

**ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.**

****Tuesday, February 4, 2025 - 6:00pm****

1. **ROLL CALL – Flag Salute**
2. **CONSENT CALENDAR:** - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*
 - a. Minutes – City Council Meeting – January 7, 2024 (Attachment A)
 - b. Bills List through – January 31, 2025 (Attachment B)
3. **PUBLIC COMMENT** (Please limit comments to 3 minutes)
4. **STAFF REPORTS:**
 - a) Sheriff's Report (Attachment C)
 - 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) Wastewater Pre-Design (Attachment H, H1)
Action: Discussion Pat Hare
 - B) Water Meters (Attachment I, I1)
Action: Discussion Pat Hare
6. **NEW BUSINESS:**
 - a) Appoint Budget Officer/Approve Timeline (Attachment J)
Action: Decision Pat Hare
 - b) Appoint CAMPO Representative
Action: Decision City Council
7. **ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**
 - a) N/A
Action: n/a
8. **EXECUTIVE SESSION**
 - a) N/A
9. **COUNCIL and MAYOR COMMENTS:**
10. **ADJOURNMENT:**
Next meetings -

City Council –Tuesday, March 5, 2025, 6:00 PM
Planning Commission – TBD

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.

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**ADAIR VILLAGE
CITY COUNCIL MINUTES- Draft
6030 William R. Carr Avenue
****Tuesday, January 7, 2025 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Ray, Officer, Sisler, and Wilson 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 December 3, 2024, City Council Meeting Attachment B Bills List through Dec 30, 2024 (\$258,003.55).</p>	<p>Councilor Officer moved to approve the Consent Calendar. Councilor Ray seconded. Unanimous Approval (5-0).</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 is currently working on the 2023 audit which should be done shortly and then we will begin on the 2024. This will make us current on the financial audits. • Tangent – Staff is working with Tangent on a new contract that adds other areas of town for Adair Village to take care. • Zip Code – We have sent the new letter off to the Regional Postmaster but have not received a response yet. There is new legislation that is trying to help cities be able to obtain their own zip code. • Santiam Christian – Santiam Christian is looking at building an indoor batting cage and sports area. City staff, the Benton County Building Department and the city engineers will be meeting with them this month to go over all requirements. <p>Property/Businesses</p> <ul style="list-style-type: none"> • Cell Tower – The city has sent a letter to them requesting proof of insurance, but we have not heard back. This is a breach of the agreement so I will be working with Sean to address the issue. • Good Grounds – The coffee shop is doing well and they’re looking forward to the new development and the new restaurant. • Store/Restaurant – The restaurant is now open, city staff put 	<p>Council received the report.</p>

<p>it in the newsletter.</p> <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Water – Civil West and GSI are working on the Water Management and Conservation Plan (WMCP). Staff is also looking into getting quotes for a new backwash pump. • Calloway Creek – Emily with Chad Davis Construction submitted for five permits to begin putting foundations in. • Wastewater Plant –The project is completed and is working well at this point. Public works staff will continue to monitor through the rainy season but so far so good. • Water Lines – The city engineers and I are working to update the grant request to add the additional lines. 	
<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 \$4,307,756.56. Last year at this time, the balance was \$4,241.224.65.</p>	<p>Council received the report.</p>
<p>5. Old Business – 5a. Water Master Plan (Attachment H, H1, H2, H3, H4) 5b. Wastewater Funding (Attachment I, I1) 5c. Adair Village Projects/Goals</p>	<p>Council received the reports. Councilor Officer moved to approve the Water Master Plan. Councilor Wilson seconded. Unanimous Approval (5-0).</p>
<p>6. New Business 6a. Elections, Oath of Office 6b. Appointment of Mayor Pro Temp</p>	<p>Oaths of Office were taken by Mayor Bill Currier, and Councilors Ron Sisler and John Wilson. Bret Ray was nominated by Councilor Wilson to be Mayor Pro Temp. Unanimous Approval (5-0).</p>
<p>7. Ordinance, Resolutions, and Proclamations- 7a. Ordinance 2025 – 1 Amending Zoning Map (Attachments L, L1)</p>	<p>Councilor Wilson moved to read the Ordinance 2025-1 by title only a second time. Councilor Ray seconded. Councilor Officer moved to approve the Ordinance 2025-1. Councilor Sisler seconded. Unanimous Approval (5-0).</p>
<p>8. Executive Session- N/A</p>	
<p>9. Council and Mayor Comments</p>	
<p>10. Adjournment: City Council –Tuesday, February 6, 2025, 6:00 p.m. Planning Commission – TBD</p>	<p>Mayor Currier adjourned the meeting at 7:52 p.m.</p>

January 2025 Bills

Date
1/15/2025

Amount
\$69,928.99

Total

\$69,928.99

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 65888	1	Work for Tangent	Invoice	12/02/2024	01/30/2025	835.00		835.00	100-900-52115
Total 65888:						835.00	.00	835.00	
65892	1	Work for Tangent	Invoice	12/02/2024	01/30/2025	375.00		375.00	100-900-52115
Total 65892:						375.00	.00	375.00	
65934	1	Work for Tangent	Invoice	12/04/2024	01/30/2025	375.00		375.00	100-900-52115
Total 65934:						375.00	.00	375.00	
65969	1	Work for Tangent	Invoice	12/09/2024	01/30/2025	1,500.00		1,500.00	100-900-52115
Total 65969:						1,500.00	.00	1,500.00	
65973	1	Work for Tangent	Invoice	12/09/2024	01/30/2025	200.00		200.00	100-900-52115
Total 65973:						200.00	.00	200.00	
65974	1	Work for Tangent	Invoice	12/09/2024	01/30/2025	250.00		250.00	100-900-52115
Total 65974:						250.00	.00	250.00	
65977	1	Work for Tangent	Invoice	12/09/2024	01/30/2025	225.00		225.00	100-900-52115
Total 65977:						225.00	.00	225.00	
66011	1	Work for Tangent	Invoice	12/11/2024	01/30/2025	1,670.00		1,670.00	100-900-52115
Total 66011:						1,670.00	.00	1,670.00	
66030	1	Work for Tangent	Invoice	12/12/2024	01/30/2025	375.00		375.00	100-900-52115
Total 66030:						375.00	.00	375.00	
66102	1	Work for Tangent	Invoice	12/18/2024	01/30/2025	675.00		675.00	100-900-52115
Total 66102:						675.00	.00	675.00	
66103	1	Work for Tangent	Invoice	12/18/2024	01/30/2025	675.00		675.00	100-900-52115
Total 66103:						675.00	.00	675.00	
66104	1	Work for Tangent	Invoice	12/18/2024	01/30/2025	675.00		675.00	100-900-52115
Total 66104:						675.00	.00	675.00	
66105	1	Work for Tangent	Invoice	12/18/2024	01/30/2025	675.00		675.00	100-900-52115
Total 66105:						675.00	.00	675.00	
66151	1	Work for Tangent	Invoice	12/23/2024	01/30/2025	935.00		935.00	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 66151:						935.00	.00	935.00	
66152	1	Work for Tangent	Invoice	12/23/2024	01/30/2025	250.00		250.00	100-900-52115
Total 66152:						250.00	.00	250.00	
66175	1	Work for Tangent	Invoice	12/26/2024	01/30/2025	310.00		310.00	100-900-52115
Total 66175:						310.00	.00	310.00	
66188	1	Work for Tangent	Invoice	12/27/2024	01/30/2025	375.00		375.00	100-900-52115
Total 66188:						375.00	.00	375.00	
66189	1	Work for Tangent	Invoice	12/27/2024	01/30/2025	2,140.00		2,140.00	100-900-52115
Total 66189:						2,140.00	.00	2,140.00	
66213	1	Work for Tangent	Invoice	12/31/2024	01/30/2025	200.00		200.00	100-900-52115
Total 66213:						200.00	.00	200.00	
Total 150 A & B Septic:						12,715.00	.00	12,715.00	✓20517
690 Bank of America									
122324	1	Credit Card Charges	Invoice	12/23/2024	01/19/2025	39.00		39.00	100-900-52102
122324	2	Credit Card Charges	Invoice	12/23/2024	01/19/2025	48.35		48.35	100-900-52102
122324	3	Credit Card Charges	Invoice	12/23/2024	01/19/2025	34.08		34.08	100-900-52002
122324	4	Credit Card Charges	Invoice	12/23/2024	01/19/2025	128.01		128.01	100-900-52031
122324	5	Credit Card Charges	Invoice	12/23/2024	01/19/2025	40.99		40.99	100-900-52002
122324	6	Credit Card Charges	Invoice	12/23/2024	01/19/2025	29.44		29.44	100-900-52108
122324	7	Credit Card Charges	Invoice	12/23/2024	01/19/2025	191.57		191.57	100-900-52110
122324	8	Credit Card Charges	Invoice	12/23/2024	01/19/2025	88.38		88.38	100-900-52002
122324	9	Credit Card Charges	Invoice	12/23/2024	01/19/2025	19.99		19.99	100-900-52114
122324	10	Credit Card Charges	Invoice	12/23/2024	01/19/2025	213.90		213.90	100-900-52030
122324	11	Credit Card Charges	Invoice	12/23/2024	01/19/2025	158.17		158.17	500-420-52002
122324	12	Credit Card Charges	Invoice	12/23/2024	01/19/2025	24.90		24.90	100-900-52115
122324	13	Credit Card Charges	Invoice	12/23/2024	01/19/2025	34.98		34.98	510-430-52002
122324	14	Credit Card Charges	Invoice	12/23/2024	01/19/2025	69.98		69.98	500-420-52014
122324	15	Credit Card Charges	Invoice	12/23/2024	01/19/2025	5.91		5.91	510-430-52013
122324	16	Credit Card Charges	Invoice	12/23/2024	01/19/2025	256.88		256.88	510-430-52013
122324	17	Credit Card Charges	Invoice	12/23/2024	01/19/2025	306.75		306.75	510-430-52002
Total 122324:						1,691.28	.00	1,691.28	
Total 690 Bank of America:						1,691.28	.00	1,691.28	✓20518
830 Benton County Sheriff									
122531	1	Law Enforcement Services	Invoice	12/31/2024	01/30/2025	9,570.00		9,570.00	100-200-52019
Total 122531:						9,570.00	.00	9,570.00	
Total 830 Benton County Sheriff:						9,570.00	.00	9,570.00	✓20519
1340 Caselle Inc.									
138277	1	Monthly Software Hosting Fees	Invoice	01/01/2025	01/30/2025	804.15		804.15	500-420-52114

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
138277	2	Monthly Software Hosting Fee	Invoice	01/01/2025	01/30/2025	536.10		536.10	100-900-52114
138277	3	Monthly Software Hosting Fee	Invoice	01/01/2025	01/30/2025	268.05		268.05	510-430-52114
138277	4	Monthly Software Hosting Fee	Invoice	01/01/2025	01/30/2025	89.35		89.35	200-410-52114
138277	5	Monthly Software Hosting Fee	Invoice	01/01/2025	01/30/2025	89.35		89.35	520-440-52114
Total 138277:						1,787.00	.00	1,787.00	
Total 1340 Caselle Inc.:						1,787.00	.00	1,787.00	✓20520
1610 Civil West Engineering Services Inc									
1001.001C.012	1	Engineering Consultant	Invoice	01/01/2025	01/30/2025	672.00		672.00	500-420-52020
1001.001C.012	2	Engineering Consultant	Invoice	01/01/2025	01/30/2025	1,850.00		1,850.00	100-900-52020
1001.001C.012	3	Engineering Consultant	Invoice	01/01/2025	01/30/2025	50.44		50.44	100-900-52020
Total 1001.001C.012:						2,572.44	.00	2,572.44	
1001.028.050	1	Engineering Consultant	Invoice	01/01/2025	01/30/2025	1,818.50		1,818.50	510-430-52020
Total 1001.028.050:						1,818.50	.00	1,818.50	
1001.032.042	1	Engineering Consultant	Invoice	01/01/2025	01/30/2025	11,210.50		11,210.50	500-420-53503
Total 1001.032.042:						11,210.50	.00	11,210.50	
Total 1610 Civil West Engineering Services Inc:						15,601.44	.00	15,601.44	✓20521
2300 Delapoer Kidd Attorneys at Law									
2086	1	Prepare for and attend city council	Invoice	01/02/2025	01/31/2025	437.50		437.50	100-900-52017
Total 2086:						437.50	.00	437.50	
Total 2300 Delapoer Kidd Attorneys at Law:						437.50	.00	437.50	✓20522
2520 Eurofins Environment Testing NW, LLC									
24-34785	1	Lab	Invoice	12/30/2024	01/29/2025	168.30		168.30	500-420-52104
Total 24-34785:						168.30	.00	168.30	
24-38276	1	Lab Analysis	Invoice	12/31/2024	01/15/2025	42.00		42.00	500-420-52104
Total 24-38276:						42.00	.00	42.00	
Total 2520 Eurofins Environment Testing NW, LLC:						210.30	.00	210.30	✓20523
2960 GSI Water Solutions Inc									
00400.004-1	1	Contract Services	Invoice	11/08/2024	01/30/2025	649.70		649.70	500-420-52019
Total 00400.004-1:						649.70	.00	649.70	
Total 2960 GSI Water Solutions Inc:						649.70	.00	649.70	✓20524
7537 John P. Wilson									
01092025	1	Reimbursement for City Council Me	Invoice	01/02/2025	01/30/2025	65.00		65.00	100-900-52111
Total 01092025:						65.00	.00	65.00	✓20525

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 7537 John P. Wilson:						65.00	.00	65.00	
7510 Kristopher Schendel									
2412	1	Contract Services	Invoice	12/30/2024	01/15/2025	2,500.00		2,500.00	100-900-52019
Total 2412:						2,500.00	.00	2,500.00	
Total 7510 Kristopher Schendel:						2,500.00	.00	2,500.00	✓26526
7524 My Bridge Team, Inc.									
INV-000046	1	Admin	Invoice	01/13/2025	01/30/2025	1,067.50		1,067.50	100-100-52019
INV-000046	2	Admin	Invoice	01/13/2025	01/30/2025	133.44		133.44	100-900-52019
INV-000046	3	Storm Drain	Invoice	01/13/2025	01/30/2025	200.16		200.16	520-440-52019
INV-000046	4	Streets	Invoice	01/13/2025	01/30/2025	200.16		200.16	200-410-52019
INV-000046	5	Wastewater	Invoice	01/13/2025	01/30/2025	533.75		533.75	510-430-52019
INV-000046	6	Water	Invoice	01/13/2025	01/30/2025	533.74		533.74	500-420-52019
Total INV-000046:						2,668.75	.00	2,668.75	
Total 7524 My Bridge Team, Inc.:						2,668.75	.00	2,668.75	✓26527
7478 Northcore USA LLC									
2425N-120424	1	System Maintenance	Invoice	12/04/2024	01/30/2025	13,750.00		13,750.00	500-420-52011
Total 2425N-120424:						13,750.00	.00	13,750.00	
Total 7478 Northcore USA LLC:						13,750.00	.00	13,750.00	✓26528
4670 NW Natural									
123024	1	Utilities	Invoice	12/30/2024	01/21/2025	90.45		90.45	100-900-52109
Total 123024:						90.45	.00	90.45	
Total 4670 NW Natural:						90.45	.00	90.45	✓26529
4800 One Call Concepts Inc									
4120306	1	OR Utility Notification Center	Invoice	12/31/2024	01/30/2025	5.96		5.96	500-420-52109
4120306	2	OR Utility Notification Center	Invoice	12/31/2024	01/30/2025	5.96		5.96	510-430-52109
Total 4120306:						11.92	.00	11.92	
Total 4800 One Call Concepts Inc:						11.92	.00	11.92	✓26530
5210 OreVac West Inc.									
9299	1	System Maintenance	Invoice	12/30/2024	01/29/2025	1,315.00		1,315.00	510-430-52011
Total 9299:						1,315.00	.00	1,315.00	
9307	1	System Maintenance	Invoice	12/31/2024	01/30/2025	864.00		864.00	510-430-52011
Total 9307:						864.00	.00	864.00	
Total 5210 OreVac West Inc.:						2,179.00	.00	2,179.00	✓26531
5300 Pacific Power/PacificCorp									
01132025	1	Utilities	Invoice	01/13/2025	01/29/2025	2,957.51		2,957.51	500-420-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 01132025:						2,957.51	.00	2,957.51	
Total 5300 Pacific Power/PacificCorp:						2,957.51	.00	2,957.51	✓24532
5780 Republic Services #452									
0452-00540979	1	Utilities	Invoice	12/31/2024	01/20/2025	42.47		42.47	100-900-52109
Total 0452-0054097920:						42.47	.00	42.47	
0452-00541698									
0452-00541698	1	Utilities	Invoice	12/31/2024	01/20/2025	250.98		250.98	510-430-52109
Total 0452-005416986:						250.98	.00	250.98	
Total 5780 Republic Services #452:						293.45	.00	293.45	✓24533
5940 SAIF Corporation									
1001836041	1	Admin	Invoice	01/01/2025	01/25/2025	111.77		111.77	100-100-52103
1001836041	2	PS	Invoice	01/01/2025	01/25/2025	6.99		6.99	100-200-52103
1001836041	3	Parks	Invoice	01/01/2025	01/25/2025	62.87		62.87	100-300-52103
1001836041	4	Streets	Invoice	01/01/2025	01/25/2025	27.94		27.94	200-410-52103
1001836041	5	Water	Invoice	01/01/2025	01/25/2025	349.29		349.29	510-430-52103
1001836041	6	WW	Invoice	01/01/2025	01/25/2025	111.77		111.77	520-440-52103
1001836041	7	SD	Invoice	01/01/2025	01/25/2025	27.94		27.94	520-440-52103
Total 1001836041:						698.57	.00	698.57	
Total 5940 SAIF Corporation:						698.57	.00	698.57	✓24534
6020 Schaefers Recreation Equipment Co									
151680-2	1	Chemicals	Invoice	12/12/2024	01/10/2025	347.64		347.64	510-430-52001
Total 151680-2:						347.64	.00	347.64	
151779-1									
151779-1	1	Chemicals	Invoice	12/19/2024	01/10/2025	247.64		247.64	510-430-52001
Total 151779-1:						247.64	.00	247.64	
151986-1									
151986-1	1	Chemicals	Invoice	12/27/2024	01/10/2025	247.64		247.64	510-430-52001
Total 151986-1:						247.64	.00	247.64	
Total 6020 Schaefers Recreation Equipment Co:						842.92	.00	842.92	✓24535
7274 US Bank Equipment Finance									
546368200	1	Equipment Rental	Invoice	01/07/2025	01/31/2025	144.10		144.10	100-900-52023
Total 546368200:						144.10	.00	144.10	
Total 7274 US Bank Equipment Finance:						144.10	.00	144.10	✓24536
7130 Verizon									
6102891664	1	Telephones	Invoice	01/06/2025	01/29/2025	99.77		99.77	500-420-52110
6102891664	2	Telephones	Invoice	01/06/2025	01/29/2025	99.77		99.77	510-430-52110
6102891664	3	Telephones	Invoice	01/06/2025	01/29/2025	65.56		65.56	100-900-52110

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 6102891664:						265.10	.00	265.10	
Total 7130 Verizon:						265.10	.00	265.10	✓20537
7290 Willamette Valley Processors									
1941	1	Emergency Management	Invoice	01/10/2025	01/30/2025	800.00		800.00	100-900-52019
Total 1941:						800.00	.00	800.00	
Total 7290 Willamette Valley Processors:						800.00	.00	800.00	✓20538
Total :						69,928.99	.00	69,928.99	
Grand Totals:						69,928.99	.00	69,928.99	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-52019	1,067.50	.00	1,067.50
100-100-52103	111.77	.00	111.77
100-200-52019	9,570.00	.00	9,570.00
100-200-52103	6.99	.00	6.99
100-300-52103	62.87	.00	62.87
100-900-52002	163.45	.00	163.45
100-900-52017	437.50	.00	437.50
100-900-52019	3,433.44	.00	3,433.44
100-900-52020	1,900.44	.00	1,900.44
100-900-52023	144.10	.00	144.10
100-900-52030	213.90	.00	213.90
100-900-52031	128.01	.00	128.01
100-900-52102	87.35	.00	87.35
100-900-52108	29.44	.00	29.44
100-900-52109	132.92	.00	132.92
100-900-52110	257.13	.00	257.13
100-900-52111	65.00	.00	65.00
100-900-52114	556.09	.00	556.09
100-900-52115	12,739.90	.00	12,739.90
200-410-52019	200.16	.00	200.16
200-410-52103	27.94	.00	27.94
200-410-52114	89.35	.00	89.35
500-420-52002	158.17	.00	158.17
500-420-52011	13,750.00	.00	13,750.00
500-420-52014	69.98	.00	69.98
500-420-52019	1,183.44	.00	1,183.44
500-420-52020	672.00	.00	672.00
500-420-52104	210.30	.00	210.30
500-420-52109	2,963.47	.00	2,963.47
500-420-52110	99.77	.00	99.77
500-420-52114	804.15	.00	804.15
500-420-53503	11,210.50	.00	11,210.50
510-430-52001	842.92	.00	842.92
510-430-52002	341.73	.00	341.73

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
510-430-52011	2,179.00	.00	2,179.00
510-430-52013	262.79	.00	262.79
510-430-52019	533.75	.00	533.75
510-430-52020	1,818.50	.00	1,818.50
510-430-52103	349.29	.00	349.29
510-430-52109	256.94	.00	256.94
510-430-52110	99.77	.00	99.77
510-430-52114	268.05	.00	268.05
520-440-52019	200.16	.00	200.16
520-440-52103	139.71	.00	139.71
520-440-52114	89.35	.00	89.35
Grand Totals:	69,928.99	.00	69,928.99

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
11/24	649.70	.00	649.70
12/24	43,854.32	.00	43,854.32
01/25	25,424.97	.00	25,424.97
Grand Totals:	69,928.99	.00	69,928.99

[Handwritten signature]
1/15/25

ADAIR VILLAGE PATROL
December 25, 2024 - January 24, 2025

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									
122724 23:43:56	2024253418	1:00:00	W434						1 HOUR
122924 04:19:23	2024254046	1:40:24	W428						Patrolled highway, neighborhoods, and parks
122924 09:40:43	2024254115	0:59:33	W447						One hour.
122924 19:45:29	2024254381	2:02:39	W445						PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W/ADAIR COUNTY PARK IN HEAVY RAIN.
123024 10:27:04	2024254633	1:12:37	W418						no activity
123124 09:50:59	2024255312	0:51:11	W418						no activity
010125 01:46:41	2025000084	0:57:58	W441						no activity
010125 09:30:44	2025000208	0:56:24	W444		2				2 stops, warnings for speed
010125 12:12:11	2025000304	2:16:46	W418						no activity
010125 18:50:52	2025000464	3:39:06	W445		1				PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W/SCHOOL/BUSINESSES/ ODFW/PARKS/ADAIR FRONTAGE ROAD/CALLOWAY CREEK IN STEADY RAIN. ONE TRAFFIC STOP/ONE WARNING GIVEN.
010425 01:49:31	2025001925	0:00:14	W434		1				1 TRAFFIC STOP (WARNING FAIL TO DIM HIGH BEAMS)
010425 17:42:01	2025002211	0:37:11	W413						no stops. Patrolled local streets and Highway.
010525 08:36:29	2025002548	0:59:52	W446						No stops
010525 21:49:07	2025002874	2:00:11	W445						PATROLLED CITY STREETS/ADAIR COUNTY PARK/BUSINESSES/HIGHWAY 99W.
010825 21:55:18	2025004900	3:00:14	W445						PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W/SCHOOL/PARKS/ODFW/BUSINESSES/ CALLOWAY CREEK
011025 01:44:06	2025005670	0:30:00	W434						no activity
011025 09:43:16	2025005818	1:00:06	W444						no activity
011025 13:33:40	2025005948	2:49:56	W437						Worked on computer work, while running traffic at and around school zone. Patrolled city streets and park.
011225 11:56:47	2025007259	0:59:51	W418	1					Citizen contact, assisted an elderly woman having vehicle issues. Determined her vehicle was likely having issues with the mass airflow sensors, causing her vehicle stability control to have issues and throw codes.
011225 19:54:19	2025007459	2:11:10	W445						PATROLLED CITY STREETS/COUNTY PARK. ALSO HANDLED VEHICLE VERSUS ELK CRASH NEAR NORTH END OF ADAIR FRONTAGE ROAD.
011325 11:42:56	2025007806	0:44:35	W418						no activity
011425 05:24:55	2025008274	0:58:20	W442						no activity
011425 10:45:48	2025008405	1:59:29	W437						Worked on grant work on computer while running radar in Adair.
011425 14:08:28	2025008543	1:46:34	W418						no activity.
011625 10:17:51	2025009770	1:06:34	W444						no activity.
011825 09:44:35	2025011117	0:28:25	Sinclair						no activity.
012025 08:54:07	2025012274	1:40:25	Macken						Many drivers slowed to school zone speed when I was parked next to empty Santiam Christian parking lot.
012025 12:42:43	2025012393	1:22:17	Vaughn	1					Patrolled city streets, parks, Calloway Creek and surrounding areas. One citizen contact on SE DOT ST. No crimes or violations observed.
012025 22:21:06	2025012694	2:00:22	Hardison						PATROLLED HIGHWAY 99W/COUNTY ROADS/CITY STREETS/SCHOOL/ODFW/BUSINESSES/PARKS.

CSO Report

Attachment D

Location	Violation	Case #	Follow Up	Compliance	Fine/Fee
5224 Laurel Dr NE	All items completed except of a couch on the side of the house. Due to a layoff, they were given more item to get the couch removed.	24-901	1/1/2025	Y	N
170 Azalea	Blackberries, Chickens, Dilapidated Fence. Owner does not want chickens so did not sign permit. Tenant is working on re-homing chickens now.	24-904	2/1/2025		
214 Azalea	Keeping Junk. 12/10 date not met. Talked to property owner in a last attempt to gain compliance with their rental.	24-1001	2/1/2025		
William R Carr	Parking on the sidewalk and across street in no parking zone. (Check area multiple days at multiple times and did not locate a violation. Due to not knowing the exact address, I posted reminders to every house on the block).	25-0101	1/15/2025	Y	N
113 Columbia	Pickup truck with flat tire parked at the curb.	25-0102	1/20/2025		
Willamette/Laurel	Car with flat tire	25-0103	2/4/2025		
5226 Laurel Dr NE	Truck with couch in bed, does not appear to be moving	25-0104	2/4/2025		
Adair Village car lot	Blk Honda being stored in lot	25-0105	2/4/2025		



CITY ADMINISTRATOR'S REPORT February 4, 2025, Council Meeting

Administration

- **Finances** – Sarah and I are working to close the audit out and are starting to prepare the budget.
- **Tangent** – I will be attending the Tangent city council meeting this this month and I will have some feedback in March.
- **Zip Code** – Staff and I are working on getting information to Val Hoyles office and resubmitting another request.
- **Santiam Christian** – Santiam Christian is working on putting a batting cage facility in next to their baseball field.

Property/Businesses

- **Cell Tower** – Public Safety Towers is still working on locating a tower near the water tanks and they have provided all the necessary insurance and requirements of the contract currently.
- **Good Grounds** – The coffee shop is continuing to grow and they're looking forward to the development to take off.
- **Store/Restaurant** – The restaurant is up and operating, I have eaten there a few times and seems good.

Major Projects/Engineering

- **Water** – City staff is working with Civil West to complete the data request from GSI to complete the city's water management and conservation plan.
- **Calloway Creek** – Chad Davis construction has started on the first four houses in phase 4 of Calloway. Denis Derby has submitted his application to zone the area along the highway and to plat the next phase of residential.
- **Downtown** – I talked with a few companies over the last month and there is some interest but most of the developers capable of this type of project plan for a few years out.
- **Water Lines** – Civil West is currently working on resubmitting our grant request and updating the original.



**PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT**

PERIOD: 12/20/2024 to 1/20/2025

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 4,138.904

Average Usage per: 134k

WATER DISTRIBUTION REPORT

Maintenance Activity: No leaks were reported this last month. Staff worked closely with OHA and DEQ on the train derailment into the Marry's River. No threat was detected to our intake. Samples were taken by the train company, DEQ and city staff. All samples were positive and well below any concerning levels.

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

WASTEWATER TREATMENT REPORT

Flows into the WWTP were high in the beginning of the month but slowly lowered with drier weather. Staff continue to sample and monitor all incoming flows.

Total Monthly Influent: 9.7 million Gallons

STORM WATER COLLECTION SYSTEM REPORT

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

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in decent shape. 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 completed winter cleaning and maintenance of the plant. Staff have been working on pump maintenance at the plant and replacing components.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant has had no issues. Staff continue to maintain and monitor flows at plant under winter protocol.

Completed by Matt Lydon, Public Works Supervisor



STAFF REPORT
Attachment G – Financial Report
 February 4, 2025 Council Meeting

We have approximately \$4,201,761.91 in the Local Government Investment Pool (LGIP). In January we had \$4,184,547.96. Last year at this time we had \$4,274,832.68. We have approximately \$142,407.44 in Citizens Bank.

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

Fund	Income	Expenses	% of Budget	Difference
General	2,306,981.59	318,340.71	10.70%	1,988,640.88
Streets	376,812.85	43,112.71	14.10%	333,700.14
Water	905,758.78	408,966.43	39.50%	496,792.35
Wastewater	938,164.27	213,242.89	15.10%	724,921.38
Storm Drain	75,712.65	20,365.15	23.90%	55,347.50
SDC Fund	1,437,342.64	0.00	0.00%	1,437,342.64
Reserve	137,200.46	0.00	0.00%	137,200.46
TOTAL	\$6,177,973.24	\$1,004,027.89		5,173,945.35

Report Criteria:

- Includes all accounts
- Includes report only transactions
- Includes grand totals with revenue and expenditure totals
- Includes amounts with actual sign

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
General Fund					
General Fund					
100-000-40000	Beginning Fund Balance	2,000,000.00-	1,643,832.69-	356,167.31-	82.2%
100-000-40001	Property Taxes - Current	264,000.00-	260,785.17-	3,214.83-	98.8%
100-000-40002	Property Taxes - Prior Year	500.00-	.00	500.00-	0.0%
100-000-41010	Revenue Sharing	14,000.00-	7,759.65-	6,240.35-	55.4%
100-000-41020	Cigarette Taxes	1,000.00-	1,037.80-	37.80	103.8%
100-000-41030	Liquor Taxes	29,000.00-	10,174.02-	18,825.98-	35.1%
100-000-41100	Tangent Contract	259,000.00-	124,270.62-	134,729.38-	48.0%
100-000-41200	Transient Lodging Tax	5,000.00-	.00	5,000.00-	0.0%
100-000-41300	Benton CO STIFF for Transit	25,000.00-	33.05-	24,966.95-	0.1%
100-000-42001	Planning Fees	10,000.00-	590.00-	9,410.00-	5.9%
100-000-42050	Fees - Other	.00	1,971.69-	1,971.69	0.0%
100-000-42060	SDC Administrative Fees	10,000.00-	.00	10,000.00-	0.0%
100-000-43001	Utility Franchise Fees	70,000.00-	27,209.26-	42,790.74-	38.9%
100-000-46020	Residential Rent Revenue	30,000.00-	12,578.49-	17,421.51-	41.9%
100-000-46021	Property Lease or Rent	78,000.00-	84,194.97-	6,194.97	107.9%
100-000-46023	Building Lease	32,000.00-	19,341.11-	12,658.89-	60.4%
100-000-46024	Property Tax-Property Lease	6,000.00-	.00	6,000.00-	0.0%
100-000-46027	Utilities-Property Lease	19,000.00-	.00	19,000.00-	0.0%
100-000-46028	Room Rental	120.00-	.00	120.00-	0.0%
100-000-46031	Court Fees and Fines	.00	.00	.00	0.0%
100-000-46032	Ordinance Violation Fines	.00	.00	.00	0.0%
100-000-46055	Refunds	200.00-	.00	200.00-	0.0%
100-000-46057	Miscellaneous	1,000.00-	231.24-	768.76-	23.1%
100-000-47300	Parks Grant	.00	.00	.00	0.0%
100-000-47900	COVID-19 Reimbursements	.00	.00	.00	0.0%
100-000-48000	Interest	20,000.00-	112,971.83-	92,971.83	564.9%
100-000-49058	Loan Proceeds - General Fund	.00	.00	.00	0.0%
100-000-49500	Transfer from Water Fund	.00	.00	.00	0.0%
100-000-49530	Transfer from SDC Fund	100,000.00-	.00	100,000.00-	0.0%
100-000-49600	Transfer from Reserve Fund	.00	.00	.00	0.0%
Total General Fund:		2,973,820.00-	2,306,981.59-	666,838.41-	77.6%

City Administration

100-100-50010	City Administrator	77,674.04	33,738.95	43,935.09	43.4%
100-100-50016	Utility/Court Clerk	3,476.12	.00	3,476.12	0.0%
100-100-50018	Finance Clerk	7,748.00	4,911.91	2,836.09	63.4%
100-100-50019	PW Super/Asst City Manager	2,232.58	.00	2,232.58	0.0%
100-100-51010	Employee Health Ins Benefits	20,645.14	13,777.68	6,867.46	66.7%
100-100-51020	Retirement Benefits	24,062.92	13,207.85	10,855.07	54.9%
100-100-51030	Employment Taxes	12,565.31	4,472.37	8,092.94	35.6%
100-100-52002	Materials & Supplies	250.00	.00	250.00	0.0%
100-100-52010	Miscellaneous	500.00	.00	500.00	0.0%
100-100-52013	Travel and Training	2,000.00	.00	2,000.00	0.0%
100-100-52014	Vehicle Fuel & Maintenance	.00	.00	.00	0.0%
100-100-52016	Audit	28,940.00	7,800.00	21,140.00	27.0%
100-100-52017	City Attorney	15,000.00	.00	15,000.00	0.0%
100-100-52018	Planning Consultant	30,000.00	.00	30,000.00	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
100-100-52019	Contract Service	74,800.00	19,822.99	54,977.01	26.5%
100-100-52020	Development Engineering	70,000.00	.00	70,000.00	0.0%
100-100-52030	Miscellaneous	.00	.00	.00	0.0%
100-100-52031	Urban Renewal Development	55,000.00	27,685.00	27,315.00	50.3%
100-100-52101	Banking Charges	.00	146.00	146.00	0.0%
100-100-52102	Dues	.00	.00	.00	0.0%
100-100-52103	Insurance	2,500.00	3,224.77	724.77	129.0%
100-100-52106	Mileage	250.00	.00	250.00	0.0%
100-100-52107	Permits	.00	.00	.00	0.0%
100-100-52108	Postage	.00	.00	.00	0.0%
100-100-53002	Equipment Purchase	.00	.00	.00	0.0%
Total City Administration:		427,644.11	128,787.52	298,856.59	30.1%
Public Safety					
100-200-50010	City Administrator	7,061.28	3,067.18	3,994.10	43.4%
100-200-51010	Employee Health Ins Benefits	1,510.29	1,851.05	340.76	122.6%
100-200-51020	Retirement Benefits	1,917.84	1,320.80	597.04	68.9%
100-200-51030	Employment Taxes	975.87	356.50	619.37	36.5%
100-200-52019	Contract Service	44,400.00	9,570.00	34,830.00	21.6%
100-200-52103	Insurance	50.00	264.74	214.74	529.5%
Total Public Safety:		55,915.28	16,430.27	39,485.01	29.4%
Parks and Recreation					
100-300-50025	Summer Program Coordinator	.00	.00	.00	0.0%
100-300-50054	Utility Worker II	3,803.32	5,336.30	1,532.98	140.3%
100-300-50055	Operator	12,614.24	.00	12,614.24	0.0%
100-300-50058	Utility Worker I	10,268.00	5,340.98	4,927.02	52.0%
100-300-51010	Employee Health Ins Benefits	6,995.48	7,387.22	391.74	105.6%
100-300-51020	Retirement Benefits	7,247.79	5,943.51	1,304.28	82.0%
100-300-51030	Employment Taxes	3,687.94	1,814.12	1,873.82	49.2%
100-300-52002	Materials & Supplies	750.00	25.54	724.46	3.4%
100-300-52011	System Maintenance & Repair	.00	.00	.00	0.0%
100-300-52012	Maintenance - Bldg & Parks	1,000.00	569.89	430.11	57.0%
100-300-52013	Travel and Training	500.00	.00	500.00	0.0%
100-300-52014	Vehicle Fuel & Maintenance	2,500.00	112.07	2,387.93	4.5%
100-300-52019	Contract Service	800.00	38.68	761.32	4.8%
100-300-52022	Equipment Maintenance	5,000.00	1,433.43	3,566.57	28.7%
100-300-52023	Equipment Rental/Lease	100.00	.00	100.00	0.0%
100-300-52025	Small Equipment Purchase	4,200.00	.00	4,200.00	0.0%
100-300-52026	Non-capital Improvements	.00	.00	.00	0.0%
100-300-52030	Miscellaneous	100.00	.00	100.00	0.0%
100-300-52103	Insurance	1,650.00	1,447.62	202.38	87.7%
100-300-52106	Mileage	100.00	.00	100.00	0.0%
100-300-52108	Postage	75.00	.00	75.00	0.0%
100-300-52109	Utilities	750.00	383.81	366.19	51.2%
100-300-52111	Parks-Events	5,500.00	3,895.74	1,604.26	70.8%
100-300-52112	Parks - Youth Activities	6,500.00	5,000.00	1,500.00	76.9%
100-300-53001	Improvements - Bldg & Parks	2,000.00	.00	2,000.00	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
100-300-53002	Equipment Purchase	5,000.00	.00	5,000.00	0.0%
100-300-53003	Museum Infrastructure Cap Outl	100,000.00	.00	100,000.00	0.0%
100-300-55600	Transfer to Reserve Fund	5,000.00	.00	5,000.00	0.0%
Total Parks and Recreation:		186,141.77	38,728.91	147,412.86	20.8%
Non-departmental					
100-900-51030	Employment Taxes	.00	.00	.00	0.0%
100-900-52002	Materials & Supplies	10,000.00	956.85	9,043.15	9.6%
100-900-52010	Legal Notices	3,000.00	.00	3,000.00	0.0%
100-900-52012	Maintenance - Bldg & Parks	10,000.00	8,271.88	1,728.12	82.7%
100-900-52013	Travel and Training	.00	.00	.00	0.0%
100-900-52014	Vehicle Fuel & Maintenance	1,500.00	.00	1,500.00	0.0%
100-900-52015	Security Alarm	10,800.00	.00	10,800.00	0.0%
100-900-52016	Audit	14,417.50	5,915.00	20,332.50	-41.0%
100-900-52017	City Attorney	10,000.00	1,356.25	8,643.75	13.6%
100-900-52019	Contract Service	30,600.00	19,777.88	10,822.12	64.6%
100-900-52020	Engineering Consultant	7,500.00	15,869.80	8,369.80	211.6%
100-900-52021	Transit	25,000.00	.00	25,000.00	0.0%
100-900-52022	Equipment Maintenance	1,500.00	778.54	721.46	51.9%
100-900-52023	Equipment Rental/Lease	2,000.00	873.35	1,126.65	43.7%
100-900-52024	Security Alarm	1,500.00	.00	1,500.00	0.0%
100-900-52025	Small Equipment Purchase	1,200.00	.00	1,200.00	0.0%
100-900-52026	Non-capital Improvements	.00	.00	.00	0.0%
100-900-52030	Miscellaneous	1,000.00	99.75	900.24	10.0%
100-900-52031	CERT Expenditures	5,000.00	.00	5,000.00	0.0%
100-900-52101	Banking Charges	750.00	531.16	218.84	70.8%
100-900-52102	Dues	7,500.00	6,600.16	899.84	88.0%
100-900-52103	Insurance	9,000.00	.00	9,000.00	0.0%
100-900-52108	Postage	5,750.00	2,952.70	2,797.30	51.4%
100-900-52109	Utilities	4,200.00	1,657.63	2,542.37	39.5%
100-900-52110	Telephones	4,600.00	2,359.90	2,240.10	51.3%
100-900-52111	Mayor & Council Expenses	1,000.00	35.98	964.02	3.6%
100-900-52113	Election Fees	1,000.00	.00	1,000.00	0.0%
100-900-52114	Software Hosting Fees	6,300.00	5,206.74	1,093.26	82.6%
100-900-52115	Tangent Expenditures	125,000.00	64,137.11	60,862.89	51.3%
100-900-52197	Utilities - Rentals	.00	.00	.00	0.0%
100-900-52199	Property Taxes	8,700.00	8,843.32	143.32	101.6%
100-900-52220	Residential Rental-related Exp	.00	.00	.00	0.0%
100-900-52800	COVID-19 Expenses	.00	.00	.00	0.0%
100-900-52900	Insurance Reimbursed Expense	.00	.00	.00	0.0%
100-900-53001	Improvements - Bldg & Parks	45,000.00	.00	45,000.00	0.0%
100-900-53002	Equipment Purchase	15,000.00	.00	15,000.00	0.0%
100-900-53003	Barracks Improvements	.00	.00	.00	0.0%
100-900-53004	Land Purchase	.00	.00	.00	0.0%
100-900-53005	Cap Outl - Other Improvements	.00	.00	.00	0.0%
100-900-54006	Barracks Loan Payment	.00	.00	.00	0.0%
100-900-55500	Transfer to Water Fund	9,577.00	.00	9,577.00	0.0%
100-900-55510	Transfer to Wastewater Fund	.00	.00	.00	0.0%
100-900-55530	Transfer to SDC Fund	41,807.00	.00	41,807.00	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
100-900-55600	Transfer to Reserve Fund	.00	.00	.00	0.0%
Total Non-departmental:		420,201.50	134,394.01	285,807.49	32.0%
Contingency					
100-998-58000	Contingency	250,000.00	.00	250,000.00	0.0%
Total Contingency:		250,000.00	.00	250,000.00	0.0%
Ending Fund Balance					
100-999-59000	Reserve for Future Expenditure	1,569,724.34	.00	1,569,724.34	0.0%
100-999-59001	Set-aside State Shad Rev Proj	64,193.00	.00	64,193.00	0.0%
Total Ending Fund Balance:		1,633,917.34	.00	1,633,917.34	0.0%
General Fund Revenue Total:		2,973,820.00-	2,306,981.59-	666,838.41-	77.6%
General Fund Expenditure Total:		2,973,820.00	318,340.71	2,655,479.29	10.7%
Total General Fund:		.00	1,988,640.88-	1,988,640.88	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
Street Fund					
Street Fund					
200-000-40000	Beginning Fund Balance	200,000.00-	316,551.06-	116,551.06	158.3%
200-000-41040	Highway Apportionment	105,000.00-	60,261.79-	44,738.21-	57.4%
200-000-41070	Small Cities Allotment	.00	.00	.00	0.0%
200-000-46057	Miscellaneous	200.00-	.00	200.00-	0.0%
200-000-47900	COVID-19 Federal Funds	.00	.00	.00	0.0%
200-000-48000	Interest	.00	.00	.00	0.0%
Total Street Fund:		305,200.00-	376,812.85-	71,612.85	123.5%
Public Works - Streets					
200-410-50010	City Administrator	3,530.64	1,533.59	1,997.05	43.4%
200-410-50016	Utility clerk	1,159.00	.00	1,159.00	0.0%
200-410-50018	Finance Clerk	2,583.00	1,637.39	945.61	63.4%
200-410-50050	Public Works Supervisor	8,929.24	3,777.80	5,151.44	42.3%
200-410-50052	Utility Worker III	950.83	.00	950.83	0.0%
200-410-50054	Utility Worker II	2,567.00	1,334.10	1,232.90	52.0%
200-410-50058	Utility Worker I	3,153.56	1,335.28	1,818.28	42.3%
200-410-51010	Employee Health Ins Benefits	5,900.76	4,591.75	1,309.01	77.8%
200-410-51020	Retirement Benefits	5,983.10	3,301.97	2,681.13	55.2%
200-410-51030	Employment Taxes	3,151.49	1,285.81	1,865.68	40.8%
200-410-52002	Materials & Supplies	1,200.00	.00	1,200.00	0.0%
200-410-52011	System Maintenance & Repair	10,000.00	6,812.00	3,188.00	68.1%
200-410-52016	Audit	5,426.25	37.50-	5,463.75	-0.7%
200-410-52017	City Attorney	.00	.00	.00	0.0%
200-410-52019	Contract Service	6,600.00	3,716.83	2,883.17	56.3%
200-410-52020	Engineering Consultant	6,000.00	.00	6,000.00	0.0%
200-410-52022	Equipment Maintenance	.00	.00	.00	0.0%
200-410-52023	Equipment Rental/Lease	250.00	.00	250.00	0.0%
200-410-52024	Street Sweeping	10,000.00	4,800.00	5,200.00	48.0%
200-410-52027	Street Signs	.00	.00	.00	0.0%
200-410-52030	Miscellaneous	100.00	.00	100.00	0.0%
200-410-52102	Dues	.00	.00	.00	0.0%
200-410-52103	Insurance	5,500.00	1,483.94	4,016.06	27.0%
200-410-52109	Utilities	14,500.00	7,093.00	7,407.00	48.9%
200-410-52114	Software Hosting Fees	1,200.00	446.75	753.25	37.2%
200-410-53001	Street Improvements	50,000.00	.00	50,000.00	0.0%
200-410-53002	Equipment Purchase	2,500.00	.00	2,500.00	0.0%
200-410-55600	Transfer to Reserve Fund	200.00	.00	200.00	0.0%
Total Public Works - Streets:		151,384.87	43,112.71	108,272.16	28.5%
Contingency					
200-998-58000	Contingency	125,000.00	.00	125,000.00	0.0%
Total Contingency:		125,000.00	.00	125,000.00	0.0%
Ending Fund Balance					
200-999-59000	Reserve for Future Expenditure	28,815.13	.00	28,815.13	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
	Total Ending Fund Balance:	28,815.13	.00	28,815.13	0.0%
	Street Fund Revenue Total:	305,200.00	376,812.85	71,612.85	123.5%
	Street Fund Expenditure Total:	305,200.00	43,112.71	262,087.29	14.1%
	Total Street Fund:	.00	333,700.14	333,700.14	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
Water Fund					
Water Fund					
500-000-40000	Beginning Fund Balance	275,000.00-	459,047.52-	184,047.52	166.9%
500-000-42010	New Accounts	.00	.00	.00	0.0%
500-000-42020	New Connections	2,000.00-	.00	2,000.00-	0.0%
500-000-42032	Water Metered Fees	673,227.50-	387,922.88-	285,304.62-	57.6%
500-000-42035	Reconnect Fees	500.00-	.00	500.00-	0.0%
500-000-42036	Water Outside Assessments	70,000.00-	43,543.54-	26,456.46-	62.2%
500-000-42041	2016 IFA Water Loan	.00	.00	.00	0.0%
500-000-42045	Utility Deposit	4,000.00-	917.84-	3,082.16-	22.9%
500-000-46030	Fees - Other	500.00-	5,882.00-	5,382.00	1176.4%
500-000-46055	Refunds	1,000.00-	.00	1,000.00-	0.0%
500-000-46057	Miscellaneous	500.00-	8,445.00-	7,945.00	1689.0%
500-000-47100	FEMA Grant	.00	.00	.00	0.0%
500-000-47200	OR IFA OBDD Grant	.00	.00	.00	0.0%
500-000-47420	FEMA Water Grant	.00	.00	.00	0.0%
500-000-48000	Interest	.00	.00	.00	0.0%
500-000-49010	2022 IFA Water Loan	.00	.00	.00	0.0%
500-000-49100	Transfer in from General Fund	9,577.00-	.00	9,577.00-	0.0%
500-000-49500	Transfer from Reserve	.00	.00	.00	0.0%
Total Water Fund:		1,036,304.50-	905,758.78-	130,545.72-	87.4%
Public Works - Water					
500-420-50001	Prior Period Adjustment	.00	.00	.00	0.0%
500-420-50010	City Administrator	28,245.11	12,268.73	15,976.38	43.4%
500-420-50016	Utility/Court Clerk	11,587.00	.00	11,587.00	0.0%
500-420-50018	Finance Clerk	25,826.00	16,371.90	9,454.10	63.4%
500-420-50050	Public Works Supervisor	51,349.23	22,667.09	28,682.14	44.1%
500-420-50052	Utility Worker III	10,459.13	.00	10,459.13	0.0%
500-420-50054	Utility Worker II	28,237.00	14,674.88	13,562.12	52.0%
500-420-50058	Utility Worker I	34,689.15	14,687.75	20,001.40	42.3%
500-420-51010	Employee Health Ins Benefits	49,728.89	43,197.21	6,531.68	86.9%
500-420-51020	Retirement Benefits	49,416.86	27,736.44	21,680.42	56.1%
500-420-51030	Employment Taxes	26,215.83	11,073.58	15,142.25	42.2%
500-420-52001	Chemicals	25,000.00	4,557.45	20,442.55	18.2%
500-420-52002	Materials & Supplies	7,698.24	163.07	7,535.17	2.1%
500-420-52010	Publications-Legal Notices	100.00	.00	100.00	0.0%
500-420-52011	System Maintenance & Repair	50,000.00	32,256.86	17,743.14	64.5%
500-420-52013	Travel and Training	3,499.20	.00	3,499.20	0.0%
500-420-52014	Vehicle Fuel & Maintenance	10,000.00	1,650.93	8,349.07	16.5%
500-420-52016	Audit	14,470.00	3,265.00-	17,735.00	-22.6%
500-420-52017	City Attorney	.00	.00	.00	0.0%
500-420-52019	Contract Service	17,600.00	12,710.36	4,889.64	72.2%
500-420-52020	Engineering Consultant	23,328.00	5,349.00	17,979.00	22.9%
500-420-52022	Equipment Maintenance	17,000.00	.00	17,000.00	0.0%
500-420-52023	Equipment Rental/Lease	3,000.00	.00	3,000.00	0.0%
500-420-52025	Small Equipment Purchase	7,912.00	165.95	7,746.05	2.1%
500-420-52030	Miscellaneous	2,000.00	269.75	1,730.25	13.5%
500-420-52101	Banking Charges	3,200.00	429.00	2,771.00	13.4%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
500-420-52102	Dues	3,200.00	975.00	2,225.00	30.5%
500-420-52103	Insurance	12,200.00	12,409.80	209.80-	101.7%
500-420-52104	Lab Analysis	3,645.68	1,314.10	2,331.58	36.0%
500-420-52105	Refunds-Utility Deposit	2,844.73	331.83	2,512.90	11.7%
500-420-52106	Mileage	.00	.00	.00	0.0%
500-420-52107	Permits	5,600.00	859.00	4,741.00	15.3%
500-420-52108	Postage	650.00	.00	650.00	0.0%
500-420-52109	Utilities	30,000.00	12,053.06	17,946.94	40.2%
500-420-52110	Telephones	3,750.00	623.04	3,126.96	16.6%
500-420-52114	Software Hosting Fees	10,000.00	4,020.75	5,979.25	40.2%
500-420-52115	Debt Issuance Costs	.00	.00	.00	0.0%
500-420-53001	Equipment Purchase	48,750.00	.00	48,750.00	0.0%
500-420-53002	Equipment Purchase	.00	.00	.00	0.0%
500-420-53003	Capital Outlay	.00	.00	.00	0.0%
500-420-53500	Water System Improvements	100,000.00	.00	100,000.00	0.0%
500-420-53501	New Pump Station	.00	.00	.00	0.0%
500-420-53502	Hospital Hill Line Replace	.00	4,131.15	4,131.15-	0.0%
500-420-53503	Transmission Line Upgrade	.00	16,271.00	16,271.00-	0.0%
500-420-54001	1980 Water P & I	.00	.00	.00	0.0%
500-420-54002	97 Water P & I	.00	.00	.00	0.0%
500-420-54005	IFA Loan Payment	140,000.00	139,012.75	987.25	99.3%
500-420-54006	IFA Loan - Safe Drinking Water	20,250.00	.00	20,250.00	0.0%
500-420-55100	Transfer to General Fund	.00	.00	.00	0.0%
500-420-55600	Transfer to Reserve Fund	.00	.00	.00	0.0%
Total Public Works - Water:		881,452.05	408,966.43	472,485.62	46.4%
Contingency					
500-998-58000	Contingency	100,000.00	.00	100,000.00	0.0%
Total Contingency:		100,000.00	.00	100,000.00	0.0%
Ending Fund Balance					
500-999-59000	Reserve for Future Expenditure	54,852.45	.00	54,852.45	0.0%
Total Ending Fund Balance:		54,852.45	.00	54,852.45	0.0%
Water Fund Revenue Total:		1,036,304.50-	905,758.78-	130,545.72-	87.4%
Water Fund Expenditure Total:		1,036,304.50	408,966.43	627,338.07	39.5%
Total Water Fund:		.00	496,792.35-	496,792.35	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
Wastewater Fund					
Wastewater Fund					
510-000-40000	Beginning Fund Balance	103,741.31-	695,979.49-	592,238.18	670.9%
510-000-41100	Tangent Contract	40,000.00-	.00	40,000.00-	0.0%
510-000-42039	Wastewater Fees	425,612.27-	242,516.04-	183,096.23-	57.0%
510-000-42041	OR DEQ Loan for WWFP	.00	551.74-	551.74	0.0%
510-000-42045	Utility Deposit	.00	.00	.00	0.0%
510-000-46030	Fees - Other	.00	883.00	883.00-	0.0%
510-000-46055	Refunds	.00	.00	.00	0.0%
510-000-46057	Miscellaneous	1,000.00-	.00	1,000.00-	0.0%
510-000-47000	FEMA Region 10 Grant ER Power	245,753.00-	.00	245,753.00-	0.0%
510-000-49011	OR DEQ Loan for WWFP	.00	.00	.00	0.0%
510-000-49012	2020 Wastewater Loan	600,000.00-	.00	600,000.00-	0.0%
510-000-49600	Transfer from Reserve Fund	.00	.00	.00	0.0%
Total Wastewater Fund:		1,416,106.58-	938,164.27-	477,942.31-	66.2%
Public Works - Wastewater					
510-430-50010	City Administrator	21,183.83	9,201.54	11,982.29	43.4%
510-430-50016	Utility/Court Clerk	6,373.00	.00	6,373.00	0.0%
510-430-50018	Finance Clerk	14,204.00	9,005.26	5,198.74	63.4%
510-430-50050	Public Works Supervisor	22,325.75	9,444.60	12,881.15	42.3%
510-430-50052	Utility Worker III	14,852.49	5,000.00	9,852.49	33.7%
510-430-50054	Utility Worker II	7,701.00	4,002.22	3,698.78	52.0%
510-430-50058	Utility Worker I	9,460.68	4,005.78	5,454.90	42.3%
510-430-51010	Employee Health Ins Benefits	21,741.49	17,434.47	4,307.02	80.2%
510-430-51020	Retirement Benefits	21,580.23	11,887.07	9,693.16	55.1%
510-430-51030	Employment Taxes	13,228.11	5,452.14	7,775.97	41.2%
510-430-52001	Chemicals	19,800.00	7,295.90	12,504.10	36.8%
510-430-52002	Materials & Supplies	3,500.00	560.59	2,939.41	16.0%
510-430-52003	Janitorial Supplies	.00	.00	.00	0.0%
510-430-52009	Uniforms	.00	.00	.00	0.0%
510-430-52010	Publications-Legal Notices	250.00	.00	250.00	0.0%
510-430-52011	System Maintenance & Repair	50,000.00	8,094.22	41,905.78	16.2%
510-430-52013	Travel and Training	1,000.00	287.26	712.74	28.7%
510-430-52014	Vehicle Fuel & Maintenance	3,300.00	482.24	2,817.76	14.6%
510-430-52016	Audit	14,470.00	305.00-	14,775.00	-2.1%
510-430-52017	City Attorney	.00	.00	.00	0.0%
510-430-52019	Contract Service	17,600.00	9,911.49	7,688.51	56.3%
510-430-52020	Engineering Consultant	60,000.00	22,931.75	37,068.25	38.2%
510-430-52022	Equipment Maintenance	2,000.00	1,045.40	954.60	52.3%
510-430-52023	Equipment Rental/Lease	.00	.00	.00	0.0%
510-430-52030	Miscellaneous	1,000.00	153.47	846.53	15.3%
510-430-52101	Banking Charges	2,000.00	429.00	1,571.00	21.5%
510-430-52102	Dues	100.00	.00	100.00	0.0%
510-430-52103	Insurance	12,000.00	5,926.88	6,073.12	49.4%
510-430-52104	Lab Analysis	4,000.00	.00	4,000.00	0.0%
510-430-52105	Refunds-Utility Deposit	.00	221.22	221.22-	0.0%
510-430-52106	Mileage	500.00	.00	500.00	0.0%
510-430-52107	Permits	2,200.00	.00	2,200.00	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
510-430-52108	Postage	550.00	.00	550.00	0.0%
510-430-52109	Utilities	15,000.00	6,934.11	8,065.89	46.2%
510-430-52110	Telephones	2,500.00	623.03	1,876.97	24.9%
510-430-52114	Software Hosting Fees	3,300.00	1,340.25	1,959.75	40.6%
510-430-53002	Equipment Purchase	257,250.00	.00	257,250.00	0.0%
510-430-53005	Wastewater System Improvements	600,000.00	60,520.00	539,480.00	10.1%
510-430-54003	97 Wastewater P & I	.00	.00	.00	0.0%
510-430-54004	OR DEQ Loan Repayment	.00	11,358.00	11,358.00-	0.0%
510-430-55600	Transfer to Reserve Fund	1,000.00	.00	1,000.00	0.0%
Total Public Works - Wastewater:		1,225,970.58	213,242.89	1,012,727.69	17.4%
Contingency					
510-998-58000	Contingency	150,000.00	.00	150,000.00	0.0%
Total Contingency:		150,000.00	.00	150,000.00	0.0%
Ending Fund Balance					
510-999-59000	Reserve for Future Expenditure	40,136.00	.00	40,136.00	0.0%
Total Ending Fund Balance:		40,136.00	.00	40,136.00	0.0%
Wastewater Fund Revenue Total:		1,416,106.58-	938,164.27-	477,942.31-	66.2%
Wastewater Fund Expenditure Total:		1,416,106.58	213,242.89	1,202,863.69	15.1%
Total Wastewater Fund:		.00	724,921.38-	724,921.38	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
Storm Drain Fund					
Storm Drain Fund					
520-000-40000	Beginning Fund Balance	45,000.00-	52,505.42-	7,505.42	116.7%
520-000-42040	Storm Drain Fees	40,000.00-	23,207.23-	16,792.77-	58.0%
520-000-46057	Miscellaneous	200.00-	.00	200.00-	0.0%
Total Storm Drain Fund:		85,200.00-	75,712.65-	9,487.35-	88.9%
Public Works - Storm Drain					
520-440-50010	City Administrator	3,530.64	1,533.59	1,997.05	43.4%
520-440-50016	Utility/Court Clerk	579.00	.00	579.00	0.0%
520-440-50018	Finance Clerk	1,291.00	818.77	472.23	63.4%
520-440-50050	Public Works Supervisor	4,465.00	1,888.91	2,576.09	42.3%
520-440-50052	Utility Worker III	950.83	.00	950.83	0.0%
520-440-50054	Utility Worker II	2,567.00	1,334.10	1,232.90	52.0%
520-440-50058	Utility Worker I	3,153.56	1,335.28	1,818.28	42.3%
520-440-51010	Employee Health Ins Benefits	4,202.39	3,681.97	520.42	87.6%
520-440-51020	Retirement Benefits	4,376.98	2,641.56	1,735.42	60.4%
520-440-51030	Employment Taxes	2,280.71	958.90	1,321.81	42.0%
520-440-52002	Materials & Supplies	75.00	39.85	35.15	53.1%
520-440-52010	Publications-Legal Notices	.00	.00	.00	0.0%
520-440-52011	System Maintenance & Repair	1,500.00	.00	1,500.00	0.0%
520-440-52013	Travel and Training	.00	.00	.00	0.0%
520-440-52014	Vehicle Fuel & Maintenance	220.00	.00	220.00	0.0%
520-440-52016	Audit	5,426.25	157.50-	5,583.75	-2.9%
520-440-52017	City Attorney	.00	.00	.00	0.0%
520-440-52019	Contract Service	6,600.00	3,716.82	2,883.18	56.3%
520-440-52020	Engineering Consultant	.00	682.00	682.00-	0.0%
520-440-52022	Equipment Maintenance	.00	.00	.00	0.0%
520-440-52023	Equipment Rental/Lease	220.00	.00	220.00	0.0%
520-440-52101	Banking Charges	250.00	144.34	105.66	57.7%
520-440-52102	Dues	.00	.00	.00	0.0%
520-440-52103	Insurance	350.00	1,299.81	949.81-	371.4%
520-440-52105	Refunds-Utility Deposit	.00	.00	.00	0.0%
520-440-52106	Mileage	.00	.00	.00	0.0%
520-440-52107	Permits	.00	.00	.00	0.0%
520-440-52108	Postage	.00	.00	.00	0.0%
520-440-52109	Utilities	.00	.00	.00	0.0%
520-440-52110	Telephones	.00	.00	.00	0.0%
520-440-52114	Software Hosting Fees	1,200.00	446.75	753.25	37.2%
520-440-53002	Equipment Purchase	.00	.00	.00	0.0%
520-440-55600	Transfer to Reserve Fund	250.00	.00	250.00	0.0%
Total Public Works - Storm Drain:		43,488.36	20,365.15	23,123.21	46.8%
Contingency					
520-998-58000	Contingency	25,000.00	.00	25,000.00	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
	Total Contingency:	25,000.00	.00	25,000.00	0.0%
Ending Fund Balance					
520-999-59000	Reserve for Future Expenditure	16,711.64	.00	16,711.64	0.0%
	Total Ending Fund Balance:	16,711.64	.00	16,711.64	0.0%
	Storm Drain Fund Revenue Total:	85,200.00-	75,712.65-	9,487.35-	88.9%
	Storm Drain Fund Expenditure Total:	85,200.00	20,365.15	64,834.85	23.9%
	Total Storm Drain Fund:	.00	55,347.50-	55,347.50	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
System Development Fund					
System Development Fund					
530-000-40000	Beginning Fund Balance	1,411,119.15-	1,437,636.49-	26,517.34	101.9%
530-000-42140	SDC Fees	.00	.00	.00	0.0%
530-000-42141	Park	5,480.00-	.00	5,480.00-	0.0%
530-000-42142	Street Imp.	30,265.00-	.00	30,265.00-	0.0%
530-000-42143	Water Imp.	15,675.00-	.00	15,675.00-	0.0%
530-000-42144	WW Imp.	1,855.00-	.00	1,855.00-	0.0%
530-000-42145	Storm Drain Fees	1,585.00-	.00	1,585.00-	0.0%
530-000-42243	Water Reimbursement	85.00-	.00	85.00-	0.0%
530-000-42244	WW Reimbursement	220.00-	.00	220.00-	0.0%
530-000-46030	Fees - Other	4,372.80-	293.85	4,666.65-	-6.7%
530-000-49100	Transfer in from General Fund	41,807.00-	.00	41,807.00-	0.0%
Total System Development Fund:		1,512,463.95-	1,437,342.64-	75,121.31-	95.0%
System Development Fund					
530-100-55100	Transfer to General Fund	100,000.00	.00	100,000.00	0.0%
Total :		100,000.00	.00	100,000.00	0.0%
Parks					
530-300-53003	Capital Outlay	.00	.00	.00	0.0%
Total Parks:		.00	.00	.00	0.0%
Streets					
530-410-53003	Capital Outlay	.00	.00	.00	0.0%
Total Streets:		.00	.00	.00	0.0%
Water					
530-420-52020	Engineering Consultant	.00	.00	.00	0.0%
530-420-53003	Capital Outlay	.00	.00	.00	0.0%
Total Water:		.00	.00	.00	0.0%
Wastewater					
530-430-53003	Capital Outlay	.00	.00	.00	0.0%
Total Wastewater:		.00	.00	.00	0.0%
Storm Drain					
530-440-53003	Capital Outlay	.00	.00	.00	0.0%
Total Storm Drain:		.00	.00	.00	0.0%
Contingency					
530-998-58000	Contingency	.00	.00	.00	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
	Total Contingency:	.00	.00	.00	0.0%
Ending Fund Balance					
530-999-59000	Reserve for Future Expenditure	1,412,463.95	.00	1,412,463.95	0.0%
	Total Ending Fund Balance:	1,412,463.95	.00	1,412,463.95	0.0%
	System Development Fund Revenue Total:	1,512,463.95-	1,437,342.64-	75,121.31-	95.0%
	System Development Fund Expenditure Total:	1,512,463.95	.00	1,512,463.95	0.0%
	Total System Development Fund:	.00	1,437,342.64-	1,437,342.64	0.0%

Account Number	Account Title	2024-25 Current year Budget	2024-25 Current year Actual	2025-25 Budget Remaining	2025-25 Budget Used %
Reserve Fund					
Reserve Fund					
600-000-40000	Beginning Fund Balance	127,300.00-	137,200.46-	9,900.46	107.8%
600-000-49100	Transfer from General Fund	5,000.00-	.00	5,000.00-	0.0%
600-000-49200	Transfer from Street Fund	250.00-	.00	250.00-	0.0%
600-000-49500	Transfer from Water Fund	1,000.00-	.00	1,000.00-	0.0%
600-000-49510	Transfer from Wastewater	.00	.00	.00	0.0%
600-000-49520	Transfer from Storm Drain Fund	250.00-	.00	250.00-	0.0%
Total Reserve Fund:		133,800.00-	137,200.46-	3,400.46	102.5%
Non-departmental					
600-900-55100	Transfer to General Fund	.00	.00	.00	0.0%
600-900-55200	Transfer to Street Fund	.00	.00	.00	0.0%
600-900-55500	Transfer to Water Fund	.00	.00	.00	0.0%
600-900-55510	Transfer to Wastewater Fund	.00	.00	.00	0.0%
600-900-55520	Transfer to Storm Drain Fund	.00	.00	.00	0.0%
Total Non-departmental:		.00	.00	.00	0.0%
Contingency					
600-998-58000	Contingency	.00	.00	.00	0.0%
Total Contingency:		.00	.00	.00	0.0%
Ending Fund Balance					
600-999-59000	Reserve for Future Expenditure	133,800.00	.00	133,800.00	0.0%
Total Ending Fund Balance:		133,800.00	.00	133,800.00	0.0%
Reserve Fund Revenue Total:		133,800.00-	137,200.46-	3,400.46	102.5%
Reserve Fund Expenditure Total:		133,800.00	.00	133,800.00	0.0%
Total Reserve Fund:		.00	137,200.46-	137,200.46	0.0%
Grand Revenue Total:		7,462,895.03-	6,177,973.24-	7,462,895.03-	0.0%
Grand Expenditure Total:		7,462,895.03	1,004,027.89	7,462,895.03	0.0%
Grand Totals:		.00	5,173,945.35-	5,173,945.35	0.0%

Report Criteria:

- Includes all accounts
- Includes report only transactions
- Includes grand totals with revenue and expenditure totals
- Includes amounts with actual sign



OREGON STATE TREASURY
 Client Services
 PO Box 11760
 Harrisburg, PA 17108-1760

ACCOUNT STATEMENT

For the Month Ending
December 31, 2024

ADAIR VILLAGE CITY OF

Client Management Team

Jeremy King
 Key Account Manager
 213 Market Street
 Harrisburg, PA 17101-2141
 1-855-678-5447 (1-855-OST-LGIP)
 kingj@pfmam.com

Rachael Miller
 Client Consultant
 213 Market Street
 Harrisburg, PA 17101-2141
 1-855-678-5447 (1-855-OST-LGIP)
 millerr@pfmam.com

DeWayne Fields
 Client Service Representative
 213 Market Street
 Harrisburg, PA 17101-2141
 1-855-678-5447 (1-855-OST-LGIP)
 fieldsd@pfmam.com

Contents

Cover/Disclosures
 Summary Statement
 Individual Accounts

Accounts included in Statement

4333 ADAIR VILLAGE CITY OF

Important Messages

Oregon LGIP will be closed on 01/01/2025 for New Year's Day.
 Oregon LGIP will be closed on 01/20/2025 for Martin Luther King Jr Day.

ADAIR VILLAGE CITY OF
 PAT HARE
 6030 WILLIAM R CARR AVE
 ADAIR VILLAGE, OR 97330

Online Access www.oregon.gov/igip **Customer Service** 1-855-678-5447



OREGON
STATE
TREASURY

Account Statement - Transaction Summary

For the Month Ending December 31, 2024

ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333

Asset Summary		December 31, 2024	November 30, 2024
Oregon LGIP		4,201,761.91	4,307,756.56
Total		\$4,201,761.91	\$4,307,756.56

Oregon LGIP	
Opening Balance	4,307,756.56
Purchases	44,005.50
Redemptions	(150,000.15)

Closing Balance	\$4,201,761.91
Dividends	17,233.64



Account Statement

For the Month Ending **December 31, 2024**

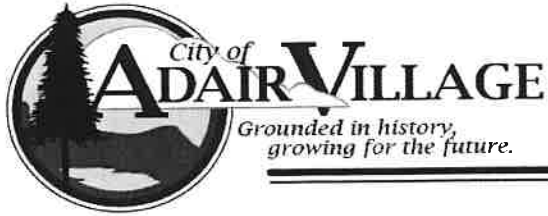
ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
12/02/24	12/02/24	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 4333) - December 2024	1.00	(0.05)	4,307,756.51
12/02/24	12/02/24	LGIP Fees - Received ACH (1 @ \$0.10 - From 4333) - December 2024	1.00	(0.10)	4,307,756.41
12/05/24	12/05/24	Redemption - ACH Redemption	1.00	(150,000.00)	4,157,756.41
12/06/24	12/06/24	SFMS Fr:OLCC OLCC Tax (Liquor)	1.00	1,302.37	4,159,058.78
12/06/24	12/06/24	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT	1.00	14,855.35	4,173,914.13
12/17/24	12/17/24	ODOT - ODOT PYMNT	1.00	10,530.93	4,184,445.06
12/17/24	12/17/24	SFMS Fr:Administrative Services, Dept of City Cigarette Tax	1.00	83.21	4,184,528.27
12/31/24	01/02/25	Accrual Income Div Reinvestment - Distributions	1.00	17,233.64	4,201,761.91

Closing Balance 4,201,761.91

	Month of December	Fiscal YTD July-December	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
Opening Balance	4,307,756.56	4,348,803.39	4,201,761.91	4,196,354.69	4.85%
Purchases	44,005.50	452,959.22			
Redemptions	(150,000.15)	(600,000.70)			

Closing Balance 4,201,761.91
Dividends 112,940.79



Staff Report

Wastewater Treatment Plant Pre-Design and Facility Plan Amendment

Recommendation

Staff recommend that the City Council approve the proposed scope of services from Civil West for the pre-design and facility plan amendment of the wastewater treatment plant. This step is essential to securing state, federal, and private funding for the project.

Background

The City of Adair Village is in the process of planning the necessary improvements to its wastewater treatment plant to meet current and future needs. A key requirement for obtaining funding from various sources is an updated facility plan that aligns with regulatory and engineering standards.

Analysis

Civil West has provided a scope of services that includes:

- Pre-Design Work: Evaluating system needs, identifying upgrade options, and preliminary engineering.
- Facility Plan Amendment: Updating the City's existing wastewater facility plan to reflect current conditions, future capacity needs, and regulatory compliance.

Completing this work will position the city to apply for and secure critical funding from state, federal, and private sources. Moving forward with Civil West ensures that the necessary technical groundwork is in place to advance the project efficiently.

Action Requested

Staff requests that the City Council approve the scope of services from Civil West and authorize staff to proceed with the wastewater treatment plant pre-design and facility plan amendment.



Rogue Valley Office
830 O'Hare Parkway Suite 102
Medford, OR 97501
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

North Coast Office
409 SW 10th Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: January 21, 2025

Work Order Number: TBD

To: Pat Hare, City Administrator; City of Adair Village

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

RE: **Wastewater Treatment Plant Predesign Report and Facility Plan Amendment**

This document presents the engineering scope of services for the predesign of Phase 2 of improvements to the City of Adair Village Wastewater Treatment Plant (WWTP). Phase 1 improvements included the construction of a new headworks and an influent lift station. Phase 2 improvements (this scope of services) include improvements to the secondary treatment system, construction of a UV disinfection facility, construction of solids thickening facilities, reconfiguration of the sludge drying beds, and development of a Supervisory Control and Data Acquisition (SCADA) system. This scope of services includes all anticipated tasks associated with the development and approval of preliminary design information for the facility improvements.

Per the Oregon Department of Environmental Quality's (DEQ) wastewater facility planning guidelines, the flowrates and service populations for wastewater utilities must be updated every five years for improvement projects identified in a facility plan to be eligible for certain funding opportunities. Furthermore, site conditions discovered since the last facility plan update necessitate a reevaluation of the secondary treatment recommendations. Therefore, this project is anticipated to require an amendment to the City's wastewater facility plan. It is assumed that the predesign and facility plan amendment requirements will be addressed in a single technical report.

Background Summary

The City of Adair Village owns and operates a wastewater collection system that collects raw wastewater from throughout the City's Urban Growth Boundary (UGB) and conveys it to the City's wastewater treatment plant (WWTP) located to the east of Adair County Park. The WWTP was originally constructed in the late 1950's and its present configuration includes an influent lift station, headworks, Imhoff tank, rock media trickling filter, secondary clarifier, and chlorine disinfection.

In 2019, the City completed a Wastewater Facility Plan Update (WWFPU) to prepare for significant population growth anticipated within the City's UGB. The WWFPU identified several deficiencies at the WWTP that should be addressed to accommodate anticipated growth and comply with anticipated effluent quality requirements for the continued discharge of treated effluent to the Willamette River. The primary recommendation for the WWTP was to convert the existing Imhoff Tank - Trickling Filter system to a Trickling Filter - Activated Sludge system. However, work performed since the 2019 WWFPU has resulted in a determination that this may not be a cost-effective option due to structural issues with the trickling filter, and the secondary treatment alternatives should be reevaluated.

The City has begun a phased approach to upgrading the WWTP. Phase 1 of the improvements involved construction of a new headworks with a mechanical fine screen for solids removal and construction of a new influent lift station. Phase 2 of the improvements will replace the chlorine disinfection system with a UV disinfection system, modify existing solids handling piping to provide improved treatment of drying bed filtrate, convert the existing secondary clarifier to a gravity thickener, and upgrade the secondary treatment system. This scope involves the necessary predesign services to establish final design criteria, update population and flow numbers, and finalize the recommendation for the secondary treatment system.

Goal for the Project

The purpose of this project is to complete the preliminary design work of the Phase 2 improvements previously described. The work covered by this scope will conclude with the approval of a preliminary design report and facility plan amendment by DEQ.

Part A: Scope of Work

The following tasks have been identified to track the progress of the Phase 2 WWTP Improvements. Each task has been assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Proposed Civil Engineering Scope of Services:

Task 1 – Project Management and Administration – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West Engineering Services and the City, coordination on financial matters, directing resources internally, and meeting with staff on routine issues.

Task 2 – Information Collection and Review – Under this task, key members of our project team will review the project parameters, walk the project, and notate the specific needs of each component. We will discuss with the City preferences for materials, workmanship, standards, and related details to make certain we have all the information needed to complete the project in a timely manner.

Task 3 – Preliminary Design Services – This task includes all work associated with the preliminary design of the project facilities. This work will include the development of all necessary design criteria, identification of specific constraints, and creating preliminary layouts for the improvements. Specifically, the following unit processes and operations will be addressed during preliminary design:

- Primary Treatment
- Secondary Treatment
- Disinfection
- Sludge Thickening
- Drying Bed Underdrains
- SCADA

Task 4 – Report Preparation – This task includes the preparation of the preliminary design and facility plan amendment technical report for the Phase 2 WWTP Improvements. Design parameters for each treatment process developed during Task 3 will be documented along with supporting information and calculations. The draft report will be submitted to DEQ for review. The report will be revised based on comments from Oregon DEQ and a final report will be submitted to Oregon DEQ for approval. A comment response letter will be prepared to accompany the submittal

Task 4 Deliverable:

- Preliminary Design Report and Facility Plan Amendment report will be submitted to DEQ for review.

Task 5 – Regulatory Coordination – This task includes work associated with the regulatory review of the draft report prepared in Task 4. Work is anticipated to involve coordination of the review process, answering questions from reviewers, and holding one (1) formal document review meeting with Oregon DEQ to discuss their comments on the report. We anticipate receiving a formal written comment letter from Oregon DEQ during this process.

Reimbursables – This task will include allowances for project costs related to reimbursable expense items. These include:

- a. Travel costs – Not charged.
- b. Publication, reproduction, and office costs – Under this item, we have included a reimbursable allowance to provide the owner with copies of documents and reports, including digital deliverables upon request.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

Task No.	Task	Estimated Fee
1	Project Management	\$11,112
2	Information Collection and Review	\$2,360
3	Preliminary Design Services	\$59,396
4	Report Preparation	\$20,408
5	Regulatory Coordination	\$8,072
R	Reimbursables	\$832
Total Fee:		\$102,180

The above budget is considered a lump sum for the scope of work described and will be billed on a percent complete basis. Civil West Engineering Services reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by owner. If budget funds go unused, the City will realize the savings.

Part C: Assumptions and Exclusions

The following assumptions and exclusions are included in this scope of services:

1. This scope of services includes preliminary design phase services only. Design services (the preparation of engineering drawings and technical specifications for construction), bidding support services, construction phase services, and start-up services will be completed through separate scopes of service.
2. This scope of services assumes that improvements to the headworks and influent lift station were previously completed as described in a separate scope of services.
3. ALTA and formal boundary surveys will not be completed as part of this scope.
4. Laboratory tests necessary for preliminary design are not included in this scope of services.
5. Architectural design of the laboratory building is excluded from this scope of services. Only the functional requirements of the laboratory and control building will be provided as a result of this scope of services.
6. Application, review, permit, and bid advertisement fees are the responsibility of the City.
7. Environmental and cultural assessments and monitoring are not assumed to be required and are excluded from this scope of work.
8. It is assumed that Traffic Control Plans are not necessary for this project.
9. Wage rate monitoring and reporting is not included in this scope of services.

Part D: Project Schedule

The proposed project schedule was developed around the assumption that predesign should be completed in calendar year 2025 to allow for design to occur during 2026 and construction to begin in 2027. The City should anticipate authorizing the engineering design of the WWTP Improvements Phase 2 (covered in a separate scope of services) no later than January 2026.

1. Notice to Proceed – February 2025
2. Project Kickoff Meeting – March 2025
3. Draft Predesign Report and Facility Plan Amendment Submitted to DEQ – July 2025
4. Review Comments Received from DEQ – October 2025 (Estimated)
5. Final Report Submitted and Approved – December 2025

We are grateful for this opportunity to provide these services to the City of Adair Village. We are prepared to begin work on this important project as soon as we are authorized to do so. Please let me know if you have any questions, or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Matt Wadlington, PE
Willamette Valley Regional Manager

Authorized Representative Signature Accepting Scope of Services

Date



Staff Report

KamStrup Meters for New Development

Recommendation

Staff recommend that the city transition to using KamStrup meters, sold by Fowler Company, for new developments. Additionally, as existing meters throughout town break or require replacement, they will be replaced with KamStrup meters to ensure consistency and efficiency across the system.

Background

Over the past two months, the city has tested KamStrup meters to evaluate their performance and suitability for our water system. Based on these tests, we have determined that KamStrup meters offer significant advantages over our current meter options.

Analysis

The KamStrup meters provide the following benefits:

- **Less Maintenance:** They require fewer service calls and reduce long-term maintenance costs.
- **Easier Installation:** Their design simplifies the installation process, saving staff time and effort.
- **Improved Programming:** These meters are more user-friendly and integrate seamlessly with our existing systems.

Given these advantages, staff recommend that all new developments be required to install KamStrup meters moving forward. The cost of these meters will be charged back to the developer, ensuring no financial burden on the City.

Action Requested

Staff request that the City Council approve the use of KamStrup meters for all new developments and authorize staff to implement this requirement.



H.D. FOWLER COMPANY

AUTOMATION & METERING

kamstrup

Advanced Metering Infrastructure (AMI) Pilot Opportunity – Adair Village

Test Before You Invest

Experience the Power of Kamstrup AMI



Introducing the Kamstrup AMI Pilot Program

The Kamstrup Pilot Program includes everything you need to test the industry's first AMI meter with embedded acoustic leak detection. The Pilot Program is available only through Kamstrup Distribution Partners and provides a low-risk, short-term, on-ramp to experience Kamstrup's solutions firsthand without going all-in.

Pilot Antenna Location – City Tank



Adair Village AMI Pilot Package Includes:

- 200 - 5/8x3/4" 2200 Flow IQ meters with ALD:
 - 1 – AMI Infrastructure Kit – Antenna, Collector, Mounting equipment, cell modem.
 - AMI Infrastructure Installation
 - PM
 - 1 – USB Optical Data Pull/Android Phone
 - 1 – Advanced Converter Kit
 - Integration & Training
 - **Kamstrup AMI Rollout FEE - \$17,500 – NO CHARGE**
- Pilot Price: \$88,037

AMI Program

Pilot Duration

- 120 days after installation

Hardware & Software Included

- Kamstrup flowIQ[®] 2200 ultrasonic AMI meters with embedded acoustic leak detection
- 120-day READY Manager platform license and hosting

At-a-Glance

Training & Services Included

- AMI system roll-out/set-up (collector installation)
- Collector site review & installation plan
- RF propagation study/FCC licensing
- Technical support throughout pilot (from HD Fowler & Kamstrup)

Reporting

- Mid-pilot performance report
- Final pilot performance report
- Post-pilot performance review & site visit (Kamstrup & distributor)



The system is performing better than expected. We think it's even surpassed what Kamstrup expected.

Scott R. Owens | General Manager | Davis Water Department | Tennessee

Beyond The Pilot

After a successful pilot, what does Adair Village own and what will now need to be purchased to build upon your investment?

Owned After Pilot:

- 200 - 5/8x3/4" Flow IQ 2200 meters with ALD
- 1 - Advanced REAdy Converter Pack – 2 Antennas, 2 Converters
- 1 – USB Reader for Onsite Meter Connecting – Data pulls, etc.
- 1 – Fully Deployed and Installed AMI Infrastructure site at City Tank

What was on loan during Pilot and now needed to continue and build upon your New SMART City AMI System?

Software and Hosting Components:

- REAdy Manager
- Hosting/Licensing/Support
- Notifications
- Leak Detection
- Integration Fees

SOFTWARE FEES FOR <800 SERVICES

<800 Tier- \$19,408

REAdy Manager (One Time) - \$9,645

NOTE: Once You Move Past 800 Service Tier Will Be Tier Upgrade Charge

Hosting/Licensing/Support (Annual) \$2,776

Notifications (Annual) \$215

Leak Detector (ALD <800) (Annual) \$3,772

ALD Up and Running (One Time) - \$1,500

Final Integration - \$1,500

Meter Pricing:

5/8x3/4" Flow IQ 2200 ALD With Radio - \$292ea (Discount off \$313 standard price) – Next 300 meters through 12/1/25

1" Flow IQ 2200 ALD With Radio - \$402

1½" Flow IQ 3200 With Radio - \$975

2" Flow IQ 3200 With Radio - \$1,250

NOTE: Adair Village to cover Cell backhaul and any potential permitting required – UB Provider might have integration charges as well



Let's Get Started

Contact Pat Hart:
+1 (541) 520-6348
patha@hdfowler.com



H.D. FOWLER COMPANY
AUTOMATION & METERING

kamstrup

Budget 2025-2026

Timeline & Process

<u>Date</u>	<u>Action</u>
Feb 4 th	Council Appoints Budget Officer
Feb & Mar	City Staff Prepares Budget by Fund
March 24 th	<p>“Notice of Budget Committee Meeting” sent to each street address within city limits. Notice contains date, time, and location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public.</p> <ul style="list-style-type: none"> ▪ The first Budget Committee Meeting is set for April 15th
April 4 th	Budget Officer finalizes Draft Budget Document and forwards it to Budget Committee Members for review.
April 15 th	<p>First Budget Committee Meeting – 6:00 p.m. at City Hall, 6030 NE William R. Carr Ave</p> <ul style="list-style-type: none"> ▪ Elect Budget Committee Chair ▪ Discussion of Budget & Budget Message ▪ Public Hearing
May 6 th	<p>Second Budget Committee Meeting – 6:00 p.m., before City Council at City Hall, 6030 NE William R. Carr Ave</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Possible Uses for State Revenue Sharing ▪ Public Comment on State Revenue Sharing ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Budget Committee Certifies Final Budget Document to Council
May 20 th	<p>Third Budget Committee Meeting – 6:00 p.m.-only if necessary</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Discussion of Proposed Uses for State Revenue Sharing ▪ Budget Committee Certifies Final Budget Document to Council
May 27 th	Approved Budget Published & Available to Public
May 27 th	Meeting Notice for June 4 th Council sent to each street address within city limits. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public.
June 3 rd	<p>Budget Public Hearing at the regularly scheduled Council Meeting</p> <ul style="list-style-type: none"> ▪ Resolutions to Enact: <ol style="list-style-type: none"> 1. Adopt Budget & State Revenue Sharing 2. Tax Rate 3. Proposed Tax Levy <p>Submit Tax Certification Documents to the County Assessor</p>
June 11 th	Special City Council Meeting, if necessary, to complete required work
July 15 th	Deadline for Filing Budget; and deadline to certify certain Resolutions