

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, November 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 – October 1, 2024 (Attachment A)
- b. Bills List through – October 31, 2024 (Attachment B)

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

4. STAFF REPORTS:

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

5. OLD BUSINESS:

- a) Zip Code (Attachment H, H1, H2) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) N/A
Action: n/a

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Ordinance 2024-4 Updating Enforcement Ordinance (Attachment I) Pat Hare
Action: Decision

8. EXECUTIVE SESSION ORS 192.660660 (i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- a) City Administrator Evaluation (Attachment J)
Action: Discussion/Decision

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, December 3, 2024, 6:00 PM
Planning Commission – December 17, 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 kathy.edmaiston@adairvillage.org, or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer.

The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
Tuesday, October 1, 2024 – 6:00 PM**

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Ray, Fuller, and Mayor Currier were present. City Administrator Hare was present. The minutes were taken by CA Hare.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.</p>
<p>2. Consent Calendar Attachment A Minutes of the September 3, 2024, City Council Meeting Attachment B Bills List through Sept 30, 2024 (\$73,712.32).</p>	<p>Councilor Fuller moved to approve the Consent Calendar. Councilor Ray seconded. Unanimous Approval (3-0).</p>
<p>3. Public Comment</p>	<p>None.</p>
<p>4. Staff Reports 4a. Attachment C – Sheriff’s Report - CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>4b. Attachment D– CSO Report - CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>4c. Attachment E– City Administrator’s Report Administration</p> <ul style="list-style-type: none"> • Finances – City staff and Sarah our finance consultant have started the next audit. The auditors are hoping to have it completed by the first of the year. • Tangent – The City Manager for Tangent called me to thank staff for their service and that they had received several compliments about our staff. • Zip Code – Michael has been working with our legislators and he found out there is another city trying to get a zip code. We’re hoping that together we can make this happen. • Santiam Christian – I have been working with Steve Hattori from Devco Engineering on Vandenburg Ave. <p>Property/Businesses</p> <ul style="list-style-type: none"> • Cell Tower – I emailed the contact I have on this project, and they still have not gotten back to me. Sean will be reviewing the contract to see what we can do on our end. • Good Grounds – There were some trees in between the store and the coffee shop that were dead and needed removed. • Restaurant – Paul Johal said that they are working on getting their liquor license and need to replace a sink for the health department. They are now planning on the 1st of October. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Water – The city will need to budget for a new water master plan next year. The most recent plan is form 2006 and we need 	<p>Council received the report.</p>

<p>it updated for our Water Management and Conservation Plan which is required to keep our water rights.</p> <ul style="list-style-type: none"> • Calloway Creek – The curbs and gutters have been put in place and the roads will be in next week. • Wastewater Plant – The drilling for the new line at the lagoon begins next week. • Water Lines – We met with a representative from OEM to begin the process for the new generators at the lift stations. In that meeting we found out that we can expand that project. I will be trying to add the replacement of the lift station itself. 	
<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 \$4,429,124.06. Last year at this time, the balance was \$3,381,501.20.</p>	<p>Council received the report.</p>
<p>5. Old Business – 5a. Attachments H, H1 Water Management and Conservation Plan GSI Contract</p>	<p>Councilor Fuller moved to approve the Conservation Plan. Councilor Ray seconded. Unanimous Approval (3-0).</p>
<p>6. New Business</p>	
<p>7. Ordinance, Resolutions, and Proclamations</p>	
<p>8. Executive Session</p>	
<p>9. Council and Mayor Comments</p>	
<p>10. Adjournment: City Council –Tuesday, November 5, 2024, 6:00 PM Planning Commission – Tuesday, December 17, 2024, 6:00pm</p>	<p>Mayor Currier adjourned the meeting at 6:51 p.m.</p>

October 2024 Bills	Date	Amount
	10/8/2024	\$116,046.66
	10/23/2024	\$43,015.56

Total **\$159,062.22**

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
150 A & B Septic									
64861	1	Work for Tangent	Invoice	09/04/2024	10/30/2024	925.00		925.00	100-900-52115
Total 64861:						925.00	.00	925.00	
64878	1	Work for Tangent	Invoice	09/05/2024	10/30/2024	200.00		200.00	100-900-52115
Total 64878:						200.00	.00	200.00	
64879	1	Work for Tangent	Invoice	09/05/2024	10/30/2024	200.00		200.00	100-900-52115
Total 64879:						200.00	.00	200.00	
64880	1	Work for Tangent	Invoice	09/05/2024	10/30/2024	200.00		200.00	100-900-52115
Total 64880:						200.00	.00	200.00	
64881	1	Work for Tangent	Invoice	09/05/2024	10/30/2024	200.00		200.00	100-900-52115
Total 64881:						200.00	.00	200.00	
64882	1	Work for Tangent	Invoice	09/05/2024	10/30/2024	200.00		200.00	100-900-52115
Total 64882:						200.00	.00	200.00	
65012	1	Work for Tangent	Invoice	09/16/2024	10/30/2024	485.00		485.00	100-900-52115
Total 65012:						485.00	.00	485.00	
65029	1	Work for Tangent	Invoice	09/17/2024	10/30/2024	1,674.00		1,674.00	100-900-52115
Total 65029:						1,674.00	.00	1,674.00	
65100	1	Work for Tangent	Invoice	09/24/2024	10/30/2024	1,660.00		1,660.00	100-900-52115
Total 65100:						1,660.00	.00	1,660.00	
65124	1	Work for Tangent	Invoice	09/25/2024	10/30/2024	375.00		375.00	100-900-52115
Total 65124:						375.00	.00	375.00	
65142	1	Work for Tangent	Invoice	09/26/2024	10/30/2024	310.00		310.00	100-900-52115
Total 65142:						310.00	.00	310.00	
Total 150 A & B Septic:						6,429.00	.00	6,429.00	✓24394
690 Bank of America									
092324	1	Banking Fees	Invoice	09/23/2024	10/20/2024	39.00		39.00	100-900-52101
092324	2	Banking Fees	Invoice	09/23/2024	10/20/2024	66.45		66.45	100-900-52101
092324	3	Gift Cards for Teens	Invoice	09/23/2024	10/20/2024	24.94		24.94	100-900-52030
092324	4	Gift Cards for Teens	Invoice	09/23/2024	10/20/2024	99.76		99.76	100-900-52030
092324	5	Gift Cards for Teens	Invoice	09/23/2024	10/20/2024	24.94		24.94	100-900-52030
092324	6	Materials and Supplies	Invoice	09/23/2024	10/20/2024	45.93		45.93	100-900-52002
092324	7	Telephones	Invoice	09/23/2024	10/20/2024	230.71		230.71	100-900-52110
092324	8	Supplies	Invoice	09/23/2024	10/20/2024	41.76		41.76	100-900-52002

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
092324	9	Supplies	Invoice	09/23/2024	10/20/2024	11.20		11.20	100-900-52002
092324	10	Supplies	Invoice	09/23/2024	10/20/2024	154.99		154.99	100-900-52002
092324	11	Software	Invoice	09/23/2024	10/20/2024	239.88		239.88	100-900-52114
092324	12	Software	Invoice	09/23/2024	10/20/2024	19.99		19.99	100-900-52114
092324	13	Supplies	Invoice	09/23/2024	10/20/2024	166.80		166.80	500-420-52030
092324	14	Supplies	Invoice	09/23/2024	10/20/2024	111.20		111.20	510-430-52030
092324	15	Supplies	Invoice	09/23/2024	10/20/2024	46.44		46.44	510-430-52002
092324	16	For Tangent	Invoice	09/23/2024	10/20/2024	45.66		45.66	100-900-52115
092324	17	Chemicals	Invoice	09/23/2024	10/20/2024	62.01		62.01	510-430-52001
092324	18	Vehicle Maintenance	Invoice	09/23/2024	10/20/2024	89.97		89.97	510-430-52014
092324	19	Supplies	Invoice	09/23/2024	10/20/2024	102.95		102.95	500-420-52030
092324	20	For Tangent	Invoice	09/23/2024	10/20/2024	16.53		16.53	100-900-52115
092324	21	Supplies	Invoice	09/23/2024	10/20/2024	42.27		42.27	510-430-52030
092324	22	Vehicle Maintenance	Invoice	09/23/2024	10/20/2024	119.97		119.97	500-420-52014
Total 092324:						1,753.47	.00	1,753.47	
Total 890 Bank of America:						1,753.47	.00	1,753.47	✓20395
830 Benton County Sheriff									
122511	1	Law Enforcement Services	Invoice	10/01/2024	10/30/2024	9,570.00		9,570.00	100-200-52019
Total 122511:						9,570.00	.00	9,570.00	
Total 830 Benton County Sheriff:						9,570.00	.00	9,570.00	✓20396
890 Best Pots Inc									
1548570	1	Contract Services	Invoice	09/25/2024	10/25/2024	106.64		106.64	500-420-52019
Total 1548570:						106.64	.00	106.64	
Total 890 Best Pots Inc:						106.64	.00	106.64	✓20397
1340 Caselle Inc.									
136224	1	Monthly Software Hosting Fees	Invoice	10/01/2024	10/25/2024	804.15		804.15	500-420-52114
136224	2	Monthly Software Hosting Fee	Invoice	10/01/2024	10/25/2024	536.10		536.10	100-900-52114
136224	3	Monthly Software Hosting Fee	Invoice	10/01/2024	10/25/2024	268.05		268.05	510-430-52114
136224	4	Monthly Software Hosting Fee	Invoice	10/01/2024	10/25/2024	89.35		89.35	200-410-52114
136224	5	Monthly Software Hosting Fee	Invoice	10/01/2024	10/25/2024	89.35		89.35	520-440-52114
Total 136224:						1,787.00	.00	1,787.00	
Total 1340 Caselle Inc.:						1,787.00	.00	1,787.00	✓20398
1520 CIS TRUST									
PO-ADAIR-I202	1	Employee Health Ins	Invoice	10/02/2024	11/16/2024	27.37		27.37	100-100-51010
PO-ADAIR-I202	2	Employee Health Ins	Invoice	10/02/2024	11/16/2024	3.65		3.65	100-200-51010
PO-ADAIR-I202	3	Employee Health Ins	Invoice	10/02/2024	11/16/2024	14.60		14.60	100-300-51010
PO-ADAIR-I202	4	Employee Health Ins	Invoice	10/02/2024	11/16/2024	9.12		9.12	200-410-51010
PO-ADAIR-I202	5	Employee Health Ins	Invoice	10/02/2024	11/16/2024	85.75		85.75	500-420-51010
PO-ADAIR-I202	6	Employee Health Ins	Invoice	10/02/2024	11/16/2024	34.66		34.66	510-430-51010
PO-ADAIR-I202	7	Employee Health Insurance	Invoice	10/02/2024	11/16/2024	7.29		7.29	520-440-51010
Total PO-ADAIR-I2024-01:						182.44	.00	182.44	
Total 1520 CIS TRUST:						182.44	.00	182.44	✓20399

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.009	1	General Services Water	Invoice	10/01/2024	10/30/2024	217.00		217.00	500-420-52020
1001.001C.009	2	General Services Wastewater	Invoice	10/01/2024	10/30/2024	2,585.00		2,585.00	510-430-52020
1001.001C.009	3	General Services Storm Water	Invoice	10/01/2024	10/30/2024	682.00		682.00	520-440-52020
1001.001C.009	4	General Services	Invoice	10/01/2024	10/30/2024	2,013.00		2,013.00	100-900-52020
1001.001C.009	5	General Services Development Re	Invoice	10/01/2024	10/30/2024	5,357.50		5,357.50	100-900-52020
1001.001C.009	6	General Services Technology Char	Invoice	10/01/2024	10/30/2024	217.09		217.09	100-900-52020
Total 1001.001C.009:						11,071.59	.00	11,071.59	
1001.028.046	1	Engineering Services	Invoice	10/01/2024	10/30/2024	2,272.50		2,272.50	510-430-52020
Total 1001.028.046:						2,272.50	.00	2,272.50	
1001.032.038	1	Engineering Services	Invoice	10/01/2024	10/30/2024	4,020.00		4,020.00	500-420-53502
Total 1001.032.038:						4,020.00	.00	4,020.00	
Total 1610 Civil West Engineering Services Inc:						17,364.09	.00	17,364.09	<i>126100</i>
1800 Consumers Power Inc.									
1152400101524	1	Utilities	Invoice	09/19/2024	10/15/2024	1,180.00		1,180.00	200-410-52109
Total 1152400101524:						1,180.00	.00	1,180.00	
1152401101524	1	Utilities	Invoice	09/19/2024	10/15/2024	38.79		38.79	100-300-52109
Total 1152401101524:						38.79	.00	38.79	
1152406101524	1	Utilities	Invoice	09/19/2024	10/15/2024	171.44		171.44	100-900-52109
Total 1152406101524:						171.44	.00	171.44	
1152409101524	1	Utilities	Invoice	09/19/2024	10/15/2024	37.61		37.61	100-900-52109
Total 1152409101524:						37.61	.00	37.61	
1152410	1	Utilities	Invoice	09/19/2024	10/15/2024	70.73		70.73	510-430-52109
Total 1152410:						70.73	.00	70.73	
1152411	1	Utilities	Invoice	09/19/2024	10/15/2024	82.10		82.10	500-420-52109
Total 1152411:						82.10	.00	82.10	
1152413	1	Utilities	Invoice	09/19/2024	10/15/2024	107.11		107.11	510-430-52109
Total 1152413:						107.11	.00	107.11	
1152414	1	Utilities	Invoice	09/15/2024	10/15/2024	37.05		37.05	500-420-52109
Total 1152414:						37.05	.00	37.05	
1152415101524	1	Utilities	Invoice	09/19/2024	10/15/2024	37.05		37.05	100-900-52109
Total 1152415101524:						37.05	.00	37.05	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1152419101524	1	Utilities	Invoice	09/19/2024	10/15/2024	37.05		37.05	500-420-53502
Total 1152419101524:						37.05	.00	37.05	
1152420101524	1	Utilities	Invoice	09/19/2024	10/15/2024	303.92		303.92	510-430-52109
Total 1152420101524:						303.92	.00	303.92	
Total 1800 Consumers Power Inc.:						2,102.85	.00	2,102.85	✓ 26401
2300 Delapoer Kidd Attorneys at Law									
2062	1	General City matters	Invoice	10/01/2024	10/31/2024	525.00		525.00	100-900-52017
Total 2062:						525.00	.00	525.00	
Total 2300 Delapoer Kidd Attorneys at Law:						525.00	.00	525.00	✓ 26402
2520 Edge Analytical, Inc									
24-24966	1	Lab Analysis	Invoice	09/27/2024	10/27/2024	364.00		364.00	500-420-52104
Total 24-24966:						364.00	.00	364.00	
24-24970	1	Lab Analysis	Invoice	09/09/2024	10/30/2024	120.60		120.60	500-420-52104
Total 24-24970:						120.60	.00	120.60	
24-25834	1	Monthly Coliform	Invoice	09/03/2024	10/30/2024	42.00		42.00	500-420-52104
Total 24-25834:						42.00	.00	42.00	
Total 2520 Edge Analytical, Inc:						526.60	.00	526.60	✓ 26403
2670 Ferguson Enterprises LLC #3325									
1283294	1	Materials	Invoice	09/20/2024	10/20/2024	3,700.00		3,700.00	500-420-52011
Total 1283294:						3,700.00	.00	3,700.00	
Total 2670 Ferguson Enterprises LLC #3325:						3,700.00	.00	3,700.00	✓ 26404
7524 My Bridge Team, Inc.									
INV-000037	1	Admin	Invoice	03/10/2024	03/30/2024	3,934.00		3,934.00	100-100-52019
INV-000037	2	Admin	Invoice	03/10/2024	03/30/2024	491.75		491.75	100-900-52019
INV-000037	3	Storm Drain	Invoice	03/10/2024	03/30/2024	737.63		737.63	520-440-52019
INV-000037	4	Streets	Invoice	03/10/2024	03/30/2024	737.63		737.63	200-410-52019
INV-000037	5	Wastewater	Invoice	03/10/2024	03/30/2024	1,967.00		1,967.00	510-430-52019
INV-000037	6	Water	Invoice	03/10/2024	03/30/2024	1,966.99		1,966.99	500-420-52019
Total INV-000037:						9,835.00	.00	9,835.00	
Total 7524 My Bridge Team, Inc.:						9,835.00	.00	9,835.00	✓ 26405
7518 Net Assets Corporation									
111-202409	1	Fees	Invoice	10/01/2024	10/15/2024	47.00		47.00	100-900-52114
Total 111-202409:						47.00	.00	47.00	✓ 26406

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 7518 Net Assets Corporation:						47.00	.00	47.00	
4800 One Call Concepts Inc									
4090311	1	OR Utility Notification Center	Invoice	09/30/2024	10/30/2024	28.31		28.31	500-420-52109
4090311	2	OR Utility Notification Center	Invoice	09/30/2024	10/30/2024	28.31		28.31	510-430-52109
Total 4090311:						56.62	.00	56.62	
Total 4800 One Call Concepts Inc:						56.62	.00	56.62	✓26407
5780 Republic Services #452									
0452-00534376	1	Utilities	Invoice	09/30/2024	10/20/2024	42.20		42.20	100-900-52109
Total 0452-005343762:						42.20	.00	42.20	
0452-00536187	1	Utilities	Invoice	09/30/2024	10/20/2024	160.55		160.55	510-430-52109
Total 0452-005361874:						160.55	.00	160.55	
Total 5780 Republic Services #452:						202.75	.00	202.75	✓26408
6020 Schaefers Recreation Equipment Co									
149851-1	1	Chemicals	Invoice	09/12/2024	10/10/2024	395.28		395.28	510-430-52001
Total 149851-1:						395.28	.00	395.28	
149942-1	1	Chemicals	Invoice	09/18/2024	10/10/2024	247.64		247.64	510-430-52001
Total 149942-1:						247.64	.00	247.64	
149946-1	1	Chemicals	Invoice	09/18/2024	10/10/2024	347.64		347.64	510-430-52001
Total 149946-1:						347.64	.00	347.64	
150260-1	1	Chemicals	Invoice	10/01/2024	10/10/2024	347.64		347.64	510-430-52001
Total 150260-1:						347.64	.00	347.64	
Total 6020 Schaefers Recreation Equipment Co:						1,338.20	.00	1,338.20	✓26409
7484 Wildish Paving Co.									
TWENTY FOUR	1	Wastewater System Improvements	Invoice	09/30/2024	10/30/2024	60,520.00		60,520.00	510-430-53005
Total TWENTY FOUR:						60,520.00	.00	60,520.00	
Total 7484 Wildish Paving Co.:						60,520.00	.00	60,520.00	✓26410
Total :						116,046.66	.00	116,046.66	
Grand Totals:						116,046.66	.00	116,046.66	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	27.37	.00	27.37
100-100-52019	3,934.00	.00	3,934.00
100-200-51010	3.65	.00	3.65
100-200-52019	9,570.00	.00	9,570.00
100-300-51010	14.60	.00	14.60
100-300-52109	38.79	.00	38.79
100-900-52002	253.88	.00	253.88
100-900-52017	525.00	.00	525.00
100-900-52019	491.75	.00	491.75
100-900-52020	7,587.59	.00	7,587.59
100-900-52030	124.70	24.94-	99.76
100-900-52101	105.45	.00	105.45
100-900-52109	288.30	.00	288.30
100-900-52110	230.71	.00	230.71
100-900-52114	842.97	.00	842.97
100-900-52115	6,491.19	.00	6,491.19
200-410-51010	9.12	.00	9.12
200-410-52019	737.63	.00	737.63
200-410-52109	1,180.00	.00	1,180.00
200-410-52114	89.35	.00	89.35
500-420-51010	85.75	.00	85.75
500-420-52011	3,700.00	.00	3,700.00
500-420-52014	119.97	.00	119.97
500-420-52019	2,073.63	.00	2,073.63
500-420-52020	217.00	.00	217.00
500-420-52030	269.75	.00	269.75
500-420-52104	526.60	.00	526.60
500-420-52109	147.46	.00	147.46
500-420-52114	804.15	.00	804.15
500-420-53502	4,057.05	.00	4,057.05
510-430-51010	34.66	.00	34.66
510-430-52001	1,400.21	.00	1,400.21
510-430-52002	46.44	.00	46.44
510-430-52014	89.97	.00	89.97
510-430-52019	1,967.00	.00	1,967.00
510-430-52020	4,857.50	.00	4,857.50
510-430-52030	153.47	.00	153.47
510-430-52109	670.62	.00	670.62
510-430-52114	268.05	.00	268.05
510-430-53005	60,520.00	.00	60,520.00
520-440-51010	7.29	.00	7.29
520-440-52019	737.63	.00	737.63
520-440-52020	682.00	.00	682.00
520-440-52114	89.35	.00	89.35
Grand Totals:	116,071.60	24.94-	116,046.66

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
03/24	9,835.00	.00	9,835.00
09/24	76,413.43	24.94-	76,388.49
10/24	29,823.17	.00	29,823.17

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	116,071.60	24.94-	116,046.66

[Handwritten signature]
10/8/24

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
7513 Alec Lathrop									
101424	1	Tangent	Invoice	10/14/2024	10/30/2024	17.28		17.28	100-900-52115
Total 101424:						17.28	.00	17.28	
Total 7513 Alec Lathrop:						17.28	.00	17.28	✓20412
860 BENTON COUNTY TAX COLLECTOR									
11152024	1	Property Taxes	Invoice	10/22/2024	11/15/2024	2,582.82		2,582.82	100-900-52199
11152024	2	Property Taxes	Invoice	10/22/2024	11/15/2024	2,834.76		2,834.76	100-900-52199
11152024	3	Property Taxes	Invoice	10/22/2024	11/15/2024	622.10		622.10	100-900-52199
11152024	4	Property Taxes	Invoice	10/22/2024	11/15/2024	2,602.89		2,602.89	100-900-52199
11152024	5	Property Taxes	Invoice	10/22/2024	11/15/2024	200.75		200.75	100-900-52199
Total 11152024:						8,843.32	.00	8,843.32	
Total 860 BENTON COUNTY TAX COLLECTOR:						8,843.32	.00	8,843.32	✓20413
1520 CIS TRUST									
NOVEMBER 20	1	Employee Health Ins	Invoice	10/15/2024	11/10/2024	1,001.99		1,001.99	100-100-51010
NOVEMBER 20	2	Employee Health Ins	Invoice	10/15/2024	11/10/2024	133.60		133.60	100-200-51010
NOVEMBER 20	3	Employee Health Ins	Invoice	10/15/2024	11/10/2024	534.39		534.39	100-300-51010
NOVEMBER 20	4	Employee Health Ins	Invoice	10/15/2024	11/10/2024	334.00		334.00	200-410-51010
NOVEMBER 20	5	Employee Health Ins	Invoice	10/15/2024	11/10/2024	3,139.57		3,139.57	500-420-51010
NOVEMBER 20	6	Employee Health Ins	Invoice	10/15/2024	11/10/2024	1,269.19		1,269.19	510-430-51010
NOVEMBER 20	7	Employee Health Insurance	Invoice	10/15/2024	11/10/2024	267.19		267.19	520-440-51010
Total NOVEMBER 2024 FINAL INVOICE:						6,679.93	.00	6,679.93	
Total 1520 CIS TRUST:						6,679.93	.00	6,679.93	✓20414
1800 Consumers Power Inc.									
115241810124	1	Utilities	Invoice	10/08/2024	11/01/2024	142.59		142.59	510-430-52109
Total 115241810124:						142.59	.00	142.59	
Total 1800 Consumers Power Inc.:						142.59	.00	142.59	✓20415
7526 Dylan Smith									
26	1	Contract Services	Invoice	10/14/2024	10/30/2024	4,973.58		4,973.58	100-900-52012
Total 26:						4,973.58	.00	4,973.58	
29	1	Tree Maintenance	Invoice	10/18/2024	10/30/2024	1,450.63		1,450.63	100-900-52012
Total 29:						1,450.63	.00	1,450.63	
Total 7526 Dylan Smith:						6,424.21	.00	6,424.21	✓20416
2670 Ferguson Enterprises LLC #3325									
1286581	1	System Maintenance & Repair	Invoice	10/04/2024	10/30/2024	528.35		528.35	500-420-52011
Total 1286581:						528.35	.00	528.35	
Total 2670 Ferguson Enterprises LLC #3325:						528.35	.00	528.35	✓20417

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
7510 Kristopher Schendel									
2409	1	Contract Services	Invoice	09/26/2024	10/30/2024	2,500.00		2,500.00	100-900-52019
Total 2409:						2,500.00	.00	2,500.00	
Total 7510 Kristopher Schendel:						2,500.00	.00	2,500.00	✓26418
7522 Moore Iacofano Goltzman, Inc									
0088366	1	Downtown Planning	Invoice	10/16/2024	10/30/2024	7,451.25		7,451.25	100-100-52031
Total 0088366:						7,451.25	.00	7,451.25	
Total 7522 Moore Iacofano Goltzman, Inc:						7,451.25	.00	7,451.25	✓26420
7524 My Bridge Team, Inc.									
INV-000039	1	Admin	Invoice	10/21/2024	10/30/2024	1,450.40		1,450.40	100-100-52019
INV-000039	2	Admin	Invoice	10/21/2024	10/30/2024	181.30		181.30	100-900-52019
INV-000039	3	Storm Drain	invoice	10/21/2024	10/30/2024	271.95		271.95	520-440-52019
INV-000039	4	Streets	Invoice	10/21/2024	10/30/2024	271.95		271.95	200-410-52019
INV-000039	5	Wastewater	Invoice	10/21/2024	10/30/2024	725.20		725.20	510-430-52019
INV-000039	6	Water	Invoice	10/21/2024	10/30/2024	725.20		725.20	500-420-52019
Total INV-000039:						3,626.00	.00	3,626.00	
Total 7524 My Bridge Team, Inc.:						3,626.00	.00	3,626.00	✓26421
7478 Northcore USA LLC									
080124	1	System Repair	Invoice	08/01/2024	10/30/2024	3,000.00		3,000.00	510-430-52011
Total 080124:						3,000.00	.00	3,000.00	
Total 7478 Northcore USA LLC:						3,000.00	.00	3,000.00	✓26422
4670 NW Natural									
100224	1	Utilities	Invoice	10/02/2024	10/23/2024	19.21		19.21	100-900-52109
Total 100224:						19.21	.00	19.21	
Total 4670 NW Natural:						19.21	.00	19.21	✓26423
5300 Pacific Power/PacificCorp									
100924	1	Utilities	Invoice	10/09/2024	10/25/2024	2,519.41		2,519.41	500-420-52109
Total 100924:						2,519.41	.00	2,519.41	
Total 5300 Pacific Power/PacificCorp:						2,519.41	.00	2,519.41	✓26424
7274 US Bank Equipment Finance									
539681460	1	Equipment Rental	Invoice	10/07/2024	10/31/2024	131.00		131.00	100-900-52023
Total 539681460:						131.00	.00	131.00	
Total 7274 US Bank Equipment Finance:						131.00	.00	131.00	✓26425
999 Utility Refund									
1025.05	1	Water	Invoice	10/22/2024	10/30/2024	40.89		40.89	500-420-52105
1025.05	2	Wastewater	Invoice	10/22/2024	10/30/2024	27.26		27.26	510-430-52105

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1025.05:						68.15	.00	68.15	
Total 999 Utility Refund:						68.15	.00	68.15	✓ 20419
7130 Verizon									
9975599725	1	Phone	Invoice	10/06/2024	10/29/2024	99.69		99.69	500-420-52110
9975599725	2	Phone	Invoice	10/06/2024	10/29/2024	99.69		99.69	510-430-52110
9975599725	3	Phone	Invoice	10/06/2024	10/29/2024	65.48		65.48	100-900-52110
Total 9975599725:						264.86	.00	264.86	
Total 7130 Verizon:						264.86	.00	264.86	✓ 20420
7290 Willamette Valley Processors									
1938	1	Emergency Management	Invoice	10/14/2024	10/30/2024	800.00		800.00	100-900-52019
Total 1938:						800.00	.00	800.00	
Total 7290 Willamette Valley Processors:						800.00	.00	800.00	✓ 20427
Total :						43,015.56	.00	43,015.56	
Grand Totals:						43,015.56	.00	43,015.56	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,001.99	.00	1,001.99
100-100-52019	1,450.40	.00	1,450.40
100-100-52031	7,451.25	.00	7,451.25
100-200-51010	133.60	.00	133.60
100-300-51010	534.39	.00	534.39
100-900-52012	6,424.21	.00	6,424.21
100-900-52019	3,481.30	.00	3,481.30
100-900-52023	131.00	.00	131.00
100-900-52109	19.21	.00	19.21
100-900-52110	65.48	.00	65.48
100-900-52115	17.28	.00	17.28
100-900-52199	8,843.32	.00	8,843.32
200-410-51010	334.00	.00	334.00
200-410-52019	271.95	.00	271.95
500-420-51010	3,139.57	.00	3,139.57
500-420-52011	528.35	.00	528.35
500-420-52019	725.20	.00	725.20
500-420-52105	40.89	.00	40.89
500-420-52109	2,519.41	.00	2,519.41
500-420-52110	99.69	.00	99.69
510-430-51010	1,269.19	.00	1,269.19
510-430-52011	3,000.00	.00	3,000.00
510-430-52019	725.20	.00	725.20
510-430-52105	27.26	.00	27.26
510-430-52109	142.59	.00	142.59

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
510-430-52110	99.69	.00	99.69
520-440-51010	267.19	.00	267.19
520-440-52019	271.95	.00	271.95
Grand Totals:	43,015.56	.00	43,015.56

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
08/24	3,000.00	.00	3,000.00
09/24	2,500.00	.00	2,500.00
10/24	37,515.56	.00	37,515.56
Grand Totals:	43,015.56	.00	43,015.56

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10/23/24

ADAIR VILLAGE PATROL

September 25, 2024 - October 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									
092624 22:58:33	2024192605	3:10:19	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/PARKS/BUSINESSES/ODFW.
092724 08:21:32	2024192779	1:01:57	Blaser						no activity
100124 23:21:10	2024196188	3:07:00	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/ODFW/SCHOOL/BUSINESSES/CALLOWAY CREEK.
100224 03:35:06	2024196270	1:43:59	Drongesen						Patrolled neighborhoods, highway, and parks.
100324 02:54:31	2024197037	3:48:01	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/COUNTY PARK. HANDLED TWO CALLS FOR SERVICE IN THE AREA.
100324 06:45:32	2024197084	1:46:39	Bottofff						Patrolled city streets, park, school zone.
100424 10:55:38	2024197954	0:38:35	Blaser						no activity
100524 07:52:08	2024198559	1:05:11	Bloom		1				Patrolled neighborhoods, school, park, hwy. 1 stop, 1 warning
100824 02:05:40	2024200508	2:01:32	Davison						No stops, minimal people out driving, lots of wildlife, zero animal vs patrol car incidents.
100824 22:49:36	2024201115	2:59:34	Hardison						PATROLLED CITY STREETS/ODFW/HIGHWAY 99W/AERODROME PARK/WATCHED MANDATORY TRAINING VIDEOS WHILE OBSERVING TRAFFIC IN AREA.
100924 23:31:36	2024201878	2:49:41	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ODFW/COUNTY PARK/AERODROME PARK/BUSINESSES.
101024 14:57:10	2024202232	1:23:48	Fricke						no activity
101124 14:03:06	2024202879	0:29:37	Blaser						no activity
101624 00:01:45	2024206038	1:48:10	Young						no activity
101624 00:02:59	2024206039	3:01:06	Hardison						PATROLLED CITY STREETS/HIGHWAY 99/SCHOOL/ADAIR COUNTY PARK/BUSINESSES/CONSTRUCTION AREAS/ODFW.
101624 10:25:09	2024206268	1:04:59	Blaser						no activity
101724 03:52:04	2024206836	2:06:28	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/COUNTY PARK/AERODROME PARK/BUSINESSES IN HEAVY RAIN.
101824 07:51:07	2024207567	2:10:52	Bottofff						ATL for road struck elk needing dispatched on Highway 99W at Adair Frontage Road. UTL. Caller did not stop and continued driving.
101824 11:46:41	2024207713	1:01:01	Sinclair						One hour Adair patrol, no activity.
101924 09:23:01	2024208288	0:58:44	Blaser		2				2 stops-warnings for speed
101924 19:08:17	2024208627	1:00:06	Lunsmann						no activity
102024 11:13:12	2024209033	1:13:34	Lochner	2					Patrolled the city of Adair. Stopped and talked to civilians at the Aerodrome.
102124 08:18:17	2024209512	1:59:56	Vaughn						no activity
102124 17:30:10	2024209916	1:00:00	Savage						No stops. No contacts.
102124 21:40:52	2024210044	0:59:16	Young						no activity
102124 23:28:08	2024210097	1:04:05	Moser						no activity
102224 04:44:55	2024210190	0:31:11	Macken						no stops
102224 12:11:58	2024210385	2:32:41	Bottofff		2				Patrolled city streets, Adair Park, Aerodrome, School Zone (ran radar). Worked on computer work. 2 stops/warns for speed.
102224 23:05:38	2024210811	3:30:28	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ADAIR COUNTY PARK/AERODROME PARK/ODFW/BUSINESSES.

Location	Date	Violator	Case #	Follow Up Date	Up (Y/N)	Fine/Fee (Y/N)
5224 Laurel Dr NE	8/4/2023	Property Maintenance / Parking	23-0801	9/22/2023	N	
3111 Willamette Ave NE	8/4/2023	Property Maintenance	23-0805	10/4/2023	getting volunteers	N
3120 Willamette Ave NE	9/22/2023	Keeping Junk	23-0911	10/23/2023	Y	N
220 Azalea Dr NE	9/22/2023	Keeping Junk	23-0912	10/23/2023	Y	N
8046 Barberrry Dr NE	9/22/2023	Keeping Junk	23-0913	10/23/2023	ng has been hired	
5150 Willamette Ave NE	9/22/2023	Keeping Junk	23-0915	10/23/2023	; two extra weeks.	
8759 Box Edler	9/29/2023	Couch in yard for 2 weeks - set to be picked up Monday	23-0916	10/6/2023	Y	N
8255 Hyacinth Ct NE	9/29/2023	Somebody living in an RV. (Moving Nov 4)	23-0917	11/4/2023	hecking on Nov 4.	
8251 Hyacinth Ct NE	9/29/2023	Dumpers at location for two weeks.	23-0918	10/6/2023	Y	N
6329 William Carr	9/29/2023	Trashcan in the street - nobody home house posted	23-0919	Ongoing Observation	Y	N
6241 William Carr	9/29/2023	Vacant house. Moved trashcans to side of house.	23-0920	10/6/2023	Y	N
5170 Willamette	9/29/2023	Trashcans in beauty strip - notice left on door	23-0921	10/6/2023	Y	N
5173 Willamette	9/29/2023	Truck Parked on unimproved pad - notice sent	23-0922	10/29/2023	n area on 10/6/23	N
255 Azalea Dr NE	9/29/2023	Car on unimproved pad - notice sent	23-0923	10/29/2023	Y	N
6405 William Carr	10/6/2023	Yard bin in street	23-0101	10/13/2023	Y	N
113 Columbia	10/6/2023	Keeping Junk	23-0103	11/3/2023	Y	N
6241 William Carr	10/6/2023	Derelict Vacant Structure	23-0102	11/3/2023	Y	N
5221 Laurel Dr NE	10/12/2023	Abandon Veh (white truck)	23-0103	10/20/2023	Y	N
6400 blk William Carr	10/20/2023	Trash can on sidewalk	23-0104	10/27/2023	Y	N
169 Azalea Dr	10/20/2023	Trash can on sidewalk	23-0105	10/27/2023	Y	N
171 Azalea Dr	10/20/2023	Trash can on sidewalk	23-0106	10/27/2023	Y	N



CITY ADMINISTRATOR'S REPORT November 5, 2024, Council Meeting

Administration

- **Finances** – City staff and Sarah our finance consultant have started the next audit. The auditors are hoping to have it completed by the first of the year.
- **Tangent** – We have added some additional projects over the last few months. These are billed separately from our operating agreement.
- **Zip Code** –
- **Santiam Christian** – Santiam Christian has entered into an agreement with Dennis Derby for their residential property. In that agreement Santiam will be responsible for improving Vandenberg and Dennis will be responsible for the North South connection.

Property/Businesses

- **Cell Tower** – The city hasn't heard anything from the cell company, Sean and I are looking at our contract to see what steps would come next.
- **Good Grounds** – The dead trees and palm trees out front were taken care of by an arborist and it really cleared the view up.
- **Store/Restaurant** – I talked with Paul about some complaints in the store about being understocked and outdated. Since then, I have checked every day, and it looks better. I haven't heard anything new on the restaurant except its coming.

Major Projects/Engineering

- **Water** – I have a kickoff meeting with GSI on Wednesday the 6th to start the Water Management and Conservation Plan (WMCP).
- **Calloway Creek** – The roads are in, and they are starting to get ready to pull permits and get some foundations in.
- **Wastewater Plant** – The drilling is done and were preparing for making the connections next week.
- **Water Lines** – The city engineers and I are working to update the grant request to add the additional lines.



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT
PERIOD: 9/20/2024 to 10/20/2024

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 5,205,183

Average Usage per: 163K

WATER DISTRIBUTION REPORT

Maintenance Activity: No leak were detected again this month. Staff assisted contractors at Early Blue subdivision with fire flow design. Staff cleared blackberries from Voss hill tank site.

Collected quarterly: 4th quarter samples will be taken in November.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to increase slightly with small amounts of rain this last month. Staff are still working with contractors on the construction of new discharge line to the holding lagoon.

Total Monthly Influent: 4.2 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. Staff have been checking for any storm debris in roadways.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing has concluded for the year. Staff continue to clean up limbs and leaves from city properties.

WATER TREATMENT PLANT

Maintenance Activity: We are running the plant about 24 hours a week. Staff will start to clean sediment bays to prepare for winter flows.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant has had no issues. Staff will begin discharging to the river November 1, 2024.

Completed by Matt Lydon, Public Works Supervisor



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

We have approximately \$4,481,918.43 in the Local Government Investment Pool (LGIP). Last month we had \$4,429,124.06. Last year at this time we had \$3,925,110.59. We have approximately \$98,736.95 in Citizens Bank.



OREGON
STATE
TREASURY

Local Government
Investment Pool

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

Back to Accounts Dashboard

ADAIR VILLAGE CITY OF

Move Funds

Settings

Balance Summary as of
Oct 31, 2024

Current Liquid
Balance

\$4,481,918.43

\$4,481,918.33

Summary

Activity History

Pending Activity

Holdings

ADAIR VILLAGE CITY OF

PH

Investment Holdings

[View Holding Details](#)

Fiscal YTD

Since Jul 1, 202

Investment Type	Market Value
Oregon LGIP	\$4,481,918.43

Oregon LGIP
\$77,674.08

Total \$77,674.08

Recent Activity

[View All Activity](#)

Nov 01, 2024	Details
Accrual Income Div	\$19,290.86
Reinvestment - Distributions	

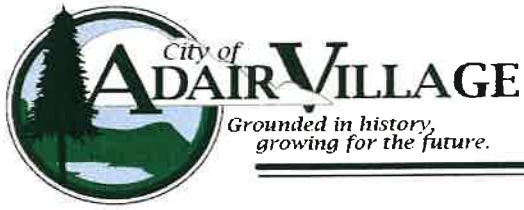
Account ...

Account Name
ADAIR VILLAGE
CITY OF

Oct 17, 2024	Details
ODOT - ODOT PYMNT	\$10,974.10

Account Number
4333

Account Opened
Jun 19, 2017



STAFF REPORT Zip Code

Councilors,

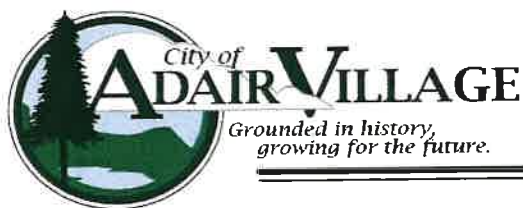
Below is the response received from the USPS I have also attached the letter we sent and the new letter were going to send:

To be considered for a zip code, a boundary review would need to be completed. To request a boundary review, a formal request needs to be submitted to the District Manager Eric Gilbert in Portland. He will then send it on to Address Management for the review process if he deems necessary.

It is important for me to say that ZIP codes are for the purpose of processing mail, not to establish an identity for a community. Generally, a new zip code would be established if this area has enough growth that the current zip code no longer supports additional +4 zip codes and if it is proven to cost effective for the Postal Service.

I recommend that you request the boundary review. We can also track that if you don't get a timely response.

Sincerely,
Cheri



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

November 1, 2024

Kathy Cooper
7007 Ne Cornfoot Rd
Dept 600
Portland, OR 97218

Dear Ms. Cooper,

I am writing to initiate a formal request to the U.S. Postal Service for the assignment of a unique Zip Code for the City of Adair Village, Oregon. We firmly believe that Adair Village should have been granted its own Zip Code when it was incorporated in 1976, and we now consider it an urgent necessity. The following information and background strongly support the need for Adair Village to have its own Zip Code.

To provide some historical context, Adair Village was established and incorporated in 1976, built upon the site of Camp Adair, a former military installation that served various branches of the United States Military from 1942 to 1969. During those years, there were three separate post offices located within the present boundaries of Adair Village. From 1942 to 1946, a post office served Camp Adair, which functioned as a training site for several divisions during World War II and later as a prisoner of war camp. Then, from 1947 to 1951, the site was leased to Oregon State University for student housing, hosting another post office. Finally, from 1961 to 1969, the Adair Air Force Station and a SAGE radar station, which still exists as a private business within our city, had their own post office.

Following the decommissioning of the Air Force Station, the land was divided between the City of Adair Village, Benton County, and the Oregon Department of Fish and Wildlife, forming the EE Wilson Game Management Area. In 1976, the City of Adair Village was officially incorporated, with a population of 586 according to the 1980 Census. The population remained relatively stable until 2000 when it was primarily seen as a "bedroom" community for Corvallis. However, in 2001, Adair Village expanded its Urban Growth Boundary (UGB) to incorporate new acreage, resulting in a significant population increase. Today, our population stands at 1480 residents, with another UGB expansion recently completed, nearly doubling our city's area, and projections estimate a population of 2,800 to 3,000 within the next 20 years.

Despite our growth, Adair Village remains the only incorporated city of its size, and even smaller, in the entire state of Oregon without its own Zip Code. Many smaller cities and unincorporated areas in our region have their own post offices and unique Zip Codes. To put this

into perspective, please consider the following examples from neighboring communities:

- Corvallis-Adair Village (930 population) – Adair Village is 8.4 miles from the Corvallis Post Office.
- Albany-Tangent (985 population) – Tangent is 7.2 miles from the Albany Post Office.
- Dallas-Falls City (965 population) – Falls City is 9.9 miles from the Dallas Post Office.
- Detroit (265 pop.)-Idanha (230 pop.) – These two towns, with smaller populations than Adair Village, are 4.5 miles apart and both have their own post offices.
- Drain (1080 pop.)-Yoncalla (1115 pop.) – These neighboring towns, each with over 1,000 residents, are 5.1 miles apart and both have their own post offices.

These examples demonstrate that Adair Village's situation is not unique, and many similar communities in our region enjoy the benefits of having their own Zip Codes. Additionally, the absence of a unique Zip Code for Adair Village has created various challenges and issues, particularly concerning mail and package delivery. Real estate listings for Adair Village continue to be listed as Corvallis addresses, hindering our community's identity and potential for economic development. At a recent meeting with local realtors, it became evident that many were unaware of Adair Village's status as a separate, incorporated city due to the shared Zip Code with Corvallis. One citizen who just moved to Adair Village called and said "I've called Corvallis several times and they will not provide water service out here."

Furthermore, the potential for misdirected emergency service response is a growing concern due to the confusion surrounding our shared Zip Code. Emergency response vehicles have been delayed in reaching Adair Village residents due to the location confusion between Adair Village and south Corvallis. Such delays in critical situations are unacceptable, and we believe that having our own Zip Code is not only essential for our community's identity but also for the safety and well-being of our residents.

Adair Village has evolved significantly over the years and is poised for continued growth, with plans for a new downtown retail area and other developments. We believe that having our own Zip Code is essential to firmly establish our community's identity and address ongoing issues with emergency response delays. Moreover, as our population is expected to triple within the next decade, it is essential to begin planning for an Adair Village Post Office. In accordance with the review process initiated by Congress in 1991, we kindly request that you review this information and forward it to your District manager for a decision regarding our request.

Thank you for your prompt attention to this matter, and we look forward to your favorable response.

Sincerely,

Pat Hare
City Administrator
City of Adair Village



6030 NE William R. Carr St
Adair Village, OR 97330
Voice - 541 745-5507
Fax - 541 230-5129

Boundary Change Request

31 October 2024

To: Eric Gilbert
USPS-Portland District
P.O. Box 3609
Portland, OR 97208-3609

From: Michael Bidwell, Associate Planner on behalf of Pat Hare, City Administrator, City of Adair Village

Dear Mr. Gilbert:

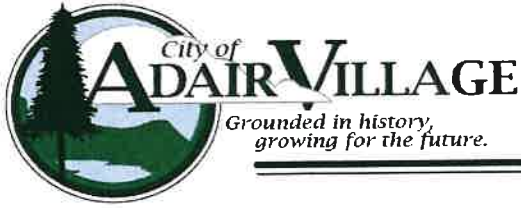
The City of Adair Village has attempted to be approved for a change in zip code over the past several years. Recently, the City was directed by Representative Val Hoyle's office to contact you so we can make a "Boundary Change Request." The City of Adair Village is roughly five miles north of Corvallis, and we share the same zip code with the City of Corvallis. Corvallis also has addresses with SE prefixes. This has caused issues with citizens getting deliveries as many of the delivery entities see a "SE" prefix and assume the property is in the southeast part of Corvallis. The City of Adair Village has streets that have a "SE" prefix, which is the part of Adair Village that is rapidly growing. With the rapid growth in the portion of Adair Village with SE street prefixes, confusion has increased, which has also increased frustration among its citizens.

As you may already know, most of the proprietary software will overwrite the city of a zip code with the "main" city associated with a zip code. This means that if a citizen asks for a delivery, the software will overwrite Adair Village with Corvallis. As Adair Village builds another large subdivision with addresses having an "SE" prefix combined with developing a downtown, this will further escalate issues with citizens getting deliveries among other negative consequences for the City of Adair Village. It has also caused confusion in the real estate market with people thinking they are looking at a property in Southeast Corvallis instead of Adair Village.

Based on these issues and seeing other municipalities of this size receiving their own zip codes, the City of Adair Village believes it meets the criteria to have a Boundary Change Request approved. Please let us know if you need any other information or if any other documentation/forms are required to expedite this request. Thank you for your time and consideration.

Sincerely,

Michael Bidwell
Associate Planner



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

In the Matter of an Ordinance amending the)
City of Adair Village's)
Section 1.180 Enforcement)

ORDINANCE NO. 2024-4

WHEREAS, the City of Adair Village wishes to amend its Development Code to become more enforceable and hold entities accountable; and

WHEREAS, the current code limits enforcement based on its phrasing; and

WHEREAS, amending the code will better align it with the needs of the community.

NOW, THEREFORE, THE CITY OF ADAIR VILLAGE ORDAINS AS FOLLOWS:

Section 1: The Planning Official shall make such changes to the City of Adair Village Development Code as are required to implement this amended ordinance.

Section 2: Enactment. Section 1.180 Enforcement of The Adair Village Development Code is hereby amended as follows:

Section 1.180 Enforcement

- (1) Remedy. A structure located, constructed, maintained, repaired, altered, or used in violation of this Code, or land used in violation of this Code, shall constitute a nuisance. The city may, in addition to other remedies that are legally available for enforcing this Code, institute injunction, mandamus, abatement or other appropriate proceedings to prevent, enjoin, abate and/or remove the unlawful location, construction, maintenance, repair, alteration and/or use.
- (2) Procedures are described in Adair Village Municipal Code Sections 40.615 – 40.640.
- (3) Penalties are described in Adair Village Municipal Code Sections 40.605 – 40.610.

Section 3: Effective Date. Passed by the City Council and approved by the Mayor of the City of Adair Village this November 5, 2024, the Adair Village Development Code amendments shall become effective on November 5, 2024.

CITY OF ADAIR VILLAGE

MAYOR

CITY ADMINISTRATOR

To: Adair Village City Council

From: Pat Hare, City Administrator

I'm asking the council to consider negotiating my contract to reflect the accomplishments and position the city is in. Over the last fifteen years I've shown that I can perform the duties required of this position at the highest level.

Since the last time I negotiated my contract, the City has established many new avenues of residual income and moved forward on most if not all projects and goals. These sources include but are not limited to new tax revenues because of growth, new contracts established by relationships with other cities, restructuring staff and resources, reviewing fees and leases and making appropriate increases.

Not only has the city seen a sizeable increase in revenues but we have achieved major reductions in water loss, infrastructure replacement and maintenance, sustainable growth, acquisitions of key pieces of property throughout the city, successfully completed a large UGB expansion, completed many different beautification projects throughout town, improved financial and utility billing policies, updated the comprehensive plan, land use development codes, design standards, and transportation system plans. The city has its first ever emergency preparedness plan and an active CERT team.

I love Adair Village, and I believe that I will never know a city better than this one. I was fortunate enough to be an intern, public works employee, assistant city administrator/public works director and now the City Administrator. This experience has given me the overview and tools needed to run this city to the highest level. I have spoken in the past about the impacts of not climbing the ladder so to speak on my ability to earn. The city of Lebanon and Sweet Home are cities that I could be managing and would be if I was seeking a bigger city. Their current pay structure is at a higher range, and I would like my structure to be similar.

The city has available funds and ability to reflect these cities and others of similar size. With your help and the help of very good staff I have been able to put Adair Village in this position. I also believe that I can continue to increase our financial stability while promoting and accomplishing the goals set out before me. Every time I have asked for a pay increase the city has actually increased its overall revenue.

City Accomplishments

Water Infrastructure

- Reduced water loss by over 50%
- Increased capacity by 50 percent
- Updating Water Plant
- The City's water system was almost completely failing and now we can provide as much water as needed for any amount of growth.

Audits:

- Completed 5 audits to catch the city up in 2015
- 2016/2023 Audits had no major deficiencies addressed and made all recommended changes by the auditors
- 2020 Audit had no comments
- Completed final recommendation this year with new financial software
- Will continue to stay current on all audits and financial responsibilities

Found creative ways to accomplish projects, find savings and fund projects for free:

- 2 mill water projects free (Help of OAWU, Republic Service, Volunteers)
- Received over \$600,000.00 in grant funding
- Reduction in water loss if sold water would have been worth over \$30,000.00 annually
- Did not replace Assistant City Manager over \$90,000.00 savings per year while still being more efficient and productive since 2015
- Contract Police with Benton County Sheriff \$30,000 annually was over \$200,000 for own department
- Fixing leaks throughout town estimated \$100,00 in savings to the city
- Managed and completed barracks project estimated at over \$500,000 the city accomplished for less than \$100,000
- New water intake Hyak park free grant over \$100,000 project and maintenance done for life by ODFW
- \$20,000 liner project on Hospital hill cost the city approximately \$1,000
- \$285,000 FEMA Grant
- \$100,000 ODOT Grant

Since my last pay increase

- 480,000.00 FEMA Grant

- 485,000.00 Parks Grant
- Finished 2.7 million Dollar Wastewater Project
- Working on a 4 million Dollar Grant to replace mainlines
- Completed UGB expansion
- Working with a new BIO tech Company to provide high wage jobs

Relationships and partnerships and residual income:

- Tangent Agreement \$137,000 per year
- Planner shared by three cities
- \$75,000 Lease for entire AVIS property
- Free Transit was \$26,000 a year

Acquired properties that are vital to city growth

- Benton County property
- 4 plex

We have had the longest standing businesses in our buildings

Benton county property

- Had to develop relationship with model railroad found solution to make them asset to the community while getting them to relocate
- Annexed property into the city

No big setbacks Resiliency

- The city has lost many different people throughout the last ten years and we have created a culture where the impacts don't set the city back in a small city this is difficult to do. This has been accomplished by having multiple people certified and trained to perform the different tasks required of the city to operate.
- Surrounding the city with capable people
- Increased pay for all employees by finding new funding sources while providing better service to our communities

Facilitated and fostered relationships that brought smart growth

- Helped Serve Pro Locate in Adair Village
- 111 homes built over the last 5 years ✓
- Estimated over 30 additional this year and over two hundred more in the next five.

Committees Served on or Chair of

- Benton County Twenty Forty
- Cascade West Regional Consortium
- Statewide Transportation Improvement Fund Advisory Committee
- League of Oregon Cities
- International League of Cities

Consistency in all city operations

- Continued compliance with DEQ, OHA
- Supplying services
- Financial Accountability

Goals for the future

-Two Years/Four Years

- Set up Urban Renewal District
- Residential growth
- New wastewater infrastructure
- FEMA Grant 3 million Dollars
- Develop better relations with SCS/See Development
- Facilitate the development of connectivity through roads and trails
- Interpretive center/ historical markers

-Five Years/Ten Years

- Replace all water transmission lines
- Zip Code
- Stronger resiliency
- Increased public safety
- Better connectivity
- Increased open space access
- Complete all water line repairs
- Develop Downtown

-Long Term

- Find use for water rights
- Continued fiscal responsibility
- Replace Streets and Infrastructure in old sections of town

