

LINKING AGRICULTURE

WITH INDUSTRY



4222 N.E. OLD SALEM RD.

ALBANY, OREGON 97321

PHONE (541) 928-4523
FAX (541) 928-8945

This meeting is being voice recorded for listening on the City of Millersburg website.

Rules of Conduct for Public Hearings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

**CITY OF MILLERSBURG
CITY COUNCIL MEETING**

Millersburg City Hall
4222 NE Old Salem Road
Albany OR 97321
August 14, 2018
6:30 p.m.

Agenda

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA
- E. CONSENT AGENDA
 - 1) Approval of July 10, 2018 City Council Meeting Minutes
 - 2) Approval of Council Approval Report for Monthly City BillsAction: _____
- F. PRESENTATIONS
 - 1) Linn County Sheriff's Office Report
 - 2) Community Service Award – Gayle Hess
- G. PUBLIC COMMENT
- H. COUNCIL MEMBER AND STAFF COMMENTS
- I. CITY MANAGER'S REPORT
 - 1) Project Updates

J. CITY ATTORNEY'S REPORT

K. UNFINISHED BUSINESS

- 1) Mayor Wood recognition plaque update

L. NEW BUSINESS

- 1) Benefits and Compensation

Action: _____

- 2) Linn Economic Development Group Agreement

Action: _____

- 3) Prohibiting Smoking in the Millersburg City Parks

Action: _____

- 4) City of Millersburg Logo

Action: _____

- 5) City Manager Appraisal

Action: _____

- 6) Engaging Cable Huston for MS4 Legal Consultation – Verbal

Action: _____

M. CLOSING PUBLIC COMMENT

N. CLOSING COUNCIL COMMENT

O. ADJOURNMENT

Note: Council may adjourn to executive session in accordance with ORS 192.660

Upcoming Meetings:

August 21, 2018 @ 6:00 p.m. – Planning Commission Meeting

August 28, 2018 @ 4:00 p.m. – City Council Work Session

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 541-928-4523.

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NOTICE OF EXECUTIVE SESSION

MILLERSBURG CITY COUNCIL
Millersburg City Hall
4222 NE Old Salem Road
Tuesday, August 14, 2018
5:00 P.M.

An executive session of the Millersburg City Council will be held at the Millersburg City Hall, located at 4222 NE Old Salem Road, Albany, OR 97321, at the above noted time and date, for the purposes of an Executive Session, authorized and identified in the Oregon Revised Statutes below:

ORS 192.660(2)(e): Real property transactions

ORS 192.660(2)(h): Consultation with Legal Counsel

At the conclusion of the executive session, the City Council *may* enter into regular session for a decision.

Posted 8/7/18



PHONE (541) 928-4523
FAX (541) 928-8945

July 10, 2018 City Council Minutes

4222 NE Old Salem Road

Albany, OR 97321

6:30 p.m.

A. CALL TO ORDER: Called to order by Mayor Lepin at 6:30 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Don Miller, Scott Cowan, Dave Harms
Scott McPhee

Councilors Absent: None

Staff Present: Kevin Kreitman, City Manager; Kimberly Wollenburg, City
Recorder; Janelle Booth, Assistant City Manager/City Planner;
Forrest Reid, City Attorney

Presenters: Lt. Michele Duncan, LCSO

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

None

E. CONSENT AGENDA

- 1) Approval of June 12, 2018 City Council Meeting Minutes
- 2) Approval of revised Council Approval Report for Monthly City Bills

Action: **Motion to Adopt Consent Agenda as presented made by Councilor Cowan, seconded by Council Miller**

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Aye

Councilor Miller: Aye

F. GUEST PRESENTATIONS

- 1) Monthly Report from the Linn County Sheriff's Office.

Before Lieutenant Duncan gave her update on the issues reported the previous month, she brought up the 4th of July fireworks. She noted that during the prime time of the fireworks (8pm to 12am) of the 20 fireworks complaints, 2 were from Millersburg. However, she also noted that during that time, deputies were dealing with a fatal motorcycle accident, 2 other vehicles accidents, an assault against a

deputy and an overdose. She said that of the 7 deputies on duty, 2 were at an event while the 5 were covering the rest of the issues. She provided this information to explain why fireworks complaints are generally lower on priorities for deputies to address. She also spoke about the challenges in trying to not only catch the people responsible but to prosecute noting that the District Attorney's office has said they will not prosecute these cases unless they have someone who actually sees the fireworks and is willing to be a witness. This is not often the case. The deputies will confiscate the illegal fireworks if they see them but only if they see them. Outside of citizens willing to sign a complaint or the deputies seeing the illegal fireworks being used, the only thing they can do is continue to educate the public.

After Lt. Duncan spoke about the fireworks, citizen Deb Keehn, at 3254 Clearwater, read a statement into the record regarding illegal fireworks during the 4th of July. Kevin Kreitman, City Manager, said he'd received 3 emails from citizens regarding fireworks.

After discussion, the following action was determined:

Action: Between this July and next June, the City, working with Linn County Sheriff and the City of Albany Fire Department, will create a plan to communicate firework safety with the public and work to build neighborhood involvement toward resolution.

Citizen Gary Keehn, 3254 Clearwater, asked about options if the house with illegal fireworks is a rental and the issue is with a renter. Forrest Reid, City Attorney, noted that the Linn County Sheriff's Office would likely not cite the renter but would discuss with owner.

Citizen Robert Wrightman, 3170 Millersburg Drive, noted he went into the Morningstar Subdivision and said while he was in the subdivision, someone who he believes was shooting off illegal fireworks approached Mr. Wrightman with a spotlight and confronted him about him being there.

- 2) Jenny Wolfenbarger, Event Committee Chair, gave a brief update regarding sponsorships, food vendors and exhibitors for the Millersburg Celebration on September 15. She also shared the items still needed with specific emphasis on the need for volunteers.

G. PUBLIC COMMENT

- 1) Robert Wrightman, 3170 Millersburg Drive asked about properties not being mowed along Millersburg Drive. He said that in the past, the City sent letters to residents to take care of the tall grass or the City would. He wanted to know if that was going to done. Janelle Booth, Assistant City Manager/City Engineer said she is contacting the owner of the upcoming subdivision on Millersburg Drive to ask that the fields be mowed there. Mr. Kreitman said the code is silent on the degree of maintenance required for tall grass, and the City will address when a complaint is received. Councilor Cowan noted that since Millersburg is now covered by Albany Fire, the Fire Marshall could possibly visit the area and identify fields that need at least a fire barrier.

2) Jimmie Kirkendall, 2960 NE Levi, asked about code enforcement of powder coating facility with all of the broken down parts and machinery on site. Mr. Kreitman said that the City Planner, Matt Straite, is researching what is allowable and if the site is in compliance. He noted that due to the City not having a business license code, the City's enforcement ability is possibly limited if the code doesn't address this particular situation. Councilor McPhee asked if the City had a nuisance code and Mr. Kreitman said we did but it is lacking for industrial. Mr. Reid thought it would be good for discussion at Planning Commission regarding what type of businesses allowed in that area of Millersburg.

Action: Mr. Kreitman will speak with Albany Fire Marshall regarding any concerns about fire safety at the property.

3) Gary Keehn, 3254 Clearwater, asked if the Albany Fire Department could provide a monthly update like the Linn County Sheriff's Office. Councilor Cowan said they anticipate at least quarterly but need to determine the tracking system and if it can be specific to Millersburg versus the entire district. Mr. Kreitman said he's asked them to look into the ability and is listed as an action item.

4) Gary Keehn, 3254 Clearwater, asked about getting a zip code for Millersburg. Mayor Lepin said he'd approached the idea of doing this a couple of years ago but recently it came up again. Mr. Kreitman gave him a document regarding how to pursue this. Mayor Lepin said it's a monumental task to change the zip code, but we can probably pursue having Millersburg on the address without changing the zip code. This will be placed on the schedule for staff to address later.

H. COUNCIL MEMBER AND STAFF COMMENTS

1) Councilor Cowen shared there was a small fire at the Talking Gardens set by juveniles and wasn't significant. He asked about the trash situation at the Oregon BBQ. Mayor Lepin said he spoke to the new owners and the BBQ plans to resolve.

2) Councilor Cowan asked about the presence of street lighting at exit 238 and if there was a plan to do more. Mayor Lepin said all of the street lights are installed per the plan.

3) Mayor Lepin reminded everyone that August 14 is the deadline for the upcoming November elections and there are two open positions. He also said the City is planning to have a candidate forum in September.

I. CITY MANAGER'S REPORT

1) Bond refinance: Mr. Kreitman said the paperwork is complete for refinancing the water bond.

2) Mr. Kreitman introduced Ms. Booth to provide an overview on the City Projects update. Ms. Booth went over the provided staff report. Mr. Kreitman briefly went over the right-of-way information flyer provided in the utility billing statement. Ms. Wollenburg and Mr. Gabell gave an update of the continuing work to fix utility billing account and other items done for the convenience of citizens, vendors and builders as well as City staff.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

- 1) Mayor Lepin went over the proposed volunteer recognition program. Councilor Cowan said he has some ideas he would share with Mayor Lepin and Kimberly Wollenburg, City Recorder.

Action: **Motion to Approve Millersburg Volunteer Recognition Program made by Councilor McPhee; seconded by Councilor Cowan**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

L. NEW BUSINESS

- 1) Wastewater Intergovernmental Agreements with City of Albany
Ms. Booth went over staff report for the two new agreements with the City of Albany

Action: **Motion to Accept Intergovernmental Agreements with City of Albany for Handling of City of Millersburg Wastewater made by Councilor Cowen; seconded by Councilor Miller**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

- 2) Third Person Staffing at the Millersburg Fire Station
Mr. Kreitman reviewed staff report with the Council to approve doing a supplemental budget to provide for 3-person staffing at the new temporary fire station.

Action: **Motion to Approve Staff to Develop & Present a Supplemental Budget to Increase Staffing of the Millersburg Fire Station Effective November 1 made by Councilor Harms; seconded by Councilor Miller**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

- 3) Woods Road Sewer Construction
Ms. Booth reviewed staff report and gave a presentation showing the potential work on Woods Road to support the sewer construction. Gary Keehn, 3254 Clearwater, asked if the line could run into Sedona Road. Ms. Booth said the line wasn't deep enough. Dennis Gunner, _____, asked about bidding and the concern that some bidders may not know the issues in the area and there's no guarantee we'd get the one that understands the groundwater situation. Mr. Kreitman and Mr. Reid shared that the City could go with other than lowest quote but would have to make a finding to support that decision.

Action: **Motion to Move Forward with the work on Woods Road made by Councilor Miller; seconded by Councilor Cowen. Motion failed 3, 2.**

Mayor Lepin: Aye
Councilor Cowan: No
Councilor Harms: No
Councilor McPhee: No
Councilor Miller: Aye

4) Right-of-Way Permit Fee

Ms. Booth provided an overview of the request for change to the right-of-way permit fees specifically around charges for encroachment permits to include a \$30 fee for temporary use of the street right-of-way.

Action: **Motion to Accept the Addition of a Proposed Fee for Access / Encroachment Right-of-Way Permits made by Councilor Cowan; seconded by Councilor McPhee**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

5) Temporary Fire Station Site Work Contracting

Ms. Booth reviewed staff report requesting approval to contract with Mid-Valley Gravel to perform the site work for the new temporary fire station. Mid-Valley Gravel came in with the lowest quote: R.L. Reimers (\$199,975), Mid-Valley (\$136,610) and Allen and Laporte (\$173,800).

Action: **Motion to Move Forward with Contracting with Mid-Valley Gravel for the Site Work made by Councilor McPhee; seconded by Councilor Cowan**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin shared proposed form to evaluate the City Manager and went over the process to get feedback then present to City Manager. The Mayor would send the form to and collect feedback from the Council members and City staff. Mr. Kreitman has already noted he would receive feedback in public.

Action: **Motion to Accept the Process to Evaluate the City Manager made by Councilor McPhee; seconded by Councilor Harms**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

- 2) Councilor McPhee stated that he's appreciative of how much progress City staff is making and time is spent not just talking but solving problems and taking

action. Mr. Kreitman said that staff is doing a great job. Councilor Harms said he appreciates that he knows what's going on. Previously he felt like he had to keep asking where things were and now he doesn't as he's kept informed. The Mayor stated that the project Gantt chart provides us the tool to monitor progress, which provides us the ability to make these supportive comments.

O. ADJOURNMENT

Meeting adjourned at 9:33 p.m.

Respectfully submitted:

Kimberly Wollenburg
City Recorder

Reviewed by:

Kevin Kreitman
City Manager

Upcoming Meetings:

August 14, 2018 @ 6:30 p.m. – City Council Meeting

August 21, 2018 @ 6:00 p.m. – Planning Commission Meeting

These minutes are not final until approved by the City Council.

City of Millersburg A/P Control Report

UnPosted Transactions for user asystadmin from 2018-1 to 2018-2

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount														
5280	136	ABC House	1	8/3/18	No	2018 2		8/3/2018	8/3/2018		\$17,500.00														
Desc: Building Project \$10,000 and Operating Expenses \$7,500																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01-1320</td> <td>COMMUNITY SUPPORT</td> <td>17,500.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	01-1320	COMMUNITY SUPPORT	17,500.00	0.00	0	
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
1	01-1320	COMMUNITY SUPPORT	17,500.00	0.00	0																				
Desc: COMMUNITY SUPPORT																									
5282	25	ADS. LLC	1	12814.0718	No	2018 1		7/21/2018	8/20/2018		\$6,108.00														
Desc: Maintenance																									
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Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
1	04-1305	O&M COLLECTION SYSTE	6,108.00	0.00	0																				
Desc: O&M COLLECTION SYSTEM																									
5283	50	City of Albany	1	MB-2018-1	No	2018 1		7/10/2018	7/10/2018		\$779.33														
Desc: Station 15 uniform expenses																									
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Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
1	01-4305	EQUIPMENT/FURNISHINGS	779.33	0.00	0																				
Desc: EQUIPMENT/FURNISHINGS FOR NEW STATION																									
5284	539	Barrett Business Services	1	3078764	No	2018 1		7/13/2018	8/13/2018		\$195.00														
Desc: Jennifer Richardson 2 hours																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01-2303</td> <td>PARKS MASTER PLAN</td> <td>97.50</td> <td>0.00</td> <td>0</td> <td></td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	01-2303	PARKS MASTER PLAN	97.50	0.00	0	
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
1	01-2303	PARKS MASTER PLAN	97.50	0.00	0																				
Desc: PARKS MASTER PLAN																									
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2	03-1321	STORMWATER MASTER PL	97.50	0.00	0																				
Desc: STORMWATER MASTER PLAN																									
5285	539	Barrett Business Services	1	3079413	No	2018 1		7/20/2018	7/20/2018		\$740.68														
Desc: Astrid Hesberg and Mark Yeager																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01-1332</td> <td>CONTRACTED SERVICES</td> <td>480.68</td> <td>0.00</td> <td>0</td> <td></td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	01-1332	CONTRACTED SERVICES	480.68	0.00	0	
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
1	01-1332	CONTRACTED SERVICES	480.68	0.00	0																				
Desc: CONTRACTED SERVICES - office assistant																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>03-1301</td> <td>20% CONSULTANTS ENGIN</td> <td>260.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	2	03-1301	20% CONSULTANTS ENGIN	260.00	0.00	0	
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
2	03-1301	20% CONSULTANTS ENGIN	260.00	0.00	0																				
Desc: 20% CONSULTANTS ENGINEERING																									
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Desc: Astrid Hesberg																									
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Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
1	01-1332	CONTRACTED SERVICES	392.28	0.00	0																				
Desc: CONTRACTED SERVICES - office assistant																									
5287	539	Barrett Business Services	1	3080148	No	2018 1		7/27/2018	7/27/2018		\$965.90														
Desc: Astrid Hesberg and Dennis Bowen																									
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Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
1	01-1332	CONTRACTED SERVICES	585.65	0.00	0																				
Desc: CONTRACTED SERVICES - office assistant																									
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Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			
2	01-2302	PARK SUPPLIES & MAINTEN	380.25	0.00	0																				
Desc: PARK SUPPLIES & MAINTENANCE - contracted services																									
5288	50	City of Albany	1	MB-2018-2	No	2018 1		7/27/2018	7/27/2018		\$249.48														
Desc: Station 15 Expense - safety vests																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01-4305</td> <td>EQUIPMENT/FURNISHINGS</td> <td>249.48</td> <td>0.00</td> <td>0</td> <td></td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	01-4305	EQUIPMENT/FURNISHINGS	249.48	0.00	0	
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1	01-4305	EQUIPMENT/FURNISHINGS	249.48	0.00	0																				
Desc: EQUIPMENT/FURNISHINGS FOR NEW STATION																									
5289	569	Janelle Booth	1	8/1/18	No	2018 2		8/1/2018	8/1/2018		\$35.00														
Desc: Janelle Booth Cell Phone Reimbursement																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01-1358</td> <td>TELEPHONE</td> <td>35.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	01-1358	TELEPHONE	35.00	0.00	0	
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1	01-1358	TELEPHONE	35.00	0.00	0																				
Desc: TELEPHONE																									
5291	607	Business Connections, In	1	072207232018	No	2018 1		7/23/2018	8/10/2018		\$42.95														
Desc: After Hours Phone Service																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category							
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																			

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UnPosted Transactions for user asystadmin from 2018-1 to 2018-2

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
		1 01-1358		TELEPHONE			42.95		0.00	0	
		Desc: TELEPHONE									
5292	237	Cascade Outdoor Power E	1	15391	No	2018	1	7/31/2018	8/23/2018		\$16.90
		Desc: Equipment parts and repairs									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 01-2302		PARK SUPPLIES & MAINTENANCE			16.90	0.00	0		
		Desc: PARK SUPPLIES & MAINTENANCE - Equipment parts and repairs									
5293	26	Century Link	1	7/20/18	No	2018	1	7/20/2018	8/9/2018		\$50.65
		Desc: City Hall Phones									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 04-1305		O&M COLLECTION SYSTEM			50.65	0.00	0		
		Desc: O&M COLLECTION SYSTEM									
5295	466	CH2MHill Engineers, Inc	1	381151726	No	2018	1	7/10/2018	8/10/2018		\$1,490.21
		Desc: Engineering contracted services									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 01-1354		CONSULTANTS - ENGINEERING			1,490.21	0.00	0		
		Desc: CONSULTANTS - ENGINEERING									
5296	466	CH2MHill Engineers, Inc	1	381151719	No	2018	1	7/10/2018	8/10/2018		\$8,047.13
		Desc: Engineering contracted services									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 04-1403		MORNINGSTAR AND ATI PUMP STATION UPGRADES			8,047.13	0.00	0		
		Desc: MORNINGSTAR AND ATI PUMP STATION UPGRADES									
5297	29	CH2MHill OMI	1	67577	No	2018	1	7/14/2018	8/30/2018		\$1,268.76
		Desc: Lebanon agreement									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 05-1307		OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) W			1,268.76	0.00	0		
		Desc: OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) W									
5298	48	Cintas Corporation-172	1	7/31/18	No	2018	1	7/31/2018	8/10/2018		\$240.02
		Desc: 7/1/18 - 7/30/18 services									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 01-2302		PARK SUPPLIES & MAINTENANCE			79.80	0.00	0		
		Desc: PARK SUPPLIES & MAINTENANCE									
		2 01-1309		CITY HALL MAINTENANCE & SUPPLIES			69.61	0.00	0		
		Desc: CITY HALL MAINTENANCE & SUPPLIES									
		3 01-2302		PARK SUPPLIES & MAINTENANCE			90.61	0.00	0		
		Desc: PARK SUPPLIES & MAINTENANCE									
5301	514	Cintas	1	5011274683	No	2018	1	7/26/2018	8/26/2018		\$11.22
		Desc: City Hall services									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 01-1309		CITY HALL MAINTENANCE & SUPPLIES			11.22	0.00	0		
		Desc: CITY HALL MAINTENANCE & SUPPLIES									
5302	167	CIS Trust	1	MIL-I2018-00	No	2018	1	7/23/2018	8/23/2018		\$24,826.52
		Desc: Citycounty Insurance Services									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 01-1308		BONDING & INSURANCE			24,826.52	0.00	0		
		Desc: BONDING & INSURANCE									
5303	111	Coastal - Albany	1	36086	No	2018	1	7/31/2018	8/30/2018		\$244.99
		Desc: Drag Harrow									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 01-2302		PARK SUPPLIES & MAINTENANCE			244.99	0.00	0		
		Desc: PARK SUPPLIES & MAINTENANCE									
5305	641	Ben and Jan Colley	1	8/9/18	No	2018	2	8/9/2018	8/9/2018		\$181.38
		Desc: Customer overpayment									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	1	04-1104		SEWER USER FEES			98.28		0.00	0	
	Desc:	SEWER USER FEES									
	2	05-1106		WATER USER FEES			83.10		0.00	0	
	Desc:	WATER USER FEES									
5307	18	Comcast	1	8/11/18	No	2018	1	7/22/2018	8/11/2018		\$328.95
	Desc:	Internet									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1317		CITY HALL UTILITIES			328.95	0.00	0		
	Desc:	CITY HALL UTILITIES									
5308	327	De Lage Landen Financial	1	59811891	No	2018	1	7/7/2018	8/1/2018		\$0.00
***	Desc:	Financial Services									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1332		CONTRACTED SERVICES			392.15	0.00	0		
	Desc:	CONTRACTED SERVICES - financial									
5309	566	Jake Gabell	1	8/9/18	No	2018	2	8/9/2018	8/9/2018		\$35.00
	Desc:	Phone reimbursement									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1358		TELEPHONE			35.00	0.00	0		
	Desc:	TELEPHONE- Phone reimbursement									
5310	608	Garten Services, Inc.	1	M61743	No	2018	1	7/28/2018	8/28/2018		\$699.91
	Desc:	Custodial Services									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1332		CONTRACTED SERVICES			699.91	0.00	0		
	Desc:	CONTRACTED SERVICES - Custodial									
5311	49	Home Depot	1	5565440	No	2018	1	7/12/2018	8/1/2018		\$24.93
	Desc:	minor supplies									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-2302		PARK SUPPLIES & MAINTENANCE			24.93	0.00	0		
	Desc:	PARK SUPPLIES & MAINTENANCE- minor supplies									
5312	20	Koontz, Perdue, Blasquez	1	60808	No	2018	1	7/31/2018	8/30/2018		\$98.00
	Desc:	June and July Payroll services									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1302		ACCOUNTING & AUDIT			98.00	0.00	0		
	Desc:	ACCOUNTING & AUDIT									
5313	223	Wallace W. Lien, P.C.	1	7/25/18	No	2018	1	7/25/2018	8/25/2018		\$725.00
	Desc:	Attorney fees									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1339		LEGAL SERVICES			725.00	0.00	0		
	Desc:	LEGAL SERVICES									
5314	425	Jim Lepin	1	8/9/18	No	2018	2	8/9/2018	8/9/2018		\$465.93
	Desc:	Jim Lepin - Reimbursements									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1359		TRAVEL & MEALS			315.78	0.00	0		
	Desc:	TRAVEL & MEALS									
	2	01-1351		MILEAGE			135.16	0.00	0		
	Desc:	MILEAGE									
	3	01-1320		COMMUNITY SUPPORT			14.99	0.00	0		
	Desc:	COMMUNITY SUPPORT									
5315	10	John Deere Financial	1	5116788	No	2018	1	7/6/2018	8/5/2018		\$2,521.72
	Desc:	Equipment parts and repairs									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-2302		PARK SUPPLIES & MAINTENANCE			2,521.72	0.00	0		
	Desc:	PARK SUPPLIES & MAINTENANCE - Equipment parts and repairs									

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5316	643	Mallory Safety and Supply	1	2298780	No	2018 1		7/2/2018	8/2/2018		\$1,422.48
		Desc: Fire station equipment									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-4305			EQUIPMENT/FURNISHINGS	1,422.48	0.00	0		
		Desc: EQUIPMENT/FURNISHINGS FOR NEW STATION									
5317	27	Metereaders, LLC.	1	8460	No	2018 2		8/6/2018	9/6/2018		\$872.55
		Desc: Meter reads in July									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	05-1304			OPERATION & MAINTENAN	872.55	0.00	0		
		Desc: OPERATION & MAINTENANCE (O&M) TRANSMISSION LINES									
5318	483	MetLife - Group Benefits	1	8/1/18	No	2018 1		7/13/2018	8/1/2018		\$669.92
		Desc: Group insurance									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-1214			DENTAL & VISION INSURA	669.92	0.00	0		
		Desc: DENTAL & VISION INSURANCE									
5319	585	MorganCPS Group	1	8653	No	2018 1		7/10/2018	8/10/2018		\$3,400.00
		Desc: Planning									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-1353			CONSULTANTS - PLANNIN	3,400.00	0.00	0		
		Desc: CONSULTANTS - PLANNING									
5320	53	Oregon Cascades West C	1	AprMayJun2018	No	2018 1		7/19/2018	8/19/2018		\$1,308.75
		Desc: 4th Quarter IT services									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-1332			CONTRACTED SERVICES	1,308.75	0.00	0		
		Desc: CONTRACTED SERVICES - IT									
5321	23	Pacific Power	1	8/15/18	No	2018 1		7/30/2018	8/15/2018		\$5,191.17
		Desc: Aug Power Bill									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	02-1323			STREET LIGHTS POWER	741.24	0.00	0		
		Desc: STREET LIGHTS POWER									
		2	01-1317			CITY HALL UTILITIES	25.87	0.00	0		
		Desc: CITY HALL UTILITIES									
		3	01-1317			CITY HALL UTILITIES	42.68	0.00	0		
		Desc: CITY HALL UTILITIES									
		4	04-1305			O&M COLLECTION SYSTE	160.87	0.00	0		
		Desc: O&M COLLECTION SYSTEM									
		5	04-1305			O&M COLLECTION SYSTE	640.72	0.00	0		
		Desc: O&M COLLECTION SYSTEM									
		6	02-1323			STREET LIGHTS POWER	31.01	0.00	0		
		Desc: STREET LIGHTS POWER									
		7	02-1323			STREET LIGHTS POWER	448.18	0.00	0		
		Desc: STREET LIGHTS POWER									
		8	02-1323			STREET LIGHTS POWER	217.82	0.00	0		
		Desc: STREET LIGHTS POWER									
		9	01-1317			CITY HALL UTILITIES	685.48	0.00	0		
		Desc: CITY HALL UTILITIES									
		10	02-1323			STREET LIGHTS POWER	17.70	0.00	0		
		Desc: STREET LIGHTS POWER									
		11	02-1323			STREET LIGHTS POWER	929.63	0.00	0		
		Desc: STREET LIGHTS POWER									
		12	02-1323			STREET LIGHTS POWER	90.76	0.00	0		
		Desc: STREET LIGHTS POWER									
		13	02-1323			STREET LIGHTS POWER	24.01	0.00	0		
		Desc: STREET LIGHTS POWER									

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	14	02-1323		STREET LIGHTS POWER			33.38		0.00	0	
	Desc:	STREET LIGHTS POWER									
	15	02-1323		STREET LIGHTS POWER			11.40		0.00	0	
	Desc:	STREET LIGHTS POWER									
	16	02-1323		STREET LIGHTS POWER			22.70		0.00	0	
	Desc:	STREET LIGHTS POWER									
	17	02-1323		STREET LIGHTS POWER			260.97		0.00	0	
	Desc:	STREET LIGHTS POWER									
	18	02-1323		STREET LIGHTS POWER			9.90		0.00	0	
	Desc:	STREET LIGHTS POWER									
	19	01-2302		PARK SUPPLIES & MAINTENANCE			91.56		0.00	0	
	Desc:	PARK SUPPLIES & MAINTENANCE									
	20	01-2302		PARK SUPPLIES & MAINTENANCE			231.34		0.00	0	
	Desc:	PARK SUPPLIES & MAINTENANCE									
	21	04-1305		O&M COLLECTION SYSTEM			325.37		0.00	0	
	Desc:	O&M COLLECTION SYSTEM									
	22	04-1305		O&M COLLECTION SYSTEM			148.58		0.00	0	
	Desc:	O&M COLLECTION SYSTEM									
5322	23	Pacific Power	1	8/20/18	No	2018	2	8/2/2018	8/20/2018		\$66.67
	Desc:	Aug Power									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	04-1305		O&M COLLECTION SYSTEM			66.67	0.00	0		
	Desc:	O&M COLLECTION SYSTEM									
5323	251	Dustin Patton	1	8/9/18	No	2018	2	8/9/2018	8/9/2018		\$35.00
	Desc:	Phone Reimbursement									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1358		TELEPHONE			35.00	0.00	0		
	Desc:	TELEPHONE									
5324	6	Petro Card	1	C344919	No	2018	1	7/31/2018	8/18/2018		\$220.31
	Desc:	July Fuel									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-2302		PARK SUPPLIES & MAINTENANCE			220.31	0.00	0		
	Desc:	PARK SUPPLIES & MAINTENANCE - Fuel									
5325	123	Pride Printing Company	1	80408J	No	2018	2	8/2/2018	9/2/2018		\$439.00
	Desc:	Envelopes									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1352		OFFICE EXPENSES			439.00	0.00	0		
	Desc:	OFFICE EXPENSES - Printing envelopes									
5326	568	R & R Tree Service, Inc.	1	RO258347	No	2018	1	7/13/2018	7/31/2018		\$825.00
	Desc:	Tree Removal									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-2302		PARK SUPPLIES & MAINTENANCE			825.00	0.00	0		
	Desc:	PARK SUPPLIES & MAINTENANCE									
5327	16	Forrest Reid	1	July2018	No	2018	2	8/1/2018	9/1/2018		\$10,575.00
	Desc:	City Attorney									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-1316		CITY ATTORNEY			10,575.00	0.00	0		
	Desc:	CITY ATTORNEY									
5329	644	Rescue Response Gear In	1	17801	No	2018	1	7/20/2018	8/30/2018		\$246.40
	Desc:	Fire Dept Equipment									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	01-4305		EQUIPMENT/FURNISHINGS			246.40	0.00	0		
	Desc:	EQUIPMENT/FURNISHINGS FOR NEW STATION									

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5330	645	SeaWestern Fire Fighting	1	7/2/18	No	2018 1		7/2/2018	8/2/2018		\$8,680.85
Desc: Fire Dept Equip.											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01-4305 EQUIPMENT/FURNISHINGS 8,680.85 0.00 0											
Desc: EQUIPMENT/FURNISHINGS FOR NEW STATION											
5331	89	Staples Advantage	1	8050576659	No	2018 1		7/7/2018	7/22/2018		\$269.50
Desc: Staples July Invoice											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01-1352 OFFICE EXPENSES 269.50 0.00 0											
Desc: OFFICE EXPENSES											
5332	562	Superior Floor & Power S	1	8180	No	2018 2		8/1/2018	8/1/2018		\$425.00
Desc: Street Sweeping											
Line Account Number AP Amount Liq Amount Project Task Category											
1 02-1319 STREET SWEEPING 425.00 0.00 0											
Desc: STREET SWEEPING											
5334	627	Unifire	1	9070400	No	2018 1		7/23/2018	8/23/2018		\$152.00
Desc: Leather Helmet shield											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01-4305 EQUIPMENT/FURNISHINGS 152.00 0.00 0											
Desc: EQUIPMENT/FURNISHINGS FOR NEW STATION											
5335	328	Valley Merchant Police, In	1	273123	No	2018 1		7/31/2018	7/31/2018		\$240.00
Desc: Lock Gate											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01-2302 PARK SUPPLIES & MAINTENANCE 240.00 0.00 0											
Desc: PARK SUPPLIES & MAINTENANCE - contracted services											
5336	551	Verizon	1	9811199287	No	2018 1		7/19/2018	8/11/2018		\$40.01
Desc: Verizon Bill											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01-1317 CITY HALL UTILITIES 40.01 0.00 0											
Desc: CITY HALL UTILITIES											
5337	242	Dick Welker Construction I	1	2768	No	2018 1		7/16/2018	7/16/2018		\$986.00
Desc: Locate Kathryn Lane Storm											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03-1331 STORM DRAINS & DITCHE 986.00 0.00 0											
Desc: STORM DRAINS & DITCHES											
5338	56	Republic Services #450	1	15987	No	2018 1		7/31/2018	8/20/2018		\$284.28
Desc: City Hall and Park Garbage Service											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01-1317 CITY HALL UTILITIES 98.94 0.00 0											
Desc: CITY HALL UTILITIES											
2 01-2302 PARK SUPPLIES & MAINTENANCE 185.34 0.00 0											
Desc: PARK SUPPLIES & MAINTENANCE											
5339	73	United Systems Technolog	1	PS-342265 SI10	No	2018 1		7/31/2018	8/30/2018		\$1,223.15
Desc: Data Manipulation Service											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01-1332 CONTRACTED SERVICES 1,223.15 0.00 0											
Desc: CONTRACTED SERVICES - USTI											
5340	646	Rose Seminary	1	8/9/18	No	2018 2		8/9/2018	8/9/2018		\$185.46
Desc: National Night Out - Rose Seminary Reimbursement											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01-1320 COMMUNITY SUPPORT 185.46 0.00 0											
Desc: COMMUNITY SUPPORT - National Night Out											

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5343	473	Kristina Taylor	1	8/9/18	No	2018	1	7/9/2018	8/9/2018		\$208.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-1340	LIBRARY SERVICES		40.00	0.00	0			
		Desc: LIBRARY SERVICES									
		2	01-2301	PARKS & RECREATION - CI		168.00	0.00	0			
		Desc: PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM									
5344	647	Kelly Dufour	1	7/30/18	No	2018	2	8/9/2018	8/9/2018		\$40.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-1340	LIBRARY SERVICES		40.00	0.00	0			
		Desc: LIBRARY SERVICES									
5345	648	Kelsey Marie Cordier	1	7/13/18	No	2018	2	8/9/2018	8/9/2018		\$40.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-1340	LIBRARY SERVICES		40.00	0.00	0			
		Desc: LIBRARY SERVICES									
5346	472	Rebecca Johnson	1	7/23/18	No	2018	2	8/9/2018	8/9/2018		\$40.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-1340	LIBRARY SERVICES		40.00	0.00	0			
		Desc: LIBRARY SERVICES									
5347	649	Lynn Dunn	1	08/01/18	No	2018	2	8/9/2018	8/9/2018		\$40.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-1340	LIBRARY SERVICES		40.00	0.00	0			
		Desc: LIBRARY SERVICES									
5348	106	Ella Liles	1	08/08/18	No	2018	2	8/9/2018	8/9/2018		\$40.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-1340	LIBRARY SERVICES		40.00	0.00	0			
		Desc: LIBRARY SERVICES									
5349	615	Travis & Katie Younger	1	07/02/18	No	2018	2	8/9/2018	8/9/2018		\$96.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-1340	LIBRARY SERVICES		40.00	0.00	0			
		Desc: LIBRARY SERVICES									
		2	01-2301	PARKS & RECREATION - CI		56.00	0.00	0			
		Desc: PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM									
5351	287	Sarah Rae	1	104127300	No	2018	2	8/3/2018	8/3/2018		\$84.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-2301	PARKS & RECREATION - CI		84.00	0.00	0			
		Desc: PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM									
5352	650	Katie Borninski	1	06/09/18	No	2018	2	8/9/2018	8/9/2018		\$45.60
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-2301	PARKS & RECREATION - CI		45.60	0.00	0			
		Desc: PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM									
5353	651	Michele Burgess	1	6/5/18	No	2018	2	8/9/2018	8/9/2018		\$136.00
		Desc: Citizen Reimbursement									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	01-2301	PARKS & RECREATION - CI		136.00	0.00	0			
		Desc: PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM									

City of Millersburg

A/P Control Report

UnPosted Transactions for user asystadmin from 2018-1 to 2018-2

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period		PO Nbr	Invoice Date	Due Date	Discount Date	Amount	
5354	517	Travis & Jessica Johnson	1	08/02/2018	No	2018	2		8/9/2018	8/9/2018		\$200.00	
		Desc: Citizen Reimbursement											
		Line	Account Number			AP Amount		Liq Amount		Project	Task	Category	
		1	01-2301	PARKS & RECREATION - CI		200.00		0.00		0			
		Desc: PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM											
5356	411	Shirley Hohlfelder	1	58272	No	2018	2		8/9/2018	8/9/2018		\$96.00	
		Desc: Citizen Reimbursement											
		Line	Account Number			AP Amount		Liq Amount		Project	Task	Category	
		1	01-2301	PARKS & RECREATION - CI		96.00		0.00		0			
		Desc: PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM											
5357	378	Christy Pecyna	1	607594	No	2018	2		8/9/2018	8/9/2018		\$120.00	
		Desc: Citizen Reimbursement											
		Line	Account Number			AP Amount		Liq Amount		Project	Task	Category	
		1	01-2301	PARKS & RECREATION - CI		120.00		0.00		0			
		Desc: PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM											

Fund 01 Total	85,144.21	0.00
Fund 02 Total	3,263.70	0.00
Fund 03 Total	1,343.50	0.00
Fund 04 Total	15,646.27	0.00
Fund 05 Total	2,224.41	0.00
Grand Total	107,622.09	0.00



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322
Albany, OR. 97322
Phone: 541-967-3950
www.linnsheriff.org

2018

MONTHLY REPORT TO THE CITY OF MILLERSBURG FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: July

TRAFFIC CITATIONS: -----	0
TRAFFIC WARNINGS: -----	5
TRAFFIC CRASHES: -----	1
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	1
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	92
TRAFFIC HOURS-----	3.5
ADMINISTRATION HOURS-----	6.25

TOTAL HOURS SPENT: MILLERSBURG 120

CONTRACT HOURS= 113 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

MILLERSBURG

Community Service Award

HEREBY AWARDED TO

GAYLE HESS

IN GRATEFUL RECOGNITION OF HIS TIME AND
DEDICATION TO SERVING HIS COMMUNITY

Dated this 14th of August, 2018

JIM LEPIN
MAYOR

KEVIN KREITMAN
CITY MANAGER



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: August 9, 2018 for Council Meeting August 14, 2018
SUBJECT: Project Updates Memo

Monthly Update on Projects:

Staff are currently in the process of implementing many projects and activities in the City to address objectives of the Strategic Plan, direction from Council, and needs Staff have identified. In order to facilitate tracking these tasks, a Gantt chart has been developed. As Staff continue to work on these tasks, the Gantt chart will be periodically updated and provided for Council and public information. The updated Gantt chart for June, 2018 is attached to this memo. Tasks in blue are complete, tasks in yellow are in progress, and tasks that are not colored have not been started.

There are many tasks currently in progress. An overview of several specific tasks is provided below.

Stormwater Master Plan Update:

Work on the stormwater master plan continues. Cardno is working to advance the model and accurately simulate the flooding that occurs north of Millersburg Drive. They are developing proposed solutions for this area, as well as other areas within the city. These solutions will be presented at a future open house or council meeting.

Solar Speed Signs:

The County has poured foundations and restored the sidewalks in the locations of the solar speed signs. The signs themselves are now being installed. The locations are:

- North side of Millersburg Drive, westbound, near eastern edge of Hoffman Estates
- West side of Old Salem Road, southbound, near the old school property
- East side of Old Salem Road, northbound, south of Arnold Lane.

Temporary Fire Station:

The site work is underway. Utilities have been run and driveway approaches and sidewalks have been poured. Asphalt pavement is tentatively scheduled for the third week of August. The manufactured building anticipated delivery date is around August 20.

Metal building construction is anticipated to be around the last week in August.

Additional work including electrical and landscaping will be done once the manufactured building is placed.

Sewer Lift Stations Construction:

Construction on the ATI sewer lift station began in August and is scheduled to be substantially complete in October. ATI staff have been extremely cooperative and helpful regarding construction of this project within their site. ATI has worked with the City and Jacobs staff to help resolve the groundwater treatment issue. The proposed change order for groundwater treatment at ATI is anticipated to be in the range of \$45,000. However, ATI is currently considering waiving their costs for handling of the excavated materials to help offset the groundwater treatment costs.

Final site restoration at the Morningstar lift station began on August 3 and is anticipated to be complete within a week, except for final seeding, which will be done in the fall. Site restoration includes installation of a drain, cleaning up vegetation, final grading, installation of topsoil, seeding the disturbed areas, and restoring fences.

City Hall Exterior Painting:

Exterior painting of City Hall is being completed the week of August 6. The painting contractor has also been engaged to refresh the large wooden "City of Millersburg" signs at the Park and at City Hall.

Park Lighting Improvements:

The new light pole and fixtures at the City Park have been installed. Replacement of the existing fixtures is scheduled for the second or third week of August.

Bollard Installation:

Bollards on Shayla at Barker Ct and Megan at Morningstar Rd are scheduled for installation by the end of August.

Street Sweeping:

A Request for Proposals (RFP) for street sweeping services has been developed and scheduled to be advertised on August 10. Proposals are due by August 24, and will be evaluated by staff, with the intent to present the contract with the selected company to council for approval at the September 11, 2018 council meeting.

Parks Master Plan RFQ:

A Request for Qualifications (RFQ) for the Parks Master Plan is being developed. It is scheduled to be advertised on August 24. Qualifications are due by September 14, and will be evaluated by staff, with the intent to present the contract with the selected company to council for approval at the October 9, 2018 council meeting.

City Hall Activities:

Outreach to Realtors. City staff have recognized the need to inform realtors and real estate agencies working in our city of recent changes to city policies and requirements regarding property use, for example widening of driveways or installation of a second driveway. In an attempt to communicate this information and insure that new residents of our community are being correctly informed, this information has been sent to the Willamette Association of Realtors.

Chamber Greeters. On September 13, the City of Millersburg will be hosting a Chamber of Commerce Greeters event. Greeters meet every week on a Thursday at a different business or location and there are usually 40 - 60 business people in attendance. The purpose of this event is to promote the Millersburg Celebration, as well as the City has a whole. Jenny Wolfenbarger will be providing an overview of the Millersburg Celebration to the group.

General Ledger (GL) account numbers. To align with our new budget, staff have been working on updating all of the GL numbers.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		Millersburg Tasks					
2							
3		Charter	377 days	Tue 2/13/18	Wed 7/24/19		Kevin,Forrest
4		Complete update of charter	365 days	Thu 3/1/18	Wed 7/24/19		
5		Signatures for checks	41 days	Tue 2/13/18	Tue 4/10/18		Kevin,Forrest,Kim
6		Appointment of officers and employees - Section 12 CC					
7							
8		Ordinances and Code	269 days	Mon 1/22/18	Thu 1/31/19		Forrest,Kim,Kevin
9		Update Code of Ordinances - change to Municipal Code	269 days	Mon 1/22/18	Thu 1/31/19		
10		Add sewer and storm water - see 34.22 Utilities					
11		Add and adopt section regarding wastewater treatment system - regulations, fees.					
12		Move Streets and Sidewalks Title IX (93) to Title V Public					
13		Need to add SDCs - Look at adopting similar to City of Albany Municipal Code 15.16					
14		Resolutions - need to update water resolution with new billing cycle CO 50.05					
15		Billing procedures					
16		Ordinances and Resolutions missing attachments	1 day	Mon 1/22/18	Mon 1/22/18		
17		City manager has been listed in the CO - research whether this change was done by ordinance					
18		Land Use Development Code	269 days	Mon 1/22/18	Thu 1/31/19		John Morgan,Matt Straite
19		Determine correct version of current code					
20		Update/Re-write LUDC					
21		Comprehensive Plan Update					
22							
23		Policies, Procedures, and Standards	199 days	Mon 1/22/18	Thu 10/25/18		
24		Purchasing	115 days	Mon 1/22/18	Fri 6/29/18		Kim,Kevin
25		Adopt new purchasing policy	11 days	Tue 2/27/18	Tue 3/13/18		Kevin,Forrest
26		Join Oregon Cooperative Procurement Program	1 day	Tue 1/9/18	Tue 1/9/18		
27		Procurement forms					Kim
28		Staff reimbursement forms					Kim
29		Review resolution 2017-11 regarding returned checks in comparison to ORS 30.701(5)					Jake
30		Ethics Policy					Kevin,Janelle
31		Fleet policy and best practices for vehicles					Kevin,Janelle
32		Computer/electronics use policy					Kevin,Janelle
33		Equipment use policy					Kevin,Janelle
34		Billing policy					Kim
35		Alcohol use policy for parks and city hall	1 day	Fri 7/13/18	Fri 7/13/18		Kim,Forrest
36		Safety procedures and training	185 days	Fri 2/9/18	Thu 10/25/18		Kevin,Janelle
37		Safety manual			Thu 10/25/18		
38		Staff training plans					
39		Ergo evaluations					
40		PPE					
41		Permits	61 days	Thu 7/5/18	Fri 9/28/18		
42		Review grading and ROW permits, modify if needed	0 days	Thu 7/5/18	Thu 7/5/18		Janelle

Project: Task List
Date: Wed 8/8/18

Task		Summary		Inactive Milestone	
Split		Project Summary		Inactive Summary	
Milestone		Inactive Task		Manual Task	

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
43			Establish erosion control permit			Fri 9/28/18		Janelle
44								
45			Document Record Keeping and Retention	235 days	Mon 1/29/18	Fri 12/21/18		Kim
46			New filing system	198 days	Mon 1/29/18	Wed 10/31/18		
47			Electronic	125 days	Mon 7/2/18	Fri 12/21/18		Kim
48								
49			Budget	124 days	Thu 1/25/18	Tue 7/17/18		
50			Supplemental Budget - address funds which are over budget	74 days	Thu 1/25/18	Tue 5/8/18		Jake
51			Funding for Stormwater Master Plan	1 day	Fri 3/16/18	Fri 3/16/18		Kevin,Janelle
52			Funding for temporary fire station	1 day	Tue 6/12/18	Tue 6/12/18		Kevin,Janelle,Jake
53			Funding for rate and SDC update	1 day	Tue 4/10/18	Tue 4/10/18		Kevin,Janelle
54			2018-2019 Budget	75 days	Mon 3/19/18	Fri 6/29/18		Jake,Kevin,Janelle
55			New budget layout	1 day	Fri 3/16/18	Fri 3/16/18		Jake
56			Insure there is no comingling of SDC funds	1 day	Mon 3/19/18	Mon 3/19/18		
57			Temporary fire station operation	1 day	Mon 3/19/18	Mon 3/19/18		
58			Permanent fire station	1 day	Mon 3/19/18	Mon 3/19/18		
59			Maintenance needs	1 day	Mon 3/19/18	Mon 3/19/18		
60			Office in maintenance facility?	1 day	Mon 3/19/18	Mon 3/19/18		
61			Equipment life/replacement costs tracking	224 days	Tue 1/23/18	Fri 11/30/18		
62			City Hall Equipment					
63			Parks/Maintenance Equipment					
64			Fire Station					
65								
66			IGAs	77 days	Mon 1/22/18	Tue 5/8/18		
67			Sewer IGA	122 days	Mon 1/22/18	Tue 7/10/18		Kevin,Janelle,Forrest
68			Fire IGA	57 days	Mon 1/22/18	Tue 4/10/18		Kevin
69								
70			Planning, Building, and Development	253 days	Tue 2/13/18	Thu 1/31/19		
71			Missing Permits/Permit Numbers	1 day	Wed 4/4/18	Wed 4/4/18		Matt Straite
72			Ability to get on County online system for building permits			Fri 12/21/18		Kevin,Janelle
73			Comp Plan review every even year			Thu 1/31/19		John
74			Land use joint training session by John Morgan	1 day	Mon 4/30/18	Mon 4/30/18		John,Kevin
75			Payment of fees prior to issuing building permits - CO 50.05(B)(2)	1 day	Tue 2/13/18	Tue 2/13/18		
76			Check Sheets/manuals	31 days	Fri 5/18/18	Fri 6/29/18		
77			Policies and Procedures			Fri 9/28/18		John,Matt
78			Permit forms			Fri 9/28/18		John,Matt
79			Packets to hand out with each permit			Fri 9/28/18		John,Matt
80			Engineering standards	66 days	Mon 8/6/18	Mon 11/5/18		Janelle
81			Private Construction of Public Infrastructure Process	1 day	Tue 2/13/18	Tue 2/13/18		
82			Code language to support PCPI process	1 day	Tue 2/13/18	Tue 2/13/18		Janelle,Kevin
83			Ordinance to adopt code language	1 day	Tue 2/13/18	Tue 2/13/18		Janelle,Kevin
84			Establish warranty bond amount (10% of construction cost)	1 day	Tue 2/13/18	Tue 2/13/18		Janelle
85			Make sure all other forms and fees have been developed	1 day	Tue 2/13/18	Tue 2/13/18		Janelle
86			Reimbursement Agreement	55 days	Mon 7/16/18	Fri 9/28/18		Janelle,Kevin
87								
88			SDC Review	186 days	Mon 4/2/18	Mon 12/17/18		Kevin,Janelle,consultant
89			Contract with consultant for review	86 days	Mon 2/12/18	Mon 6/11/18		Janelle
90			Water	130 days	Tue 4/10/18	Mon 10/8/18		
91			Sewer	130 days	Tue 4/10/18	Mon 10/8/18		

Project: Task List
Date: Wed 8/8/18

Task		Summary		Inactive Milestone	
Split		Project Summary		Inactive Summary	
Milestone		Inactive Task		Manual Task	

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
92			Streets	130 days	Tue 4/10/18	Mon 10/8/18		
93			Parks	86 days	Mon 8/20/18	Mon 12/17/18		
94			Stormwater	86 days	Mon 8/20/18	Mon 12/17/18		
95								
96			Utility Billing	71 days	Mon 3/26/18	Mon 7/2/18		
97			Review of water and sewer service accounts	1 day	Mon 3/26/18	Mon 3/26/18		Kim,Jake
98								
99			Utility Rates	165 days	Mon 2/12/18	Fri 9/28/18		
100			Contract with consultant for review and update of rates	86 days	Mon 2/12/18	Mon 6/11/18		Janelle
101			Update rate structure for water and sewer	101 days	Fri 5/11/18	Fri 9/28/18		Janelle,consultant
102								
103			Update fees	153 days	Wed 1/31/18	Fri 8/31/18		
104			Public records requests - need to update ordinance for new law in place by 1/1/18 - see CO 34.04	1 day	Wed 1/31/18	Wed 1/31/18		Kim
105			Planning fees			Fri 8/31/18		John,Matt
106			Other fees - update recent list?			Fri 8/31/18		Kevin,Janelle
107								
108			Development of Capital Improvement Plan (CIP)	180 days	Mon 1/22/18	Fri 9/28/18		Janelle,Kevin
109			Streets	20 days	Wed 4/4/18	Tue 5/1/18		
110			Sewer	20 days	Wed 4/4/18	Tue 5/1/18		
111			Water	20 days	Wed 4/4/18	Tue 5/1/18		
112			Stormwater	20 days	Wed 4/4/18	Tue 5/1/18		
113			Parks	20 days	Wed 4/4/18	Tue 5/1/18		
114			Adoption of 2018-2022 CIP	1 day	Tue 6/12/18	Tue 6/12/18		
115								
116			City Hall work	202 days	Tue 1/23/18	Wed 10/31/18		
117			Budgeting information for City Hall upgrades	1 day	Fri 4/27/18	Fri 4/27/18		Kevin,Janelle,Sean
118			Audio Visual Systems	202 days	Tue 1/23/18	Wed 10/31/18		Sean,Kevin
119			Council Chambers		Tue 1/23/18			
120			Upgrade sound system					
121			Video system					
122			Consider new audience chairs?					
123			Small table and chair for presentations/addressing	1 day	Tue 1/23/18	Tue 1/23/18		
124			Conference Room	27 days	Tue 1/23/18	Wed 2/28/18		
125			Portable TV/monitor	1 day	Tue 1/23/18	Tue 1/23/18		
126			Connect conference tables to phone, internet	1 day	Thu 2/15/18	Thu 2/15/18		Sean
127			Separate zone for alarm (make sure there is a delay) so conference room can be used for meetings by public	1 day	Wed 2/28/18	Wed 2/28/18		Kim
128			Cabling requirements for phone/internet	27 days	Tue 1/23/18	Wed 2/28/18		Sean
129			Records Room reorganization - rolling files	88 days	Mon 7/2/18	Wed 10/31/18		Kim,Jake
130			Office space modifications	200 days	Thu 1/25/18	Wed 10/31/18		Kevin,Janelle
131			Painting City Hall	187 days	Tue 1/23/18	Wed 10/10/18		Sean
132			Quotes for budget	1 day	Fri 4/6/18	Fri 4/6/18		
133			Solicit Bids/quotes	1 day	Fri 6/1/18	Fri 6/1/18		
134			Award	1 day	Mon 7/2/18	Mon 7/2/18		
135			Complete work	0 days	Fri 8/10/18	Fri 8/10/18		
136								
137			Fire Protection	169 days	Tue 1/23/18	Fri 9/14/18		

Project: Task List
Date: Wed 8/8/18

Task		Summary		Inactive Milestone	
Split		Project Summary		Inactive Summary	
Milestone		Inactive Task		Manual Task	

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
138			Notify Linn County of request to withdraw	1 day	Tue 1/23/18	Tue 1/23/18		
139			Temporary station	94 days	Tue 1/23/18	Fri 6/1/18		Kevin,Janelle
140			Site selection	1 day	Fri 4/13/18	Fri 4/13/18		Kevin,Janelle
141			Design	124 days	Tue 1/23/18	Fri 7/13/18		
142			Land use and building permits	1 day	Fri 7/20/18	Fri 7/20/18		Janelle,Matt
143			Building and foundation requirements	114 days	Tue 1/23/18	Fri 6/29/18		Janelle
144			Utilities			Fri 8/17/18		Janelle
145			Site work (surfacing and roads)			Fri 8/17/18		Janelle
146			Equipment	169 days	Tue 1/23/18	Fri 9/14/18		Kevin
147			Building - Millersburg to provide	114 days	Tue 1/23/18	Fri 6/29/18		
148			Bay - Albany to provide					
149			Emergency generator					
150			Furnishings - Millersburg to provide					
151			Response equipment - Albany					
152			Computer equipment - City of Albany with Millersburg to purchase?					
153			Radio, tap out equipment - City of Albany with Millersburg to purchase?					
154			Signage - Millersburg Station - 15 Albany Fire Department?					
155								
156			Millersburg Park	225 days	Tue 1/23/18	Mon 12/3/18		
157			Slide installation	28 days	Thu 1/25/18	Mon 3/5/18		Sean
158			Reservations	225 days	Tue 1/23/18	Mon 12/3/18		
159			New reservation form	1 day	Tue 1/23/18	Tue 1/23/18		Kim,Jake
160			Online reservations			Mon 12/3/18		Kim,Jake
161			Review reservation fees					Jake
162			Ball fields	53 days	Wed 3/7/18	Fri 5/18/18		Sean,Janelle
163			South ball field rehabilitation work	1 day	Fri 5/18/18	Fri 5/18/18		Sean,Janelle
164			Baseball field use agreements	1 day	Wed 3/7/18	Wed 3/7/18		Kevin,Janelle
165			Lighting	157 days	Thu 1/25/18	Fri 8/31/18		
166			Solicit and receive quotes	57 days	Thu 1/25/18	Fri 4/13/18		Sean
167			Award work	114 days	Thu 1/25/18	Tue 7/3/18		
168			Complete work	104 days	Tue 4/10/18	Fri 8/31/18		Sean
169			Park/city hall safety inspection checklist			Fri 9/28/18		Janelle,CIS
170			Park safety inspection	1 day	Tue 5/1/18	Tue 5/1/18		Sean,CIS,Janelle
171			Change emergency callout signage			Fri 8/31/18		Sean,Jake
172			Parks Master Plan RFQ development			Fri 9/28/18		
173								
174			Water Distribution System	244 days	Tue 1/23/18	Fri 12/28/18		Janelle,Kim,Sean
175			Water master plan	159 days	Tue 1/23/18	Fri 8/31/18		
176			Follow up with state on their review comments	1 day	Fri 2/2/18	Fri 2/2/18		Janelle
177			submit finance component when available			Fri 8/31/18		Janelle
178			Annual water audit			Fri 12/28/18		Janelle,Kim
179			Meter testing and replacement program			Fri 12/28/18		Janelle
180			Leak detection program			Fri 12/28/18		Janelle
181			Public education			Fri 12/28/18		Janelle,Kim
182			Industrial conservation measures			Fri 12/28/18		Janelle
183			Consider weather station on park irrigation system			Fri 12/28/18		Janelle,Sean
184			Track metered hydrant water usage	1 day	Fri 12/28/18	Fri 12/28/18		Janelle,Jake
185			Plan review exemption letter (annual)	1 day	Tue 3/27/18	Tue 3/27/18		Janelle

Project: Task List
Date: Wed 8/8/18

Task
Split
Milestone



Summary
Project Summary
Inactive Task



Inactive Milestone
Inactive Summary
Manual Task

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
186		OHA requirements tracking			Fri 12/28/18		Janelle
187		Water Management and Conservation Plan Update Feb 2022					Janelle
188							
189		Sewer Collection System	152 days	Thu 5/3/18	Fri 11/30/18		
190		Inspection and maintenance program (manholes and piping)	1 day	Thu 5/3/18	Thu 5/3/18		Janelle
191		Lift Station Project - ATI summer 2018			Fri 11/30/18		Janelle
192							
193		Stormwater	245 days	Mon 1/22/18	Fri 12/28/18		
194		Stormwater Master Plan	245 days	Mon 1/22/18	Fri 12/28/18		
195		Contract with consultant	17 days	Mon 1/22/18	Tue 2/13/18		
196		Kickoff meeting	1 day	Thu 3/1/18	Thu 3/1/18		
197		Ongoing support to consultant	245 days	Mon 1/22/18	Fri 12/28/18		
198		Fencing detention basins	100 days	Mon 4/16/18	Fri 8/31/18		Janelle,Sean
199		Receive quotes	1 day	Mon 4/16/18	Mon 4/16/18		Janelle
200		Complete work			Fri 8/31/18		Janelle,Sean
201		Crooks Creek vegetation removal - main channel and tribs			Fri 9/21/18		Janelle
202		TMDL	241 days	Fri 1/26/18	Fri 12/28/18		
203		Yearly reporting - next due Mar 1, 2018	1 day	Thu 3/1/18	Thu 3/1/18		Janelle
204		Update every five years - next due					Janelle
205		Stormfilter cartridges at Crooks Creek on Millersburg drive - regular checking/cleaning/replacement			Fri 9/28/18		Janelle,Sean
206		MS4	229 days	Tue 2/13/18	Fri 12/28/18		
207		Join Oregon ACWA	1 day	Tue 2/13/18	Tue 2/13/18		Kevin,Janelle
208		Submit comments to DEQ	1 day	Wed 2/28/18	Wed 2/28/18		Janelle,Mark Y
209		Pursue waiver					
210		Have Millersburg storm drain facilities added to Albany GIS			Fri 6/29/18		Kevin,Janelle
211							
212		Tranportation/Streets	233 days	Wed 2/7/18	Fri 12/28/18		
213		Bridge inspections - insure they are on a regular schedule			Fri 12/28/18		Janelle
214		Establish a street maintenance program (crack filling, sealing, overlay, etc.)	1 day	Fri 5/25/18	Fri 5/25/18		Janelle
215		Woods Road conceptual design for future development			Fri 12/28/18		Janelle
216		Adopt new road frontage fees	1 day	Wed 2/7/18	Wed 2/7/18		Janelle
217		Bollards on Parker and Morningstar	103 days	Wed 2/7/18	Fri 6/29/18		Janelle
218		Receive quotes	1 day	Fri 7/6/18	Fri 7/6/18		
219		Complete work			Fri 8/31/18		
220		Street sweeping quotes and bid			Fri 8/31/18		Kevin,Janelle
221							
222		Miscellaneous	144 days	Tue 2/13/18	Fri 8/31/18		
223		Master email list			Ongoing		Kim
224		Status of current agricultural land leases - see CO 34.03	1 day	Tue 2/13/18	Tue 2/13/18		Forrest
225		Franchise Agreements - identify agreements and dates	1 day	Fri 7/27/18	Fri 7/27/18		Kim
226		Newsletter			Fri 8/31/18		Kim
227		Banking services	80 days	Tue 3/13/18	Mon 7/2/18		Jake
228		Office credit card machine	1 day	Fri 2/16/18	Fri 2/16/18		Jake
229		New copy machine	1 day	Tue 2/13/18	Tue 2/13/18		Kim
230		LGPI pool funds	1 day	Tue 2/27/18	Tue 2/27/18		Kevin,Jake
231		After hours callout service	1 day	Thu 5/31/18	Thu 5/31/18		Jake
232		Post utility rate and SDC info to website once changes are adopted			Fri 12/28/18		Janelle,Kim

Project: Task List
Date: Wed 8/8/18

Task		Summary		Inactive Milestone	
Split		Project Summary		Inactive Summary	
Milestone		Inactive Task		Manual Task	

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
233							
234		HR	104 days	Tue 4/10/18	Fri 8/31/18		
235		Oregon Savings Growth Plan	1 day	Tue 4/10/18	Tue 4/10/18		Jake
236		Annual evaluations			Fri 8/31/18		Kevin, Janelle
237		Update employee manual			Fri 8/31/18		Kevin, Forrest

Project: Task List
Date: Wed 8/8/18

Task



Summary

Split



Project Summary

Milestone



Inactive Task



Inactive Milestone



Inactive Summary



Manual Task





TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: July 18, 2018 for the August 14, 2018 City Council Meeting
SUBJECT: Benefits and Compensation

Action Requested: Consideration of repealing Resolution 2017-18, Merit Based Pay Scale and Exhibit A, and adoption of the proposed City policy on Benefits and Compensation with the proposed wage scale.

Discussion: At the Council's August 2017 meeting, Resolution 2017-18 was adopted establishing a pay scale including step increases with provisions for the Council to adopt a cost-of-living allowance each July.

In reviewing the material, it appears that the resolution identifies the cost-of-living allowance being based on the Consumer Price Index (CPI). Further it appears that it was to be based on the Portland CPI-U. Effective January 2018, the Department of Labor is no longer reporting the Portland CPI-U.

The salary scale (Exhibit A of the Resolution) appears as adopted, to be in conflict with the provisions stated in the Resolution, with the step increases above step 2 in Exhibit A actually being 5% step increases rather than the 3% step increases stated in the Resolution.

In reviewing the wage scale, with like positions within the City of Albany, it also appears that the top step of the wages as currently adopted, are significantly higher than comparable positions within the City of Albany.

Based on this information I propose that the City adopt the attached policy which would provide guidance for benefits and compensation, and also place into policy how benefits and compensation will be implemented in the future. Adoption of the policy would also allow Staff to present the proposed cost-of-living adjustment (COLA) for Council consideration in the future either during or before consideration of the proposed budget for adoption.

The proposed policy does include provisions for a one-time 3% wage increase after 10 years of employment which is included in the proposed wage scale and a 2% wage increase after 27 years of employment with the City.

If Council agrees with the proposal utilizing the CPI as identified in the proposed policy, the recommended COLA for 2018 would be 2.14%. If the

Council agrees, I request approval to adjust the proposed wage scale by 2.14% retro-active to July 1st, 2018, and include the 2.14% (COLA) increase for the Assistant City Manager/City Engineer as well.

Budget Impact: Approximately \$8,000 increase for wages.

Recommendation: Adoption of proposed City Policy 2018-1 Benefits and Compensation and approval of the 2.14% COLA increase.

Attachments:

Resolution 2017-18 and Exhibit A

Proposed Policy 2018-1 Benefits and Compensation

Proposed Wage Scale

RESOLUTION #2017-18

A RESOLUTION ADOPTING THE CITY OF MILLERSBURG MERIT BASED PAY SCALE (Exhibit A) AND ACKNOWLEDGING THE CITY MANAGER'S CAPACITY TO LEVY THIS PAY BASED ON THIS SCALE

WHEREAS, the City of Millersburg has adopted a Manager form of government, in that the City Council creates policy and the City Manager is charged with administering it; and

WHEREAS, among other things, a primary function of the City Manager position is to hire/fire, supervise, manage, issue warnings and reprimands, conduct evaluations, and provide pay increases to all employees of the City; and

WHEREAS, creating a pay scale allows the City Manager to work within the scale when conducting employee evaluations and leaves no question of liability in the way of employee expectations or worry of discriminatory actions involving pay raises, or lack thereof, amongst personnel; and

NOW, THEREFORE, the City Council of the City of Millersburg hereby declares:

Section 1: Pay Scale

The pay scale, attached herein as Exhibit A, is adopted and shall be updated annually based on the cost of living allowance adopted by the City Council each July, and other possible considerations.

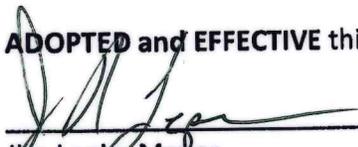
Section 2: Administration

In keeping with the pay scale, the City Manager is granted the authority to issue merit step increases of 3% to employees, if warranted. Merit increases shall not occur more than one time per fiscal year.

Section 3. Severability

If any portion (section, subsection, paragraph, sentence, phrase or clause) of this resolution is found to be invalid by a court of competent jurisdiction, the remaining portions of this resolution shall remain in full force and effect.

ADOPTED and EFFECTIVE this 8th day of August, in the year two thousand and seventeen.



Jim Lepko, Mayor

ATTEST:



Sarah Cook, City Recorder

EXHIBIT A

2017-18 FISCAL YEAR

City of Millersburg

Salary Scale

POSITION/TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
City Recorder	5,519.59	5,685.17	5,969.43	6,267.90	6,581.30	6,910.36	7,255.88	7,618.68	7,999.61	8,399.59
Deputy City Recorder	24.15	24.87	26.12	27.42	28.80	30.24	31.75	33.33	35.00	36.75
equates monthly to:	4,185.97	4,311.55	4,527.13	4,753.48	4,991.16	5,240.72	5,502.75	5,777.89	6,066.78	6,370.12
Development Coordinator	26.45	27.25	28.61	30.04	31.54	33.12	34.77	36.51	38.34	40.26
equates monthly to:	4,585.14	4,722.69	4,958.83	5,206.77	5,467.11	5,740.46	6,027.49	6,328.86	6,645.31	6,977.57
Park Maintenance Supervisor	25.35	26.11	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58
equates monthly to:	4,394.39	4,526.22	4,752.53	4,990.16	5,239.66	5,501.65	5,776.73	6,065.57	6,368.84	6,687.29
Parks Maintenance Worker	18.66	19.22	20.18	21.19	22.25	23.36	24.53	25.75	27.04	28.39
equates monthly to:	3,233.97	3,330.99	3,497.54	3,672.42	3,856.04	4,048.84	4,251.28	4,463.85	4,687.04	4,921.39

Highlighted amounts = employee's current rate of pay

NOTE: Above figures are reflective of the 1.9% Cost of Living Allowance (COLA) effective July 1, 2017 based on the Portland CPI-U. The difference between each step is 3%. Step increases are tied to merit; therefore, employees shall not assume automatic pay raises.



Benefits & Compensation Policy

	Policy/Procedure Title: Benefits & Compensation Policy/Procedure #: HR 100.1 Version #/Date: July 18, 2018 Ver. 1.0
Effective Date: August 21, 2018	Reviewed & Approved by: Name: Kevin Kreitman, City Manager
Next Review Date: August, 2019	Signature: _____ Date: _____
	Legal Review/Approval: _____

Purpose

This policy is to provide all employees with an understanding of the compensation and classification systems at the City of Millersburg ("City").

Policy

The City has established an employee compensation system that takes into account internal equity, labor market considerations, complexity or difficulty of the work, total compensation, and the City's economic condition. It is the goal of the City to attract and retain qualified employees and encourage high levels of performance. With this in mind the City generally works to achieve parity of wages and benefits with like positions employed by the City of Albany with the exception of Executive level employees. It is the City's policy that:

- Direct and indirect compensation (wages, premiums, health benefits, pensions, etc.) are to be considered collectively in determining appropriate levels of compensation for employees;
- Wage and benefits packages are considered "externally competitive" if they are plus or minus five percent (+ or - 5%) of the average of the total compensation offered in applicable labor markets for similar work;
- Other factors such as compression between classes, recruitment and retention of qualified employees, the City's economic condition, and incentives linked to performance may also be considered in establishing wages and benefits;
- Annual adjustments to the compensation plan may be made based upon a formula that considers the Consumer Price Index (CPI).

The Council shall approve the salary ranges for all job classifications used by the City.

Salary Ranges

Each job description shall be assigned a pay grade with a minimum and maximum salary range and identified steps in between the minimum and maximum rates. Executive employees (City Manager and Assistant City Manager/City Engineer) will

have open pay ranges. Salary increases for employees having an open range shall be at the discretion of the City Council, but shall generally not exceed five percent (5%) annually.

New employees will be hired in at the first step unless extenuating circumstances exist, such as prior experience and education exceeds the minimum requirements listed. In order to hire an employee above the minimum level, approval must be received from the City Manager.

Employee's performance will be assessed annually, generally around the employee's salary advancement date (normally based on date of hire), and the employee may receive a step and/or merit increase depending on the level of their performance during the preceding twelve months, and if the employee's rate of pay is below the maximum of the range.

Exceptions may be approved by the City Manager. Occasionally due to unforeseen circumstances such as a demotion or the implementation of a compensation study, an employee may be paid at a rate higher than the maximum of the range. As a result, the employee's pay would be red-lined until the maximum of the range is equal to or exceeds the employee's rate of pay. Once the employee's rate of pay is equal to or below the maximum, he/she may receive cost of living adjustments and/or step increases, if applicable.

Annually the City Council will establish the cost of living adjustment (COLA) for employees and Executive staff. The change in the Consumer Price Index (CPI-W) from January of the prior year to January of the current year will be a consideration in establishing the COLA. The Council may elect to adopt the exact amount or choose a higher or lower figure depending on the financial resources of the City or other pertinent factors. Salary ranges will normally be adjusted accordingly to become effective July 1 based on the Council's action.

In addition to salary range adjustments based on the COLA or upon the completion of a compensation study, the City Manager may approve a salary range change, with Council concurrence for the following reasons:

- A substantial change in the duties and responsibilities of the classification; or
- An inordinate amount of turnover within the classification is attributed to an inadequate salary level; or
- Difficulty in recruitment of qualified candidates for a classification is attributed to an inadequate salary level; or
- A new classification is needed at a time outside of the annual budgetary process.

Safe Harbor Regulation Exempt Employees - Fair Labor Standards Act (FLSA)

It is the City's policy to comply with the salary basis requirements of the FLSA. Therefore, all management staff are prohibited from making improper deductions from the

salaries of exempt employees. If an improper deduction occurs, the employee should immediately report this information to his/her direct supervisor or to the City Attorney. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions (approved by the City Manager) of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, the City is not required to pay the full salary in the initial or terminal week of employment for penalties imposed in good faith for infractions of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

Longevity Award

Employees who have ten (10) years of continuous regular status employment and have received a satisfactory performance evaluation on their most recent evaluation shall receive a one-time three (3%) percent longevity increase.

Employees with twenty-seven (27) years of continuous regular status employment shall be granted a one-time two percent (2%) longevity step.

Incentive/Certification Pay

Employees in the classification of City Recorder and Deputy City Recorder will be eligible for a three percent (3%) differential in pay upon earning the designation of Certified Municipal Clerk from the International Institute of Municipal Clerks (IIMC). Employees in these classifications who earn the designation of Master Municipal Clerk from IIMC will be eligible for an additional two percent (2%) differential in pay.

City of Millersburg
Salary Scale
2018-2019 Fiscal Year

Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Longevity Step 3%**
City Recorder	4,755	4,898	5,045	5,196	5,352	5,512	5,678	5,848	6,023
Deputy City Recorder	4,103	4,226	4,353	4,483	4,618	4,757	4,899	5,046	5,198
Park Maintenance Supervisor	4,618	4,757	4,899	5,046	5,198	5,354	5,514	5,680	5,850
Park Maintenance Worker	3,294	3,393	3,495	3,599	3,707	3,819	3,933	4,051	4,173

¹3% step increases

²Longevity of 3% after 10 years of service

³Highlighted cell = employee's current step



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: August 9, 2018 for the August 14, 2018 City Council Meeting
SUBJECT: Contract with Linn Economic Development Group (LEDG) to engage the services of Greg Smith and Co. LLC for economic development

Action Requested:

Approval to enter into the attached contract with LEDG for Greg Smith and Co. LLC to provide economic development services, including marketing of City-owned industrial property, to the City of Millersburg.

Discussion:

Through discussions regarding the handling of inquires and future development of City-owned industrial property, it has become apparent that it is in the City's best interest to engage someone experienced in property transactions and economic development to advise the City and guide the process of marketing and development of City-owned industrial property.

Greg Smith is currently contracted with LEDG to manage the Intermodal Project, including performing the business plan. Because he is currently engaged in the project, and has extensive experience in economic development, it is recommended that the City of Millersburg also retain him to engage in marketing of City-owned industrial property, per the direction expressed in Resolution 2018-8.

In order to enable coordination with the Intermodal Project and the best outcomes for other economic development opportunities within the City, it is proposed that the City also engage Greg Smith to handle all economic development responsibilities within the City of Millersburg for the next year.

Budget Impact:

The contract with Greg Smith to provide economic development to the City of Millersburg for 2018-2019 will cost \$30,000, to be paid in quarterly installments. These funds will come out of Contracted Services in the 2018-2019 budget.

Attachment:

- Contract with LEDG for services of Greg Smith (to be provided at or prior to council meeting)
- Resolution 2018-8

RESOLUTION NO. 2018-8

A RESOLUTION AUTHORIZING THE MILLERSBURG CITY COUNCIL TO DEVELOP A CONCEPTUAL PLAN WITH AMEDC TOWARD MAKING APPROXIMATELY 255 ACRES OF CITY-OWNED INDUSTRIAL LAND MARKETABLE IN CONJUNCTION WITH THE MID-WILLAMETTE VALLEY INTERMODAL PROJECT AND RESCINDING OF RESOLUTION 2017-24

WHEREAS, the Millersburg City Council has authorized the mayor and councilor alternate to develop a partnership with AMEDC and its affiliate LEDG in the development of the Intermodal Project (see Resolution 2018-7); and,

WHEREAS, both the AMEDC board of directors and the Millersburg City Council see opportunities to market City industrial properties located near the project site for industries needing properties near the Mid-Willamette Valley Intermodal Project; and,

WHEREAS, the City has identified conceptually proposed properties which may provide additional space for City infrastructure requirements; and,

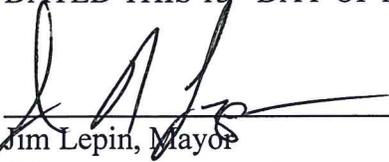
WHEREAS, the City has a goal to develop a proposed plan for the most effective use of these properties; and,

WHEREAS, previously adopted Resolution 2017-24 is unnecessary with adoption of this Resolution 2018-8;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG that the mayor and the alternate city councilor develop a conceptual plan with the AMEDC board of directors toward the marketing of approximately 255 acres of City owned property that is zoned heavy industrial.

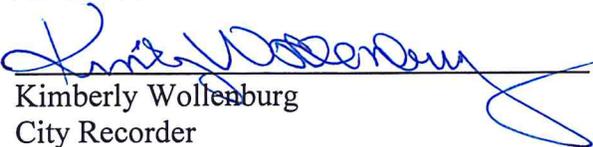
AND FURTHERMORE, that Resolution 2017-24 is hereby rescinded.

DATED THIS 13th DAY OF MARCH 2018.



Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:



Kimberly Wolfenbarg
City Recorder



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: August 9, 2018 for the August 14, 2018 City Council Meeting
SUBJECT: Prohibiting Smoking in the City Park

Action Requested:

Adoption of proposed Ordinance 2018-138, prohibiting smoking in city parks.

Discussion:

In reviewing current policies and park signage, it has come to the attention of City staff that although there is signage at the park prohibiting smoking, the City has not adopted an ordinance regarding this matter. Therefore, the proposed ordinance is presented for Council consideration for adoption.

Budget Impact:

None

Attachment:

- Ordinance 2018-138 Prohibiting Smoking or Consumption of any Tobacco, E-cigarettes, Marijuana, or Vaping Products in all Millersburg City Parks

ORDINANCE NO. 2018-_____

AN ORDINANCE PROHIBITING SMOKING OR CONSUMING ANY TOBACCO PRODUCTS, E-CIGARETTES, MARIJUANA, OR VAPING PRODUCTS IN ALL MILLERSBURG CITY PARKS

WHEREAS, the Millersburg City Council recognizes that all Millersburg City parks are open to all people; and,

WHEREAS, not all people enjoy by-products from tobacco, e-cigarettes, marijuana, or vaping; and,

WHEREAS, some tobacco, e-cigarettes, marijuana, and vaping products cause litter and trash in the City parks;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS: Smoking or consuming any tobacco products, e-cigarettes, marijuana, or vaping products is prohibited in all Millersburg City parks.

FURTHERMORE, violation of this Ordinance is a Class C violation.

This Ordinance becomes effective 30 days from date of passage.

PASSED by the Council and approved by the Mayor this 14th day of August, 2018.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kim Wollenburg
City Recorder



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: August 9, 2018 for the August 14, 2018 City Council Meeting
SUBJECT: City Logo

Action Requested:

Direction on revision to City logo and approval to move forward with a selected design.

Discussion:

The current City logo is in need of an update. City staff regularly hear that it is difficult to tell what the current logo represents. In addition, resolution of the image file is poor, and City staff are unable to find the original file. At a minimum, it needs to be re-created. This has provided an opportunity to refresh the logo concept and consider other options.

The City has engaged the services of Element Graphics to provide three logo concepts, which will be presented at the August council meeting. These concepts are based on the City's slogan "Linking Agriculture with Industry" and logo concepts that were developed as a part of the Transportation System Plan.

Staff will present the logo concepts for council consideration at the council meeting.

Budget Impact:

The cost for the three logo options is \$350, which includes changes and the finished product in several formats. The funds for this work are included in the 2018-2019 budget.

Attachment:

- Logo options (to be provided at or prior to Council meeting)