

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
**\*\*\*\*Tuesday, May 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 – March 5, 2024 (Attachment A)
- b. Bills List through – April 2, 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) Back Flow Devices (Attachment H) Pat Hare  
**Action:** Discussion

**6. NEW BUSINESS:**

- a) Calloway Creek South PUD (Attachment I, I1) Pat Hare  
**Action:** Discussion/Decision

**7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**

- a) Resolution 2024- 6 Recreati0onal Immunity (Attachment J) Pat Hare  
**Action:** Decision

**8. EXECUTIVE SESSION** (h)

- a) N/A  
**Action:** n/a

**9. COUNCIL and MAYOR COMMENTS:**

**10. ADJOURNMENT:**

Next meetings -

City Council –Tuesday, June 4, 2024, 6:00 PM  
Planning Commission – June 18, 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](mailto: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, Apr 2, 2024 – 6:00 PM\*\*\*\***

Agenda Item	Action
<b>1. Roll Call:</b> City Council Members present: Councilors 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.
<b>2. Consent Calendar</b> Attachment A Minutes of the Mar 5, 2024, City Council Meeting Attachment B Bills List through Mar 31, 2024 (\$100,768.31).	Councilor Fuller moved to approve the Consent Calendar. Councilor Ray seconded. <b>Unanimous Approval (3-0).</b>
<b>3. Public Comment</b>	None.
<b>4. Staff Reports</b>	
<b>4a. Attachment C – Sheriff’s Report</b> - CA Hare presented the report.	Council received the report.
<b>4b. Attachment D– CSO Report</b> - CA Hare presented the report.	Council received the report.
<b>4c. Attachment E– City Administrator’s Report</b> <b>Administration</b> <ul style="list-style-type: none"> <li>• <b>Finances</b> – Sarah has gotten all accounts caught up to this point. We will be getting the rough draft of the budget out by the end of the week.</li> <li>• <b>Tangent</b> – Mowing season has started, and staff are focusing on getting some of the parks cleaned up.</li> <li>• <b>City Planner</b> – Chase and I are working on getting public notices out to hear the PUD applications at the end of the month.</li> </ul> <b>Property/Businesses</b> <ul style="list-style-type: none"> <li>• <b>AVIS</b> – DEQ is still reviewing the prosed remediation submitted.</li> <li>• <b>Downtown</b> – I have sent the council comments back and received feedback from the planning commission. I will be meeting with MIG this month to discuss.</li> <li>• <b>Restaurant</b> – Paul is working on getting a menu for the city to review.</li> </ul> <b>Major Projects/Engineering</b> <ul style="list-style-type: none"> <li>• <b>Water Plant</b> – City staff and civil west are setting up the cleaning for this summer. Staff will be cleaning the wet well and the water tanks.</li> <li>• <b>Calloway Creek</b> – The partition passed the planning commission and now they will be reviewing the Planned Unit Development.</li> </ul>	Council received the report.  Councilor Fuller directed the City Administrator Hare to enter into a lease for a new restaurant. <b>Unanimous Approval (3-0).</b>

<ul style="list-style-type: none"> <li>• <b>Wastewater Plant</b> – Xylem has cam and changed out all the required parts and they accepted the extended warranty. Staff are hoping to have the headworks completed by the need of the month.</li> <li>• <b>Water Lines</b> – The application is submitted, and we continue to work on different sections of the mainlines.</li> </ul>	
<b>4d. Attachment F – Public Works Report</b> CA Hare presented the report.	Council received the report.
<b>4e. Attachment G – Financial Report</b> CA Hare presented the report. The balance in the Local Government Investment Pool is approximately \$4,327,394.88. Last year in February, the balance was \$3,520,058.24.	Council received the report.
<b>5. Old Business –</b> <b>5a. (Attachment H) Zip Code Letter</b>	
<b>6. New Business</b> <b>6a. (Attachment I) FEMA Award Lift Station Back up Power</b>	
<b>7. Ordinance, Resolutions, and Proclamations</b> <b>7a. (Attachment J, J1) Resolution 2024- 4 Parks Grant</b>	Councilor Ray moved to approve the application for a parks grant. Councilor Fuller seconded. <b>Unanimous Approval (3-0).</b>
<b>8. Executive Session</b>	Executive session started at 6:19 p.m. and ended at 7:22 p.m. Councilor Fuller moved to direct CA Hare to negotiate a real property transaction. Councilor Ray seconded. <b>Unanimous Approval (3-0).</b>
<b>9. Council and Mayor Comments</b>	
<b>10. Adjournment:</b> City Council –Tuesday, May 5, 2024, 6:00 PM Planning Commission – Tuesday, Apr 23, 2024, 6:00pm	<b>Mayor Currier adjourned the meeting at 7:52 p.m.</b>

<b>April 2024 Bills</b>	<b>Date</b>	<b>Amount</b>
	4/2/2024	\$33,672.08
	4/16/2024	\$63,255.10
	4/16/2024	\$1,525.81
	4/26/2024	\$16,317.03

**Total** \$114,770.02

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>150 A &amp; B Septic</b>									
62769	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	3,162.00		3,162.00	100-900-52115
		Total 62769:				3,162.00	.00	3,162.00	✓
62770	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	2,145.00		2,145.00	100-900-52115
		Total 62770:				2,145.00	.00	2,145.00	✓
62771	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	200.00		200.00	100-900-52115
		Total 62771:				200.00	.00	200.00	✓
62772	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	2,185.00		2,185.00	100-900-52115
		Total 62772:				2,185.00	.00	2,185.00	✓
62820	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	667.00		667.00	100-900-52115
		Total 62820:				667.00	.00	667.00	✓
62821	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	2,397.00		2,397.00	100-900-52115
		Total 62821:				2,397.00	.00	2,397.00	✓
62826	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	530.00		530.00	100-900-52115
		Total 62826:				530.00	.00	530.00	✓
62850	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	400.00		400.00	100-900-52115
		Total 62850:				400.00	.00	400.00	✓
62852	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	200.00		200.00	100-900-52115
		Total 62852:				200.00	.00	200.00	✓
62882	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	350.00		350.00	100-900-52115
		Total 62882:				350.00	.00	350.00	✓
62883	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	375.00		375.00	100-900-52115
		Total 62883:				375.00	.00	375.00	✓
62884	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	782.00		782.00	100-900-52115
		Total 62884:				782.00	.00	782.00	✓
62885	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	350.00		350.00	100-900-52115
		Total 62885:				350.00	.00	350.00	✓
62891	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	1,690.00		1,690.00	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 62891:						1,690.00	.00	1,690.00	✓
62893	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	575.00		575.00	100-900-52115
Total 62893:						575.00	.00	✓ 575.00	
62945	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	2,675.50		2,675.50	100-900-52115
Total 62945:						2,675.50	.00	✓ 2,675.50	
62952	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	1,690.00		1,690.00	100-900-52115
Total 62952:						1,690.00	.00	✓ 1,690.00	
62956	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	550.00		550.00	100-900-52115
Total 62956:						550.00	.00	✓ 550.00	
62957	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	1,027.50		1,027.50	100-900-52115
Total 62957:						1,027.50	.00	✓ 1,027.50	
62981	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	560.00		560.00	100-900-52115
Total 62981:						560.00	.00	✓ 560.00	
63036	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	1,025.00		1,025.00	100-900-52115
Total 63036:						1,025.00	.00	✓ 1,025.00	
92892	1	Work for Tangent	Invoice	03/30/2024	04/30/2024	200.00		200.00	100-900-52115
Total 92892:						200.00	.00	✓ 200.00	
Total 150 A & B Septic:						23,736.00	.00	✓ 23,736.00	26139
<b>690 Bank of America</b>									
03232024	1	Credit Card Charges	Invoice	03/23/2024	04/23/2024	2,243.27		2,243.27	100-900-28000
Total 03232024:						2,243.27	.00	2,243.27	
Total 690 Bank of America:						2,243.27	.00	✓ 2,243.27	26140
<b>890 Best Pots Inc</b>									
A-528305	1	Standard Rented Unit	Invoice	03/31/2024	04/30/2024	155.76		155.76	500-420-52019
Total A-528305:						155.76	.00	155.76	
Total 890 Best Pots Inc:						155.76	.00	✓ 155.76	26141
<b>1550 City of Corvallis</b>									
4514472	1	Fuel	Invoice	03/15/2024	04/15/2024	275.13		275.13	500-420-52014
Total 4514472:						275.13	.00	✓ 275.13	26142

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1550 City of Corvallis:						275.13	.00	275.13	
<b>1800 Consumers Power Inc.</b>									
1152401	1	1152401	Invoice	03/19/2024	04/19/2024	35.58		35.58	100-300-52109
Total 1152401:						35.58	.00	35.58	
Total 1800 Consumers Power Inc.:						35.58	.00	✓ 35.58	26143
<b>2520 Edge Analytical, Inc</b>									
24-05833	1	DBPs	Invoice	03/06/2024	04/06/2024	364.00		364.00	500-420-52104
Total 24-05833:						364.00	.00	364.00	
Total 2520 Edge Analytical, Inc:						364.00	.00	✓ 364.00	26144
<b>7510 Kristopher Schendel</b>									
2403	1	Code Compliance	Invoice	03/31/2024	04/15/2024	2,500.00		2,500.00	100-900-52019
Total 2403:						2,500.00	.00	2,500.00	26146
Total 7510 Kristopher Schendel:						2,500.00	.00	✓ 2,500.00	26145
<b>7522 Moore Iacofano Goltsman, Inc</b>									
0085516	1	Downtown planning	Invoice	03/26/2024	04/26/2024	2,235.00		2,235.00	100-900-52019
Total 0085516:						2,235.00	.00	2,235.00	
Total 7522 Moore Iacofano Goltsman, Inc:						2,235.00	.00	✓ 2,235.00	26147
<b>4670 NW Natural</b>									
032824	1	1407224-3	Invoice	03/28/2024	04/27/2024	75.71		75.71	100-900-52109
Total 032824:						75.71	.00	75.71	
Total 4670 NW Natural:						75.71	.00	75.71	26148
<b>4800 One Call Concepts Inc</b>									
4030315	1	OR Utility Notification Center	Invoice	03/31/2024	04/30/2024	16.80		16.80	500-420-52109
4030315	2	OR Utility Notification Center	Invoice	03/31/2024	04/30/2024	16.80		16.80	510-430-52109
Total 4030315:						33.60	.00	33.60	
Total 4800 One Call Concepts Inc:						33.60	.00	✓ 33.60	26149
<b>5810 RG Smith Electric &amp; Plumbing Inc</b>									
28752	1	trouble shoot lift station	Invoice	03/29/2024	04/29/2024	1,871.89		1,871.89	510-430-52011
Total 28752:						1,871.89	.00	1,871.89	
Total 5810 RG Smith Electric & Plumbing Inc:						1,871.89	.00	✓ 1,871.89	26150
<b>999 Utility Refund</b>									
1212.04		Water	Invoice	03/28/2024	04/28/2024	78.00		78.00	500-420-52105
1212.04	2	Wastewater	Invoice	03/28/2024	04/28/2024	52.00		52.00	510-430-52105

*Infants Raguel*

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1212.04:						130.00	.00	✓ 130.00	26150
1527.03	1	Water	Invoice	03/27/2024	04/15/2024	9.68		9.68	500-420-52105
1527.03	2	Wastewater	Invoice	03/27/2024	04/15/2024	6.46		6.46	510-430-52105
Total 1527.03:						16.14	.00	✓ 16.14	26145
Total 999 Utility Refund:						146.14	.00	146.14	
Total :						33,672.08	.00	33,672.08	
Grand Totals:						33,672.08	.00	33,672.08	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-28000	2,243.27	.00	2,243.27
100-300-52109	35.58	.00	35.58
100-900-52019	4,735.00	.00	4,735.00
100-900-52109	75.71	.00	75.71
100-900-52115	23,736.00	.00	23,736.00
500-420-52014	275.13	.00	275.13
500-420-52019	155.76	.00	155.76
500-420-52104	364.00	.00	364.00
500-420-52105	87.68	.00	87.68
500-420-52109	16.80	.00	16.80
510-430-52011	1,871.89	.00	1,871.89
510-430-52105	58.46	.00	58.46
510-430-52109	16.80	.00	16.80
Grand Totals:	33,672.08	.00	33,672.08

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
03/24	33,672.08	.00	33,672.08
Grand Totals:	33,672.08	.00	33,672.08

*[Handwritten signature]*  
4/2/24



Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>640 Auto Zone</b>									
2217757263	1	Vehicle maintenance	Invoice	03/12/2024	04/12/2024	17.24		✓ 17.24	500-420-52014
Total 2217757263:						17.24	.00	17.24	
2217758199	1	Vehicle maintenance	Invoice	03/13/2024	04/13/2024	27.14		✓ 27.14	500-420-52014
Total 2217758199:						27.14	.00	27.14	
Total 640 Auto Zone:						44.38	.00	✓ 44.38	26153
<b>830 Benton County Sheriff</b>									
122472	1	Law Enforcement Services	Invoice	04/01/2024	05/01/2024	9,570.00		9,570.00	100-200-52019
Total 122472:						9,570.00	.00	9,570.00	
Total 830 Benton County Sheriff:						9,570.00	.00	✓ 9,570.00	26154
<b>890 Best Pots Inc</b>									
A-529240	1	Standard Rented Unit	Invoice	04/21/2024	05/21/2024	106.64		106.64	500-420-52019
Total A-529240:						106.64	.00	106.64	
Total 890 Best Pots Inc:						106.64	.00	✓ 106.64	26155
<b>1340 Caselle Inc.</b>									
132240	1	Monthly Software Hosting Fees	Invoice	04/01/2024	05/01/2024	773.10		773.10	500-420-52114
132240	2	Monthly Software Hosting Fee	Invoice	04/01/2024	05/01/2024	515.40		515.40	100-900-52114
132240	3	Monthly Software Hosting Fee	Invoice	04/01/2024	05/01/2024	257.70		257.70	510-430-52114
132240	4	Monthly Software Hosting Fee	Invoice	04/01/2024	05/01/2024	85.90		85.90	200-410-52114
132240	5	Monthly Software Hosting Fee	Invoice	04/01/2024	05/01/2024	85.90		85.90	520-440-52114
Total 132240:						1,718.00	.00	1,718.00	
Total 1340 Caselle Inc.:						1,718.00	.00	✓ 1,718.00	26156
<b>1610 Civil West Engineering Services Inc</b>									
1001.001C.003	1	Misc services water	Invoice	04/01/2024	05/01/2024	326.00		326.00	500-420-52020
1001.001C.003	2	Misc services ww	Invoice	04/01/2024	05/01/2024	837.00		837.00	510-430-52020
1001.001C.003	3	misc services other	Invoice	04/01/2024	05/01/2024	1,860.00		1,860.00	100-900-52020
1001.001C.003	4	Technology charge	Invoice	04/01/2024	05/01/2024	69.76		69.76	100-900-52020
Total 1001.001C.003:						3,092.76	.00	✓ 3,092.76	
1001.028.040	1	WWTP	Invoice	04/01/2024	05/01/2024	3,893.25		3,893.25	510-430-52020
Total 1001.028.040:						3,893.25	.00	✓ 3,893.25	
1001.032.032	1	HMGP	Invoice	04/01/2024	05/01/2024	24,111.75		24,111.75	500-420-53503
Total 1001.032.032:						24,111.75	.00	✓ 24,111.75	
Total 1610 Civil West Engineering Services Inc:						31,097.76	.00	31,097.76	26157
<b>1800 Consumers Power Inc.</b>									
031924	1	1152400	Invoice	03/19/2024	04/19/2024	1,192.00		✓ 1,192.00	200-410-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
031924	2	1152406	Invoice	03/19/2024	04/19/2024	186.79		✓ 186.79	100-900-52109
031924	3	1152409	Invoice	03/19/2024	04/19/2024	35.58		✓ 35.58	100-900-52109
031924	4	1152410	Invoice	03/19/2024	04/19/2024	100.80		✓ 100.80	510-430-52109
031924	5	1152411	Invoice	03/19/2024	04/19/2024	57.17		✓ 57.17	500-420-52109
031924	6	1152413	Invoice	03/19/2024	04/19/2024	233.15		✓ 233.15	510-430-52109
031924	7	1152414	Invoice	03/19/2024	04/19/2024	35.05		✓ 35.05	500-420-52109
031924	8	1152415	Invoice	03/19/2024	04/19/2024	35.05		✓ 35.05	100-900-52109
031924	9	1152419	Invoice	03/19/2024	04/19/2024	35.05		✓ 35.05	500-420-53502
031924	10	1152420	Invoice	03/19/2024	04/19/2024	1,290.30		✓ 1,290.30	510-430-52109
Total 031924:						3,200.94	.00	3,200.94	
040824	1	1152418	Invoice	04/08/2024	05/08/2024	177.90		177.90	510-430-52109
Total 040824:						177.90	.00	✓ 177.90	
Total 1800 Consumers Power Inc.:						3,378.84	.00	✓ 3,378.84	26158
<b>1910 Corvallis Power Equipment</b>									
22124CA	1	Service and Sharpen	Invoice	03/08/2024	04/20/2024	194.00		194.00	100-300-52022
Total 22124CA:						194.00	.00	194.00	
Total 1910 Corvallis Power Equipment:						194.00	.00	✓ 194.00	26159
<b>2520 Edge Analytical, Inc</b>									
24-080803	1	Quarterly TOCs	Invoice	03/27/2024	04/27/2024	113.40		113.40	500-420-52104
Total 24-080803:						113.40	.00	113.40	
Total 2520 Edge Analytical, Inc:						113.40	.00	✓ 113.40	26160
<b>7524 My Bridge Team, Inc.</b>									
INV#-000027	1	FINANCIAL SERVICES	Invoice	04/10/2024	05/10/2024	11,490.30		11,490.30	100-900-52019
Total INV#-000027:						11,490.30	.00	11,490.30	
Total 7524 My Bridge Team, Inc.:						11,490.30	.00	✓ 11,490.30	26161
<b>7518 Net Assets Corporation</b>									
111-202403	1	Title Search Software	Invoice	04/01/2024	05/01/2024	76.00		76.00	100-900-52114
Total 111-202403:						76.00	.00	76.00	
Total 7518 Net Assets Corporation:						76.00	.00	✓ 76.00	26162
<b>5300 Pacific Power/PacificCorp</b>									
041024	1	02099381-001 7	Invoice	04/10/2024	04/26/2024	2,411.74		2,411.74	500-420-52109
Total 041024:						2,411.74	.00	2,411.74	
Total 5300 Pacific Power/PacificCorp:						2,411.74	.00	✓ 2,411.74	26163
<b>7527 Rays Septic Tank Service</b>									
14124	1	Work for Tangent	Invoice	04/01/2024	05/01/2024	594.00		594.00	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 14124:						594.00	.00	594.00	
Total 7527 Rays Septic Tank Service:						594.00	.00	✓ 594.00	26164
<b>5780 Republic Services #452</b>									
0452-00522105	1	3-0452-0023479	Invoice	03/31/2024	04/20/2024	42.47		42.47	100-900-52109
Total 0452-005221055:						42.47	.00	✓ 42.47	
0452-00523400	1	3-0452-0340655	Invoice	03/31/2024	04/20/2024	160.55		160.55	510-430-52109
Total 0452-005234000:						160.55	.00	✓ 160.55	
Total 5780 Republic Services #452:						203.02	.00	✓ 203.02	26165
<b>6020 Schaefers Recreation Equipment Co</b>									
145191-1	1	Chemicals	Invoice	03/12/2024	04/10/2024	295.28		295.28	510-430-52001
Total 145191-1:						295.28	.00	✓ 295.28	
145724-1	1	Chemicals	Invoice	04/03/2024	05/10/2024	695.28		695.28	510-430-52001
Total 145724-1:						695.28	.00	✓ 695.28	
Total 6020 Schaefers Recreation Equipment Co:						990.56	.00	✓ 990.56	26166
<b>7274 US Bank Equipment Finance</b>									
526460266	1	Equipment Finance	Invoice	04/16/2024	04/30/2024	131.00		131.00	100-900-52023
Total 526460266:						131.00	.00	131.00	
Total 7274 US Bank Equipment Finance:						131.00	.00	✓ 131.00	26168
<b>999 Utility Refund</b>									
1245.10	1	Water	Invoice	04/11/2024	05/11/2024	42.48		42.48	500-420-52105
1245.10	2	Wastewater	Invoice	04/11/2024	05/11/2024	28.32		28.32	510-430-52105
Total 1245.10:						70.80	.00	70.80	
Total 999 Utility Refund:						70.80	.00	✓ 70.80	26167
<b>7130 Verizon</b>									
9960922739	1	Phone	Invoice	04/06/2024	04/28/2024	99.63		99.63	500-420-52110
9960922739	2	Phone	Invoice	04/06/2024	04/28/2024	99.62		99.62	510-430-52110
9960922739	3	Phone	Invoice	04/06/2024	04/28/2024	65.41		65.41	100-900-52110
Total 9960922739:						264.66	.00	264.66	
Total 7130 Verizon:						264.66	.00	✓ 264.66	26169
<b>7290 Willamette Valley Processors</b>									
1932	1	Emergency Management	Invoice	04/15/2024	05/14/2024	800.00		800.00	100-900-52019
Total 1932:						800.00	.00	✓ 800.00	26170

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 7290 Willamette Valley Processors:						800.00	.00	800.00	
Total :						63,255.10	.00	63,255.10	
Grand Totals:						63,255.10	.00	63,255.10	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-200-52019	9,570.00	.00	9,570.00
100-300-52022	194.00	.00	194.00
100-900-52019	12,290.30	.00	12,290.30
100-900-52020	1,929.76	.00	1,929.76
100-900-52023	131.00	.00	131.00
100-900-52109	299.89	.00	299.89
100-900-52110	65.41	.00	65.41
100-900-52114	591.40	.00	591.40
100-900-52115	594.00	.00	594.00
200-410-52109	1,192.00	.00	1,192.00
200-410-52114	85.90	.00	85.90
500-420-52014	44.38	.00	44.38
500-420-52019	106.64	.00	106.64
500-420-52020	326.00	.00	326.00
500-420-52104	113.40	.00	113.40
500-420-52105	42.48	.00	42.48
500-420-52109	2,503.96	.00	2,503.96
500-420-52110	99.63	.00	99.63
500-420-52114	773.10	.00	773.10
500-420-53502	35.05	.00	35.05
500-420-53503	24,111.75	.00	24,111.75
510-430-52001	990.56	.00	990.56
510-430-52020	4,730.25	.00	4,730.25
510-430-52105	28.32	.00	28.32
510-430-52109	1,962.70	.00	1,962.70
510-430-52110	99.62	.00	99.62
510-430-52114	257.70	.00	257.70
520-440-52114	85.90	.00	85.90
Grand Totals:	63,255.10	.00	63,255.10

*[Handwritten signature]*  
4/16/24

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
03/24	4,051.02	.00	4,051.02
04/24	59,204.08	.00	59,204.08
Grand Totals:	63,255.10	.00	63,255.10

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>3240 Internal Revenue Service</b>									
LTR2782C	1	LTR2782C TAX PERIOD 202312	Invoice	04/04/2024	04/16/2024	1,525.81		1,525.81	100-000-21000
Total LTR2782C:						1,525.81	.00	1,525.81	
Total 3240 Internal Revenue Service:						1,525.81	.00	1,525.81	26171
Total :						1,525.81	.00	1,525.81	
Grand Totals:						1,525.81	.00	1,525.81	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-21000	1,525.81	.00	1,525.81
Grand Totals:	1,525.81	.00	1,525.81

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
04/24	1,525.81	.00	1,525.81
Grand Totals:	1,525.81	.00	1,525.81

*[Handwritten Signature]*  
4/16/24

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>890 Best Pots Inc</b>									
A-530152	1	Standard Rented Unit	Invoice	04/30/2024	05/10/2024	155.76		155.76	500-420-52019
Total A-530152:						155.76	.00	155.76	
Total 890 Best Pots Inc:						155.76	.00	✓ 155.76	26172
<b>1520 CIS TRUST</b>									
MAY 2024 FINA	1	Employee Health Ins	Invoice	04/15/2024	05/14/2024	1,001.49		1,001.49	100-100-51010
MAY 2024 FINA	2	Employee Health Ins	Invoice	04/15/2024	05/14/2024	133.53		133.53	100-200-51010
MAY 2024 FINA	3	Employee Health Ins	Invoice	04/15/2024	05/14/2024	534.13		534.13	100-300-51010
MAY 2024 FINA	4	Employee Health Ins	Invoice	04/15/2024	05/14/2024	333.83		333.83	200-410-51010
MAY 2024 FINA	5	Employee Health Ins	Invoice	04/15/2024	05/14/2024	3,137.99		3,137.99	500-420-51010
MAY 2024 FINA	6	Employee Health Ins	Invoice	04/15/2024	05/14/2024	1,268.55		1,268.55	510-430-51010
MAY 2024 FINA	7	Employee Health Insurance	Invoice	04/15/2024	05/14/2024	267.05		267.05	520-440-51010
Total MAY 2024 FINAL INVOICE:						6,676.57	.00	6,676.57	
Total 1520 CIS TRUST:						6,676.57	.00	✓ 6,676.57	26173
<b>1550 City of Corvallis</b>									
4514811	1	Fuel	Invoice	04/15/2024	05/14/2024	375.30		375.30	500-420-52014
Total 4514811:						375.30	.00	375.30	
Total 1550 City of Corvallis:						375.30	.00	✓ 375.30	26174
<b>1800 Consumers Power Inc.</b>									
041824	1	1152400	Invoice	04/18/2024	05/18/2024	1,192.00		✓ 1,192.00	200-410-52109
041824	2	1152401	Invoice	04/18/2024	05/18/2024	37.61		✓ 37.61	100-300-52109
041824	3	1152406	Invoice	04/18/2024	05/18/2024	186.79		✓ 186.79	100-900-52109
041824	4	1152409	Invoice	04/18/2024	05/18/2024	35.58		✓ 35.58	100-900-52109
041824	5	1152410	Invoice	04/18/2024	05/18/2024	100.80		✓ 100.80	510-430-52109
041824	6	1152411	Invoice	04/18/2024	05/18/2024	57.17		✓ 57.17	500-420-52109
041824	7	1152413	Invoice	04/18/2024	05/18/2024	233.15		✓ 233.15	510-430-52109
041824	8	1152414	Invoice	04/18/2024	05/18/2024	35.05		✓ 35.05	500-420-52109
041824	9	1152415	Invoice	04/18/2024	05/18/2024	35.05		✓ 35.05	100-900-52109
041824	10	1152419	Invoice	04/18/2024	05/18/2024	35.05		✓ 35.05	500-420-53502
041824	11	1152420	Invoice	04/18/2024	05/18/2024	1,309.65		✓ 1,309.65	510-430-52109
Total 041824:						3,257.90	.00	3,257.90	
Total 1800 Consumers Power Inc.:						3,257.90	.00	✓ 3,257.90	26176
<b>2670 Ferguson Enterprises Inc</b>									
1257385	1	meter boxes	Invoice	04/16/2024	05/16/2024	1,789.64		1,789.64	500-420-52011
Total 1257385:						1,789.64	.00	1,789.64	
Total 2670 Ferguson Enterprises Inc:						1,789.64	.00	1,789.64	26177
<b>7508 McKenna Ziegler</b>									
00010	1	Cleaning Services	Invoice	04/22/2024	05/24/2024	350.00		350.00	100-900-52019
Total 00010:						350.00	.00	✓ 350.00	26178

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 7508 McKenna Ziegler:						350.00	.00	350.00	
7522 Moore Iacofano Goltsman, Inc 0085835	1	Downtown Planning	Invoice	04/17/2024	05/17/2024	2,980.00		2,980.00	100-900-52019
Total 0085835:						2,980.00	.00	2,980.00	
Total 7522 Moore Iacofano Goltsman, Inc:						2,980.00	.00	✓ 2,980.00	26179
6020 Schaefers Recreation Equipment Co 145539-1	1	work for tangent	Invoice	04/01/2024	05/01/2024	545.28		545.28	100-900-52115
Total 145539-1:						545.28	.00	545.28	
Total 6020 Schaefers Recreation Equipment Co:						545.28	.00	✓ 545.28	26180
999 Utility Refund 1334.03	1	Water	Invoice	04/16/2024	05/16/2024	111.95		111.95	500-420-52105
1334.03	2	Wastewater	Invoice	04/16/2024	05/16/2024	74.63		74.63	510-430-52105
Total 1334.03:						186.58	.00	✓ 186.58	26175
Total 999 Utility Refund:						186.58	.00	186.58	
Total :						16,317.03	.00	16,317.03	
Grand Totals:						16,317.03	.00	16,317.03	

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
100-300-52109	37.61	.00	37.61
100-900-52019	3,330.00	.00	3,330.00
100-900-52109	257.42	.00	257.42
100-900-52115	545.28	.00	545.28
200-410-51010	333.83	.00	333.83
200-410-52109	1,192.00	.00	1,192.00
500-420-51010	3,137.99	.00	3,137.99
500-420-52011	1,789.64	.00	1,789.64
500-420-52014	375.30	.00	375.30
500-420-52019	155.76	.00	155.76
500-420-52105	111.95	.00	111.95
500-420-52109	92.22	.00	92.22
500-420-53502	35.05	.00	35.05
510-430-51010	1,268.55	.00	1,268.55
510-430-52105	74.63	.00	74.63
510-430-52109	1,643.60	.00	1,643.60
520-440-51010	267.05	.00	267.05

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
Grand Totals:	16,317.03	.00	16,317.03

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
04/24	16,317.03	.00	16,317.03
Grand Totals:	16,317.03	.00	16,317.03

*[Handwritten signature]*  
4/26/24



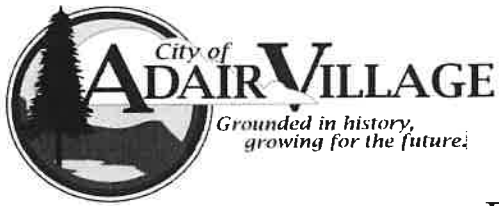
**ADAIR VILLAGE PATROL**  
March 21, 2024 - April 24, 2024

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

Date/Time	Call #	Total Time	Deputy	Con- tacts	Traffic		Arrests		Notes
					Warn	Cite	Cite	Cust	
<b>Patrol</b>									
032124 22:38:13	2024056551	1:05:06	Blaser						no activity
032224 18:19:53	2024057121	1:02:45	Young						adair village patrol
032224 23:52:05	2024057305	2:30:28	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/ODFW. NO ACTIVITY/HEAVY FOG.
032324 01:14:49	2024057352	1:00:00	Gevatosky						1 HOUR
032424 09:45:09	2024058071	0:57:55	Ball						no activity to report.
032424 20:47:31	2024058389	1:00:00	Moser						1 hour extra patrol
032524 00:53:17	2024058477	1:54:56	Hardison		2				PATROLLED HIGHWAY 99W ON ODOT SPEED ENFORCEMENT DETAIL. ONE TRAFFIC STOP/TWO WARNINGS GIVEN FOR TRAFFIC VIOLATIONS.
032524 04:47:23	2024058513	1:29:43	Hardison	1					PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/COUNTY PARK/ODFW/BUSINESSES. ONE CITIZEN CONTACT (COUNTY PARK CARETAKER ON GOPHER PATROL).
032724 03:42:15	2024059817	2:00:02	Hardison						PATROLLED CITY STREETS/BOTH PARKS/HIGHWAY 99W/SCHOOL/ODFW/BUSINESSES/CALLOWAY CREEK. NO ACTIVITY/HEAVY RAIN AND WIND.
032724 14:53:00	2024060072	1:03:28	Bottofff						WHILE WORKING TRAFFIC, WAS DISPATCHED TO A DOMESTIC DISTURBANCE WHEN 16 YEAR OLD WAS DAMAGING ITEMS ON PURPOSE, THAT WERE PURCHASED BY HIS MOTHER. THIS OCCURED TODAY AND THE NIGHT BEFORE. FOOD, LIBRARY BOOK, AND LIGHT WERE DAMAGED. JUVENILE WAS CITED IN TO BENTON COUNTY JUVENILE COURT FOR CRIMINAL MISCHIEF II. 0 stops/warns. 1 cite/arrest for Crim Mis II.
032824 00:21:06	2024060406	2:06:44	Hardison						PATROLLED CITY STREETS/SCHOOL/BUSINESSES/ODFW/CALLOWAY CREEK/HIGHWAY 99W. NO ACTIVITY.
032924 05:04:31	2024061124	1:29:46	Hardison						PATROLLED CITY STREETS/SCHOOL/ODFW/HIGHWAY 99W/CALLOWAY CREEK. NO ACTIVITY.
033024 01:28:49	2024061733	1:30:00	Gevatosky		1				1 TRAFFIC STOP (WARNING FOR SPEEDING)
033024 04:46:34	2024061766	1:59:35	Hardison		1				PATROLLED HIGHWAY 99W/CITY STREETS. ONE TRAFFIC STOP/ONE WARNING GIVEN FOR SPEEDING.
033024 18:00:52	2024062085	0:57:14	Young						no activity
033024 19:18:27	2024062129	0:53:20	Blaser		6				5 warnings for parking violations, 1 warning for speed.
033124 23:25:44	2024062808	1:37:32	Hardison		1	3			PATROLLED HIGHWAY 99W ON SPEED ENFORCEMENT DETAIL. 3 TRAFFIC STOPS/3 CITATIONS ISSUED/ 1 WARNING GIVEN.
040124 21:29:32	2024063523	0:52:13	Lundy						no activity
040224 17:42:16	2024064167	1:08:13	Fricke						no activity
040224 22:54:57	2024064378	3:08:30	Hardison	1					PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BOTH PARKS/ODFW/CALLOWAY CREEK/BUSINESSES. ONE CITIZEN CONTACT.
040324 09:51:57	2024064600	2:06:32	Lochner						No violations observed.
040424 03:11:15	2024065113	2:59:57	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/PARKS/BUSINESSES/ODFW/CALLOWAY CREEK.
040524 01:15:05	2024065788	1:00:00	Gevatosky						1 HOUR
040524 14:14:36	2024066142	1:01:32	Sinclair						Patrolled Adair and surrounding area for an hour.
040624 22:23:47	2024067080	0:30:00	Gevatosky						no activity
040724 09:13:42	2024067307	1:03:00	Blaser						no activity
040724 19:11:38	2024067593	1:00:21	Young						no activity

**ADAIR VILLAGE PATROL**  
**March 21, 2024 - April 24, 2024**

040824 10:43:15	2024067964	1:11:51	Lochner					no activity
040924 23:57:37	2024069244	2:00:14	Hardison					PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ODFW/BUSINESSES/BOTH PARKS/CALLOWAY CREEK. NO ACTIVITY.
041224 00:43:01	2024070823	1:32:01	Drongesen	1				1 contact - motorist welfare check
041424 00:27:35	2024072266	1:00:00	Heese					1 hour
041424 12:08:29	2024072507	1:21:08	Lochner					no activity
041524 18:06:00	2024073458	1:28:52	Young					no activity
041624 23:35:55	2024074361	2:05:37	Hardison	1				PATROLLED CITY STREETS/HIGHWAY 99W/ODFW. ONE CITIZEN CONTACT.
041724 23:56:04	2024075061	2:30:51	Hardison		1			PATROLLED CITY STREETS/HIGHWAY 00W/SCHOOL/ODFW/BUSINESSES/CALLOWAY CREEK. 1 TRAFFIC STOP/1 CITATION ISSUED. ALSO, 1 WELFARE CHECK CONDUCTED ON ILLEGALLY PARKED VEHICLE ON ADAIR FRONTAGE ROAD/JUVENILE RELEASED TO PARENT (REPORT TAKEN).
042024 00:37:21	2024076557	1:00:00	Gevatosky					1 Hour
042124 22:24:48	2024077757	1:19:47	Young					no activity
042224 01:54:14	2024077825	1:00:00	Heese					1 hour
042224 11:10:30	2024078013	1:03:22	Lochner					no activity
042324 23:13:34	2024079223	3:06:36	Hardison					PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/ODFW. CHECKED ON A VEHICLE ON CAMP ADAIR ROAD/UNOCCUPIED.
<b>Reports Taken</b>								
3/27/2024 13:24	202400748		Botorff			1		CRIMINAL MISCHIEF 2 - CRIME DAMAGE in the 100 block of Azalea. Juvenile arrested for damage in the home.
3/27/2024 17:21	202400750		Bloom					DHS REFERRAL - NO ACTION in the 6000 block of WRC.
3/30/2024 14:46	202400774		Davison				1	ASSAULT 3 - ATTEMPTED in the 100 block of Azalea. Same juvenile above arrested and lodged at Oak Creek Detention Center.
3/30/2024 20:44	202400776		Fricke					WELFARE CHECK in the 8900 block of Barberrry.
4/6/2024	202400823		Savage					MOTORIST ASSIST at Arnold/Ryals.
4/10/2024 16:51	202400867		Tominey					WELFARE CHECK in the 200 block of Cedar Ln.
4/18/2024 1:06	202400929		Hardison					WELFARE CHECK at Adair Frontage/Box Elder.
				4	11	4	1	1
		60:09:11						



PUBLIC WORKS  
OPERATIONS AND MAINTENANCE REPORT  
PERIOD: 3/20/2024 to 4/20/2024

**WATER USE / DISTRIBUTION REPORT**

**WATER USE REPORT**

Water Produced: 4,546,781

Average Usage per 151k

**WATER DISTRIBUTION REPORT**

Maintenance Activity: Staff found one leak on the north line right next to our treatment lagoon. The leak was excavated and fixed within two days. Staff fixed and replaced four broken meter lids and installed three new meters in the Early Blue subdivision.

Collected quarterly: 1<sup>st</sup> quarter samples were taken in February.

**WASTEWATER TREATMENT REPORT**

Flows into the WWTP are low this time of year at the plant. Staff assisted contractors with installing new brushes on the headworks screen.

Total Monthly Influent: 4.3 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.

S:\Admin\City Council\Meetings\2024 Meetings\240507\Attachment D PW Repoprt 240507.docx

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

Maintenance Activity: Staff are able to mow more frequently with drier days. As the days get warmer and dryer staff will be able to manage mowing and spraying more efficiently.

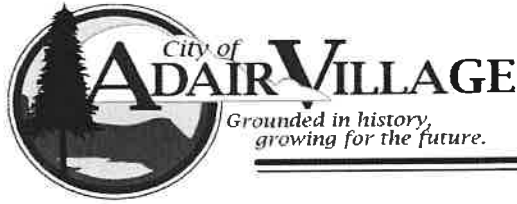
## **WATER TREATMENT PLANT**

Maintenance Activity: We are still running the plant 20-24 hours per week. Staff preformed required quarterly calibrations on our monitoring equipment.

## **WASTEWATER TREATMENT PLANT**

Maintenance Activity: The wastewater treatment has had no major issues and like I said flows are low with less rain. Staff finished discharging to the river on April 30<sup>th</sup>.

Completed by Matt Lydon, Public Works Supervisor



## CITY ADMINISTRATOR'S REPORT May 7, 2024, Council Meeting

### Administration

- **Finances** – We have finally completed the 2022-2023 Audit and are starting right into the 2023-2024 Audit. With Sarah up to speed and on top of these things it should go a lot smoother.
- **Tangent** – Dokota, our part time summer employee this year, will be covering most of the park maintenance duties in Tangent. Dokota worked for us last summer and did an excellent job.
- **City Planner** – The City of Philomath is looking for a new planner and I will be involved in the hiring process.

### Property/Businesses

- **AVIS** – DEQ is still reviewing the proposed remediation submitted. The feedback I've received from the initial review is that DEQ is going to require some more testing.
- **Downtown** – I talked with MIG this month and they are hoping to have us some preliminary things in June.
- **Restaurant** – Paul is working on getting a menu for the city to review.

### Major Projects/Engineering

- **Water Plant** – City staff and civil west are setting up the cleaning for this summer. Staff will be cleaning the wet well and the water tanks.
- **Calloway Creek** – The city engineers are waiting for the engineering on phase four of Calloway Creek. Once we have that and get it approved, they will begin infrastructure work.
- **Wastewater Plant** – Xylem has come and changed out all the required parts and they accepted the extended warranty. The city is waiting for the warranty in writing and then we can issue substantial completion.
- **Water Lines** – The application is submitted, and we continue to work on different sections of the mainlines.
- **Wastewater Line** – Wildish is waiting on the final approval from the railroad to begin work on the new line to the lagoon.

**Attachment F CSO Report**

Location	Violation	Case #	Follow Up Date	Compliance On Follow Up (Y/N)	Fine/Fee (Y/N)
5150 Willamette Ave NE	Keeping Junk	23-0915	5/31/2024	Y	Lien Removed
8633 Barberry Dr NE	RV with hitch over sidewalk. Given until 4/30/24 to move.	24-0105	4/30/2024		
5154 Willamette Ave NE	Keeping Junk	24-0110	3/17/2024	Y	N
8010 Barberry Dr NE	Truck Parked in grass	24-0303	4/3/2024	Y	N
SERVPRO	Truck canopy on tires. Talked to front desk who stated would advise GM. After two weeks no action was taken, notice was sent.	24-0305	4/22/2024	Y	N
8106 Daphne Ct	Basketball hoop on sidewalk - Discussed w/ home owner and was removed during talk.	24-0401	None	Y	N
8821 Cori Ct	Basketball hoop on sidewalk	24-0402	5/6/2024		
4316 Holly Ln NE	Rooster / noise complaint from neighbors (talked to home owner who will work through the permit process and address issue)	24-0403	5/14/2024		



---

**STAFF REPORT**  
**Attachment G – Financial Report**  
May 7, 2024, Council Meeting

We have approximately \$4,377,078.77 in the Local Government Investment Pool (LGIP). In March, we had \$4,327,394.88. Last year in May, we had \$3,584,999.79. We also currently have approximately \$160,910.50 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](#)

**i** Application Update Successful: Connect v1.5  
Release Notes

[View Details](#)

## Accounts Dashboard

[Move Funds](#)

Balance  
Summary as  
of May 01,  
2024 **i**

Account Breakdown ▾

**\$4,377,**



Pendi...

No pending  
activities

MTD  
Balance \$  
Change  
▾ (\$0.10)

MTD  
Balance %  
Change  
▾ 0.00%

## Accounts

Expand All:

Account	Market Value
ADAIR VILLAGE CITY OF	\$4,377,078.77





# ADAIR VILLAGE CITY OF

Activity History   Pending Activity   Dividend History   Historical Holdings

🔍 Last 60 Days   Account   Investment Type   Transaction Type

📄 Download

Statement Date

Description

Account

Total Amount

May 01, 2024

Accrual Income Div Reinvestment - Distributions Oregon LGIP

ADAIR VILLAGE CITY OF

\$18,552.28

Details

May 01, 2024

LGIP Fees - Received ACH (1 @ \$0.10 - From 43331) - April 2024 Oregon LGIP

ADAIR VILLAGE CITY OF

(\$0.10)

Details

Apr 17, 2024

ODOT - ODOT PYMNT Oregon LGIP

ADAIR VILLAGE CITY OF

\$9,614.43

Details

Apr 15, 2024

SFMS Fr:Administrative Services, Dept of City Cigarette Tax Oregon LGIP

ADAIR VILLAGE CITY OF

\$67.97

Details

Apr 11, 2024

SFMS Fr:OLCC OLCC Tax (Liquor) Oregon LGIP

ADAIR VILLAGE CITY OF

\$1,534.99

Details

Apr 08, 2024

Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT Oregon LGIP

ADAIR VILLAGE CITY OF

\$884.10

Details

Apr 01, 2024

Accrual Income Div Reinvestment - Distributions Oregon LGIP

ADAIR VILLAGE CITY OF

\$19,030.32

Details

Apr 01, 2024

LGIP Fees - Received ACH (1 @ \$0.10 - From 43331) - March 2024 Oregon LGIP

ADAIR VILLAGE CITY OF

(\$0.10)

Details

Mar 20, 2024

SFMS Fr:Administrative Services, Dept of City HB 3400 Local Option Tax Dist Oregon LGIP

ADAIR VILLAGE CITY OF

\$530.14

Details

Mar 19, 2024

ODOT - ODOT PYMNT Oregon LGIP

ADAIR VILLAGE CITY OF

\$8,639.51

Details

# City of Adair Village Backflow Testing Proposal



4185 Spicer Dr. SE  
Albany, OR 97322

Phone: (541) 928-8942  
Email: [info@stutzmanservices.com](mailto:info@stutzmanservices.com)  
Online: [StutzmanServices.com](http://StutzmanServices.com)



# Introduction

April 30, 2024

Dear Matt and Pat,

Thank you for the opportunity to provide this proposal for testing the residential backflow prevention assemblies in the city of Adair Village, Oregon. Stutzman Services performs thousands of backflow tests every year throughout the Mid-Willamette Valley, and we look forward to providing this service for Adair Village, too.

The proposal includes two separate services: One-time setup and administration, and the annual backflow testing.

The setup and administrative tasks are necessary to locate and document all the backflow prevention assemblies, install any fittings required for testing, and create a system for organizing and storing the backflow test reports. The price for testing is based on performing 300 backflow tests and assumes preapproval of necessary repairs up to \$300 each, to be billed separately.

On the following pages, you will find the detailed estimate, an example of the backflow test document, and more information about our company.

If you have any questions, feel free to contact me at (541) 928-8942. We look forward to serving you.

Sincerely,



Dale Aerni  
Water Systems Manager

Stutzman Services, Inc.  
4185 Spicer Dr. SE  
Albany, OR 97322  
Phone: (541) 928-8942  
Email: dale@stutzmanservices.com



# About Stutzman Services



Stutzman Services  
co-owners (L to R)  
Brent Stutzman, Dale  
Aerni and Kevin  
Konzelman

Our company was founded by Art Stutzman in 1966 as a way to connect people to life by providing the highest quality water well pump service and products. Art quickly became known for his integrity in relationships with customers, employees and suppliers.

After working with Art Stutzman for four years, Kevin Rediger assumed ownership in 1980 and led the company into a sustained period of growth.

Originally known as Stutzman Pump Service, our name was modified in the early 1990's due to our expansion into other fields such as landscape, irrigation, water treatment and backflow testing.

We merged with Plumbing Plus (owned by Rod and Brent Stutzman) in 2009 in order to provide comprehensive plumbing service for our customers.

In 2014, lifelong mid-valley residents Kevin Konzelman, Dale Aerni and Brent Stutzman became co-owners of Stutzman Services with a passion for delivering premium service and solutions, providing a healthy, family-like work culture, and shaping the future of our industry.

In 2022, Stutzman Services ceased landscape design, construction and maintenance services in order to sharpen our focus on what we're most passionate about and do best: Managing water, life's most valuable resource. This includes plumbing service, well pump systems, water treatment, backflow testing and irrigation system service.

From our headquarters on Spicer Drive in Albany, the Stutzman Services family now consists of about 30 team members serving the entire central Willamette Valley region of Oregon.



We manage water, life's most valuable resource.



Stutzman Services, Inc.  
 4185 Spicer Drive SE  
 Albany, Oregon 97322  
 (541) 928-8942  
 info@stutzmanservices.com  
 CCB# 31747 | LCB# 5034

**BILL TO**

City of Adair Village  
 6030 Northeast William R Carr Avenue  
 Adair Village, OR 97330 USA

<b>ESTIMATE</b> 70394481	<b>ESTIMATE DATE</b> Apr 22, 2024
-----------------------------	--------------------------------------

**JOB ADDRESS**

City of Adair Village  
 6030 Northeast William R Carr Avenue  
 Adair Village, OR 97330 USA

**Job:** 70394293

**ESTIMATE DETAILS**

Backflow testing for City of Adair Village: Proposal is based on 300 assemblies.

City of Adair Village will be responsible for the OHA required Annual Summary Report and providing a Cross Connection Control Specialist.

Preapproval of necessary repairs up to \$300.00.

A small annual increase can be expected due to increasing costs.

SERVICE	DESCRIPTION	PRICE
BCKFLWTST	Test backflow assembly: Estimate based on 300 backflow assemblies.	\$16,500.00
1SERVICE	Service: One time setup and admin fee <ul style="list-style-type: none"> <li>• Input location and property owner information</li> <li>• Locate and input all backflow assembly information</li> <li>• Supply and install any necessary test cocks and fittings</li> <li>• Determine best practice to organize and store all state required backflow reports</li> </ul>	\$4,500.00

<b>POTENTIAL SAVINGS</b>	\$0.00
<b>SUB-TOTAL</b>	\$21,000.00
<b>TAX</b>	\$0.00
<b>TOTAL</b>	\$21,000.00

Thank you for trusting Stutzman Services, Inc.

**CUSTOMER AUTHORIZATION**

This is a proposal for Stutzman Services to perform the work as described at 6030 Northeast William R Carr Avenue, Adair Village, OR 97330 USA. The upfront, flat rate price of \$21,000.00 is based on evaluation made prior to the proposal and includes everything required to follow industry best practices and complete the job including travel, labor, tools, equipment and materials. This proposal is valid for up to 14 days from the Estimate Date shown. Due to rapidly-changing costs and availability of materials, supplies and fuel, the price of this proposal may be adjusted if it is not accepted within 14 days. If the scope of the work changes significantly from what is specified in this proposal, an additional proposal will be required. Stutzman Services holds all the licenses, certifications and insurance necessary to operate in the state of Oregon. By signing below, you acknowledge that: 1) You have read and understand this proposal, 2) The proposed price, specifications and conditions are satisfactory, 3) You accept this proposal and authorize the work to be performed, and 4) You agree to pay the full amount specified.

Sign here

Date



# Backflow Assembly Test Report

Stutzman Services, Inc.  
 4185 Spicer Dr. SE  
 Albany, OR 97322  
 (p) 541.928.8942  
 (f) 541.928.6604  
 info@stutzmanservices.com  
 CCB# 31747, LCB# 5034

## Owner

PROPERTY OWNER _____				<input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Removed <input type="checkbox"/> Replacement
MAILING ADDRESS _____				
CITY _____	STATE _____	ZIP _____	PHONE _____	

## Assembly

STREET ADDRESS _____		CITY _____	STATE _____	ZIP _____
TYPE _____		SIZE _____	MAKE _____	MODEL _____
WATER PURVEYOR _____			SERIAL NUMBER _____	
ASSEMBLY LOCATION _____				

## Initial Test Results

Reduced Pressure Assembly		P.V.B.A. / S.V.B.A.		Initial Test
#1 CHECK PRESS DROP _____ (A)	DOUBLE CHECK	AIR INLET	CHECK	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
RELIEF VALVE OPENED AT _____ (B)	CHECK #1	OPENED AT _____ PSID  <input type="checkbox"/> DID NOT OPEN	PRESS DROP _____ PSID  <input type="checkbox"/> FAILED	
MIN 2 PSID	TIGHT <input type="checkbox"/> _____ PSID			SYSTEM PSI _____
BUFFER A - B = _____	LEAKED <input type="checkbox"/> _____ PSID			
MIN 3 PSID	CHECK #2			
RELIEF VALVE <input type="checkbox"/> PASS <input type="checkbox"/> FAIL	TIGHT <input type="checkbox"/> _____ PSID			
	LEAKED <input type="checkbox"/> _____ PSID			

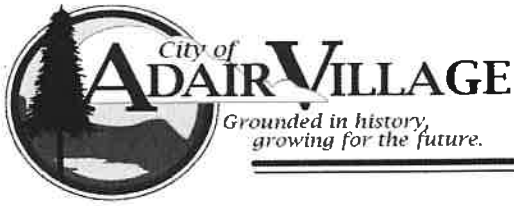
## Comments, Repairs and/or Parts

## Test After Repairs

Reduced Pressure Assembly		P.V.B.A. / S.V.B.A.		After Repairs
#1 CHECK PRESS DROP _____ (A)	D.C.V.A.	AIR INLET	CHECK	DATE _____
RELIEF VALVE OPENED AT _____ (B)	CHECK #1	OPENED AT _____ PSID	PRESS DROP _____ PSID	<input type="checkbox"/> Passed
MIN 2 PSID	TIGHT <input type="checkbox"/> _____ PSID			
BUFFER A - B = _____	LEAKED <input type="checkbox"/> _____ PSID			
MIN 3 PSID	CHECK #2			
	TIGHT <input type="checkbox"/> _____ PSID			
	LEAKED <input type="checkbox"/> _____ PSID			

## Certification

GAUGE NUMBER & CALIBRATION DATE <b>08150799, 1/26/2024</b>	TESTER'S NAME & CERTIFICATION NUMBER <b>David Miller, Cert #6634</b>	In completing and submitting this test report, the tester certifies that the assembly has been tested and maintained in accordance with all applicable rules and regulations of the water system and state regulations.
DETECTOR METER READING _____	TESTER'S SIGNATURE _____	
<input type="checkbox"/> Service Restored		



6030 William R. Carr Av.  
Adair Village, OR 97330  
541-745-5507

---

**STAFF REPORT**

---

<b>Date:</b>	<b>May 7, 2024</b>
<b>Applicant:</b>	<b>City of Adair Village</b>
<b>Nature of Application(s):</b>	<b>Partition and Conditional Use</b>
<b>Property Location:</b>	<b>Calloway Creek South</b>
<b>Applicable Criteria:</b>	<b>Adair Village Land Use Code/Design Standards</b>
<b>Staff Contact</b>	<b>Pat Hare, City Administrator</b>

---

**CALLOWAY CREEK SOUTH PARTITION REQUEST AND CONDITIONAL USE APPLICATION**

The Calloway Creek South LLC Partition Request is a request to divide 45.11 acres of vacant land into 180 residential lots and one remainder parcel reserved for light industrial use, as well as to construct water, sewer, and storm drain infrastructure.

The proposed partition requires a Conditional Use Application that enables the applicant to subdivide the existing 45.11 acres into lots between 2500 and 6500 square feet in Phase 1 of the project. This project is to create a Planned Unit Development (PUD) with single family lots meeting the development code regulations for the zone. The residential portion of this subdivision will consist of 5.1 residential lots per gross acre. Section 4.113, Residential Zone R-3 (1) states the purpose of the zone is “to provide areas suitable for higher density single-family residential use at a density of 6.5 units per net residential acre”. Phase 1 will consist of townhomes with either two- or three-unit structures with shared walls. The average lot size in Phase 1 is 3,530 sq ft, and the minimum lot size will be 2,515 sq ft. Phases 2 through 5 will be single family homes like the recent development north of this project. The average lot size for the residential project is 5,940 sq ft and the minimum lot size in Phases 2 -5 will be 4,167 sq ft as proposed.

**DECISION CRITERIA**

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

Streets and utilities will be stubbed to the south, but not crossing Calloway Creek to serve the land south if the land is considered for annexation at some point in the future. The street right-of-way will not be extended to the south border to protect the privacy of Crane Lane users at this time. Utilities will be sized to serve master planned service areas. Phase 6 will be an undeveloped parcel that is reserved for limited industrial or commercial use, if zoned as such by the city. The criterion is met.



**(2) 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.**

Street improvement plans are required in conformance with Code Sections 5.123, 5.123, 5.125 and Code Section 8.200 including a Street Lighting Plan in conformance with Code Section 5.135. Widening of Ryals Ave will include 12' travel, a 6' bicycle lane, a curb, and a 6' sidewalk along the south side.

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

The infrastructure put in place during the construction of the first PUD of Calloway Creek was designed and constructed to facilitate the proposed development.

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

Open space and topical features have been considered and utilized throughout the proposed plan. Drainage is considered based on slopes, riparian areas, and wetlands. The designated parks are part of the natural landscape and have no adverse effects on the proposed development.

**(5) Drainage ways are protected and required drainage facilities are provided in conformance with State erosion control regulations.**

Wetlands and riparian areas were designated, protected, or mitigated according to the Army Core of Engineers and the Department of State Lands. The proposed development will comply with all local, state and federal guidelines.

**(6) 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.**

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

## **CITY DECISIONS:**

### **Section 2.320 Subdivision or Partition Tentative Plan**

The City Administrator shall be decision authority for all Duplex Division Partitions; the Planning Commission shall be the decision authority for all other Land Partitions; and the City Council shall be the final decision authority for all Subdivisions with recommendation by the Planning Commission under the provisions of this Code unless combined with another request or if appealed to a higher authority. In the event that a consolidated application requires more than one decision, the highest decision authority will make all decisions requested in the application.

The Planning Commission shall hold a Limited Land Use Review for Partition Tentative Plan requests and the City Council shall hold a Limited Land Use Review for Subdivision Tentative Plan requests in conformance with Section 3.400 or the decision authority may choose to hold a Quasi-judicial Public

Hearing in conformance with Section 3.510 to receive additional public comment on significant proposals. A consolidated request including a variance shall also require a Quasi-judicial Public Hearing in conformance with Section 2.600.

The applicant has submitted all required findings and documentation; city staff recommends the **approval** of this application. The city council may approve or deny this application based on its own evidence and authority as stipulated in the code.

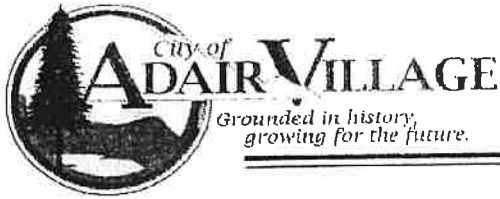
#### RECOMMENDED CONDITIONS OF APPROVAL

The following Conditions of Approval shall apply to the proposed Calloway Creek Planned Development Subdivision and shall be fully addressed prior to occupancy of the property.

1. The Calloway Creek Planned Development Subdivision shall comply with all the applicable standards of the Adair Village Comprehensive Plan and the Adair Village Land Use Development Code<sup>3</sup> (Code).
2. The Calloway Creek Planned Development Subdivision property development shall comply with the approved R-3-PD Planned Development Standards requested in the Application, more specifically as follows:
  - The minimum lot size shall be 4000 square feet.
  - The maximum density shall be 7.1 units per acre.

The variances requested in this PUD is for smaller lot sizes than allowed by code. It is proposed to zone this subdivision as R-3, but in R-3 minimum lot size is 6,500 sf. This PUD proposes lots as small as 2,515 square feet. This is allowable in a PUD but requires approval from the City. The Land Use Development Code states that multiple-family mixed housing types and higher density housing may be approved as a Conditional Use under Code Section 7.200, Planned Development. And this: Lots shall have a minimum lot size of 6,500 square feet unless approved under the Planned Development provisions of Code Section 7.200 as a Conditional Use.
3. The Calloway Creek Planned Development Subdivision is a private subdivision that constructs and dedicates all street and municipal utilities to the City of Adair Village subject to acceptance by the city. All streets within the subdivision shall be public streets following acceptance by the City.
4. Detailed plans for grading, drainage, stormwater detention, landscaping and irrigation, utilities, street construction and lighting require city approval prior to approval of the final Plat.
  - On-site and off-site water and wastewater improvements shall be in conformance with Code Sections 5.127, 5.128, 5.129, 8.200 and 8.300. The capacity of the wastewater lift station must be confirmed and or addressed to serve the additional demand.
5. A Grading Plan is required in conformance with Code Section 5.133 prior to beginning any on-site work.
6. A landscape Plan is required in conformance with Code Section 5.134 prior to any building permits being issued.
  - A site drainage plan including stormwater transmission, detention, and off-site receiving stream improvements in conformance with Code Section 5.126 and Section 8.200 is required. The Applicant shall clarify capacity and any impacts of the proposed outflow connections and shall also specify the off-site improvements necessary to accommodate the proposed subdivision drainage. This will be reviewed on a phase-by-phase review of construction plans.

- The general area shown on the Tentative Plat for natural drainage ways and parks shall be dedicated as Public Open Space and Park Use as specified in Code Section 8.400 (2) Public Use Dedication. There will be two parks in this PUD.
7. The Applicant shall coordinate with the City Engineer to provide verification of all roads, water, sewer, and drainage system capacities and to identify needed improvements to be provided by the Applicant. All installations shall conform to the Adair Village Public Infrastructure Design Standards Manual.
  8. The proposed development shall comply with the fire protective standards administered by the Adair Rural Fire Protection District. Hydrants and Fire Truck access and turnarounds shall be verified with the local fire district or Fire Marhsall.
  9. Any tentative plat changes shall be submitted to the City for approval. If proposed changes are not in conformance with City Ordinances or the approved Planned Development the applicant shall be notified, and the non-complying elements shall be corrected and resubmitted prior to approval of the Final Plat.
  10. Compliance with the federal Americans with Disabilities Act (ADA) is the responsibility of the Applicant/Owner including sidewalk accessibility standards.
  11. All open spaces, parks, and stormwater basins are proposed to be deeded to the HOA.



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

FEES: 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

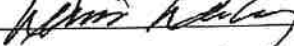
EXISTING USE OF THE PROPERTY Undeveloped/Grass Seed Farm

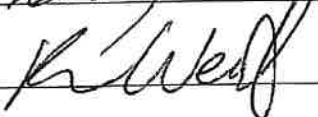
**REQUESTED ACTION AND PROPOSED USE OF PROPERTY:**

Subdivide the property into 160 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

<b>Office Use:</b>
<b>Date Rcvd:</b> _____
<b>File#</b> _____
<b>Paid</b> _____

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:**

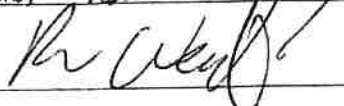
This conditional use application accompanies a subdivision request for this property. The purpose of the conditional use application is to construct lots between 2500 square feet and 6,500 square feet. This conditional use request is necessary to construct town homes in Phase 1. The rest of the development 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.

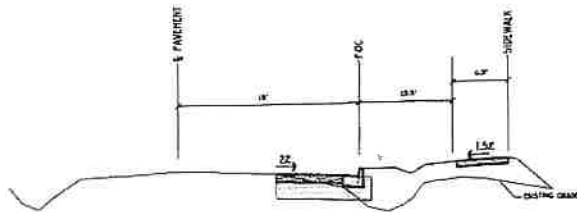
**CONCLUSION: This criterion is met.**

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

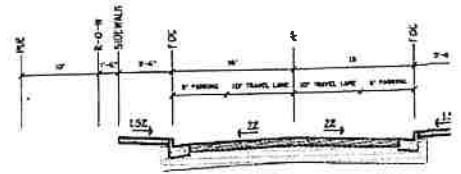
FINDINGS OF FACT

- 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.

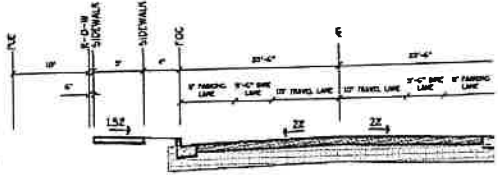
**CONCLUSION: This criterion is met.**



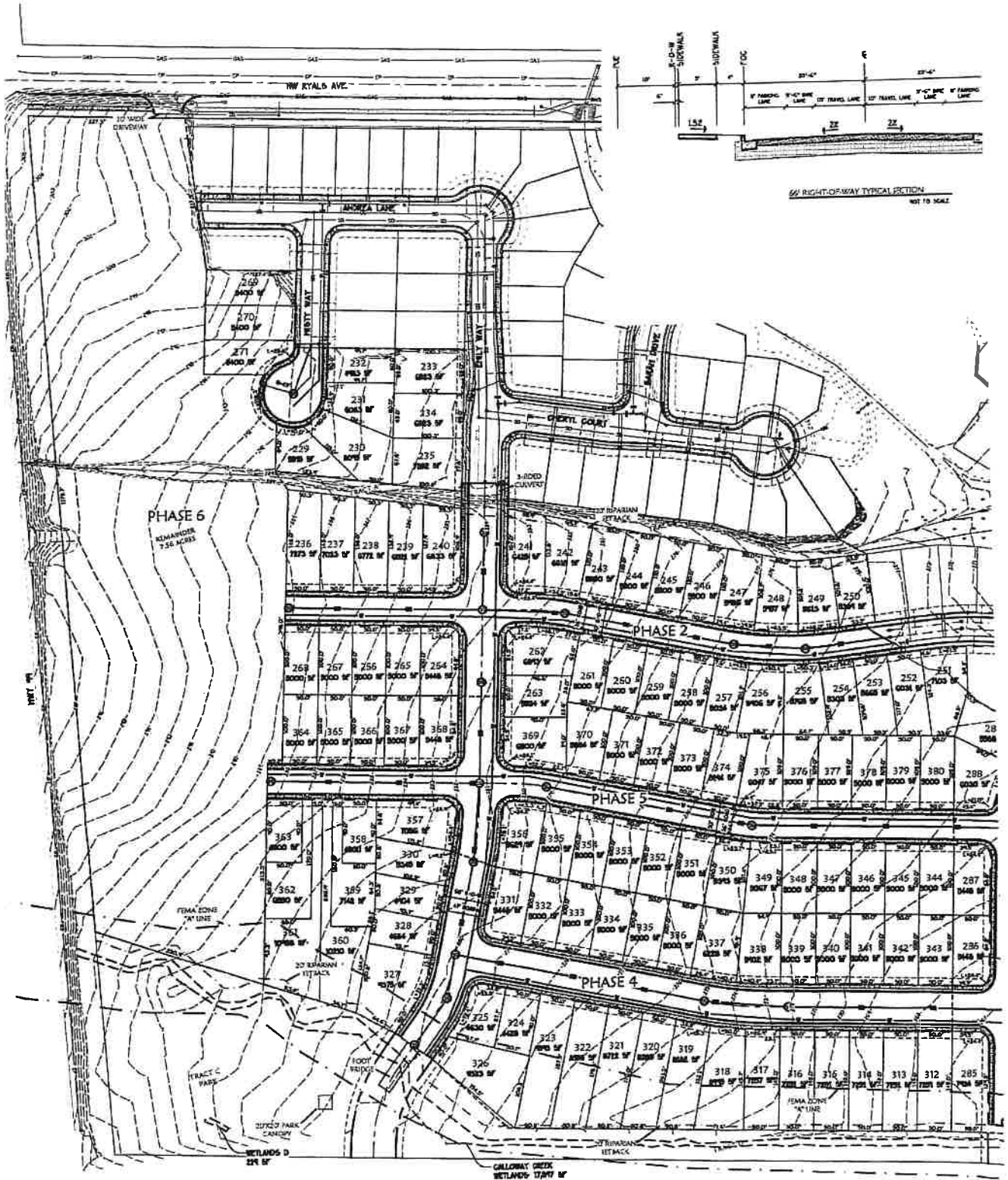
RYALS AVENUE PARTIAL STREET IMPROVEMENT  
100' 8'-0" W  
NOT TO SCALE



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



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



# TENTATIVE SUBDIVISION PLAT + CONDITIONAL USE MAP FOR CALLOWAY CREEK SOUTH SUBDIVISION LOCATED IN

SEC 31, T. 10 S., R. 4 W., W.M.  
IN THE MARK CAMOON DONATION LAND CLAIM No. 58  
FEBRUARY 20, 2024  
CITY OF ADAIR VILLAGE, BENTON COUNTY, OREGON



**OWNER:**

RST WISSEL, LLC  
15335 SE MARA AVE DR.  
HELMERS, OR 97037

**DEVELOPER:**

CALLOWAY CREEK, LLC  
305 1ST ST, SUITE 221  
LAKE OSWEGO, OR 97034

**ENGINEER / SURVEYOR:**

DANIEL S. WATSON, P.E.  
ASD ENGINEERING, INC.  
276 NW HUNTER STREET  
HELMERS, OR 97033  
(503) 468-1243

**SUBJECT PROPERTY:**

TAX LOT 3400 + 3500 SHIP 105-04W-311  
PORTION OF TAX LOT 7000  
SHIP 105-04W-311A0

**SITE ADDRESS:**

TAX LOT 3400 + 3500  
UNASSIGNED

**TAX LOT 3000**

UNASSIGNED

**ZONING:**

CURRENT: R-3  
(3,400 S.F. MINIMUM LOTS)

**CURRENT USE:**

TAX LOT 3400 + 3500  
GRASS SEED CULTIVATION

**TAX LOT 3000**

GRASS SEED CULTIVATION

**PROJECT AREA:**

TAX LOT 3400 + 3500 SHIP 105-04W-311  
TOTAL AREA: 1,000,000 S.F.

TAX LOT 3000 SHIP 105-04W-311A0  
1.38 ACRES

**CALCULATED AREA**

453.1 ACRES

**PROJECT SPECIFICATION:**

GROSS AREA: 1,000,000 S.F. (36.36 ACRES)  
8-0-0% DEVELOPMENT: 1,000,000 S.F. (36.36 ACRES)  
LOT AREA: 1,000,000 S.F. (36.36 ACRES)  
REMAINING AREA: 1,000,000 S.F. (36.36 ACRES)  
TRACT AREA: 1,000,000 S.F. (36.36 ACRES)

**MINIMUM LOT SIZES:**

**PHASE 1 - MULTI-FAMILY RESIDENCES**  
MINIMUM LOT SIZE ALLOWED: 1,000 S.F.  
MINIMUM LOT SIZE: 1,000 S.F. (LOT 211)  
AVERAGE LOT SIZE: 3,500 S.F.

**PHASE 2 - SINGLE FAMILY RESIDENCES**  
MINIMUM LOT SIZE ALLOWED: 3,000 S.F.  
MINIMUM LOT SIZE: 4,000 S.F. (LOT 152)  
AVERAGE LOT SIZE: 4,500 S.F.

**PHASE 3 - SINGLE FAMILY RESIDENCES**  
MINIMUM LOT SIZE ALLOWED: 3,000 S.F.  
MINIMUM LOT SIZE: 4,000 S.F. (LOT 100)  
AVERAGE LOT SIZE: 4,500 S.F.

**PHASE 4 - SINGLE FAMILY RESIDENCES**  
MINIMUM LOT SIZE ALLOWED: 3,000 S.F.  
MINIMUM LOT SIZE: 4,000 S.F. (LOT 304)  
AVERAGE LOT SIZE: 4,500 S.F.

**PHASE 5 - SINGLE FAMILY RESIDENCES**  
MINIMUM LOT SIZE ALLOWED: 3,000 S.F.  
MINIMUM LOT SIZE: 4,000 S.F. (LOT 300)  
AVERAGE LOT SIZE: 4,500 S.F.

**LOTS:**

TOTAL: 180 LOTS, 5 TRACTS, LIGHT  
INDUSTRIAL ZONE BUILT IN 6 PHASES

PHASE 1: 28 TOTAL LOTS, 3.23 ACRES  
2 2-UNIT TOWNHOMES  
3 3-UNIT TOWNHOMES

PHASE 2: 45 LOTS, 7.68 ACRES  
PHASE 3: 40 LOTS, 7.53 ACRES  
PHASE 4: 38 LOTS, 6.55 ACRES  
PHASE 5: 37 LOTS, 6.19 ACRES  
PHASE 6: REMAINDER, 7.56 ACRES  
TRACT AREA: 6.16 ACRES

**WETLAND NOTE:**

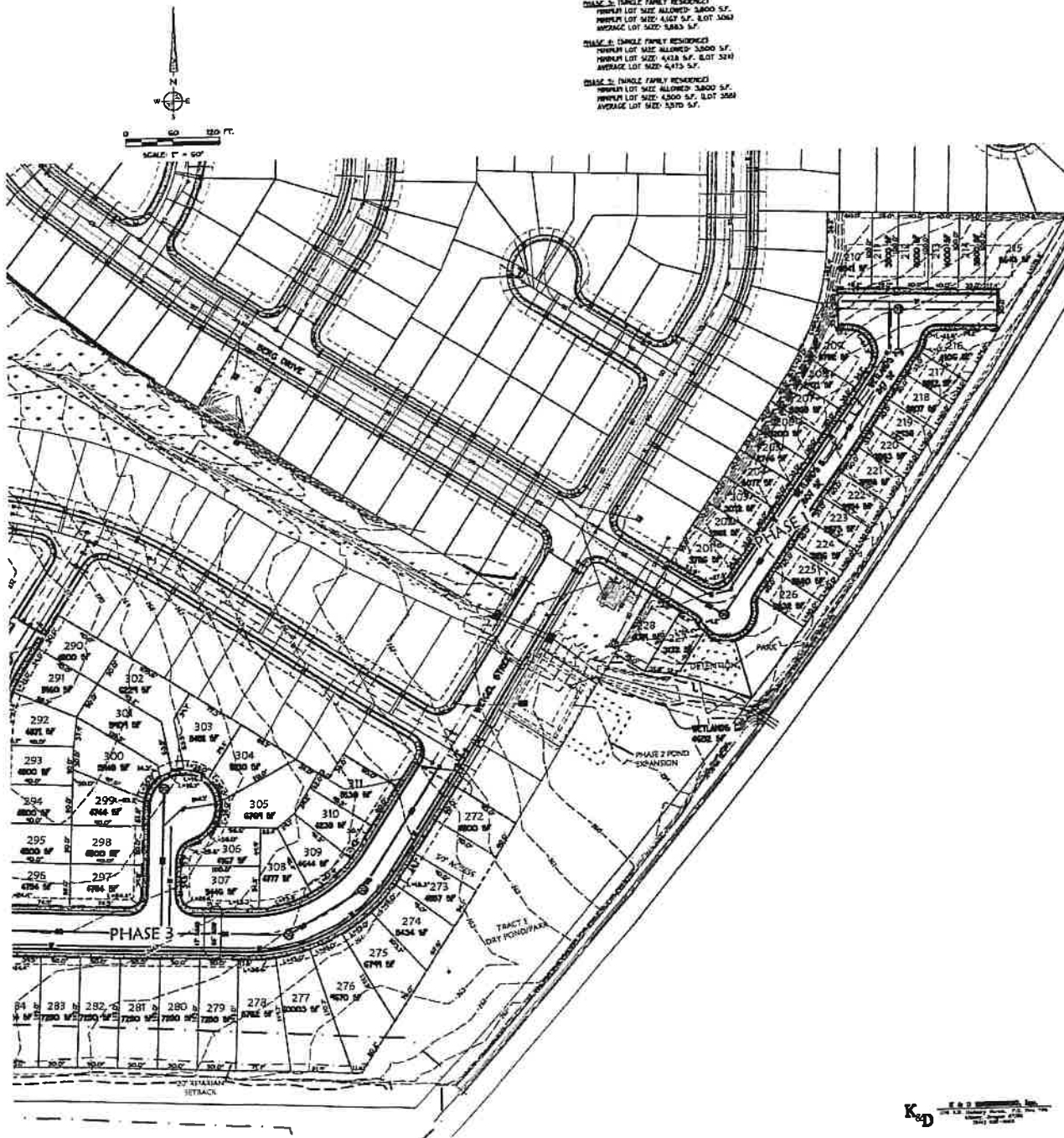
WETLAND Delineation performed by THE PACIFIC HABITAT SERVICES, INC. CONFORMANCE IN PROGRESS.

**TOPOGRAPHY:**

TOPOGRAPHIC FEATURES ARE BASED ON ENGINEERING SURVEY DATA.

**FLOOD ZONE:**

ZONE IV CONVEYANCE AREAS OUTSIDE OF  
300-YR FLOOD FROM FLOOD INSURANCE RATE MAP  
No. H100301000F, DATED JUNE 1, 2011





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

**In the Matter of Opting in)  
to Recreational Immunity)  
From Certain Personal Injury)  
or Property Damage Claims)  
Described in ORS 105.668,) )  
as Amended by Senate Bill 1576)**

**RESOLUTION NO. 2024 – 6**

WHEREAS, the City of Adair Village City Council finds that the Oregon Legislature enacted Senate Bill 1576 in its 2024 Regular Session; and

WHEREAS, ORS 105.668, as amended by Senate Bill 1576, limits private claims or rights of action based on negligence for personal injury or property damage resulting from “use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a suer on foot, on a horse or on a bicycle or other nonmotorized vehicle or conveyance” (ORS 105.668); and

WHEREAS, ORS 105.668 applies automatically to cities with a population of 500,000 or more and allows cities with a lesser population to opt in to limit liability in the manner established by law; and

WHEREAS, the City of Adair Village has several trails located in both easements and unimproved right of ways; and

WHEREAS, the City of Adair City Council finds the City of Adair Village will limit its liability from certain claims by opting in to the recreational immunity provided for in ORS 105.668.

NOW, THEREFORE, BE IT RESOLVED that the City of Adair Village City Council hereby opts to limit liability in the manner established by ORS 105.668(2) with respect to personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, with respect to claimants who may be a user on foot, on a horse, or on a bicycle or other nonmotorized vehicle or conveyance.

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

Dated and effective this \_\_\_\_ day of May, 2024.

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

\_\_\_\_\_  
Mayor

