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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
May 8, 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 April 10, 2018 City Council Meeting Minutes
- 2) Approval of April 23, 2018 Special City Council Meeting Minutes
- 3) Approval of Council Report for Monthly City Bills

Action: _____

Pages

[3 - 10]

[11 - 12]

[13 - 15]

F. PROCLAMATION

Action: _____

[16]

G. PRESENTATIONS

- 1) Linn County Sheriff's Office Report

[17 - 30]

H. PUBLIC COMMENT

- I. COUNCIL MEMBER AND STAFF COMMENTS
 - 1) Project Updates [31 - 40]
- II. CITY MANAGER'S REPORT
- III. CITY ATTORNEY'S REPORT
- IV. UNFINISHED BUSINESS
- V. NEW BUSINESS
 - 1) Changes to local recycling program and rate increase request [41 - 45]
 Julie Jackson - Republic Services of Albany
 Action: _____
 - 2) Presentation by Student Councilor – Brad Johnston
 - 3) Repeal of Land Use Certificate of Occupancy Ordinance [46 - 53]
 and Revis~~e~~ Resolution
 Action: _____
- VI. CLOSING PUBLIC COMMENT
- VII. CLOSING COUNCIL COMMENT
- VIII. ADJOURNMENT

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

Upcoming Meetings:

- May 15, 2018 @ 6:00 p.m. – Planning Commission Meeting & Public Hearing
- May 17, 2018 @ 6:00 p.m. – Budget Committee Meeting
- May 22, 2018 @ 4:30 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.



April 10, 2018 City Council Minutes

City Hall
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: Student Representative Bradley Johnston

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

Presenters: None

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

1) Revised Council Approval Report for Monthly City Bills

E. CONSENT AGENDA

1) Approval of March 13, 2018 City Council Meeting Minutes

2) Approval of revised Council Approval Report for Monthly City Bills

The City Recorder, Kimberly Wollenburg, notified Council of revised report for the monthly city bills. No one had any questions about the monthly city bills for March/April.

Action: **Motion to Adopt Consent Agenda as presented made by Scott Cowan, seconded by Scott McPhee**

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.

Deputy Ryan Keyes noted two changes to the report to add 1 traffic citation and 2 warnings for a total of 1 citation and 16 warnings. He also noted there were multiple thefts at Love's Truck Stop so they've increased patrols to that area.

Councilor Harms asked about number of false alarms. Deputy Keyes confirmed there are several businesses who have frequent false alarms. There was some discussion regarding setting limits on number of false alarms that could be reported without charges and then charges/fees for repetitive false alarms.

Action: The Linn County Sheriff's Office would continue to monitor the false alarms and report to Council. Council would also continue to monitor to discuss at a later date should a need arise to address repetitive false alarms.

At 6:48 p.m., Mayor Lepin closed the general meeting and opened the public hearing.

G. PUBLIC HEARING

Mayor Lepin began the second public hearing on the proposed amendment to Section 22 of the City of Millersburg Charter regarding signature authority on drafts and warrants of the City. He gave a brief background from first public meeting on March 13, 2018 then read the public notice, including the proposed change:

Currently, Section 22 reads as follows:

"All drafts and warrants upon the funds of the city shall be signed by the mayor and the president of the council, and in the absence of either one of these persons, by a council member designated by the mayor or president of the council, whichever one is present."

The proposed amended Section 22 would read as follows:

"All drafts and warrants upon the funds of the city shall be signed by city staff, and/or city officers, and/or city agents, as designated by Council Resolution."

Mayor Lepin asked for comments from the attending public.

After receiving no public comment, Mayor Lepin closed the Public Hearing at 6:49 p.m.

H. PUBLIC COMMENT

- 1) Julie Jackson, a representative of Republic Services, provided an overview of the recycling program in Oregon and the recent decision by China to ban 24 types of solid waste (including various plastics and unsorted mixed papers) and set a tougher standard for contamination levels. She noted she will be coming to the May City Council meeting to ask for an increase of \$2.00 to cover most of the extra costs now

associated with handling recycling. She is providing a flyer to help educate Millersburg residents which will be posted on the City website
Action: Recycling flyer to be posted to the City of Millersburg website.

I. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin noted there is an opening on the Budget Committee. The Council reviewed the two applications and discussed. Councilor McPhee wondered about the option of having only two Council members on the Budget Committee or none. City Manager, Kevin Kreitman, noted that as per the State requirements, Council members are required to be on the Committee and that there is one citizen per every Council member. Mayor Lepin spoke briefly about selecting a chair for Committee who is not a Council member and believes we should do more to engage the Committee members.

Action: **Motion to Select Travis Younger for the Budget Committee made by Scott Cowan; seconded by Councilor McPhee**

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

- 2) Mr. Kreitman introduced Assistant City Manager/City Engineer, Janelle Booth, as presenter for the City administration project updates and noted the plan is to bring this update to the Council on a monthly basis and that this ties into the previously presented Gantt chart. Ms. Booth went over the staff report and highlighted specific projects/tasks.

Councilor Cowan noted that he appreciates staff's efforts to find missing accounts and the missed hydrant billing in particular. Mr. Kreitman noted the audit also includes verifying accounts against new construction to ensure citizens are being billed appropriately.

Mr. Kreitman also pointed out the draft budget calendar and highlighted the revised Utility Change Form which includes providing citizens information on billing, reimbursement programs and the upcoming celebration.

- 3) Councilor Miller asked about manhole inspections, which were included in the report. Mr. Kreitman noted this was something to address going forward.
- 4) Councilor Harms noted an issue with the slide installation and said he would follow up with staff later about it.
- 5) Councilor Cowan noted he'd met with ODOT regarding installing a barrier on Old Salem by I-5. ODOT may be interested in a joint effort with the City or the City and Linn County. ODOT doesn't have the funds to address the issue themselves because it is not related to a specific ongoing safety matter of a certain level. Mr. Kreitman asked if there was an estimate of costs to put as a placeholder in the 2018-2019 budget. Councilor Cowan thought an estimate would be provided in 1-2 weeks.

- 6) Mayor Lepin shared that he'd noticed people on Old Salem Road doing cleanup a few weeks ago and had the reader board updated to thank the crew doing the cleanup. He feels strongly that providing some sort of volunteer recognition for the good work citizens do around the City is important. He also noted appreciation for a citizen who has been cleaning up the City for years. Councilor Cowan cautioned that some folks don't want to be publicly identified so make sure to check with them first. It was suggested that incorporating some kind of recognition into the celebration might be a good idea.
- 7) Mayor Lepin went over the report he provided to the Council on wetlands and the impact on residential and economic and said he will share more as things move along.
- 8) Ms. Booth gave an update on the Stormwater Master Plan Project. She shared that a lot of feedback has been received and provided to the project team. Councilor Cowan asked about an update on the Truax Creek Bridge Linn County is constructing. Ms. Booth said the project is on track for the road to be opened sometime this summer.
- 9) Councilor Miller asked about maintenance of sidewalks along Old Salem. Mayor Lepin said upkeep and maintenance of the sidewalks are the responsibility of Linn County.

J. CITY MANAGER'S REPORT

- 1) Refinancing of DEQ Wastewater Loan. Mr. Kreitman said he'd been contacted by Piper Jaffray regarding the possible refinancing of our DEQ wastewater loan. The firm believes they can take our rate from 5 ¼ to 2 ¼ percent by going to open market. He recommended the City move forward with discussions with Piper Jaffray. Council concurred with moving forward.
- 2) Recognition of Mayor Woods. Mr. Kreitman received quotes from three out-of-area vendors. A citizen asked if there were not local vendors who could provide quotes. Mr. Kreitman noted that to his knowledge, there was no one local who could do the type of casting. Council approved Mr. Kreitman moving forward with getting solid estimates to bring back to Council for review/approval.
- 3) Mr. Kreitman noted he'd been contacted by the City of Albany, Arts & Air Festival regarding sponsorship for \$2,500 as the City has provided in the past and that it will be included as an item for consideration in the upcoming proposed budget. Discussion followed regarding impact the Arts & Air Festival has on our city and reminders that Millersburg has its own celebration coming up the City should support. Council agreed to present the Arts & Air Festival sponsorship request on the budget as has been done in the past.

K. CITY ATTORNEY'S REPORT

- 1) Elections. City Attorney, Forrest Reid, gave a presentation on specific election provisions around what City staff can/cannot do with an election and specific requirements around staff participation and use of City Hall/City facilities. Mayor Lepin said he supports the idea of candidate forums and hopes Council will support them.

L. UNFINISHED BUSINESS

None

M. NEW BUSINESS

- 1) Participation in Oregon Savings Growth Plan
Mr. Kreitman reviewed staff report regarding City participation in the Oregon Savings Growth Plan noting that there are no costs to the City other than some minor reporting requirement.
Action: **Motion by Scott McPhee to Approve a Resolution for Millersburg to be Included in the State of Oregon Deferred Compensation Investment Program and Designating an Agent and an Alternate Agent and Accompanying Authority; seconded by Dave Harms.** Resolution 2018-9
Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye
- 2) Signature Authority Ordinance & Resolution
Mr. Kreitman went over staff report regarding ordinance and resolution for update to City Charter regarding identification of authorized signers. He also noted ordinance and resolution would be effective as of May 10, 2018.
Action: **Motion made by Scott Cowan to Approve Ordinance #136 Repealing and Replacing Section 22 of the Millersburg City Charter; seconded by Scott McPhee.** Ordinance 136
Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

Action: **Motion made by Scott Cowan to Approve Resolution Authorizing Certain City Staff and City Officers to Sign All Drafts and Warrants upon the Funds of the City; seconded by Scott McPhee.** Resolution 2018-10
Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

3) Pavement Patching Resolution

Ms. Booth presented a staff report to approve a resolution to repeal Resolution 2017-20 to update fees for pavement patching.

Action: **Motion to Approve a Resolution Establishing Trench Backfill and Pavement Patching Standards and Fees**

Associated Herein; seconded by Scott McPhee.

Resolution 2018-11

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Aye

Councilor Miller: Aye

4) South Ball Field Improvements

Mr. Kreitman spoke about the previous discussions related to the South Ball Field improvements and decisions late 2017 not to install Beaver Mix specifically. Ms. Booth went over staff report and shared information about the quote from Poe's Backhoe. Councilor McPhee noted that having the south ball field in the future is not certain so it was decided in late 2017 for the City do the work to get the field usable but to not invest a lot of money until the future of ball field is decided.

Action: **Motion by Scott Cowan to Approve a Contract with Poe's Backhoe for the South Ball Field Improvements Project; seconded by Don Miller.**

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Aye

Councilor Miller: Aye

5) Rate and SDC Study

Mr. Kreitman gave a brief introduction then passed over to Ms. Booth who went over staff report and proposal from Galardi Rothstein Group. She noted that one of the specific outcomes of the Rate and SDC Study will be the recommendation of new sewer rates and possible increases in other rates. After the motion was presented, citizen Dennis Gunner asked how the City can look at raising rates when the City doesn't know how much still is not being collected (related to billing audit). Mayor Lepin noted we need to know our costs and revenues overall.

Action: **Motion by Scott Cowan to Approve Scope, Requested Budget and Authority to the City Manager to Contract with Galardi Rothstein Group for the Rate and SDC Study; seconded by Don Miller.**

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Aye

Councilor Miller: Aye

6) Fire Service IGA

Mr. Kreitman went over the past work to transfer services through withdrawal from both fire districts and noted he was under the impression everything was completed. Under ORS 308.225, information must be sent to the State prior to doing any boundary changes. He recently discovered that had not been done. He and City Attorney Forrest Reid, have been working to get together a request for a Supervisory Order from the Department of Revenue to give the City additional time to file paperwork to have the tax adjustments effective July 1, 2018. If the Supervisory Order is not approved, residents will continue to be taxed by the Albany/Jefferson Rural Fire Protection Districts and Council will need to decide if the City holds off another year before implementing the new fire service program. There was lengthy discussion regarding tax revenues and rates, as well as special assessments.

After the motion was made and seconded, Mayor Lepin opened for comment. The following comments were made:

- Brian Carrera, 2913 NE Anthony Lane, shared that having career fire staff is positive and he supports it but a two person crew on a brush rig is a detriment. They will not be able to do anything but stand and watch the house burn. He noted that having only a two person crew also puts them at risk because they are trained to respond. He said the City should find the money or raise our taxes but find a way to have a three person crew. Mayor Lepin noted that there were several town hall meetings where citizens had the opportunity to comment and discuss this issue, so he is frustrated the last minute push back by citizens and the union, especially since there was comment in support from union leadership during a town hall. There was additional discussion around the future goal of the City of Millersburg to staff at three versus two; however, the current proposal based on costs and available funding is to start at two.
- Deb Keehn, 3254 Clearwater, asked about crew qualifications on the two person crew. Mr. Kreitman noted that both will most likely be paramedics and at least one would certainly be a paramedic. She also confirmed that the worst case scenario if the Supervisory Order is not approved is being covered by Jefferson Rural for one more year. Mr. Kreitman said yes, and the City will consider not moving forward with the change in fire service this year if the Supervisory Order is not approved because it would mean Albany and Jefferson Rural Fire Districts would levy their rates in addition to the \$3.50 the City is proposing to levy for service upon withdrawal from the districts.

There was further discussion with the Council and audience regarding past communications and discussions around this issue. Councilor McPhee noted that one of the things Council keeps hearing from the public is "don't raise my taxes." He said three person staffing is the way to go but we also have to stay within our finances. He also said that if citizens are willing to raise taxes, they might be able to get a safety levy on the ballot.

Councilor Cowan noted that if we pass the IGA, the City can apply for a Staffing for Adequate Fire & Emergency Response (SAFER) Grant. He said the City can't go anywhere without approving the IGA.

Action: **Motion by Scott Cowan to Approve Entering into an IGA with the City of Albany for Fire Protection and Life Safety Services, upon approval by the City of Albany's Council and Compliance with ORS 308.225; seconded by Don Miller.**

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

N. CLOSING PUBLIC COMMENT

None

O. CLOSING COUNCIL COMMENT

- Tri-fold available at City Hall about working with DSL regarding wetlands.
- Mayor Lepin shared that there is now a Celebrate Millersburg Facebook page and encouraged folks to visit. He also noted the committee is looking for volunteers and praised the work the committee has accomplished so far.
- Mayor Lepin noted a need for an executive session of the Council for Thursday, April 12 for about 30 minutes.
- Councilor Cowan thanked staff for work being done. Councilor Miller concurred.
- Councilor McPhee mentioned that performing small projects on a time and materials contract can streamline the process and allow smaller contractors to bid. Mr. Kreitman noted we do have processes; however, we are bound to follow state contracting/procurement rules which dictates how the City gets quotes and contracts.

P. ADJOURNMENT

Meeting adjourned at 9:49 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings:

April 17, 2018 @ 6:00 p.m. – Planning Commission Meeting & Public Hearing



Special City Council Meeting Minutes

City Hall
4222 NE Old Salem Road
Albany, OR 97321
April 23, 2018
6:30 p.m.

A. CALL TO ORDER: Called to order by Mayor Lepin at 4:05 p.m.

B. ROLL CALL

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

Councilors Absent: Student Representative Bradley Johnston

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

Presenters: None

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA
None

E. PUBLIC COMMENT
None

F. NEW BUSINESS

1) Staffing for Adequate Fire and Emergency Response (SAFER) Grant
Application Consideration

City Manager, Kevin Kreitman, noted our consideration of this grant was no longer necessary as the City of Albany made the recent decision not to apply for the SAFER Grant

2) Approval of 8 Vendor Payments

Mr. Kreitman briefed the Council on the Council Approval Report of City bills. He noted that most of the presented payments were for monthly bills previously approved by the Council to pay as received. He specifically called out the payment to the City of Albany and explained why it was not presented at the previous meeting. There was a system error so the sewer use

was not reported on time, which resulted in Millersburg receiving the report later than normal. In addition, since this was the first report for new staff to review, there were discussions and questions. Additionally, he called out the missed payment to Morgan CPS. Mayor Lepin noted a correction to the amount for the Linn County Lamb & Wool Festival payment which should be \$10, not \$100.

Action: **Motion to Approve Vendor Payments, as Corrected, made by Scott Cowan, seconded by Scott McPhee**

Councilor Harms asked for clarification on the City of Albany's expenses of over \$200,000 for legal fees. Mr. Kreitman affirmed the charges were correct. Councilor McPhee asked, with respect to water and sewer projects, how voting worked. Mr. Kreitman shared that each March, items are brought to the joint water committee, of which Millersburg is a member, and the committee agrees to projects and budget for the next year.

Vote on Motion:

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

G. ADJOURNMENT

Meeting adjourned at 4:20 p.m.

Respectfully submitted:

Kimberly Wollenburg
City Recorder

Reviewed by:

Kevin Kreitman
City Manager

Upcoming Meetings:

May 1, 2018 @ 6:00 p.m. – Budget Committee Meeting
May 10, 2018 @ 6:30 p.m. – City Council Meeting
May 15, 2018 @ 6:00 p.m. – Planning Commission Meeting
May 17, 2018 @ 6:00 p.m. – Budget Committee Meeting

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

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
16 Forrest Reid, 135 SW 5th Avenue, Albany, OR, 97321		April 2018	05/01/18	Legal Services	05/08/18	\$10,675.00	\$10,675.00	01-5355	Legal Services	\$75,000.00	(\$24,783.02)
							\$10,675.00				
18 Comcast, PO Box 34744, Seattle, WA, 98124-1744		0213455 042218	04/22/18	Telephone	05/12/18	\$301.22	\$301.22	01-5320	Telephone	\$6,000.00	\$3,093.26
							\$301.22				
20 Koontz, Perdue, Blasquez & Co., P.C., PO Box 605, Albany, OR, 97321		60087	03/31/18	Accounting & Audit	05/08/18	\$336.00	\$336.00	01-5410	Accounting & Audit	\$30,000.00	\$29,213.00
							\$336.00				
26 Century Link, PO Box 91155, Seattle, WA,		04202018	04/20/18	O&M Sewer Lines	05/10/18	\$49.76	\$49.76	06-5656	O&M Sewer Lines	\$80,000.00	\$30,629.63
							\$49.76				
39 LifeMap Billing, PO Box 6840, Portland, OR, 97228-6840		GR0033249	04/15/18	Disability Insurance	05/03/18	\$111.31	\$111.31	01-5055	Disability Insurance	\$3,000.00	\$1,762.40
							\$111.31				
48 Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838		172409455	04/17/18	Park Supplies & Maintenance	05/10/18	\$70.00	\$70.00	01-5230	Park Supplies & Mainten	\$50,000.00	\$17,970.01
		172409457	04/17/18	Park Supplies & Maintenance	05/10/18	\$78.65	\$78.65	01-5230	Park Supplies & Mainten	\$50,000.00	\$17,970.01
		172409456	04/17/18	City Hall Maintenance & Supplies	05/10/18	\$59.55	\$59.55	01-5600	City Hall Maintenance &	\$30,000.00	\$13,245.89
							\$208.20				
49 Home Depot, Home Depot Credit Service/Dept. 32 - 2501856748, PO Box 9001043, Louisville, KY, 40290-1043		6748 041318	04/13/18	Park Supplies & Maintenance	05/08/18	\$53.87	\$53.87	01-5230	Park Supplies & Mainten	\$50,000.00	\$17,970.01
							\$53.87				
53 Oregon Cascades West COG, 1400 Queen Ave. SE Suite 201, Albany, OR, 97322		JanFebMar2018	04/17/18	Contracted Services	05/17/18	\$8,081.54	\$8,081.54	01-5510	Contracted Services	\$70,000.00	(\$4,122.51)
							\$8,081.54				
73 United Systems Technology, Inc., P.O. Box 743722, Atlanta, GA, 30374-3722		PS-339666	04/30/18	Conventions & Training	05/30/18	\$112.50	\$112.50	01-5300	Conventions & Training	\$5,000.00	\$4,608.50
		PS-339665	04/30/18	Contracted Services	05/30/18	\$900.00	\$900.00	01-5510	Contracted Services	\$70,000.00	(\$4,122.51)
							\$1,012.50				
89 Staples Advantage, Dept LA, PO Box 83689, Chicago, IL, 60696-3689		8049441113	04/07/18	Office Supplies	04/22/18	\$118.68	\$118.68	01-5340	Office Supplies	\$15,000.00	\$11.95
							\$118.68				
198 Purchase Power, PO Box 371874, Pittsburgh, PA, 15250-7874		0646 04302018	04/30/18	Office Supplies	04/30/18	\$77.77	\$77.77	01-5340	Office Supplies	\$15,000.00	\$11.95

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							\$77.77					
249	Secretary of State, 255 Capitol ST STE 500, Salem, OR, 97310	AR119187	04/18/18	Accounting & Audit	05/08/18	\$250.00	\$250.00	01-5410	Accounting & Audit	\$30,000.00	\$29,213.00	
							\$250.00					
251	Dustin Patton	05032018	05/03/18	Telephone	05/08/18	\$35.00	\$35.00	01-5320	Telephone	\$6,000.00	\$3,093.26	
							\$35.00					
279	King Office Equipment, PO Box 631, Albany, OR, 97321	22837	04/25/18	Office Supplies	05/15/18	\$1,351.36	\$1,351.36	01-5340	Office Supplies	\$15,000.00	\$11.95	
							\$1,351.36					
327	De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602	58766562	04/07/18	Contracted Services	05/01/18	\$374.55	\$374.55	01-5510	Contracted Services	\$70,000.00	(\$4,122.51)	
							\$374.55					
328	Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321	27237	04/30/18	Contracted Services	05/08/18	\$234.00	\$234.00	01-5510	Contracted Services	\$70,000.00	(\$4,122.51)	
							\$234.00					
335	EC Electrical Construction Co, PO Box 4300, Portland, OR, 97208	161085	04/10/18	City Hall Maintenance & Supplies	05/10/18	\$217.48	\$217.48	01-5600	City Hall Maintenance &	\$30,000.00	\$13,245.89	
							\$217.48					
466	CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869	381143736	05/03/18	Planning Consultants - Engineering	05/08/18	\$12,720.48	\$12,720.48	01-5100	Planning Consultants - E	\$200,000.00	(\$32,834.66)	
		381143708	05/03/18	Pump Station Upgrade	05/08/18	\$2,795.18	\$2,795.18	06-5765	Pump Station Upgrade	\$900,000.00	(\$104,726.97)	
							\$15,515.66					
539	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321	3068225	04/20/18	Planning Consultants - Engineering	05/08/18	\$325.00	\$325.00	01-5100	Planning Consultants - E	\$200,000.00	(\$32,834.66)	
							\$325.00					
551	Verizon, PO Box 660108, Dallas, TX, 75266-0108	9805640463	04/19/18	City Hall Utilities	05/11/18	\$40.01	\$40.01	01-5650	City Hall Utilities	\$15,000.00	\$3,955.83	
							\$40.01					
561	Kimberly Wollenburg,	05032018	05/03/18	Telephone	05/08/18	\$35.00	\$35.00	01-5320	Telephone	\$6,000.00	\$3,093.26	
							\$35.00					
566	Jake Gabell,	05032018	05/03/18	Telephone	05/08/18	\$35.00	\$35.00	01-5320	Telephone	\$6,000.00	\$3,093.26	
							\$35.00					

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor			InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
569 Janelle Booth,			05032018	05/03/18	Telephone	05/08/18	\$105.00	\$105.00	01-5320	Telephone	\$6,000.00	\$3,093.26
								\$105.00				
596 Cardno, Inc., P.O. Box 123400, Dallas, TX, 75321-3400			505204	04/12/18	Miscellaneous Expenses	05/12/18	\$29,232.90	\$29,232.90	06-5900	Miscellaneous Expenses	\$210,000.00	\$207,320.31
								\$29,232.90				
597 Cehrs Enterprises, LLC, 3221 Yosemite Place NE, Albany, OR, 97321			13037	04/23/18	City Hall Maintenance & Supplies	05/08/18	\$844.00	\$844.00	01-5600	City Hall Maintenance &	\$30,000.00	\$13,245.89
								\$844.00				
598 Oregon Association of Clean Water Agencies, 240 Country Club Road, Suite A, Eugene, OR, 97401			7964	02/15/18	Legal Services	05/08/18	\$250.00	\$250.00	01-5355	Legal Services	\$75,000.00	(\$24,783.02)
								\$250.00				
Total Bills To Pay:								\$69,870.81				



PROCLAMATION

Older Americans Month 2018

Whereas, the City of Millersburg includes countless older Americans who enrich and strengthen our community; and

Whereas, the City of Millersburg is committed to engaging and supporting older adults, their families, and caregivers; and

Whereas, the City of Millersburg acknowledges the importance of taking part in activities that promote physical, mental, and emotional well-being—no matter one's age; and

Whereas, the City of Millersburg can enrich the lives of individuals of every age by:

- promoting home and community-based services that support independent living;*
- involving older adults in community planning, events, and other activities; and*
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.*

Now therefore, we, the City Council of the City of Millersburg do hereby proclaim May 2018 to be Older Americans Month. We urge every resident to take time during this month to recognize older adults and the people who serve them as vital parts of our community.

Dated this ____ day of May, 2018

Jim Lepin, Mayor



LINN COUNTY SHERIFF'S OFFICE

Bruce W. Riley, Sheriff

1115 S.E. Jackson Street
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:

April

TRAFFIC CITATIONS: -----	4
TRAFFIC WARNINGS: -----	5
TRAFFIC CRASHES: -----	0
ADULTS CITED / VIOLATIONS: -----	0
ADULTS ARRESTED: -----	2
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	76
TRAFFIC HOURS-----	9
ADMINISTRATION HOURS-----	8.5

TOTAL HOURS SPENT IN: MILLERSBURG 116

CONTRACT HOURS= 113 HOURS

**Bruce W. Riley,
Sheriff, Linn County**

By: Sergeant Greg Klein



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: May 2, 2018 for Council Meeting May 8, 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 April, 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:

Cardno continues to work on the Stormwater Master Plan. They have completed the majority of the survey work and development of the system maps. The existing system is currently being modeled. The Public Open House has been scheduled for June 21, 2018 at 6:00 PM.

Potential Refinancing of Water Loan:

The City has entered into an engagement agreement with PiperJaffray to explore the potential refinancing of an approximately \$2.8 million water bond from 5.25% to 2.5%. The City has secured bond counsel and anticipates bringing an authorizing resolution to the Council for the June 12, 2018 meeting. Attached is the proposed schedule. As previously shared, compensation of PiperJaffray would be by a fee and/or an underwriting discount that would be set forth in the agreement to be negotiated and entered into in connection with the issuance of the Bonds, should proposals be received that would benefit the City pursuing refinancing of the loan.

Budget:

The FY 2018-2019 budget was shared with the Budget Committee on May 1, 2018. The revised budget layout was reviewed and an overview provided. The Budget Committee will be meeting on May 17, at 6 pm. and will hold a public hearing on State Revenue sharing, reviewing the line item budget and adopting the Budget Resolution, with final adoption proposed for the June 12, 2018 City Council Meeting.

Capital Improvements Program (CIP):

Staff provided a draft five-year Capital Improvements Program (CIP) for all planned improvements within the City, which will include parks, public facilities, stormwater, transportation, wastewater, and water. The draft CIP was provided and discussed with the Budget Committee. Comments on the CIP will be solicited at the May 17th budget committee, with the intent to request adoption of the CIP by City Council at their June 12, 2018 City Council Meeting.

Parks and Maintenance:

CIS conducted a park safety inspection on May 1, 2018. This is a free service they offer to their clients to help identify potential safety issues and provide recommendations for things to watch in the future. Overall, both Millersburg Park and Acorn Park were determined to be in very good shape. At Millersburg Park, a couple of minor issues were identified and are being addressed by staff. At Acorn Park, the recommendations were to fill in holes left from tree removal, tighten up the cable barrier and put reflectors on it, and add more wood chips. The holes and cable barrier have been addressed already and wood chips are being ordered.

Park ballfield work was completed on April 20 and the field is currently being utilized for practices. City staff are working on determining the correct style of base foundations to meet the requirements of Little League and JBO. Once this has been determined, City staff will order and install the foundations.

Fire Districts Withdrawal:

As was shared at the April 11, 2018 Council meeting, staff became aware that a step was missed in providing information required by the State Department of Revenue (DOR) regarding the withdrawal of properties from Albany Rural and Jefferson Rural Fire Districts. This was due by March 31, 2018. Staff discussed the oversight with DOR and Linn County Assessor's office and made a request for a supervisory order to allow the City to provide the documents required by the DOR after the March 31 deadline.

With the assistance of the Assessor's office and DOR, the City applied for and has been granted the supervisory order to submit for the boundary change. Staff worked with a consultant to update the boundary description and maps required by DOR, submitted the information, and received confirmation from the DOR that the description and maps were received and approved April 27, 2018 per ORS 308.225.

Temporary Fire Station:

Work to prepare for a temporary fire station facility continues. A site has been selected (the City Property across Conser Road from City Hall) and survey work is currently under contract. It is anticipated to be completed in three weeks.

City staff are preparing materials to be submitted for a planning application. Construction of a fire station (temporary or permanent) requires review by the Planning Commission.

While the planning process is taking place, staff are working on developing the construction plans and specifications and soliciting quotes.

Requests for Quotations (RFQs):

On April 3, 2018 RFQs for the following projects were sent out to local contractors:

- RFQ 2018-001 Bollard Installation at NE Shayla Drive and NE Megan Street
- RFQ 2018-002 Detention Basin Fencing

Two quotes were received for the detention basin fencing and none for the bollard installation. Staff will continue to reach out to contractors for quotes on the bollard installation.

Fencing quotes received are as follows:

Outdoor Fence – \$22,880

Rick's Custom Fencing and Decking - \$32,246

If council desires to move forward with the detention basin fencing project, staff recommends award to Outdoor Fence.

City Hall Administration:

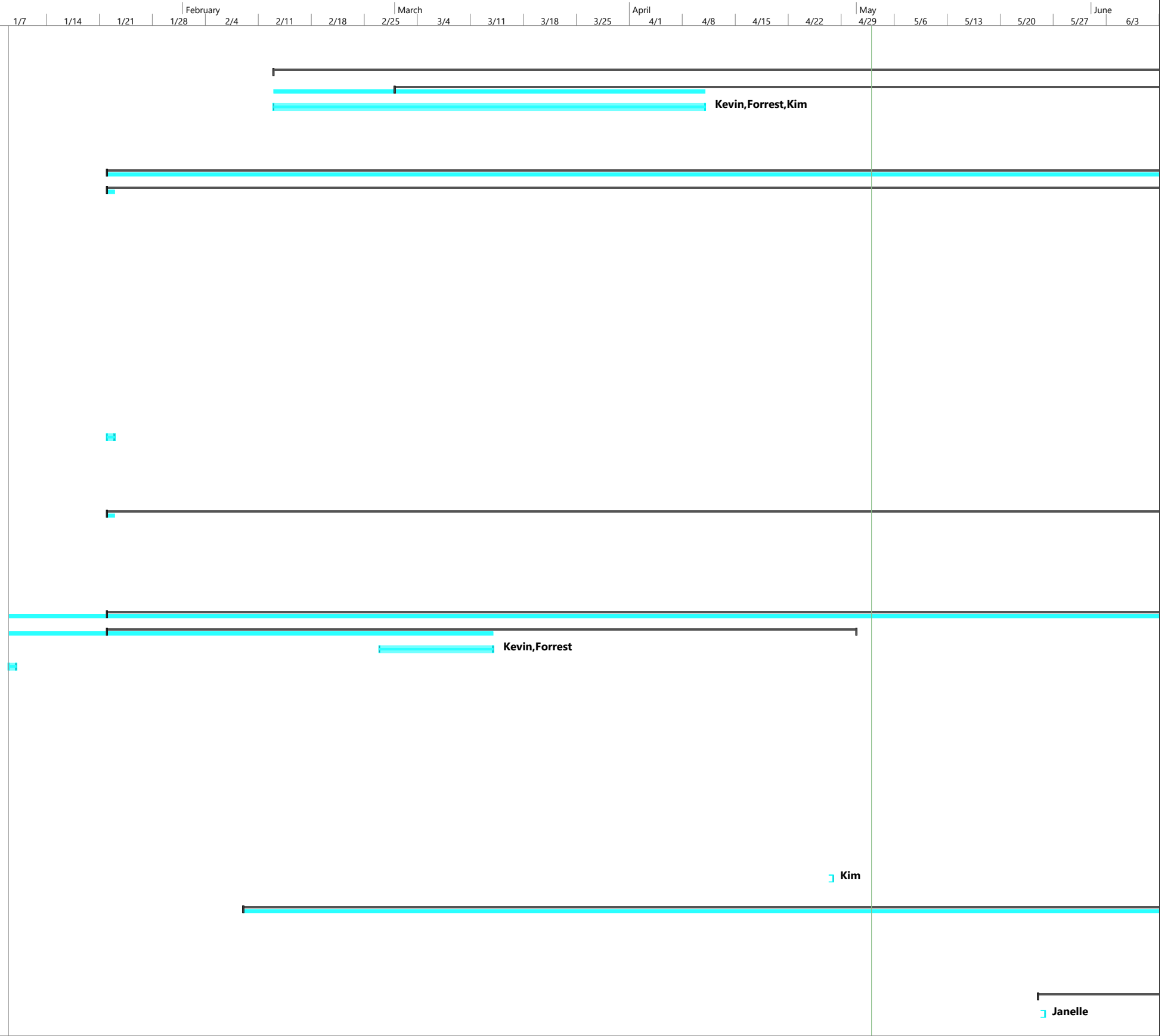
Staff continues to perform audits of water and sewer accounts.

- Found a number of accounts which had no meter number, and in the process of updating those accounts, found 20 accounts which were set to an unbilled cycle as well as accounts currently not in system.
- Creation of fillable PDF water connection and sewer forms allows for faster service to residents and builders in the permitting process.

In progress:

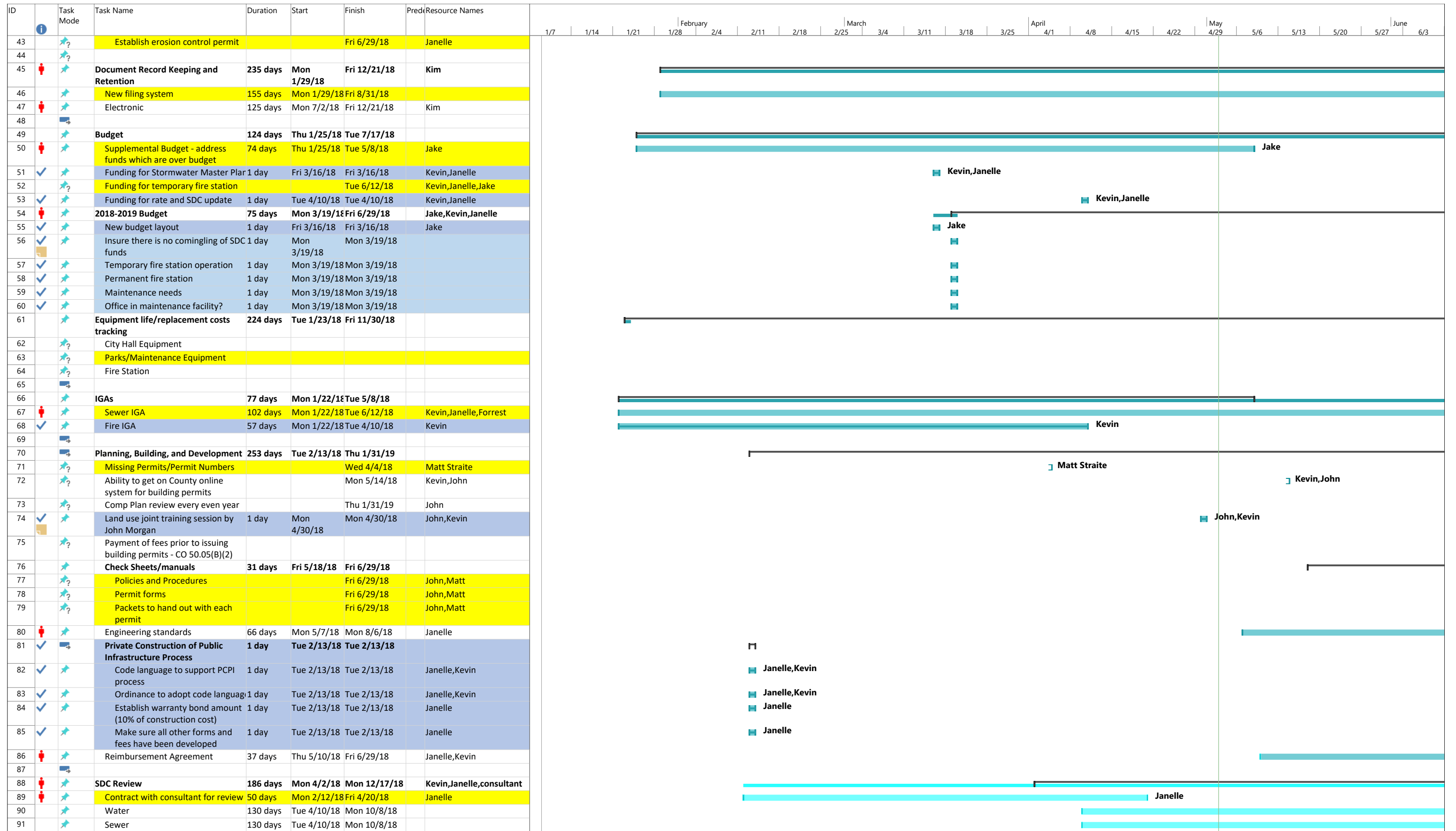
- Continuing clean-up of the general ledger to give Staff the means to provide accurate accounting to Council and citizens.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	?	Millersburg Tasks					
2	?						
3	?	Charter	199 days	Tue 2/13/18	Fri 11/16/18		Kevin,Forrest
4	?	Complete update of charter	187 days	Thu 3/1/18	Fri 11/16/18		
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	71 days	Mon 1/22/18	Mon 4/30/18		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			Fri 4/27/18		Kim
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	26 days	Fri 5/25/18	Fri 6/29/18		
42	?	Review grading and ROW permits, modify if needed			Fri 5/25/18		Janelle



Project: Task List
Date: Thu 5/3/18

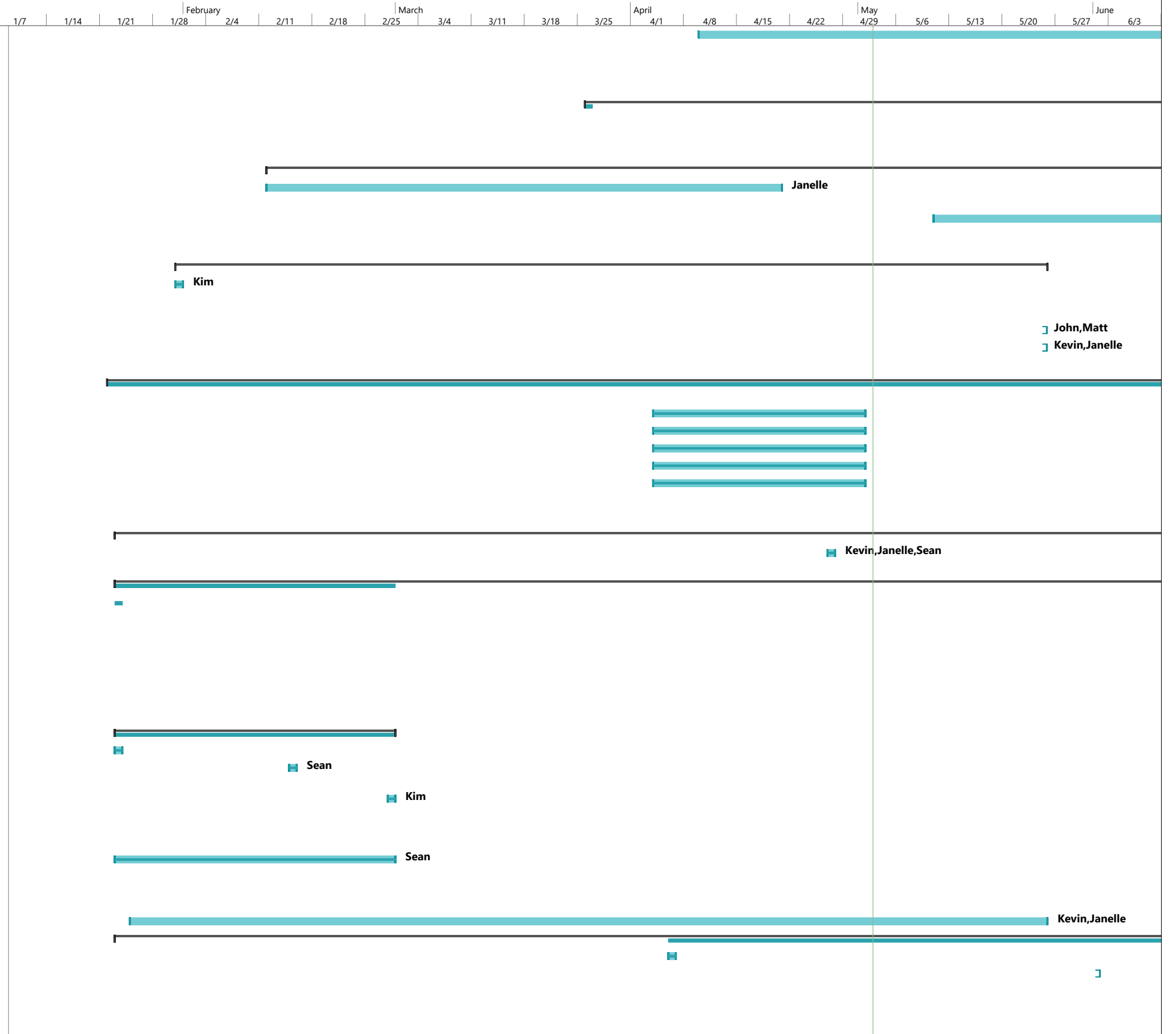
Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	



Project: Task List
Date: Thu 5/3/18

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
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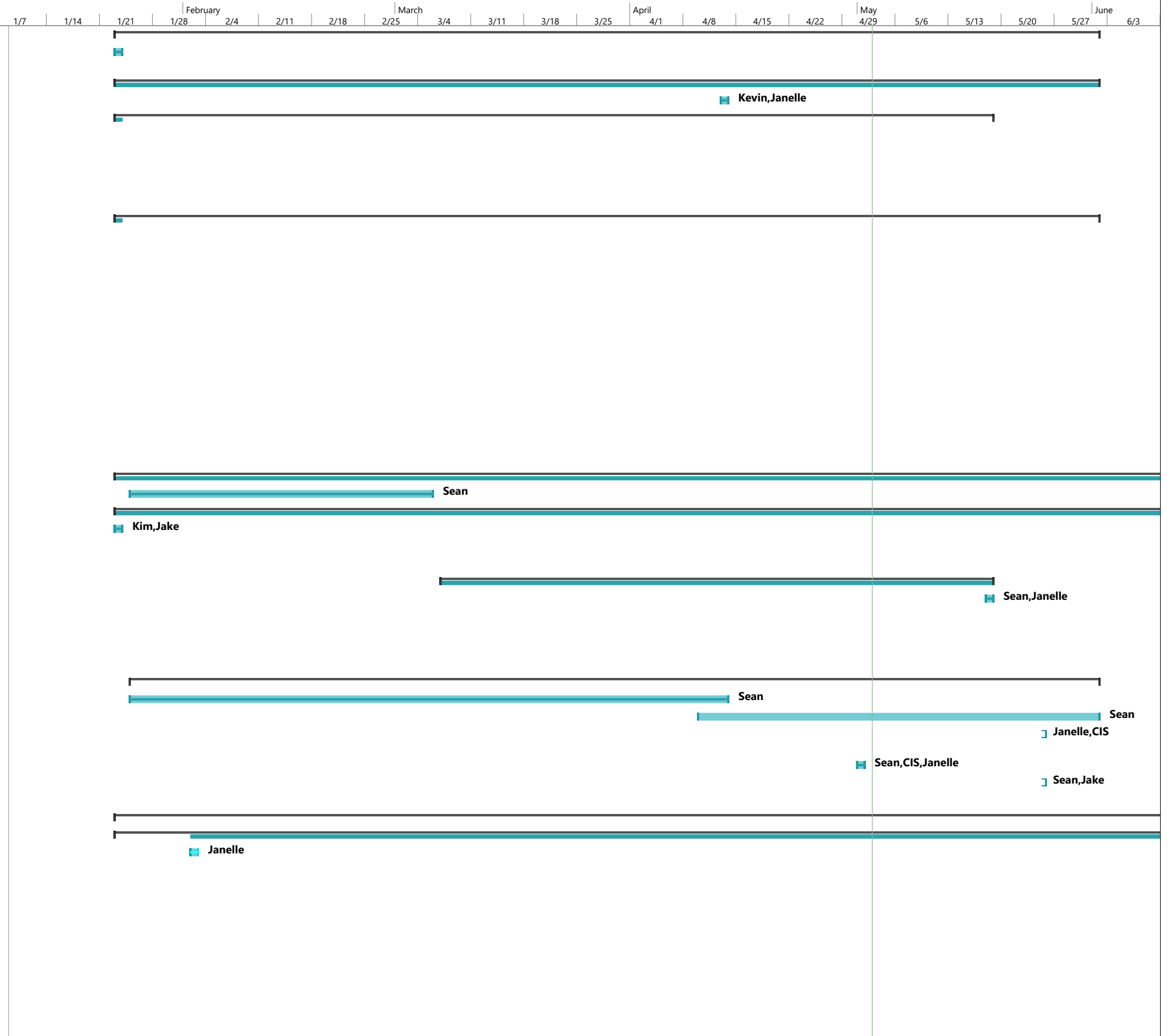
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
92	?	Streets	130 days	Tue 4/10/18	Mon 10/8/18		
93	?	Parks	86 days	Mon 8/20/18	Mon 12/17/18		
94	?	Stormwater	86 days	Mon 8/20/18	Mon 12/17/18		
95	?						
96	?	Utility Billing	71 days	Mon 3/26/18	Mon 7/2/18		
97	?	Review of water and sewer service accounts					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	50 days	Mon 2/12/18	Fri 4/20/18		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	83 days	Wed 1/31/18	Fri 5/25/18		
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 5/25/18		John,Matt
106	?	Other fees - update recent list?			Fri 5/25/18		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	187 days	Tue 1/23/18	Wed 10/10/18		
117	✓	Budgeting information for City Hall upgrades	1 day	Fri 4/27/18	Fri 4/27/18		Kevin,Janelle,Sean
118	?	Audio Visual Systems	179 days	Tue 1/23/18	Fri 9/28/18		Sean,Kevin
119	?	Council Chambers					
120	?	Upgrade sound system					
121	?	Video system					
122	?	Consider new audience chairs?					
123	?	Small table and chair for presentations/addressing					
124	?	Consider raising council area by 6"?					
125	✓	Conference Room	27 days	Tue 1/23/18	Wed 2/28/18		
126	✓	Portable TV/monitor	1 day	Tue 1/23/18	Tue 1/23/18		
127	✓	Connect conference tables to phone, internet	1 day	Thu 2/15/18	Thu 2/15/18		Sean
128	✓	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
129	✓	Cabling requirements for phone/internet	27 days	Tue 1/23/18	Wed 2/28/18		Sean
130	?	Records Room reorganization - rolling files	65 days	Mon 7/2/18	Fri 9/28/18		Kim,Jake
131	?	Office space modifications	87 days	Thu 1/25/18	Fri 5/25/18		Kevin,Janelle
132	?	Painting City Hall	187 days	Tue 1/23/18	Wed 10/10/18		Sean
133	✓	Quotes for budget	1 day	Fri 4/6/18	Fri 4/6/18		
134	?	Solicit Bids/quotes			Fri 6/1/18		
135	?	Award			Mon 7/2/18		
136	?	Complete work			Mon 10/1/18		
137	?						



Project: Task List
Date: Thu 5/3/18

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
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Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

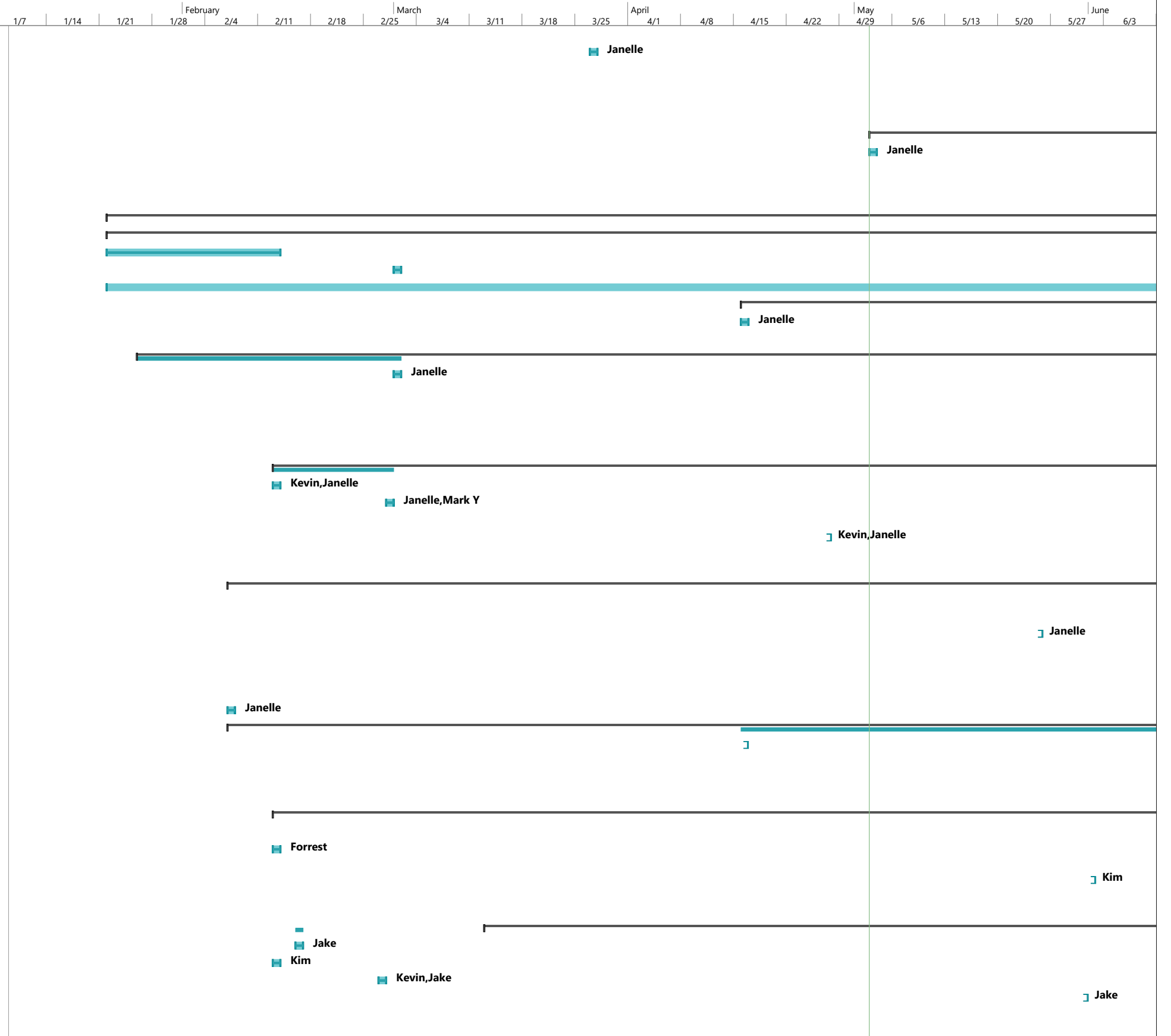
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
138		Fire Protection	94 days	Tue 1/23/18	Fri 6/1/18		
139	✓	Notify Linn County of request to withdraw	1 day	Tue 1/23/18	Tue 1/23/18		
140	🚩	Temporary station	94 days	Tue 1/23/18	Fri 6/1/18		Kevin
141	✓	Site selection	1 day	Fri 4/13/18	Fri 4/13/18		Kevin,Janelle
142		Design	84 days	Tue 1/23/18	Fri 5/18/18		
143	?	Land use and building permits					Janelle,Matt
144	?	Building and foundation requirements					Janelle
145	?	Utilities					Janelle
146	?	Site work (surfacing and roads)					
147	🚩	Equipment	94 days	Tue 1/23/18	Fri 6/1/18		Kevin
148	?	Building - Millersburg to provide					
149	?	Bay - Albany to provide					
150	?	Emergency generator					
151	?	Furnishings - Millersburg to provide					
152	?	Response equipment - Albany					
153	?	Computer equipment - City of Albany with Millersburg to purchase?					
154	?	Radio, tap out equipment - City of Albany with Millersburg to purchase?					
155	?	Signage - Millersburg Station - 15 Albany Fire Department?					
156							
157		Millersburg Park	225 days	Tue 1/23/18	Mon 12/3/18		
158	✓	Slide installation	28 days	Thu 1/25/18	Mon 3/5/18		Sean
159		Reservations	225 days	Tue 1/23/18	Mon 12/3/18		
160	✓	New reservation form	1 day	Tue 1/23/18	Tue 1/23/18		Kim,Jake
161	?	Online reservations			Mon 12/3/18		Kim,Jake
162	?	Review reservation fees					Jake
163	🚩	Ball fields	53 days	Wed 3/7/18	Fri 5/18/18		Sean,Janelle
164	✓	South ball field rehabilitation work	1 day	Fri 5/18/18	Fri 5/18/18		Sean,Janelle
165	?	Baseball field use agreements					Kevin,Janelle
166	?	Ball field equipment and storage room access					Sean,Janelle
167	?	Water for south field					Sean,Janelle
168		Lighting	92 days	Thu 1/25/18	Fri 6/1/18		
169	✓	Solicit and receive quotes	57 days	Thu 1/25/18	Fri 4/13/18		Sean
170	🚩	Award and perform work	39 days	Tue 4/10/18	Fri 6/1/18		Sean
171	?	Park/city hall safety inspection checklist			Fri 5/25/18		Janelle,CIS
172	✓	Park safety inspection	1 day	Tue 5/1/18	Tue 5/1/18		Sean,CIS,Janelle
173	?	Change emergency callout signage			Fri 5/25/18		Sean,Jake
174							
175	🚩	Water Distribution System	244 days	Tue 1/23/18	Fri 12/28/18		Janelle,Kim,Sean
176		Water master plan	159 days	Tue 1/23/18	Fri 8/31/18		
177	✓	Follow up with state on their review comments	1 day	Fri 2/2/18	Fri 2/2/18		Janelle
178	?	submit finance component when available			Fri 8/31/18		Janelle
179	?	Annual water audit			Fri 12/28/18		Janelle,Kim
180	?	Meter testing and replacement program			Fri 12/28/18		Janelle
181	?	Leak detection program			Fri 12/28/18		Janelle
182	?	Public education			Fri 12/28/18		Janelle,Kim
183	?	Industrial conservation measures			Fri 12/28/18		Janelle
184	?	Consider weather station on park irrigation system			Fri 12/28/18		Janelle,Sean



Project: Task List
Date: Thu 5/3/18

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
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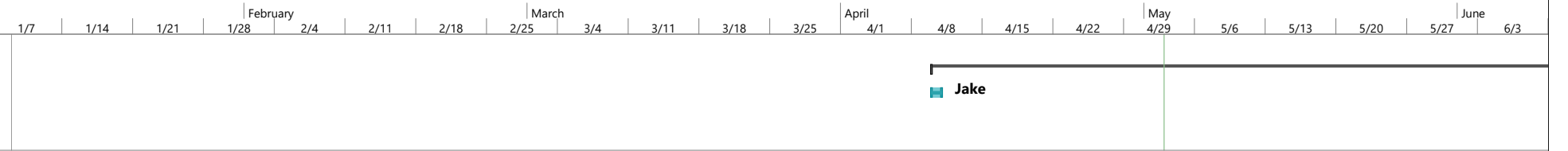
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
185	✓	Track metered hydrant water usage	1 day	Fri 12/28/18	Fri 12/28/18		Janelle, Jake
186	✓	Plan review exemption letter (annual)	1 day	Tue 3/27/18	Tue 3/27/18		Janelle
187	?	OHA requirements tracking			Fri 12/28/18		Janelle
188	?	Water Management and Conservation Plan Update Feb 2022					Janelle
189	?						
190		Sewer Collection System	152 days	Thu 5/3/18	Fri 11/30/18		
191	✓	Inspection and maintenance program (manholes and piping)	1 day	Thu 5/3/18	Thu 5/3/18		Janelle
192	?	Lift Station Project - ATI summer 2018			Fri 11/30/18		Janelle
193							
194		Stormwater	245 days	Mon 1/22/18	Fri 12/28/18		
195		Stormwater Master Plan	245 days	Mon 1/22/18	Fri 12/28/18		
196	✓	Contract with consultant	17 days	Mon 1/22/18	Tue 2/13/18		
197	✓	Kickoff meeting	1 day	Thu 3/1/18	Thu 3/1/18		
198	?	Ongoing support to consultant	245 days	Mon 1/22/18	Fri 12/28/18		
199	?	Fencing detention basins	45 days	Mon 4/16/18	Fri 6/15/18		Janelle, Sean
200	✓	Receive quotes	1 day	Mon 4/16/18	Mon 4/16/18		Janelle
201	?	Complete work			Fri 6/15/18		Janelle, Sean
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 4/27/18		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.)			Fri 5/25/18		Janelle
215	?	Woods Road conceptual design for future development			Fri 7/27/18		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			Mon 4/16/18		
219	?	Complete work			Fri 6/29/18		
220	?	Street sweeping quotes and bid			Fri 6/29/18		Kevin, Janelle
221							
222		Miscellaneous	119 days	Tue 2/13/18	Fri 7/27/18		
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			Fri 6/1/18		Kim
226	?	Newsletter			Fri 7/27/18		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			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: Thu 5/3/18

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Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
233							
234		HR	59 days	Tue 4/10/18	Fri 6/29/18		
235	✓	Oregon Savings Growth Plan	1 day	Tue 4/10/18	Tue 4/10/18		Jake
236	?	Annual evaluations			Fri 6/15/18		Kevin, Janelle
237	?	Update employee manual			Fri 6/29/18		Kevin, Forrest



Project: Task List
Date: Thu 5/3/18

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Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	Progress

City of Millersburg, Oregon
Full Faith and Credit Refunding Financing Agreement, Series 2018

Preliminary Schedule of Events; as of May 3, 2018

Financing Team		
Issuer:	City of Millersburg	CMB
Bond Counsel:	Hawkins Delafield & Wood LLP	HDW
Placement Agent:	Piper Jaffray	PJC
Bank:	<i>To be determined</i>	BANK
Bank Counsel:	<i>To be determined</i>	BNKC

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<input checked="" type="checkbox"/>	Due Date	Event	Parties
<input checked="" type="checkbox"/>	Thurs., May 3	Circulate schedule and distribution list	PJC
	Wed., May 16	First draft Term Sheet circulated	PJC
	Wk. of May 21	Draft Authorizing Resolution circulated	HDW
	Wed., May 23	Comments due on first draft Term Sheet	Fin. Team
	Thurs., May 24	Second draft Term Sheet circulated	PJC
		Draft Purchase Agreement circulated	HDW
	Fri., June 1	Final comments due on draft Term Sheet and Purchase Agreement	Fin. Team
	Mon., June 4	Circulate Term Sheet and Purchase Agreement to banks	PJC
		Comments due on Authorizing Resolution	Fin. Team
	Tues., June 5	Authorizing Resolution to City for Council Packet	HDW
	Tues., June 12	Council Adopts Authorizing Resolution	CMB Council
	Mon., June 18	Deadline for banks to submit bid	
		Request final payoff statement from Business Oregon	CMB; PJC
	Tues., June 19	Conference call to review bids and select Bank	CMB; HDW; PJC
	Wed., June 20	Final numbers circulated	PJC
	Wk. of June 25	Draft closing documents circulated	HDW
	Fri., June 29	Closing Memorandum circulated	PJC
		File MDAC 2	PJC
	Fri., July 6	Comments due on closing documents	Fin. Team
	Mon., July 9	Pre-closing or closing documents circulated for signature	Fin. Team
	Tues., July 10	Closing	Fin. Team



April 5, 2018

City of Millersburg Council, Mayor, and Staff.

As you may be hearing, there have been significant changes in processing of all curbside recycled materials. This is due to changes made in China, where 60% of the world and nearly all of the West Coast recyclables are processed.

We have been fortunate in Oregon to be a leader in waste recovery and have had plentiful markets for the material collected. This is all changing and what and how we recycle must adapt too. China has severely restricted what is being accepted, causing problems for the sorting facilities in Oregon, across the country and around the world. In the past 2% or more contamination was allowed. The standard is now 0.5% for contamination. Bales of material are randomly searched at Chinese ports and entire ship loads have been rejected as a result of too much contamination. As you can imagine, there is great cost associated with this process and many shippers are hesitant to send material to market.

Locally, we work with a sorting facility in Clackamas called Pioneer Recycling. Pioneer has made changes to the way and speed at which they are able to sort to meet contamination specifications from Asian markets. This means they must slow down the sorting line significantly to remove undesirable material. At the same time, they are looking for and have been able to find new markets in places like Vietnam.

At a meeting held at Republic Services on March 19, 2018, City and County representatives from our area were presented with this situation and options going forward. Republic Services is recommending continued recycling as usual with the increased cost of \$2.00 per household. In addition, we will all need to work together to educate the public and endeavor to remove as much contamination as possible to keep future pricing down. Attached is a list of possible options and cost.

Best Regards,

Julie Jackson
Municipal Manager
Republic Services
ljackson6@republicservices.com

RS of Albany

***Commingle Analysis**

March 2017 Commingle Rate \$ 47.68

March 2018 Commingle Rate \$ (51.80)

Change in Price \$ (99.48)

Estimated Annual Commingle Volume 7,000

**Annual Lost Revenue \$
(696,360)**

Customer Count 26,097

Annual Per Customer Lost Revenue \$ (26.68)

Monthly Per Customer Lost Revenue \$ (2.22)

* Actual cost in March 2018 is \$2.22 per customer. Analysts expect this cost to increase in April and is unknown going forward. Oregon DEQ does not expect a turnaround in 2018 based on best available information.

Options:

Option 1

Continue recycling as current with emphasis on cleaning up contaminated material that represents almost 10% of total in carts.

COST TO CUSTOMER

\$2.00 per month

Option 2

Landfill all recycling. There is cost of disposal to landfill also. In addition to the monetary cost, the environmental cost should be considered.

COST TO CUSTOMER

\$1.00 per month

Option 3

Combines continuation of recycling and addition of weekly curbside yard waste collection. This option adds food scraps to the yard waste cart and is the most sustainable option. This is a discounted rate for additional yard debris, but provides a service increase for customers.

COST PER CUSTOMER

\$ 4.50 per month

Recycling: New World Order

Global/Local issues

- Most recyclables from the west coast have gone to China for many years.
- Contamination (anything that should not be in the cart) in the recycling has been tolerated in the past.
- China is now taking a strict stance on this contamination and has implemented new policies for acceptance of material.
- Current material collected does not meet the standard set and is not being accepted by China.
- As we work to clean up the recycling stream, some material is being landfilled in a process that involves the approval of the Oregon Dept. of Environmental Quality and local governments.
- Remember, for recycling to be successful, there must be a market for the material. Collecting and stockpiling benefits no one.
- These stockpiles of material are what are being landfilled, due to capacity, quality and public health concerns.
- This has caused the recycling industry to re-evaluate the process. What is acceptable is changing.

What does this mean for local customers?

- A new list, detailing what will be allowed in the blue cart will soon go out to customers.
- In the meantime, focus on making sure that everything in the cart is empty, clean and dry and if in doubt, throw it out.
- Making choices when purchasing will play an important role to reduce waste.
- We realize that this will be a difficult transition in Oregon, given the waste reduction culture that exists, but want to emphasize that cleaning up material for recycling and putting the right items in the cart will create a more sustainable system.



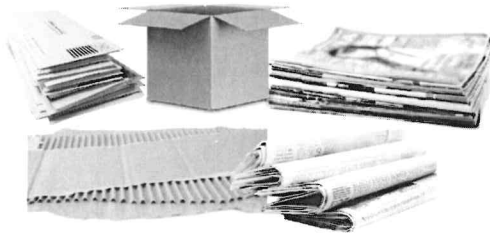
Empty. Clean. Dry.

Be sure your recyclables are empty, clean & dry before you toss them in the blue container.



RECYCLE RIGHT

MIXED RECYCLING GUIDE



Paper & Cardboard

Junk mail
Greeting cards
(no foil or glitter)
Magazines
Newspaper
Phone books
Paperback books
Paper bags
Paperboard

Papel y Cartón

Correo no Deseado
Tarjetas de felicitación
(sin aluminio o glitter)
Revistas
Periódicos
Libros telefónicos
Libros de tapa blanda
Bolsas de papel
Cartón



Plastics

Bottles
Jugs

Plásticos

Botellas
Gallones



Metal

Steel
(tin cans)
Aluminum
cans

Metal

Latas de
acero
(estaño)
Latas de
aluminio



Empty.

Clean.

Dry.



EMPTY. CLEAN. DRY.
VACÍO. LIMPIO. SECO.



We'll handle it from here.



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: March 3, 2018 for the March 8, 2018 City Council Meeting
SUBJECT: Repealing City of Millersburg Certificate of Occupancy

Action Requested:

Repeal City of Millersburg Certificate of Occupancy by adopting new Ordinance 137, which repeals Ordinance 130, and adopting new Resolution 2018-12 which amends Resolution 2017-14.

Discussion:

The City previously adopted Ordinance 130 to give the City the ability to issue a Certificate of Occupancy (C of O) in addition to the Linn County Certificate of Occupancy for construction. The intent of the City-issued Certificate of Occupancy was to provide a mechanism for inspection and enforcement of items such as grading/drainage and right-of-way improvements associated with building permits. These items are not inspected by Linn County. Ordinance 130 stated that water service would not be provided prior to Certificate of Occupancy.

Resolution 2014-14 established a fee of \$100 for the City's Certificate of Occupancy. The fee was intended to cover the costs associated with City staff time for inspection and processing of the Certificate of Occupancy.

After the ordinance and resolution were adopted in July 2017, the City-issued Certificate of Occupancy was not implemented due to staffing challenges. It was also determined problematic to withhold water service until after Certificate of Occupancy since builders rely on water service to perform testing for final inspections.

In late 2017 and early 2018, City staff worked with Linn County to establish a process for City staff to perform the required inspections prior to the County issuing the Certificate of Occupancy. Therefore, a City-issued Certificate of Occupancy is no longer necessary. However, the \$100 fee to cover staff time for inspection and processing is still applicable.

Staff recommends repealing Ordinance 130 and amending Resolution 2017-14 to remove the reference to withholding water service until after the Certificate of Occupancy is issued.

Budget Impact:

None.

Recommendation:

Adoption of Ordinance 137, which repeals Ordinance 130 followed by adoption of Resolution 2018-12 which amends Resolution 2017-14.

Attachment(s):

Ordinance 130

Ordinance 137

Resolution 2017-14

Resolution 2018-12

CITY OF MILLERSBURG, OREGON

ORDINANCE NUMBER 130

AN ORDINANCE ESTABLISHING GUIDELINES FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY (C of O)

WHEREAS, the City of Millersburg [City] has found deficiencies in building related inspections prior to the owners occupancy and wishes to ameliorate that oversight; and

WHEREAS, the City's rapid growth without corresponding adequate development oversight may adversely impact the community's health, safety and welfare; and

WHEREAS, the City Council has determined that it would be appropriate to require a City Certificate of Occupancy to complement Linn County's inspection processes; and

WHEREAS, the establishment of such a Certificate will enable City staff to evaluate various building and property components to assure they conform to building and land use standards.

NOW THEREFORE THE CITY OF MILLERSBURG ORDAINS AS FOLLOWS:

Section 1 Purpose

The intent of this chapter is to protect City residents from negative effects of faulty or incomplete development activity that may interfere with the public health, safety and welfare.

Section 2 City Issued Certificate of Occupancy [C of O]

- A. The City of Millersburg initiates a C of O process to ensure that development activity complies with City building and/or land use development standards.
- B. City Staff will conduct a site visit as part of the permitting activity and prior to building occupancy to ensure local regulations have been met.
- C. The City will inspect and sign off on items not attended to by Linn County Planning and Building Department and these items might include: Onsite drainage, land grading profiles; curb/gutter/sidewalk placement and construction; street rehabilitation; structure height; fencing; setbacks; easements; sewer and water connections; signage and other related development requirements.
- D. The City of Millersburg will issue this C of O at time of final inspection signoff; the C of O is in addition to the one issued by Linn County as part of its inspection processes.
- E. A temporary certificate of occupancy *may* be issued if it is determined that weather conditions or some other extenuating circumstance provides a bonafide basis for delay.
- F. An applicant wishing to receive a temporary C of O must provide an acceptable financial security that will be returned to the applicant when they complete the work and upon final inspection approval. The amount of security will be based on a valuation of the remaining work.
- G. If an applicant fails to satisfactorily complete the work when ground conditions or other circumstances have improved, the City shall use the financial guarantee to complete the work or remedy the situation.
- H. Water service will not be established until both the City and County have signed off on their final inspection processes as evidenced by acquisition of both C of O's.

Section 3 Violations

Owners and occupants of land or buildings within the City of Millersburg are subject to the enforcement authority of the of the City of Millersburg as provided by State Law and the enforcement provisions of the City’s land use development code as noted in Section 1.180 , as well as any other applicable Ordinances adopted by the Millersburg City Council.

Section 4. Disclaimer

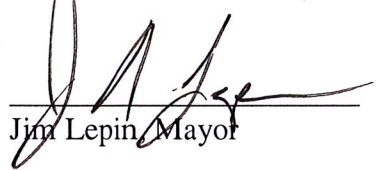
The City of Millersburg does not accept liability for any problems occurring during construction or due to changes that take place after a final inspection. Acceptance of a permit shall include acceptance of this disclaimer.

Section 5. Severability

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


Enacted by the Council the eleventh day of July in the year two thousand and seventeen.

Effective the tenth day of August in the year two thousand and seventeen



Jim Lepin, Mayor

ATTEST:



Sarah Cook, City Recorder

ORDINANCE NO. 2018-137

AN ORDINANCE REPEALING ORDINANCE NUMBER 130

WHEREAS, Ordinance 130, approved by the Millersburg City Council on July 11, 2017, established guidelines for issuance of a Certificate of Occupancy (C of O) within the City of Millersburg; and,

WHEREAS, the City Council of the City of Millersburg recognizes that Linn County performs sufficient review of subject property within the City of Millersburg for a Certificate of Occupancy, except for grading/drainage and public right-of-way inspection; and,

WHEREAS, in coordination with Linn County, the City of Millersburg does perform grading/drainage and public right-of-way inspection prior to Linn County issuing a Certificate of Occupancy; and,

WHEREAS, the City of Millersburg does not wish to provide a separate Certificate of Occupancy in addition to the Certificate of Occupancy issued by Linn County;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS: The City of Millersburg repeals the entirety of Ordinance Number 130.

This Ordinance becomes effective thirty days from date of passage.

PASSED by the Council and approved by the Mayor this 8th day of May, 2018.

Jim Lepin, Mayor
City of Millersburg

ATTEST:

Kimberly Wollenburg
City Recorder

RESOLUTION 2017-14

AMENDING RESOLUTION 2017-11 TO INCLUDE THE ADDITION OF PERMIT FEES FOR GRADING, CERTIFICATES OF OCCUPANCY (C of O), AND FOOD VENDOR APPLICATIONS

WHEREAS, the City of Millersburg provides a number of services to the citizens and others, in which there are monetary costs associated, for staff time and necessary materials; and

WHEREAS, the permit fees herein are processed through administrative application procedures;

WHEREAS, the City Council finds it proper and reasonable to charge fees for such services rendered and establishes them herein,

NOW THEREFORE THE MILLERSBURG CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. Amendment

Resolution 2017-11 is hereby amended to include the addition of the following permit fees as described herein.

Section 2. Fees Established

- a. There shall be a \$50 grading permit fee accompanied by an application for less than one (1) acre evaluation. Fees for changes in grading of more than one acre shall be assessed on an hourly basis for time and materials incurred. There shall be no additional fee for grading when tied to a building permit.
- b. There shall be a \$100 Certificate of Occupancy fee to cover costs to the City in ensuring local rules and regulations are met before a residence is occupied. ~~Water service shall not be established to a new residence until a C of O is provided by both the City and County.~~
- c. There shall be a \$50 food vendor permit fee accompanied by an application for anybody wishing to operate as a temporary food vendor within the City. The permit period shall be no longer than 120 days (4 months). Food vendors must obtain and provide proof of a property owner's permission to operate and comply with all other state and local regulations.

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.

Section 4. Effective Date

This resolution shall take effect upon adoption by the City Council.

Resolved by the Council the eleventh day of July in the year two thousand and seventeen.

Jim Lepin, Mayor

ATTEST:

Sarah Cook, City Recorder

RESOLUTION NO. 2018-12

A RESOLUTION AMENDING RESOLUTION 2017-14

WHEREAS, the City of Millersburg created Ordinance 130 establishing a Certificate of Occupancy (C of O); and,

WHEREAS, the City of Millersburg has passed an ordinance repealing Ordinance 130 which established a Certificate of Occupancy; and,

WHEREAS, Resolution 2017-14 requires “Water service shall not be established to a new residence until a C of O is provided by both the City and County”; and,

WHEREAS, the City of Millersburg will no longer issue a Certificate of Occupancy;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG that Resolution 2017-14, Section 2.b. is amended by deleting “Water service shall not be established to a new residence until a C of O is provided by both the City and County.”

This Resolution becomes effective thirty days from date of passage.

DATED THIS 8th DAY OF MAY, 2018.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder