description of Land Use</b>	Commercial Land
<b>Flood Zone</b>	no
<b>Zoning:</b>	C-1
<b>Comments</b>	Site developed with a mixed use training center with assembling-classroom space and attached offices
<b>Verification</b>	By whom: P. Barton DeLacy With whom: Candice Dinnis, broker









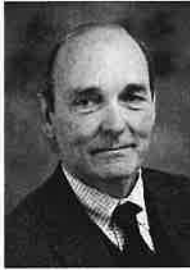
### COMPARABLE RURAL COMMERCIAL LAND SALE 5-B

<b>Site Address</b>	3055 SE Salem Ave. Albany OR 97321
<b>County</b>	Linn
<b>Grantor</b>	M & M rentals
<b>Grantee</b>	Bob Qozb LLC
<b>Parcel (APN)</b>	0404547
<b>Sale Price</b>	\$725,000
<b>Sale Date</b>	6/03/2021
<b>Acres</b>	3.33
<b>\$/SF</b>	\$5.00
<b>Description of Land Use</b>	Commercial Vacant Land
<b>Flood Zone</b>	no
<b>Zoning</b>	Commercial
<b>Comments</b>	28,444-square-foot bldg for Corquest Automation proposed, industrial office w/sunken loading dock, and 60 pkg spaces. Across from Waverly Lake. On market over 3 years
<b>Document Verification</b>	Warranty Deed 000000013610 By whom: P. Barton DeLacy With whom: Scott Gibbs, listing broker 541-285-0110





## Qualifications of the Appraiser



**P. Barton DeLacy, M.U.P., MAI, CRE**

Executive Director

Valuation & Advisory

**Litigation Support**

Cushman & Wakefield of Washington, Inc.

### **Professional Experience**

P. Barton DeLacy rejoined Cushman & Wakefield (C&W) in 2020 after returning to the Pacific Northwest from Chicago. There, he had run his own national valuation consulting firm for nearly a decade. His Renewable Energy Valuation specialty focuses on the real estate implications of electric power generated when using renewable fuels; i.e. wind, hydro, solar, biomass or other non-fossil resources. He has published peer-reviewed work in *The Appraisal Journal* and *The Journal of the International Machinery and Technical Specialties Committee of the American Society of Appraisers* among others.

In addition to more conventional appraisal assignments, Mr. DeLacy's counseling practice centers on problem solving engagements where valuation is incidental to the solution. With an emphasis on litigation support, his experience includes land use impact studies, trust and estates, property tax consulting, integrated business, personal and real property appraisals and counseling for non-profit businesses and institutions with real estate assets.

Mr. DeLacy's seasoned perspective spans all North American geographies and touches virtually all property types. Previously a Senior Managing Director with C&W in Chicago, DeLacy logged over 20 years as a partner or principal of fee appraisal and consulting firms in Portland, Oregon. From 1998-2002 he led the real estate consulting practice in the Pacific Northwest for Arthur Andersen LLP. DeLacy began his valuation career as a residential appraiser for the Oregon-based Benj. Franklin Savings and Loan.

### **Subject Matter Expert-Litigation Support**

Mr. DeLacy has appeared as or prepared expert testimony in eminent domain proceedings, property damages cases, bankruptcy trials, land use hearings and property tax appeals. Courts have accepted his analyses of rural land use impacts for siting energy facilities including wind farms, cell towers and other power generating plants.

Mr. DeLacy has qualified as an expert witness in real property valuation cases for United States Circuit Courts in Connecticut, New Jersey, Oregon, Illinois and Northern California. Mr. DeLacy has presented expert testimony in property tax appeals at various levels in Oregon, Washington, South Dakota, Texas, Missouri, Illinois, Georgia and Montana.

He has also been retained by the US Departments of Justice and Interior, Bureau of Indian Affairs, the Department of Defense (US Navy), US Forest Service, General Services Administration (GSA) and Internal Revenue Service as a valuation expert.

### **Memberships, Licenses, Professional Affiliations and Education**

- CRE Member, Counselors of Real Estate (No.2128) - 2003
- ASA Member, Urban Properties, American Society of Appraisers- 2002
- MAI Member, Appraisal Institute (No. 6680) – 1983
- SRA Member, Appraisal Institute- 1980
- AI-GRS Member, Appraisal Institute, general appraisal review specialist -2014
- Member, Lambda Alpha International, land economics honorary- 2013

### **Academic Education**

**Master of Urban Planning** (M.U.P.), Portland State University

**Bachelor of Arts** (B.A.), Willamette University, Salem, Oregon

### **Select Publications**

- "Valuation Behind the Mystique of Maturing Renewable Energy Projects," *The Appraisal Journal*, Appraisal Institute, to be published Spring 2021
- Contributor to "Chapter 6 - Valuation of Real Estate." *Valuation Strategies in Divorce*. 5th Edition, 2019-1 Supplement. New York: Wolters Kluwer, 2019.
- "Living on the Grid," Book Review of *Access, Property and American Urban Space* by M. Gordon Brown, *The Appraisal Journal*, Appraisal Institute, Spring 2018
- "Renewables, Tax Credits and Ad Valorem Taxes: Are Policies Aligned?" *Real Estate Issues*, The Counselors of Real Estate, Volume 39, No. 1, 2014
- "Wind Power and The Tax Base: Reliable as the Resource?" *The Journal of the International Machinery and Technical Specialties Committee of the American Society of Real Estate Appraisers*; Volume 30, Issue 1, First Quarter, 2014
- "Wind Farms- A Valuation Primer," *Appraisal Journal*, Appraisal Institute, Winter 2011

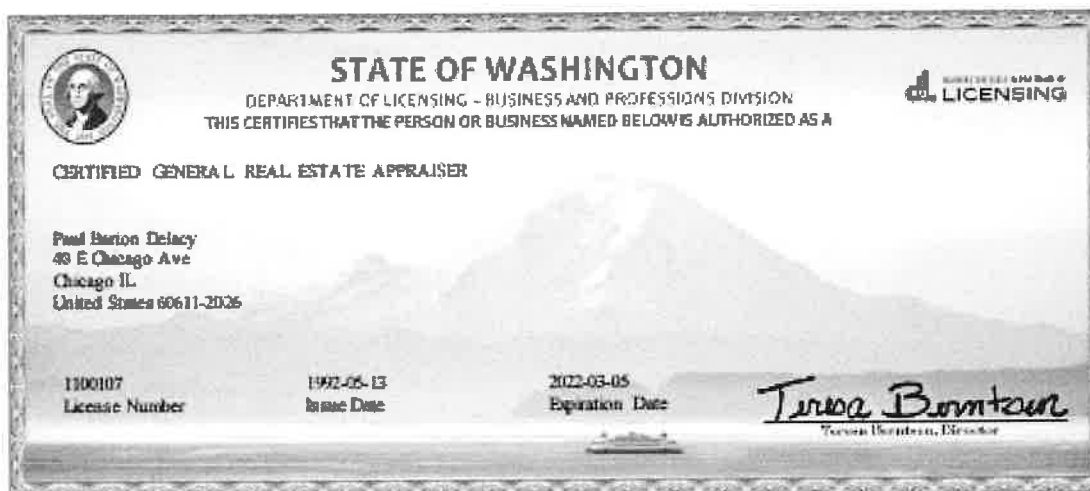
### **Licenses**

- Certified General Real Estate Appraiser in the following states:
  - California, license no. AG034219
  - Illinois, license no. 553.001797
  - Indiana, license no. CG41001248
  - Oregon, license no. C000089
  - Washington, license no. 1100107
  - Wisconsin, license no. 1678-01

**OREGON**



**WASHINGTON**



[3/7/19]

## Budget 2022-2023 Time Line & Process

<u>Date</u>	<u>Action</u>
Feb 1 <sup>st</sup>	Council Appoints Budget Officer
Feb & Mar	City Staff Prepares Budget by Fund
March 28 <sup>th</sup>	<p>“Notice of Budget Committee Meeting” sent to each street address within city limits. Notice contains date, time, and location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public.</p> <ul style="list-style-type: none"> <li>▪ The first Budget Committee Meeting is set for April 12<sup>th</sup></li> </ul>
April 5 <sup>th</sup>	Budget Officer finalizes Draft Budget Document and forwards to Budget Committee Members for review
April 12 <sup>th</sup>	<p>First Budget Committee Meeting – 6:00 p.m. By Teleconference <b>PH: (971) 990-5000</b> <b>Access Code 423177</b></p> <ul style="list-style-type: none"> <li>▪ Elect Budget Committee Chair</li> <li>▪ Discussion of Budget &amp; Budget Message</li> <li>▪ Public Hearing</li> </ul>
May 3 <sup>rd</sup>	<p>Second Budget Committee meeting – 6:00 p.m., before City Council meeting By <b>Teleconference PH: (971) 990-5000 Access Code 423177</b></p> <ul style="list-style-type: none"> <li>▪ Discussion of Budget Proposal</li> <li>▪ Possible Uses for State Revenue Sharing</li> <li>▪ Public Comment on State Revenue Sharing</li> <li>▪ Approve Budget, Tax Rate &amp; Proposed Tax Levy</li> <li>▪ Budget Committee Certifies Final Budget Document to Council</li> </ul>
May 17 <sup>th</sup>	<p>Third Budget Committee Meeting – 6:00 p.m.-only if necessary</p> <ul style="list-style-type: none"> <li>▪ Discussion of Budget Proposal</li> <li>▪ Approve Budget, Tax Rate &amp; Proposed Tax Levy</li> <li>▪ Discussion of Proposed Uses for State Revenue Sharing</li> <li>▪ Budget Committee Certifies Final Budget Document to Council</li> </ul>
May 27 <sup>th</sup>	Approved Budget Published & Available to Public
May 28 <sup>th</sup>	Meeting Notice for June 7 <sup>th</sup> Council sent to each street address within city limits. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public.
June 7 <sup>th</sup>	<p>Budget Public Hearing at the regularly scheduled Council Meeting</p> <ul style="list-style-type: none"> <li>▪ Resolutions to Enact:               <ol style="list-style-type: none"> <li>1. Adopt Budget &amp; State Revenue Sharing</li> <li>2. Tax Rate</li> <li>3. Proposed Tax Levy</li> </ol> </li> </ul> <p>Submit Tax Certification Documents to the County Assessor</p>
June 14 <sup>th</sup>	Special City Council Meeting, if necessary, to complete required work



July 15<sup>th</sup>      Deadline for Filing Budget; and deadline to certify certain Resolutions

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

**In the Matter of the City of )  
Adair Village Authorizing a )  
Loan from the Special )  
Public Works Fund )**

**RESOLUTION NO. 2022 – 8**

The City Council (the “Governing Body”) of the City of Adair Village (the “Recipient”) finds:

A. The Recipient is a community water system as defined in Oregon Administrative Rule 123-049-0010.

B. The Safe Drinking Water Act Amendments of 1996, Pub.L. 104-182, as amended (the “Act”), authorize any community or nonprofit non-community water system to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”) to obtain financial assistance from the Safe Drinking Water Revolving Loan Fund.

C. The Recipient has filed an application with the OBDD to obtain financial assistance for a “safe drinking water project” within the meaning of the Act, and the OBDD has approved the Recipient’s application for financial assistance.

D. The Recipient is required, as a prerequisite to the receipt of financial assistance from the OBDD, to enter into a Financing Contract with the OBDD, number S22007, substantially in the form attached hereto as Exhibit 1. The project is described in Exhibit C to that Financing Contract (the “Project”).

E. Notice relating to the Recipient’s consideration of the adoption of this [Ordinance/Resolution/Order] was published in full accordance with the Recipient’s charter and laws for public notification.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Recipient as follows:

1. Financing Loan Authorized. The Governing Body authorizes the [Title of Officer] to execute the Financing Contract (the “Financing Documents”) and such other documents as may be required to obtain financial assistance including a loan from the OBDD on the condition that the principal amount of the loan from the OBDD to the Recipient is not more than \$655,690, with \$217,800 eligible for principal forgiveness if contract conditions are met, and the interest rate is not more than 1.54% if contract conditions are met. The proceeds of the loan from the OBDD must be applied solely to the “Costs of the Project” as such term is defined in the Financing Contract.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in Section 4 of the Financing Contract and the Oregon Revised Statutes Section 285A.213(5) which include:

- (a) Revenue from Recipient’s water system, including special assessment revenue;
- (b) Amounts withheld under subsection 285A.213(6);
- (c) The general fund of the Recipient;
- (d) Any combination of sources listed in paragraphs (a) to (c) of this subsection; or
- (e) Any other source.

3. Additional Documents. The [Title of Officer] is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the OBDD for the Project pursuant to the Financing Documents.

4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The [name of officer] of the Recipient may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the OBDD or their bond counsel to protect the tax-exempt status of such interest.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF ADAIR VILLAGE

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

Draft

**DELAPOER | KIDD**  
ATTORNEYS AT LAW

---

OPINION OF LEGAL COUNSEL

February 2, 2022

Oregon Infrastructure Finance Authority  
775 Summer Street NE Suite 200  
Salem OR 97301-1280

Ladies and Gentlemen:

I have acted as counsel to the City of Adair Village (the "Recipient"), which has entered into a Financing Contract (as hereinafter defined) with the State of Oregon, acting by and through its Oregon Infrastructure Finance Authority of the Business Development Department ("OBDD") and have acted as such in connection with the authorization, execution and delivery by the Recipient of such contract (as hereinafter defined). Capitalized terms not otherwise defined in this letter shall have the meanings assigned to them by the Contract.

In so acting I have examined the Constitution and laws of the State of Oregon and the Recipient's Charter, if any. I have also examined originals, or copies certified or otherwise identified to my satisfaction, of the following:

A. The S22007 Safe Drinking Water Revolving Loan Fund Financing Contract by and between the OBDD and the Recipient, signed by Recipient on \_\_\_\_\_ 2022, in the principal loan amount of \$655,690 (with \$217,800 eligible for principal forgiveness if contract conditions are met).

B. Proceedings of the governing body of the Recipient relating to the approval of the Contract and the execution, issuance and delivery thereof on behalf of the Recipient, and the authorization of the undertaking and completion of the Project as defined in the Contract.

C. All outstanding instruments relating to bonds, notes or other indebtedness of or relating to the Recipient.

I have also examined and relied upon originals, or copies certified or otherwise authenticated to my satisfaction, of such other records, documents, certificates and other instruments, and made

---

260 Ferry Street SW, Ste 202  
Albany, OR 97321  
(541) 926-5505

such investigation of law as in my judgment I have deemed necessary or appropriate to enable me to render the opinions expressed below.

Based upon the foregoing, I am of the opinion that:

1. The Recipient is a duly formed and operating Oregon municipality described in ORS 285B.410(9), with the legal right to own and operate a publicly owned drinking water system.

2. The Recipient has full legal right and authority to execute and deliver the Contract and to observe and perform its duties, covenants, obligations and agreements thereunder and to undertake and complete the Project.

3. Amounts due to the OBDD pursuant to the Contract are payable from the sources described in the Contract.

4. An Ordinance for the Contract (the "Ordinance") of the Recipient approving the Contract and authorizing its execution, issuance and delivery on behalf of the Recipient, and authorizing the Recipient to undertake and complete the Project has been duly and lawfully adopted and authorized in accordance with the Recipient's Charter, if any, the Act and other applicable Oregon law, and the Ordinance was adopted at a meeting or meetings which were duly called with public notice and held in accordance with the Recipient's Charter, if any, and applicable Oregon law, and at which quorums were present and acting throughout.

5. The Contract has been duly authorized, executed and delivered by the authorized officers of the Recipient and constitutes the legal, valid and binding obligation of the Recipient enforceable in accordance with its terms; subject, however, to bankruptcy, insolvency, fraudulent conveyance, reorganization, moratorium and other similar laws affecting creditors' rights or remedies generally ("Creditor's Rights Limitations") heretofore or hereafter enacted and the application of equitable principles.

6. To the best of my knowledge, after such investigation as I have deemed appropriate, the authorization, execution and delivery of the Contract by the Recipient, the observation and performance by the Recipient of its duties, covenants, obligations and agreements thereunder and the consummation of the transactions contemplated therein and the undertaking and completion of Project, do not and will not contravene any existing law or any existing order, injunction, judgment, decree, rule or regulation of any court or governmental or administrative agency, authority or person having jurisdiction over the Recipient or its property or assets or result in a breach or violation of any of the terms and provisions of, or constitute a default under, any existing bond ordinance, resolution, trust agreement, indenture, mortgage, deed of trust or other agreement to which the Recipient is a party or by which it, the Project, or its property or assets is bound.

7. To the best of my knowledge, after such investigation as I have deemed appropriate, all approvals, consents or authorizations of, or registrations of or filings with, any governmental or public agency, authority or person required to date on the part of the Recipient in connection with

the authorization, execution, delivery and performance of the Contract and the undertaking and completion of the Project have been obtained or made.

8. To the best of my knowledge, after such investigation as I have deemed appropriate, there is no litigation or other proceeding pending or threatened in any court or other tribunal of competent jurisdiction (either State or Federal) questioning the creation, organization or existence of the Recipient or of the validity, legality or enforceability of the Contract or the undertaking or completion of the Project.

This opinion is rendered on the basis of the laws of the State of Oregon, including the Act, as enacted and construed on the date hereof. I express no opinion as to any matter not set forth in the numbered paragraphs herein.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. Sean Kidd".

M. Sean Kidd  
City Attorney