

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, March 5, 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 – February 29, 2024 (Attachment B) \$112,730,20

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) Calloway Creek South (Attachment H) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) Downtown Rough Draft Renderings (Attachment I) Pat Hare
Action: Discussion

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A Pat Hare
Action: n/a

8. EXECUTIVE SESSION (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

- a) Wastewater Plant Repairs (Attachments J, J1, J2) Pat Hare
Action: Discussion

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, April 2, 2024, 6:00 PM
Planning Commission – March 19, 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.

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**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, Feb 6, 2024 – 6:00 PM******

Agenda Item	Action
1. Roll Call: City Council Members present: Councilors Officer, Ray, 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 Jan 9, 2024, City Council Meeting Attachment B Bills List through Jan 31, 2024 (\$253,589.74).	Councilor Officer moved to approve the Consent Calendar. Councilor Ray 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 – 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 	Council received the report.

<p>contracts and we'll be bringing recommendations to the council in the March meeting.</p> <ul style="list-style-type: none"> • Water Lines – We just need to pass the resolution accepting the NHMP and provide documentation for the cost match of the project. 	
<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 \$4,274,832.68. Last year, the balance was \$3,476,924.09.</p>	<p>Council received the report.</p>
<p>5. Old Business – 5a. (Attachment H) Civil West Addendum 3 WWTP 5b. Republic Service</p>	<p>Councilor Officer moved to approved Addendum 3. Councilor Ray seconded. Approval (4-0).</p>
<p>6. New Business 6a. (Attachment I) Appoint Budget Officer</p>	<p>Councilor Officer moved to appoint Pat Hare as Budget Officer and approved the Budget Timeline. Councilor Ray seconded. Approval (4-0).</p>
<p>7. Ordinance, Resolutions, and Proclamations 7a. (Attachment J) Resolution 2024-3 NHMP adoption</p>	<p>Councilor Ray moved to adopt the NHMP. Councilor Officer seconded. Approval (4-0).</p>
<p>8. Executive Session</p>	
<p>9. Council and Mayor Comments</p>	
<p>10. Adjournment: City Council –Tuesday, March 5, 2024, 6:00 PM Planning Commission – Tuesday, March 19, 2024, 6:00pm</p>	<p>Mayor Currier adjourned the meeting at 8:38 p.m.</p>

Feb 2024 Bills

Date	Amount
2/2/2024	\$13,388.90
2/6/2024	\$57,582.25
2/12/2024	\$3,517.24
2/26/2024	\$38,241.81

Total \$112,730.20

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									
01232024	1	Credit Card Charges	Invoice	01/24/2024	02/24/2024	1,884.78		1,884.78	100-000-28000
Total 01232024:						1,884.78	.00	1,884.78	
Total 690 Bank of America:						1,884.78	.00	✓ 1,884.78	26062
890 Best Pots Inc									
A-524454	1	Standard Rented Unit	Invoice	01/31/2024	02/28/2024	155.76		155.76	500-420-52019
Total A-524454:						155.76	.00	155.76	
Total 890 Best Pots Inc:						155.76	.00	✓ 155.76	26063
1550 City of Corvallis									
4514147	1	Fuel	Invoice	01/15/2024	02/15/2024	417.34		417.34	500-420-52014
Total 4514147:						417.34	.00	417.34	
Total 1550 City of Corvallis:						417.34	.00	✓ 417.34	26064
1800 Consumers Power Inc.									
01182024	1	1152401	Invoice	01/18/2024	02/08/2024	35.58		35.58	100-300-52109
01182024	2	1152400	Invoice	01/18/2024	02/08/2024	1,180.00		1,180.00	200-410-52109
01182024	3	1152406	Invoice	01/18/2024	02/08/2024	245.01		245.01	100-900-52109
01182024	4	1152409	Invoice	01/18/2024	02/08/2024	35.58		35.58	100-900-52109
01182024	5	1152410	Invoice	01/18/2024	02/08/2024	85.79		85.79	510-430-52109
01182024	6	1152411	Invoice	01/18/2024	02/08/2024	59.19		59.19	500-420-52109
01182024	7	1152413	Invoice	01/18/2024	02/08/2024	206.33		206.33	510-430-52109
01182024	8	1152414	Invoice	01/18/2024	02/08/2024	35.05		35.05	500-420-52109
01182024	9	1152415	Invoice	01/18/2024	02/08/2024	35.05		35.05	100-900-52109
01182024	10	1152419	Invoice	01/18/2024	02/08/2024	35.05		35.05	500-420-53502
01182024	11	1152420	Invoice	01/18/2024	02/08/2024	1,212.50		1,212.50	510-430-52109
Total 01182024:						3,165.13	.00	3,165.13	
Total 1800 Consumers Power Inc.:						3,165.13	.00	✓ 3,165.13	26065
2300 Delapoer Kidd Attorneys at Law									
2004	1	General City matters	Invoice	01/02/2024	03/01/2024	350.00		350.00	100-900-52017
Total 2004:						350.00	.00	350.00	
Total 2300 Delapoer Kidd Attorneys at Law:						350.00	.00	✓ 350.00	26067
2520 Edge Analytical, Inc									
24-02469	1	Monthly Coliform	invoice	01/31/2024	02/28/2024	42.00		42.00	500-420-52104
Total 24-02469:						42.00	.00	42.00	
Total 2520 Edge Analytical, Inc:						42.00	.00	✓ 42.00	26068
2670 Ferguson Enterprises Inc									
1241731	1	Tangent Expenses	Invoice	01/03/2024	02/05/2024	176.58		176.58	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 1241731:						176.58	.00	176.58	
Total 2670 Ferguson Enterprises Inc:						176.58	.00	✓ 176.58	26069
7510 Kristopher Schendel									
2401	1	Code Compliance	Invoice	01/31/2024	02/05/2024	2,500.00		2,500.00	100-900-52019
Total 2401:						2,500.00	.00	2,500.00	
Total 7510 Kristopher Schendel:						2,500.00	.00	✓ 2,500.00	26071
4050 M & H Pump Services									
6288A	1	Work for Tangent	Invoice	01/18/2024	02/18/2024	4,382.92		4,382.92	100-900-52115
Total 6288A:						4,382.92	.00	4,382.92	
Total 4050 M & H Pump Services:						4,382.92	.00	✓ 4,382.92	26072
5810 RG Smith Electric & Plumbing Inc									
28136	1	Work for Tangent	Invoice	01/26/2024	02/26/2024	129.00		129.00	100-900-52115
Total 28136:						129.00	.00	129.00	
Total 5810 RG Smith Electric & Plumbing Inc:						129.00	.00	129.00	26073
999 Utility Refund									
1291.03OP		Water	Invoice	01/31/2024	02/10/2024	17.07		17.07	500-420-52105
1291.03OP	2	Wastewater	Invoice	01/31/2024	02/10/2024	11.38		11.38	510-430-52105
Total 1291.03OP:						28.45	.00	✓ 28.45	26070
1373.04.OP	1	Water	Invoice	01/29/2024	02/29/2024	78.25		78.25	500-420-52105
1373.04.OP	2	Wastewater	Invoice	01/29/2024	02/29/2024	52.17		52.17	510-430-52105
Total 1373.04.OP:						130.42	.00	✓ 130.42	26066
1558.05	1	Water	Invoice	01/25/2024	02/25/2024	15.91		15.91	500-420-52105
1558.05	2	Wastewater	Invoice	01/25/2024	02/25/2024	10.61		10.61	510-430-52105
Total 1558.05:						26.52	.00	✓ 26.52	26074
Total 999 Utility Refund:						185.39	.00	185.39	
Total :						13,388.90	.00	13,388.90	
Grand Totals:						13,388.90	.00	13,388.90	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-28000	1,884.78	.00	1,884.78
100-300-52109	35.58	.00	35.58

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-900-52017	350.00	.00	350.00
100-900-52019	2,500.00	.00	2,500.00
100-900-52109	315.64	.00	315.64
100-900-52115	4,688.50	.00	4,688.50
200-410-52109	1,180.00	.00	1,180.00
500-420-52014	417.34	.00	417.34
500-420-52019	155.76	.00	155.76
500-420-52104	42.00	.00	42.00
500-420-52105	111.23	.00	111.23
500-420-52109	94.24	.00	94.24
500-420-53502	35.05	.00	35.05
510-430-52105	74.16	.00	74.16
510-430-52109	1,504.62	.00	1,504.62
Grand Totals:	13,388.90	.00	13,388.90

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
01/24	13,388.90	.00	13,388.90
Grand Totals:	13,388.90	.00	13,388.90

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2/2/24

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 62209	1	Work for Tangent	Invoice	01/03/2024	02/03/2024	162.00		162.00	100-900-52115
Total 62209:						162.00	.00	✓ 162.00	
62228	1	Work for Tangent	Invoice	01/04/2024	02/04/2024	375.00		375.00	100-900-52115
Total 62228:						375.00	.00	✓ 375.00	
62229	1	Work for Tangent	Invoice	01/04/2024	02/04/2024	375.00		375.00	100-900-52115
Total 62229:						375.00	.00	✓ 375.00	
62230	1	Work for Tangent	Invoice	01/04/2024	02/04/2024	250.00		250.00	100-900-52115
Total 62230:						250.00	.00	✓ 250.00	
62231	1	Work for Tangent	Invoice	01/04/2024	02/04/2024	550.00		550.00	100-900-52115
Total 62231:						550.00	.00	✓ 550.00	
62237	1	Work for Tangent	Invoice	01/05/2024	02/05/2024	1,662.00		1,662.00	100-900-52115
Total 62237:						1,662.00	.00	✓ 1,662.00	
62283	1	Work for Tangent	Invoice	01/10/2024	02/10/2024	1,425.00		1,425.00	100-900-52115
Total 62283:						1,425.00	.00	✓ 1,425.00	
62294	1	Work for Tangent	Invoice	01/11/2024	02/11/2024	2,104.00		2,104.00	100-900-52115
Total 62294:						2,104.00	.00	✓ 2,104.00	
62317	1	Work for Tangent	Invoice	01/12/2024	02/12/2024	1,625.00		1,625.00	100-900-52115
Total 62317:						1,625.00	.00	✓ 1,625.00	
62347	1	Work for Tangent	Invoice	01/19/2024	02/19/2024	200.00		200.00	100-900-52115
Total 62347:						200.00	.00	✓ 200.00	
62348	1	Work for Tangent	Invoice	01/19/2024	02/19/2024	200.00		200.00	100-900-52115
Total 62348:						200.00	.00	✓ 200.00	
62349	1	Work for Tangent	Invoice	01/19/2024	02/19/2024	445.00		445.00	100-900-52115
Total 62349:						445.00	.00	✓ 445.00	
62350	1	Work for Tangent	Invoice	01/19/2024	02/19/2024	350.00		350.00	100-900-52115
Total 62350:						350.00	.00	✓ 350.00	
62357	1	Work for Tangent	Invoice	01/22/2024	02/22/2024	575.00		575.00	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 62357:						575.00	.00	575.00	
62383	1	Work for Tangent	Invoice	01/24/2024	02/24/2024	200.00		200.00	100-900-52115
Total 62383:						200.00	.00	200.00	
62442	1	Work for Tangent	Invoice	01/30/2024	02/29/2024	1,835.00		1,835.00	100-900-52115
Total 62442:						1,835.00	.00	1,835.00	
62451	1	Work for Tangent	Invoice	01/31/2024	02/29/2024	1,425.00		1,425.00	100-900-52115
Total 62451:						1,425.00	.00	1,425.00	
62452	1	Work for Tangent	Invoice	01/31/2024	02/29/2024	230.00		230.00	100-900-52115
Total 62452:						230.00	.00	230.00	
62453	1	Work for Tangent	Invoice	01/31/2024	02/29/2024	1,365.00		1,365.00	100-900-52115
Total 62453:						1,365.00	.00	1,365.00	
62454	1	Work for Tangent	Invoice	01/31/2024	02/29/2024	1,340.00		1,340.00	100-900-52115
Total 62454:						1,340.00	.00	1,340.00	
62456	1	Work for Tangent	Invoice	01/31/2024	02/29/2024	200.00		200.00	100-900-52115
Total 62456:						200.00	.00	200.00	
62458	1	Work for Tangent	Invoice	01/31/2024	02/29/2024	200.00		200.00	100-900-52115
Total 62458:						200.00	.00	200.00	
62459	1	Work for Tangent	Invoice	01/31/2024	03/01/2024	200.00		200.00	100-900-52115
Total 62459:						200.00	.00	200.00	
62460	1	Work for Tangent	Invoice	01/31/2024	03/01/2024	200.00		200.00	100-900-52115
Total 62460:						200.00	.00	200.00	
Total 150 A & B Septic:						17,493.00	.00	17,493.00	26075
1340 Caselle Inc.									
130955	1	Monthly Software Hosting Fees	Invoice	02/01/2024	03/01/2024	773.10		773.10	500-420-52114
130955	2	Monthly Software Hosting Fee	Invoice	02/01/2024	03/01/2024	515.40		515.40	100-900-52114
130955	3	Monthly Software Hosting Fee	Invoice	02/01/2024	03/01/2024	257.70		257.70	510-430-52114
130955	4	Monthly Software Hosting Fee	Invoice	02/01/2024	03/01/2024	85.90		85.90	200-410-52114
130955	5	Monthly Software Hosting Fee	Invoice	02/01/2024	03/01/2024	85.90		85.90	520-440-52114
Total 130955:						1,718.00	.00	1,718.00	
Total 1340 Caselle Inc.:						1,718.00	.00	1,718.00	26070

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1610 Civil West Engineering Services Inc									
1001.001C.001	1	Misc. services water	Invoice	02/01/2024	03/01/2024	3,401.00		3,401.00	500-420-52020
1001.001C.001	2	Misc. services watsewater	Invoice	02/01/2024	03/01/2024	3,769.00		3,769.00	510-430-52020
1001.001C.001	3	Misc. services stormwater	Invoice	02/01/2024	03/01/2024	326.00		326.00	520-440-52020
1001.001C.001	4	Misc services other	Invoice	02/01/2024	03/01/2024	352.00		352.00	100-900-52020
1001.001C.001	5	Misc services other	Invoice	02/01/2024	03/01/2024	156.96		156.96	100-900-52020
Total 1001.001C.001:						8,004.96	.00	8,004.96	
1001.032.030	1	HMGP	Invoice	02/01/2024	03/01/2024	17,106.00		17,106.00	500-420-53503
Total 1001.032.030:						17,106.00	.00	17,106.00	
Total 1610 Civil West Engineering Services Inc:						25,110.96	.00	25,110.96	26077
2520 Edge Analytical, Inc									
23-38935	1	Monthly Coliform	Invoice	12/29/2023	02/10/2024	40.00		40.00	500-420-52104
Total 23-38935:						40.00	.00	40.00	
Total 2520 Edge Analytical, Inc:						40.00	.00	40.00	26078
7508 McKenna Ziegler									
00008	1	Cleaning Services	Invoice	01/31/2024	02/29/2024	350.00		350.00	100-900-52019
Total 00008:						350.00	.00	350.00	
Total 7508 McKenna Ziegler:						350.00	.00	350.00	26079
7524 My Bridge Team, Inc.									
INV-000020	1	Accounting Services	Invoice	02/06/2024	03/06/2024	10,737.01		10,737.01	100-900-52019
Total INV-000020:						10,737.01	.00	10,737.01	
Total 7524 My Bridge Team, Inc.:						10,737.01	.00	10,737.01	26080
7518 Net Assets Corporation									
111-202401	1	Title Search Program	Invoice	02/01/2024	03/01/2024	78.00		78.00	100-900-52114
Total 111-202401:						78.00	.00	78.00	
Total 7518 Net Assets Corporation:						78.00	.00	78.00	26081
4670 NW Natural									
01302024	1	1407224-3	Invoice	01/30/2024	02/20/2024	84.60		84.60	100-900-52109
Total 01302024:						84.60	.00	84.60	
Total 4670 NW Natural:						84.60	.00	84.60	26082
4830 Oregon Association of Water Utilities									
36938	1	Membership Renewal Fees	Invoice	02/01/2024	03/02/2024	364.56		364.56	500-420-52102
Total 36938:						364.56	.00	364.56	
Total 4830 Oregon Association of Water Utilities:						364.56	.00	364.56	26083

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
5190 Oregon Water Resources Department									
148714	1	Plywood Products Reservoir	Invoice	02/01/2024	03/01/2024	120.00		120.00	500-420-52102
Total 148714:						120.00	.00	120.00	
Total 5190 Oregon Water Resources Department:						120.00	.00	120.00	26084
6020 Schaefers Recreation Equipment Co									
143914-1	1	Carboy	Invoice	01/02/2024	02/20/2024	95.56		95.56	510-430-52001
Total 143914-1:						95.56	.00	95.56	
144171-1	1	Carboy	Invoice	01/19/2024	02/19/2024	695.28		695.28	510-430-52001
Total 144171-1:						695.28	.00	695.28	
144430-1	1	Carboy	Invoice	01/29/2024	02/28/2024	695.28		695.28	510-430-52001
Total 144430-1:						695.28	.00	695.28	
Total 6020 Schaefers Recreation Equipment Co:						1,486.12	.00	1,486.12	26085
Total :						57,582.25	.00	57,582.25	
Grand Totals:						57,582.25	.00	57,582.25	

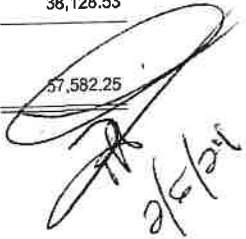
Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-900-52019	11,087.01	.00	11,087.01
100-900-52020	508.96	.00	508.96
100-900-52109	84.60	.00	84.60
100-900-52114	593.40	.00	593.40
100-900-52115	17,493.00	.00	17,493.00
200-410-52114	85.90	.00	85.90
500-420-52020	3,401.00	.00	3,401.00
500-420-52102	484.56	.00	484.56
500-420-52104	40.00	.00	40.00
500-420-52114	773.10	.00	773.10
500-420-53503	17,106.00	.00	17,106.00
510-430-52001	1,486.12	.00	1,486.12
510-430-52020	3,769.00	.00	3,769.00
510-430-52114	257.70	.00	257.70
520-440-52020	326.00	.00	326.00
520-440-52114	85.90	.00	85.90
Grand Totals:	57,582.25	.00	57,582.25

Summary by General Ledger Posting Period

Posting Period	Debit	Credit	Net

GL Posting Period	Debit	Credit	Net
12/23	40.00	.00	40.00
01/24	19,413.72	.00	19,413.72
02/24	38,128.53	.00	38,128.53
Grand Totals:	57,582.25	.00	57,582.25



A handwritten signature is written over the Grand Totals row of the table. Below the signature, the date "2/5/24" is written in cursive.

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
7526 Dylan Smith 009	1	Tree Removal	Invoice	02/09/2024	02/12/2024	2,250.00		2,250.00	100-900-52019
Total 009:						2,250.00	.00	2,250.00	
Total 7526 Dylan Smith:						2,250.00	.00	2,250.00	26086
5780 Republic Services #452 0452-00517993	1	3-0452-0023479	Invoice	01/31/2024	02/20/2024	42.47		42.47	100-900-52109
Total 0452-005179934:						42.47	.00	42.47	
0452-00519273	1	3-0452-0340655	Invoice	01/31/2024	02/29/2024	197.43		197.43	510-430-52109
Total 0452-005192736:						197.43	.00	197.43	
Total 5780 Republic Services #452:						239.90	.00	239.90	26087
5940 SAIF Corporation									
1001506684	1	Admin	Invoice	02/01/2024	03/01/2024	143.41		143.41	100-100-52103
1001506684	2	PS	Invoice	02/01/2024	03/01/2024	8.96		8.96	100-200-52103
1001506684	3	Parks	Invoice	02/01/2024	03/01/2024	80.67		80.67	100-300-52103
1001506684	4	Streets	Invoice	02/01/2024	03/01/2024	35.85		35.85	200-410-52103
1001506684	5	Water	Invoice	02/01/2024	03/01/2024	448.17		448.17	510-430-52103
1001506684	6	WW	Invoice	02/01/2024	03/01/2024	143.41		143.41	520-440-52103
1001506684	7	SD	Invoice	02/01/2024	03/01/2024	35.87		35.87	520-440-52103
Total 1001506684:						896.34	.00	896.34	
Total 5940 SAIF Corporation:						896.34	.00	896.34	26088
7274 US Bank Equipment Finance 521701243	1	Equipment Finance	Invoice	02/12/2024	02/29/2024	131.00		131.00	100-900-52023
Total 521701243:						131.00	.00	131.00	26089
Total 7274 US Bank Equipment Finance:						131.00	.00	131.00	
Total :						3,517.24	.00	3,517.24	
Grand Totals:						3,517.24	.00	3,517.24	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-52103	143.41	.00	143.41
100-200-52103	8.96	.00	8.96
100-300-52103	80.67	.00	80.67
100-900-52019	2,250.00	.00	2,250.00
100-900-52023	131.00	.00	131.00
100-900-52109	42.47	.00	42.47
200-410-52103	35.85	.00	35.85

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
510-430-52103	448.17	.00	448.17
510-430-52109	197.43	.00	197.43
520-440-52103	179.28	.00	179.28
Grand Totals:	3,517.24	.00	3,517.24

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
01/24	239.90	.00	239.90
02/24	3,277.34	.00	3,277.34
Grand Totals:	3,517.24	.00	3,517.24

[Handwritten signature]
2/12/24

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-525231	1	Standard Rented Unit	Invoice	02/16/2024	02/25/2024	106.64		106.64	500-420-52019
Total A-525231:						106.64	.00	106.64	
Total 890 Best Pots Inc:						106.64	.00	106.64	26090
1300 Cascade Columbia Distribution 888109	1	Chemicals	Invoice	02/09/2024	03/09/2024	2,639.00		2,639.00	500-420-52001
Total 888109:						2,639.00	.00	2,639.00	
Total 1300 Cascade Columbia Distribution:						2,639.00	.00	2,639.00	26091
1520 CIS TRUST MARCH 2024 F	1	Employee Health Ins	Invoice	02/15/2024	03/01/2024	1,001.49		1,001.49	100-100-51010
MARCH 2024 F	2	Employee Health Ins	Invoice	02/15/2024	03/01/2024	133.53		133.53	100-200-51010
MARCH 2024 F	3	Employee Health Ins	Invoice	02/15/2024	03/01/2024	534.13		534.13	100-300-51010
MARCH 2024 F	4	Employee Health Ins	Invoice	02/15/2024	03/01/2024	333.83		333.83	200-410-51010
MARCH 2024 F	5	Employee Health Ins	Invoice	02/15/2024	03/01/2024	3,137.99		3,137.99	500-420-51010
MARCH 2024 F	6	Employee Health Ins	Invoice	02/15/2024	03/01/2024	1,268.55		1,268.55	510-430-51010
MARCH 2024 F	7	Employee Health Insurance	Invoice	02/15/2024	03/01/2024	267.05		267.05	520-440-51010
Total MARCH 2024 FINAL INVOICE:						6,676.57	.00	6,676.57	
Total 1520 CIS TRUST:						6,676.57	.00	6,676.57	26092
1800 Consumers Power Inc. 03012024	1	1152418	Invoice	02/08/2024	03/01/2024	178.69		178.69	510-430-52109
Total 03012024:						178.69	.00	178.69	
Total 1800 Consumers Power Inc.:						178.69	.00	178.69	26093
7522 Moore Iacofano Goltsman, Inc 0084917	1	Downtown planning and revitalizati	Invoice	02/16/2024	03/16/2024	2,443.75		2,443.75	100-900-52019
Total 0084917:						2,443.75	.00	2,443.75	
Total 7522 Moore Iacofano Goltsman, Inc:						2,443.75	.00	2,443.75	26094
7524 My Bridge Team, Inc. INV-000022	1	Finance work	Invoice	02/23/2024	03/23/2024	9,788.60		9,788.60	100-900-52019
Total INV-000022:						9,788.60	.00	9,788.60	
Total 7524 My Bridge Team, Inc.:						9,788.60	.00	9,788.60	26095
5210 OreVac West Inc. 8567	1	Clean Lift Station	Invoice	02/07/2024	03/07/2024	1,052.00		1,052.00	510-430-52019
Total 8567:						1,052.00	.00	1,052.00	
Total 5210 OreVac West Inc.:						1,052.00	.00	1,052.00	26096

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
5300 Pacific Power/PacificCorp 021224	1	Utilities	Invoice	02/12/2024	03/12/2024	2,710.26		2,710.26	500-420-52109
Total 021224:						2,710.26	.00	2,710.26	
Total 5300 Pacific Power/PacificCorp:						2,710.26	.00	2,710.26	
6020 Schaefers Recreation Equipment Co 143488-1	1	Work for Tangent	Invoice	12/07/2023	02/12/2024	347.64		347.64	100-900-52115
Total 143488-1:						347.64	.00	347.64	
144453-1	1	work for Tangent	Invoice	01/30/2024	01/30/2024	415.28		415.28	100-900-52115
Total 144453-1:						415.28	.00	415.28	
144609-1	1	Chemicals for Adair WW	Invoice	02/08/2024	02/10/2024	695.28		695.28	510-430-52001
Total 144609-1:						695.28	.00	695.28	
144610	1	Return Order for Adair	Invoice	02/08/2024	02/08/2024	200.00-		200.00-	510-430-52001
Total 144610:						200.00-	.00	200.00-	
Total 6020 Schaefers Recreation Equipment Co:						1,258.20	.00	1,258.20	
7030 USA Blue Book INV00270646	1	Chemicals	Invoice	02/07/2024	03/07/2024	255.60		255.60	500-420-52001
Total INV00270646:						255.60	.00	255.60	
Total 7030 USA Blue Book:						255.60	.00	255.60	
7130 Verizon 9955963473	1	Phone	Invoice	02/06/2024	02/27/2024	99.64		99.64	510-430-52110
9955963473	2	Phone	Invoice	02/06/2024	02/27/2024	99.65		99.65	500-420-52110
9955963473	3	Phone	Invoice	02/06/2024	02/27/2024	65.69		65.69	100-900-52110
Total 9955963473:						264.98	.00	264.98	
Total 7130 Verizon:						264.98	.00	264.98	
7484 Wildish Paving Co. TWENTY TWO	1	WWTP	Invoice	02/26/2024	02/29/2024	10,067.52		10,067.52	510-430-53005
Total TWENTY TWO:						10,067.52	.00	10,067.52	
Total 7484 Wildish Paving Co.:						10,067.52	.00	10,067.52	
7290 Willamette Valley Processors 1930	1	Emergency Management	Invoice	02/16/2024	03/05/2024	800.00		800.00	100-900-52019
Total 1930:						800.00	.00	800.00	
Total 7290 Willamette Valley Processors:						800.00	.00	800.00	

26098

26098

26099

26100

26101

26102



Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total :						38,241.81	.00	38,241.81	
Grand Totals:						38,241.81	.00	38,241.81	

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
100-900-52019	13,032.35	.00	13,032.35
100-900-52110	65.69	.00	65.69
100-900-52115	762.92	.00	762.92
200-410-51010	333.83	.00	333.83
500-420-51010	3,137.99	.00	3,137.99
500-420-52001	2,894.60	.00	2,894.60
500-420-52019	106.64	.00	106.64
500-420-52109	2,710.26	.00	2,710.26
500-420-52110	99.65	.00	99.65
510-430-51010	1,268.55	.00	1,268.55
510-430-52001	695.28	200.00-	495.28
510-430-52011	1,052.00	.00	1,052.00
510-430-52109	178.69	.00	178.69
510-430-52110	99.64	.00	99.64
510-430-53005	10,067.52	.00	10,067.52
520-440-51010	267.05	.00	267.05
Grand Totals:	38,441.81	200.00-	38,241.81

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/23	347.64	.00	347.64
01/24	415.28	.00	415.28
02/24	37,678.89	200.00-	37,478.89
Grand Totals:	38,441.81	200.00-	38,241.81

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2/26/24

ADAIR VILLAGE PATROL
 January 25, 2024 - February 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									
012524 10:40:10	2024016720	1:11:44	Bottorff	3	1				patrolled city streets. 3 citizen contacts. 1 warn school zone.
012524 11:16:42	2024016756	1:13:08	Bloom						follow up at SC and prep for school presentation
012624 03:08:47	2024017320	2:00:00	Gevatosky		1		1		ARRESTED DUI DRIVER. BAC .15%/ ALMOST DOUBLE THE LEGAL LIMIT. DRIVER WAS CITED FOR GOING 83MPH/ DRIVING UNINSURED AND FAIL TO INSTALL/ USE IGNITION INTERLOCK DEVICE.
012624 03:50:37	2024017327	1:59:59	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/PARKS/BUSINESSES/ODFW. NO ACTIVITY.
012624 16:34:18	2024017768	0:16:11	Lochner						NO ACTIVITY
012624 16:52:07	2024017787	1:04:53	Blaser						NO ACTIVITY
012724 19:30:32	2024018685	1:14:54	Drongesen						Patrolled parks, neighborhoods, and highway
012824 22:38:00	2024019479	2:13:06	Hardison		5	1			HEAVY FOG. PATROLLED HIGHWAY 99W CONDUCTING SPEED ENFORCEMENT. FOUR TRAFFIC STOPS/ONE CITATION/FIVE WARNINGS.
013124 00:58:36	2024021107	1:29:46	Hardison						PATROLLED CITY STREETS/ODFW/HIGHWAY 99W.
020224 00:59:40	2024022665	1:30:30	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ODFW/CALLOWAY CREEK.
020424 22:07:06	2024024477	0:57:33	Blaser	2					2 contacted, warned for park hours
020524 09:48:46	2024024715	0:52:13	Lundy						
020524 23:27:34	2024025164	1:02:25	Hardison		2				CONDUCTED SPEED ENFORCEMENT ON HIGHWAY 99W. ONE TRAFFIC STOP/TWO WARNINGS GIVEN.
020624 20:35:46	2024025802	0:30:00	Bottorff						PATROLLED CITY STREETS, SCHOOL ZONE, ADAIR COUNTY PARK, AERODOME. split up 2 15 min blocks today.
020724 04:04:44	2024025973	2:13:31	Hardison						No stops or cites.
020724 10:27:16	2024026143	2:50:05	Bottorff	3					PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/PARKS/BUSINESSES/ODFW/CALLOWAY CREEK.
020824 13:36:38	2024027047	2:11:31	Lochner			2			3 citizen contacts. No cites or stops.
020824 23:34:27	2024027414	2:05:41	Hardison						Two stops, one arrest, 2 cites.
020924 10:59:07	2024027720	0:30:00	Bottorff		1				PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/PARKS/BUSINESSES/ODFW.
021024 19:22:44	2024028853	1:13:00	Blaser		1				1 STOP/WARN, FAIL TO DRIVE WITHIN LANE.
021124 23:21:51	2024029650	2:40:28	Hardison			1			1 warning for lighting violation
021324 11:14:32	2024030542	1:05:41	Bottorff						ONE TRAFFIC STOP/ONE CITATION. ALSO ONE DUII ARREST FROM CRASH ON CAMP ADAIR ROAD NEAR HIGHWAY 99W.
021424 17:53:02	2024031535	0:45:00	Bottorff		1				no activity
021524 00:16:23	2024031690	2:03:44	Hardison						1 STOP AND WARNING FOR TRAFFIC VIOLATIONS. PATROLLED CITY STREETS, AND ADAIR PARK, AND AERODOME. ALSO DROVE BY ADAIR COMMUNITY CENTER, BUT ITS NOT LONG AFTER BUSINESS HOURS. BEEN BREAK IN PATROLLED CITY STREETS/SCHOOL/COUNTY PARK/BUSINESS/ODFW/CITY HALL AND STORAGE SHEDS. NO ACTIVITY/HEAVY RAIN AND WIND.
021524 12:15:54	2024031948	0:34:53	Glass						SRD SANTIAM
021524 23:51:15	2024032357	2:05:46	Hardison		1				PATROLLED CITY STREETS/HIGHWAY 99W/ODFW/CITY HALL AND STORAGE BUILDINGS. ONE TRAFFIC STOP/ONE WARNING GIVEN.
021624 13:41:28	2024032737	0:53:50	Drongesen						no activity
021724 00:42:35	2024033112	1:00:29	Heese						no activity
021824 01:52:24	2024033753	1:00:00	Gevatosky						no activity



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

Administration

- **Finances** – Sarah Johnson with My Bridge Team completed the required work for the Audit, and we will be working on the rough draft of the budget this month.
- **Tangent** – Civil West is responding to an RFP for their engineer of record. I think this would help us coordinate with them a lot better.
- **City Planner** – Chase is still focusing on the zip code as well as starting to process the new application for Calloway Creek South.

Property/Businesses

- **AVIS** – I'm working with the county to get a conditional use permit to allow for other operations at the site.
- **Downtown** –
- **Restaurant** – Paul Johal is working on a menu and a plan for a new restaurant. I will hopefully have something for the council in April.

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. Civil West must inspect the wet well with an underwater camera and send that off to the divers first.
- **Calloway Creek** – The planning commission will be reviewing the next phase in March and the new PUD for the rest of the Weigle property.
- **Wastewater Plant** – Civil West and I met with Wildish and Xylem and planned to move forward and get things taken care of. We will replace most of the components and have a longer warranty.
- **Water Lines** – The city has submitted its application to FEMA.



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT
PERIOD: 1/20/2024 to 2/20/2024

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 3,688,792

Average Usage per 123K

WATER DISTRIBUTION REPORT

Maintenance Activity: Staff reported no leaks in February. Staff replaced one meter and worked with contractors on planning line replacement on Cori ct.

Collected quarterly: 1st quarter samples were taken in February.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to increase. Staff daily make adjustments on the plant to keep up with changing flows due to rain.

Total Monthly Influent: 8.7 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.

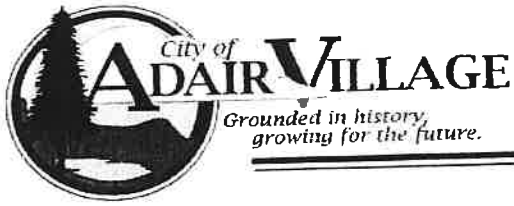
WATER TREATMENT PLANT

Maintenance Activity: We are still running the plant 20-24 hours per week. Staff cleaned chemical barrels and did chemical pump calibrations. Staff also calibrated and cleaned all turbidity meters at the plant.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is pretty good considering winter flows. Staff do daily labs on discharged water.

Completed by Matt Lydon, Public Works Supervisor



STAFF REPORT
Attachment G – Financial Report
March 5 2024, Council Meeting

We have approximately \$4,312,639.99 in the Local Government Investment Pool (LGIP). In February, we had \$4,274,832.68. Last year in February, we had \$3,491,307.41. We also currently have approximately \$218,461.14 in Citizens Bank.



OREGON STATE TREASURY

Local Government Investment Pool

ADAIR VILLAGE CITY OF

- Accounts Dashboard
- Activity History
- Statements & Documents
- Organizational Settings
- CONTACT US
- Secure Contact
- FAQ

ADAIR VILLAGE CITY OF

Move Funds

Settings

\$4,312,639.99 \$4,312,639.89

Summary Activity History Pending Activity Holdings

Summary

Investment Holdings

View Holding Details

Fiscal YTD

Since Jul 1, 202

Investment Type ↕

Market Value ↕

Oregon LGIP
\$128,823.15

Oregon LGIP

\$4,312,639.99

Total
\$128,823.15

Recent Activity

View All Activity

Account ...

Mar 01, 2024

Details

\$17,656.23

Accrual Income Div
Reinvestment - Distributions

Account Name
ADAIR VILLAGE
CITY OF

Feb 20, 2024

Details

\$10,171.28

ODOT - ODOT PYMNT

Account Number
4333

Account Opened

Jun 19, 2017



OREGON
STATE
TREASURY

Local Government
Investment Pool

Feb 15, 2024

Details
\$65.19

SFMS Fr:Administrative
Services, Dept of City Cigarette
Tax

Accounts Dashboard

Activity History

Statements & Documents

Organizational Settings

Powered By PFMAM - PROD -
Release 1.4.1

Important
Disclosures

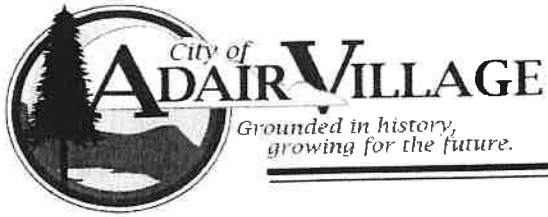
Terms &
Conditions

Privacy
Policy

CONTACT US

Secure Contact

FAQ



STAFF REPORT

Downtown

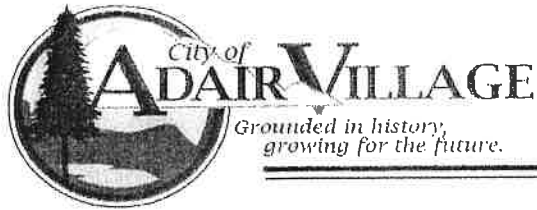
Councilors,

This is from MIG look at the materials and be ready to answer some of these questions.

Attached are some preliminary materials for your review - block layouts and photos illustrating the location, type, and character of development we will be illustrating with our three-dimensional model and associated graphics. The intent of these materials is to make sure we're on the right track and get your input before taking the next steps which will be fairly labor intensive.

Our questions for you about these materials are:

1. Are we hitting the mark on the Overall Character and Additional Considerations? Any changes needed to those?
2. Within the different concepts we have developed (Naturalistic, Contemporary, and Traditional), are there individual items you particularly like and which of the three "looks" resonates more with you?
3. Are there any particular precedent photos that don't resonate with you and shouldn't be included? Are there any that strongly resonate and should be emphasized as we move forward?



6030 NE William R. Carr Ave
Adair Village, OR 97330
Voice - 541 745-5507
Fax - 541 230-5219

SUBDIVISION OR PARTITION APPLICATION FORM

OFFICE USE ONLY:

FILE NUMBER _____

DATE IN _____

RECEIPT # _____

COMPLETED _____

DATE 12/15/24

FEE: PARTITION - \$650.00
SUBDIVISIONS - \$1,500.00 plus \$25.00 per lot

APPLICANT NAME Calloway Creek, LLC Dennis Derby

CONTACT ADDRESS 4566 NE Nightingale, AZ 85298

CONTACT PHONE/EMAIL (503) 956-3554

LOCATION:

PROPERTY ADDRESS None assigned

ASSESSOR MAP & TAX LOT NO. Map 10S-04W-31, Tax Lot 3400 & 3500

TOTAL AREA OF PROPERTY 45.11 Acres

EXISTING ZONING OF PROPERTY R-3 and LI (Pending)

EXISTING COMP PLAN DESIGNATION Residential

EXISTING USE OF THE PROPERTY Undeveloped/Grass Seed Farm

REQUESTED ACTION AND PROPOSED USE OF PROPERTY:

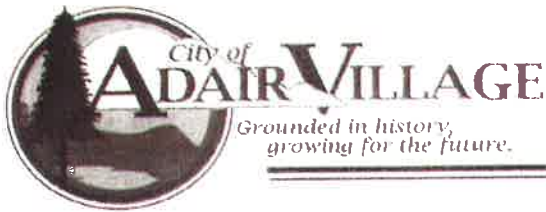
Subdivide the property into 180 Residential Lots and one remainder parcel reserved for Light Industrial.
Construct public streets. Construct water, sewer, Storm and private utility infrastructure. Construct common amenities to be for the Homeowner's Association
Project Name: Calloway Creek South

USE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION

The applicant shall state specifically what is being requested and the ordinance provisions that apply to the request. Furnish all necessary drawings, evidence and statements supporting the requested action.

APPLICANT SIGNATURE Dennis Derby 
Print Name & Sign

OWNER SIGNATURES Ron Weigel RST Weigel, LLC 
Print Name & Sign



6030 William R. Carr Ave.
Adair Village, OR 97330
541-745-5507
Fax: 541-230-5219

CONDITIONAL USE APPLICATION

Office Use:
Date Rcvd: _____
File# _____
Paid _____

DATE 12/15/24

FEE: \$1,000.00

APPLICANT NAME Calloway Creek, LLC Dennis Derby
CONTACT ADDRESS 4566 NE Nightingale Ln, Gilbert AZ 85298
CONTACT PHONE/EMAIL (503) 956-3554

LOCATION:

SITE ADDRESS None
ASSESSOR MAP & TAX LOT NO. Map 10S-04W-31, Tax Lots 3400 & 3500

TOTAL AREA OF SITE 45.11 acres (Acres or Square Feet)

EXISTING ZONING OF PROPERTY R-3 and LI (Pending)

EXISTING COMP PLAN DESIGNATION Residential

EXISTING USE OF THE PROPERTY Undeveloped/Grass Seed Farm

REQUESTED CONDITIONAL USE OF PROPERTY:

This conditional use application accompanies a subdivision request for this property.
The purpose of the conditional use application is to construct lots between 2500 square feet and 6,500 square feet. This conditional use request is necessary to construct town homes in Phase 1. The rest of the development will provide lots larger than 4,300 sf with an average of 5,300 square feet.

Project Name: Calloway Creek South

USE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION

The applicant shall state specifically what is being requested and the ordinance provisions that apply to the request. Furnish all necessary drawings, evidence and statements supporting the requested action.

APPLICANT'S SIGNATURE Dennis Derby  Print Name & Sign

OWNER'S SIGNATURE Ron Weigel  Print Name & Sign

NARRATIVE
for
CALLOWAY CREEK SOUTH
TENTATIVE SUBDIVISION PLAT
AND PLANNED DEVELOPMENT

Introduction

This project is located on the ground locally known as the Weigel Property, south of Ryals Avenue and south of Calloway Creek Subdivision. This project consists of the area within the City of Adair Village city limits located on Tax Lots 3400 & 3500 of Assessors Map 10S-04W-31 and a portion of Tax Lot 700, Assessors Map 10S 04W 31A (remainder of adjacent Calloway Creek Phase 4 subdivision under progress).

This project proposes to subdivide 45.11 acres into 180 residential lots and one 7.56 acre remainder parcel that is reserved for light industrial zone (shown as Phase 6). This project will construct public infrastructure and neighborhood parks with natural areas in phases under the Planned Development provisions of the development code. Public infrastructure including water distribution pipes, sewer collection facilities, storm collection and detention facilities will be constructed to serve the project. Franchised utilities will be extended to each of the lots as well. This project will be part of a homeowners' association, formed to care for the common areas shown on the Tentative Plat.

A Planned Development applied for as a Conditional Use is required for smaller lot sizes throughout the project and town homes in Phase 1.

A Tentative Plat showing the proposed lots and infrastructure accompanies this application.

Project Description

This project is proposed for zoned R-3 and single family lots meeting the development code regulations for the zone under will be created. The residential portions of this subdivision will be developed at a density of 5.1 lots per gross acre. Section 4.113, Residential Zone R-3 (1), states the purpose of the zone is "To provide areas suitable and desirable for higher density single-family residential use at a density of six-pot five (6.5) units per net residential acre. This project will be processed under a Conditional Use procedure as required for a Planned Development. Lot sizes have been developed to comply with Table 4.1-1 – Building Type Standards.

Phase 1 will be townhomes with either two- or three-units sharing walls. The average lot size in Phase 1 is 3,530 sf. and minimum lot size will be 2,515 sf as proposed.

Phases 2 through 5 will be single family homes similar to the to the recent development north of this project. The average lot size for the residential project is 5,940 sf and the minimum lot size in Phases 2 – 5 will be 4,167 sf as proposed.

Minor deviations to the plan that still comply with the development code may be expected during final design of the project.

Phasing of the project is designed to provide for secondary access south of the swale early in the project and provide orderly development of the water sewer and storm infrastructure. Phase 1 may not be able proceed first, pending wetlands permits for the small (1,081 sf) isolated wetlands in the middle of the phase.

The slopes of this site are gently rolling and generally less than 4%.

Wetlands have been identified on site and, to the extent feasible, have been avoided by the design and layout of the projects. Unavoidable impacts will occur in Phase 1 and are located in the center of the parcel preventing avoidance. The Wetland to be impacted is approximately 1,081 square feet in land that has been historically farmed. Natural drainage swales containing wetlands will be not be filled (impacted) by this project. Permits required for wetlands impacts will be secured from the state Division of State Lands and the Army Corps of Engineers consistent with their jurisdictional requirements.

Section 7.110(3)(b), Riparian Area Standards of the Land Use Development Code, designates a restricted area of 20ft from the top of bank or wetland limits. This project proposes to perform no grading or install structures with in the 20 feet wide regulated area. The street crossing of the swale in Phase 2 will be accomplished without filling delineated wetlands. Areas of riparian zones within the right-of-way and utility easements will be impacted by street and utility infrastructure at the swale crossing in Phase 2. The impacts will be reviewed by the city during final design of the subdivision consistent with City codes.

Parks/Open Space

A pocket park will be constructed in upland areas adjacent to the drainageway with Phase 1. This park will be designed as a “Tot-Lot” in addition to benches and a picnic table. Other amenities will be included in other common areas with the goal of providing common amenities that are walking distance from anywhere in the project to serve the residents.

Tract E is reserved for storm water detention and treatment. The areas not required for stormwater facilities, based on final design and evolving stormwater regulations, will be available for homeowners’ association passive park use or additional residential lots consistent with the lots constructed in Phases 2 through 5.

Open spaces, drainageways, parks and stormwater basins will be deeded to the Homeowners’ Association as phases are completed.

SECTION 2.326 ACCOMPANYING STATEMENTS

Sewer Utility Service

Sewer collection services will be provided to each lot of the subdivision. The operator of the sewer collection, treatment and discharge service is the City of Adair Village public system.

This project sewer collection mains will drain to the sewer pump station constructed by this developer with Calloway Creek Subdivision. In 2014 the City of Adair Village commissioned a master plan for service of this and neighboring sites. That sewer pump station and force main to serve this site and surrounding properties was constructed by this developer with Calloway Creek subdivision. This project is within the service area contemplated in the master plan and design of the pump station.

Water Supply Service

Water service will be provided to each lot of the subdivision. The source of the water is the City of Adair Village public water system.

Water supply for this project has been stubbed to the property line of this proposed subdivision by this developer. The public water system will be extended to serve the development of this site.

Ryals Avenue Widening

Ryals Avenue will be widened along the project frontage (Phase 6) to provide a 12 ft travel, a 6 ft bicycle, curb, gutter and a 6 ft sidewalk. This project will complete the widening on the south side to the Ryals Avenue to the ODOT Hwy 99W right-of-way. Ryals Avenue widening is SDC eligible and part of the existing SDC methodology.

Right-of-Ways and Public Utility Easements

Public utility easements will be provided in the front of all lots as requested by power, gas, phone and Cable TV utilities.

Storm water detention facilities and park/natural areas will be dedicated to the Homeowners' Association as Tracts.

Street right-of-way will be dedicated to the City on the final plat.

Infrastructure Financing

Financing will be through private entities and infrastructure will be installed or financially secured prior to recordation of the Final Plat. All streets within the project will be funded and constructed by the project. SDC credits, where authorized, will be credited to the Developer.

Declarations

The declarations required by ORS 92.075 on the Final Plat can be achieved by the fee owner, vendor and/or the mortgage or trust deed holder of the property.

Timing

The first phase of construction and final platting is scheduled for 1 to 2 years from approval of the Tentative Plat. Subsequent phases are planned for each 1 to 2 year period thereafter. The residential phases of the project are projected to be complete within 8 years of approval of the tentative plat and conditional use permit. Delays may be experienced obtaining wetlands fill/removal permits issued by DSL and ACOE. Current state and federal regulations allow for the proposed work and related impacts, however, federal and state permits are subject to the complexities of multiple state and federal agencies and the uncertainties, interpretations and requirements of many individual regulators. We will endeavor to keep the City updated on permit status and progress.

DECISION CRITERIA

[CODE CRITERIA WILL BE WRITTEN IN ITALICS FOLLOWED BY PROPOSED FINDINGS]

- 2.328 (1)** *Any undeveloped portion of the proposed land division can be developed in accordance with City ordinances.*

FINDINGS OF FACT

- 1.1 Streets and utilities will be stubbed to the south, but not crossing Calloway Creek to serve the land south in the event that the land is considered for annexation sometime in the future. The street right-of-way will be extended to the south boundary of the project, but the street and utility infrastructure will not be extended to the south border to protect the privacy of Crane Lane users at this time.
- 1.2 Utilities will be sized to serve master planned service areas.
- 1.3 Phase 6 will be an undeveloped remainder parcel that is reserved for limited industrial use, if zoned as such by the City.

CONCLUSION: This criterion is met.

2.328 (2) *The proposed development and all adjoining land can be developed in accordance with this Code and City Ordinances.*

FINDINGS OF FACT

- 2.1 This project will be developed consistent with City standards for the existing zone designation and Planned Development provisions.
- 2.2 No modifications to the Codes are required.
- 2.3 The City is expected to adopt zoning designations of R-3 for Phase 1-5 and Light Industrial for Phase 6.

CONCLUSION: This criterion is met.

2.328 (3) *The proposed street plan is in conformance with City standards and provides the most economic, safe and efficient circulation of traffic in relation to the existing City street system.*

FINDINGS OF FACT

- 3.1 Ryals Avenue will be widened for the length of the limits of the project frontage (Phase 6). A bike lane, curbs and sidewalk will be added.
- 3.2 Two streets will be stubbed to the project boundaries. One will be a 66 feet wide right-of-way minor collector.
- 3.3 Streets are laid out to preclude the need for public water or sewer easements through private lots other than detention/treatment stormwater facilities. The City will be granted easements to enter and resolve emergency conditions.

CONCLUSION: This criterion is met.

2.328 (4)

The proposed utility connections are available, adequate and provide the most efficient and convenient connections to the existing utility systems and the proposed utilities can be extended in the future to accommodate future growth beyond the proposed land division.

FINDINGS OF FACT

- 4.1 Franchise Utilities. Franchise utilities will be stubbed to the end of the property at the street ends. PUE's will be granted on both sides of the public streets within the development and extended to the south property line.
- 4.2 Sanitary Sewer. The Sanitary sewer pump station constructed by this developer with the adjacent Callow Creek subdivision will be utilized by this development.
- 4.3 Sanitary Sewer Lines. Sewer lines will be extended to the property edges at the street ends.
- 4.4 Sanitary Sewer. All proposed new gravity public sanitary sewers will be placed in dedicated street right-of-way.
- 4.5 Storm Drainage. Lots will drain to the streets or drainageways. Storm water in the streets will be collected in pipes and conveyed to detention/WQ basins throughout the project at the locations shown on the Tentative Plat.
- 4.6 Storm Drainage. Detention basins will discharge to the drainageways on site. These drainageways flow east under the railroad tracks.
- 4.7 Water. All lots in the proposed subdivision will be served by the public water system. Fire hydrants, mains and related appurtenances will be installed. Services will be installed during street construction. Water meters will be installed on the proposed lots at the time the homes are constructed.
- 4.8 Franchise Utility Easements. Public utility easements will be placed along both sides of all street rights-of-way for use by the franchise utility companies as shown. Prior to final engineering design all utility companies will be provided plans to design their distribution systems. Prior to final platting all franchised utility companies will be given the opportunity to obtain additional easements that may be necessary for their installations.

CONCLUSION: This criterion is met.

2.328 (6) *Special site features have been considered and utilized.*

FINDINGS OF FACT

- 5.1 Topography. The slopes of this site are gentle and generally less than 4%.
- 5.2 Floodplain. This site will propose fill within the flood plain of Calloway Creek in Phase 4. No fill will be placed within the riparian zone. Other than the lots of Phase 4 bordering Calloway Creek, the property to be developed is shown as Zone X (Areas determined to be outside the 500-year floodplain) on FEMA Flood Insurance Rate Map, Community-Panel 41003C0100F, Effective Date June 2, 2011.
- 5.3 Floodplain: There is a floodplain designated on the FIRM map over Calloway Creek. The floodplain is designated Zone A unnumbered (without base flood elevation (BFE)). A flood study will be prepared to evaluate the potential flood impacts before fill is proposed in the floodway fringe for Phase 4.
- 5.4 Lot Drainage. Generally, the streets are designed to sit below the lots and the lot grading should be directed to the street upon completion of home construction. On this site there are some exceptions, lots abutting drainageways may drain partially to the rear.
- 5.5 Wetlands. Wetlands delineations have been made and, the locations and limits are shown on the plans. Impacts to the wetlands are limited to the two small wetlands in Phase 1. Fill/Removal permits will be obtained from DSL prior to any construction impacts. These wetlands are likely exempt from Army Corps wetlands regulations. A 20ft buffer is proposed from the edge of the wetlands in Calloway Creek
- 5.6 Historic/Archeological. The subject property contains no known historic or archeological resources.
- 5.7 Agricultural Lands. This site is currently farmed for grass seed. Since the land is within the city limits it is not considered farmland for planning purposes.
- 5.8 Trees. Trees on site are generally associated with the drainageways. These areas will be generally avoided. These measures minimize impacts to trees. Phase 2 swale crossing will impact any trees in the right-of-way.
- 5.9 Open Space. Park/open space will be dedicated to the homeowners' association as shown on the Tentative Plat.
- 5.10 Natural Vegetation and Wildlife Habitat. Natural vegetation is generally associated with the drainageways and wetlands. These areas are proposed as park and open space.

CONCLUSION: This criterion is met.

- 2.328 (6) *Drainageways are protected and required drainage facilities are provided in conformance with State erosion control regulations.*

FINDINGS OF FACT

- 6.1 Storm Drainage. Storm water in the streets will be collected in pipes and conveyed to detention/water quality basins throughout the project at the locations shown on the Tentative Plat.
- 6.2 Storm Drainage. Lots will drain to the streets or drainageways.
- 6.3 Storm Drainage. Detention basins will discharge to the drainageways on site. These drainageways flow east under the railroad tracks.
- 6.4 Drainageways. Work in the drainageways and wetlands areas will be avoided to extent practicable. Impacts are at unavoidable at street and utility crossings. Street crossings will free span the wetland limits of the delineated wetlands in the drainageways thereby minimizing impacts.
- 6.5 Erosion Control. Prior to grading, 1200 C Erosion Control Permits will be obtained from The Oregon Department of Environmental Quality.

CONCLUSION: This criterion is met.

- 2.328 (7) *The extent of possible emission or nuisance characteristics are compatible with the land use zoning district, adjacent properties and the applicable standards of all regulatory agencies having jurisdiction.*

FINDINGS OF FACT

- 7.1 Emissions. Single family homes are proposed for this development. The homes will comply with State building codes. Current building codes require energy efficiencies that reduce energy use, therefore reduce emissions for power generation over existing less efficient homes.
- 7.2 Zone District Compatibility. Single family lots are allowed outright in R-3 Zone. Lot sizes proposed are allowed as a conditional use. Townhomes proposed in Phase 1 are allowed as a conditional use.
- 7.3 Adjacent Properties. The property to the north is zoned and developed residential. On the south and east boundaries, the site is bordered by agricultural land. The project is bordered on the west by State 99W with residential rural uses west of the highway.

- 7.4 Authorities Having Jurisdiction. Benton County owns Ryals Avenue; the south side of Ryals Avenue along the Phase 6 project frontage will be constructed to County standards and requirements as shown on the Tentative Plat consistent with the widening of Ryals to the east. The State of Oregon owns Highway 99W, no work is proposed on Hwy 99W. The Division of State Land (DSL) has wetland fill impact jurisdiction.

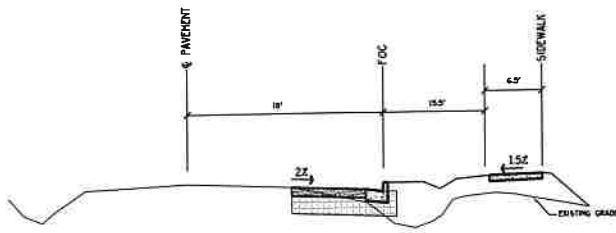
CONCLUSION: This criterion is met.

2.328 (8) *Potential adverse impacts have been mitigated to the maximum extent possible.*

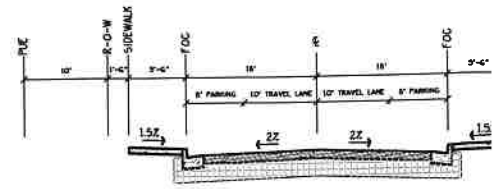
FINDINGS OF FACT

- 8.1 Site Design. The characteristics of the site have been taken into consideration in the design of this subdivision. The design features described above have been devised to minimize impacts in conformance with the zoning codes and comprehensive plan.
- 8.2 State and Federal Regulations. Wetlands and storm water quality regulations have been considered in the design of this project.
- 8.3 Local Input. City and County planning and engineering staff have been consulted during this preliminary design phase.
- 8.4 Known Impacts. Known potential impacts, project objectives and experience with numerous similar projects over the 30+ years have informed the design of this project.

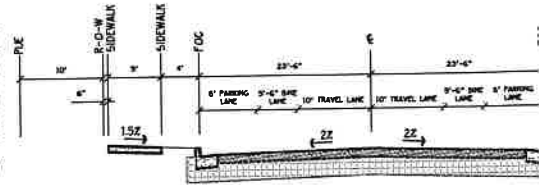
CONCLUSION: This criterion is met.



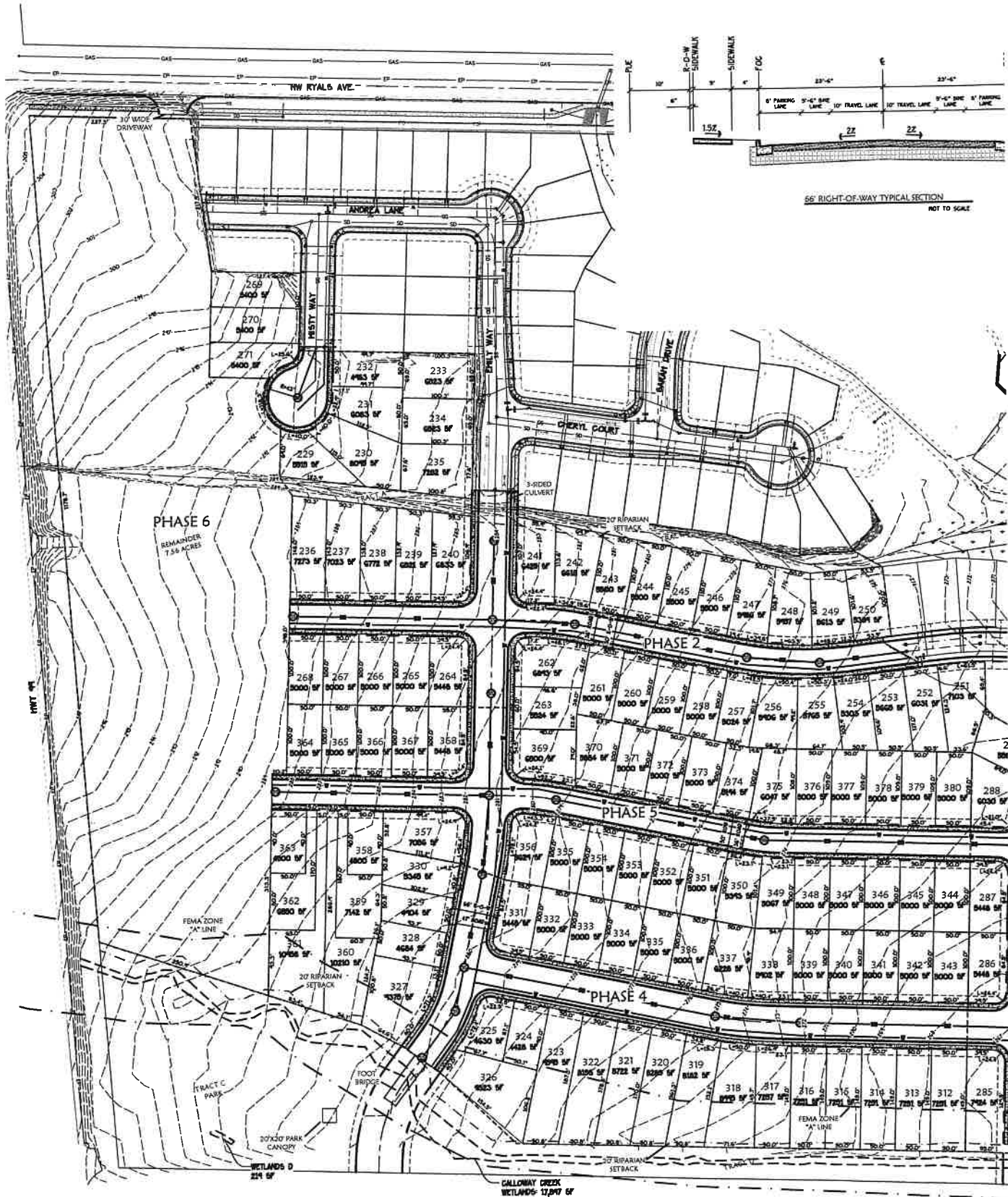
RYALS AVENUE PARTIAL STREET IMPROVEMENT
100' R-O-W
NOT TO SCALE



50' RIGHT-OF-WAY TYPICAL SECTION
NOT TO SCALE



56' RIGHT-OF-WAY TYPICAL SECTION
NOT TO SCALE

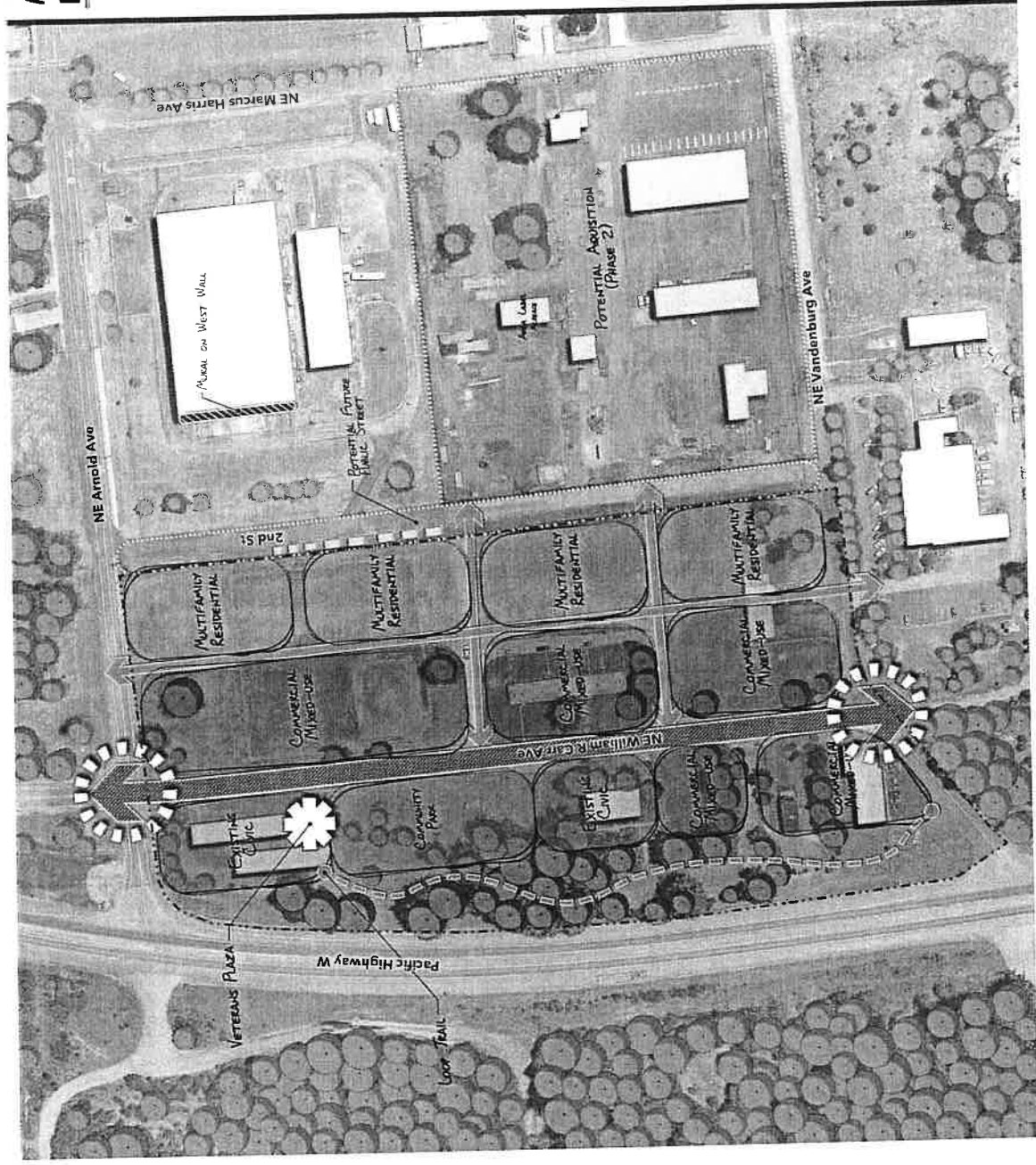


ADAIR VILLAGE DOWNTOWN

Concepts and Precedents

Current Layout

- New configuration of William R Carr Ave
- Expansion of existing civic use
- New residential along east side of project area
- Potential creation of new street on 2nd avenue and future phase on property to the east
- Mixed-use housing/ commercial along William R Carr
- New Community Park and Trails



Adair Village Downtown Plan

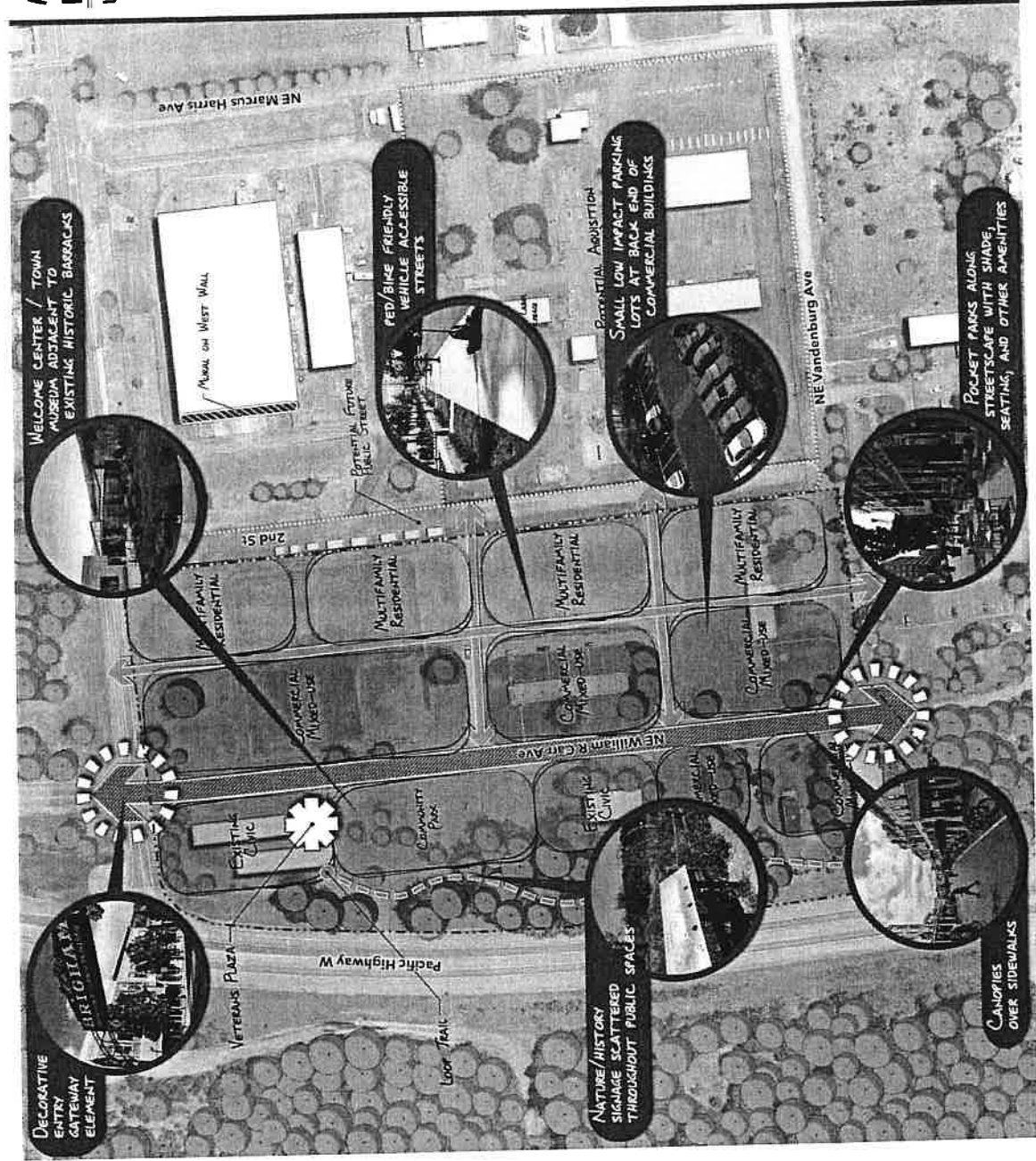
Legend

- Multifamily Residential
- Commercial Mixed Use
- Civic
- Open Space
- Complete Street
- Proposed Street
- Art Wall
- Trail
- Potential Future Development Area
- Potential Future Public Street
- Point of Interest
- Gateway



Additional Considerations

- Gateway elements at north and south ends of William R Carr
- New Civic Use building or additions
 - Museum/Cultural Center
 - Expanded Community Center / Town Hall
- Low impact development
- Canopies or awning along commercial uses
- Pocket parks
- Limited vehicle access on William R Carr



Adair Village Downtown Plan

Urban Design Considerations

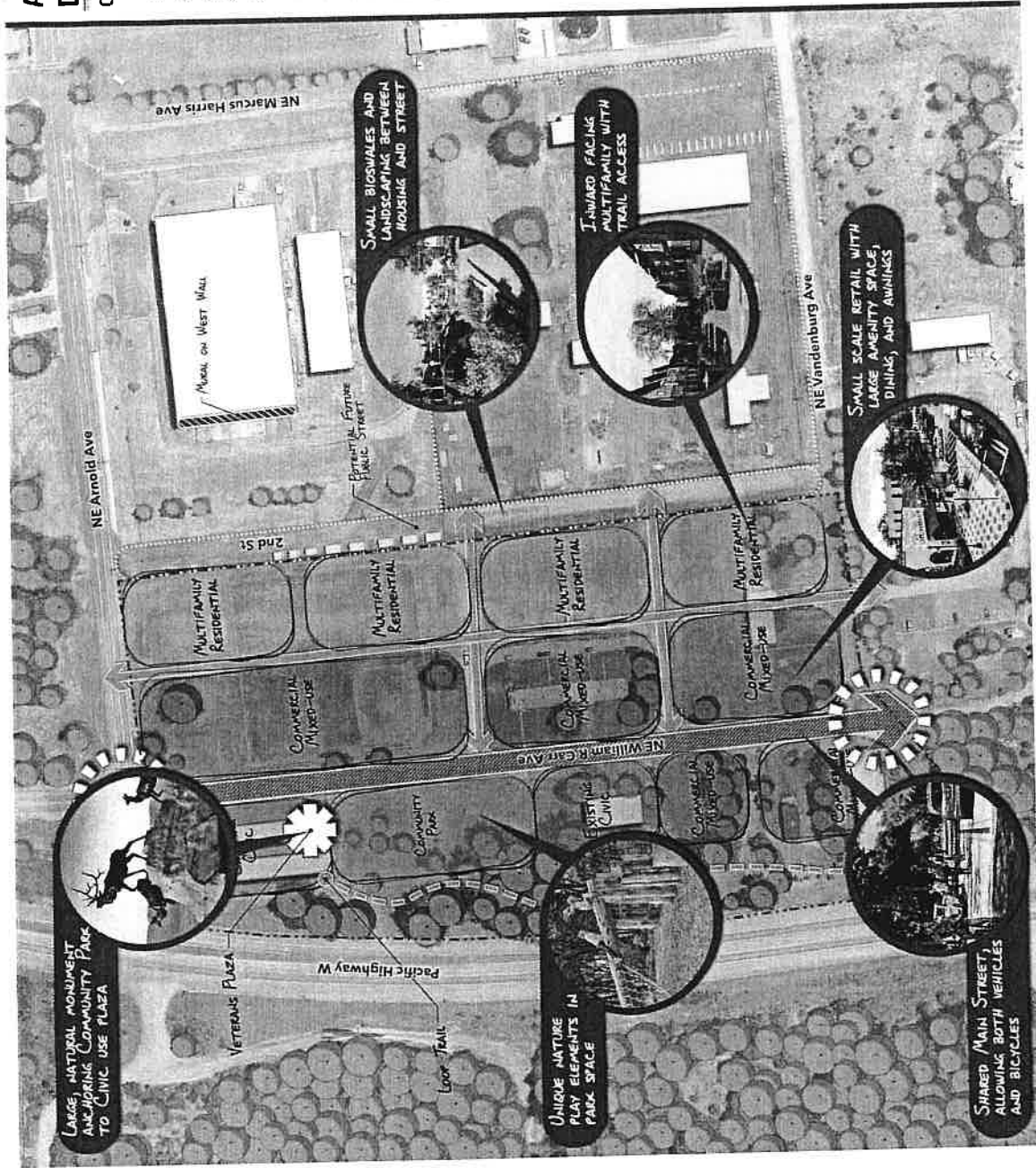
Legend

- Multifamily Residential
- Commercial Mixed Use
- Open Space
- Complete Street
- Proposed Street
- Art Wall
- Trail
- Potential Future Development Area
- Potential Future Public Street
- Point of Interest
- Gateway



Concept 1: Naturalistic

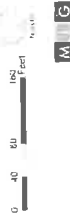
- More natural / nature-based approach focused on trails and connectivity.
- Nature play elements in park and around streetscape
- Natural building materials
- More bioswales and Low Impact Development strategies for stormwater management



Adair Village Downtown Plan Concept 1: Naturalistic

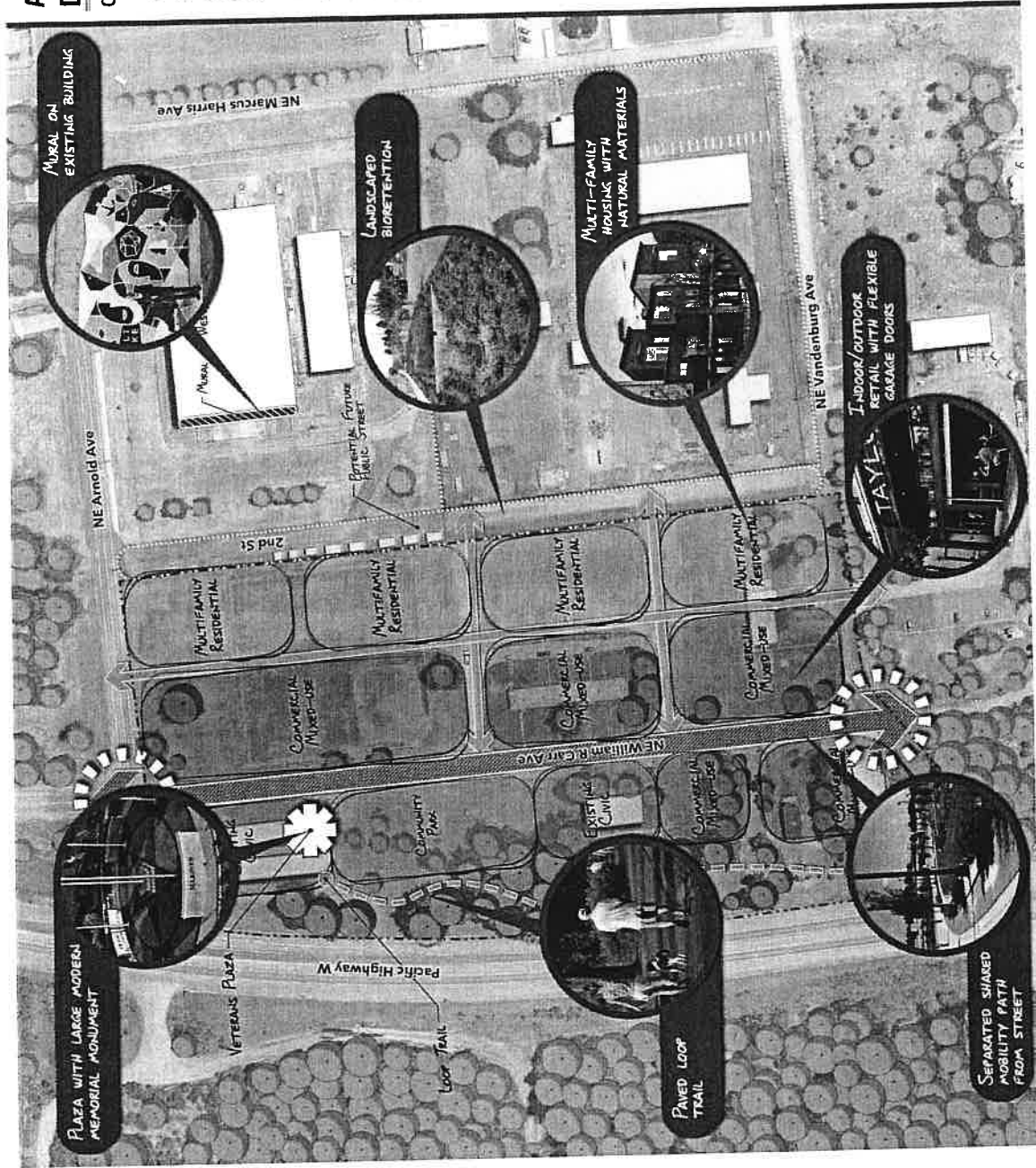
Legend

- Multifamily Residential
- Commercial Mixed Use
- Curb
- Open Space
- Complete Street
- Proposed Street
- Art Wall
- Trail
- Potential Future Development Area
- Potential Future Public Street
- Point of Interest
- Safetyway



Concept 2: Contemporary

- More built out and modern approach in terms of building design and materials
- More hardscape materials in open areas, more modern & less traditional look to landscape and architecture
- More formal / less informal

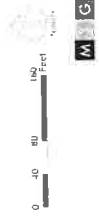


Adair Village Downtown Plan

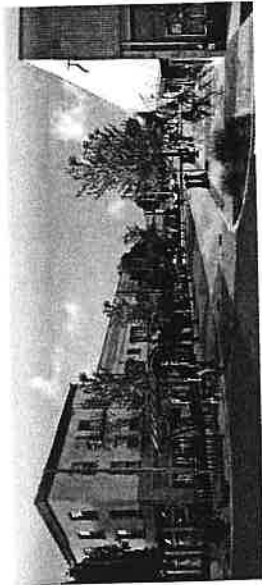
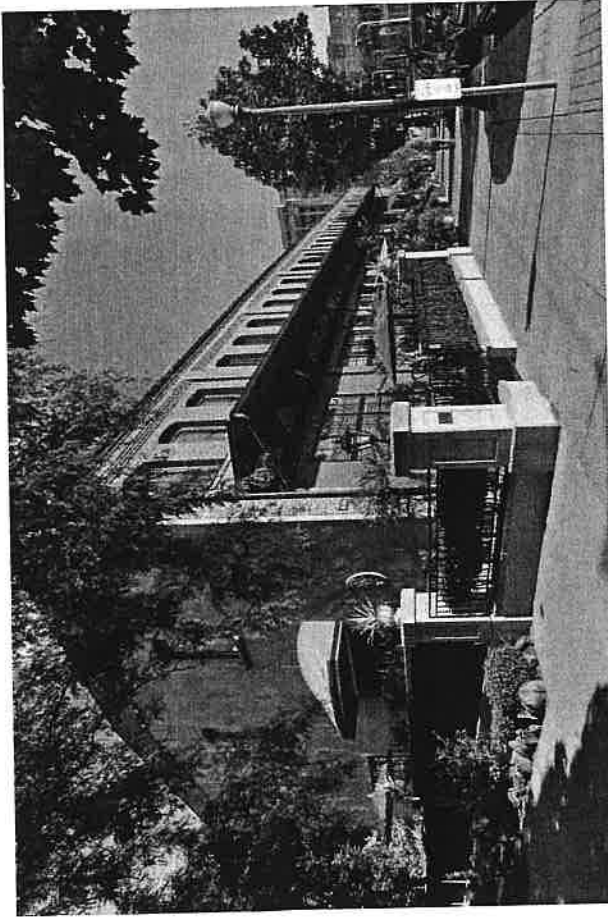
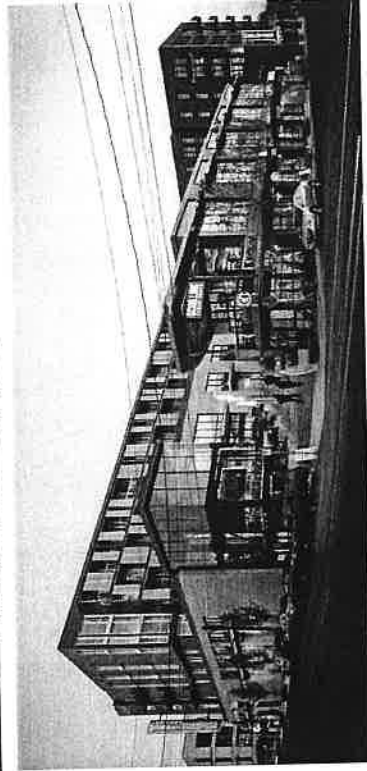
Concept 2: Contemporary

Legend

- Multifamily Residential
- Commercial Mixed Use
- Civic
- Open Space
- Complete Street
- Proposed Street
- Art Walk
- Trail
- Potential Future Development Area
- Potential Future Public Street
- Point of Interest
- Gateway

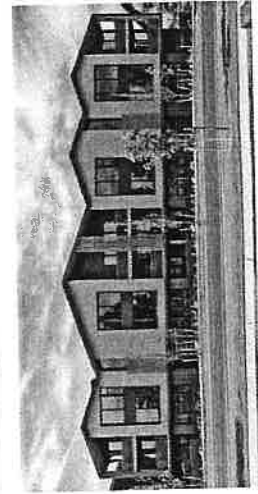
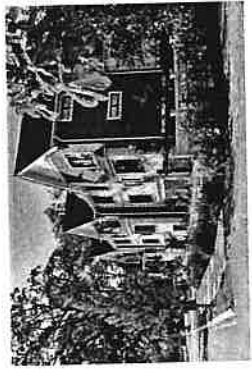
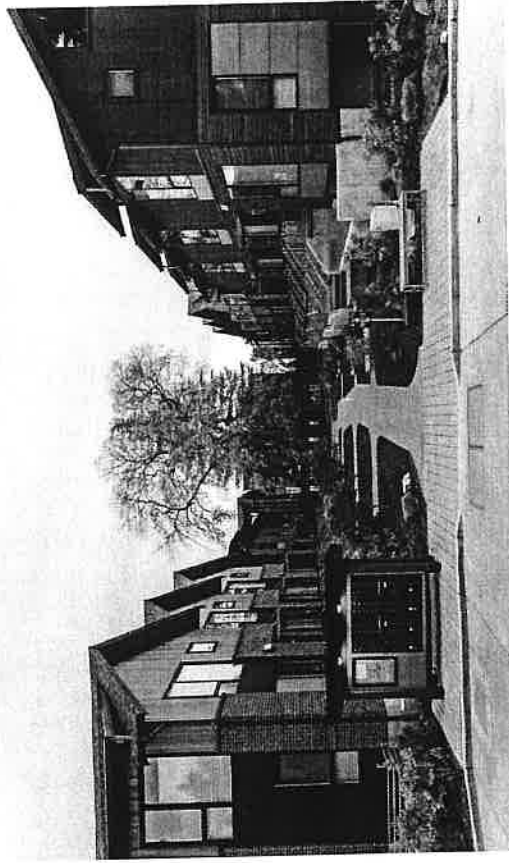


OVERALL CHARACTER



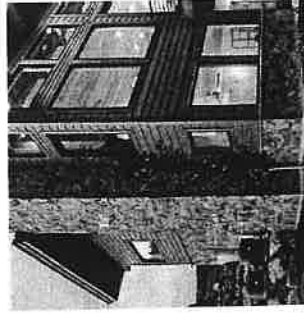
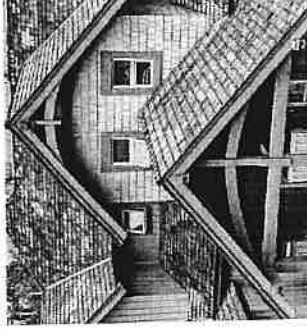
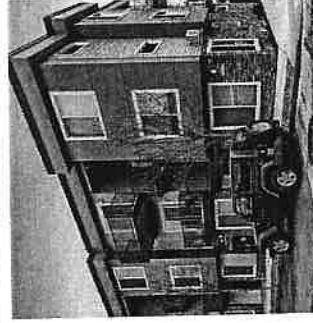
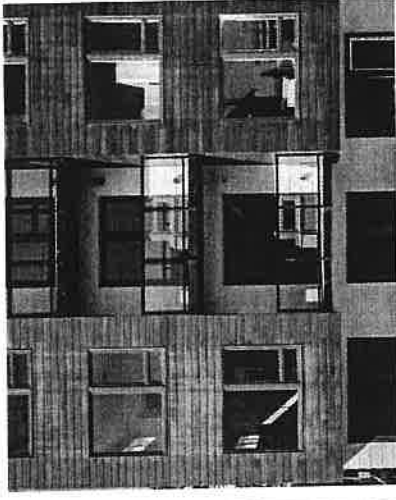
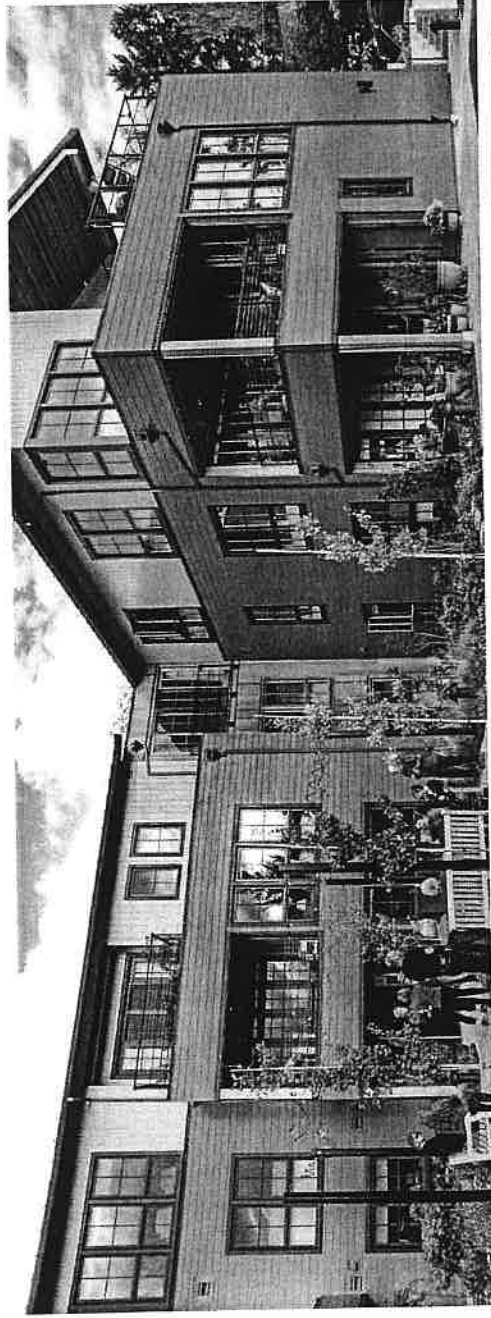
ARCHITECTURE - MULTIFAMILY

SCALE AND STYLE



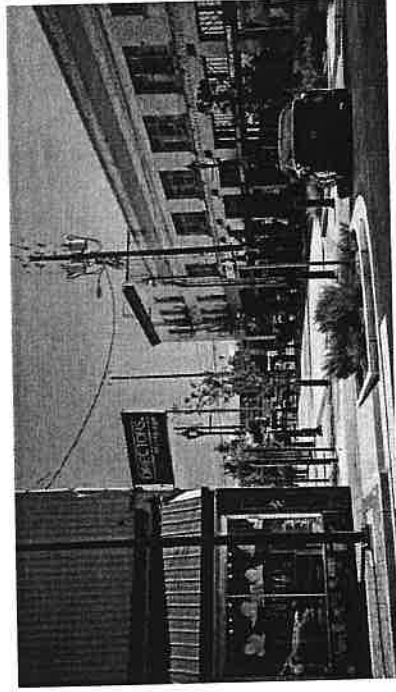
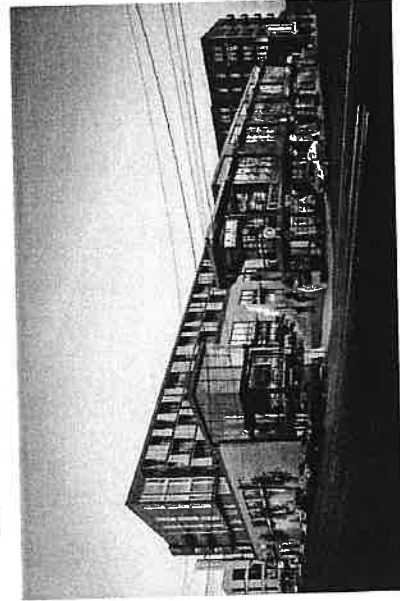
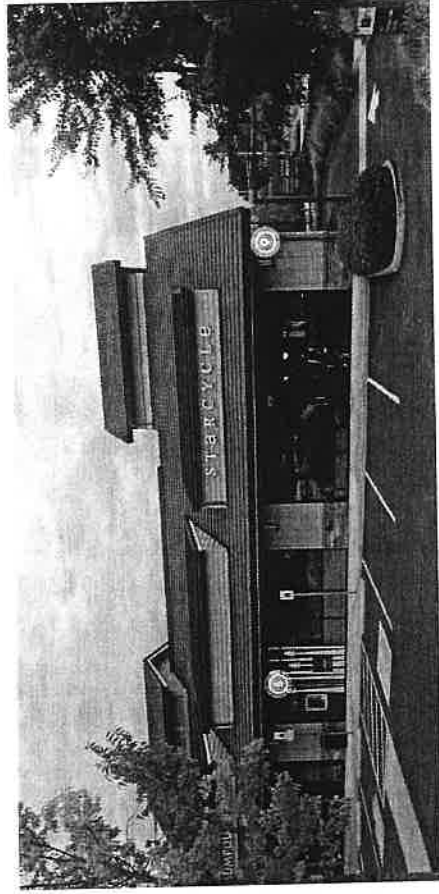
ARCHITECTURE - MULTIFAMILY

MATERIALS AND ELEMENTS



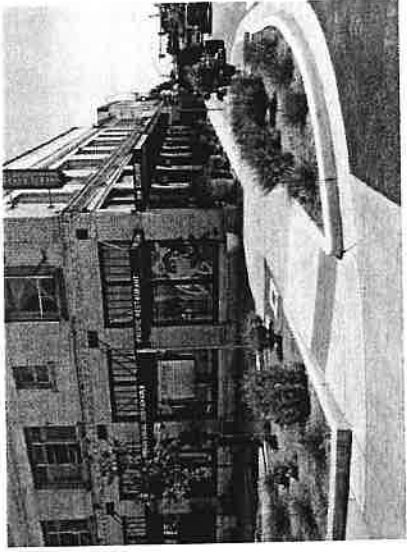
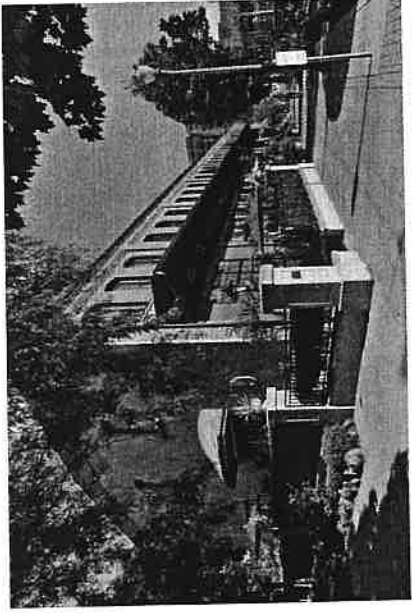
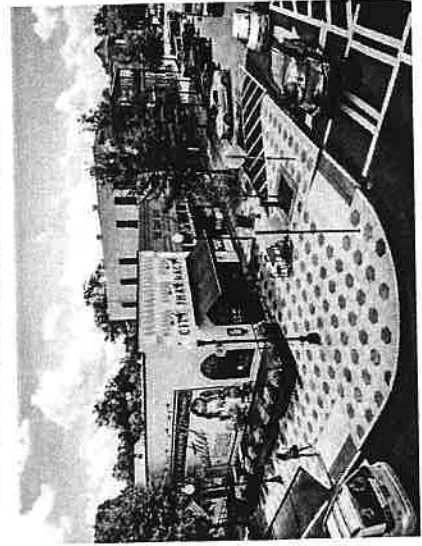
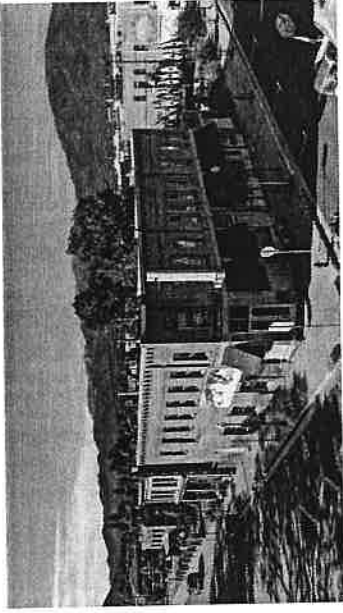
ARCHITECTURE - COMMERCIAL

SCALE AND STYLE



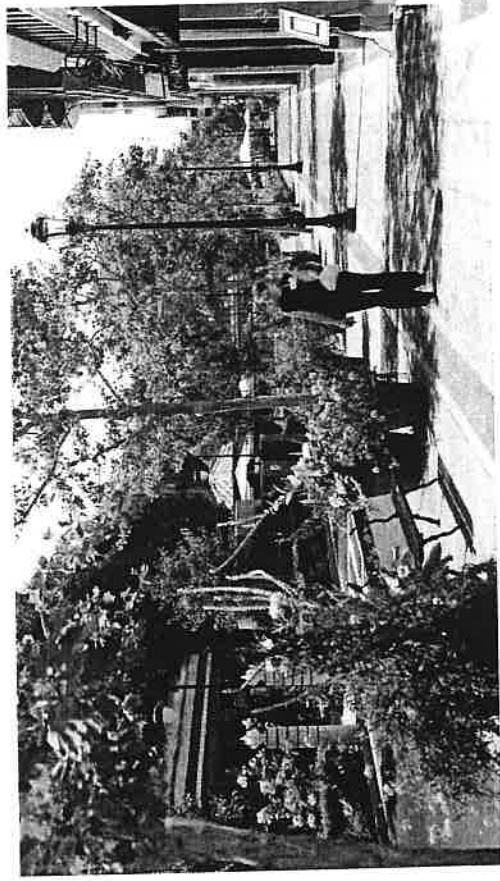
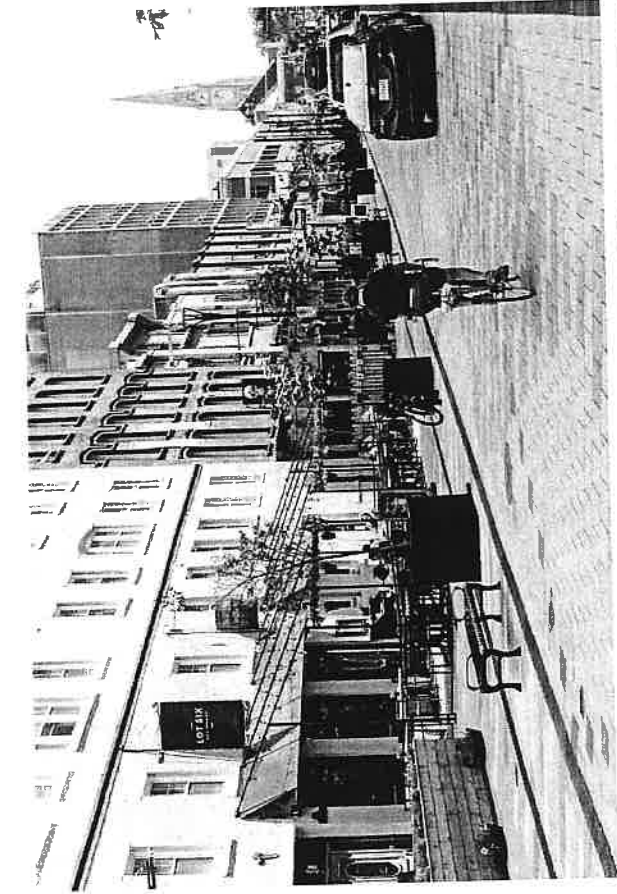
ARCHITECTURE - COMMERCIAL

MATERIALS

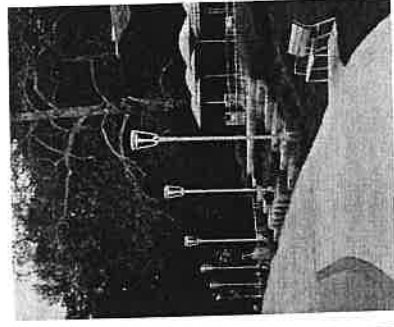
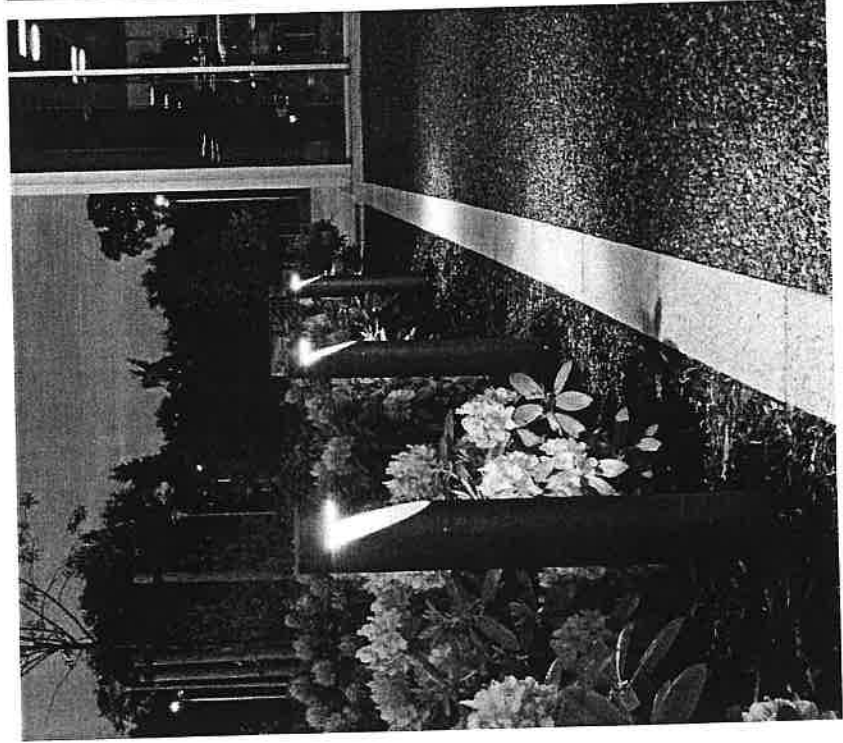
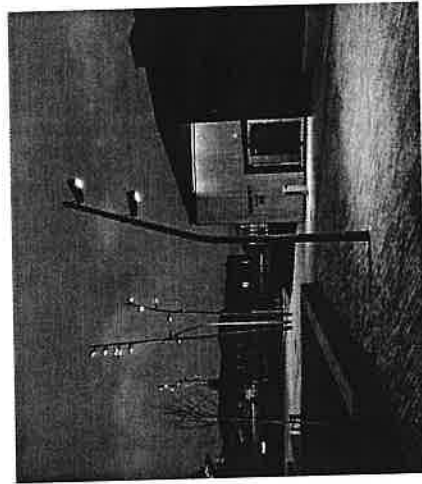
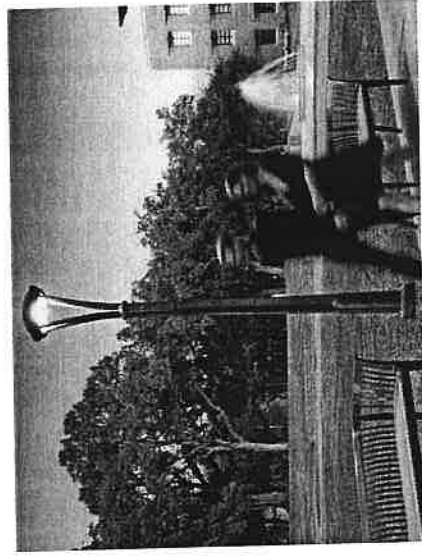


STREETS AND GATHERING SPACES

MATERIALS

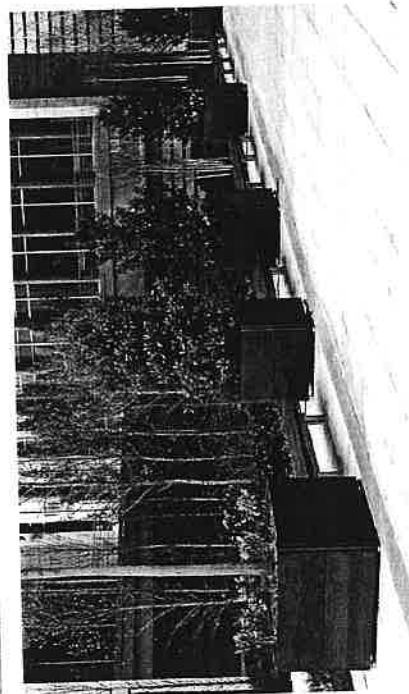
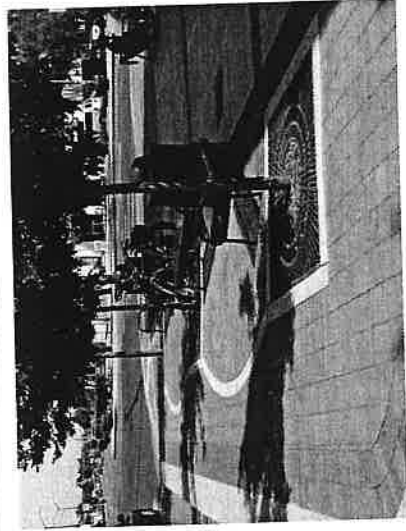
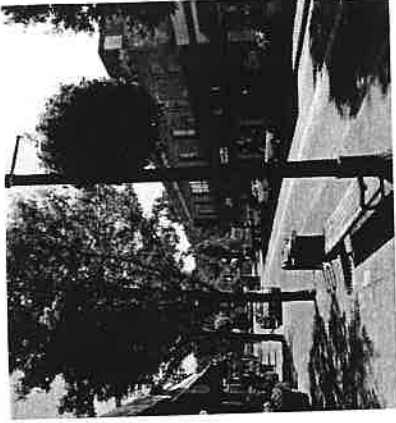
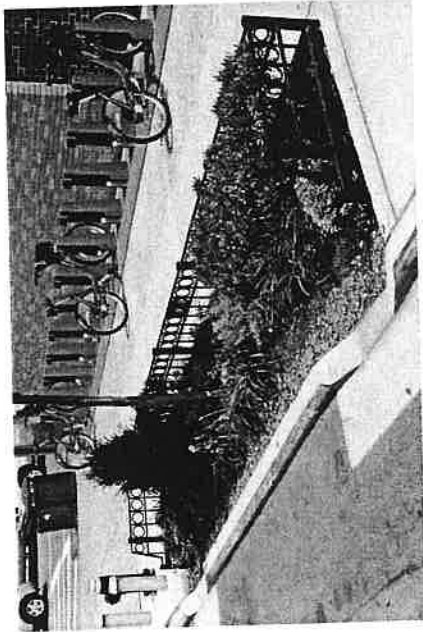
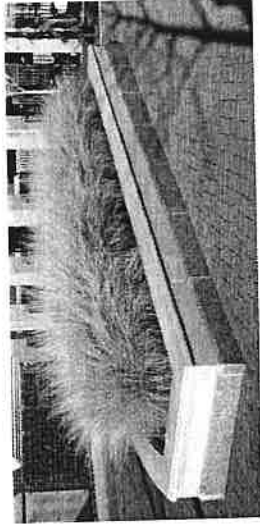


STREETS AND GATHERING SPACES LIGHTING



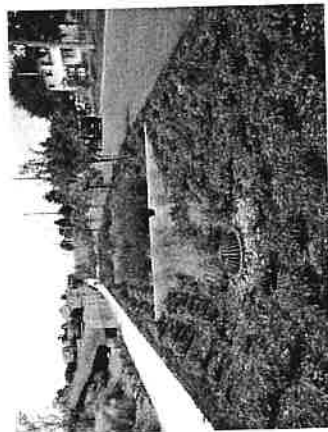
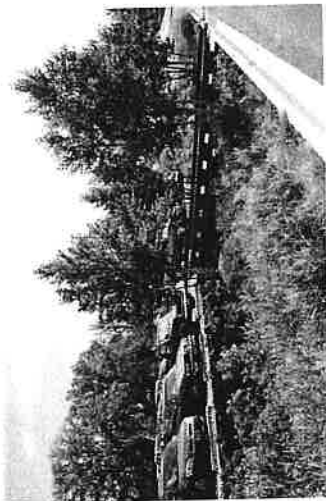
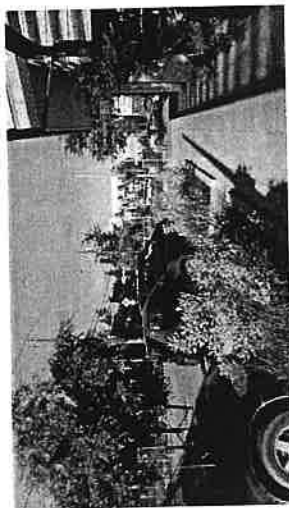
STREETS AND GATHERING SPACES

LANDSCAPE/VEGETATION



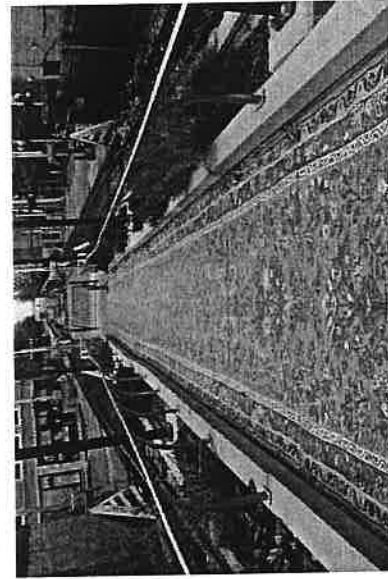
STREETS AND GATHERING SPACES

LANDSCAPE/VEGETATION



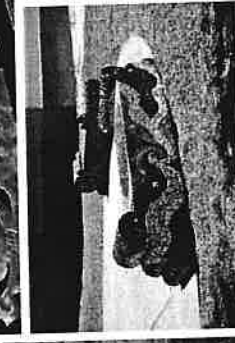
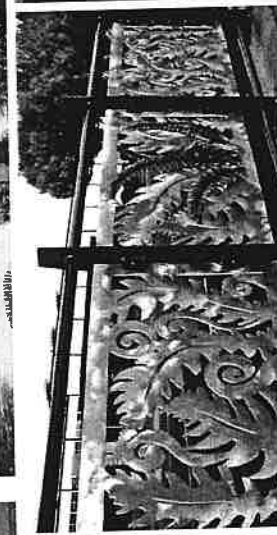
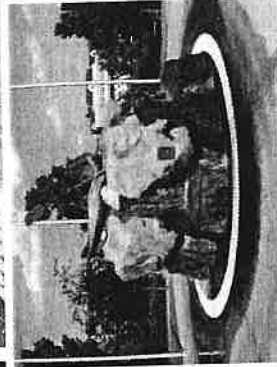
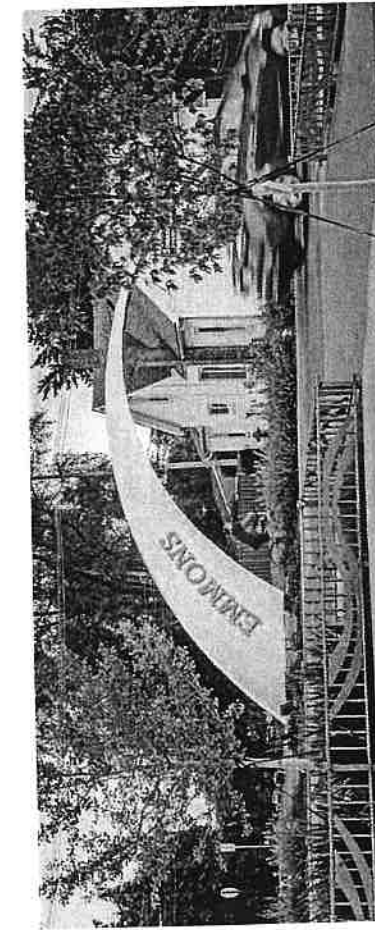
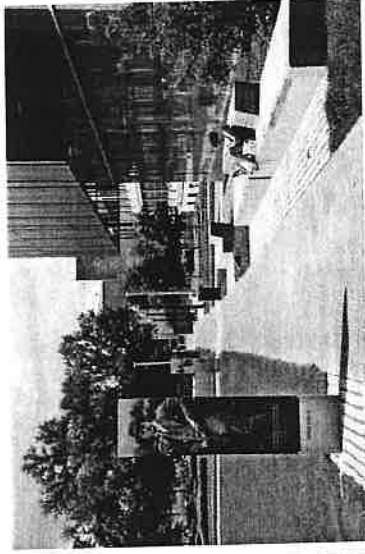
STREETS AND GATHERING SPACES

CHARACTER DEFINING ELEMENTS/PUBLIC ART



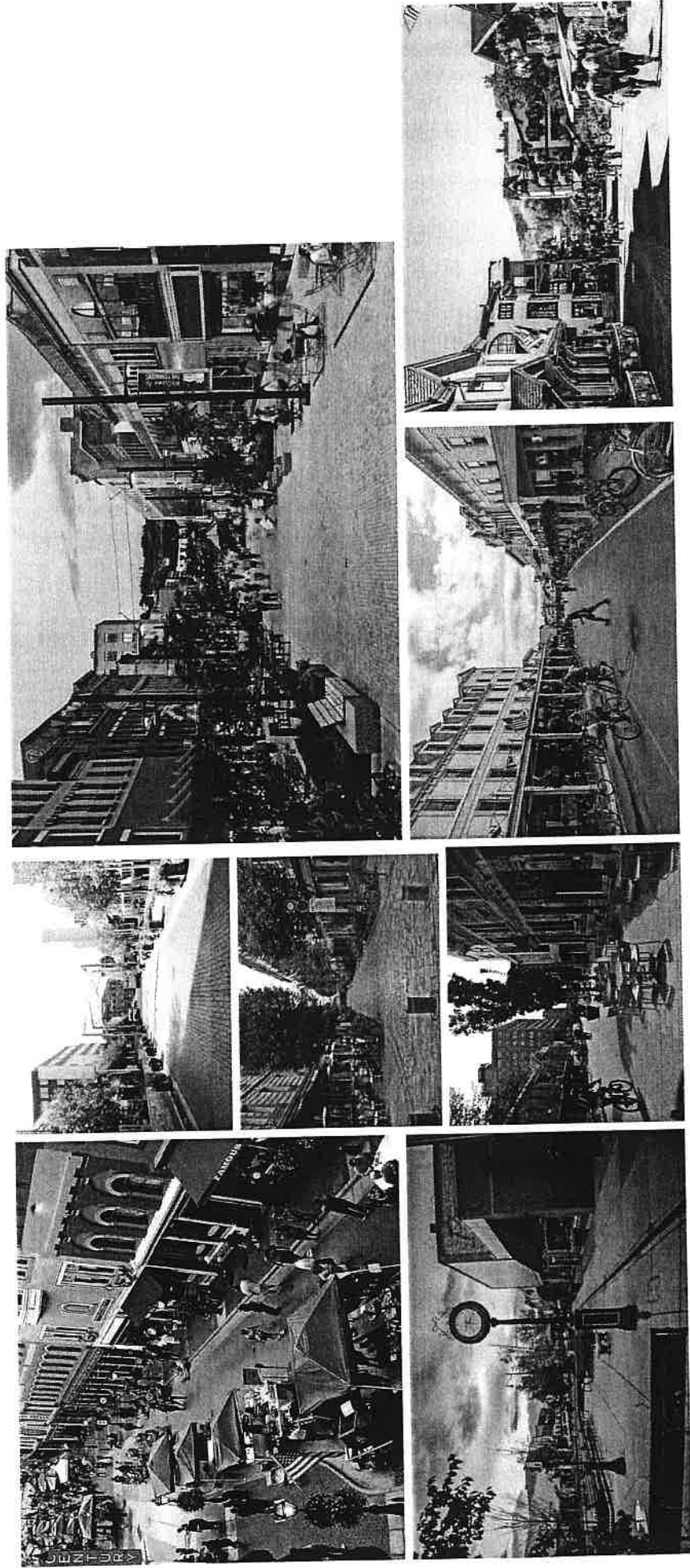
STREETS AND GATHERING SPACES

CHARACTER DEFINING ELEMENTS/PUBLIC ART



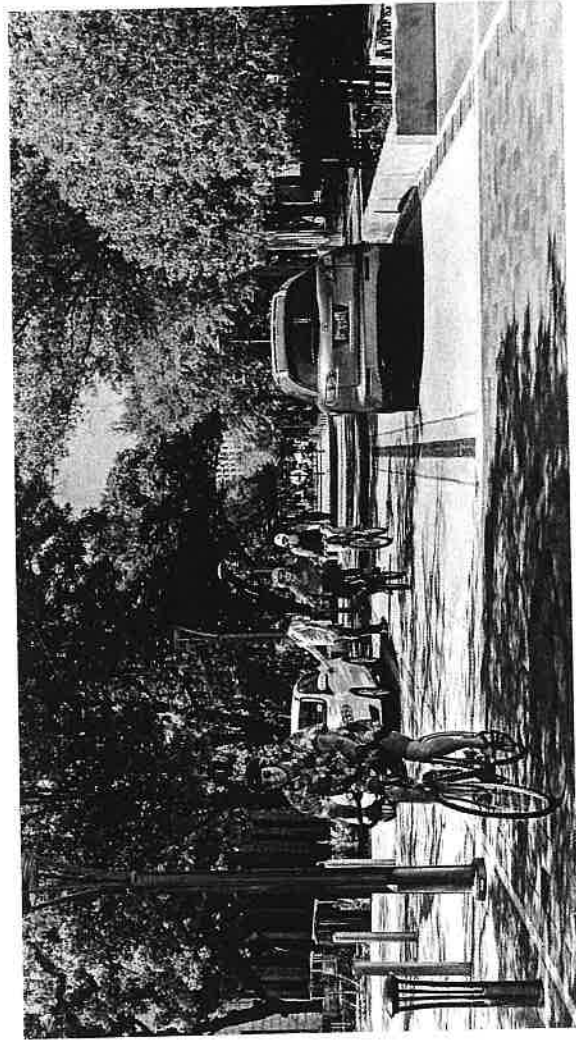
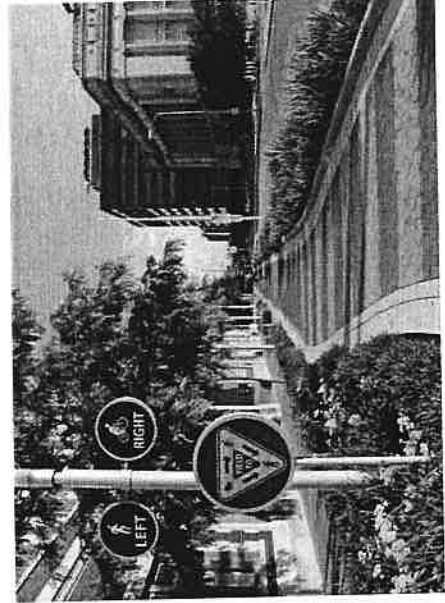
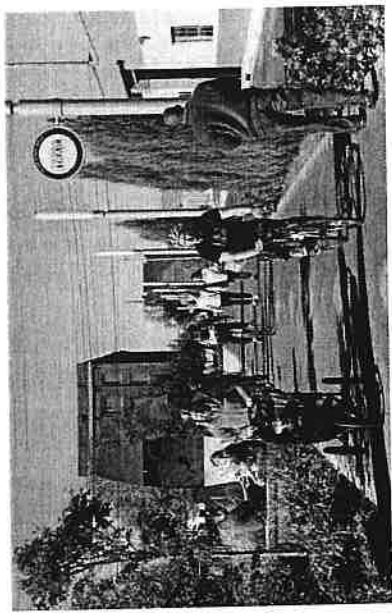
STREETS AND GATHERING SPACES

STREETSCAPE CONFIGURATION

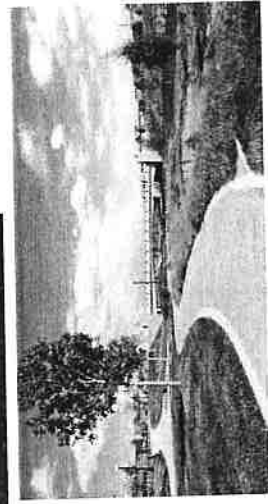


MOBILITY

BIKE AND PEDESTRIAN FACILITIES



MOBILITY TRAILS AND PATHWAYS





Xylem Water Solutions USA, Inc.
Flygt Products

Saxon Williams
West Region Service Manager
O: 979-436-3448
Saxon.Williams@xylem.com

Date: February 29, 2024
To: Adair Village
Subject: Adair Village Pump Station

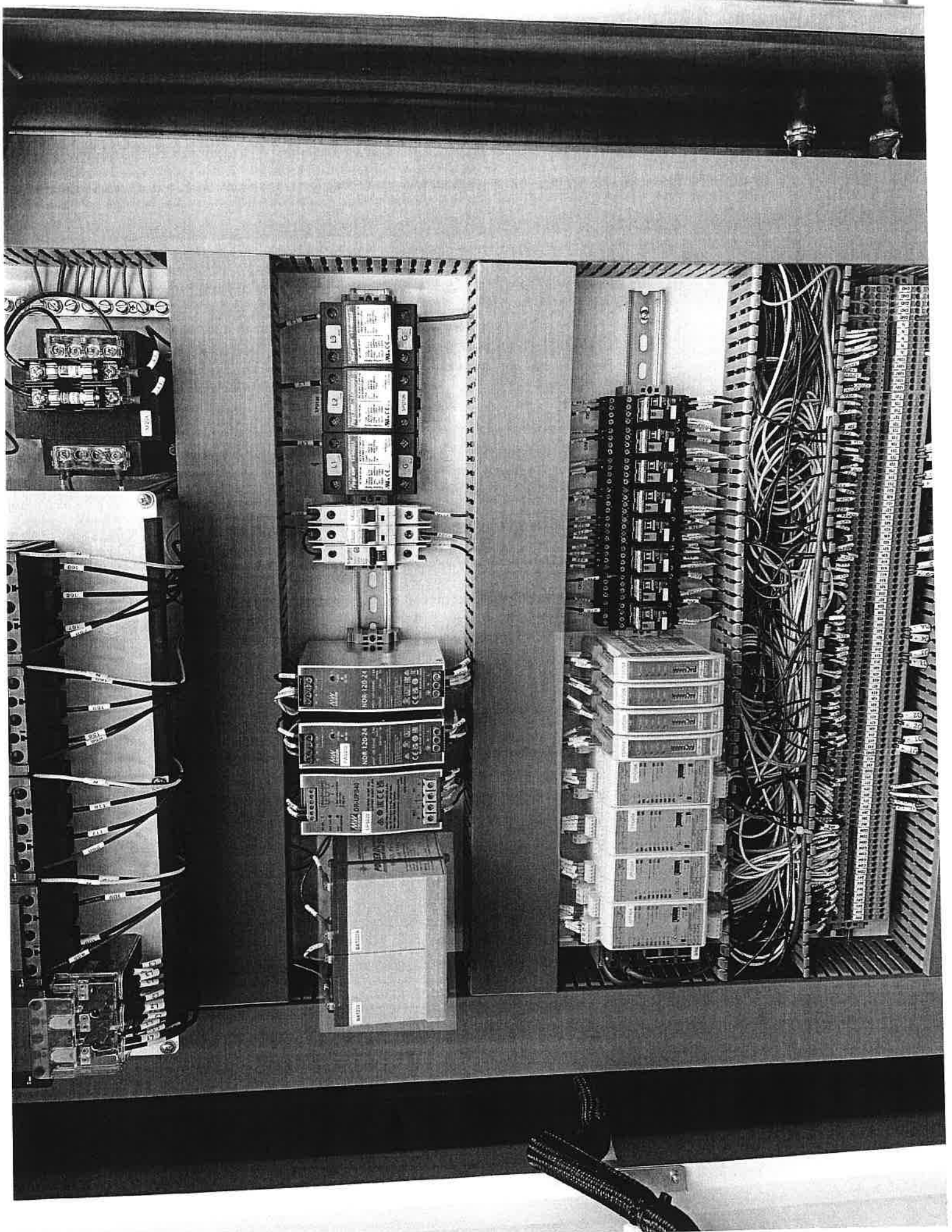
At Xylem, we strive to provide excellent products and customer service. Xylem values your business and our service team is committed to solving the issue at the Adair Village Pump Station. We want to assure you that we are taking these issues seriously and are actively working to address and resolve them.

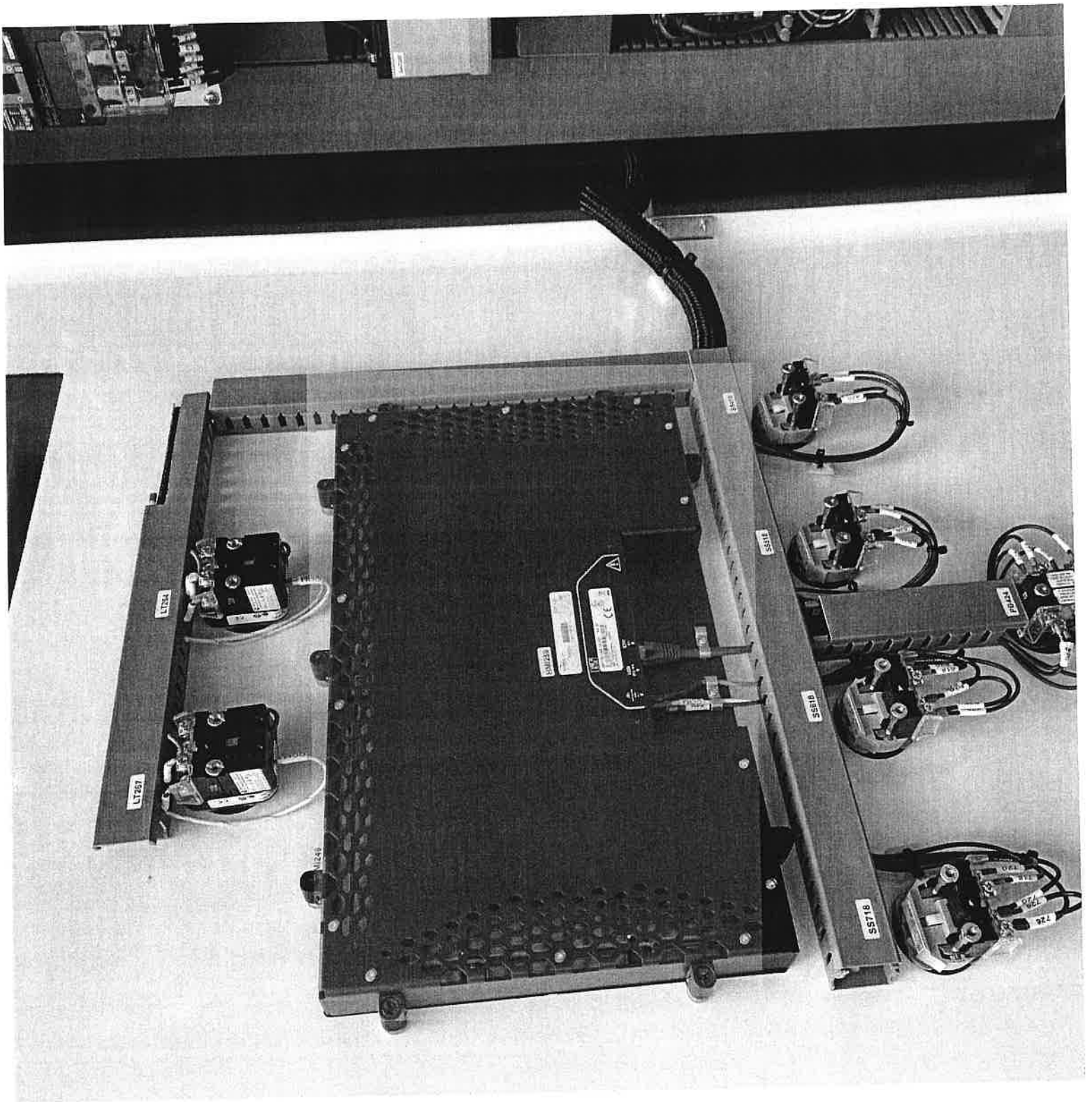
To rectify the situation, we have implemented the following steps:

1. **Investigation and Analysis:** We have conducted a comprehensive review of the station to identify the root causes. It appears that water in the panel was dripping on electrical components and shorted the power supplies. The water was most likely caused by condensation due to a faulty heater in the panel.
2. **Dedicated Point of Contact:** A dedicated member of our team, Tami Becker (Portland Branch Manager), will be your primary point of contact throughout the resolution process. Tami will ensure effective communication and swift resolution to all outstanding matters. Please feel free to reach out at tami.becker@xylem.com or 971-917-7954 with any questions or feedback.
3. **Immediate Action Plan:**
 - Various items have already been replaced. The power supplies have been replaced as well as the alarm beacon. A new heater was also installed and is operating correctly. **(Xylem to cover under warranty).**
 - Xylem will also replace (4) Safe Relay Modules, (1) XPC-Module, (3) DP Modules, (1) Concertor HMI 15' Color Touch Screen and (2) Battery, Lead Calcium 12V 7.20AH Rechargeable. All items are detailed on the Bill of Materials for the panel. **(Xylem to cover under warranty).**
 - Xylem will work with Western Integrated Technologies, the panel builder, to produce and install a drip tray under the alarm light to prevent any future water dripping onto electronics.
 - Xylem will extend the warranty on the panel for an additional two years.
4. **Follow-up:** Once we have completed the Action Plan we will follow up periodically to ensure that the system is working as intended. We are confident that once these measures are taken the panel will run, as designed for many years to come.

Once again, thank you for your patience as we work to solving this issue. We appreciate your trust in us and we look forward to restoring your confidence in our services.

Sincerely,
Saxon Williams
Regional Service Manager





Suspend the regular meeting to go into Executive Session, announce:

- 1- In accordance with ORS 192.660 (2)(e), "To conduct deliberations with persons designated by the governing body to negotiate real property transactions," the City Council will now meet in Executive Session.
- 2- All members of the audience are asked to leave the room.
- 3- No final decision will be made in Executive Session.
- 4- At the end of Executive Session we will open the doors and invite the audience back into the room.

Re-convene the regular session, simply have the Council "direct staff to proceed as discussed in Executive Session."

from Dave Doyle, City Attorney.

192.660 Executive sessions permitted on certain matters; procedures; news media representatives' attendance; limits. (1) ORS 192.610 to 192.690 do not prevent the governing body of a public body from holding executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for holding the executive session.

(2) The governing body of a public body may hold an executive session:

(a) To consider the employment of a public officer, employee, staff member or individual agent.

(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

(c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063, 441.085, 441.087 and 441.990 (3) including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.