

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, September 6, 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 – August 2, 2022 (Attachment A)
- b. Bills List through – August 31, 2022 (Attachment B) - \$85,445.41

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

4. STAFF REPORTS:

- a) Sheriff's Report (Attachment C) Pat Hare
- b) Public Works Report (Attachment D) Pat Hare
- c) City Administrator Report (Attachment E) Pat Hare
- d) CSO Report (Attachment F) Pat Hare
- e) Financial Report (Attachment G) Pat Hare

5. OLD BUSINESS:

- a) Amendment to IFA Loan (Attachment H) Pat Hare
Action: Discussion/Decision

6. NEW BUSINESS:

- a) Coffee Shop Proposals (Attachment I) Pat Hare
Action: Decision
- b) Potential Farm Land Sale (Attachments J, J1) Pat Hare
Action: Discussion/Decision
- c) Republic Service Sub Lease (Attachment K) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2022- 7 IFA Loan Amendment (Attachment L) Pat Hare
Action: Decision

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

- a) Real Property Transaction
Action: Discussion/Decision

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, October 4, 2022 6:00 PM
Planning Commission Tuesday, September 20, 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, 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, August 2, 2022 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: 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>2. Consent Calendar (Agenda Item 2). Minutes of the July 5, 2022 City Council Meeting. Bills List through July 31, 2022, (\$566,646.56 total).</p>	<p>Councilor Officer moved to approve the Consent Calendar. Councilor Fuller seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment C – Sheriff’s Report (Agenda Item 4a).</p>	<p>Council received the report.</p>
<p>5. Attachment D- CSO Report (Agenda Item 4b).</p>	<p>Council received the report.</p>
<p>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report. Administration</p> <ul style="list-style-type: none"> • Audit The auditors did the first phase of the process last month and will be back in September to complete phase two with an expected completion date before November. • UGB Expansion – Update • Tangent – Update • ODFW/Santiam – Santiam is working on getting an easement on the ODFW property. Thy have a Developer working on a preliminary site plan for us to review. 	<p>Council received the report.</p>

<p>Property/Businesses</p> <ul style="list-style-type: none"> • AVIS – The • Barracks – There are only a few things left to get the community center ready and I’m planning on opening it to the public after Founders day. • Store/Restaurant – The store continues to do well and currently they are renting the entire building to utilize the kitchen in the restaurant. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Water Plant – Tag is just waiting for some of the parts to come in but staff is hoping to have the system up and going by the end of August early September. • Wastewater Lagoon – Were done pumping to the river and our lagoon levels are where they need to be. We got our first of two new pumps in so we should be ready for next spring. • Calloway Creek –It looks like DSL (Department of State Lands is finishing up their review so we should hear back from them sooner than later. • Arboretum Waterline – The punch list is complete and were just waiting for one final meter and to connect two services to complete the project. We will have to shut the system to Calloway down one more time but for a very short period of time. • Wastewater Plant – Things are almost complete but we will be waiting on the generator for a while. • Main Transmission Line –The wetland study and delineation is almost complete and then it will be submitted to DSL for review. 	
<p>7. Attachment F – Public Works Report (Agenda Item 4d).</p>	<p>Council received the report.</p>
<p>8. Attachment G - Financial Report (Agenda Item 4e). CA Hare presented the report. Income shown for Fiscal Year 2022-2023 is \$780.00 and expenses are \$100,769.26. The balance in the Local Government Investment Pool was approximately \$2,590,877.59, last year the balance was \$2,984,716.85</p>	<p>Council received the report.</p>

<p>9. Attachment H – Oregon Cascade West Council of Governments (Agenda Item 6a).</p>	
<p>10. Attachment I – Oregon Rain (Agenda Item 6b).</p>	
<p>11. Attachment J – Coffee Shop (Agenda Item 6c).</p>	
<p>12. Council and Mayor Comments (Agenda Item 9):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Ray – None. • Councilor Officer - None. • Councilor Fuller – None. 	
<p>17. Adjournment: Next meeting- Council meeting on Tuesday, September 5, 2022, at 6:00 PM.</p>	<p>Mayor Currier adjourned the meeting at 8:02PM.</p>

Mayor's Approval

Date

August 2022 Bills	Date	Amount
	8/2/2022	\$33,615.34
	8/11/2022	\$25,365.07
	8/25/2022	\$23,130.76
	9/1/2022	\$3,334.24

Total		\$85,445.41
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Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
150 A & B Septic									
56287	1	Tangent	Invoice	07/08/2022	08/08/2022	105.00		105.00	100-900-52115
Total 56287:						105.00	.00	✓ 105.00	
56329	1	Tangent	Invoice	07/13/2022	08/13/2022	160.00		160.00	100-900-52115
Total 56329:						160.00	.00	✓ 160.00	
56341	1	Tangent	Invoice	07/13/2022	08/13/2022	750.00		750.00	100-900-52115
Total 56341:						750.00	.00	✓ 750.00	
56435	1	Tangent	Invoice	07/20/2022	08/20/2022	155.00		155.00	100-900-52115
Total 56435:						155.00	.00	✓ 155.00	
56436	1	Tangent	Invoice	07/20/2022	08/20/2022	165.00		165.00	100-900-52115
Total 56436:						165.00	.00	✓ 165.00	
56437	1	Tangent	Invoice	07/20/2022	08/20/2022	155.00		155.00	100-900-52115
Total 56437:						155.00	.00	✓ 155.00	
56438	1	Tangent	Invoice	07/20/2022	08/20/2022	155.00		155.00	100-900-52115
Total 56438:						155.00	.00	✓ 155.00	
56486	1	Tangent	Invoice	07/25/2022	08/25/2022	460.00		460.00	100-900-52115
Total 56486:						460.00	.00	✓ 460.00	
56487	1	Tangent	Invoice	07/25/2022	08/25/2022	470.00		470.00	100-900-52115
Total 56487:						470.00	.00	✓ 470.00	
56488	1	Tangent	Invoice	07/25/2022	08/25/2022	975.87		975.87	100-900-52115
Total 56488:						975.87	.00	✓ 975.87	
56548	1	Tangent	Invoice	07/29/2022	08/28/2022	210.00		210.00	100-900-52115
Total 56548:						210.00	.00	✓ 210.00	
Total 150 A & B Septic:						3,760.87	.00	✓ 3,760.87	25309
7496 Aldrich CPAs and Advisors LLP									
713489	1	Non-Departmental	Invoice	07/31/2022	08/31/2022	1,800.00		1,800.00	100-900-52016
713489	2	Water	Invoice	07/31/2022	08/31/2022	2,850.00		2,850.00	500-420-52016
713489	3	Wastewater	Invoice	07/31/2022	08/31/2022	2,850.00		2,850.00	510-430-52016
Total 713489:						7,500.00	.00	7,500.00	
Total 7496 Aldrich CPAs and Advisors LLP:						7,500.00	.00	✓ 7,500.00	25310

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
690 Bank of America									
07232022	1	Various Credit Card Charges	Invoice	07/23/2022	08/23/2022	1,454.33		1,454.33	100-000-28000
Total 07232022:						1,454.33	.00	1,454.33	
Total 690 Bank of America:						1,454.33	.00	✓ 1,454.33	25312
890 Best Pots Inc									
A-468429	1	Rented Unit	Invoice	07/26/2022	08/26/2022	104.64		104.64	500-420-52019
Total A-468429:						104.64	.00	✓ 104.64	
A-476233	1	Rented Unit for Founder's Day	Invoice	07/26/2022	08/13/2022	200.00		200.00	100-300-52111
Total A-476233:						200.00	.00	✓ 200.00	
Total 890 Best Pots Inc:						304.64	.00	✓ 304.64	25313
1410 Century Link									
07112022	1	Phone	Invoice	07/11/2022	08/11/2022	99.21		99.21	510-430-52110
Total 07112022:						99.21	.00	✓ 99.21	
07162022	1	Phone	Invoice	07/16/2022	08/16/2022	99.49		99.49	500-420-52110
Total 07162022:						99.49	.00	✓ 99.49	
Total 1410 Century Link:						198.70	.00	✓ 198.70	25314
1520 CIS TRUST									
AUGUST 2022	1	Employee Health Ins	Invoice	07/15/2022	08/15/2022	1,067.11		1,067.11	100-100-51010
AUGUST 2022	2	Employee Health Ins	Invoice	07/15/2022	08/15/2022	66.69		66.69	100-200-51010
AUGUST 2022	3	Employee Health Ins	Invoice	07/15/2022	08/15/2022	400.17		400.17	100-300-51010
AUGUST 2022	4	Employee Health Ins	Invoice	07/15/2022	08/15/2022	333.47		333.47	200-410-51010
AUGUST 2022	5	Employee Health Ins	Invoice	07/15/2022	08/15/2022	3,201.33		3,201.33	500-420-51010
AUGUST 2022	6	Employee Health Ins	Invoice	07/15/2022	08/15/2022	1,333.89		1,333.89	510-430-51010
AUGUST 2022	7	Employee Health Insurance	Invoice	07/15/2022	08/15/2022	266.78		266.78	520-440-51010
Total AUGUST 2022 FINAL BILL:						6,669.44	.00	6,669.44	
Total 1520 CIS TRUST:						6,669.44	.00	✓ 6,669.44	25315
1550 City of Corvallis									
4505309	1	Fuel	Invoice	06/30/2022	08/15/2022	3,459.74		3,459.74	500-420-52014
Total 4505309:						3,459.74	.00	3,459.74	
Total 1550 City of Corvallis:						3,459.74	.00	✓ 3,459.74	25316
1800 Consumers Power Inc.									
07192022	1	1152400	Invoice	07/19/2022	08/19/2022	1,114.00		✓ 1,114.00	200-410-52109
07192022	2	1152401	Invoice	07/19/2022	08/19/2022	30.50		✓ 30.50	100-300-52109
07192022	3	1152406	Invoice	07/19/2022	08/19/2022	137.80		✓ 137.80	100-900-52109
07192022	4	1152409	Invoice	07/19/2022	08/19/2022	30.50		✓ 30.50	100-900-52109
07192022	5	1152410	Invoice	07/19/2022	08/19/2022	65.82		✓ 65.82	510-430-52109
07192022	6	1152411	Invoice	07/19/2022	08/19/2022	61.97		✓ 61.97	500-420-52109
07192022	7	1152412	Invoice	07/19/2022	08/19/2022	200.92		✓ 200.92	510-430-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
07192022	8	1152413	Invoice	07/19/2022	08/19/2022	110.97		✓ 110.97	510-430-52109
07192022	9	1152414	Invoice	07/19/2022	08/19/2022	30.05		✓ 30.05	100-900-52109
07192022	10	1152415	Invoice	07/19/2022	08/19/2022	30.05		✓ 30.05	100-900-52109
Total 07192022:						1,812.58	.00	1,812.58	
1152419	1	1152419	Invoice	07/19/2022	08/15/2022	15.02		15.02	500-420-53502
Total 1152419:						15.02	.00	✓ 15.02	
Total 1800 Consumers Power Inc.:						1,827.60	.00	✓ 1,827.60	25317
2300 Delapoer Kidd Attorneys at Law									
1923	1	General City matters	Invoice	08/01/2022	08/31/2022	656.25		656.25	100-900-52017
Total 1923:						656.25	.00	656.25	
Total 2300 Delapoer Kidd Attorneys at Law:						656.25	.00	✓ 656.25	25318
2520 Edge Analytical, Inc									
22-23264	1	Tangent WW	Invoice	07/14/2022	08/14/2022	90.00		90.00	100-900-52115
Total 22-23264:						90.00	.00	✓ 90.00	
22-23265	1	WW	Invoice	07/19/2022	08/19/2022	90.00		90.00	510-430-52104
Total 22-23265:						90.00	.00	✓ 90.00	
22-24909	1	Monthly Coliform	Invoice	07/29/2022	08/28/2022	38.00		38.00	500-420-52104
Total 22-24909:						38.00	.00	✓ 38.00	
Total 2520 Edge Analytical, Inc:						218.00	.00	✓ 218.00	25319
4670 NW Natural									
07282022	1	1407224-3	Invoice	07/28/2022	08/18/2022	16.06		16.06	100-900-52109
Total 07282022:						16.06	.00	16.06	
Total 4670 NW Natural:						16.06	.00	✓ 16.06	25322
5240 Pace Heating & Air									
S-58364	1	Repair AC in Market	Invoice	06/27/2022	07/27/2022	223.00		223.00	100-900-52012
Total S-58364:						223.00	.00	223.00	
Total 5240 Pace Heating & Air:						223.00	.00	✓ 223.00	25323
5330 Pape Machinery									
13757579	1	Parts	Invoice	07/19/2022	08/19/2022	3.00		3.00	100-300-52022
Total 13757579:						3.00	.00	3.00	
Total 5330 Pape Machinery:						3.00	.00	✓ 3.00	25324
7495 Prevailing Wage Consulting									
3056	1	Labor Standards Administration Ho	Invoice	06/10/2022	08/05/2022	3,000.00		3,000.00	500-420-53502

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 3056:						3,000.00	.00	3,000.00	
Total 7495 Prevailing Wage Consulting:						3,000.00	.00	3,000.00	25325
7491 Rain For Rent									
1762128	1	WWTP Pump	Invoice	07/15/2022	08/15/2022	3,593.15		3,593.15	510-430-52011
Total 1762128:						3,593.15	.00	3,593.15	
Total 7491 Rain For Rent:						3,593.15	.00	3,593.15	25326
5810 RG Smith Electric & Plumbing Inc									
23698	1	Replaced radio circuit board in the	Invoice	06/30/2022	08/18/2022	171.00		171.00	100-900-52012
Total 23698:						171.00	.00	171.00	25327
Total 5810 RG Smith Electric & Plumbing Inc:						171.00	.00	171.00	
999 Utility Refund									
1286.02	1	Water	Invoice	08/02/2022	08/15/2022	179.74		179.74	500-420-52105
1286.02	2	Wastewater	Invoice	08/02/2022	08/15/2022	119.82		119.82	510-430-52105
Total 1286.02:						299.56	.00	299.56	25321
1289.02	1	Water	Invoice	08/02/2022	08/15/2022	78.00		78.00	500-420-52105
1289.02	2	Wastewater	Invoice	08/02/2022	08/15/2022	52.00		52.00	510-430-52105
Total 1289.02:						130.00	.00	130.00	25320
1507.02	1	Water	Invoice	08/02/2022	08/15/2022	78.00		78.00	500-420-52105
1507.02	2	Wastewater	Invoice	08/02/2022	08/15/2022	52.00		52.00	510-430-52105
Total 1507.02:						130.00	.00	130.00	25311
Total 999 Utility Refund:						559.56	.00	559.56	
Total :						33,615.34	.00	33,615.34	
Grand Totals:						33,615.34	.00	33,615.34	

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8/2/22

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-28000	1,454.33	.00	1,454.33
100-100-51010	1,067.11	.00	1,067.11
100-200-51010	66.69	.00	66.69
100-300-51010	400.17	.00	400.17
100-300-52022	3.00	.00	3.00
100-300-52109	30.50	.00	30.50
100-300-52111	200.00	.00	200.00
100-900-52012	394.00	.00	394.00
100-900-52016	1,800.00	.00	1,800.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-900-52017	656.25	.00	656.25
100-900-52109	244.46	.00	244.46
100-900-52115	3,850.87	.00	3,850.87
200-410-51010	333.47	.00	333.47
200-410-52109	1,114.00	.00	1,114.00
500-420-51010	3,201.33	.00	3,201.33
500-420-52014	3,459.74	.00	3,459.74
500-420-52016	2,850.00	.00	2,850.00
500-420-52019	104.64	.00	104.64
500-420-52104	38.00	.00	38.00
500-420-52105	335.74	.00	335.74
500-420-52109	61.97	.00	61.97
500-420-52110	99.49	.00	99.49
500-420-53502	3,015.02	.00	3,015.02
510-430-51010	1,333.89	.00	1,333.89
510-430-52011	3,593.15	.00	3,593.15
510-430-52016	2,850.00	.00	2,850.00
510-430-52104	90.00	.00	90.00
510-430-52105	223.82	.00	223.82
510-430-52109	377.71	.00	377.71
510-430-52110	99.21	.00	99.21
520-440-51010	266.78	.00	266.78
Grand Totals:	33,615.34	.00	33,615.34

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
06/22	6,853.74	.00	6,853.74
07/22	25,545.79	.00	25,545.79
08/22	1,215.81	.00	1,215.81
Grand Totals:	33,615.34	.00	33,615.34

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8/2/22

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
640 Auto Zone									
2217262509	1	Public Works	Invoice	08/08/2022	09/08/2022	139.96		139.96	500-420-52014
Total 2217262509:						139.96	.00	139.96	
Total 640 Auto Zone:						139.96	.00	✓ 139.96	25328
890 Best Pots Inc									
A-477333	1	Rented Unit	Invoice	08/03/2022	09/02/2022	106.64		106.64	500-420-52019
Total A-477333:						106.64	.00	106.64	
Total 890 Best Pots Inc:						106.64	.00	✓ 106.64	25329
1300 Cascade Columbia Distribution									
843739	1	Chemicals	Invoice	07/29/2022	08/29/2022	4,752.25		4,752.25	500-420-52001
Total 843739:						4,752.25	.00	4,752.25	
Total 1300 Cascade Columbia Distribution:						4,752.25	.00	✓ 4,752.25	25330
1340 Caselle Inc.									
119019	1	Monthly Software Hosting Fees	Invoice	08/01/2022	09/01/2022	600.75		600.75	500-420-52114
119019	2	Monthly Software Hosting Fee	Invoice	08/01/2022	09/01/2022	400.50		400.50	100-900-52114
119019	3	Monthly Software Hosting Fee	Invoice	08/01/2022	09/01/2022	200.25		200.25	510-430-52114
119019	4	Monthly Software Hosting Fee	Invoice	08/01/2022	09/01/2022	66.75		66.75	200-410-52114
119019	5	Monthly Software Hosting Fee	Invoice	08/01/2022	09/01/2022	66.75		66.75	520-440-52114
Total 119019:						1,335.00	.00	1,335.00	
Total 1340 Caselle Inc.:						1,335.00	.00	✓ 1,335.00	25331
1410 Century Link									
07252022	1	Phone	Invoice	07/25/2022	08/25/2022	53.95		53.95	500-420-52110
Total 07252022:						53.95	.00	53.95	
Total 1410 Century Link:						53.95	.00	✓ 53.95	25332
1610 Civil West Engineering Services Inc									
1001.031.013	1	Hospital Hill and Calloway Waterma	Invoice	08/01/2022	09/01/2022	3,969.38		3,969.38	500-420-53502
Total 1001.031.013:						3,969.38	.00	3,969.38	
1001.032.012	1	HMGP Waterline Replacement	Invoice	08/01/2022	09/01/2022	11,861.52		11,861.52	500-420-53503
Total 1001.032.012:						11,861.52	.00	11,861.52	
Total 1610 Civil West Engineering Services Inc:						15,830.90	.00	✓ 15,830.90	25333
4380 Middleton Heating and Sheet Metal INC.									
190,071	1	Service Gas Furnace	Invoice	08/08/2022	09/08/2022	150.00		150.00	100-900-52012
Total 190,071:						150.00	.00	150.00	25335

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 4380 Middleton Heating and Sheet Metal INC.:						150.00	.00	150.00	
4800 One Call Concepts Inc									
2070320	1	OR Utility Notification Center	Invoice	07/31/2022	08/31/2022	7.20		7.20	500-420-52109
2070320	2	OR Utility Notification Center	Invoice	07/31/2022	08/31/2022	7.20		7.20	510-430-52109
Total 2070320:						14.40	.00	14.40	
Total 4800 One Call Concepts Inc:						14.40	.00	✓ 14.40	28336
7430 Oregon RAIN									
1161	1	Rural Economic Development Supp	Invoice	07/06/2022	08/06/2022	666.23		666.23	100-900-52102
Total 1161:						666.23	.00	666.23	
Total 7430 Oregon RAIN:						666.23	.00	✓ 666.23	28337
5780 Republic Services #452									
0452-00481184	1	3-0452-0023479	Invoice	07/31/2022	08/31/2022	38.80		38.80	100-900-52109
Total 0452-004811845:						38.80	.00	✓ 38.80	
0452-00482298	1	3-0452-0340655	Invoice	07/31/2022	08/31/2022	39.44		39.44	510-430-52109
Total 0452-004822986:						39.44	.00	✓ 39.44	
Total 5780 Republic Services #452:						78.24	.00	✓ 78.24	25338
6230 Simply Payroll									
17596	1	Payroll	Invoice	08/08/2022	09/08/2022	135.00		135.00	100-900-52019
Total 17596:						135.00	.00	135.00	
Total 6230 Simply Payroll:						135.00	.00	✓ 135.00	25339
6290 Smith-Wagar Brucker Consulting, LLC									
D1191	1	Financial Consulting	Invoice	08/06/2022	09/06/2022	1,622.50		1,622.50	100-900-52019
Total D1191:						1,622.50	.00	1,622.50	
Total 6290 Smith-Wagar Brucker Consulting, LLC:						1,622.50	✓ .00	1,622.50	25340
6600 Susan Woosley									
556200	1	Founder's Day Activity - Face Painti	Invoice	08/13/2022	08/13/2022	350.00		350.00	100-300-52111
Total 556200:						350.00	.00	350.00	
Total 6600 Susan Woosley:						350.00	.00	350.00	25341
999 Utility Refund									
3364.02	1	Water	Invoice	08/04/2022	09/04/2022	78.00		78.00	500-420-52105
3364.02	2	Wastewater	Invoice	08/04/2022	09/04/2022	52.00		52.00	510-430-52105
Total 3364.02:						130.00	.00	130.00	
Total 999 Utility Refund:						130.00	.00	✓ 130.00	25334

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total :						25,365.07	.00	25,365.07	
Grand Totals:						25,365.07	.00	25,365.07	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52111	350.00	.00	350.00
100-900-52012	150.00	.00	150.00
100-900-52019	1,757.50	.00	1,757.50
100-900-52102	666.23	.00	666.23
100-900-52109	38.80	.00	38.80
100-900-52114	400.50	.00	400.50
200-410-52114	66.75	.00	66.75
500-420-52001	4,752.25	.00	4,752.25
500-420-52014	139.96	.00	139.96
500-420-52019	106.64	.00	106.64
500-420-52105	78.00	.00	78.00
500-420-52109	7.20	.00	7.20
500-420-52110	53.95	.00	53.95
500-420-52114	600.75	.00	600.75
500-420-53502	3,969.38	.00	3,969.38
500-420-53503	11,861.52	.00	11,861.52
510-430-52105	52.00	.00	52.00
510-430-52109	46.64	.00	46.64
510-430-52114	200.25	.00	200.25
520-440-52114	66.75	.00	66.75
Grand Totals:	25,365.07	.00	25,365.07

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
07/22	5,565.07	.00	5,565.07
08/22	19,800.00	.00	19,800.00
Grand Totals:	25,365.07	.00	25,365.07

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8/11/22

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
150 A & B Septic									
56635	1	Tangent	Invoice	08/05/2022	09/05/2022	370.00		370.00	100-900-52115
Total 56635:						370.00	.00	370.00	
Total 150 A & B Septic:						370.00	.00	370.00	
390 Al's Sweeping Service									
10484	1	Street Sweeping	Invoice	08/15/2022	09/15/2022	750.00		750.00	200-410-52024
Total 10484:						750.00	.00	750.00	
Total 390 Al's Sweeping Service:						750.00	.00	750.00	
1410 Century Link									
08112022	1	Phone	Invoice	08/11/2022	09/11/2022	99.21		99.21	510-430-52110
Total 08112022:						99.21	.00	99.21	
Total 1410 Century Link:						99.21	.00	99.21	
1520 CIS TRUST									
SEPTEMBER 2	1	Employee Health Ins	Invoice	08/15/2022	09/15/2022	1,067.11		1,067.11	100-100-51010
SEPTEMBER 2	2	Employee Health Ins	Invoice	08/15/2022	09/15/2022	66.69		66.69	100-200-51010
SEPTEMBER 2	3	Employee Health Ins	Invoice	08/15/2022	09/15/2022	400.17		400.17	100-300-51010
SEPTEMBER 2	4	Employee Health Ins	Invoice	08/15/2022	09/15/2022	333.47		333.47	200-410-51010
SEPTEMBER 2	5	Employee Health Ins	Invoice	08/15/2022	09/15/2022	3,201.33		3,201.33	500-420-51010
SEPTEMBER 2	6	Employee Health Ins	Invoice	08/15/2022	09/15/2022	1,333.89		1,333.89	510-430-51010
SEPTEMBER 2	7	Employee Health Insurance	Invoice	08/15/2022	09/15/2022	266.78		266.78	520-440-51010
Total SEPTEMBER 2022 FINAL INVOICE:						6,669.44	.00	6,669.44	
Total 1520 CIS TRUST:						6,669.44	.00	6,669.44	
7468 Coles Sheet and Metal Fab, Inc.									
886999	1	Fab and install handrail	Invoice	08/11/2022	09/11/2022	612.00		612.00	500-420-52011
Total 886999:						612.00	.00	612.00	
Total 7468 Coles Sheet and Metal Fab, Inc.:						612.00	.00	612.00	
1800 Consumers Power Inc.									
08082022	1	1152418	Invoice	08/08/2022	09/08/2022	124.54		124.54	510-430-52109
Total 08082022:						124.54	.00	124.54	
Total 1800 Consumers Power Inc.:						124.54	.00	124.54	
2670 Ferguson Enterprises Inc									
1115617	1	Materials	Invoice	08/12/2022	09/12/2022	729.81		729.81	500-420-52011
Total 1115617:						729.81	.00	729.81	
1125213	1	Materials	Invoice	08/08/2022	09/08/2022	6,442.08		6,442.08	500-420-52011

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1125213:						6,442.08	.00	6,442.08	
Total 2670 Ferguson Enterprises Inc:						7,171.89	.00	7,171.89	
3390 JCI-Jones Chemicals Inc.									
877995	1	Credit Memo	Invoice	08/24/2022	08/24/2022	750.00-		750.00-	510-430-52001
877995	2	Credit Memo	Invoice	08/24/2022	08/24/2022	750.00-		750.00-	500-420-52001
Total 877995:						1,500.00-	.00	1,500.00-	
893041	1	Chemicals	Invoice	08/10/2022	09/10/2022	3,235.88		3,235.88	510-430-52001
893041	2	Chemicals	Invoice	08/10/2022	09/10/2022	3,235.89		3,235.89	500-420-52001
Total 893041:						6,471.77	.00	6,471.77	
893056	1	Credit Memo	Invoice	08/24/2022	08/24/2022	450.00-		450.00-	510-430-52001
893056	2	Credit Memo	Invoice	08/24/2022	08/24/2022	450.00-		450.00-	500-420-52001
Total 893056:						900.00-	.00	900.00-	
Total 3390 JCI-Jones Chemicals Inc.:						4,071.77	.00	4,071.77	
7364 Pacific Office Automation									
334669	1	Annual Overage Invoice	Invoice	08/05/2022	09/05/2022	571.92		571.92	100-900-52022
Total 334669:						571.92	.00	571.92	
Total 7364 Pacific Office Automation:						571.92	.00	571.92	
5300 Pacific Power/PacificCorp									
08102022	1	02099381-001 7	Invoice	08/10/2022	09/10/2022	2,157.53		2,157.53	500-420-52109
Total 08102022:						2,157.53	.00	2,157.53	
Total 5300 Pacific Power/PacificCorp:						2,157.53	.00	2,157.53	
7274 US Bank Equipment Finance									
479664518	1	Equipment Finance	Invoice	08/05/2022	08/31/2022	131.00		131.00	100-900-52023
Total 479664518:						131.00	.00	131.00	
Total 7274 US Bank Equipment Finance:						131.00	.00	131.00	
999 Utility Refund									
1225.07	1	Water	Invoice	08/25/2022	08/26/2022	78.00		78.00	500-420-52105
1225.07	2	Wastewater	Invoice	08/25/2022	08/26/2022	52.00		52.00	510-430-52105
Total 1225.07:						130.00	.00	130.00	
1322.04	1	Water	Invoice	08/25/2022	08/26/2022	6.99		6.99	500-420-52105
1322.04	2	Wastewater	Invoice	08/25/2022	08/26/2022	4.66		4.66	510-430-52105
Total 1322.04:						11.65	.00	11.65	
Total 999 Utility Refund:						141.65	.00	141.65	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
7130 Verizon									
9912780122	1	Phone	Invoice	08/29/2022	09/29/2022	97.78		97.78	500-420-52110
9912780122	2	Phone	Invoice	08/29/2022	09/29/2022	97.78		97.78	510-430-52110
9912780122	3	Phone	Invoice	08/29/2022	09/29/2022	64.25		64.25	100-900-52110
Total 9912780122:						259.81	.00	259.81	
Total 7130 Verizon:						259.81	.00	259.81	
Total :						23,130.76	.00	23,130.76	
Grand Totals:						23,130.76	.00	23,130.76	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,067.11	.00	1,067.11
100-200-51010	66.69	.00	66.69
100-300-51010	400.17	.00	400.17
100-900-52022	571.92	.00	571.92
100-900-52023	131.00	.00	131.00
100-900-52110	64.25	.00	64.25
100-900-52115	370.00	.00	370.00
200-410-51010	333.47	.00	333.47
200-410-52024	750.00	.00	750.00
500-420-51010	3,201.33	.00	3,201.33
500-420-52001	3,235.89	1,200.00-	2,035.89
500-420-52011	7,783.89	.00	7,783.89
500-420-52105	84.99	.00	84.99
500-420-52109	2,157.53	.00	2,157.53
500-420-52110	97.78	.00	97.78
510-430-51010	1,333.89	.00	1,333.89
510-430-52001	3,235.88	1,200.00-	2,035.88
510-430-52105	56.66	.00	56.66
510-430-52109	124.54	.00	124.54
510-430-52110	196.99	.00	196.99
520-440-51010	266.78	.00	266.78
Grand Totals:	25,530.76	2,400.00-	23,130.76

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9/1/22

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
08/22	25,530.76	2,400.00-	23,130.76
Grand Totals:	25,530.76	2,400.00-	23,130.76

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
890 Best Pots Inc									
A-479649	1	Rented Unit	Invoice	09/10/2022	10/10/2022	106.64		106.64	500-420-52019
Total A-479649:						106.64	.00	106.64	
Total 890 Best Pots Inc:						106.64	.00	106.64	
1410 Century Link									
08162022	1	Phone	Invoice	08/16/2022	09/16/2022	99.49		99.49	500-420-52110
Total 08162022:						99.49	.00	99.49	
Total 1410 Century Link:						99.49	.00	99.49	
1800 Consumers Power Inc.									
09152022	1	1152400	Invoice	09/15/2022	10/15/2022	1,118.00		1,118.00	200-410-52109
09152022	2	1152406	Invoice	09/15/2022	10/15/2022	176.46		176.46	100-900-52109
09152022	3	1152409	Invoice	09/15/2022	10/15/2022	30.68		30.68	100-900-52109
09152022	4	1152410	Invoice	09/15/2022	10/15/2022	63.70		63.70	510-430-52109
09152022	5	1152411	Invoice	09/15/2022	10/15/2022	76.79		76.79	500-420-52109
09152022	6	1152412	Invoice	09/15/2022	10/15/2022	244.25		244.25	510-430-52109
09152022	7	1152413	Invoice	09/15/2022	10/15/2022	95.08		95.08	510-430-52109
09152022	8	115214	Invoice	09/15/2022	10/15/2022	30.14		30.14	500-420-52109
09152022	9	1152415	Invoice	09/15/2022	10/15/2022	30.05		30.05	100-900-52109
09152022	10	1152419	Invoice	09/15/2022	10/15/2022	32.05		32.05	500-420-53502
Total 09152022:						1,897.20	.00	1,897.20	
Total 1800 Consumers Power Inc.:						1,897.20	.00	1,897.20	
2520 Edge Analytical, Inc									
22-28845	1	monthly coliform	Invoice	08/31/2022	09/30/2022	38.11		38.11	500-420-52104
Total 22-28845:						38.11	.00	38.11	
Total 2520 Edge Analytical, Inc:						38.11	.00	38.11	
2670 Ferguson Enterprises Inc									
1129677	1	vest	Invoice	08/16/2022	09/16/2022	12.82		12.82	500-420-52011
Total 1129677:						12.82	.00	12.82	
Total 2670 Ferguson Enterprises Inc:						12.82	.00	12.82	
5810 RG Smith Electric & Plumbing Inc									
24007	1	WW Pump	Invoice	08/24/2022	09/24/2022	1,179.98		1,179.98	510-430-52011
Total 24007:						1,179.98	.00	1,179.98	
Total 5810 RG Smith Electric & Plumbing Inc:						1,179.98	.00	1,179.98	
Total :						3,334.24	.00	3,334.24	
Grand Totals:						3,334.24	.00	3,334.24	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-900-52109	237.19	.00	237.19
200-410-52109	1,118.00	.00	1,118.00
500-420-52011	12.82	.00	12.82
500-420-52019	106.64	.00	106.64
500-420-52104	38.11	.00	38.11
500-420-52109	106.93	.00	106.93
500-420-52110	99.49	.00	99.49
500-420-53502	32.05	.00	32.05
510-430-52011	1,179.98	.00	1,179.98
510-430-52109	403.03	.00	403.03
Grand Totals:	3,334.24	.00	3,334.24

Summary by General Ledger Posting Period

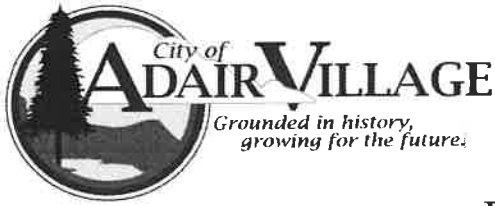
GL Posting Period	Debit	Credit	Net
08/22	1,330.40	.00	1,330.40
09/22	2,003.84	.00	2,003.84
Grand Totals:	3,334.24	.00	3,334.24

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9/1/22

ADAIR VILLAGE PATROL
July 25, 2022 - August 24, 2022

Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	Con- tacts	Traffic		Arrests		Notes
					Warn	Cite	Cite	Cust	
Patrol									
072622 00:48:17	2022129636	2:29:57	Gordon						no activity
072722 08:55:46	2022130485	0:59:33	Horn						no activity
072822 11:06:19	2022131261	0:40:42	Hesseling						2 vehicles contacted
072922 00:12:06	2022131747	1:14:00	Heese						no activity
072922 00:39:57	2022131759	1:57:47	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES.█
073022 00:29:32	2022132478	0:08:58	Hardison						no activity
073022 01:31:13	2022132496	0:56:05	Gevatosky						no activity
073022 02:19:27	2022132508	0:28:53	Young						no activity
073122 00:15:40	2022133151	0:01:16	Gevatosky						Responded to a welfare check on a possible suicidal person
073122 12:55:15	2022133414	1:09:10	Blaser						no activity
080122 22:37:36	2022134461	0:54:55	Bottorff						Worked on computer work, evals.█Left for taking 911 hangup call outside of Adair.█
080322 04:02:15	2022135273	2:00:04	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/CALLOWAY CREEK DEVELOPMENT DURING POWER OUTAGE.
080522 00:58:52	2022136525	1:07:35	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/ODFW/CALLOWAY CREEK DEVELOPMENT. NO ACTIVITY.
080522 05:00:57	2022136570	0:59:29	Gordon						no activity
080622 12:11:01	2022137436	0:57:28	Tominey		1				Patrolled city streets, City Park, aerodrome, Santiam Christian School, ODFW Building, Adair Frontage, and Highway 99. 1 Traffic Stop (Warning). No citizen contacts.
080822 09:12:13	2022138634	1:02:08	Blaser		1				1 stop-warning for speed
080822 13:00:34	2022138761	0:32:19	Tominey		2				Patrolled city streets, Adair Frontage, and Highway 99. 2 Traffic stops (2 Warnings). No citizen contacts.
081022 04:52:03	2022139865	1:10:14	Drongesen	1	2				2-traffic stops, 1-citizen contact, patrolled neighborhoods, highway, and park.
081122 01:04:30	2022140502	1:22:39	Hardison						PATROLLED SCHOOL/ODFW/CITY STREETS/BUSINESSES/CALLOWAY CREEK NEIGHBORHOOD. NO ACTIVITY.
081222 01:22:31	2022141224	1:31:35	Gordon						no activity
081222 04:24:33	2022141261	1:59:50	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/CALLOWAY CREEK NEIGHBORHOOD.
081222 14:14:15	2022141567	1:01:55	Fricke						no activity
081222 23:27:07	2022141878	3:02:20	Moser						no activity
081322 22:09:15	2022142426	2:39:12	Hardison	4	1				ONE TRAFFIC STOP/ONE WARNING FOR SPEEDING. ALSO FOUR CITIZEN CONTACTS AT ODFW PARKING LOT.█ALSO PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ODFW/BUSINESSES/CALLOWAY CREEK NEIGHBORHOOD.
081422 10:41:47	2022142686	1:05:21	Blaser						no activity
081522 02:37:28	2022143117	0:59:50	Young						no activity
081522 09:31:27	2022143225	1:00:08	Glass						Patrolled, school, city park, spoke with bicyclists on 99W.
081622 03:49:44	2022143781	2:14:01	Hardison	2					PATROLLED SCHOOL/CITY STREETS/BUSINESSES/ODFW/HIGHWAY 99W/CALLOWAY CREEK NEIGHBORHOOD. TWO CITIZEN CONTACTS IN SUSPICIOUS VEHICLE PARKED NEAR ODFW.
081622 05:25:42	2022143798	1:04:36	Young						no activity
081722 23:37:15	2022145110	1:46:37	Drongesen						no activity



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT
PERIOD: 7/20/2022 to 8/20/2022

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 11,445,239

Average Usage per Day 372k

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity: Staff found no leaks in the last month. Staff continue to look for leaks when time permits,

Collected quarterly; 3rd quarter samples have been taken.

WASTEWATER TREATMENT REPORT

Flows into the WWTP are still low with very dry weather. Staff have continued to work with contractors on the completion of the new head works.

Total Monthly Influent: 1.1 million Gallons

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains remain clear.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Spraying for weeds is primarily finished but will continue as needed through the summer.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Staff have kept up with all mowing, spraying, and weeding of city property. Mowing has slowed somewhat with this dry weather.

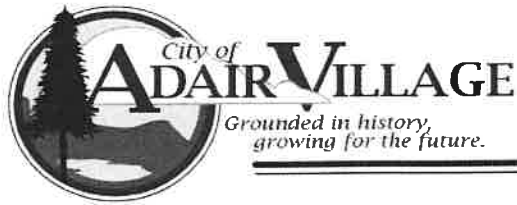
WATER TREATMENT PLANT

Maintenance Activity: The water plant is still running 5 days a week for a total of 60 hours. We have continued the split shift and it is working very well. Staff are preparing to clean all sediment bays when cooler wet weather returns. Staff have been working and preparing for the new chlorination system to be installed this fall.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is doing very well. Flows are low with no issues. Staff are keeping up with maintenance. Staff have assisted contractors by doing bypasses at the old head works. This allows work to be done on new piping to the new head works.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT September 6, 2022 Council Meeting

Administration

- **Audit** – The auditors did the first phase of the process last month and will be back in September to complete phase two with an expected completion date before November.
- **UGB Expansion** – Update
- **Tangent** – Update
- **ODFW/Santiam** – Santiam is working on getting an easement on the ODFW property. They have a Developer working on a preliminary site plan for us to review.

Property/Businesses

- **AVIS** – Sean Kid (City Attorney) and I had another meeting with the Office Max and Boise last month. The first draft has been sent to DEQ for their review. The partners are hoping to have some feedback from them quickly so that if there is any more testing we can do that work before the rains.
- **Barracks** – The barracks can be used by any community group now so we will be putting that in next month's newsletter.
- **Store/Restaurant** – The store continues to do well and currently they are renting the entire building to utilize the kitchen in the restaurant.

Major Projects/Engineering

- **Water Plant** – Update
- **Wastewater Lagoon** – The first pump has been installed and is working great. We will be purchasing another one over the next few months as a backup.
- **Calloway Creek** –
- **Arboretum Waterline** – The final meter has been put into place and the only thing left is to hook up two private services and shutdown an old section of line.
- **Wastewater Plant** – The new headworks is in they are finishing the cover for it and waiting on a list of parts.
- **Main Transmission Line** – Plans are about 80% complete and the environmental and delineation is complete. Now they will begin the biological assessment.

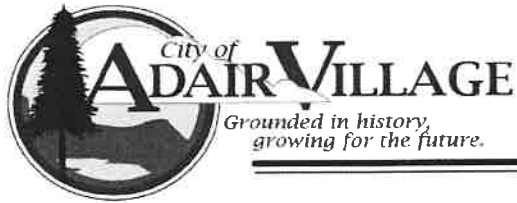


August 2022
 Willamette Valley Processors, Inc.
 8/1/2022 to 8/31/2022
 Jerry Jackson

Case #	Date & Time	Action	Address	Memo	Notes
A22-213	7/26/22 2:30 PM	Patrol City			
A22-214	7/27/22 3:14 PM	Patrol City			
A22-215	7/27/22 3:20 PM	Tall Weeds	6305 William R Carr		
A22-216	7/27/22 3:20 PM	Tall Weeds	6313 William R Carr		
A22-217	7/27/22 3:21 PM	Tall Weeds	6333 William R Carr		
A22-218	7/27/22 3:22 PM	Tall Weeds	2046 Barberrry		
A22-219	7/29/22	Patrol City			
A22-220	8/1/22 10:57 AM	Patrol City			
A22-221	8/1/22 11:22 AM	Tall Weeds	3111 Willamette		
A22-222	8/1/22 11:23 AM	Tall Weeds	4217 Laurel		
A22-223	8/1/22 11:23 AM	Tall Weeds	4218 Laurel		
A22-224	8/1/22 11:24 AM	Tall Weeds	4311 Holly Ln		
A22-225	8/1/22 11:25 AM	Tall Weeds	4318 Holly Ln		
A22-226	8/3/22 3:36 PM	Several bicycles dumped	Frontage Rd	Called ODOT for removal	
A22-227	8/3/22 3:40 PM	Patrol City			
A22-228	8/3/22 3:41 PM	Trailer parked on lawn	4746 Box Elder		
A22-229	8/3/22 3:46 PM	Trailer parked on lawn	236 Azalea		
A22-230	8/5/22 11:36 AM	Patrol City/Office			
A22-231	8/8/22 3:19 PM	Patrol City			
A22-232	8/8/22 3:20 PM	Tall Weeds	8838 Cori Ct		
A22-233	8/8/22 3:24 PM	Tall Weeds near roadway	8251 Hyacinth		
A22-234	8/8/22 3:24 PM	Tall Weeds	8046 Barberrry		
A22-235	8/8/22 3:26 PM	Tall Weeds	6405 William R Carr	Notice on door	
A22-236	8/8/22 3:26 PM	Tall Weeds	6301 William R Carr	Notice on door	
A22-237	8/8/22 3:27 PM	Tall Weeds	6305 William R Carr	Notice on door	
A22-238	8/8/22 3:30 PM	Tall Weeds	258 Azalea	Notice on door	
A22-239	8/8/22 3:31 PM	Complaint Investigation vehicle blocking driveway	165 Block Azalea	Left card on vehicle	263 BRU
A22-240	8/8/22 3:32 PM	Tall Weeds	168 Azalea	Notice on door	
A22-241	8/8/22 3:33 PM	Tall Weeds	170 Azalea	Notice on door	
A22-242	8/8/22 3:34 PM	Tall Weeds	172 Azalea	Notice on door	
A22-243	8/8/22 3:34 PM	Tall Weeds	174 Azalea	Notice on door	
A22-244	8/8/22 3:35 PM	Tall Weeds	176 Azalea	Notice on door	
A22-245	8/8/22 3:42 PM	Tall Weeds	ServePro		
A22-246	8/9/22 2:07 PM	Patrol City			
A22-247	8/9/22	Received Call from ISN (Intergrated Support Network)	5224 Laurel	Scott claiming he is disabled	503 314-6172
A22-248	8/13/22	Founder's Day			
A22-249	8/16/2022 11:55:00	Patrol City			
A22-250	8/16/22 11:57 AM	Tall Weeds	3121 Willamette Ave		
A22-251	8/16/2022 11:59:00	Trailer Parked next to house/Solid Waste	5224 NE Laurel		
A22-252	8/16/2022 12:02:00	Abandoned Truck/Warning for riding quad in park	128 Columbia		Tow warning to occupant
A22-253	8/19/2022 10:40:00	Patrol City			
A22-254	8/19/22 10:41 AM	Called ISN for Scott's status for cleanup	5224 NE Laurel		
A22-255	8/19/22 11:22 AM	Second unlicensed vehicle on roadway	128 Columbia		
A22-256	8/23/2022 4:18 PM	Patrol City			
A22-257	8/23/22 4:29 PM	Tall Grass	170 Ne Azalea		
A22-258	8/28/22	Patrol City			

Prohibited Parking 2
 Tall Grass 24
 Solid Waste 1

- 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 when needed



STAFF REPORT
Attachment G – Financial Report
 September 6, 2022 Council Meeting

Totals - income shown for fiscal year 2022-2023 is \$185,272.45 and expenses are \$198,997.55 which shows a net income of -\$13,725.10 for all funds.

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

Fund	Income	Expenses	% of Budget	Difference
General	68,313.98	48,647.08	2.30%	19,666.90
Streets	9,069.31	8,735.26	3.20%	334.05
Water	70,743.33	76,098.02	3.70%	-5,354.69
Wastewater	33,800.39	62,571.02	2.00%	-28,770.63
Storm Drain	3,345.44	2,946.17	3.30%	399.27
SDC Fund	0.00	0.00	0.00%	0.00
Reserve	0.00	0.00	0.00%	0.00
TOTAL	\$185,272.45	\$198,997.55		-13,725.10

We have approximately **\$2,959,687.49** in the Local Government Investment Pool (LGIP). In August we had **\$2,590,877.59**. Last year in September, we had **\$3,361,506.43**. We also currently have approximately **\$106,179.85** 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	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
General Fund					
General Fund					
100-000-40000	Beginning Fund Balance	600,000.00	.00	600,000.00	.00
100-000-40001	Property Taxes - Current	218,000.00	2,081.32	215,918.68	1.0%
100-000-40002	Property Taxes - Prior Year	500.00	.00	500.00	.00
100-000-41010	Revenue Sharing	14,000.00	.00	14,000.00	.00
100-000-41020	Cigarette Taxes	1,000.00	79.87	920.13	8.0%
100-000-41030	Liquor Taxes	25,000.00	3,024.07	21,975.93	12.1%
100-000-41100	Tangent Contract	194,100.00	17,875.26	176,224.74	9.2%
100-000-41200	Transient Lodging Tax	5,000.00	5,000.00	.00	100.0%
100-000-42001	Planning Fees	10,000.00	.00	10,000.00	.00
100-000-42050	Fees - Other	.00	15.00	15.00-	.00
100-000-42060	SDC Administrative Fees	10,000.00	.00	10,000.00	.00
100-000-43001	Utility Franchise Fees	63,000.00	20,184.21	42,815.79	32.0%
100-000-46020	Residential Rent Revenue	30,000.00	1,883.07	28,116.93	6.3%
100-000-46021	Property Lease or Rent	78,000.00	.00	78,000.00	.00
100-000-46023	Building Lease	32,000.00	2,686.00	29,314.00	8.4%
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	.00	.00	.00	.00
100-000-46055	Refunds	25,200.00	12,420.00	12,780.00	49.3%
100-000-46057	Miscellaneous	1,000.00	.00	1,000.00	.00
100-000-47300	Parks Grant	.00	.00	.00	.00
100-000-47900	COVID-19 Reimbursements	98,000.00	.00	98,000.00	.00
100-000-48000	Interest	15,000.00	3,065.18	11,934.82	20.4%
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	.00	.00	.00	.00
Total General Fund:		1,438,820.00	68,313.98	1,370,506.02	4.7%
City Administration					
100-100-50010	City Administrator	79,200.00	6,152.52	73,047.48	7.8%
100-100-50016	Utility/Court Clerk	9,258.00	747.94	8,510.06	8.1%
100-100-50018	Finance Clerk	4,166.00	363.28	3,802.72	8.7%
100-100-51010	Employee Health Ins Benefits	17,395.00	2,342.11	15,052.89	13.5%
100-100-51020	Retirement Benefits	23,364.00	2,885.49	20,478.51	12.4%
100-100-51030	Employment Taxes	11,889.00	676.43	11,212.57	5.7%
100-100-52002	Materials & Supplies	250.00	.00	250.00	.00
100-100-52010	Miscellaneous	500.00	.00	500.00	.00
100-100-52013	Travel and Training	2,000.00	.00	2,000.00	.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	2022-23	2022-23	2022-23	2022-23
		Current year Budget	Current year Actual	Budget Remaining	Budget Used %
100-100-52018	Planning Consultant	30,000.00	.00	30,000.00	.00
100-100-52019	Contract Service	27,000.00	2,000.00	25,000.00	7.4%
100-100-52020	Development Engineering	30,000.00	.00	30,000.00	.00
100-100-52030	Miscellaneous	.00	.00	.00	.00
100-100-52031	Urban Renewal Development	85,000.00	.00	85,000.00	.00
100-100-52101	Banking Charges	.00	.00	.00	.00
100-100-52102	Dues	.00	.00	.00	.00
100-100-52103	Insurance	.00	.00	.00	.00
100-100-52106	Mileage	250.00	.00	250.00	.00
100-100-52107	Permits	.00	.00	.00	.00
100-100-52108	Postage	.00	.00	.00	.00
100-100-53002	Equipment Purchase	.00	.00	.00	.00
Total City Administration:		335,272.00	15,167.77	320,104.23	4.5%
Public Safety					
100-200-50010	City Administrator	.00	559.32	559.32	.00
100-200-51010	Employee Health Ins Benefits	1,198.00	151.69	1,046.31	12.7%
100-200-51020	Retirement Benefits	1,793.00	211.82	1,581.18	11.8%
100-200-51030	Employment Taxes	912.00	61.49	850.51	6.7%
100-200-52019	Contract Service	37,000.00	.00	37,000.00	.00
100-200-52103	Insurance	.00	.00	.00	.00
Total Public Safety:		40,903.00	984.32	39,918.68	2.4%
Parks and Recreation					
100-300-50025	Summer Program Coordinator	.00	.00	.00	.00
100-300-50054	Utility Worker II	18,714.00	1,507.18	17,206.82	8.1%
100-300-50058	Utility Worker I	.00	.00	.00	.00
100-300-51010	Employee Health Ins Benefits	9,514.00	1,080.17	8,433.83	11.4%
100-300-51020	Retirement Benefits	5,083.00	1,267.27	3,815.73	24.9%
100-300-51030	Employment Taxes	2,586.00	153.73	2,432.27	5.9%
100-300-52002	Materials & Supplies	500.00	.00	500.00	.00
100-300-52011	System Maintenance & Repair	.00	.00	.00	.00
100-300-52012	Maintenance - Bldg & Parks	1,000.00	.00	1,000.00	.00
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	1,000.00	303.63	696.37	30.4%
100-300-52023	Equipment Rental/Lease	100.00	.00	100.00	.00
100-300-52025	Small Equipment Purchase	500.00	2,099.00	1,599.00	419.8%
100-300-52026	Non-capital Improvements	.00	.00	.00	.00
100-300-52030	Miscellaneous	500.00	.00	500.00	.00
100-300-52103	Insurance	1,425.00	1,415.83	9.17	99.4%
100-300-52106	Mileage	100.00	.00	100.00	.00
100-300-52108	Postage	75.00	.00	75.00	.00
100-300-52109	Utilities	750.00	30.50	719.50	4.1%
100-300-52111	Parks-Events	2,000.00	2,006.75	6.75	100.3%
100-300-52112	Parks - Youth Activities	6,000.00	.00	6,000.00	.00
100-300-53001	Improvements - Bldg & Parks	1,500.00	.00	1,500.00	.00
100-300-53002	Equipment Purchase	5,000.00	.00	5,000.00	.00
100-300-55600	Transfer to Reserve Fund	5,000.00	.00	5,000.00	.00
Total Parks and Recreation:		63,897.00	9,864.06	54,032.94	15.4%

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
Non-departmental					
100-900-51030	Employment Taxes	.00	.00	.00	.00
100-900-52002	Materials & Supplies	3,500.00	1,929.40	1,570.60	55.1%
100-900-52010	Legal Notices	1,500.00	.00	1,500.00	.00
100-900-52012	Maintenance - Bldg & Parks	9,000.00	150.00	8,850.00	1.7%
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	9,000.00	1,800.00	7,200.00	20.0%
100-900-52017	City Attorney	.00	656.25	656.25	.00
100-900-52019	Contract Service	40,000.00	1,757.50	38,242.50	4.4%
100-900-52020	Engineering Consultant	.00	.00	.00	.00
100-900-52021	Transit	25,000.00	.00	25,000.00	.00
100-900-52022	Equipment Maintenance	4,500.00	.00	4,500.00	.00
100-900-52023	Equipment Rental/Lease	1,000.00	131.00	869.00	13.1%
100-900-52024	Security Alarm	1,500.00	.00	1,500.00	.00
100-900-52025	Small Equipment Purchase	1,200.00	.00	1,200.00	.00
100-900-52026	Non-capital Improvements	.00	.00	.00	.00
100-900-52030	Miscellaneous	2,500.00	.00	2,500.00	.00
100-900-52031	CERT Expenditures	5,000.00	.00	5,000.00	.00
100-900-52101	Banking Charges	750.00	.00	750.00	.00
100-900-52102	Dues	7,000.00	2,760.62	4,239.38	39.4%
100-900-52103	Insurance	8,500.00	8,141.03	358.97	95.8%
100-900-52108	Postage	3,000.00	.00	3,000.00	.00
100-900-52109	Utilities	22,200.00	283.26	21,916.74	1.3%
100-900-52110	Telephones	4,600.00	.00	4,600.00	.00
100-900-52111	Mayor & Council Expenses	1,000.00	.00	1,000.00	.00
100-900-52113	Election Fees	1,000.00	.00	1,000.00	.00
100-900-52114	Software Hosting Fees	6,500.00	801.00	5,699.00	12.3%
100-900-52115	Tangent Expenditures	75,000.00	4,220.87	70,779.13	5.6%
100-900-52197	Utilities - Rentals	.00	.00	.00	.00
100-900-52199	Property Taxes	8,367.00	.00	8,367.00	.00
100-900-52220	Residential Rental-related Exp	.00	.00	.00	.00
100-900-52800	COVID-19 Expenses	98,000.00	.00	98,000.00	.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	60,000.00	.00	60,000.00	.00
100-900-53003	Barracks Improvements	.00	.00	.00	.00
100-900-53004	Land Purchase	650,000.00	.00	650,000.00	.00
100-900-54006	Barracks Loan Payment	22,254.00	.00	22,254.00	.00
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	45,307.00	.00	45,307.00	.00
100-900-55600	Transfer to Reserve Fund	.00	.00	.00	.00
Total Non-departmental:		1,126,955.00	22,630.93	1,104,324.07	2.0%
Contingency					
100-998-58000	Contingency	250,000.00	.00	250,000.00	.00
Total Contingency:		250,000.00	.00	250,000.00	.00
Ending Fund Balance					
100-999-59000	Reserve for Future Expenditure	271,793.00	.00	271,793.00	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
	Total Ending Fund Balance:	271,793.00	.00	271,793.00	.00
	General Fund Revenue Total:	1,438,820.00	68,313.98	1,370,506.02	4.7%
	General Fund Expenditure Total:	2,088,820.00	48,647.08	2,040,172.92	2.3%
	Net Total General Fund:	650,000.00-	19,666.90	669,666.90-	-3.0%

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
Street Fund					
Street Fund					
200-000-40000	Beginning Fund Balance	175,000.00	.00	175,000.00	.00
200-000-41040	Highway Apportionment	100,000.00	9,069.31	90,930.69	9.1%
200-000-41070	Small Cities Allotment	.00	.00	.00	.00
200-000-46057	Miscellaneous	200.00	.00	200.00	.00
200-000-47900	COVID-19 Federal Funds	.00	.00	.00	.00
200-000-48000	Interest	.00	.00	.00	.00
Total Street Fund:		275,200.00	9,069.31	266,130.69	3.3%
Public Works - Streets					
200-410-50010	City Administrator	.00	.00	.00	.00
200-410-50018	Finance Clerk	1,389.00	121.09	1,267.91	8.7%
200-410-50050	Public Works Supervisor	7,732.00	622.53	7,109.47	8.1%
200-410-50052	Utility Worker III	.00	.00	.00	.00
200-410-50054	Utility Worker II	4,678.00	376.80	4,301.20	8.1%
200-410-50058	Utility Worker I	.00	.00	.00	.00
200-410-51010	Employee Health Ins Benefits	4,191.00	673.47	3,517.53	16.1%
200-410-51020	Retirement Benefits	3,748.00	615.46	3,132.54	16.4%
200-410-51030	Employment Taxes	1,907.00	123.00	1,784.00	6.4%
200-410-52002	Materials & Supplies	1,200.00	.00	1,200.00	.00
200-410-52011	System Maintenance & Repair	10,000.00	.00	10,000.00	.00
200-410-52016	Audit	1,500.00	.00	1,500.00	.00
200-410-52017	City Attorney	.00	.00	.00	.00
200-410-52019	Contract Service	1,500.00	.00	1,500.00	.00
200-410-52020	Engineering Consultant	6,000.00	.00	6,000.00	.00
200-410-52022	Equipment Maintenance	.00	.00	.00	.00
200-410-52023	Equipment Rental/Lease	250.00	.00	250.00	.00
200-410-52024	Street Sweeping	6,000.00	.00	6,000.00	.00
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	5,000.00	4,955.41	44.59	99.1%
200-410-52109	Utilities	12,000.00	1,114.00	10,886.00	9.3%
200-410-52114	Software Hosting Fees	900.00	133.50	766.50	14.8%
200-410-53001	Street Improvements	.00	.00	.00	.00
200-410-53002	Equipment Purchase	2,500.00	.00	2,500.00	.00
200-410-55600	Transfer to Reserve Fund	200.00	.00	200.00	.00
Total Public Works - Streets:		70,795.00	8,735.26	62,059.74	12.3%
Contingency					
200-998-58000	Contingency	100,000.00	.00	100,000.00	.00
Total Contingency:		100,000.00	.00	100,000.00	.00
Ending Fund Balance					
200-999-59000	Reserve for Future Expenditure	104,405.00	.00	104,405.00	.00
Total Ending Fund Balance:		104,405.00	.00	104,405.00	.00
Street Fund Revenue Total:		275,200.00	9,069.31	266,130.69	3.3%
Street Fund Expenditure Total:		275,200.00	8,735.26	266,464.74	3.2%

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
	Net Total Street Fund:	.00	334.05	334.05-	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
Water Fund					
Water Fund					
500-000-40000	Beginning Fund Balance	410,000.00	.00	410,000.00	.00
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	650,000.00	62,604.53	587,395.47	9.6%
500-000-42035	Reconnect Fees	500.00	.00	500.00	.00
500-000-42036	Water Outside Assessments	90,000.00	6,536.24	83,463.76	7.3%
500-000-42045	Utility Deposit	4,000.00	260.00	3,740.00	6.5%
500-000-46030	Fees - Other	.00	1,140.00	1,140.00	.00
500-000-46055	Refunds	1,000.00	.00	1,000.00	.00
500-000-46057	Miscellaneous	500.00	202.56	297.44	40.5%
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	655,690.00	.00	655,690.00	.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
Total Water Fund:		2,082,767.00	70,743.33	2,012,023.67	3.4%

Public Works - Water

500-420-50010	City Administrator	39,600.00	3,355.92	36,244.08	8.5%
500-420-50016	Utility/Court Clerk	25,460.00	2,056.82	23,403.18	8.1%
500-420-50018	Finance Clerk	13,887.00	1,210.95	12,676.05	8.7%
500-420-50050	Public Works Supervisor	46,392.00	3,735.16	42,656.84	8.1%
500-420-50052	Utility Worker III	.00	.00	.00	.00
500-420-50054	Utility Worker II	51,463.00	4,144.72	47,318.28	8.1%
500-420-50058	Utility Worker I	.00	.00	.00	.00
500-420-51010	Employee Health Ins Benefits	55,814.00	7,451.33	48,362.67	13.4%
500-420-51020	Retirement Benefits	48,019.00	7,379.68	40,639.32	15.4%
500-420-51030	Employment Taxes	24,434.00	1,352.84	23,081.16	5.5%
500-420-52001	Chemicals	30,000.00	4,996.18	25,003.82	16.7%
500-420-52002	Materials & Supplies	6,600.00	550.00	7,150.00	-8.3%
500-420-52010	Publications-Legal Notices	100.00	.00	100.00	.00
500-420-52011	System Maintenance & Repair	45,000.00	8.64	44,991.36	.00
500-420-52013	Travel and Training	3,000.00	.00	3,000.00	.00
500-420-52014	Vehicle Fuel & Maintenance	5,500.00	139.96	5,360.04	2.5%
500-420-52016	Audit	12,000.00	2,850.00	9,150.00	23.8%
500-420-52017	City Attorney	.00	.00	.00	.00
500-420-52019	Contract Service	35,000.00	211.28	34,788.72	0.6%
500-420-52020	Engineering Consultant	20,000.00	.00	20,000.00	.00
500-420-52022	Equipment Maintenance	5,000.00	1,810.20	3,189.80	36.2%
500-420-52023	Equipment Rental/Lease	3,000.00	.00	3,000.00	.00
500-420-52025	Small Equipment Purchase	4,000.00	3,000.00	1,000.00	75.0%
500-420-52030	Miscellaneous	2,000.00	2,000.00	.00	100.0%
500-420-52101	Banking Charges	200.00	341.13	141.13	170.6%
500-420-52102	Dues	3,000.00	.00	3,000.00	.00
500-420-52103	Insurance	11,220.00	10,972.68	247.32	97.8%
500-420-52104	Lab Analysis	5,000.00	38.00	4,962.00	0.8%
500-420-52105	Refunds-Utility Deposit	500.00	505.82	5.82	101.2%
500-420-52106	Mileage	.00	.00	.00	.00
500-420-52107	Permits	1,000.00	.00	1,000.00	.00
500-420-52108	Postage	600.00	.00	600.00	.00
500-420-52109	Utilities	33,000.00	1,885.85	31,114.15	5.7%

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
500-420-52110	Telephones	3,400.00	153.44	3,246.56	4.5%
500-420-52114	Software Hosting Fees	7,000.00	1,201.50	5,798.50	17.2%
500-420-53001	Equipment Purchase	.00	.00	.00	.00
500-420-53002	Equipment Purchase	48,750.00	.00	48,750.00	.00
500-420-53003	Capital Outlay	.00	.00	.00	.00
500-420-53500	Water System Improvements	100,000.00	.00	100,000.00	.00
500-420-53501	New Pump Station	.00	.00	.00	.00
500-420-53502	Hospital Hill Line Replace	655,690.00	3,984.40	651,705.60	0.6%
500-420-53503	Transmission Line Upgrade	431,900.00	11,861.52	420,038.48	2.7%
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	.00	140,000.00	.00
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
Total Public Works - Water:		1,920,729.00	76,098.02	1,844,630.98	4.0%
Contingency					
500-998-58000	Contingency	100,000.00	.00	100,000.00	.00
Total Contingency:		100,000.00	.00	100,000.00	.00
Ending Fund Balance					
500-999-59000	Reserve for Future Expenditure	62,038.00	.00	62,038.00	.00
Total Ending Fund Balance:		62,038.00	.00	62,038.00	.00
Water Fund Revenue Total:		2,082,767.00	70,743.33	2,012,023.67	3.4%
Water Fund Expenditure Total:		2,082,767.00	76,098.02	2,006,668.98	3.7%
Net Total Water Fund:		.00	5,354.69-	5,354.69	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
Wastewater Fund					
Wastewater Fund					
510-000-40000	Beginning Fund Balance	200,000.00	.00	200,000.00	.00
510-000-41100	Tangent Contract	30,000.00	.00	30,000.00	.00
510-000-42039	Wastewater Fees	425,000.00	33,720.39	391,279.61	7.9%
510-000-42041	OR DEQ Loan for WWFP	.00	80.00	80.00-	.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	.00	2,500,000.00	.00
510-000-49600	Transfer from Reserve Fund	.00	.00	.00	.00
Total Wastewater Fund:		3,156,000.00	33,800.39	3,122,199.61	1.1%
Public Works - Wastewater					
510-430-50010	City Administrator	9,900.00	838.98	9,061.02	8.5%
510-430-50016	Utility/Court Clerk	10,416.00	841.43	9,574.57	8.1%
510-430-50018	Finance Clerk	7,638.00	666.02	6,971.98	8.7%
510-430-50050	Public Works Supervisor	19,330.00	1,556.31	17,773.69	8.1%
510-430-50052	Utility Worker III	.00	1,000.00	1,000.00-	.00
510-430-50054	Utility Worker II	14,035.00	1,130.39	12,904.61	8.1%
510-430-50058	Utility Worker I	12,000.00	.00	12,000.00	.00
510-430-51010	Employee Health Ins Benefits	18,204.00	2,863.89	15,340.11	15.7%
510-430-51020	Retirement Benefits	16,653.00	2,636.12	14,016.88	15.8%
510-430-51030	Employment Taxes	10,133.00	584.19	9,548.81	5.8%
510-430-52001	Chemicals	19,800.00	.00	19,800.00	.00
510-430-52002	Materials & Supplies	3,500.00	.00	3,500.00	.00
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	30,000.00	25,144.35	4,855.65	83.8%
510-430-52013	Travel and Training	1,000.00	.00	1,000.00	.00
510-430-52014	Vehicle Fuel & Maintenance	3,300.00	.00	3,300.00	.00
510-430-52016	Audit	6,000.00	2,850.00	3,150.00	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	20,000.00	.00	20,000.00	.00
510-430-52022	Equipment Maintenance	2,000.00	.00	2,000.00	.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	194.22	305.78	38.8%
510-430-52102	Dues	100.00	.00	100.00	.00
510-430-52103	Insurance	10,000.00	9,556.86	443.14	95.6%
510-430-52104	Lab Analysis	4,000.00	90.00	3,910.00	2.3%
510-430-52105	Refunds-Utility Deposit	.00	337.20	337.20-	.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	8,500.00	424.35	8,075.65	5.0%
510-430-52110	Telephones	2,500.00	99.21	2,400.79	4.0%
510-430-52114	Software Hosting Fees	2,400.00	400.50	1,999.50	16.7%
510-430-53002	Equipment Purchase	11,250.00	.00	11,250.00	.00
510-430-53005	Wastewater System Improvements	2,500,000.00	.00	2,500,000.00	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 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	1,000.00	.00	1,000.00	.00
Total Public Works - Wastewater:		2,780,859.00	62,571.02	2,718,287.98	2.3%
Contingency					
510-998-58000	Contingency	150,000.00	.00	150,000.00	.00
Total Contingency:		150,000.00	.00	150,000.00	.00
Ending Fund Balance					
510-999-59000	Reserve for Future Expenditure	225,141.00	.00	225,141.00	.00
Total Ending Fund Balance:		225,141.00	.00	225,141.00	.00
Wastewater Fund Revenue Total:		3,156,000.00	33,800.39	3,122,199.61	1.1%
Wastewater Fund Expenditure Total:		3,156,000.00	62,571.02	3,093,428.98	2.0%
Net Total Wastewater Fund:		.00	28,770.63-	28,770.63	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
Storm Drain Fund					
Storm Drain Fund					
520-000-40000	Beginning Fund Balance	45,000.00	.00	45,000.00	.00
520-000-42040	Storm Drain Fees	43,000.00	3,345.44	39,654.56	7.8%
520-000-46057	Miscellaneous	200.00	.00	200.00	.00
Total Storm Drain Fund:		88,200.00	3,345.44	84,854.56	3.8%
Public Works - Storm Drain					
520-440-50010	City Administrator	3,300.00	279.66	3,020.34	8.5%
520-440-50016	Utility/Court Clerk	1,157.00	93.49	1,063.51	8.1%
520-440-50018	Finance Clerk	694.00	60.55	633.45	8.7%
520-440-50050	Public Works Supervisor	3,866.00	311.26	3,554.74	8.1%
520-440-50052	Utility Worker III	.00	.00	.00	.00
520-440-50054	Utility Worker II	4,678.00	376.80	4,301.20	8.1%
520-440-50058	Utility Worker I	.00	.00	.00	.00
520-440-51010	Employee Health Ins Benefits	4,411.00	606.78	3,804.22	13.8%
520-440-51020	Retirement Benefits	3,720.00	587.52	3,132.48	15.8%
520-440-51030	Employment Taxes	1,893.00	123.00	1,770.00	6.5%
520-440-52002	Materials & Supplies	70.00	.00	70.00	.00
520-440-52010	Publications-Legal Notices	.00	.00	.00	.00
520-440-52011	System Maintenance & Repair	1,400.00	.00	1,400.00	.00
520-440-52013	Travel and Training	.00	.00	.00	.00
520-440-52014	Vehicle Fuel & Maintenance	200.00	.00	200.00	.00
520-440-52016	Audit	1,500.00	.00	1,500.00	.00
520-440-52017	City Attorney	.00	.00	.00	.00
520-440-52019	Contract Service	2,000.00	.00	2,000.00	.00
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	19.65	19.65	.00
520-440-52102	Dues	.00	.00	.00	.00
520-440-52103	Insurance	325.00	353.96	28.96	108.9%
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	745.00	133.50	611.50	17.9%
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:		30,359.00	2,946.17	27,412.83	9.7%
Contingency					
520-998-58000	Contingency	25,000.00	.00	25,000.00	.00
Total Contingency:		25,000.00	.00	25,000.00	.00
Ending Fund Balance					
520-999-59000	Reserve for Future Expenditure	32,841.00	.00	32,841.00	.00
Total Ending Fund Balance:		32,841.00	.00	32,841.00	.00
Storm Drain Fund Revenue Total:		88,200.00	3,345.44	84,854.56	3.8%

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
	Storm Drain Fund Expenditure Total:	88,200.00	2,946.17	85,253.83	3.3%
	Net Total Storm Drain Fund:	.00	399.27	399.27-	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
System Development Fund					
System Development Fund					
530-000-40000	Beginning Fund Balance	1,310,952.00	.00	1,310,952.00	.00
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	45,307.00	.00	45,307.00	.00
Total System Development Fund:		1,415,797.00	.00	1,415,797.00	.00
Department: 100					
530-100-55100	Transfer to General Fund	.00	.00	.00	.00
Total Department: 100:		.00	.00	.00	.00
Parks					
530-300-53003	Capital Outlay	.00	.00	.00	.00
Total Parks:		.00	.00	.00	.00
Streets					
530-410-53003	Capital Outlay	.00	.00	.00	.00
Total Streets:		.00	.00	.00	.00
Water					
530-420-52020	Engineering Consultant	.00	.00	.00	.00
530-420-53003	Capital Outlay	.00	.00	.00	.00
Total Water:		.00	.00	.00	.00
Wastewater					
530-430-53003	Capital Outlay	.00	.00	.00	.00
Total Wastewater:		.00	.00	.00	.00
Storm Drain					
530-440-53003	Capital Outlay	.00	.00	.00	.00
Total Storm Drain:		.00	.00	.00	.00
Contingency					
530-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
Ending Fund Balance					
530-999-59000	Reserve for Future Expenditure	1,415,797.00	.00	1,415,797.00	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
	Total Ending Fund Balance:	1,415,797.00	.00	1,415,797.00	.00
	System Development Fund Revenue Total:	1,415,797.00	.00	1,415,797.00	.00
	System Development Fund Expenditure Total:	1,415,797.00	.00	1,415,797.00	.00
	Net Total System Development Fund:	.00	.00	.00	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2022-23 Budget Remaining	2022-23 Budget Used %
Reserve Fund					
Reserve Fund					
600-000-40000	Beginning Fund Balance	117,300.00	.00	117,300.00	.00
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	1,000.00	.00	1,000.00	.00
600-000-49520	Transfer from Storm Drain Fund	200.00	.00	200.00	.00
Total Reserve Fund:		126,900.00	.00	126,900.00	.00
Non-departmental					
600-900-55100	Transfer to General Fund	.00	.00	.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:		.00	.00	.00	.00
Contingency					
600-998-58000	Contingency	.00	.00	.00	.00
Total Contingency:		.00	.00	.00	.00
Ending Fund Balance					
600-999-59000	Reserve for Future Expenditure	126,900.00	.00	126,900.00	.00
Total Ending Fund Balance:		126,900.00	.00	126,900.00	.00
Reserve Fund Revenue Total:		126,900.00	.00	126,900.00	.00
Reserve Fund Expenditure Total:		126,900.00	.00	126,900.00	.00
Net Total Reserve Fund:		.00	.00	.00	.00
Net Grand Totals:		650,000.00-	13,725.10-	636,274.90-	2.1%

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

Amendment Number 1

Project Name: Adair Village Hospital Hill Waterline Replacement

This amendment is made and entered into by and between the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority of the Oregon Business Development Department ("OBDD"), and the City of Adair Village, Oregon ("Recipient"), and amends the Safe Drinking Water Revolving Loan Fund Financing Contract, Project Number S22007, dated 10 February 2022 ("Contract") for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

Recital: The purpose of this amendment is to increase the Section 2A. Loan Amount, increase the Forgivable Loan Amount, increase the Estimated Project Cost amount, increase the Loan Fee, revise the Project Description to provide additional requirements for adjustments in the pipeline route, revise the Project Budget to accommodate higher than expected bids, and amend the federal information sheet in Exhibit E to reflect the increased Loan amounts.

The parties agree as follows:

1. Amend the following Key Terms in Section 1 of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):

"Estimated Project Cost" means ~~\$655,690~~ \$859,681.

"Forgivable Loan Amount" means ~~\$217,800~~ \$264,698.

"Section 2A. Loan Amount" means ~~\$437,890~~ \$594,983.

2. Amend Exhibit C – Project Description of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):

Recipient, with the assistance of a professional Engineer licensed in Oregon, shall replace the following components of its drinking water system: approximately 3,400 linear feet of existing 10" asbestos concrete water main with 14" HDPE water main between city hall and the Hospital Hill Reservoir and south to the Calloway Drive booster station. The water main must be relocated to not become landlocked.

Recipient is authorized to request reimbursement of pre-Award costs: up to \$21,500 for engineering and up to \$171,000 for construction materials.

3. Amend Section 4. C – Loan Fee of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):

Recipient shall pay a fee of ~~\$9,690~~ 12,705 ("Loan Fee") to OBDD that has been imposed by the Oregon Infrastructure Authority as part of the funding Award for financing the Project. The Loan Fee shall be included in the principal of the Section 2.A. Loan Amount.

4. Amend Section 3. A- Reimbursement Basis of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):

Reimbursement Basis. The Financing Proceeds shall be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Financing Proceeds on an OBDD-provided or OBDD-approved disbursement request form

(“Disbursement Request”). Recipient shall include the Loan Fee as an expense in the first Disbursement Request. The Loan Fee shall be paid from the principal of the Loan (but retained by OBDD rather than disbursed to Recipient). Recipient shall include the amended additional Loan Fee of \$3,015 as an expense in the first Disbursement Request after the execution of this Amendment Number 1. Such additional Loan Fee shall be paid from the principal of the Loan (but retained by OBDD rather than disbursed to Recipient).

5. Delete Exhibit D - Project Budget of the Contract and replace it with the following new Exhibit D:

EXHIBIT D - PROJECT BUDGET			
Activity	SDWRLF	Other Funds	Totals
Engineering Pre-Award	\$21,500	\$0	\$21,500
Construction Materials Pre-Award	\$130,362	\$0	\$130,362
Engineering	\$54,000	\$0	\$54,000
Construction	\$537,344	\$0	\$537,344
Construction Contingency	\$66,770	\$0	\$66,770
Labor Standards	\$15,000	\$0	\$15,000
Project Management	\$15,000	\$0	\$15,000
Legal Fees	\$5,000	\$0	\$5,000
Permitting & Regulatory Fees	\$2,000	\$0	\$2,000
Loan Fee	\$12,705	\$0	\$12,705
Total	\$859,681	\$0	\$859,681

6. Amend section (vi), (vii) and (xi) of Exhibit E “Information Required by 2 CFR § 200.331(a)(1)” of the Contract as follows (deletion in ~~strike through~~, addition in double underline):

(vi) Total Amount of Federal Funds Obligated by this Contract: ~~\$655,690~~ \$859,681

(vii) Total Amount of Federal Funds Obligated by this initial Contract and any amendments: ~~\$655,690~~ \$859,681

Signature page follows.

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

Except as specifically provided above, this amendment does not modify the Contract, and the Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



STATE OF OREGON
acting by and through its
Oregon Infrastructure Finance Authority
of the Oregon Business Development Department

CITY OF ADAIR VILLAGE

By: _____
Chris Cummings, Deputy Director
Economic Development

By: _____
The Honorable William E Currier,
Mayor of Adair Village

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

 /s/ Wendy Johnson per email dated 19 August 2022
Wendy Johnson, Senior Assistant Attorney General



Susan Arredondo
Owner

Dear City Council Members,

Enclosed you will find my proposed business plan along with letters of support from several community members. Thank you for your time and consideration. I look forward to meeting you Tuesday evening.

A handwritten signature in cursive script, appearing to read "S. Arredondo".

Susan Arredondo
239 NE Azalea Dr
Adair Village, Or 97330
541-602-6009

BUSINESS PLAN

Good Grounds Coffee
239 NE Azalea Dr Adair Village, Or 97330

August 22, 2022

Executive Summary

The Company

Good Grounds Coffee is a mobile coffee shop that was established in November of 2020. With years of serving people affected by hurricanes, tornadoes, a pandemic and wildfires, Susan had the idea to use her passion for coffee to provide a place of peace and comfort from the chaos of the world. Being in the center of everything Covid while working in management at a local Healthcare facility she understood the enormous stresses people were experiencing, herself included. Opening the trailer gave her a place to give back beyond her 40+ hour a week job. After a year, the business had grown so much that Susan made the decision to leave her healthcare position after almost 8 years and run the business full time. Making this decision helped the business see tremendous growth in 2022. The menu has expanded and the trailer is at three times as many events as it was in 2021. Expanding the business to a brick and mortar location, will allow Good Grounds to reach more people and have a permanent place to create community, grow relationships and enjoy a great cup of coffee.

The Ownership

The Company is structured as a limited liability company (L.L.C.)

The Goals and Objectives

Good Grounds aims to accomplish several goals over the next 5 years, to continue to create an environment that builds community and togetherness. This will be accomplished by hosting events, being an active participant in already established community events (Founders Day, recycling events with Republic, Halloween activities etc) having operating hours that encourage students to come hang out or study, and have meetings or gatherings after hours. With the addition of a permanent location, the aim will be to double gross sales in the first two years. In the third year, start to see an annual growth of approximately 40% and 25% every year thereafter.

The Product

Currently offered is coffee based drinks, teas, lemonade and energy drinks along with whole bean and ground coffee sales, and locally baked pastries. With the addition of a brick and mortar location, the current menu will expand to include milkshakes, ice cream cones, smoothies, and breakfast tacos upon opening. As well as expanding to include serving lunch specials over the next 6-12 months while keeping in mind the main focus on coffee.

Business Plan - Good Grounds Coffee

The Company

Business Sector

The Company currently operates in the food and accommodation services sector.

Company Background

Good Grounds Coffee is a mobile coffee shop that was established in November of 2020. With years of serving people affected by hurricanes, tornadoes, a pandemic and wildfires, Susan had the idea to use her passion for coffee to provide a place of peace and comfort from the chaos of the world. Being in the center of everything Covid while working in management at a local healthcare facility she understood the enormous stresses people were experiencing, herself included. She also understood the importance of supporting one another and coming together to face this challenge together. Opening the trailer gave her another place to serve others outside of her 40+ hour a week job.

After a year the business had grown so much that Susan made the decision to leave her healthcare position after almost 8 years and run the business full time. Making this decision helped the business see tremendous growth in 2022. The menu has expanded and the trailer is at three times as many events as it was in 2021. Expanding the business to a brick and mortar location it will allow Good Grounds to reach more people and have a permanent place to create community, grow relationships and enjoy a great cup of coffee.

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Company Ownership Structure

The Company is structured as a limited liability company (L.L.C.)

Ownership Background

- Member: Susan Arredondo

Experience and training: Susan graduated from Oregon State University and worked at Starbucks as a Barista for 2 years along with over 10 years of experience in various supervisory and management roles. She started and has successfully been running Good Grounds Coffee for the last year and a half.

Company Management Structure

The Company will be managed by Susan Arredondo.

Company Assets

The Company has the following assets:

- Equipment, with an estimated value of \$100,000.00.
- Inventory, with an estimated value of \$5,000.00.

The Product

The Product

Currently offered is coffee based drinks, teas, lemonade and energy drinks along with whole bean and ground coffee sales, and locally baked pastries. With the addition of a brick and mortar location, the current menu will expand to include milkshakes, ice cream cones, smoothies, and breakfast tacos upon opening. As well as expanding to include serving lunch specials over the next 6-12 months, while keeping in mind the main focus on coffee.

Established Customers

With the current mobile business, the opportunity to go to horse shows, dog shows, auctions, craft fairs, school sporting events, teacher and employee appreciation, birthday parties, hospitals and more, has provided a vast customer base. The addition of a permanent location will allow a more consistent opportunity for customers to visit, which creates the opportunity to build stronger relationships.

Pricing

The Company will make use of an economy pricing strategy.

Advertising

The Company will promote the business through:

- Online channels (website, Google ads, etc.)
- Email marketing (newsletters, brand story, etc.)
- Social media
- Highway Signage
- Connections within Santiam Christian Schools

The annual budget for advertising is: \$6,000.00.

SWOT Analysis (Strengths/Weaknesses/Opportunities/Threats)

Strengths

The business has a great reputation throughout the Willamette Valley with loyal customers, event planners and other business owners. With the current structure, the business goes to the people, which then leads customers wanting a consistent place to visit. The pricing of the products is competitive with others in the same market.

Weaknesses

The business lacks a permanent location for customers to enjoy the products. Once they have been introduced to them, they have voiced wanting to enjoy them on a consistent basis. With the current building being set back from the highway, we will be working with ODOT to add signage in order to raise awareness to our business.

Opportunities

Expanding the business to a permanent location gives current customers more opportunities to have our products and be a part of and grow the community that is being created. In addition, we will be adding delivery through delivery services (Doordash, Uber eats, etc) and online ordering options will continue to be available.

Threats

If there was to be another shut down this could discourage customers from coming to this location. If this happens the drive thru would remain open to serve our customers. It will be essential to pivot and think outside the box to keep the business operating.

As has been seen recently, supply chain issues could also cause problems. Again, knowing how to pivot and find ways to continue to serve our customers will be key.

Operations

Daily Operations

Our store hours will be Monday through Friday 6:30am-4:00pm, Saturdays 7:30am-10:30am and Sundays we will be closed. Looking at both summer and winter operating hours, based on student and family traffic from Santiam Christian from June through August. We will extend hours as we see the need.

We will be closed for the following holidays- New Years Day, Memorial Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.

Our employees will arrive 45 minutes prior to opening. They will prepare all the machines and product for the day, be sure all items are stocked and facility is clean and ready. Once the store is open employees will serve customers both in the lobby and through the drive thru while keeping items stocked and cleaned. When volume warrants, additional employees will be hired.

In order to provide a sense of community, and increase our valued presence in Adair Village, we will be available upon request for evening activities such as study sessions, meetings, bible studies, etc.

Staffing

Currently there are 3 part time employees and the owner.

The goal is to retain these employees and add 2 additional part time, experienced baristas along with a social media manager.

Suppliers

Cafe Mam supplies the coffee beans and syrups. VanVleet Meat Co for paper goods including cups, lids, straws, along with Mocha Powders and Caramel Sauces. Crumble and Glaze provides gluten free pastries and Royal Riverside Farm supplies the specialty milks. (vanilla latte, peppermint mocha, egg nog etc)

We will be adding a supplier to deliver whole milks and ice creams as well as another supplier for additional baked goods and other food items. It is important to us, that we utilize local businesses for the products we sell.

August 28, 2022

Re: Good Grounds Coffee

To whom it may concern:

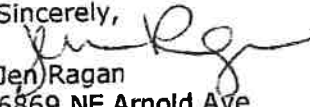
I am writing to offer a few words of support for Good Grounds Coffee, in regard to the possibility of opening a brick-and-mortar location in Adair Village. I have known Susan Arredondo for 8 years and have been a customer since the opening of Good Grounds.

Good Grounds is more than just a cup of coffee. It is a community where you feel welcomed and appreciated for who you are. As the business has added locations with venues and events, the customer base has continued to grow. They are a known entity in the Willamette Valley, and so many people look forward to the fellowship with other customers, as well as Susan and her staff.

Additionally, knowing that Susan's passion is for people and coffee, every customer is one more person she has the opportunity to connect with. You are greeted with a smile, and Susan remembers her customers by name. She is incredible at networking, and often times connects people with others when there is a need. She runs her business with integrity and values the fact that you can learn so much about our community through a delicious cup of coffee.

A brick-and-mortar location would allow the Good Grounds community to share in Susan's passion for people to others in Adair Village, Santiam Christian staff, and families, as well as those commuting or passing by on highway 99. I firmly believe that Good Grounds Coffee is more than just a cup of coffee, every interaction becomes a memorable moment for each customer, and an incredible example for all.

Sincerely,


Jen Ragan
6869 NE Arnold Ave
Adair Village

Gordon Zimmerman
3661 NW Goldfinch Drive
Corvallis, OR 97330

August 25, 2022

Adair Village City Council
6030 NE William R Carr Avenue
Adair Village, OR 97330

Dear Councilors:

I offer this letter in support of Susan Arredondo / Good Grounds Coffee and her desires to secure the proposed lease of the City's coffee shop.

I first met Susan while utilizing her services to provide a thank you and morale booster for our elementary school teachers and staff at one of the Corvallis public schools. She and her employees were so welcoming and inviting, provide exceptional service to all who visited her coffee cart and significantly improved the morale of these individuals at the school.

When our local hospital began feeling the impacts and overwhelming need for medical services during the height of the COVID pandemic, I again reached out to Susan. During the months of September to November of last year, Susan and her team provided exceptional coffee and fresh baked goods to our health care first responders twice a week. This required Susan and her team to set up in the dark, often during cold rainy early mornings (prior to 6am), remaining on site for hours until all patrons had been served. While this was supported by donations from the business community to recognize the outstanding work completed by our health care workers under exceedingly difficult circumstances, Susan was the key to the success of these efforts. Her warm smile, engaging personality and fun-loving demeanor were immediately felt by these health care workers. She quickly recognized people and began greeting them by name. I cannot express the immense difference in morale this made on these health care workers. I received multiple thank you cards, calls and personal thanks for providing these services during this dark time. The hospital CEO and HR department noted significant improvement in morale and were thankful for Susan's efforts. She was the key to these efforts. She was the reason it was so successful.

I have no doubt that Susan will be equally successful in your proposed lease space. More importantly, your community will be well served by a dedicated lessee who is a citizen of Adair Village, will serve your community proudly and will deliver a high-quality experience in a location that will bring your community and its citizens together.

Best regards,


Gordon Zimmerman



SANTIAM CHRISTIAN

Character, Leadership and Community.

August 31, 2022

To Whom It May Concern:

I have known Jason and Susan Arredondo for several years, starting when their son, Gabe, was in 7th grade in at our school. When I first met them, I was the JH principal. Gabe is now an 11th grader. I have known them as the parents of one my students, as the host family for several of our international students, and now as a customer of their coffee business. I have also watched them carefully clean our building to help pay expenses for Gabe's attendance at our school.

In all of those different roles, I have found them to inevitably present a positive, upbeat, and hard-working demeanor even in the midst of the chaos of the COVID pandemic and all of the uncertainties that brought to all of us. They have a very strong relationship with the Santiam Christian community and the greater Corvallis/Albany/Lebanon community. As I see them use their coffee cart business to impact our community with kindness and service, I am impressed with the quality of what they do. They are fantastic members of our community!

I am quite certain of their success in whatever they put their hand to, as they are quality people of character.

Respectfully,

Steve Bittner
Distance Education/International Programs
Mobile: 541-760-2027
bittners@santiam.org

Cathy Sullivan

8598 John's Pl., Adair Village, OR 97330

August 23, 2022

Adair Village City Council
6030 NE William R Carr Ave.,
Adair Village, OR 97330

I am honored to write this reference for Susan Arredondo and Good Grounds Coffee. I have patroned this business since its establishment in November, 2020. This high-quality, successful and generous business seeks to first serve others, using coffee as their vehicle. The genuine community that Good Grounds will create, will facilitate residents' and visitors' affinity for Adair Village.

Susan genuinely cares about each individual who arrives at her coffee truck, seeing each patron as an individual; her character naturally draws others. As a resident of Adair Village, she deeply cares about the community in which she lives. On Saturdays, when she opened her coffee truck at the entrance to the Calloway Creek development during its early establishment, you would see familiar faces each week and hear Susan ask follow-up questions from the week prior, to better understand the lives of the residents. Patrons in line for coffee would engage in small talk, which became deeper conversations as familiarity increased as the weeks continued. Residents of Calloway Creek and surrounding areas, once unfamiliar with the new development or the established community of Adair, quickly became familiar with the unfamiliar; community developed where division may have occurred.

I have resided in Adair Village since September 2013. I have lived in three countries, two states and seven cities in my life; the amazing community within Adair Village, created largely by organizations within this town, has brought it to the top of my list of places that I adore. I have also patroned Sweet Taste since its opening in 2014. While I love the coffee here, it is not the coffee, but the community that Linda has created, that gained my loyalty. This is a place where I can "catch up" with the first responder to a catastrophic accident that I had shortly before the business opened. Six years ago, I told Linda that I was pregnant with our son before I told any of my coworkers at Oregon State University (she had already figured it out when I started ordering decaf). On our way home from the hospital, we brought our newborn by the coffee shop. This is the type of community that is essential to maintaining the small-town atmosphere and loyalty that sets Adair Village apart from our larger, more developed neighboring cities.

I have watched several other businesses come and go quickly in Adair Village. While most of these businesses did not lack quality, "shine," or promotional events, they did lack individual investment in their consumers. I believe that Good Grounds' investment in people and in this specific community, sets it apart from its competitors.

Sincerely,



Cathy Sullivan



STAFF REPORT
Potential Property Sale

Stanley Snyder has rented roughly 5 acres of property from the City for many years now. This property is part of the property that the City water plant is located on off of Hwy 20. Stanley would like to purchase this piece of property from the City. I have attached a map showing the area he is interested in.

[map title]



8/31/2022, 8:44:16 AM

Taxlots

- Override 1
- Railroads

- Roads

- Cities and Places
- County Boundary

- County Parks
- Buildings
- Driveways

- Road Names
- Road Surface
- Road Centerlines

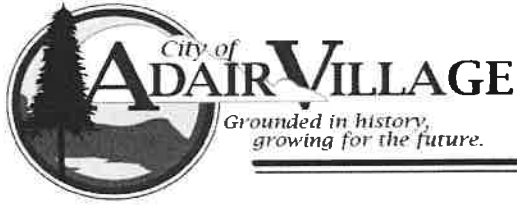
Roads

1:4,514



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

Benton County, Oregon



STAFF REPORT
Republic Service Sub Lease

Republic Service is currently renting 116 acre the industrial site from the City. Republic would like to sub-lease a portion to knife river to store rock from their quarry. In the current lease agreement this is allowed with our written consent.

**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 – 7

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 \$203,991, with \$46,898 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 September, 2022.

ADAIR VILLAGE, OREGON

Mayor

ATTEST:

City Administrator