ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, August 4, 2026 - 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 – July 7, 2026
b. Bills List through – July 31, 2026 (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) Frontage Rd (Attachment H) — Pat Hare
Action: Discussion/Decision

6. NEW BUSINESS:

a) Council Appointments (Attachment I) — John Wilson
Action: Discussion/Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

a) N/A
Action: n/a

8. EXECUTIVE SESSION

a) N/A
Action: n/a

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings - City Council –Tuesday, September 1, 2026, 6:00 pm
Planning Commission TBD, 2026, 6:00 pm

The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "karla.mcgrath@adairvillage.org ", or Oregon Relay Services by dialing 7-1-1. If anyone wants to attend by phone, please call (541) 475-5507 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.

S:\Admin\City Council\Meetings\2026 Meetings\260804\Agenda 260804.docx

Attachment A
260804 CC Meeting

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

Agenda Item	Action
1. Roll Call: City Council Members present: Councilors Ray, Wilson, Ness and Mayor Currier were present. City Administrator Hare was present. The minutes were taken by CA Hare.	Mayor Currier called the meeting to order at 6:00 p.m. and led the flag salute.
2. Consent Calendar **Attachment A** Minutes of the June 16, 2026, City Council Meeting **Attachment B** Bills List through June 29, 2026 ($221,870.39)	Councilor Ray moved to approve the Consent Calendar. Councilor Wilson seconded. **Unanimous Approval (4-0).**
3. Public Comment	None.
4. Staff Reports **4a. Attachment C – Sheriff's Report** - CA Hare presented the report.	Council received the report.
4b. Attachment D– CSO Report - CA Hare presented the report.	Council received the report.
4c. Attachment E– City Administrator's Report **Administration** • Finances The City expects to receive the completed audit for Council review at the August meeting. In the meantime, staff has already begun working with the auditors on the next audit cycle to ensure a smooth transition. Once the audit is formally issued, it will be presented to the City Council. • Tangent Partnership The City has expanded its services to Tangent by taking on several additional maintenance projects, including work around the wastewater lagoon facilities and maintenance of trees and park areas. The current partnership continues to operate successfully, and the City's new part-time employee has done an excellent job supporting these additional responsibilities. • Staffing The City recently hired Dylan Smith as a part-time seasonal employee assigned to the Tangent contract. Staff will evaluate the City's long-term operational needs and Dylan's interest in continuing with the organization, with the potential of transitioning the position into a permanent full-time role during the 2027–2028 budget cycle. **Property & Business** • AVIS (Adair Village Industrial Site) Staff met again with DEQ and project partners to discuss the next phase of work at the site. Following the installation of additional safety signage, the project team expects to complete additional site surveying and begin evaluating potential remediation alternatives. • Store Property The City has reviewed preliminary site plans for the proposed redevelopment of the store property. Staff is still awaiting preliminary property valuation estimates from both the prospective developer and the City's independent appraiser before bringing the project back to Council for further discussion. • Callaway Creek Development Staff is coordinating with the Callaway Creek Homeowners Association on the construction of the community trail system. Similar to the first trail segment,	Council received the report.

portions of the proposed alignment may be affected by private improvements that have extended into the planned trail corridor. Staff is working with the HOA to address these issues and move the project forward. • Santiam Christian Elementary School The Planning Commission completed its review of the Santiam Christian Elementary School application and voted to deny the proposal. Staff will continue to work through any subsequent processes or applications as they arise. **Major Projects** • Park Improvements The park improvement project has gone out to bid, and the City has selected a contractor. Construction is expected to begin within the next month. • Laurel & Willamette Road Overlay The City has selected a contractor for the Laurel and Willamette Road overlay project. Construction is expected to occur over the next few months. • Water Line Replacements With the start of the new budget year, staff will begin planning for replacement of aging water lines in the north section of the City. This work will improve system reliability and continue the City's long-term infrastructure improvements.	
4d. Attachment F – Public Works Report CA Hare presented the report.	Council received the report.
4e. Attachment G – Financial Report CA Hare presented the report. The balance in the Local Government Investment Pool is approximately \$5,404,684.59. Last year at this time, the balance was \$4,159,351.02.	Council received the report.
5. Old Business – **5a.** Civil West Scope of Work (Attachment H) Discussion **5b**. Frontage Rd (Attachments I, I1) Discussion	
6. New Business	
7. Ordinance, Resolutions, and Proclamations	
8. Executive Session- N/A	
9. Council and Mayor Comments	
10. Adjournment: City Council –Tuesday, August 4, 2026, 6:00 p.m. Planning Commission – TBD	Mayor Currier adjourned the meeting at 7:10 p.m.

July 2026 Bills	Date	Amount
	7/7/2026	$46,359.49
	7/14/2026	$95,066.36
Total		$141,425.85

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									
71768	1	For Tangent	Invoice	06/03/2026	06/30/2026	200.00		200.00	100-900-52115
Total 71768:						200.00	.00	200.00	
71784	1	For Tangent	Invoice	06/04/2026	07/04/2026	200.00		200.00	100-900-52115
Total 71784:						200.00	.00	200.00	
71813	1	For Tangent	Invoice	06/08/2026	07/08/2026	480.00		480.00	100-900-52115
Total 71813:						480.00	.00	480.00	
71871	1	For Tangent	Invoice	06/11/2026	07/11/2026	1,377.00		1,377.00	100-900-52115
Total 71871:						1,377.00	.00	1,377.00	
71943	1	For Tangent	Invoice	06/17/2026	07/17/2026	1,804.00		1,804.00	100-900-52115
Total 71943:						1,804.00	.00	1,804.00	
71967	1	For Tangent	Invoice	06/17/2026	07/17/2026	325.00		325.00	100-900-52115
Total 71967:						325.00	.00	325.00	
71970	1	For Tangent	Invoice	06/17/2026	07/17/2026	1,415.00		1,415.00	100-900-52115
Total 71970:						1,415.00	.00	1,415.00	
71986	1	For Tangent	Invoice	06/19/2026	07/19/2026	200.00		200.00	100-900-52115
Total 71986:						200.00	.00	200.00	
72022	1	For Tangent	Invoice	06/23/2026	07/23/2026	1,660.00		1,660.00	100-900-52115
Total 72022:						1,660.00	.00	1,660.00	
72040	1	For Tangent	Invoice	06/24/2026	07/24/2026	200.00		200.00	100-900-52115
Total 72040:						200.00	.00	200.00	
72109	1	For Tangent	Invoice	06/29/2026	07/29/2026	1,695.00		1,695.00	100-900-52115
Total 72109:						1,695.00	.00	1,695.00	
Total 150 A & B Septic:						9,556.00	.00	9,556.00	√27233
690 Bank of America									
062326	1	Credit Card Charges	Invoice	06/23/2026	07/20/2026	7,644.41		7,644.41	100-000-28000
Total 062326:						7,644.41	.00	7,644.41	
Total 690 Bank of America:						7,644.41	.00	7,644.41	√27234
830 Benton County Sheriff									
1226111	1	Law Enforcement Services	Invoice	06/30/2026	07/30/2026	11,637.00		11,637.00	100-200-52019

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1226111:						11,637.00	.00	11,637.00	
Total 830 Benton County Sheriff:						11,637.00	.00	11,637.00	✓27235
890 Best Pots Inc									
I592771	1	Utilities	Invoice	07/01/2026	07/11/2026	106.64		106.64	500-420-52019
Total I592771:						106.64	.00	106.64	
Total 890 Best Pots Inc:						106.64	.00	106.64	✓27236
2300 Delapoer Kidd Attorneys at Law									
2245	1	General City matters	Invoice	07/01/2026	07/31/2026	2,931.25		2,931.25	100-900-52017
Total 2245:						2,931.25	.00	2,931.25	
Total 2300 Delapoer Kidd Attorneys at Law:						2,931.25	.00	2,931.25	✓27237
2520 Eurofins Environment Testing NW, LLC									
1770003714	1	AV water system	Invoice	07/01/2026	07/31/2026	45.00		45.00	500-420-52104
Total 1770003714:						45.00	.00	45.00	
Total 2520 Eurofins Environment Testing NW, LLC:						45.00	.00	45.00	✓27238
7531 Friends of Adair Village									
070726	1	Summer Youth Program	Invoice	07/07/2026	07/07/2026	5,000.00		5,000.00	100-300-52112
Total 070726:						5,000.00	.00	5,000.00	
Total 7531 Friends of Adair Village:						5,000.00	.00	5,000.00	✓27239
2960 GSI Water Solutions Inc									
00400.004-15	1	Water Management and Conservati	Invoice	07/03/2026	07/30/2026	957.50		957.50	500-420-52019
Total 00400.004-15:						957.50	.00	957.50	
Total 2960 GSI Water Solutions Inc:						957.50	.00	957.50	✓27240
7524 My Bridge Team, Inc.									
INV-000111	1	Admin	Invoice	07/01/2026	07/16/2026	1,980.00		1,980.00	100-100-52019
INV-000111	2	Admin	Invoice	07/01/2026	07/16/2026	247.50		247.50	100-900-52019
INV-000111	3	Storm Drain	Invoice	07/01/2026	07/16/2026	371.25		371.25	520-440-52019
INV-000111	4	Streets	Invoice	07/01/2026	07/16/2026	371.25		371.25	200-410-52019
INV-000111	5	Wastewater	Invoice	07/01/2026	07/16/2026	990.00		990.00	510-430-52019
INV-000111	6	Water	Invoice	07/01/2026	07/16/2026	990.00		990.00	500-420-52019
Total INV-000111:						4,950.00	.00	4,950.00	
Total 7524 My Bridge Team, Inc.:						4,950.00	.00	4,950.00	✓27242
7518 Net Assets Corporation									
111-202606	1	Title Search	Invoice	07/01/2026	07/30/2026	32.00		32.00	100-900-52114
Total 111-202606:						32.00	.00	32.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 7518 Net Assets Corporation:						32.00	.00	32.00	√27243
4670 NW Natural									
062926	1	Natural Gas	Invoice	06/29/2026	07/20/2026	32.14		32.14	100-900-52109
Total 062926:						32.14	.00	32.14	
Total 4670 NW Natural:						32.14	.00	32.14	√27244
7551 Pathfinder Land Use Consulting LLC									
1111	1	Planner	Invoice	07/01/2026	07/01/2026	2,365.73		2,365.73	100-900-52019
Total 1111:						2,365.73	.00	2,365.73	
Total 7551 Pathfinder Land Use Consulting LLC:						2,365.73	.00	2,365.73	√27245
6020 Schaefers Recreation Equipment Co									
163841-1	1	Chemicals	Invoice	06/05/2026	06/10/2026	502.00		502.00	510-430-52001
Total 163841-1:						502.00	.00	502.00	
164418-1	1	Chemicals	Invoice	06/23/2026	07/10/2026	502.00		502.00	510-430-52001
Total 164418-1:						502.00	.00	502.00	
Total 6020 Schaefers Recreation Equipment Co:						1,004.00	.00	1,004.00	√27246
999 Utility Refund									
081528	1	Water	Invoice	07/07/2026	08/15/2026	58.69		58.69	500-420-52105
081528	2	Wastewater	Invoice	07/07/2026	08/15/2026	39.13		39.13	510-430-52105
Total 081528:						97.82	.00	97.82	
Total 999 Utility Refund:						97.82	.00	97.82	√27241
Total :						46,359.49	.00	46,359.49	
Grand Totals:						46,359.49	.00	46,359.49	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-28000	7,644.41	.00	7,644.41
100-100-52019	1,980.00	.00	1,980.00
100-200-52019	11,637.00	.00	11,637.00
100-300-52112	5,000.00	.00	5,000.00
100-900-52017	2,931.25	.00	2,931.25
100-900-52019	2,613.23	.00	2,613.23
100-900-52109	32.14	.00	32.14
100-900-52114	32.00	.00	32.00
100-900-52115	9,556.00	.00	9,556.00
200-410-52019	371.25	.00	371.25
500-420-52019	2,054.14	.00	2,054.14

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
500-420-52104	45.00	.00	45.00
500-420-52105	58.69	.00	58.69
510-430-52001	1,004.00	.00	1,004.00
510-430-52019	990.00	.00	990.00
510-430-52105	39.13	.00	39.13
520-440-52019	371.25	.00	371.25
Grand Totals:	46,359.49	.00	46,359.49

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
06/26	29,873.55	.00	29,873.55
07/26	16,485.94	.00	16,485.94
Grand Totals:	46,359.49	.00	46,359.49

7/7/26

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
640 Auto Zone									
02217434986	1	Vehicle maitenance	Invoice	06/09/2026	07/30/2026	67.17		67.17	500-420-52014
Total 02217434986:						67.17	.00	67.17	
Total 640 Auto Zone:						67.17	.00	67.17	√27247
1520 CIS TRUST									
PO-ADR-I2026-	1	Employee Health Ins	Invoice	07/09/2026	07/09/2026	7,630.50		7,630.50	100-100-51010
PO-ADR-I2026-	2	Employee Health Ins	Invoice	07/09/2026	07/09/2026	1,017.40		1,017.40	100-200-51010
PO-ADR-I2026-	3	Employee Health Ins	Invoice	07/09/2026	07/09/2026	4,069.60		4,069.60	100-300-51010
PO-ADR-I2026-	4	Employee Health Ins	Invoice	07/09/2026	07/09/2026	2,543.50		2,543.50	200-410-51010
PO-ADR-I2026-	5	Employee Health Ins	Invoice	07/09/2026	07/09/2026	23,908.90		23,908.90	500-420-51010
PO-ADR-I2026-	6	Employee Health Ins	Invoice	07/09/2026	07/09/2026	9,665.30		9,665.30	510-430-51010
PO-ADR-I2026-	7	Employee Health Insurance	Invoice	07/09/2026	07/09/2026	2,034.81		2,034.81	520-440-51010
Total PO-ADR-I2026-00:						50,870.01	.00	50,870.01	
Total 1520 CIS TRUST:						50,870.01	.00	50,870.01	√27248
1610 Civil West Engineering Services Inc									
252084	1	Wastewater services	Invoice	07/08/2026	08/08/2026	152.00		152.00	510-430-53005
252084	2	HMGP Services	Invoice	07/08/2026	08/08/2026	912.00		912.00	510-430-53005
252084	3	HMGP Generator	Invoice	07/08/2026	08/08/2026	304.00		304.00	510-430-53005
252084	4	Transportation	Invoice	07/08/2026	08/08/2026	12,512.03		12,512.03	200-410-53001
252084	5	Development Review	Invoice	07/08/2026	08/08/2026	9,958.34		9,958.34	100-100-52020
252084	6	SCS Elementary School	Invoice	07/08/2026	08/08/2026	2,244.00		2,244.00	100-100-52020
Total 252084:						26,082.37	.00	26,082.37	
252085	1	HMGP Waterline Replacement	Invoice	07/08/2026	08/08/2026	5,095.00		5,095.00	500-420-53500
Total 252085:						5,095.00	.00	5,095.00	
252086	1	Adair Village Community Park	Invoice	07/08/2026	08/08/2026	9,198.01		9,198.01	100-300-53004
Total 252086:						9,198.01	.00	9,198.01	
Total 1610 Civil West Engineering Services Inc:						40,375.38	.00	40,375.38	√27250
4800 One Call Concepts Inc									
6060304	1	OR Utility Notification Center	Invoice	06/30/2026	07/30/2026	18.96		18.96	500-420-52109
6060304	2	OR Utility Notification Center	Invoice	06/30/2026	07/30/2026	18.96		18.96	510-430-52109
Total 6060304:						37.92	.00	37.92	
Total 4800 One Call Concepts Inc:						37.92	.00	37.92	√27251
5300 Pacific Power/PacificCorp									
070926	1	Power	Invoice	07/09/2026	07/28/2026	2,929.30		2,929.30	500-420-52109
Total 070926:						2,929.30	.00	2,929.30	
Total 5300 Pacific Power/PacificCorp:						2,929.30	.00	2,929.30	√27252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
7552 Real									
MAR-JUNE 202	1	REAL Agreements	Invoice	07/08/2026	08/23/2026	202.09		202.09	100-900-52102
Total MAR-JUNE 2026:						202.09	.00	202 09	
Total 7552 Real:						202.09	.00	202 09 √27249	
5780 Republic Services #452									
0452-00577059	1	Utiliies	Invoice	06/30/2026	07/20/2026	44.77		44.77	100-900-52109
Total 0452-005770593:						44.77	.00	44.77	
0452-00577720	1	Utiliies	Invoice	06/30/2026	07/20/2026	103.17		103.17	100-300-52112
Total 0452-005777206:						103.17	.00	103.17	
0452-00577849	1	Utiliies	Invoice	06/30/2026	07/20/2026	305.55		305.55	510-430-52109
Total 0452-005778497:						305.55	.00	305.55	
Total 5780 Republic Services #452:						453.49	.00	453.49 √27253	
7274 US Bank Equipment Finance									
586033813	1	Canon Copier	Invoice	07/07/2026	07/31/2026	131 00		131.00	100-900-52023
Total 586033813:						131.00	.00	131.00	
Total 7274 US Bank Equipment Finance:						131.00	.00	131.00 √27254	
Total :						95,066.36	.00	95,066.36	
Grand Totals:						95,066.36	.00	95,066.36	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	7,630.50	.00	7,630.50
100-100-52020	12,202.34	.00	12,202.34
100-200-51010	1,017.40	.00	1,017 40
100-300-51010	4,069 60	.00	4,069.60
100-300-52112	103.17	.00	103.17
100-300-53004	9,198.01	.00	9,198.01
100-900-52023	131.00	.00	131.00
100-900-52102	202.09	.00	202.09
100-900-52109	44.77	.00	44.77
200-410-51010	2,543.50	.00	2,543.50
200-410-53001	12,512.03	.00	12,512.03
500-420-51010	23,908.90	.00	23,908.90
500-420-52014	67.17	.00	67.17
500-420-52109	2,948.26	.00	2,948.26
500-420-53500	5,095.00	.00	5,095.00
510-430-51010	9,665.30	.00	9,665.30
510-430-52109	324.51	.00	324.51

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
510-430-53005	1,368.00	00	1,368.00
520-440-51010	2,034 81	.00	2,034.81
Grand Totals:	95,066.36	.00	95,066.36

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
06/26	558.58	.00	558.58
07/26	94,507.78	.00	94,507.78
Grand Totals:	95,066.36	.00	95,066.36

7/14/26

ADAIR VILLAGE PATROL

June 25, 2026 - July 24, 2026

Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	Con-tacts	Traffic Warn	Traffic Cite	Arrests Cite	Arrests Cust	Notes
Patrol									
062526 09:12:56	2026115397	2:58:19	BOTTORFF						Patrolled city streets, no stops or violations.
062626 09:27:54	2026116084	0:54:54	YOUNG						no activity
062726 09:48:19	2026116806	0:33:17	BLASER		1				1 stop-warning for speed
062726 19:19:47	2026117109	0:56:23	WILLIAMS						1 hour of patrolling the village.
062826 10:56:20	2026117425	1:01:50	LOCHNER						no activity
062926 09:17:53	2026117933	2:05:51	LOCHNER						no activity
062926 17:21:04	2026118255	1:01:47	HARDISON						PATROLLED CITY STREETS/COUNTY ROADS/ADAIR FRONTAGE ROAD/HIGHWAY 99W. ALSO RAN LIDAR ON RYALS AVENUE.
062926 20:37:06	2026118350	2:03:01	HARDISON						PATROLLED CITY STREETS/COUNTY ROADS/HIGGHWAY 99W. RAN LIDAR ON RYALS AVENUE AND HIGHWAY 99W/ALSO HANDLED ONE CALL FOR SERVICE NEARBY.
063026 12:28:25	2026118692	2:01:10	LOCHNER						no activity
063026 18:22:16	2026118939	1:00:00	LYMAN	3	1				patrolled city streets, businesses, parks, and arterials. 1 stop (1 warning, 0 cites); 3 citizen contacts.
063026 20:32:06	2026118998	2:00:10	HARDISON	2					PATROLLED CITY STREETS/COUNTY ROADS/ADAIR FRONTAGE ROAD/HIGHWAY 99W/PARKS/ODFW. 2 CITIZEN CONTACTS IN ADAIR COUNTY PARK (BROKEN DOWN VEHICLE). ALSO RAN LIDAR ON HIGHWAY 99W.
070226 06:56:20	2026119908	1:31:22	BOTTORFF						1.5 hours adair patrol.
070226 11:41:09	2026120053	1:05:06	BOTTORFF						1 hour, conducted follow up with victim on crash.
070326 09:25:14	2026120675	1:19:11	BLASER						no activity
070326 20:41:53	2026121109	1:05:55	WILLIAMS						no activity
070426 14:14:09	2026121597	0:46:53	MACKEN						flagged down for stickers.
070526 19:28:29	2026122803	0:53:28	WILLIAMS						no activity
070626 04:11:23	2026123031	0:53:23	DRONGESEN						no activity
070626 13:29:43	2026123319	1:06:03	LOCHNER						Patrolled the city of Adair, no criminal activity identified.
070726 09:15:26	2026123901	0:45:28	MACKEN						No stops
070826 09:31:37	2026124582	2:00:00	LOCHNER						2 hours. responded to an injury crash at HWY 99W and Camp Adair Rd. Driver transported to the hospital with suspected minor injuries.
071026 04:33:03	2026125852	1:05:16	TOMINEY		1				Patrolled city streets (including Calloway Creek development), Santiam Christian, ODFW building, Adair Park, aerodrome, Frontage RD, and HWY 99. Monitored traffic on HWY 99- 1 Traffic Stop (Warning). No citizen contacts.
071126 08:35:51	2026126685	1:00:58	BLASER						no activity
071326 10:37:00	2026128026	1:00:45	LOCHNER						no activity
071326 15:37:16	2026128270	1:15:00	DOTY	5					FOLLOW UP FOR 2026-01584 FOR INTERVIEWS BEFORE COURT. HANDED OUT STICKERS TO 5 KIDS. PATROLLED MARKET AND ODFW.
071326 17:28:15	2026128331	1:10:59	HARDISON						PATROLLED CITY STREETS/COUNTYT ROADS/ADAIR FRONTAGE ROAD/HIGHWAY 99W.
071426 08:23:45	2026128653	1:59:07	MACKEN						no stops
071426 17:18:00	2026128997	2:00:08	HARDISON		2				PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W. ALSO RAN LIDAR ON RYALS AVENUE. TWO TRAFFIC STOPS/TWO WARNINGS GIVEN FOR SPEEDING.
071526 05:01:15	2026129285	1:02:06	DRONGESEN						Patrol neighborhoods, school, parks, and highway

ADAIR VILLAGE PATROL

June 25, 2026 - July 24, 2026

071526 16:43:10	2026129687	2:03:00	HARDISON						HANDLED ONE CALL FOR SERVICE (ABANDONED VEHICLE ON CHERYL COURT). ALSO PATROLLED CITY STREETS/COUNTY ROADS/ADAIR FRONTAGE ROAD/HIGHWAY 99W.
071626 22:02:19	2026130548	0:00:26	BLOOM						CHECKED BASEBALL FIELDS. UTL ANYONE
071826 08:31:06	2026131375	2:00:00	BLASER		2				2 hrs-2 stops, warning for window tint and speeding. Investigated a single vehicle rollover crash at 99w near the dump.
072026 17:16:00	2026132983	2:00:06	HARDISON		2				PATROLLED CITY STREETS/COUNTY ROADS/HIGGHWAY 99W/ODFW. ALSO RAN LIDAR ON RYALS AVENUE. TWO TRAFFIC STOPS/TWO WARNINGS GIVEN FOR SPEEDING.
072126 13:44:31	2026133596	1:02:50	HEESE						1 hour
072126 19:44:11	2026133865	1:59:57	HARDISON						PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W/PARKS/ODFW. ALSO RAN LIDAR ON RYALS AVE.
072226 09:04:09	2026134126	1:05:00	GLASS						Adair Patrol 1 hour
072226 19:38:37	2026134618	1:06:17	HORN						1 Hour patrol
072226 20:16:33	2026134643	1:03:43	HARDISON		2				PATROLLED CITY STREETS/COUNTY ROADS/HIGHWAY 99W. RAN LIDAR ON RYALS AVENUE. 1 TRAFFIC STOP/2 WARNINGS GIVEN FOR TRAFFIC VIOLATIONS.
072326 11:03:41	2026135084	0:57:40	YOUNG						no activity
Reports									
7/1/2026 10:26	202601500		RATH						SUSPICIOUS CIRCUMSTANCE in the 7400 block of Berg. Reporter misplaced a package.
7/8/2026 20:17	202601566		DAVISON						OTHER DOCUMENTATION in the 7200 block of Berg. Report of a restraining order violation; was not a violation.
7/11/2026 14:17	202601584		DAVISON					1	STRANGULATION in the 100 block of Columbia. Resident arrested for domestic violence
7/13/2026 7:51	202640149		GORDON						DHS REFERRAL - NO ACTION in the 7100 block of Cheryl.
7/15/2026 16:47	202601619		HARDISON						ABANDONED VEHICLE in the 7200 block of Arnold. Lincoln Town Car reported to city.
7/16/2026 10:56	202601624		BOTTORFF						CRIMINAL MISCHIEF 2 - CRIME DAMAGE at Santiam Christian School. Graffiti in the baseball field dugout.
7/19/2026 17:12	202601653		HESSELING						CRIMINAL MISCHIEF 3 - CRIME DAMAGE in the 6200 block of WRC. Resdient reported a juvenile rode his bike over her solar light, destroying it. Suspect has not been identified.
7/20/2026	202601665		WILLIAMS						FRAUD in the 100 block of Columbia. Received phishing email. Victim lost between $2,000-5,000.
		51:56:49		10	11	0	0	1	

CSO Report				Attachment D	
Location	**Violaton**	**Case #**	**Follow Up**	**Compliance**	**Fine/Fee**
170 Azalea	Blackberries crossing property line - Property owner has a contractor scheduled to perform work. Timeline extended.	26-602	6/15/2026		
8046 Barberry	Blackberries and Junk RV - Timeline Extended	26-603	6/29/2026		
Berg/Dot	Airstream attached to truck	26-606	6/29/2026	Y	N
Adair Village Website	Audit and plan website corrections to meet federal ADA website standards.	N/a	N/a		
182 Azalea	Tall Grass	26-701	7/14/2026		

CITY OF ADAIR VILLAGE

City Administrator's Report

July 2026

Administration

- **Audits:** The City is still awaiting the final review from our auditors. Staff has completed all required work and is ready to move into the next audit cycle. Due to the continued delays, I am evaluating new audit firms for the next two audit cycles.
- **Tangent Partnership:** Our partnership with the City of Tangent continues to be successful. Over the past couple of months, City staff completed additional contracted work including ditch cleaning, general maintenance, and fencing repairs. Tangent has been pleased with the quality of work, and these projects have provided additional contract revenue for the City.

Property & Business

- **Store:** Staff continues working with the store owner as both parties move toward completing appraisals. We also addressed concerns that had been raised on social media. Overall, the property has been noticeably cleaner and operations continue to improve.
- **Adair Village Industrial Site:** Staff continues coordinating with DEQ on the industrial site. New site signage will be installed, and we are hopeful DEQ will soon provide its first recommendations for on-site remediation work.

Major Projects & Engineering

- **Park Improvements:** Construction continues to move forward. Water and sewer service for the new restroom has been installed, several hazardous trees along the pathway have been removed, and pathway construction is underway. The contractor is working to have the trail graveled prior to Founders Day.
- **Laurel & Willamette Road Overlay:** The construction contract has been executed. The project must be completed within 160 days under the contract, although the paving work itself is expected to take only about two days once scheduled.
- **Water System:** Work will begin within the next month on replacement of the north water lines. Staff is also continuing the citywide replacement of water meters with the new meter system.
- **Wastewater Treatment:** Staff and our engineers are preparing the first design submittal to DEQ for review of the new treatment plant and lagoon improvements. Survey work has been completed, and we continue working closely with DEQ through the design review process.

City of ADAIR VILLAGE
Grounded in history, growing for the future.

Attachment F
CC Mtg 260804

PUBLIC WORKS

OPERATIONS AND MAINTENANCE REPORT

PERIOD: 6/20/2026 to 7/20/2026

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water produced: 9,790,894

Average use per day: 326k

WATER DISTRIBUTION REPORT

Maintenance activity: No leaks were detected. Staff spend spare time looking for possible leaks.

Collected quarterly: Third quarter samples will be taken in August.

WASTEWATER TREATMENT REPORT

Flows into WWTP are low. Staff have concluded most summer cleaning of treatment equipment. Staff will focus on one more flush and clean of the headworks just before fall rain starts.

Total Monthly Influent: 2.7 million Gallons

STORM WATER COLLECTION SYSTEM REPORT

Maintenance activity: Storm drains are clear. Staff check and monitor daily.

STREETS MAINTENANCE REPORT

Maintenance: Streets are in decent shape and are checked weekly. Staff took inventory of street signs that need replaced. Those signs have been ordered, and we are waiting for them to be completed.

CITY HALL / PARKS AND WETLANDS

Maintenance activity: Summer mowing has leveled off with the dry weather. Staff have been able to keep up with maintenance of all city properties.

WATER TREATMENT PLANT

Maintenance activity: We are now averaging 70 hours a week of run time at the water plant. Staff are doing split shifts till water consumption slows down.

WASTEWATER TREATMENT PLANT

Maintenance activity: The wastewater treatment plant has had no issues. Staff continue to maintain and monitor flows at the plant.

Completed by Matt Lydon, Public Works Supervisor

Attachment G
CC Mtg 260804

STAFF REPORT
Attachment G – Financial Report
August 4, 2026 Council Meeting

We have approximately $5,442,149.14 in the Local Government Investment Pool (LGIP). Last month we had $5,404,684.59. Last year at this time we had $4,159,351.02. We have approximately $552,018.13 in Citizens Bank.

Fund	**Income**	**Expenses**	**% of Budget**	**Difference**
General	3,085,035.00	870,067.00	24.46%	2,214,968.00
Streets	488,650.00	145,850.00	40.72%	342,800.00
Water	1,939,500.00	1,097,857.00	80.13%	841,643.00
Wastewater	2,458,505.00	688,582.00	32.82%	1,769,923.00
Storm Drain	135,242.00	46,598.00	45.55%	88,644.00
SDC Fund	2,484,272.00	180,000.00	7.98%	2,304,272.00
Reserve	165,554.00	80,000.00	57.02%	85,554.00
TOTAL	$10,756,758.00	$3,108,954.00		7,647,804.00

Report Criteria:

Includes only accounts with balances or activity

Includes grand totals by account type with revenue and expenditure totals

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
General Fund						
General Fund Revenue						
100-000-40000	Beginning Fund Balance	0	1,736,881	2,000,000	263,119	86.84
100-000-40001	Property Taxes - Current	4,046	298,916	281,000	(17,916)	106.38
100-000-40002	Property Taxes - Prior Year	158	4,131	500	(3,631)	826.10
100-000-41010	Revenue Sharing	2,331	13,810	14,000	190	98.65
100-000-41020	Cigarette Taxes	634	2,983	1,000	(1,983)	298.31
100-000-41030	Liquor Taxes	2,133	21,566	29,000	7,434	74.36
100-000-41100	Tangent Contract	0	283,154	259,000	(24,154)	109.33
100-000-41200	Transient Lodging Tax	0	0	5,000	5,000	.00
100-000-41300	Benton CO STIFF for Transit	0	0	25,000	25,000	.00
100-000-42001	Planning Fees	0	10,300	10,000	(300)	103.00
100-000-42050	Fees - Other	35	3,506	0	(3,506)	.00
100-000-42060	SDC Administrative Fees	10,000	10,000	10,000	0	100.00
100-000-43001	Utility Franchise Fees	0	78,062	70,000	(8,062)	111.52
100-000-46020	Residential Rent Revenue	0	28,603	30,000	1,397	95.34
100-000-46021	Property Lease or Rent	0	87,465	78,000	(9,465)	112.13
100-000-46023	Building Lease	2,750	31,800	32,000	200	99.38
100-000-46024	Property Tax-Property Lease	564	5,475	6,000	525	91.26
100-000-46027	Utilities-Property Lease	324	1,963	19,000	17,037	10.33
100-000-46028	Room Rental	0	625	120	(505)	520.83
100-000-46055	Refunds	0	0	200	200	.00
100-000-46057	Miscellaneous	0	7,241	1,000	(6,241)	724.13
100-000-47300	Parks Grant	0	100,000	486,000	386,000	20.58
100-000-48000	Interest	17,846	178,553	20,000	(158,553)	892.77
	Total General Fund Revenue:	40,821	2,905,035	3,376,820	471,785	86.03
Transfers In						
100-000-49530	Transfer from SDC Fund	0	180,000	180,000	0	100.00
	Total Transfers In:	0	180,000	180,000	0	100.00
City Administration						
General Fund Administrative						
100-100-50010	City Administrator	8,782	96,900	87,988	(8,911)	110.13
100-100-50016	Utility/Court Clerk	221	2,429	2,324	(105)	104.50
100-100-50018	Finance Clerk	791	9,537	9,125	(413)	104.52
100-100-50050	PW Superint/Asst City Manager	198	586	2,344	1,758	25.00
100-100-51010	Employee Health Ins Benefits	1,211	17,609	21,518	3,909	81.83
100-100-51020	Retirement Benefits	4,976	29,208	28,326	(883)	103.12
100-100-51030	Employment Taxes	728	13,558	13,690	132	99.04
100-100-52002	Materials & Supplies	0	133	250	117	53.06
100-100-52010	Miscellaneous	0	0	500	500	.00
100-100-52013	Travel and Training	0	0	2,000	2,000	.00
100-100-52016	Audit	0	8,200	28,940	20,740	28.33
100-100-52017	City Attorney	0	0	15,000	15,000	.00
100-100-52018	Planning Consultant	2,500	32,500	30,000	(2,500)	108.33
100-100-52019	Contract Service	0	26,130	74,800	48,670	34.93
100-100-52020	Development Engineering	6,763	48,960	70,000	21,040	69.94
100-100-52031	Urban Renewal Development	0	0	55,000	55,000	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
100-100-52101	Banking Charges	27	53	0	(53)	.00
100-100-52103	Insurance	1,348	7,570	3,150	(4,420)	240.32
100-100-52106	Mileage	0	0	250	250	.00
	Total General Fund Administrative:	27,545	293,373	445,206	151,833	65.90
	Total City Administration:	27,545	293,373	445,206	151,833	65.90
Public Safety						
General Fund Public Safety						
100-200-50010	City Administrator	798	8,809	16,999	8,190	51.82
100-200-51010	Employee Health Ins Benefits	167	2,046	2,585	539	79.16
100-200-51020	Retirement Benefits	498	2,921	3,278	357	89.10
100-200-51030	Employment Taxes	59	1,106	1,076	(30)	102.77
100-200-52019	Contract Service	11,637	56,118	50,948	(5,170)	110.15
100-200-52103	Insurance	92	6,605	7,300	695	90.48
	Total General Fund Public Safety:	13,251	77,605	82,186	4,581	94.43
	Total Public Safety:	13,251	77,605	82,186	4,581	94.43
Parks and Recreation						
GF Parks & Recreation						
100-300-50052	Utility Worker III	1,017	12,060	12,014	(46)	100.39
100-300-50055	Operator	1,177	13,960	13,907	(53)	100.38
100-300-50058	Utility Worker I	281	2,120	3,803	1,683	55.73
100-300-51010	Employee Health Ins Benefits	671	8,652	8,855	203	97.70
100-300-51020	Retirement Benefits	2,239	13,144	8,465	(4,678)	155.26
100-300-51030	Employment Taxes	188	4,263	3,998	(265)	106.64
100-300-52002	Materials & Supplies	0	1,551	750	(801)	206.79
100-300-52012	Maintenance - Bldg & Parks	0	266	1,000	734	26.57
100-300-52013	Travel and Training	0	0	500	500	.00
100-300-52014	Vehicle Fuel & Maintenance	56	751	2,500	1,749	30.04
100-300-52019	Contract Service	0	0	800	800	.00
100-300-52022	Equipment Maintenance	111	529	5,000	4,471	10.58
100-300-52023	Equipment Rental/Lease	0	0	100	100	.00
100-300-52025	Small Equipment Purchase	0	627	4,200	3,573	14.93
100-300-52030	Miscellaneous	0	0	100	100	.00
100-300-52103	Insurance	745	5,644	3,150	(2,494)	179.18
100-300-52106	Mileage	0	0	100	100	.00
100-300-52108	Postage	0	0	75	75	.00
100-300-52109	Utilities	40	481	750	269	64.08
100-300-52111	Parks-Events	0	4,392	5,500	1,108	79.86
100-300-52112	Parks - Youth Activities	309	5,363	6,500	1,137	82.51
	Total GF Parks & Recreation:	6,833	73,803	82,067	8,264	89.93
Capital Outlay						
100-300-53001	Improvments - Bldg & Parks	0	286	2,000	1,714	14.30
100-300-53002	Equipment Purchase	0	2,767	3,000	233	92.23
100-300-53003	Museum Infrastructure Cap Outl	0	50,000	50,000	0	100.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Total Capital Outlay:		0	53,053	55,000	1,947	96.46
GF Parks & Recreation						
100-300-53004	CapOutlay-ParkPavilion,Path,BR	9,443	70,335	601,000	530,665	11.70
Total GF Parks & Recreation:		9,443	70,335	601,000	530,665	11.70
Capital Outlay						
100-300-53005	Wetlands to City Hall Trail	0	0	65,000	65,000	.00
Total Capital Outlay:		0	0	65,000	65,000	.00
Transfers Out						
100-300-55600	Transfer to Reserve Fund	0	5,000	5,000	0	100.00
Total Transfers Out:		0	5,000	5,000	0	100.00
Total Parks and Recreation:		16,275	202,190	808,067	605,877	25.02
Non-departmental						
General Fund Non-Departmental						
100-900-52002	Materials & Supplies	0	1,782	10,000	8,218	17.82
100-900-52010	Legal Notices	0	0	3,000	3,000	.00
100-900-52012	Maintenance - Bldg & Parks	736	11,867	10,000	(1,867)	118.67
100-900-52014	Vehicle Fuel & Maintenance	0	368	1,500	1,132	24.52
100-900-52015	Security Alarm	0	0	10,800	10,800	.00
100-900-52016	Audit	0	1,025	14,418	13,393	7.11
100-900-52017	City Attorney	1,619	9,800	10,000	200	98.00
100-900-52019	Contract Service	2,205	13,452	30,600	17,148	43.96
100-900-52020	Engineering Consultant	0	3,871	7,500	3,629	51.62
100-900-52021	Transit	0	0	25,000	25,000	.00
100-900-52022	Equipment Maintenance	0	1,260	1,500	240	84.00
100-900-52023	Equipment Rental/Lease	131	1,643	2,000	357	82.15
100-900-52024	Security Alarm	0	969	1,500	531	64.60
100-900-52025	Small Equipment Purchase	0	0	7,000	7,000	.00
100-900-52030	Miscellaneous	0	814	1,000	186	81.37
100-900-52031	CERT Expenditures	0	36	5,000	4,964	.72
100-900-52101	Banking Charges	0	2,856	750	(2,106)	380.83
100-900-52102	Dues	0	7,848	7,500	(348)	104.63
100-900-52103	Insurance	0	13,423	15,750	2,327	85.23
100-900-52108	Postage	0	4,918	5,750	832	85.52
100-900-52109	Utilities	349	4,311	4,200	(111)	102.63
100-900-52110	Telephones	40	2,058	4,600	2,542	44.74
100-900-52111	Mayor & Council Expenses	168	468	1,000	532	46.80
100-900-52113	Election Fees	0	0	1,000	1,000	.00
100-900-52114	Software Hosting Fees	9,418	19,754	6,300	(13,454)	313.56
100-900-52115	Tangent Expenditures	9,556	81,005	125,000	43,995	64.80
100-900-52199	Property Taxes	0	9,089	8,700	(389)	104.47
Total General Fund Non-Departmental:		24,221	192,617	321,368	128,751	59.94

Capital Outlay

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
100-900-53001	Improvments - Bldg & Parks	0	16,843	45,000	28,157	37.43
100-900-53002	Equipment Purchase	0	0	15,000	15,000	.00
Total Capital Outlay:		0	16,843	60,000	43,157	28.07
Transfers Out						
100-900-55500	Transfer to Water Fund	0	9,577	9,577	0	100.00
100-900-55530	Transfer to SDC Fund	0	77,861	77,861	0	100.00
Total Transfers Out:		0	87,438	87,438	0	100.00
Total Non-departmental:		24,221	296,898	468,805	171,907	63.33
Contingency						
100-998-58000	Contingency	0	0	250,000	250,000	.00
Total Contingency:		0	0	250,000	250,000	.00
Ending Fund Balance						
100-999-59000	Reserve for Future Expenditure	0	0	83,192	83,192	.00
100-999-59001	Set-aside State Shad Rev Proj	0	0	1,419,363	1,419,363	.00
Total Ending Fund Balance:		0	0	1,502,556	1,502,556	.00
General Fund Revenue Total:		40,821	3,085,035	3,556,820	471,785	86.74
General Fund Expenditure Total:		81,293	870,067	3,556,820	2,686,753	24.46
Total General Fund:		(40,472)	2,214,968	0	(2,214,968)	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Street Fund						
Street Fund Revenue						
200-000-40000	Beginning Fund Balance	0	365,585	250,000	(115,585)	146.23
200-000-41040	Highway Apportionment	10,335	118,278	105,000	(13,278)	112.65
200-000-46057	Miscellaneous	0	0	200	200	.00
200-000-48000	Interest	0	4,787	3,000	(1,787)	159.57
Total Street Fund Revenue:		10,335	488,650	358,200	(130,450)	136.42
Public Works - Streets						
Public Works - Streets						
200-410-50010	City Administrator	399	4,405	3,999	(406)	110.14
200-410-50016	Utility clerk	74	810	775	(35)	104.46
200-410-50018	Finance Clerk	264	3,179	3,042	(137)	104.52
200-410-50050	Public Works Supervisor	793	9,413	9,377	(36)	100.38
200-410-50052	Utility Worker III	254	3,015	3,003	(12)	100.41
200-410-50055	Operator I	294	3,490	3,477	(13)	100.38
200-410-50058	Utility Worker I	70	530	951	421	55.72
200-410-51010	Employee Health Ins Benefits	409	6,141	6,510	369	94.33
200-410-51020	Retirement Benefits	1,244	7,302	6,792	(510)	107.51
200-410-51030	Employment Taxes	165	3,349	3,312	(37)	101.13
200-410-52002	Materials & Supplies	0	7	1,200	1,193	.56
200-410-52011	System Maintenance & Repair	0	8,488	10,000	1,512	84.88
200-410-52016	Audit	0	1,538	5,426	3,889	28.33
200-410-52019	Contract Service	0	4,899	6,600	1,701	74.23
200-410-52020	Engineering Consultant	0	0	6,000	6,000	.00
200-410-52023	Equipment Rental/Lease	0	0	250	250	.00
200-410-52024	Street Sweeping	0	6,000	10,000	4,000	60.00
200-410-52030	Miscellaneous	0	24	100	76	24.30
200-410-52103	Insurance	496	4,287	6,300	2,013	68.04
200-410-52109	Utilities	1,957	22,211	14,500	(7,711)	153.18
200-410-52114	Software Hosting Fees	1,315	2,420	1,200	(1,220)	201.67
Total Public Works - Streets:		7,735	91,507	102,815	11,308	89.00
Capital Outlay						
200-410-53001	Street Improvements	13,625	54,093	50,000	(4,093)	108.19
200-410-53002	Equipment Purchase	0	0	3,000	3,000	.00
Total Capital Outlay:		13,625	54,093	53,000	(1,093)	102.06
Transfers Out						
200-410-55600	Transfer to Reserve Fund	0	250	250	0	100.00
Total Transfers Out:		0	250	250	0	100.00
Total Public Works - Streets:		21,361	145,850	156,065	10,215	93.45
Contingency						
200-998-58000	Contingency	0	0	125,000	125,000	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Total Contingency:		0	0	125,000	125,000	.00
Ending Fund Balance						
200-999-59000	Reserve for Future Expenditure	0	0	77,135	77,135	.00
Total Ending Fund Balance:		0	0	77,135	77,135	.00
Street Fund Revenue Total:		10,335	488,650	358,200	(130,450)	136.42
Street Fund Expenditure Total:		21,361	145,850	358,200	212,350	40.72
Total Street Fund:		(11,026)	342,800	0	(342,800)	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Water Fund						
Water Fund - Revenue						
500-000-40000	Beginning Fund Balance	0	506,806	454,853	(51,953)	111.42
500-000-42020	New Connections	1,000	10,500	20,000	9,500	52.50
500-000-42032	Water Metered Fees	140,304	1,161,902	720,228	(441,674)	161.32
500-000-42033	Backflow Inspection Fees	1,379	13,131	0	(13,131)	.00
500-000-42035	Reconnect Fees	0	0	500	500	.00
500-000-42036	Water Outside Assessments	17,006	129,222	70,000	(59,222)	184.60
500-000-42045	Utility Deposit	(520)	2,535	4,000	1,465	63.39
500-000-46030	Fees - Other	1,860	14,955	500	(14,455)	2,991.00
500-000-46055	Refunds	0	0	1,000	1,000	.00
500-000-46057	Miscellaneous	960	6,845	4,500	(2,345)	152.11
500-000-48000	Interest	0	4,028	5,000	972	80.56
Total Water Fund - Revenue:		161,989	1,849,923	1,280,581	(569,342)	144.46
Transfers In						
500-000-49100	Transfer in from General Fund	0	9,577	9,577	0	100.00
500-000-49600	Transfer from Reserve	0	80,000	80,000	0	100.00
Total Transfers In:		0	89,577	89,577	0	100.00
Public Works - Water						
Water Fund Expenditures						
500-420-50010	City Administrator	3,193	35,236	31,996	(3,240)	110.13
500-420-50016	Utility/Court Clerk	735	8,094	7,748	(346)	104.47
500-420-50018	Finance Clerk	2,636	31,787	30,416	(1,371)	104.51
500-420-50050	Public Works Supervisor	4,562	55,890	53,917	(1,973)	103.66
500-420-50052	Utility Worker III	2,541	32,415	33,037	622	98.12
500-420-50055	Operator I	2,942	34,901	38,245	3,344	91.26
500-420-50058	Utility Worker I	771	5,829	10,459	4,630	55.73
500-420-51010	Employee Health Ins Benefits	3,857	56,928	55,799	(1,129)	102.02
500-420-51020	Retirement Benefits	10,450	61,337	56,410	(4,927)	108.73
500-420-51030	Employment Taxes	1,303	27,629	27,682	53	99.81
500-420-52001	Chemicals	0	10,720	20,000	9,280	53.60
500-420-52002	Materials & Supplies	0	2,642	8,314	5,672	31.78
500-420-52010	Publications-Legal Notices	0	0	100	100	.00
500-420-52011	System Maintenance & Repair	11,500	57,284	50,000	(7,284)	114.57
500-420-52013	Travel and Training	0	0	3,779	3,779	.00
500-420-52014	Vehicle Fuel & Maintenance	901	14,879	10,000	(4,879)	148.79
500-420-52016	Audit	0	4,100	14,470	10,370	28.33
500-420-52019	Contract Service	107	22,059	17,600	(4,459)	125.33
500-420-52020	Engineering Consultant	0	0	25,194	25,194	.00
500-420-52022	Equipment Maintenance	2,520	3,953	17,000	13,047	23.26
500-420-52023	Equipment Rental/Lease	0	0	3,000	3,000	.00
500-420-52025	Small Equipment Purchase	0	0	25,000	25,000	.00
500-420-52030	Miscellaneous	0	457	2,000	1,543	22.86
500-420-52101	Banking Charges	454	4,168	3,200	(968)	130.24
500-420-52102	Dues	0	1,285	3,200	1,915	40.16
500-420-52103	Insurance	3,867	24,457	12,600	(11,857)	194.11
500-420-52104	Lab Analysis	144	3,934	3,646	(288)	107.91
500-420-52105	Refunds-Utility Deposit	72	919	2,845	1,926	32.29
500-420-52107	Permits	0	1,095	5,600	4,505	19.55

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
500-420-52108	Postage	0	0	650	650	.00
500-420-52109	Utilities	2,924	32,833	25,000	(7,833)	131.33
500-420-52110	Telephones	140	1,686	1,200	(486)	140.51
500-420-52114	Software Hosting Fees	11,831	21,780	10,000	(11,780)	217.80
500-420-52115	Debt Issuance Costs	0	0	6,763	6,763	.00
	Total Water Fund Expenditures:	67,452	558,298	616,871	58,573	90.50
Capital Outlay						
500-420-53001	Equipment Purchase	0	12,451	53,000	40,549	23.49
500-420-53500	Water System Improvements	3,989	367,855	404,500	36,645	90.94
	Total Capital Outlay:	3,989	380,306	457,500	77,194	83.13
Debt Service						
500-420-54005	IFA Loan Payment	0	139,013	139,013	0	100.00
500-420-54006	IFA Loan - Safe Drinking Water	0	20,240	20,240	0	100.00
	Total Debt Service:	0	159,253	159,253	0	100.00
	Total Public Works - Water:	71,441	1,097,857	1,233,624	135,767	88.99
Contingency						
500-998-58000	Contingency	0	0	100,000	100,000	.00
	Total Contingency:	0	0	100,000	100,000	.00
Ending Fund Balance						
500-999-59000	Reserve for Future Expenditure	0	0	36,533	36,533	.00
	Total Ending Fund Balance:	0	0	36,533	36,533	.00
	Water Fund Revenue Total:	161,989	1,939,500	1,370,157	(569,343)	141.55
	Water Fund Expenditure Total:	71,441	1,097,857	1,370,157	272,300	80.13
	Total Water Fund:	90,548	841,643	0	(841,643)	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Wastewater Fund						
Wastewater Fund Revenue						
510-000-40000	Beginning Fund Balance	0	737,863	450,000	(287,863)	163.97
510-000-41100	Tangent Contract	0	0	40,000	40,000	.00
510-000-42039	Wastewater Fees	76,000	748,127	449,516	(298,611)	166.43
510-000-46057	Miscellaneous	0	0	1,000	1,000	.00
510-000-47000	FEMA Region 10 Grant ER Power	0	43,878	245,753	201,875	17.85
510-000-48000	Interest	0	2,410	5,000	2,590	48.21
	Total Wastewater Fund Revenue:	76,000	1,532,278	1,191,269	(341,009)	128.63
Debt Proceeds						
510-000-49012	2020 Wastewater Loan	0	926,227	657,000	(269,227)	140.98
510-000-49013	IFA Lottery Loan 2026 for expa	0	0	250,000	250,000	.00
	Total Debt Proceeds:	0	926,227	907,000	(19,227)	102.12
Public Works - Wastewater						
Wastewater Fund Expenditures						
510-430-50010	City Administrator	2,395	26,427	23,997	(2,430)	110.13
510-430-50016	Utility/Court Clerk	405	4,453	4,261	(192)	104.50
510-430-50018	Finance Clerk	1,451	17,485	16,729	(756)	104.52
510-430-50050	Public Works Supervisor	1,984	23,532	23,442	(90)	100.38
510-430-50052	Utility Worker III	1,017	9,796	9,010	(786)	108.72
510-430-50055	Operator I	1,177	13,960	10,430	(3,530)	133.85
510-430-50058	Utility Worker I	210	1,590	2,852	1,262	55.74
510-430-51010	Employee Health Ins Benefits	1,541	23,482	23,657	175	99.26
510-430-51020	Retirement Benefits	4,479	26,287	24,624	(1,663)	106.75
510-430-51030	Employment Taxes	648	12,775	12,202	(573)	104.70
510-430-52001	Chemicals	1,004	7,529	19,800	12,271	38.02
510-430-52002	Materials & Supplies	0	1,010	3,500	2,490	28.86
510-430-52010	Publications-Legal Notices	0	0	250	250	.00
510-430-52011	System Maintenance & Repair	4,780	25,736	55,000	29,264	46.79
510-430-52013	Travel and Training	0	0	1,000	1,000	.00
510-430-52014	Vehicle Fuel & Maintenance	222	4,442	3,300	(1,142)	134.61
510-430-52016	Audit	0	4,100	14,470	10,370	28.33
510-430-52019	Contract Service	0	13,065	17,600	4,535	74.23
510-430-52020	Engineering Consultant	0	1,729	60,000	58,271	2.88
510-430-52022	Equipment Maintenance	111	1,324	2,000	676	66.19
510-430-52025	Equipment purchase	0	0	2,000	2,000	.00
510-430-52030	Miscellaneous	0	336	1,000	664	33.56
510-430-52101	Banking Charges	454	4,168	2,000	(2,168)	208.38
510-430-52102	Dues	0	3,752	100	(3,652)	3,752.32
510-430-52103	Insurance	2,188	18,028	12,600	(5,428)	143.08
510-430-52104	Lab Analysis	0	0	4,000	4,000	.00
510-430-52105	Refunds-Utility Deposit	48	612	0	(612)	.00
510-430-52106	Mileage	0	0	500	500	.00
510-430-52107	Permits	0	0	2,200	2,200	.00
510-430-52108	Postage	0	0	550	550	.00
510-430-52109	Utilities	1,238	16,867	15,000	(1,867)	112.45
510-430-52110	Telephones	100	1,196	2,500	1,304	47.86
510-430-52114	Software Hosting Fees	3,944	7,260	3,300	(3,960)	220.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Total Wastewater Fund Expenditures:		29,393	270,942	373,874	102,932	72.47
Capital Outlay						
510-430-53002	Equipment Purchase	0	12,451	270,000	257,549	4.61
510-430-53005	Wastewater System Improvement	12,828	212,446	600,000	387,554	35.41
510-430-53006	Capacity expansion,lagoon,infi	0	0	250,000	250,000	.00
Total Capital Outlay:		12,828	224,897	1,120,000	895,103	20.08
Debt Service						
510-430-54005	2020 WW Treatment Plant Loan	0	191,743	192,000	257	99.87
Total Debt Service:		0	191,743	192,000	257	99.87
Transfers Out						
510-430-55600	Transfer to Reserve Fund	0	1,000	1,000	0	100.00
Total Transfers Out:		0	1,000	1,000	0	100.00
Total Public Works - Wastewater:		42,221	688,582	1,686,874	998,292	40.82
Contingency						
510-998-58000	Contingency	0	0	150,000	150,000	.00
Total Contingency:		0	0	150,000	150,000	.00
Ending Fund Balance						
510-999-59000	Reserve for Future Expenditure	0	0	261,395	261,395	.00
Total Ending Fund Balance:		0	0	261,395	261,395	.00
Wastewater Fund Revenue Total:		76,000	2,458,505	2,098,269	(360,236)	117.17
Wastewater Fund Expenditure Total:		42,221	688,582	2,098,269	1,409,687	32.82
Total Wastewater Fund:		33,779	1,769,923	0	(1,769,923)	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Storm Drain Fund						
Storm Drain Revenue						
520-000-40000	Beginning Fund Balance	0	66,747	62,100	(4,647)	107.48
520-000-42040	Storm Drain Fees	6,856	67,874	40,000	(27,874)	169.68
520-000-46057	Miscellaneous	0	0	200	200	.00
520-000-48000	Interest	0	621	0	(621)	.00
Total Storm Drain Revenue:		6,856	135,242	102,300	(32,942)	132.20
Public Works - Storm Drain						
Storm Drain Expenditures						
520-440-50010	City Administrator	399	4,405	6,999	2,594	62.93
520-440-50016	Utility/Court Clerk	37	405	388	(18)	104.55
520-440-50018	Finance Clerk	132	1,590	2,521	931	63.08
520-440-50050	Public Works Supervisor	397	4,706	7,088	2,382	66.40
520-440-50052	Utility Worker III	254	3,015	4,803	1,788	62.78
520-440-50055	Operator I	294	3,490	5,377	1,887	64.91
520-440-50058	Utility Worker I	70	530	951	421	55.72
520-440-51010	Employee Health Ins Benefits	330	5,151	6,758	1,607	76.22
520-440-51020	Retirement Benefits	995	5,842	5,024	(818)	116.28
520-440-51030	Employment Taxes	121	2,484	2,425	(59)	102.43
520-440-52002	Materials & Supplies	0	0	75	75	.00
520-440-52011	System Maintenance & Repair	0	0	1,500	1,500	.00
520-440-52014	Vehicle Fuel & Maintenance	0	0	220	220	.00
520-440-52016	Audit	0	1,538	5,426	3,889	28.33
520-440-52019	Contract Service	0	6,347	6,600	253	96.16
520-440-52023	Equipment Rental/Lease	0	0	220	220	.00
520-440-52101	Banking Charges	0	250	250	0	100.00
520-440-52103	Insurance	484	4,175	3,150	(1,025)	132.54
520-440-52114	Software Hosting Fees	1,315	2,420	1,200	(1,220)	201.67
Total Storm Drain Expenditures:		4,828	46,348	60,974	14,626	76.01
Transfers Out						
520-440-55600	Transfer to Reserve Fund	0	250	250	0	100.00
Total Transfers Out:		0	250	250	0	100.00
Total Public Works - Storm Drain:		4,828	46,598	61,224	14,626	76.11
Contingency						
520-998-58000	Contingency	0	0	25,000	25,000	.00
Total Contingency:		0	0	25,000	25,000	.00
Ending Fund Balance						
520-999-59000	Reserve for Future Expenditure	0	0	16,076	16,076	.00
Total Ending Fund Balance:		0	0	16,076	16,076	.00
Storm Drain Fund Revenue Total:		6,856	135,242	102,300	(32,942)	132.20
Storm Drain Fund Expenditure Total:		4,828	46,598	102,300	55,702	45.55
Total Storm Drain Fund:		2,028	88,644	0	(88,644)	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
System Development Fund						
System Develpment Fund Revenue						
530-000-40000	Beginning Fund Balance	0	1,993,548	1,470,657	(522,891)	135.55
530-000-42141	Park	1,984	20,832	230,600	209,768	9.03
530-000-42142	Street Imp.	11,530	121,065	242,120	121,055	50.00
530-000-42143	Water Imp.	15,710	164,955	125,400	(39,555)	131.54
530-000-42144	WW Imp.	6,870	72,135	12,200	(59,935)	591.27
530-000-42145	Storm Drain Fees	610	6,405	39,680	33,275	16.14
530-000-46030	Fees - Other	(8,360)	7,220	32,800	25,580	22.01
530-000-48000	Interest	0	20,251	25,000	4,749	81.00
Total System Develpment Fund Revenue:		28,344	2,406,411	2,178,457	(227,954)	110.46
Transfers In						
530-000-49100	Transfer in from General Fund	0	77,861	77,861	0	100.00
Total Transfers In:		0	77,861	77,861	0	100.00
Department: 100						
Transfers Out						
530-100-55100	Transfer to General Fund	0	180,000	180,000	0	100.00
Total Transfers Out:		0	180,000	180,000	0	100.00
Total Department: 100:		0	180,000	180,000	0	100.00
Ending Fund Balance						
530-999-59000	Reserve for Future Expenditure	0	0	2,076,318	2,076,318	.00
Total Ending Fund Balance:		0	0	2,076,318	2,076,318	.00
System Development Fund Revenue Total:		28,344	2,484,272	2,256,318	(227,954)	110.10
System Development Fund Expenditure Total:		0	180,000	2,256,318	2,076,318	7.98
Total System Development Fund:		28,344	2,304,272	0	(2,304,272)	.00

Account Number	Title	2026-26 Current year Period Actual	2025-26 Current year Actual	2025-26 Current year Budget	2026-26 Current year Remaining	2026-26 Current year Percent
Reserve Fund						
600-000-40000	Beginning Fund Balance	0	157,502	133,800	(23,702)	117.71
Reserve Fund Revenue						
600-000-48000	Interest	0	1,551	0	(1,551)	.00
	Total Reserve Fund Revenue:	0	1,551	0	(1,551)	.00
Transfers In						
600-000-49100	Transfer from General Fund	0	5,000	5,000	0	100.00
600-000-49200	Transfer from Street Fund	0	250	250	0	100.00
600-000-49500	Transfer from Water Fund	0	0	1,000	1,000	.00
600-000-49510	Transfer from Wastewater	0	1,000	0	(1,000)	.00
600-000-49520	Transfer from Storm Drain Fund	0	250	250	0	100.00
	Total Transfers In:	0	6,500	6,500	0	100.00
Non-departmental						
Transfers Out						
600-900-55100	Transfer to General Fund	0	80,000	80,000	0	100.00
	Total Transfers Out:	0	80,000	80,000	0	100.00
	Total Non-departmental:	0	80,000	80,000	0	100.00
Ending Fund Balance						
600-999-59000	Reserve for Future Expenditure	0	0	60,300	60,300	.00
	Total Ending Fund Balance:	0	0	60,300	60,300	.00
	Reserve Fund Revenue Total:	0	165,554	140,300	(25,254)	118.00
	Reserve Fund Expenditure Total:	0	80,000	140,300	60,300	57.02
	Total Reserve Fund:	0	85,554	0	(85,554)	.00
	Total Asset:	0	0	0	0	.00
	Total Liability:	0	0	0	0	.00
	Total Equity:	0	0	0	0	.00
	Total Revenue:	324,345	10,756,758	9,882,364	(874,394)	108.85
	Total Expenditure:	221,143	3,108,955	9,882,364	6,773,409	31.46
	Grand Revenue Total:	324,345	10,756,758	9,882,364	(874,394)	108.85
	Grand Expenditure Total:	221,143	3,108,955	9,882,364	6,773,409	31.46
	Grand Totals:	103,202	7,647,803	0	(7,647,803)	.00

OREGON STATE TREASURY

Account Statement - Transaction Summary

For the Month Ending **June 30, 2026**

ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333

Oregon LGIP	
Opening Balance	5,404,684.59
Purchases	37,464.65
Redemptions	(0.10)
Closing Balance	**$5,442,149.14**
Dividends	17,810.78

Asset Summary	June 30, 2026	May 31, 2026
Oregon LGIP	5,442,149.14	5,404,684.59
Total	**$5,442,149.14**	**$5,404,684.59**

OREGON STATE TREASURY

Account Statement

For the Month Ending **June 30, 2026**

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					**5,404,684.59**
06/01/26	06/01/26	SFMS Fr:Administrative Services, Dept 70Revenue Sharing Tax	1.00	2,331.35	5,407,015.94
06/01/26	06/01/26	LGIP Fees - Received ACH (1 @ $0.10 - From 4333) - May 2026	1.00	(0.10)	5,407,015.84
06/04/26	06/04/26	SFMS Fr:OLCC 70OLCC Tax (Liquor)	1.00	2,133.03	5,409,148.87
06/05/26	06/05/26	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT	1.00	4,221.12	5,413,369.99
06/17/26	06/17/26	ODOT - ODOT PYMNT	1.00	10,334.50	5,423,704.49
06/26/26	06/26/26	SFMS Fr:Administrative Services, Dept 70City Cigarette Tax	1.00	70.03	5,423,774.52
06/30/26	06/30/26	SFMS Fr:Administrative Services, Dept 70Qtrly HB 3400 Local Option Tax Dist	1.00	563.84	5,424,338.36
06/30/26	07/01/26	Accrual Income Div Reinvestment - Distributions	1.00	17,810.78	5,442,149.14
Closing Balance					**5,442,149.14**

	Month of June	Fiscal YTD July-June
Opening Balance	5,404,684.59	4,194,222.87
Purchases	37,464.65	1,597,927.57
Redemptions	(0.10)	(350,001.30)
Closing Balance	**5,442,149.14**	**5,442,149.14** ✓ agreed to GL
Dividends	17,810.78	211,599.18

Closing Balance	5,442,149.14
Average Monthly Balance	5,418,040.80
Monthly Distribution Yield	4.00%

OREGON STATE TREASURY

Client Services
PO Box 11760
Harrisburg, PA 17108-1760

ACCOUNT STATEMENT

For the Month Ending
June 30, 2026

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

Accounts included in Statement

4333 ADAIR VILLAGE CITY OF

Important Messages

Oregon LGIP will be closed on 07/03/2026 for Independence Day (observed).

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

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

Attachment H5
Cc Mtg 250107

City of Adair Village
Grounded in history, growing for the future.

Staff Report

Agenda Item: Frontage Road Transfer
Prepared by: City Administrator

Background

Staff met with Brian, ODOT's local representative, to review the proposed transfer of Frontage Road to the City. During the site visit, ODOT agreed to repair the potholes between the entrance and Kiwi Lane but does not plan to complete a road overlay or other major improvements.

ODOT is ready to begin the process of transferring Frontage Road to the City. Because the transfer process is lengthy, ODOT is requesting confirmation that the City wishes to move forward.

Staff Recommendation

It is my recommendation that the City Council authorize staff to move forward with the process of accepting ownership of Frontage Road from ODOT.

CITY OF ADAIR VILLAGE

Grounded in history, growing for the future.

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

In the Matter of establishing)
procedures for filling)
vacancies in elective City)
office, and adding a new)
section to the Adair Village)
Municipal Code.)

ORDINANCE NO. ___

WHEREAS, Charter Section 35 of the City of Adair Village requires that upon a vacancy in an elective City office, public notice shall be provided, nominations shall be solicited from the affected ward, and the Council shall interview nominees and hold a public hearing prior to voting on any appointment; and

WHEREAS, Charter Section 35 further provides that the manner of providing such notice shall be prescribed by ordinance; and

WHEREAS, the City of Adair Village has grown substantially in recent years and benefits from a clear, transparent, and self-administering process for filling Council vacancies that serves all residents; and

WHEREAS, the City Council finds it in the public interest to adopt such procedures by ordinance;

THE CITY OF ADAIR VILLAGE ORDAINS AS FOLLOWS:

Section 1: Purpose and Authority.

This ordinance is adopted pursuant to Charter Section 35. It establishes the specific procedures by which the City provides public notice of a vacancy in an elective City office, solicits nominations, conducts interviews, and holds a public hearing prior to any appointment vote.

Section 2: When a Vacancy Occurs.

1) A vacancy in an elective City office occurs by operation of Charter Section 34 upon the event giving rise to the vacancy — such as the incumbent's death, resignation,

conviction, or ceasing to possess the qualifications for office. No further Council action is required to establish that a vacancy exists.

2) Upon becoming aware that a vacancy has occurred, the City Administrator shall promptly confirm the basis for the vacancy, note the date it occurred, and initiate the notice process under Section 3 without waiting for a Council meeting or Council declaration.

3) The City Administrator shall notify the Mayor and all Council members of the vacancy and the commencement of the notice period as soon as practicable.

Section 3: Notice of Vacancy.

1) Within five business days of a vacancy occurring, the City Administrator shall post public notice of the vacancy in the following manner:

   a. Posting at City Hall, in a location accessible to the public during regular business hours;

   b. Posting on the City's official website; and

   c. Publication in a newspaper of general circulation in the City, where publication can reasonably be arranged within the notice period.

2) The notice shall state, at minimum:

   a. The office and ward in which the vacancy exists;

   b. The date the vacancy occurred;

   c. The qualifications required for the office under the Charter;

   d. The deadline for submitting a letter of interest; and

   e. That letters of interest must be submitted in writing to the City Administrator by mail, email, or hand delivery, with the City Administrator's contact information.

3) The notice period shall remain open for not less than 21 days from the date notice is first posted under subsection (1).

Section 4: Qualifications.

1) To be eligible for appointment to a vacant Council seat, a person must be a qualified elector of the City of Adair Village and must have resided within the City for at least one calendar year immediately preceding the date of appointment, consistent with the Charter.

2) Ward residency at the time of application is not required. A person appointed to a ward seat who does not reside in that ward at the time of appointment must establish ward residency prior to filing for election to that seat at the next general election.

Section 5: Letters of Interest.

1) Any person who meets the qualifications in Section 4 may submit a letter of interest to the City Administrator during the notice period established under Section 3.

2) A letter of interest shall include:

   a. The applicant's full name and residential address;

   b. A statement confirming the applicant meets the qualifications for office under the Charter and this ordinance;

   c. A brief statement of interest and relevant background; and

   d. Contact information including phone number and email address.

3) The City Administrator shall acknowledge receipt of each letter of interest in writing and shall compile all timely submissions for Council review following the close of the notice period.

4) Letters of interest received after the close of the notice period shall not be considered unless the notice period has been extended under Section 7.

Section 6: Interviews, Public Hearing, and Appointment Vote.

1) Following the close of the notice period, the City Administrator shall schedule a public hearing at a regular or special Council meeting to consider all eligible nominees.

2) Notice of the hearing date, time, and location shall be posted in the same manner as notice of the vacancy under Section 3(1), not less than seven days before the hearing.

3) At the public hearing, the Council shall:

   a. Provide each nominee a reasonable and equal opportunity to address the Council and respond to Council questions;

   b. Open the hearing for public comment; and

   c. Vote on the appointment.

4) The interview, public hearing, and appointment vote shall occur at the same public meeting, in that order, prior to any appointment being made.

5) A majority vote of the Council shall be required to validate the appointment, consistent with Charter Section 35.

Section 7: Incomplete Pool.

1) If no eligible person submits a letter of interest by the close of the notice period, the City Administrator shall reopen the notice period for an additional 14 days and extend solicitation to all qualified electors of the City, regardless of ward.

2) The requirements of Sections 3 through 6 shall otherwise apply to the extended period.

3) If no eligible person submits a letter of interest following the extended period, the Council may proceed to appoint any qualified elector of the City by majority vote at a noticed public meeting.

Section 8: Records. The City Administrator shall retain all letters of interest, notices, and records of the appointment process as public records in accordance with Oregon public records law and the City's records retention schedule.

Section 9: Consistency with State Law. Nothing in this ordinance shall be construed to conflict with ORS Chapter 192 governing public meetings, or to limit the Council's authority under Oregon law or the City Charter.

Section 10: Severability. Should any section or portion of this Ordinance be held unlawful or unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific section or portion thereof directly specified in the decision. All other sections or portions of this Ordinance shall remain in full force and effect.

Section 11: Effective Date. This ordinance takes effect on the thirtieth day after its enactment, consistent with Charter Section 38.

City of Adair Village, Oregon, ________________, 20___

CITY OF ADAIR VILLAGE

____

MAYOR

____

CITY ADMINISTRATOR

First Reading: ___________________

Second Reading: ___________________