

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
******Tuesday, April 1, 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 – March 4, 2025 (Attachment A)
- b. Bills List through – March 31, 2025 (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) Adair Living History (Presentation) Barbara Melton
Action: Discussion
- b) Adair Village Church (Easter Egg Hunt and Party Staff Report Attachment H) Pat Hare
Action: Discussion/Decision
- c) Friends of Adair Village (Support for Youth Program Attachment I) Alicia Satey
Action: Discussion/Decision

6. NEW BUSINESS:

- a) Appoint Budget Committee (Michael Packard, Kristen Herzbrun, Jeff Snyder) City Council
Action: Decision

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, May 6, 2025, 6:00 PM
Planning Commission – TBD

City Hall is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "karla.mcgrath@adairvillage.org", or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer. The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.

ADAIR VILLAGE
CITY COUNCIL MINUTES- Draft
6030 William R. Carr Avenue
Tuesday, March 4, 2025 – 6:00 PM

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Ray, 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 February 4, 2025, City Council Meeting Attachment B Bills List through Feb. 27, 2025 (\$247,850.57).</p>	<p>Councilor Ray moved to approve the Consent Calendar. Councilor Wilson seconded. Unanimous Approval (4-0).</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: The city’s financial consultant, Sarah Johnson, and I have been working to complete audit requirements. We are also developing the 2025-2026 budget and may need to adopt a supplemental budget before the end of June. •Tangent: I attended the Tangent City Council meeting last month to check in. They are pleased with the city’s performance. I am working with Joe on a couple of customer-related matters and discussing a potential new contract with the City of Adair for additional hours. •Zip Code: City Planner Michael Bidwell is working with Fowler-Hoyle’s office to ensure a resubmission for the zip code request. We are also seeking a formal written response and will provide updates as they come in. <p>Property & Business</p> <ul style="list-style-type: none"> •Adair Village Industrial Site (AVIS): We continue to work with DEQ on testing requirements, but this has not required significant time or resources. •Coffee Shop: The business is doing well and remains satisfied with city operations. We are addressing a few minor maintenance issues with the building. •Store & Restaurant: The restaurant has been slow but remains operational. The owners anticipate increased business as construction activity picks up and spring arrives. 	<p>Council received the report.</p>

<p>Major Projects & Engineering</p> <ul style="list-style-type: none"> •Wastewater: We are coordinating with representatives from Hoyle’s office, McDonald’s office, Business Oregon, and the regional solutions team to secure \$4 million in state funding, \$4 million in federal funding, and a \$2 million loan or forgiveness package to complete the project. The city has received support letters from the governor, the county, and has submitted its own letter of support. •Calloway Creek: Construction continues, with six homes currently in progress and eight more starting next week. Development remains steady. •Downtown Development: I am in ongoing discussions with various stakeholders to explore ways to position the city for potential developer interest. Updates will be provided as new opportunities arise. •Water Infrastructure: We continue pursuing grants to replace aging water transmission lines, with a focus on the northern section of town. At the water plant, we are obtaining a quote for a backwash pump replacement, which will be the next scheduled upgrade. 	
<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 \$4,236,820.36. Last year at this time, the balance was \$4,312,639.99.</p>	<p>Council received the report.</p>
<p>5. Old Business – 5a. Calloway Creek Commercial/Industrial/Residential Land (Attachment H) 5b. Wastewater Funding (Attachment I, II)</p>	<p>Council discussed the Calloway Creek Commercial/Industrial/Residential Land and Wastewater Funding</p>
<p>6. New Business</p>	
<p>7. Ordinance, Resolutions, and Proclamations-</p>	
<p>8. Executive Session- N/A</p>	
<p>9. Council and Mayor Comments</p>	
<p>10. Adjournment: City Council –Tuesday, April 1, 2025, 6:00 p.m. Planning Commission – TBD</p>	<p>Mayor Currier adjourned the meeting at 7:00 p.m.</p>

ADAIR VILLAGE PATROL
February 25, 2025 - March 24, 2025

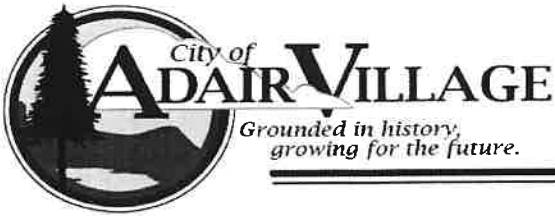
Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	Con- tacts	Traffic		Arrests		Notes
					Warn	Cite	Cite	Cust	
Patrol									
022525 06:57:13	2025035346	1:25:07	Bottorff						Cleared part of tree/limbs from roadway on Ryals Av. Worked speed zone in city and along 99W in city limits. No speeders worth citing/stopping.
022525 21:06:49	2025035910	2:31:38	Hardison						PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W/ODFW/AERODROME PARK/COUNTY PARK/CALLOWAY CREEK.
022825 03:44:53	2025037478	1:01:07	Bloom						1 hr Adair XPAT
030225 01:36:09	2025038978	1:25:10	Bloom						no activity
030225 04:07:25	2025039024	1:00:00	Gevatosky						no activity
030225 07:29:55	2025039061	0:51:52	Macken						no stops
030325 13:12:27	2025039775	1:11:31	Sinclair						Typed reports and spoke with Trooper Ely.
030325 17:21:02	2025039946	1:26:14	Hardison	2					PATROLLED CITY STREETS/HIGHWAY 99W/COUNTY ROADS/PARKS/SCHOOL. TWO CITIZEN CONTACTS.
030425 04:54:15	2025040186	1:17:20	Young						no activity
030425 15:37:02	2025040524	1:13:43	Lochner						no activity
030425 17:27:54	2025040584	0:45:19	Hardison						ATTENDED ADAIR VILLAGE CITY COUNCIL MEETING.
030525 02:34:51	2025040787	0:59:10	Moser						no activity
030525 07:03:25	2025040834	2:08:51	Bottorff	2	1				2 citizen contacts. Stop and warn for speeding, equipment violation. School zone and speed patrol on 99W during morning commute. worked on computer work.
030525 20:50:15	2025041372	2:50:17	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/OBSERVED K9 TRAINING.
030725 04:01:43	2025042164	1:30:00	Gevatosky						no activity
030825 03:00:58	2025042864	4:00:00	Gevatosky		1		1		2 TRAFFIC STOPS. 1 DRIVER WAS ARRESTED FOR DUI AND RECKLESS DRIVING AFTER HE WENT THROUGH ADAIR VILLAGE AT 90 TO 100 MILES PER HOUR. HIS BLOOD ALCOHOL CONTENT WAS .12%.
030925 04:37:20	2025043542	1:01:07	Moser						no activity
031025 02:32:13	2025044059	1:26:07	Moser						no activity
031025 10:06:20	2025044186	1:09:48	Sinclair						One hour, no activity.
031125 03:58:53	2025044688	1:34:41	Lunsmann						no activity
031125 10:38:51	2025044817	1:08:46	Lyman						patrolled parks, city streets; no stops, no contacts.
031125 13:57:16	2025044919	2:18:48	Bottorff						Typed reports.
031425 09:44:04	2025046679	2:35:58	Bottorff						Stationary radar patrol on 99W just north of Crane lane. 0 cites or stops. Worked on computer work.
031425 14:22:46	2025046860	1:25:45	Bottorff	3					3 citizen contacts, handed out stickers to teens. Stationary traffic patrol in school zone.
031525 04:33:53	2025047276	1:17:30	Drongesen		1				Patrolled neighborhoods, parks, and highway. 1- Stop: Cite Speed, DWS, Fail Install IID
031825 18:49:06	2025049497	4:00:57	Hardison	3	1				PATROLLED CITY STREETS/COUNTY ROADS/COUNTY PARK/AERODROME PARK/ODFW/ADAIR FRONTAGE ROAD /CALLOWAY CREEK. 3 CITIZEN CONTACTS/1 TRAFFIC STOP (1 WARNING GIVEN).
031925 07:55:44	2025049731	2:03:41	Rath						no activity

CSO Report

Attachment D

Location	Violaton	Case #	Follow Up	Compliance	Fine/Fee
214 Azalea	Keeping Junk. Clean up continues with compliance likely to be met soon.	24-1001	4/1/2025		
5226 Laurel Dr NE	Truck with couch in bed, does not appear to be moving. Car being worked on in driveway for over a month.	25-0104	3/3/2025	Y	N
Adair Village car lot	Blk Honda being stored in lot. Parking lot being posted 72hrs for action to be taken. Texted car owner of the change and to move the vehicle.	25-0105	4/1/2025		
3115 Willamette	Drove mud onto the roadway from yard. Drove over curb.	25-301	3/10/2025	Y	N
169 Azalea Dr NE	Keeping junk. Car parts and a dismantled ride-on lawnmower. Notice sent 3/17/25.	25-302	4/17/2025		
7205 Cheryl Ct	Parking issue - White Honda CRV (333EDS) hasn't moved in weeks.	25-303	4/1/2025		



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

City Administrator's Report April 1, 2025, Council Meeting

Administration

- **Finances:** Sarah Johnson from My Bridge Team and I have been working on the 2025-2026 budget. The first draft has been sent to the budget committee, and we are prepared for the budget meeting on April 15th.
- **Tangent:** We are working with Tangent as they develop their budget to incorporate a wastewater management plan. This will help target problem areas and reduce callouts during the winter months.

Property & Business

- **Gas Station Property:** A company has expressed interest in operating a food cart at the city-owned gas station site, with potential bar-style entertainment inside the building. This could be done on a short-term basis, and I would like to hear your thoughts on the proposal.
- **Coffee Shop:** Business continues to grow, with an increase in customers. All maintenance issues in the building have been addressed.
- **Store & Restaurant:** The restaurant has seen a slight increase in business. With the arrival of spring and an uptick in construction activity, they anticipate continued growth.

Major Projects & Engineering

- **Wastewater:** We are continuing to gather information and support our elected officials and representatives in their efforts to secure \$12 million in funding. Additionally, we are exploring other options to increase capacity as the city grows.
- **Calloway Creek:** Nine permits have been issued, and several homes are nearing completion. The developer expects to pull a significant number of new permits as spring progresses.
- **Downtown Development:** Discussions with potential investors and developers are ongoing as we work to position the city for future opportunities.
- **Water Infrastructure:** We are ensuring that funding is allocated for necessary projects while continuing to pursue grants for replacing water lines. The budget will also focus on key upgrades needed at the water plant.



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 2/20/2025 to 3/20/2025

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 4,227.920

Average Usage per: 131k

WATER DISTRIBUTION REPORT

Maintenance Activity: Two leaks were reported and fixed in March. The first was on Willamette and the other on Barberry. Both leaks were quickly repaired. With little to no disruption to the system.

Collected quarterly: 2nd quarter samples will be taken in May.

WASTEWATER TREATMENT REPORT

Flows into the WWTP did increase with recent rains. Staff reported no issues and continue to monitor and make adjustments as needed.

Total Monthly Influent: 6.9 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 started with a few dry days in March. Staff will continue to mow and spray as we get drier weather.

WATER TREATMENT PLANT

Maintenance Activity: We are running the plant about 24 hours a week. Staff cleaned the filters as part of yearly maintenance.

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
April 1, 2025 Council Meeting

We have approximately \$4,271,528.60 in the Local Government Investment Pool (LGIP). Last month we had \$4,236,820.36. Last year at this time we had \$4,327,394.88. We have approximately \$191,419.81 in Citizens Bank.



Client Services
 PO Box 11760
 Harrisburg, PA 17108-1760

OREGON
 STATE
 TREASURY

ACCOUNT STATEMENT

For the Month Ending
February 28, 2025

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

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

Customer Service 1-855-678-5447

Online Access www.oregon.gov/igip



Account Statement - Transaction Summary

For the Month Ending February 28, 2025

ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333

Oregon LGIP

Opening Balance	4,236,820.36
Purchases	34,708.34
Redemptions	(0.10)

Closing Balance	\$4,271,528.60
Dividends	15,308.64

Asset Summary

	February 28, 2025	January 31, 2025
Oregon LGIP	4,271,528.60	4,236,820.36
Total	\$4,271,528.60	\$4,236,820.36



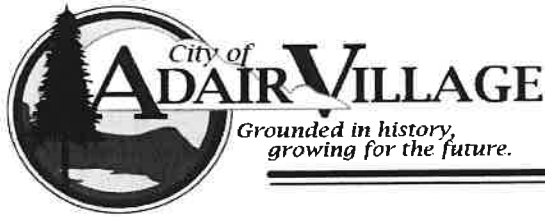
Account Statement

For the Month Ending February 28, 2025

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					4,236,820.36
02/03/25	02/03/25	LGIP Fees - Received ACH (1 @ \$0.10 - From 4333) - January 2025	1.00	(0.10)	4,236,820.26
02/05/25	02/05/25	SFMS Fr:OLCC OLCC Tax (Liquor)	1.00	2,724.67	4,239,544.93
02/07/25	02/07/25	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT	1.00	1,418.68	4,240,963.61
02/11/25	02/11/25	SFMS Fr:Administrative Services, Dept of Revenue Sharing Tax	1.00	4,959.61	4,245,923.22
02/14/25	02/14/25	SFMS Fr:Administrative Services, Dept of City Cigarette Tax	1.00	58.06	4,245,981.28
02/19/25	02/19/25	ODOT - ODOT PYMNT	1.00	10,238.68	4,256,219.96
02/28/25	03/03/25	Accrual Income Div Reinvestment - Distributions	1.00	15,308.64	4,271,528.60
Closing Balance					4,271,528.60

	Month of February	Fiscal YTD July-February	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
Opening Balance	4,236,820.36	4,348,803.39	4,271,528.60	4,247,693.21	4.70%
Purchases	34,708.34	522,726.16			
Redemptions	(0.10)	(600,000.95)			
Closing Balance	4,271,528.60	4,271,528.60			
Dividends	15,308.64	145,183.47			



STAFF REPORT

Funding Support for Community Easter Event

Background

The City of Adair Village has historically provided financial support for the community Easter Egg Hunt, previously organized by the Kiwanis Club. This event has been a long-standing tradition, bringing families together for a fun and engaging activity for local children.

Kiwanis has since transitioned the event to Adair Village Church, which has successfully taken over its organization and execution. The church has demonstrated strong community engagement and has effectively maintained the quality and spirit of the event.

Request

Adair Village Church is requesting a \$400 contribution from the city to help cover event expenses. This is consistent with the amount the city has provided in past years when Kiwanis managed the event. Funding for this request has already been accounted for in the budget.

Recommendation

As this event has historically received City support and continues to provide value to the community, staff recommends approving the \$400 contribution to Adair Village Church for the Easter Egg Hunt.

This event has been well-received by residents, and I can personally attest to its success, as my own children have enjoyed it in previous years. It remains a positive and cherished tradition in Adair Village.

Action Requested

Approve the \$400 funding request for Adair Village Church to support the 2025 Easter Egg Hunt.

To: Adair Village City Councilors

Re: Friends of Adair Village Budget Request Presentation

Date: April 1, 2025

Proposed Budget Request for Friends of Adair Village Activities 2025

Summer Kids Program (June 16-August 29) <i>Tues/Thur-Crafts and Activities, M-F-Corvallis District Summer Lunch</i>	
Field Trips(Evergreen Air and Space, Anderson Blues and Camp Adair)	\$540
Food(lunches for last week of program, FT snacks and waters, popsicles and snacks for movie nights)	\$450
T-shirts	\$310
Paper supplies, paint for shed	\$350
Gift cards, stipends	\$500
Signage	\$50
Contingency fund	\$542
Audio Visual Equipment(50% funding)	
Outdoor Screen	\$125
Movie Projector	\$145
Microphone system	\$175
Shed for the Kiddle Park(40% funding)	
Storage shed	\$1500
Other equipment	
Solar lanterns	\$40
2-5-Gallon Igloo Thermos	\$60
National Night Out (August 6)	
Food	\$500
Park rental/Equipment	\$140
Community Garage Sale (August 16)	

No cost	
Family Movie Night (August 17)	
Food	\$40
Community Holiday Tree (November or December 2025)	
Food	\$40
Pictures with Santa (December 2025) Fundraiser	
Food and signage	\$550
TOTAL	\$6057
Carryover from 2024	\$1,057
TOTAL REQUEST	\$5,000
Anticipated Grant Funding	
Benton County Cultural Commission	\$1350
Mandala Art Project, Shed Mural Project, Entry Fee-Evergreen Museum	
Siletz Tribe Charitable Grant	\$3281
Storage shed, outdoor screen, movie projector, microphone system, transportation-Evergreen museum	