

ADAIR VILLAGE CITY COUNCIL-Final

City Hall - 6030 Wm. R Carr Av.

******Tuesday, February 6, 2024 - 6:00pm******

1. ROLL CALL – Flag Salute

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

- a. Minutes – City Council Meeting – January 9, 2023 (Attachment A)
- b. Bills List through – January 31, 2024 (Attachment B)

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

4. STAFF REPORTS:

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

5. OLD BUSINESS:

- a) Civil West Addendum 3 WWTP (Attachment H) Pat Hare
Action: Discussion/Decision
- b) Republic Service Julie Jackson
Action: Discussion

6. NEW BUSINESS:

- a) Appoint Budget Officer (Attachment I) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2024-3 NHMP adoption (Attachment J) Pat Hare
Action: Decision
- b) Resolution 2024-4 OEM Cost Match (Attachment K) Pat Hare
Action: Decision

8. EXECUTIVE SESSION

- a) N/A
Action: n/a

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, March 5, 2024, 6:00 PM
Planning Commission – February 20, 2024, 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 karla.mcgrath@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, Jan 9, 2024 – 6:00 PM****

Agenda Item	Action
1. Roll Call: City Council Members present: Councilors Officer, Ray, Fuller, and Mayor Currier were present. City Administrator Hare was present. The minutes were taken by CA Hare.	Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.
2. Consent Calendar Attachment A Minutes of the Dec 5, 2023, City Council Meeting Attachment B Bills List through Dec. 28, 2023 (\$85,633.91).	Councilor Fuller moved to approve the Consent Calendar. Councilor Officer seconded. Unanimous Approval (4-0).
3. Public Comment	None.
4. Staff Reports	
4a. Attachment C – Sheriff’s Report - CA Hare presented the report.	Council received the report.
4b. Attachment D– CSO Report - CA Hare presented the report.	Council received the report.
4c. Attachment E– City Administrator’s Report Administration <ul style="list-style-type: none"> • Finances – Sarah Johnson with My Bridge Team and I have been working to get the monthly reconciliations caught up and finishing the last few items on the Audit. • Tangent – I will be going to the Tangent City Council work session on Monday. We will be discussing an increase in services throughout the year. • City Planner – Chase Burghgrave is the city’s new planner. Chase and I have been getting him acclimated to the city and our planning documents. A few of the projects Chase will be working on is a UGB for parks, working on updating the comp plan and reviewing at the development code. Property/Businesses <ul style="list-style-type: none"> • AVIS – DEQ is still reviewing and making comments on the proposed work plan. • Downtown – I met with Moore Iacofano Goltsman, Inc (MIG) and provided them with all the existing downtown planning documents. Civil west provided them with the different surveys of the area. They’re scheduled to have us some rough drawings in March. • Restaurant – I will be talking with the perspective tenants at the end of the month to see what the next steps will be. Major Projects/Engineering <ul style="list-style-type: none"> • Water Plant – Matt Lydon is scheduling divers to come in 	Council received the report.

<p>this year and clean the wet well and we will be looking at replacing the backwash pump.</p> <ul style="list-style-type: none"> • Calloway Creek – I met with Dennis and KND Engineering to go over the rough layout for the rest of Calloway Creek. • Wastewater Plant – Staff are working with Wildish to get a few more issues resolved but the plant is operating much better. Work has begun on the discharge line to the lagoon and should be completed by June of this year. • Water Lines – The application is complete, but the city is waiting for the Benton County Hazard plan to be completed. The plan is a requirement for the application. 	
<p>4d. Attachment F – Public Works Report CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>4e. Attachment G – Financial Report CA Hare presented the report. The balance in the Local Government Investment Pool is approximately \$4,241,224.65. Last year in December, the balance was \$4,184,547.96.</p>	<p>Council received the report.</p>
<p>5. Old Business – 5a. (Attachment H) Good Grounds Lease</p> <p>5b. (Attachment H1) City Planner Agreement</p> <p>5a. (Attachment I) Cell Tower</p>	<p>Council reached a general consensus to allow CA Hare to administer the lease.</p> <p>Councilor Ray moved to approve the City Planner Agreement. Councilor Fuller seconded. Approval (4-0).</p>
<p>6. New Business</p>	
<p>7. Ordinance, Resolutions, and Proclamations 7a. (Attachment J) Resolution 2024 – 1 Water Rate Increase</p> <p>7b. (Attachment K) Resolution 2024 - 2 Wastewater Rate Increase</p>	<p>Councilor Officer moved to approve the water rate increase. Councilor Ray seconded. Approval (4-0).</p> <p>Councilor Fuller moved to approve the wastewater rate increase. Councilor Officer seconded. Approval (4-0).</p>

8. Executive Session	
9. Council and Mayor Comments	
10. Adjournment: City Council –Tuesday, February 5, 2024, 6:00 PM Planning Commission – Tuesday, February 20, 2024, 6:00pm	Mayor Currier adjourned the meeting at 7:08 p.m.

Jan 2024 Bills	Date	Amount
	1/9/2024	\$212,700.52
	1/23/2024	\$29,532.22
	1/23/2024	\$11,357.00

Total \$253,589.74

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 61969	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	200.00		200.00	100-900-52115
Total 61969:						200.00	.00	✓ 200.00	
61987	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	720.00		720.00	100-900-52115
Total 61987:						720.00	.00	✓ 720.00	
62003	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,155.00		1,155.00	100-900-52115
Total 62003:						1,155.00	.00	✓ 1,155.00	
62004	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,155.00		1,155.00	100-900-52115
Total 62004:						1,155.00	.00	✓ 1,155.00	
62005	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	300.00		300.00	100-900-52115
Total 62005:						300.00	.00	✓ 300.00	
62011	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	200.00		200.00	100-900-52115
Total 62011:						200.00	.00	✓ 200.00	
62017	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	880.00		880.00	100-900-52115
Total 62017:						880.00	.00	✓ 880.00	
62019	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,250.00		1,250.00	100-900-52115
Total 62019:						1,250.00	.00	✓ 1,250.00	
62029	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	460.00		460.00	100-900-52115
Total 62029:						460.00	.00	✓ 460.00	
62038	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	458.30		458.30	100-900-52115
Total 62038:						458.30	.00	✓ 458.30	
62063	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	365.00		365.00	100-900-52115
Total 62063:						365.00	.00	✓ 365.00	
62080	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,742.00		1,742.00	100-900-52115
Total 62080:						1,742.00	.00	✓ 1,742.00	
62085	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,160.00		1,160.00	100-900-52115
Total 62085:						1,160.00	.00	✓ 1,160.00	
62103	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,870.00		1,870.00	100-900-52115

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 62103:						1,870.00	.00	1,870.00	
62119	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,355.00		1,355.00	100-900-52115
Total 62119:						1,355.00	.00	1,355.00	
62120	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	675.00		675.00	100-900-52115
Total 62120:						675.00	.00	675.00	
62121	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	675.00		675.00	100-900-52115
Total 62121:						675.00	.00	675.00	
62122	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	675.00		675.00	100-900-52115
Total 62122:						675.00	.00	675.00	
62123	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	675.00		675.00	100-900-52115
Total 62123:						675.00	.00	675.00	
62129	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,780.00		1,780.00	100-900-52115
Total 62129:						1,780.00	.00	1,780.00	
62130	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	325.00		325.00	100-900-52115
Total 62130:						325.00	.00	325.00	
62131	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	225.00		225.00	100-900-52115
Total 62131:						225.00	.00	225.00	
62132	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	175.00		175.00	100-900-52115
Total 62132:						175.00	.00	175.00	
62134	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	285.00		285.00	100-900-52115
Total 62134:						285.00	.00	285.00	
62159	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	200.00		200.00	100-900-52115
Total 62159:						200.00	.00	200.00	
62162	1	Work for Tangent	Invoice	01/01/2024	01/30/2024	1,700.00		1,700.00	100-900-52115
Total 62162:						1,700.00	.00	1,700.00	
Total 150 A & B Septic:						20,660.30	.00	20,660.30	
690 Bank of America 1223202	1	Credit Card Charges	Invoice	12/23/2023	01/23/2024	3,299.69		3,299.69	100-000-28000

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20077*

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1223202:						3,299.69	.00	3,299.69	
Total 690 Bank of America:						3,299.69	.00	3,299.69	26028
830 Benton County Sheriff									
122438	1	Law Enforcement Services	Invoice	01/02/2024	02/02/2024	9,570.00		9,570.00	100-200-52019
Total 122438:						9,570.00	.00	9,570.00	
Total 830 Benton County Sheriff:						9,570.00	.00	9,570.00	26029
890 Best Pots Inc									
A-522297	1	Standard Rented Unit	Invoice	12/31/2023	01/21/2024	155.76		155.76	500-420-52019
Total A-522297:						155.76	.00	155.76	
Total 890 Best Pots Inc:						155.76	.00	155.76	26030
1100 Business Oregon									
S16020.120120	1	S16020 Safe Drinking Water Fund	Invoice	12/01/2023	01/30/2024	139,012.75		139,012.75	500-420-54005
Total S16020.12012023:						139,012.75	.00	139,012.75	26044
S22007.120120	1	S22007 Safe Drinking Water Fund	Invoice	12/01/2023	01/01/2024	20,240.23		20,240.23	500-420-54005
Total S22007.12012023:						20,240.23	.00	20,240.23	26031
Total 1100 Business Oregon:						159,252.98	.00	159,252.98	
1340 Caselle Inc.									
130221	1	Monthly Software Hosting Fees	Invoice	01/01/2024	02/01/2024	773.10		773.10	500-420-52114
130221	2	Monthly Software Hosting Fee	Invoice	01/01/2024	02/01/2024	515.40		515.40	100-900-52114
130221	3	Monthly Software Hosting Fee	Invoice	01/01/2024	02/01/2024	257.70		257.70	510-430-52114
130221	4	Monthly Software Hosting Fee	Invoice	01/01/2024	02/01/2024	85.90		85.90	200-410-52114
130221	5	Monthly Software Hosting Fee	Invoice	01/01/2024	02/01/2024	85.90		85.90	520-440-52114
Total 130221:						1,718.00	.00	1,718.00	
Total 1340 Caselle Inc.:						1,718.00	.00	1,718.00	26032
1610 Civil West Engineering Services Inc									
1001.001B.012	1	Misc Services Development Revie	Invoice	01/02/2024	02/02/2024	616.00		616.00	100-900-52020
1001.001B.012	2	Misc Services Stormwater	Invoice	01/02/2024	02/02/2024	157.00		157.00	520-440-52020
1001.001B.012	3	Misc Services wastewater	Invoice	01/02/2024	02/02/2024	1,075.00		1,075.00	510-430-52020
1001.001B.012	4	Misc Services water	Invoice	01/02/2024	02/02/2024	1,487.00		1,487.00	500-420-52020
Total 1001.001B.012:						3,335.00	.00	3,335.00	
1001.032.029	1	HMGP waterline replacement	Invoice	01/02/2024	02/02/2024	3,423.50		3,423.50	500-420-53503
Total 1001.032.029:						3,423.50	.00	3,423.50	
Total 1610 Civil West Engineering Services Inc:						6,758.50	.00	6,758.50	26033
2300 Delapoer Kidd Attorneys at Law									
2001	1	General City matters	Invoice	01/02/2024	02/01/2024	481.25		481.25	100-900-52017

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 2001:						481.25	.00	481.25	
Total 2300 Delapoer Kidd Attorneys at Law:						481.25	.00	✓ 481.25	26034
2520 Edge Analytical, Inc									
23-38485	1	Quarterly TOC	Invoice	01/08/2024	02/08/2024	113.40		113.40	500-420-52104
Total 23-38485:						113.40	.00	113.40	
Total 2520 Edge Analytical, Inc:						113.40	.00	✓ 113.40	26035
7510 Kristopher Schendel									
2307	1	Code Compliance	Invoice	12/31/2023	01/15/2024	2,500.00		2,500.00	100-900-52019
Total 2307:						2,500.00	.00	2,500.00	
Total 7510 Kristopher Schendel:						2,500.00	.00	✓ 2,500.00	26036
7518 Net Assets Corporation									
111-202312	1	Conduits Activity	Invoice	01/02/2024	01/15/2024	48.00		48.00	100-900-52114
Total 111-202312:						48.00	.00	48.00	
Total 7518 Net Assets Corporation:						48.00	.00	✓ 48.00	26037
4670 NW Natural									
12282023	1	1407224-3	Invoice	12/28/2023	01/28/2024	77.15		77.15	100-900-52109
Total 12282023:						77.15	.00	77.15	
Total 4670 NW Natural:						77.15	.00	✓ 77.15	26038
4800 One Call Concepts Inc									
3120313	1	OR Utility Notification Center	Invoice	01/01/2024	01/30/2024	25.20		25.20	500-420-52109
3120313	2	OR Utility Notification Center	Invoice	01/01/2024	01/30/2024	25.20		25.20	510-430-52109
Total 3120313:						50.40	.00	50.40	
Total 4800 One Call Concepts Inc:						50.40	.00	✓ 50.40	26039
5780 Republic Services #452									
12312023	1	3-0452-0023479	Invoice	01/09/2024	01/15/2024	42.11		42.11	100-900-52109
Total 12312023:						42.11	.00	42.11	
Total 5780 Republic Services #452:						42.11	.00	✓ 42.11	26040
6020 Schaefers Recreation Equipment Co									
143486-1	1	Carboy	Invoice	12/07/2023	01/07/2024	695.28		695.28	510-430-52001
143486-1	2	CRM0005900	Invoice	12/07/2023	01/07/2024	200.00		200.00	510-430-52001
Total 143486-1:						495.28	.00	✓ 495.28	
143840-1	1	Carboy	Invoice	12/21/2023	01/21/2024	495.00		495.00	510-430-52001

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 143840-1:						495.00	.00	495.00	
Total 6020 Schaefers Recreation Equipment Co:						990.28	.00	990.28	26041
6150 Sherwin-Williams									
9041-0	1	Bus Stop	Invoice	12/28/2023	01/20/2024	76.46		76.46	100-300-52002
Total 9041-0:						76.46	.00	76.46	
Total 6150 Sherwin-Williams:						76.46	.00	76.46	26042
999 Utility Refund									
1118.08	1	Water	Invoice	01/09/2024	01/10/2024	4,143.74		4,143.74	500-420-52105
1118.08	2	Wastewater	Invoice	01/09/2024	01/10/2024	2,762.50		2,762.50	510-430-52105
Total 1118.08:						6,906.24	.00	6,906.24	26043
Total 999 Utility Refund:						6,906.24	.00	6,906.24	
Total :						212,700.52	.00	212,700.52	
Grand Totals:						212,700.52	.00	212,700.52	

Wickramanayake, P

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-28000	3,299.69	.00	3,299.69
100-200-52019	9,570.00	.00	9,570.00
100-300-52002	76.46	.00	76.46
100-900-52017	481.25	.00	481.25
100-900-52019	2,500.00	.00	2,500.00
100-900-52020	616.00	.00	616.00
100-900-52109	119.26	.00	119.26
100-900-52114	563.40	.00	563.40
100-900-52115	20,660.30	.00	20,660.30
200-410-52114	85.90	.00	85.90
500-420-52019	155.76	.00	155.76
500-420-52020	1,487.00	.00	1,487.00
500-420-52104	113.40	.00	113.40
500-420-52105	4,143.74	.00	4,143.74
500-420-52109	25.20	.00	25.20
500-420-52114	773.10	.00	773.10
500-420-53503	3,423.50	.00	3,423.50
500-420-54005	159,252.98	.00	159,252.98
510-430-52001	1,190.28	200.00-	990.28
510-430-52020	1,075.00	.00	1,075.00
510-430-52105	2,762.50	.00	2,762.50
510-430-52109	25.20	.00	25.20
510-430-52114	257.70	.00	257.70
520-440-52020	157.00	.00	157.00
520-440-52114	85.90	.00	85.90

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
Grand Totals:	212,900.52	200.00-	212,700.52

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/23	166,552.32	200.00-	166,352.32
01/24	46,348.20	.00	46,348.20
Grand Totals:	212,900.52	200.00-	212,700.52

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1/9/24

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-523288	1	Standard Rented Unit	Invoice	01/19/2024	02/19/2024	106.64		106.64	500-420-52019
Total A-523288:						106.64	.00	106.64	
Total 890 Best Pots Inc:						106.64	.00	✓ 106.64	26045
1520 CIS TRUST									
FEBRUARY 20	1	Employee Health Ins	Invoice	01/15/2024	02/25/2024	1,001.49		1,001.49	100-100-51010
FEBRUARY 20	2	Employee Health Ins	Invoice	01/15/2024	02/25/2024	133.53		133.53	100-200-51010
FEBRUARY 20	3	Employee Health Ins	Invoice	01/15/2024	02/25/2024	534.13		534.13	100-300-51010
FEBRUARY 20	4	Employee Health Ins	Invoice	01/15/2024	02/25/2024	333.83		333.83	200-410-51010
FEBRUARY 20	5	Employee Health Ins	Invoice	01/15/2024	02/25/2024	3,137.99		3,137.99	500-420-51010
FEBRUARY 20	6	Employee Health Ins	Invoice	01/15/2024	02/25/2024	1,268.55		1,268.55	510-430-51010
FEBRUARY 20	7	Employee Health Insurance	Invoice	01/15/2024	02/25/2024	267.05		267.05	520-440-51010
Total FEBRUARY 2024 FINAL INVOICE:						6,676.57	.00	6,676.57	
Total 1520 CIS TRUST:						6,676.57	.00	✓ 6,676.57	26046
1800 Consumers Power Inc.									
01082024	1	1152418	Invoice	01/08/2024	01/30/2024	171.20		171.20	510-430-52109
Total 01082024:						171.20	.00	171.20	
Total 1800 Consumers Power Inc.:						171.20	.00	✓ 171.20	26047
2520 Edge Analytical, Inc									
23-37889	1	VOC	Invoice	01/10/2024	02/10/2024	168.30		168.30	500-420-52104
Total 23-37889:						168.30	.00	✓ 168.30	
23-37890	1	DBPs	Invoice	01/10/2024	02/10/2024	295.20		295.20	500-420-52104
Total 23-37890:						295.20	.00	✓ 295.20	
Total 2520 Edge Analytical, Inc:						463.50	.00	✓ 463.50	26048
7467 LiftOff, LLC									
101723	1	365 Licensing	Invoice	01/12/2024	01/30/2024	1,536.00		1,536.00	100-900-52114
Total 101723:						1,536.00	.00	1,536.00	
Total 7467 LiftOff, LLC:						1,536.00	.00	✓ 1,536.00	26049
4480 Mission Communications									
1082495	1	Service Package Water Storage	Invoice	12/01/2023	01/30/2024	970.80		970.80	500-420-52022
Total 1082495:						970.80	.00	970.80	
Total 4480 Mission Communications:						970.80	.00	✓ 970.80	26050
7524 My Bridge Team, Inc.									
INV-000019	1	Financial work	Invoice	01/17/2024	02/27/2024	4,023.90		4,023.90	100-900-52019

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total INV-000019:						4,023.90	.00	4,023.90	
Total 7524 My Bridge Team, Inc.:						4,023.90	.00	4,023.90	26051
4980 Oregon DEQ									
01102024	1	R10201 Loan Payment	Invoice	01/10/2024	02/01/2024	11,258.00		11,258.00	510-430-52102
Total 01102024:						11,258.00	.00	11,258.00	
Total 4980 Oregon DEQ:						11,258.00	.00	11,258.00	
<i>check 26052 voided.</i>									
5300 Pacific Power/PacificCorp									
01122024	1	02099381-001 7	Invoice	01/12/2024	02/12/2024	2,284.01		2,284.01	500-420-52109
Total 01122024:						2,284.01	.00	2,284.01	
Total 5300 Pacific Power/PacificCorp:						2,284.01	.00	2,284.01	26053
6090 Security Alarm Corp.									
1448859	1	Security Services	Invoice	01/04/2024	01/30/2024	682.93		682.93	100-900-52024
Total 1448859:						682.93	.00	682.93	
Total 6090 Security Alarm Corp.:						682.93	.00	682.93	26054
6150 Sherwin-Williams									
1543-2	1	Paint	Invoice	01/04/2024	02/04/2024	76.46		76.46	100-300-52002
Total 1543-2:						76.46	.00	76.46	
Total 6150 Sherwin-Williams:						76.46	.00	76.46	26056
7274 US Bank Equipment Finance									
519732192	1	Equipment finance	Invoice	01/19/2024	01/31/2024	131.00		131.00	100-900-52023
Total 519732192:						131.00	.00	131.00	
Total 7274 US Bank Equipment Finance:						131.00	.00	131.00	26057
999 Utility Refund									
1549.03	1	Water	Invoice	01/12/2024	01/30/2024	51.89		51.89	500-420-52105
1549.03	2	Wastewater	Invoice	01/12/2024	01/30/2024	34.60		34.60	510-430-52105
Total 1549.03:						86.49	.00	86.49	
Total 999 Utility Refund:						86.49	.00	86.49	26058
<i>Gonner Shannon &</i>									
7130 Verizon									
9953495896	1	Phone	Invoice	01/06/2024	01/29/2024	65.43		65.43	100-900-52110
9953495896	2	Phone	Invoice	01/06/2024	01/29/2024	99.64		99.64	500-420-52110
9953495896	3	Phone	Invoice	01/06/2024	01/29/2024	99.65		99.65	510-430-52110
Total 9953495896:						264.72	.00	264.72	
Total 7130 Verizon:						264.72	.00	264.72	26058

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
7290 Willamette Valley Processors									
1883	1	Emergency Management	Invoice	01/15/2024	02/15/2024	800.00		800.00	100-900-52019
Total 1883:						800.00	.00	800.00	
Total 7290 Willamette Valley Processors:						800.00	.00	800.00	26059
Total :						29,532.22	.00	29,532.22	
Grand Totals:						29,532.22	.00	29,532.22	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,001.49	.00	1,001.49
100-200-51010	133.53	.00	133.53
100-300-51010	534.13	.00	534.13
100-300-52002	76.46	.00	76.46
100-900-52019	4,823.90	.00	4,823.90
100-900-52023	131.00	.00	131.00
100-900-52024	682.93	.00	682.93
100-900-52110	65.43	.00	65.43
100-900-52114	1,536.00	.00	1,536.00
200-410-51010	333.83	.00	333.83
500-420-51010	3,137.99	.00	3,137.99
500-420-52019	106.64	.00	106.64
500-420-52022	970.80	.00	970.80
500-420-52104	463.50	.00	463.50
500-420-52105	51.89	.00	51.89
500-420-52109	2,284.01	.00	2,284.01
500-420-52110	99.64	.00	99.64
510-430-51010	1,268.55	.00	1,268.55
510-430-52102	11,258.00	.00	11,258.00
510-430-52105	34.60	.00	34.60
510-430-52109	171.20	.00	171.20
510-430-52110	99.65	.00	99.65
520-440-51010	267.05	.00	267.05
Grand Totals:	29,532.22	.00	29,532.22

[Handwritten signature]
1/23/24

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/23	970.80	.00	970.80
01/24	28,561.42	.00	28,561.42
Grand Totals:	29,532.22	.00	29,532.22

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
4980 Oregon DEQ									
CWSRF R1020	1	CWSRF Loan Repayment R10201	Invoice	01/23/2024	01/23/2024	11,357.00		11,357.00	510-430-52102
Total CWSRF R10201:						11,357.00	.00	11,357.00	
Total 4980 Oregon DEQ:						11,357.00	.00	11,357.00	
Total :						11,357.00	.00	11,357.00	<i>26060</i>

Current period checks for future period invoices.

4980 Oregon DEQ									
02012024		Chk No: 26052 (1)	Calculated	01/23/2024				11,357.00-	510-000-20000
02012024		Chk No: 26052 (1)	Calculated	01/23/2024				11,357.00	510-000-20000
Total 02012024:						.00	.00	.00	
Total 4980 Oregon DEQ:						.00	.00	.00	
Total Current period checks for future period invoices.:						.00	.00	.00	
Grand Totals:						11,357.00	.00	11,357.00	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
510-000-20000	11,357.00	11,357.00-	.00
510-430-52102	11,357.00	.00	11,357.00
Grand Totals:	22,714.00	11,357.00-	11,357.00

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
01/24	22,714.00	11,357.00-	11,357.00
Grand Totals:	22,714.00	11,357.00-	11,357.00

ADAIR VILLAGE PATROL
December 25, 2023 - January 24, 2024

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									
122623 18:32:30	2023252861	0:48:57	Davison						no stops or contacts. Cleared to handle a disabled vehicle call.
122623 23:10:57	2023253007	1:00:44	Hardison						PATROLLED CITY STREETS/PARKS/HIGHWAY 99W/ODFW/CALLOWAY CREEK.
122823 03:48:53	2023253741	1:30:00	Gevatosky	1					1 WARNING FOR VIOLATION OF PARK RULES. 1 DUUI INVESTIGATION
122823 19:59:48	2023254312	1:01:20	Blaser		1				1 cite, following too close
122923 00:07:53	2023254416	1:32:14	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/ODFW/BUSINESSES.
122923 23:08:04	2023255018	1:00:09	Heese						no activity
123023 04:41:44	2023255145	1:29:55	Hardison	1					PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/ODFW. ONE TRAFFIC STOP/ONE WARNING GIVEN.
123023 23:51:14	2023255721	2:00:10	Hardison	7	2				4 TRAFFIC STOPS/2 CITATIONS/7 WARNINGS ON ODOT SPEED ENFORCEMENT.
010324 04:41:06	2024001381	1:00:22	Hardison		1				PATROLLED CITY STREETS/HIGHWAY 99W/ODFW/AERODROME PARK. 1 TRAFFIC STOP/1 CITATION ISSUED.
010324 10:50:23	2024001557	1:41:13	Glass						Patrolled streets, school zone, store area.
010324 23:17:57	2024002010	1:59:22	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ODFW/PARKS/BUSINESSES. NO ACTIVITY.
010524 09:12:47	2024002873	1:07:55	Glass						Patrolled city streets, SRD @ SC.
010524 11:54:08	2024003004	0:36:21	Bottoff	1					1 stop warn, fail to signal, fail to carry proof of insurance. Patrolled adair school zone, adair county park.
010724 08:33:31	2024004201	0:56:11	Ball						no activity to report. Handled pocket dial during the hour.
010724 17:17:39	2024004484	0:58:34	Blaser						no activity
010824 09:51:46	2024004843	0:44:19	Macken						No stops
010824 13:27:23	2024004977	0:36:31	Lundy						no activity
010924 00:51:39	2024005319	0:36:37	Bloom						Checked city streets, Santiam Christian, ODFW Building, City Park. No traffic stops, no citizen contacts.
011024 00:10:58	2024006098	1:07:47	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ODFW/BUSINESSES.
011024 10:06:16	2024006313	1:31:35	Lundy						no activity
011024 22:18:08	2024006848	2:18:13	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/PARKS/ODFW/LANDFILL OFFICE ON COFFIN BUTTE ROAD.
011124 12:02:37	2024007149	0:30:49	Glass						SC- Lunch time for middle school and elementary.
011124 20:34:07	2024007442	0:54:57	Blaser						no activity
011224 03:47:03	2024007563	1:18:12	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/PARKS/CALLOWAY CREEK/ODFW.
011324 08:39:15	2024008364	0:58:11	Ball	1					Prepared for the worst and hoped for the best. In doing so I successfully de-iced (once again) my car from the windshield freezing over on the drive here and totally beat Ice-Mageddon 2024 for an entire hour here. The weather was atrocious and thankfully most people decided to stay inside. One contact at the store. No stops or cites.
011324 22:53:05	2024008968	1:00:00	Gevatosky	1					ASSISTED A DISABLED MOTORIST IN THE FREEZING ICE. CHECKED ON THE CLOSED BUSINESSES.
011624 19:50:25	2024010909	0:56:03	Davison						No stops or contacts.
011624 22:48:41	2024011014	2:59:43	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W IN 4-WHEEL DRIVE MODE IN HEAVY SNOW/ICE.
011724 19:47:16	2024011701	3:55:19	Hardison						PATROLLED AREA. NO PERSONS OR VEHICLES MOVING AT THAT TIME.
011724 23:43:04	2024011819	2:06:16	Hardison						PATROLLED CITY STREETS/SCHOOL/ODFW/BUSINESSES. ALSO HANDLED EXTRA PATROL REQUEST ON NEWTON ROAD.

Location	Violaton	Case #	Follow Up Date	Compliance On Follow Up (Y/N)	Fine/Fee
5150 Willamette Ave NE	Keeping Junk	23-0915	11/17/2023	N	Y-Lien applied
328 Carmen Pl	bb hoop blocking side walk.	23-1204	12/22/2023	Y	N
239 Azalea NE	Abandoned Veh - ZUB628	24-0101	1/12/2024	Y	N
4215 Laurel Dr NE	Keeping Junk - items around trailers*****	24-0102	2/19/2024		
255 Azalea NE	Keeping Junk - Palets and bags of bottles on side of house (posted 1/19/24)	24-0103	2/19/2024	Y	N
165 Azalea NE	Keeping Junk - Non-moving truck parked on side of house	24-0104	2/19/2024		
Willamette/Laurel	Abandoned Veh - FL BV57NI *gave extra week due to ice*	24-0105	1/26/2024	Y	N



CITY ADMINISTRATOR'S REPORT February 6, 2024, Council Meeting

Administration

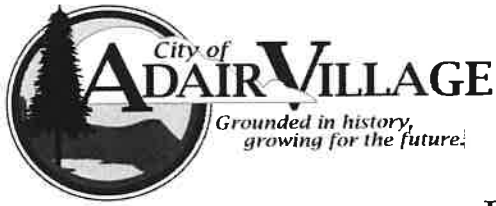
- **Finances** – Sarah Johnson with My Bridge Team and I have been working to get the monthly reconciliations caught up and finishing the last few items on the Audit.
- **Tangent** – After discussing increased services with Tangent they are just going to pay hourly for additional work.
- **City Planner** – Chase has begun to work on the park UGB expansion and he's also working on getting the city a zip code.

Property/Businesses

- **AVIS** – DEQ is still reviewing and making comments on the proposed work plan.
- **Downtown** – I've been working with the design team and hope to have something in April.
- **Restaurant** – The potential tenants the city was working with have decided not to move forward. I will work with Candice Dennis to get the property back on the market.

Major Projects/Engineering

- **Water Plant** – Matt Lydon is scheduling divers to come in this year and clean the wet well and we will be looking at replacing the backwash pump.
- **Calloway Creek** – The planning commission will be reviewing the next phase in March.
- **Wastewater Plant** – There are still some issues with the headworks. The city attorney and I are reviewing the existing contracts and we'll be bringing recommendations to the council in the March meeting.
- **Water Lines** – We just need to pass the resolution accepting the NHMP and provide documentation for the cost match of the project.



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 12/20/2023 to 1/20/2024

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 3,854,562

Average Usage per 125k

WATER DISTRIBUTION REPORT

Maintenance Activity: Staff reported no leaks in January. Staff did respond to several customers with broken pipes due to freezing weather.

Collected quarterly: 1st quarter samples will be taken in February.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to increase. Staff did have a few issues with high flows at the plant due with the heavy rains. Staff were able to make adjustments and contain the high flows.

Total Monthly Influent: 10.8 million Gallons

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains are clear. Staff check and clean all drains daily.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in decent shape.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing has concluded for the year. Weekly staff checks all city property for down limbs and trash.

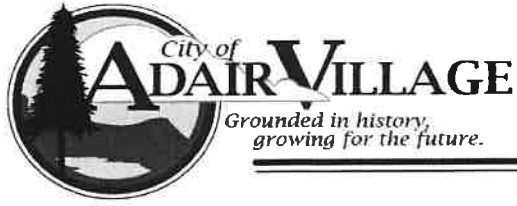
WATER TREATMENT PLANT

Maintenance Activity: We are still running the plant 20-24 hours per week. Staff did have a broken pipe at the water plant due to the freezing temperatures. It happened while staff was present and no major loss of water occurred.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is running well. Staff monitor daily flows and make adjustments as needed.

Completed by Matt Lydon, Public Works Supervisor



STAFF REPORT
Attachment G – Financial Report
February 6, 2024, Council Meeting

We have approximately \$4,274,832.68 in the Local Government Investment Pool (LGIP). In January, we had \$4,241,224.65. Last year in January, we had \$3,476,924.09. We also currently have approximately \$106,304.72 in Citizens Bank.



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
200 SW Ferry Street
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

ENGINEERING SCOPE OF SERVICES **ADDENDUM #3**

Date: Jan. 25, 2024 Work Order Number: 1001.028c

To: Mr. Pat Hare, City Administrator

From: Matt Wadlington, PE, Regional Manager, Civil West Engineering Services, Inc.

RE: **City of Adair Village – Wastewater Headworks Improvements**
Scope of Services Addendum #3
Civil West Project Number: 1001-028

The purpose of this scope of services is to describe the proposed approach, costs, and schedule proposed by Civil West to coordinate the completion of the Headworks and Lift Station improvements at the City's Wastewater Treatment Plant.

Background Summary

The City of Adair Village approved the original Scope of Services for Civil West to prepare a preliminary engineering report, final design documents, and construction monitoring of a new headworks. During the original scoping, it was anticipated that the construction would last just a few months. With construction authorized in August of 2021, it has been over 24 months of activities, and it is anticipated that it will continue through the spring of 2024. In addition to the longer than anticipated construction schedule, we have also been working to amend the construction scope to include HDD design and installation of the effluent pipe. In order to provide continued construction observation and facilitating and reviewing contractor pay applications, we are proposing this addendum to provide the funding necessary to complete our portion of this work.

Part A: Scope of Work

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Task AD3-1 – Project Management and Administrative Services – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements. This will also include coordination with the City, funding agency, regulatory agencies, and others, as applicable.

Task AD3-2 – Construction Phase Services - This task includes an allowance of hours for engineering support during construction. Previous Addendum to contract, authorized in October of 2022, assumed a completion date of spring of 2023. As that time has extended, Civil West has, and will

Adair Village – WWTP Headworks – Engineering Scope of Services Addendum 3 – HDD and contract management continue to, incur additional costs for contract management. This addendum will extend the construction time to June 30, 2024. Any time past then will require an additional addendum.

Task AD3-3 – HDD Design Phase Services – HDD Effluent Line - This task includes an allowance of hours for engineering design and permit (railroad) coordination. The hours estimate includes hours already spent and anticipated hours prior to completion. Design phase services include the following:

- Design of Effluent replacement pipe to effluent lagoon
- Coordination with Railroad agencies to get permit approval.
- Coordination with contractor to facilitate change order to include this work in contract.
- Coordination with geotechnical engineer for subsidence letter.
- Geotechnical evaluation of HDD crossing to meet Railroad requirements.

Task AD3-4 – HDD Construction Phase Services – HDD Effluent Line - This task includes an allowance of hours for engineering support and inspections during construction. The hours estimate includes hours already spent and anticipated hours prior to completion in January. Construction phase services may include the following:

- Coordination, clarification, and field engineering support for the Contractor
- Review of Contractor payment requests
- Review and processing of Change Order Requests
- Tracking of project budget and schedule
- Inspection of constructed facilities to verify compliance with the Contract Documents, Engineering Drawings, and Technical Specifications.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

Task No.	Task Description	Proposed Total Fee
A3.1	Project Management & Administration	\$3,528
A3.2	Construction Phase Services	\$27,576
A3.3	HDD Design and Permitting	\$30,830
A3.4	HDD Construction Management	\$10,432
R	Reimbursables	\$0
Total Proposed Project Budget:		\$72,366

We propose that the project will proceed on a time and materials basis and, if completed under budget, the City will enjoy the savings. If, additional support is required beyond these allowances, we will coordinate with the City on an amendment to the agreement, as required.

We are grateful for this opportunity to continue to provide these services to the City of Adair Village. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please send us notification for our records.

Sincerely,
Civil West Engineering Services, Inc.


 Matt Wadlington, PE
 Regional Manager

Budget 2024-2025 Timeline & Process

<u>Date</u>	<u>Action</u>
Feb 6 th	Council Appoints Budget Officer
Feb & Mar	City Staff Prepares Budget by Fund
March 22 nd	<p>“Notice of Budget Committee Meeting” sent to each street address within city limits. Notice contains date, time, and location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public.</p> <ul style="list-style-type: none"> ▪ The first Budget Committee Meeting is set for April 16th
April 2 nd	Budget Officer finalizes Draft Budget Document and forwards it to Budget Committee Members for review.
April 16 th	<p>First Budget Committee Meeting – 6:00 p.m. at City Hall, 6030 NE William R. Carr Ave</p> <ul style="list-style-type: none"> ▪ Elect Budget Committee Chair ▪ Discussion of Budget & Budget Message ▪ Public Hearing
May 7 th	<p>Second Budget Committee Meeting – 6:00 p.m., before City Council at City Hall, 6030 NE William R. Carr Ave</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Possible Uses for State Revenue Sharing ▪ Public Comment on State Revenue Sharing ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Budget Committee Certifies Final Budget Document to Council
May 21 st	<p>Third Budget Committee Meeting – 6:00 p.m.-only if necessary</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Discussion of Proposed Uses for State Revenue Sharing ▪ Budget Committee Certifies Final Budget Document to Council
May 24 th	Approved Budget Published & Available to Public
May 28 th	<p>Meeting Notice for June 4th Council sent to each street address within city limits. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public.</p>
June 4 th	<p>Budget Public Hearing at the regularly scheduled Council Meeting</p> <ul style="list-style-type: none"> ▪ Resolutions to Enact: <ol style="list-style-type: none"> 1. Adopt Budget & State Revenue Sharing 2. Tax Rate 3. Proposed Tax Levy <p>Submit Tax Certification Documents to the County Assessor</p>
June 11 th	Special City Council Meeting, if necessary, to complete required work
July 15 th	Deadline for Filing Budget; and deadline to certify certain Resolutions

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

**In the matter of Adopting)
The 2024 Benton County)
Multi-Jurisdictional Natural)
Hazards Mitigation Plan)**

RESOLUTION NO. 2024 – 3

WHEREAS natural hazards threaten life, businesses, property, and environmental systems in the City of Adair Village and throughout Benton County; and

WHEREAS an understanding of the nature, extent, and potential impacts of natural hazards is the foundation for developing strategies to reduce or eliminate those impacts; and

WHEREAS natural hazards mitigation planning is the process through which such understanding and strategies are developed and a process for implementation is established in the City of Adair Village and throughout Benton County; and

WHEREAS it is in the interest of Benton County and the cities and special districts located therein to undertake natural hazards mitigation planning and implementation together as coordinated planning strengthens communities and better serves all; and

WHEREAS Benton County and the Cities of Adair Village, Corvallis, Monroe and Philomath previously prepared, implanted and updated multi-jurisdictional natural hazard mitigation plans in accordance with the Disaster Mitigation Act of 2000. These plans were each approved by the Federal Emergency Management Agency (FEMA) for a period of five years; and

WHEREAS the 2016 Benton County Multi-Jurisdictional Natural Hazard Mitigation Plan update is the most recent and it expired on August 21, 2021; and

WHEREAS, having a natural hazards mitigation plan developed in accordance with the Disaster Mitigation Act of 2000 and approved by FEMA is a prerequisite for local government eligibility for certain federal pre- and post-disaster mitigation funds; and

WHEREAS Benton County, the Cities of Adair Village, Corvallis, Monroe, and Philomath, and the Hoskins Kings Valley Rural Fire Protection District each participated in completing the 2024 Benton County Multi-Jurisdictional Natural Hazards Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, because of coordinated planning, the 2024 Benton County Multi-Jurisdictional Natural Hazards Mitigation Plan is an integrated plan, without an individual addendum for each participating jurisdiction but with the necessary information for each; and

WHEREAS adoption of the updated 2024 Benton County Multi-Jurisdictional Natural Hazards Mitigation Plan is required for FEMA approval of the 2024 Benton County Multi-Jurisdictional Natural Hazards Mitigation Plan and restored eligibility for certain federal pre- and post-disaster mitigation funds; and

WHEREAS adoption of the updated 2024 Benton County Multi-Jurisdictional Natural Hazards Mitigation Plan demonstrates the City of Adair Village's commitment to reducing or eliminating the potential impacts of natural hazards and to achieving the Plan's goals.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ADAIR VILLAGE CITY COUNCIL:

Section 1. The City of Adair Village City Council hereby adopts the recitals above in support of this resolution.

Section 2. The City of Adair Village City Council hereby adopts the 2024 Benton County Multi-Jurisdictional Natural Hazards Mitigation Plan.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage by the City Council and approval by the Mayor.

DATED this _____ day of February, 2024.

City Administrator

Mayor