

LINKING AGRICULTURE
WITH INDUSTRY



4222 N.E. OLD SALEM RD.
ALBANY, OREGON 97321

PHONE (541) 928-4523
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NOTICE OF EXECUTIVE SESSION

MILLERSBURG CITY COUNCIL
Millersburg City Hall
4222 NE Old Salem Road
Tuesday, June 12, 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 purposes of an Executive Session, authorized and identified in the Oregon Revised Statute below:

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

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

Posted 6/8/18



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
June 12, 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 May 8, 2018 City Council Meeting Minutes
 - 2) Approval of May 22, 2018 City Council Work Session Minutes
 - 3) Approval of Council Approval Report for Monthly City Bills
 - 4) Approval of Annual Liquor License Renewals
 - 5) Resolution 2018-13 – Extending Workers’ Compensation to VolunteersAction: _____
- F. PRESENTATIONS
 - 1) Linn County Sheriff’s Office Report
- G. PUBLIC HEARING
 - 1) State Sharing Revenue Funds
 - i. Resolution 2018-14 – Certifying Eligibility to Receive State Sharing Revenue FundsAction: _____

- ii. Resolution 2018-15 – Election to Receive State Sharing Revenue Funds
Action: _____
 - 2) FY 2018-19 Budget
 - i. Resolution 2018-16 – Adopting Budget & Making Appropriations
Action: _____

H. PUBLIC COMMENT

I. COUNCIL MEMBER AND STAFF COMMENTS

J. CITY MANAGER’S REPORT

- 1) Project Updates

K. CITY ATTORNEY’S REPORT

L. UNFINISHED BUSINESS

M. NEW BUSINESS

- 1) Resolution 2018-17 – Linn County Enterprise Zone
Action: _____
- 2) Resolution 2018-18 – Authorizing Refinancing of Water System Improvement Loan
Action: _____
- 3) Approve Capital Improvement Program
Action: _____
- 4) Ambulance Service Area
Action: _____

N. CLOSING PUBLIC COMMENT

O. CLOSING COUNCIL COMMENT

P. ADJOURNMENT

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

Upcoming Meetings:

- June 12, 2018 @ 5:00 p.m. – Executive Session
- June 13, 2018 @ 6:00 p.m. – Planning Commission Meeting
- June 26, 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.



May 8, 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, Student Representative Bradley Johnston

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: None

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

None

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 revised Council Approval Report for Monthly City Bills

City staff answered some questions from Councilors regarding specific vendor payments.

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

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

F. PROCLAMATION

Mayor Lepin gave a brief statement regarding Older Americans Month and stated that he'd really like to have the Council support the Proclamation. He then read the Proclamation designating May 2018 as Older Americans Month. Councilor Cowan asked staff to make a note of this for next year to bring forward.

Action: **Motion to Approve Proclamation proclaiming May as Older Americans Month made by Councilor Miller, seconded by Councilor Harms**

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

G. GUEST PRESENTATIONS

- 1) Monthly Report from the Linn County Sheriff's Office.
Lieutenant Duncan noted there was a traffic crash not reflected on the report. She also shared that they are noticing frequent foot traffic around the City but particularly down Old Salem Road. They've also noticed more thefts that happen during the day. She specifically mentioned thefts of packages from resident's homes. She encouraged residents to take care around leaving doors unlocked, and if there will be packages delivered, to see if neighbors can pick them up if owner is not home. She also noted a practice of many residents to leave garage doors open even into the night and recommends residents close them, especially not leaving them open after dark.
- 2) Chase Burton, Eagle Scout, gave the Council an update regarding the project the City supported to replace the failing tennis backboard at South Albany High School. He reported they were actually able to replace the old one with two new ones that were also installed in better spots. He noted he had a lot of volunteers to help and thanked the Council for their support.
- 3) Miller Clare, Zuhlke Lane, Eagle Scout, gave the Council an update regarding his project to place storm drain markers around the City. This was also a Council supported project, and the City provided the markers. He said he and the other Scout helping him had about thirty Scouts and family members helping, and they were able to get most of the City completed. Ms. Booth spoke about how this project supports any upcoming potential MS4 permit requirements. Additional markers have been ordered to finish the City. Mayor Lepin read a letter of thanks to Miller.

H. PUBLIC COMMENT

- 1) Gary Keehn, 3254 Clearwater, asked if the storm drain markers will be automatically be put into new developments. Ms. Booth noted it is not currently a condition but is something that could definitely be added. Mayor Lepin said he'd spoken with Scott McPhee and Jake Gabell, and that the placing of the markers is a great volunteer project. Mr. Gabell noted that some newer developments have manhole lids with the symbol/information on them.

Mr. Keehn also asked if we will be considered in District or out of District between Albany and Jefferson (regarding fire services support). He said his understanding is that as of 1 July we will be in for Albany and out for Jefferson, and if we are out of District for Jefferson, is that on the ambulance or fire? He said he was trying to figure out fees. Mr. Kreitman said Mr. Keehn would need to check with Jefferson. Councilor Cowan asked if anything changed with Jefferson for out of District, and Mr. Keehn noted he'd heard rumors of fees but doesn't know any specifics as there hasn't been anything made public by Jefferson.

- 2) Dennis Gunner said he volunteers for Call-A-Ride and says the program supports two residents right now and wonders if a newsletter or some other kind of notification can be made to let residents know of this program. He said we are paying the City of Albany for this service and not utilizing it. Mr. Kreitman noted that we aren't paying a set amount; charges are based on the number of rides. City Recorder, Kim Wollenburg, said her plan is to have an online and paper newsletter for citizens in June.

I. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Assistant City Manager/City Engineer, Janelle Booth, shared that Cardno, the consultant on the Stormwater Master Plan project, is working on the Stormwater Master Plan and have completed the majority of the survey work. Of note, there is a public open house for the public to talk about stormwater on June 21, 2018, 5:30 p.m. to 7:00 p.m. at City Hall.
- 2) Mr. Kreitman shared that bond counsel has been secured for the refinancing of the water bond as the City's representative, Piper Jaffray continues to lead the refinancing. He noted that any fees associated with the refinancing will be applied to the bond. Council Cowan asked projected savings, and Mr. Kreitman said the estimate is about \$250,000.
- 3) Mr. Kreitman gave an update on the budget, noting the first meeting was on May 1 where an overview of the new format and budget was presented. The next meeting is on May 17, and the budget will be discussed line-by-line along with associated resolutions. Ms. Booth mentioned the Capital Improvement Program plan and asked for comments and suggestions for the May 17 meeting so it can be approved and adopted. She said the plan next year is to have this plan approved and adopted before the budget.
- 4) Ms. Booth shared that there was a recent safety inspection at the parks and minor items were noted with a focus on the playground area. Councilor Cowan asked if there was anything with a potential high cost and if the inspection could be done annually. Ms. Booth confirmed the issues were minor and that the plan is to have the inspection done annually. Mayor Lepin asked about the timing of the parks discussion coming up with Council on May 22 with the next budget meeting being on May 17. Mr. Kreitman noted the important thing is to have a Parks Master Plan in place before using Parks

SDCs for improvements. Mayor Lepin said every year, the trail system keeps coming up, and he'd like to see that happen. Mr. Kreitman said a master plan will identify where those connections are for the projects that need to be done. Ms. Booth clarified that any large projects would require planning and design so expending any construction funds would likely fall later. Council Harms asked if we have a drag for the ballfield. Ms. Booth said this is being worked on right now. Mr. Kreitman said that with the agreement we have with the Boys & Girls Club, they are providing the equipment and dragging the south field. Councilor McPhee asked about the north ballfield. Ms. Booth said that the plan is to try to till the field later in the week and has no plan to set any bases other than the home plate until she's heard from the Little League.

- 5) Ms. Booth gave an update on the 2 RFQs (detention basin fencing and bollard installation). The Council will be asked to move forward on fencing; however, there were no quotes provided for the bollard installation so she will be going out again. She then discussed the quotes for the fencing. Councilor Cowan asked about the square foot of the detention ponds. Some discussion followed regarding the size and location of the detention ponds and ownership of them. Additional discussion was had around standards for fencing height, the construction of the fences, warning signs, and potential liability.

Action: **Motion to Accept Quote from Outdoor Fence made by Councilor Cowan, seconded by Councilor McPhee**

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

After the vote, Councilor Cowan asked follow-up questions regarding the City ownership of the detention ponds within the City. Discussion followed about the potential for the Sweetwater pond for trails. Citizen Kelly Cole noted that she lives across the street from the pond and there appears to be a path but doesn't see people near it.

J. CITY MANAGER'S REPORT

- 1) Mr. Kreitman gave an update as to the status of the Supervisory Order for approval to submit the boundary change to the State for the withdrawal from Albany and Jefferson Rural Fire Districts. The State sent confirmation and has notified Albany and Jefferson. Ms. Booth shared that the City now has a full legal description for the records. She also shared that the site for the temporary fire station has been selected and is located across from City Hall. Discussion followed regarding the structure and layout for the temporary fire station.

- 2) Ms. Booth reported a new requirement to evaluate all ADA ramps to see if they meet the current requirements. Linn County is putting together a grant request for all of the agencies in the area to join and need a letter of support from the City. She noted that all agencies will split the \$21,000 cost with actual cost to be determined once participants are finalized. Councilor Cowan questioned the merits of going back to make changes to ramps and the financial impact of making changes to ramps already installed. Ms. Booth said this is for a study/survey and give recommendations which will then be evaluated.

Action: **Motion to Provide a Letter Support to Linn County made by Councilor Miller, seconded by Councilor Harms**

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

- 3) Ms. Booth reported on the status of the solar speed signs and that the County had obtained the material and will let us know when they are ready.
- 4) Ms. Wollenburg gave a presentation on the website at www.millersburgcelebration.com for the Millersburg Celebration.
- 5) Councilor Cowan thanked staff for continuing to find water and sewer accounts that haven't been paid or billed. He talked about the projects he's worked on specifically the tank farm located near the City Hall. He said they are working on potentially dismantling but are interested in the idea of meeting to discuss site options. He reported that he'd gotten a quote on the Old Salem Road/I-5 barrier and it was high. He shared that there has been conversation and that Albany is developing a brochure to update citizens as to the fire service updates. Councilor Harm asked if there was another way to place the barrier. Discussion followed regarding other options to place the barrier.

K. CITY ATTORNEY'S REPORT

L. UNFINISHED BUSINESS

None

M. NEW BUSINESS

- 1) Change to Local Recycling Program
Julie Jackson, Republic Services, gave an update regarding the cities who have incorporated the additional fee for recycling noting that \$2 to \$3.85

is the average range with some going lower. She said that China is now not taking anything. She presented three options with the most severe of having everything go to the landfill.

Action: **Motion by Councilor Cowan to Accept Option 1 with an Increase of \$2.00; seconded by Dave Harms.**

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

2) Report from Student Councilor

Student Councilor, Brad Johnston, gave a brief report on his time as student councilor. He offered a suggestion that he often didn't feel he was on the same page as the other Councilors and didn't always get the same information but figured that was mainly because he was so new. He said he enjoyed seeing what the Council really does for the community.

3) Ms. Booth reviewed the staff report supporting the request for an ordinance and resolution regarding change the certificate of occupancy process to reflect what the City is doing and to fit the code.

Action: **Motion to Adopt Ordinance 137 made by Councilor McPhee; seconded Councilor Harms.**

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

Action: **Motion to Approve and Adopt Resolution 2018-12 made by Councilor McPhee; seconded by Councilor Cowan.**

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

N. CLOSING PUBLIC COMMENT

- 1) Gary Keehn, 3254 Clearwater, asked that when the City has the meeting with Republic Services for franchise agreement to make sure we still have the option for the larger recycling can. Mayor Lepin noted the larger can could be gotten but have to pay for it. Discussion followed regarding the options and cost for the larger can.

O. CLOSING COUNCIL COMMENT

None

P. ADJOURNMENT

Meeting adjourned at 8:31 p.m.

After the City Council meeting adjourned, the Council convened into an Executive Session per ORS 192.660.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings:

May 15, 2018 @ 6:00 p.m. – Planning Commission Meeting & Public Hearing

May 17, 2018 @ 6:00 p.m. – Second Budget Committee Hearing & Public Hearing

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



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

**Millersburg City Council
Work Session Summary**

May 22, 2018
4:00 p.m.

Agenda

A. CALL TO ORDER: Called to order at 4:00 p.m. by Mayor Lepin

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

Councilors Absent: None

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

Presenters/Guests: None

D. GUESS PRESENTATIONS
None

E. PUBLIC COMMENTS
None

F. COUNCIL MEMBER & STAFF COMMENTS
None

G. CITY MANAGER'S REPORT
None

H. CITY ATTORNEY'S REPORT

- 1) City Attorney Forrest Reid said he'd been contacted by ATI regarding the property they have to perform remediation work on due to radon in the soil. They are interested in doing a clean-up of the property which will cost the City nothing but may take time to do. Mayor Lepin asked Mr. Reid to be cognizant of the timeline given the recent interest in industrial property.

I. UNFINISHED (OLD) BUSINESS

- 1) Fire Service Update

City Manager, Kevin Kreitman, gave a brief background on the project then spoke about incoming revenue versus expenditures specifically regarding the beginning general fund balance. He also discussed the differences in budgeted general fund balance and revenues then went over projections over

the next 2 years to show where the City stands and what funds look like in the future by going to a 3-person crew versus 2.

J. NEW BUSINESS

1) Parks Committee Report on Citizen Survey

Mayor Lepin gave a quick update on the Parks survey and how survey was mathematically challenging to calculate. He asked Connie Lepin who is on the Parks Committee to explain. She told the Council how the calculations were discussed and the results obtained. Mr. Kreitman said that when the consultant is brought on board to work on the Parks Master Plan, the consultant may be able to use some of that data or will come up with another method to gather and report data. He clarified that the Parks Master Plan project is in the new budget. He suggested that the Parks Committee could work with the consultant.

2) Republic Services Franchise Agreement

Mr. Kreitman spoke about Republic Services' franchise agreement which is up for renewal and options for changes to the agreement based on the services they are providing to other cities in the area. He asked the Council to let him know if there were any additional services that should be added. Discussion followed regarding street sweeping, including the current vendor handling the street sweeping and citizens' desires to know the schedule. The potential of having Republic Services handle the street sweeping for the entire City and if they may have any interest was discussed.

3) Student Representative on Council

Mayor Lepin noted that before speaking with staff, he believed the program should be discontinued. He then asked Mr. Kreitman to offer his opinions/comments. Mr. Kreitman briefly spoke about his past experiences in other cities and that the programs were not successful there. He noted that the Council could explore scholarship opportunities or some other kind of incentive. He said that ultimately the decision to continue was the Council's; however, he recommended that if the Council elected to continue, to delay the next recruitment until next summer to give staff time to re-evaluate the program and revise the process to find the right student, including reaching out to other cities to see what they've done and what's worked. He suggested the Council consider what the Council wants to see with this program.

Councilor Harms noted that he is all for the program but wants the selected student to get some value out of participating. Councilor Miller asked Mr. Reid about a past program where the City granted scholarships for college. Councilor Cowan said he likes the program and wants to see youth recognized as much as the older generation. He would like to see the City try one more time and says the student definitely needs a project they can work on and recommends that any scholarship potential is not advertised but consider whether it is something Council has the flexibility to offer at a later date. He said specific parameters are necessary. The Council was in favor of the program continuing with staff revamping the process and starting next year.

4) Volunteer Recognition

Mayor Lepin went over his worksheet with the Council, asking for feedback on volunteer recognition. The Council then had discussion around ideas for the

type of recognition, how to recognize, who nominates and who awards. Councilor Cowan recommended that awards are done throughout the year during City Council meetings and at the annual celebration, the mayor could mention the volunteers in a speech. There was also a suggestion to use a booth at the celebration to showcase the volunteers. One of the ideas was to have certificates with gold seals put together by staff for Council to handout. More details will follow.

5) Construction Inspection Services

Ms. Booth went over staff report discussing options on covering costs associated with increased inspection responsibilities and asked for Council consensus to move forward with the idea of contracting with a firm to perform construction inspection services. The Council provided their agreement for Ms. Booth to move forward.

K. CLOSING PUBLIC COMMENT

None

L. CLOSING COUNCIL COMMENT

- 1) Mr. Kreitman noted City Hall has a new staff member, Astrid Hesberg, who is working part-time as an Office Assistant.
- 2) Mayor Lepin mentioned that he and Councilor Miller went to businesses from Love's to City Hall to discuss the Millersburg Celebration and talk to the businesses overall about Millersburg. He noted the interactions were positive and businesses were very receptive not only about the event but overall.

M. ADJOURNMENT: Adjourned at 6:05 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings:

June 12, 2018 @ 6:30 p.m. – Council Meeting & Public Hearing

June 13, 2018 @ 6:00 p.m. – Planning Commission Meeting

These minutes were prepared by staff and are not final until approved by City Council.

**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
308 Amanda Johnston		05172018	05/17/18	Park Supplies & Maintenance	05/17/18	\$200.00	\$200.00	01-5230	Park Supplies & Mainten	\$50,000.00	\$1,493.60
							<u>\$200.00</u>				
Total Bills To Pay:							<u><u>\$200.00</u></u>				

**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
43	Aflac, 1932 Wynnton Road, Columbus, GA,								
598122	05/12/18	Medical Insurance	06/01/18	\$49.08	\$49.08	01-5060	Medical Insurance	\$72,000.00	\$12,141.89
					\$49.08				
50	City of Albany, PO Box 490, Albany, OR, 97321								
2017-18 3rd Qtr	05/03/18	Call-A-Ride	06/03/18	\$354.00	\$354.00	01-5515	Call-A-Ride	\$5,000.00	\$3,989.00
2017-18 3rd Qtr	05/03/18	O & M Sewer Treatment Plant	06/03/18	\$35,651.00	\$35,651.00	06-5655	O & M Sewer Treatment	\$170,000.00	\$79,773.08
2017-18 3rd Qtr	05/03/18	O&M Sewer Lines	06/03/18	\$14,552.19	\$14,552.19	06-5656	O&M Sewer Lines	\$80,000.00	\$28,863.49
2017-18 3rd Qtr	05/03/18	O&M Sewer Lines	06/03/18	\$4,373.00	\$4,373.00	06-5656	O&M Sewer Lines	\$80,000.00	\$28,863.49
2017-18 3rd Qtr	05/03/18	Wetlands/WWTP Capital Projects	06/03/18	\$932.85	\$932.85	06-5763	Wetlands/WWTP Capital	\$60,000.00	\$58,629.08
2017-18 3rd Qtr	05/03/18	Water Treatment Plant O & M	06/03/18	\$26,318.89	\$26,318.89	07-5675	Water Treatment Plant O	\$430,000.00	\$169,413.11
2017-18 3rd Qtr	05/03/18	Water Treatment Plant O & M	06/03/18	\$48,558.80	\$48,558.80	07-5675	Water Treatment Plant O	\$430,000.00	\$169,413.11
2017-18 3rd Qtr	05/03/18	WTP Capital Projects	06/03/18	\$244.75	\$244.75	07-5763	WTP Capital Projects	\$120,000.00	\$81,309.64
2017-18 3rd Qtr	05/03/18	WTP Capital Projects	06/03/18	\$1,946.92	\$1,946.92	07-5763	WTP Capital Projects	\$120,000.00	\$81,309.64
					\$132,932.40				
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001								
007 4 05092018	05/09/18	O&M Sewer Lines	05/25/18	\$152.92	\$152.92	06-5656	O&M Sewer Lines	\$80,000.00	\$28,863.49
					\$152.92				
41	Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167								
181300019711	05/10/18	Medical Insurance	06/01/18	\$6,625.95	\$6,625.95	01-5060	Medical Insurance	\$72,000.00	\$12,141.89
					\$6,625.95				
56	Republic Services #450, PO Box 78829, Phoenix, AZ, 85062-8829								
0450-002617618	04/30/18	Park Supplies & Maintenance	05/20/18	\$185.34	\$185.34	01-5230	Park Supplies & Mainten	\$50,000.00	\$2,785.94
					\$185.34				
89	Staples Advantage, Dept LA, PO Box 83689, Chicago, IL, 60696-3689								
8049803429	05/05/18	Office Supplies	05/20/18	\$56.36	\$56.36	01-5340	Office Supplies	\$15,000.00	(\$1,543.85)
					\$56.36				
36	US Bank, PO Box 790408, St. Louis, MO, 63179-0408								
0570 05072018	05/07/18	Park Supplies & Maintenance	06/03/18	\$1,107.00	\$1,107.00	01-5230	Park Supplies & Mainten	\$50,000.00	\$2,785.94
0570 05072018	05/07/18	Conventions & Training	06/03/18	\$52.24	\$52.24	01-5300	Conventions & Training	\$5,000.00	\$4,221.00
					\$1,159.24				
					\$141,161.29				
Total Bills To Pay:					\$141,161.29				

**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
26 Century Link, PO Box 91155, Seattle, WA,		1239 224B 052020	05/20/18	O&M Sewer Lines	06/09/18	\$49.76	\$49.76	06-5656	O&M Sewer Lines	\$80,000.00	\$9,735.62
							\$49.76				
18 Comcast, PO Box 34744, Seattle, WA, 98124-1744		0213455 05222018	05/22/18	Park Supplies & Maintenance	06/11/18	\$301.22	\$301.22	01-5230	Park Supplies & Mainten	\$50,000.00	\$756.71
							\$301.22				
605 Kuenzi II, P.O. Box 1250, Silverton, OR, 97381		00220H	06/05/18	Miscellaneous Expenses	06/05/18	\$3.65	\$3.65	06-5900	Miscellaneous Expenses	\$210,000.00	\$178,087.41
							\$3.65				
39 LifeMap Billing, PO Box 6840, Portland, OR, 97228-6840		IN0342845	05/12/18	Disability Insurance	06/01/18	\$139.74	\$139.74	01-5055	Disability Insurance	\$3,000.00	\$1,511.35
							\$139.74				
483 MetLife - Group Benefits, PO Box 804466, Kansas City, MO, 64180-4466		5896 05142018	05/14/18	Medical Insurance	06/01/18	\$764.22	\$764.22	01-5060	Medical Insurance	\$72,000.00	\$4,702.64
							\$764.22				
606 Rawhide Excavating, Inc., 5227 NE Clark Drive, Madras, OR, 97741		00260H	06/05/18	Miscellaneous Expenses	06/05/18	\$9.92	\$9.92	06-5900	Miscellaneous Expenses	\$210,000.00	\$178,087.41
							\$9.92				
36 US Bank, P.O. Box 790428, St. Louis, MO, 63179-0428		5736 05212018	05/21/18	Park Supplies & Maintenance	05/21/18	\$235.67	\$235.67	01-5230	Park Supplies & Mainten	\$50,000.00	\$756.71
		5736 05212018	05/21/18	Conventions & Training	05/21/18	\$90.05	\$90.05	01-5300	Conventions & Training	\$5,000.00	\$4,078.71
		5736 05212018	05/21/18	Office Supplies	05/21/18	\$1,649.99	\$1,649.99	01-5340	Office Supplies	\$15,000.00	(\$3,250.20)
		5736 05212018	05/21/18	City Hall Maintenance & Supplies	05/21/18	\$191.09	\$191.09	01-5600	City Hall Maintenance &	\$30,000.00	\$11,933.77
							\$2,166.80				
Total Bills To Pay:							\$3,435.31				

**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
25 ADS. LLC, PO Box 74008582, Chicago, IL, 60674-8582		12814.0318	03/24/18	O&M Sewer Lines	03/24/18	\$818.00	\$818.00	06-5656	O&M Sewer Lines	\$80,000.00	\$9,735.62
							\$818.00				
539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321		3073234	06/01/18	Office Assistant	06/12/18	\$442.00	\$442.00	01-5020	Office Assistant	\$2,000.00	\$477.50
3071804	05/18/18	Planning Consultants - Engineering	06/12/18	\$243.75	\$243.75	01-5100	Planning Consultants - E	\$200,000.00		(\$46,335.14)	
3072533	05/25/18	Planning Consultants - Engineering	06/12/18	\$268.12	\$268.12	01-5100	Planning Consultants - E	\$200,000.00		(\$46,335.14)	
3073234	06/01/18	Planning Consultants - Engineering	06/12/18	\$195.00	\$195.00	01-5100	Planning Consultants - E	\$200,000.00		(\$46,335.14)	
							\$1,148.87				
607 Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566		072205212018	05/21/18	Office Supplies	06/11/18	\$95.90	\$95.90	01-5340	Office Supplies	\$15,000.00	(\$3,250.20)
							\$95.90				
596 Cardno, Inc., P.O. Box 123400, Dallas, TX, 75321-3400		506085	05/14/18	Miscellaneous Expenses	06/14/18	\$21,012.80	\$21,012.80	06-5900	Miscellaneous Expenses	\$210,000.00	\$178,073.84
							\$21,012.80				
466 CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869		381148000	06/06/18	Planning Consultants - Engineering	06/12/18	\$6,823.96	\$6,823.96	01-5100	Planning Consultants - E	\$200,000.00	(\$46,335.14)
381147991	06/06/18	Pump Station Upgrade	06/12/18	\$5,464.77	\$5,464.77	06-5765	Pump Station Upgrade	\$900,000.00		(\$115,528.63)	
							\$12,288.73				
29 CH2MHill OMI, Department 1267, Denver, CO, 80291-1267		67288	05/18/18	Water Transmission Lines O & M	06/14/18	\$634.38	\$634.38	07-5670	Water Transmission Line	\$120,000.00	(\$3,428.18)
							\$634.38				
48 Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838		172415717	05/15/18	Park Supplies & Maintenance	06/10/18	\$70.00	\$70.00	01-5230	Park Supplies & Mainten	\$50,000.00	\$756.71
172415719	05/15/18	Park Supplies & Maintenance	06/10/18	\$78.65	\$78.65	01-5230	Park Supplies & Mainten	\$50,000.00		\$756.71	
172415718	05/15/18	City Hall Maintenance & Supplies	06/10/18	\$59.55	\$59.55	01-5600	City Hall Maintenance &	\$30,000.00		\$11,933.77	
							\$208.20				
514 Cintas, PO Box 631025, Cincinnati, OH, 45263-1025		5010626387	05/07/18	City Hall Maintenance & Supplies	06/12/18	\$31.36	\$31.36	01-5600	City Hall Maintenance &	\$30,000.00	\$11,933.77
5010894838	06/01/18	City Hall Maintenance & Supplies	06/12/18	\$34.80	\$34.80	01-5600	City Hall Maintenance &	\$30,000.00		\$11,933.77	
							\$66.16				
78 Daily Journal of Commerce, PO Box 86, Minneapolis, MN, 55486-2812		743497289	10/23/17	Bids Publication	10/23/17	\$292.50	\$292.50	01-5470	Bids Publication	\$500.00	\$500.00
							\$292.50				
327 De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602		539308	05/10/18	Park Supplies & Maintenance	06/12/18	\$20.19	\$20.19	01-5230	Park Supplies & Mainten	\$50,000.00	\$756.71

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	
539352	05/10/18	Office Supplies	06/12/18	\$27.08	\$27.08	01-5340	Office Supplies	\$15,000.00	(\$3,250.20)	
5 ⁹ 124758	05/06/18	Contracted Services	06/01/18	\$392.15	\$392.15	01-5510	Contracted Services	\$70,000.00	(\$13,712.60)	
					\$439.42					
16	Forrest Reid, 135 SW 5th Avenue, Albany, OR, 97321									
May 2018	06/01/18	City Attorney	06/12/18	\$6,275.00	\$6,275.00	01-5350	City Attorney	\$80,000.00	\$975.00	
					\$6,275.00					
608	Garten Services, Inc., P.O. Box 13970, Salem, OR, 97309									
M61456	05/28/18	Contracted Services	06/12/18	\$153.44	\$153.44	01-5510	Contracted Services	\$70,000.00	(\$13,712.60)	
					\$153.44					
4₉	Home Depot, Home Depot Credit Service/Dept. 32 - 2501856748, PO Box 9001043, Louisville, KY, 40290-1043									
0185 6748 513201	05/13/18	Park Supplies & Maintenance	06/12/18	\$24.91	\$24.91	01-5230	Park Supplies & Mainten	\$50,000.00	\$756.71	
					\$24.91					
566	Jake Gabell									
060618	06/06/18	Travel & Meals	06/12/18	\$35.43	\$35.43	01-5430	Travel & Meals	\$5,000.00	\$607.32	
					\$35.43					
19	Linn County Planning and Building, PO Box 100, Albany, OR, 97321									
05312018	05/31/18	Linn County Building Permits	06/15/18	\$57,795.94	\$57,795.94	01-5335	Linn County Building Per	\$225,000.00	(\$234,619.20)	
					\$57,795.94					
204	Linn County Road Department, 3010 Ferry Street SW, Albany, OR, 97322									
263-18	05/17/18	Street & Road Repair	06/12/18	\$442.67	\$442.67	02-5160	Street & Road Repair	\$20,000.00	\$8,662.69	
					\$442.67					
117	Memorial Middle School, 1050 SW Queen Avenue, Albany, OR, 97321									
06/7/2018	06/07/18	Parks & Recreation	06/12/18	\$50.00	\$50.00	01-5200	Parks & Recreation	\$25,000.00	\$15,556.00	
					\$50.00					
27	Metereaders, LLC., PO Box 1902, Lake Oswego, OR, 97035									
8377	06/03/18	Water Treatment Plant O & M	06/12/18	\$816.90	\$816.90	07-5675	Water Treatment Plant O	\$430,000.00	\$94,535.42	
					\$816.90					
55	Mid-Valley Newspapers, PO Box 742548, Cincinnati, OH, 45274-2548									
1411 05272018	05/27/18	Printing, Advertising & Recording	06/12/18	\$157.80	\$157.80	01-5420	Printing, Advertising & Re	\$5,000.00	\$218.37	
					\$157.80					
585	MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553									
8641	05/22/18	Contracted Services	06/12/18	\$6,380.00	\$6,380.00	01-5510	Contracted Services	\$70,000.00	(\$13,712.60)	
					\$6,380.00					
542	Oregon Health Authority, OHA Drinking Water Services, 800 NE Oregon Street, STE 640, Portland, OR, 97232-2162									
05112018	05/11/18	Water Transmission Lines O & M	07/11/18	\$2,160.00	\$2,160.00	07-5670	Water Transmission Line	\$120,000.00	(\$3,428.18)	

**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
							\$2,160.00				
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001	007 4 060118	06/01/18	O&M Sewer Lines	06/19/18	\$63.45	\$63.45	06-5656	O&M Sewer Lines	\$80,000.00	\$9,735.62
							\$63.45				
198	Purchase Power, PO Box 371874, Pittsburgh, PA, 15250-7874	00790646 050318	05/03/18	Office Supplies	05/30/18	\$1,124.17	\$1,124.17	01-5340	Office Supplies	\$15,000.00	(\$3,250.20)
							\$1,124.17				
486	Site5 Web Hosting, 2500 Ridgepoint Dr., Austin, TX, 78754	1250590	04/29/18	Office Supplies	06/13/18	\$15.95	\$15.95	01-5340	Office Supplies	\$15,000.00	(\$3,250.20)
							\$15.95				
562	Superior Floor & Power Sweep, 4676 Commercial St SE, PMB 166, Salem, OR, 97302-1902	7527	06/01/18	Miscellaneous Contractual	06/10/18	\$425.00	\$425.00	02-5550	Miscellaneous Contractu	\$20,000.00	\$7,148.59
							\$425.00				
84	Ultrex, 110 SW 9th Avenue, Albany, OR, 97321	INV59234	05/07/18	Office Equipment & Furnishings	05/22/18	\$245.00	\$245.00	01-5700	Office Equipment & Furni	\$10,000.00	\$4,674.60
							\$245.00				
328	Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321	272983	05/31/18	Contracted Services	05/31/18	\$240.00	\$240.00	01-5510	Contracted Services	\$70,000.00	(\$13,712.60)
							\$240.00				
551	Verizon, PO Box 660108, Dallas, TX, 75266-0108	9807493677	05/19/18	City Hall Utilities	06/11/18	\$40.01	\$40.01	01-5650	City Hall Utilities	\$15,000.00	\$2,924.82
							\$40.01				
							Total Bills To Pay:				
							\$113,450.63				



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Kimberly Wollenburg, City Recorder
DATE: June 5, 2018 for the June 12, 2018 City Council Meeting
SUBJECT: Annual Liquor License Renewals

Action Requested:
Council approval for the following annual liquor license renewals.

Discussion:
The businesses below have submitted an application for liquor license renewals and have paid their fees.

Firehouse Corner Deli & Market
Humpty's Dump Bar & Grill

Budget Impact:
Revenue of \$60

RESOLUTION 2018-

A RESOLUTION EXTENDING THE CITY OF MILLERSBURG'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF MILLERSBURG

WHEREAS, the City of Millersburg elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed in this resolution and noted on the CIS payroll schedule.

1. An aggregate assumed annual wage of \$5,000 will be used per volunteer board, commission, and/or council for the performance of administrative duties; and
2. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit; and
3. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Millersburg's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.
4. The following boards are to be covered at \$5,000 per board:
 - a. City Council
 - b. Planning Commission
 - c. Budget Committee
 - d. Parks Committee
 - e. Event Committee

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Millersburg to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

ADOPTED this _____ day of June, 2018.

Jim Lepin, Mayor
City of Millersburg

ATTEST:

Kimberly Wollenburg
City Recorder



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:

May

TRAFFIC CITATIONS: -----	11
TRAFFIC WARNINGS: -----	1
TRAFFIC CRASHES: -----	0
ADULTS CITED / VIOLATIONS: -----	0
ADULTS ARRESTED: -----	4
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	0
TRAFFIC HOURS-----	11
ADMINISTRATION HOURS-----	3.5

TOTAL HOURS SPENT IN: MILLERSBURG 120.5

CONTRACT HOURS= 113 HOURS

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

By: Sergeant Greg Klein

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing to provide the public the opportunity to comment on proposed uses of Oregon State Revenue Sharing Funds for fiscal year July 1, 2018 to June 30, 2019 will be held during the regularly scheduled City Council meeting in the City Council Chambers at the Millersburg City Hall, 4222 NE Old Salem Road, Millersburg, Oregon. The hearing will take place on June 12, 2018 @ 7:00 p.m. All citizens are invited to attend to provide written and oral comments on the proposed use of these resources.

NOTICE OF REGULAR PUBLIC MEETING & BUDGET HEARING

A public meeting of the City of Millersburg, Linn County, State of Oregon, will be held at the Millersburg City Hall, 4222 NE Old Salem Road, Millersburg, Oregon on Tuesday, June 12, 2018 at 6:30 p.m. The purpose of this meeting is to hold the regular City Council meeting and to discuss the budget for the fiscal year beginning July 1, 2018, as approved by the City of Millersburg Budget Committee. A copy of the budget may be inspected or obtained at the Millersburg City Hall between the hours of 8:00 a.m. and 5:00 p.m. If you would like a digital copy, email info@cityofmillersburg.org or call (541) 928-4523 and a copy can be sent to you.

RESOLUTION 2018-14

A RESOLUTION CERTIFYING THAT THE CITY OF MILLERSBURG PROVIDES THE MUNICIPAL SERVICES REQUIRED BY OREGON REVISED STATUTES 221.760 IN ORDER TO RECEIVE STATE SHARED REVENUES

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the more recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- 1) Police Protection
- 2) Fire Protection
- 3) Street Construction, Maintenance, Lighting
- 4) Sanitary Sewer
- 5) Storm Sewer
- 6) Planning, Zoning, Subdivision Control
- 7) One or More Utility Services

and,

WHEREAS, the City of Millersburg recognizes the desirability of assisting the State officer responsible for determining the eligibility of cities to receive State Shared Revenues under ORS 323.455, 366.785 to 366.820 and 471.805; and,

WHEREAS, the City of Millersburg is a city located within a county having more than 100,000 inhabitants;

NOW, THEREFORE, BE IT RESOLVED BY THE MILLERSBURG CITY COUNCIL AS FOLLOWS:

Section 1. The City of Millersburg hereby certifies it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1. Police Protection
2. Fire Protection
3. Street Construction, Maintenance, and Lighting
4. Sanitary Sewer
5. Planning, Zoning, and Subdivision control
6. Water Utility System

Section 2. The City Recorder shall take all steps necessary to carry out the intent of this Resolution, including transmitting a certified copy of this Resolution to the State of Oregon,

Department of Administrative Services, to establish the City's eligibility for State Shared Revenues.

ADOPTED this _____ day of June, 2018.

Jim Lepin, Mayor
City of Millersburg

ATTEST:

Kimberly Wollenburg
City Recorder

RESOLUTION NO. 2018-15

**A RESOLUTION DECLARING THE CITY OF MILLERSBURG'S
ELECTION TO RECEIVE STATE SHARING REVENUE FUNDS
PURSUANT TO SECTION 221.770 OF THE OREGON REVISED
STATUTES**

WHEREAS, ORS 221.770 requires the City Council adopt a resolution declaring the City of Millersburg's election to receive State Sharing Revenue Funds; and

WHEREAS, the 2018-19 budget for the City of Millersburg contains State Sharing Revenue Funds as a resource; and

WHEREAS, the Budget Committee held a public hearing to discuss the possible uses of State Sharing Revenue Funds on May 17, 2018, and the City Council held a public hearing on May 8, 2018 to discuss the proposed use of the funds for fiscal year 2018-19, giving citizens an opportunity to comment on use of State Sharing Revenue Funds; and,

WHEREAS, the City levied a property tax for the preceding fiscal year, beginning July 1, 2017;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILLERSBURG, a municipal corporation of the State of Oregon, as follows:

Section 1. Pursuant to ORS 221.770, the City of Millersburg elects to receive state revenues for fiscal year 2018-19.

Section 2. The City Recorder of the City of Millersburg is hereby directed to file a copy of this Resolution with the Department of Administrative Services of the State of Oregon.

ADOPTED this _____ day of June, 2018.

Jim Lepin, Mayor
City of Millersburg

ATTEST:

Kimberly Wollenburg
City Recorder

RESOLUTION # 2018-16

A RESOLUTION ADOPTING THE 2018-2019 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES FOR FISCAL YEAR 2018-2019

ADOPTING THE BUDGET

BE IT RESOLVED, that the City Council of the City of Millersburg hereby adopts the budget for fiscal year 2018-2019 in a total \$ 26,149,194 now on file at the City Hall.

MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below, are hereby appropriated.

	Proposed	Approved	Adopted
GENERAL FUND	10,099,633	10,089,141	10,089,141
STREET FUND	880,600	893,500	893,500
STORMWATER FUND	214,800	224,800	224,800
SEWER ENTERPRISE UTILITY FUND	2,714,600	2,719,600	2,719,600
WATER ENTERPRISE UTILITY FUND	1,553,600	1,568,600	1,568,600
Toal 2018-2019 Appropriated Funds	15,463,233	15,495,641	15,495,641
Total Unappropriated Funds	1,808,604	1,819,096	1,819,096
Total Reserve Funds	8,854,457	8,834,457	8,834,457
Toal 2018-2019 Adopted Budget	26,126,294	26,149,194	26,149,194

IMPOSING AND CATERGORIZING TAXES

BE IT RESOLVED, that the City Council of the City of Millersburg hereby imposes the taxes provided for in the adopted budget in the amount or at the rate per \$1,000 of assessed value of \$3.50 for operations; and that these taxes are hereby imposed and categorized for purposes of Article XI section 11b for tax year 2018-2019 upon the assessed value of all taxable property within the City.

General Fund \$3.50/\$1,000 - General Government Limitation

Resolved and adopted by the Council the twelfth day of June, 2018.

ATTEST:

Jim Lepin, Mayor
City of Millersburg

Kimberly Wollenburg
City Recorder



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: June 7, 2018 for Council Meeting June 12, 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:

The Public Open House has been scheduled for June 21, 2018 from 5:30 PM to 7:00 PM. The intent of this open house is to gather information from the public to help identify problem areas within the City. There will be a short presentation at 6:00. The remainder of the time will be an open house forum with staff available to discuss with citizens and answer questions. The intent of this open house is to gather information, not to address potential projects or solutions. Discussion of solutions and potential projects will come later in the process.

Development and Construction Inspection Update:

The Becker Ridge Phase IV subdivision development work has been completed and home construction will begin shortly. This subdivision contains 63 new residential building lots. Construction of new homes continues in the Eagle's Nest, Woods Estates Phase II, and Sweetwater Phase II subdivisions.

The City is in the process of contracting with David Evans and Associates to provide construction inspection services beginning this summer for construction of new public infrastructure associated with new residential, commercial, and industrial developments.

Temporary Fire Station:

Survey work has been completed and will be incorporated into the site design.

The site plan has been submitted to planning and will be reviewed at the Planning Commission meeting on June 13.

Staff have been working with the building manufacturer on required design modifications and additional materials necessary to expand the size of the existing metal building to be used as an equipment bay.

Scott Cowan has been gathering quotes for the manufactured building to be used as the station.

Detention Basin Fencing:

The fencing contractor (Outdoor Fence) will begin work on installing fencing around two city-owned stormwater detention basins within the next few weeks. Staff will be meeting with them onsite prior to beginning of construction.

City Hall Administration:

Staff received the quarterly update on water distribution DRC activities, which is attached to this memo.

As the City is experiencing significant growth a number of questions have arisen regarding construction and maintenance in the City right-of-way. City staff have developed a flyer providing information to ensure citizens are aware of requirements and responsibilities regarding the right-of-way. It will be sent out with the June utility bills.

Staff continues to perform audits of water and sewer accounts.

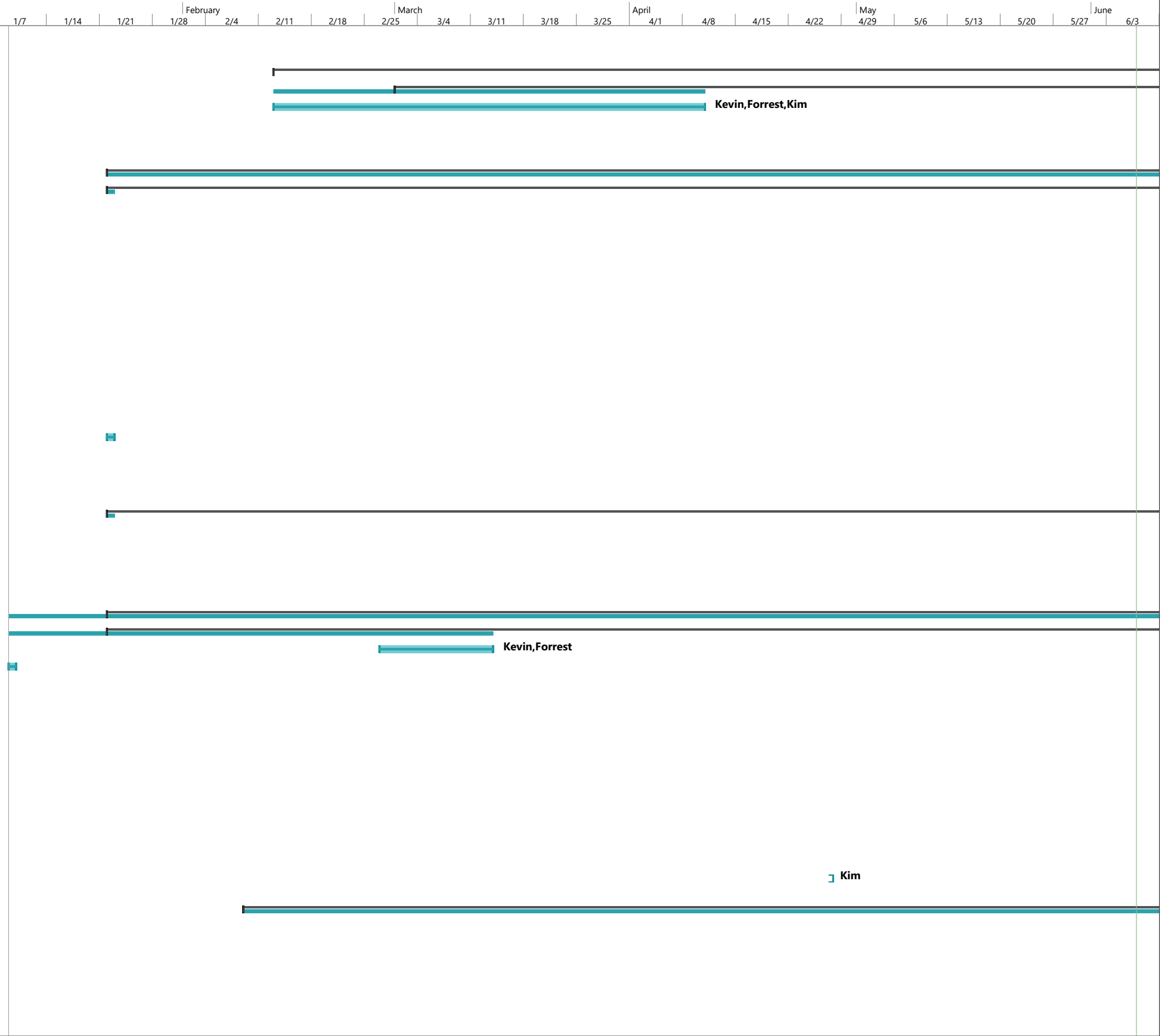
- Identified and fixed 15 water and sewer accounts with incorrect route number so hadn't been billed.
- Creation of fillable PDF water connection and sewer forms allows for faster service to residents and builders in the permitting process.

Calendar created and added to City website to show shelter reservations to provide citizens with timely information to assist with their event planning.

In progress:

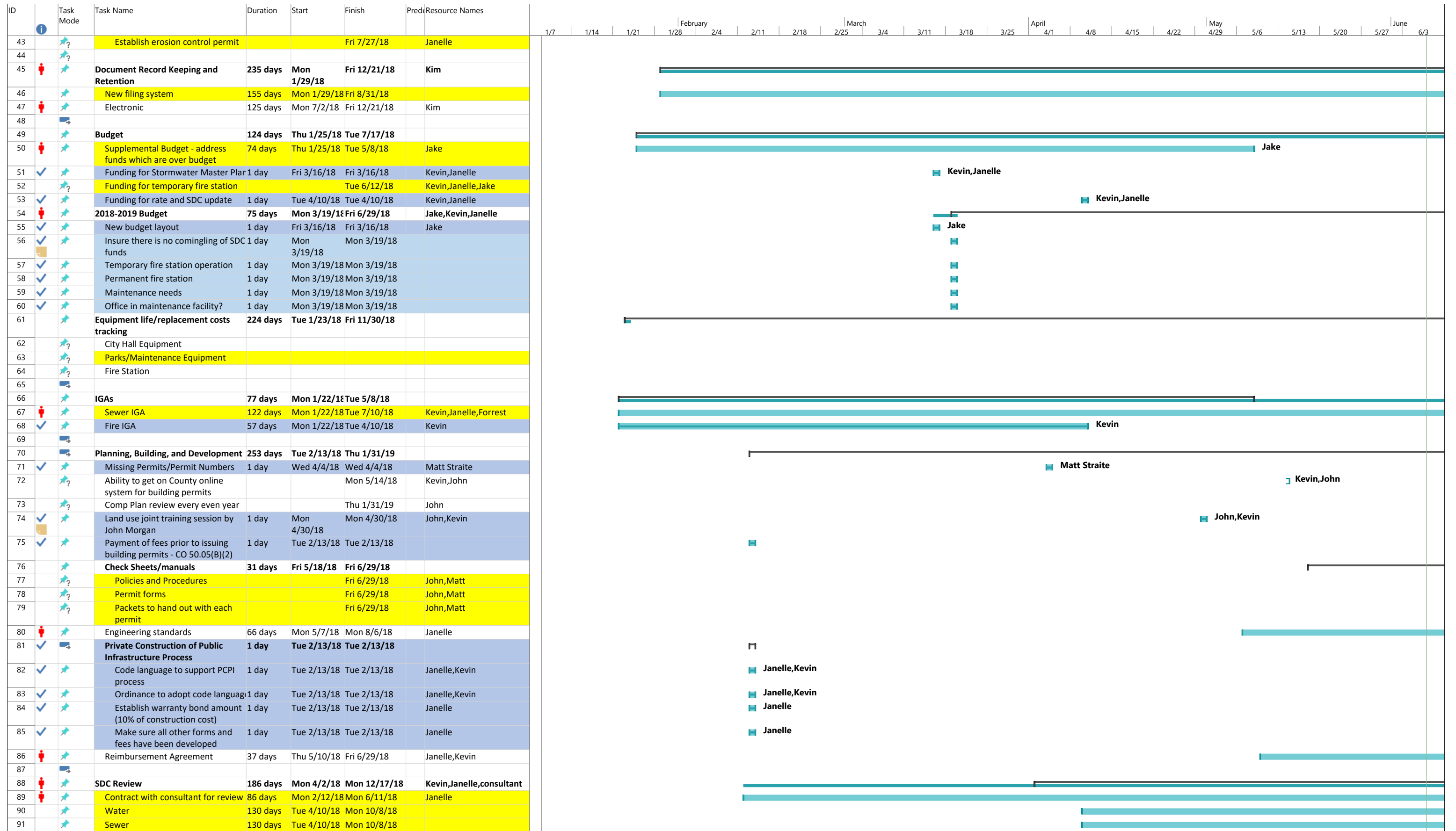
- Continuing clean-up of the general ledger to give Staff the means to provide accurate accounting to Council and citizens.

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	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			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	21 days	Fri 6/29/18	Fri 7/27/18		
42	?	Review grading and ROW permits, modify if needed			Fri 6/29/18		Janelle



Project: Task List
Date: Thu 6/7/18

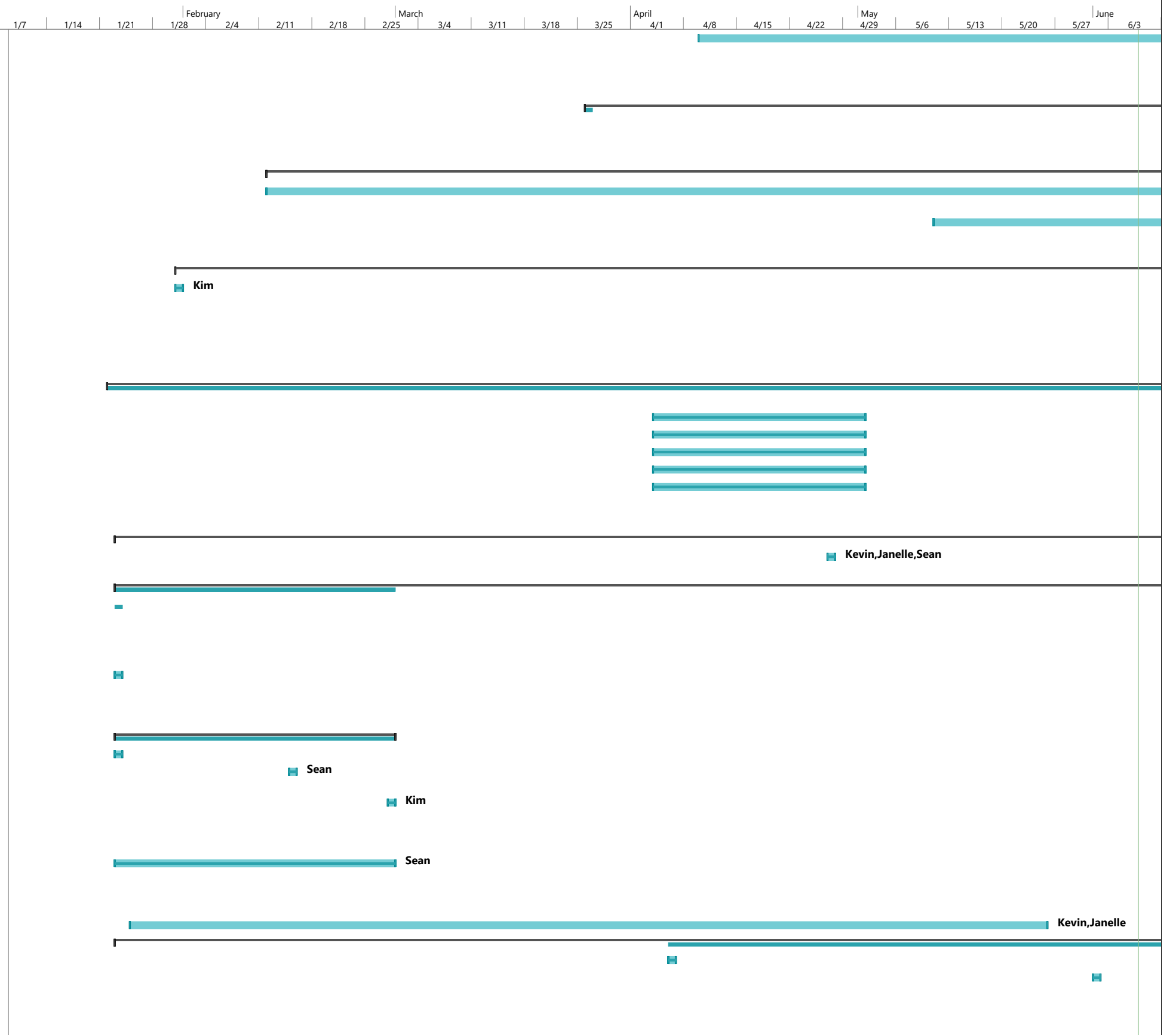
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Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
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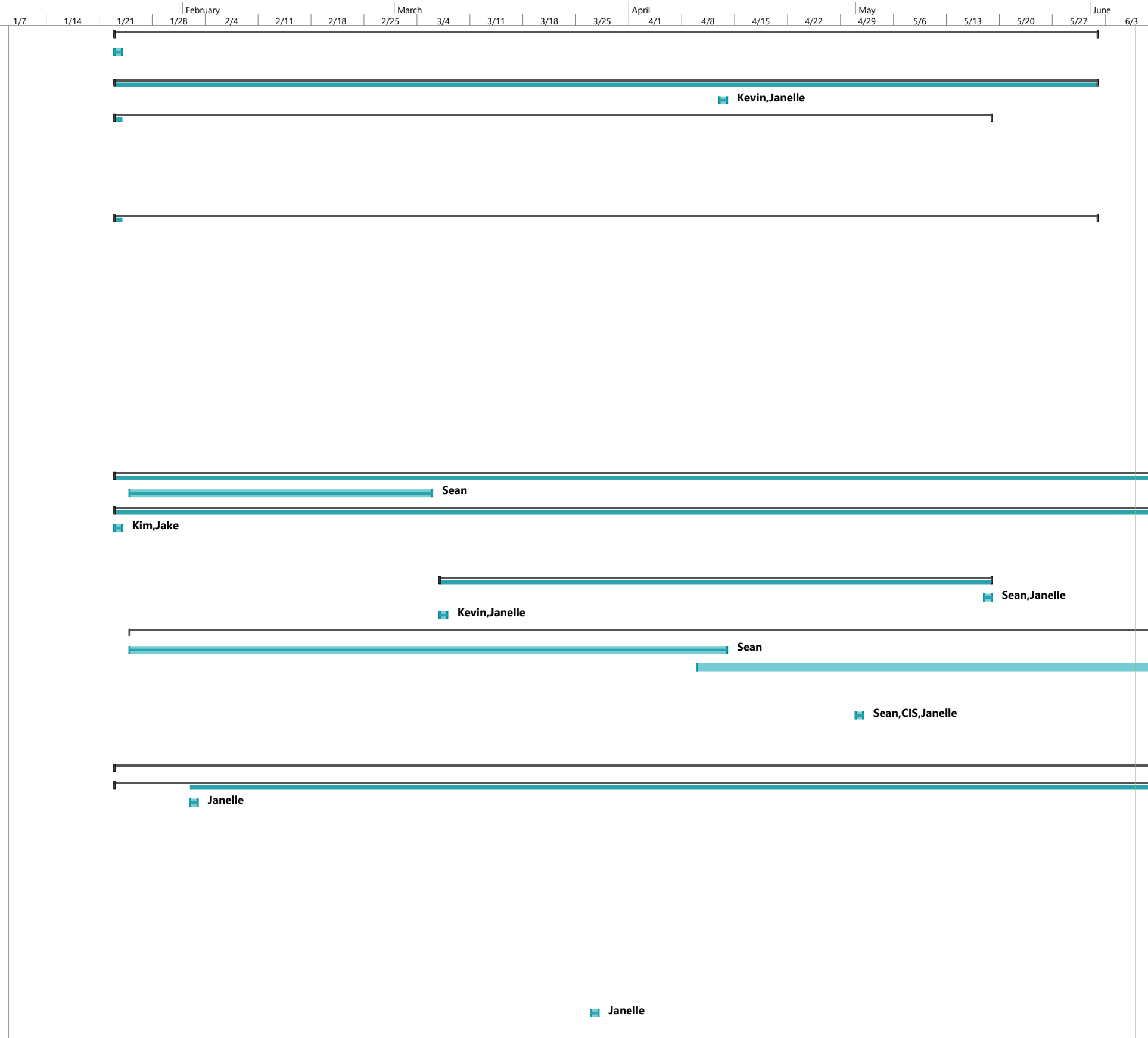
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
92	?	Streets	130 days	Tue 4/10/18	Mon 10/8/18		
93	?	Parks	86 days	Mon 8/20/18	Mon 12/17/18		
94	?	Stormwater	86 days	Mon 8/20/18	Mon 12/17/18		
95	?						
96	?	Utility Billing	71 days	Mon 3/26/18	Mon 7/2/18		
97	?	Review of water 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	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	108 days	Wed 1/31/18	Fri 6/29/18		
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 6/29/18		John,Matt
106	?	Other fees - update recent list?			Fri 6/29/18		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	1 day	Tue 1/23/18	Tue 1/23/18		
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	1 day	Fri 6/1/18	Fri 6/1/18		
135	?	Award			Mon 7/2/18		
136	?	Complete work			Mon 10/1/18		
137	?						



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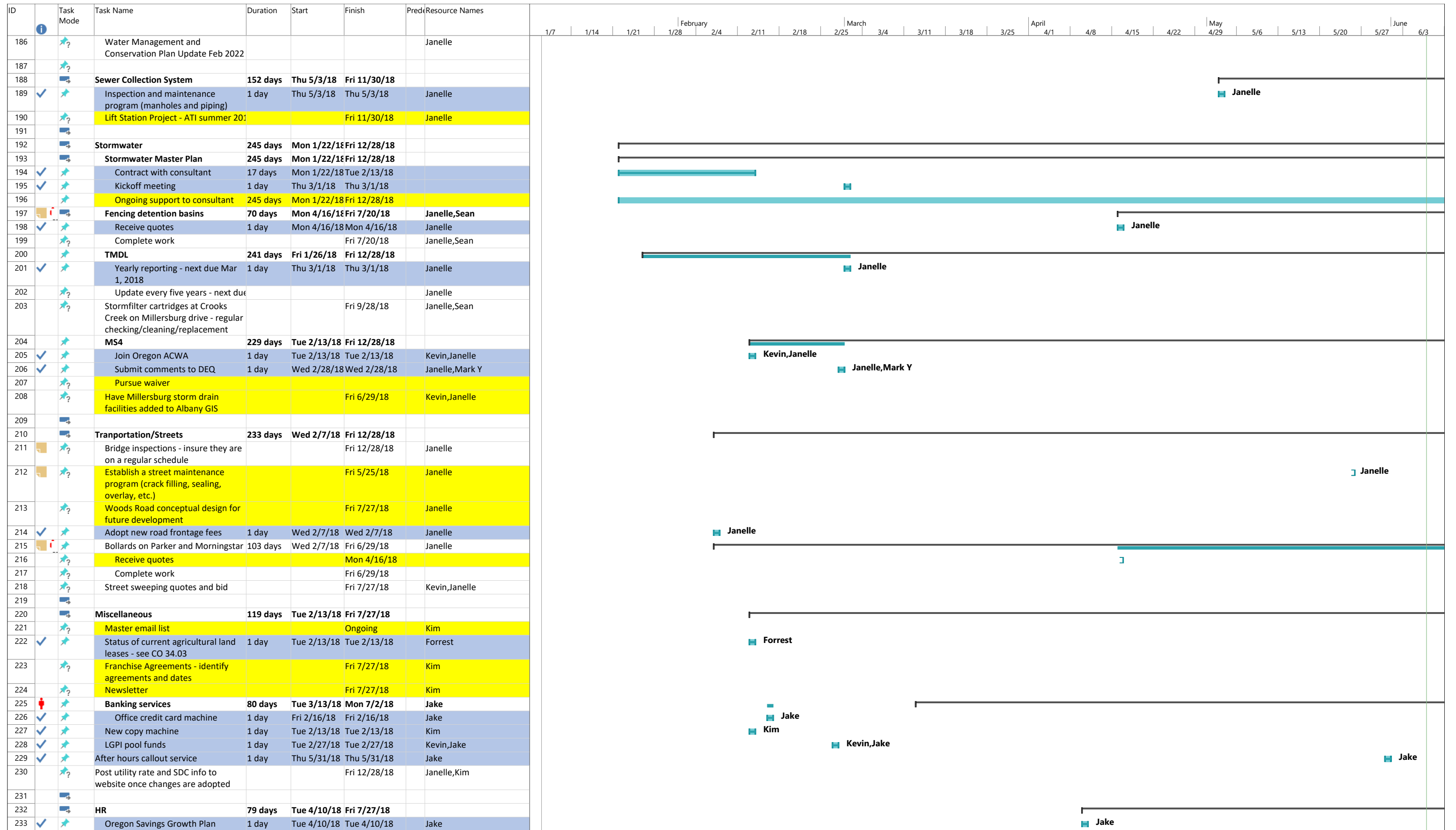
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Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

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	1 day	Wed 3/7/18	Wed 3/7/18		Kevin,Janelle
166		Lighting	112 days	Thu 1/25/18	Fri 6/29/18		
167	✓	Solicit and receive quotes	57 days	Thu 1/25/18	Fri 4/13/18		Sean
168	🚩	Award and perform work	59 days	Tue 4/10/18	Fri 6/29/18		Sean
169	?	Park/city hall safety inspection checklist			Fri 6/29/18		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 6/29/18		Sean,Jake
172							
173	🚩	Water Distribution System	244 days	Tue 1/23/18	Fri 12/28/18		Janelle,Kim,Sean
174		Water master plan	159 days	Tue 1/23/18	Fri 8/31/18		
175	✓	Follow up with state on their review comments	1 day	Fri 2/2/18	Fri 2/2/18		Janelle
176	?	submit finance component when available			Fri 8/31/18		Janelle
177	?	Annual water audit			Fri 12/28/18		Janelle,Kim
178	?	Meter testing and replacement program			Fri 12/28/18		Janelle
179	?	Leak detection program			Fri 12/28/18		Janelle
180	?	Public education			Fri 12/28/18		Janelle,Kim
181	?	Industrial conservation measures			Fri 12/28/18		Janelle
182	?	Consider weather station on park irrigation system			Fri 12/28/18		Janelle,Sean
183	✓	Track metered hydrant water usage	1 day	Fri 12/28/18	Fri 12/28/18		Janelle,Jake
184	✓	Plan review exemption letter (annual)	1 day	Tue 3/27/18	Tue 3/27/18		Janelle
185	?	OHA requirements tracking			Fri 12/28/18		Janelle



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To: Millersburg City Council

Date: 5/7/18

Re: **Quarterly Update on Distribution DRC Activities**

Dear City Council;

This fourth quarter, **there were no compliance issues or violations.**

From October to December of 2017 I have performed the below listed activities.

- Confirmed all coliform samples were reported to the state drinking water data system.
- Monitored the work order activities performed by the City of Albany.
- Updated some of the compliance binders.
- Collected the second round of Lead and Copper samples. All the samples were well below the action level set by the State of Oregon. Results were set to the homeowners who submitted a sample for testing.

This first quarter of 2018, **there were no compliance issues or violations.**

From January to March of 2018 I have performed the below listed activities.

- Confirmed all coliform samples were reported to the state drinking water data system.
- Monitored the work order activities performed by the City of Albany.
- Updated some of the compliance binders.

Please let me know if I can be of further assistance or if you have any questions. My cell number is 503-313-5808.

Sincerely;

Jeff Houchin
Project Manager II
Jacobs



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: June 4, 2018 for the June 12, 2018 City Council Meeting
SUBJECT: Linn County Enterprise Zone Adoption

Action Requested:

Adoption of the attached resolution, requesting the designation of a new Linn County Enterprise Zone.

Discussion:

At the February 22, 2018 City Council work session, AMEDEC (Albany-Millersburg Economic Development Corporation) President and Enterprise Zone Manager John Pascone gave the Council an update on the upcoming expiration of our Enterprise Zone due to Albany's designation as the core of an MSA (metropolitan statistical area) and how the changes would affect the South Santiam Enterprise Zone the City was previously part of.

Attached is a letter from John Pascone outlining the Enterprise Zone changes, and addresses Millersburg as a zone sponsor with Linn County. John Pascone will be in attendance to review this item.

Budget Impact:

Enterprise Zones are designed to function as an incentive for development of projects which qualify for inclusion within the enterprise zone, and ultimately result in increased assessed values and franchise fees for the City.

Recommendation:

Approval and adoption of the attached resolution.

Attachment(s):

Memo: Enterprise Zone Changes
Resolution



Millersburg City Council

ENTERPRISE ZONE CHANGES

Subject: Changes Affecting the South Santiam Enterprise Zone which includes Millersburg property and the Linn County Rural Renewable Energy Development Zone in 2018

This letter is intended to describe the changes taking place and the opportunity available to our region for improving the local economy, business climate and long term community prosperity.

Both of the subject zones are sun setting on June 30, 2018.

The South Santiam Enterprise Zone was originally a City of Lebanon zone and was expanded over the years to include other areas of the county including Albany and Millersburg as well as property in Tangent, Scio, Lyons and Mill City. The City of Lebanon is going through the process of re-designating its own zone for land in Lebanon.

The City of Albany, because it is now the core of an MSA, needs to designate on its own as an Urban zone, within that city's Urban Growth Boundary (UGB) (The South Santiam Enterprise Zone is currently a Rural zone which going forward cannot contain any area inside the Albany UGB).

Linn County will seek designation as a new Linn County Enterprise Zone (rural) which will include property in Millersburg as well as Tangent, Scio, Lyons, Mill City and Brownsville as well as other areas of the county.

The City of Millersburg will be a zone sponsor along with Linn County. All of the other cities will give their consent to have their property included in the new enterprise zone, but will not be co-sponsors.

Linn County is also seeking to re-designate its Rural Renewable Energy Development Zone. This zone covers all of Linn County exclusive of the Albany UGB. This zone in the past has encouraged two large projects in the North Santiam Canyon area.

Enterprise Zones are our only local incentive for encouraging our existing businesses to expand and helping attract new businesses to the area. Both economic development activities create new jobs for our communities.

The cosponsors of the enterprise zone mentioned above; Linn County and the City of Millersburg are seeking to designate the enterprise zone, for the above stated reasons, by adding industrial land that could result in important projects and investment in our area. The designations will be submitted to Business Oregon (State of Oregon Business Development Department) for approval.

Thank you for your support in this effort.

John Pascone,
AMEDC President and Enterprise Zone Manager

RESOLUTION NO. 2018-17

**A RESOLUTION TO DESIGNATE
THE LINN COUNTY ENTERPRISE ZONE**

WHEREAS, the City of Millersburg is sponsoring an enterprise zone designation jointly with the Linn County Board of Commissioners; and,

WHEREAS, the sponsoring governments have formally advised and received consultation from the Oregon Business Development Department (OBDD) according to ORS 285C.078; and,

WHEREAS, the municipal corporations, school districts, and special service districts that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of this enterprise zone were sent notice and invited to a public meeting May 9, 2018 regarding its designation in order for the sponsoring governments to effectively consult with these other local taxing district; and,

WHEREAS, this enterprise zone has a total area of 11.5 square miles; it meets other statutory limitations on size and configuration, and it is depicted here on a drawn-to-scale map (Exhibit A), and its GIS shape files will be provided to OBDD; and,

WHEREAS, the sponsors shall fulfill their duties and implement provisions jointly under ORS 285C.105 or elsewhere in ORS Chapter 285C and related parts of Oregon Law, including but not limited to appointing a local enterprise zone manager and to prepare a map (Exhibit B) of local, publicly owned lands and buildings in this enterprise zone for purposes of ORS 285C.110; and,

WHEREAS, designation of this enterprise zone does not grant or imply permission to develop land inside it without complying with jurisdictional zoning, regulatory, and permitting processes and restrictions; nor does it indicate any intent to alter those processes or restrictions, except as otherwise done in accordance with comprehensive plans as acknowledged by the state of Oregon Land Conservation and Development Commission (LCDC); and,

WHEREAS, the availability of enterprise zone exemptions to businesses that operate hotels, motels, or destination resorts would help diversify local economic activity and facilitate the expansion of accommodations for visitors, who in turn will spend time and money in the area for business, recreation, or other purposes; and,

WHEREAS, the City of Millersburg, along with Linn County, is interested in encouraging new business investment, job creation, and higher incomes for local residents, encourage greater diversity of economic activity, and increased prosperity for all residents; and,

WHEREAS, the sponsors appreciate the impacts that the designated enterprise zone would have and the property tax exemptions that eligible business firms might receive therein.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG; the City of Millersburg does hereby designate an Oregon enterprise zone to be named: the Linn County Enterprise Zone, jointly with Linn County, the boundary and area of which are described in the attached exhibits. John Pascone, AMEDC President is authorized to submit documentation of this enterprise zone designation to OBDD on behalf of the zone sponsor for purposes of a positive determination in favor under ORS 285C.074; designation of this enterprise zone takes effect on July 1, 2018 as so stipulated by OBDD in its determination pursuant to any revision and resubmission of documentation. John Pascone is appointed as the local zone manager for this enterprise zone; and

BE IT FURTHER RESOLVED, subject to the granting of approval by the director of OBDD, the sponsors would waive the distance maximum of 20 miles overall and 15 miles between separate areas within the enterprise zone under ORS 285C.120 (2) for purposes of this designation; and

BE IT FURTHER RESOLVED, the sponsors of the enterprise zone exercise their option herewith under ORS 285C.070 that qualified property of and operated by a qualified business as a hotel, motel or destination resort shall receive the property tax exemption in the zone, and that such business firms are eligible for purposes of authorization in the zone.

- Exhibit A (zone map)
- Exhibit B (map of publicly owned properties)

DATED THIS 12th DAY OF JUNE, 2018.

Jim Lepin, Mayor
City of Millersburg, Oregon





ATTEST:

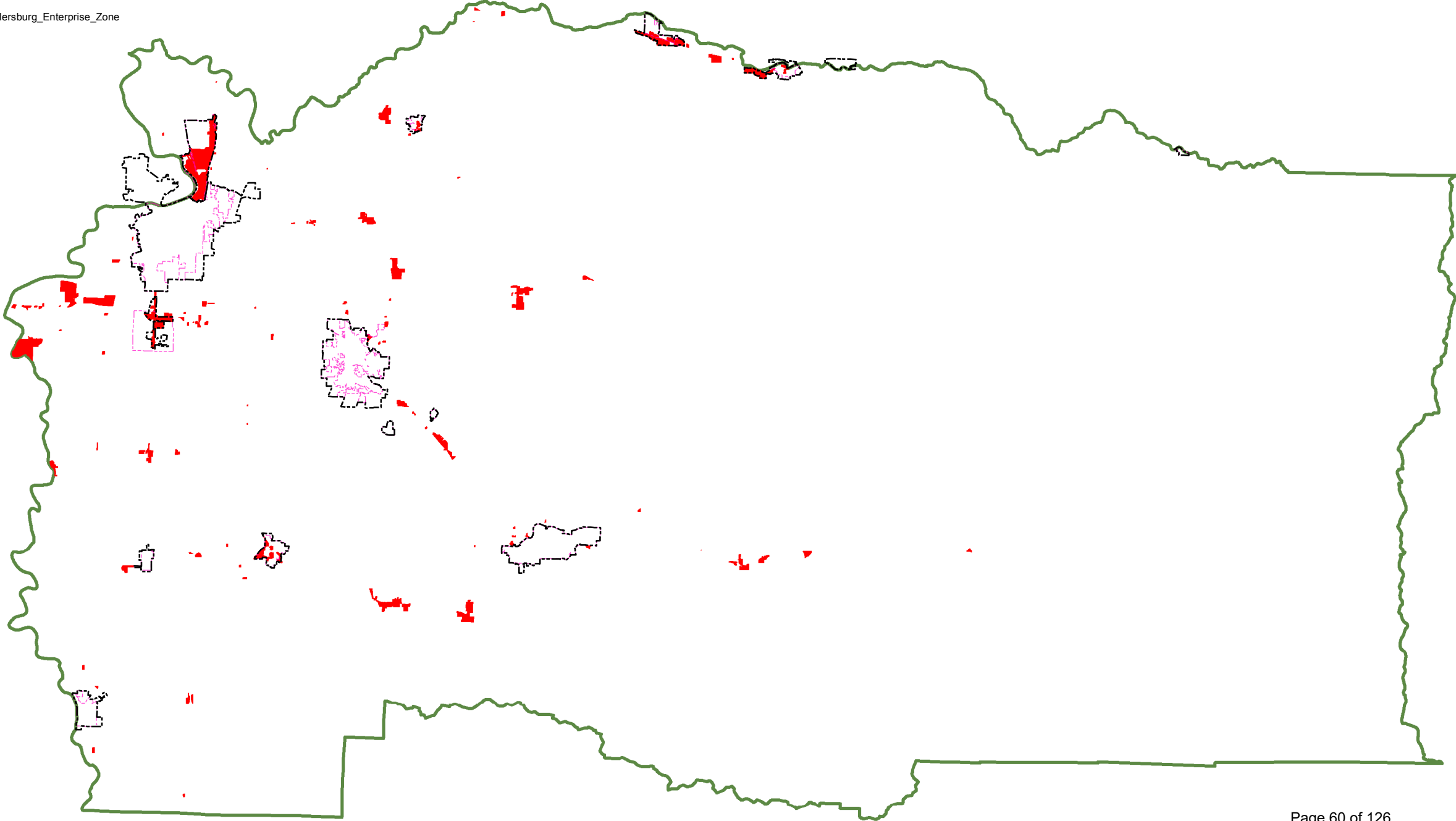
Kimberly Wollenburg
City Recorder

Proposed Linn/Millersburg Enterprise Zone

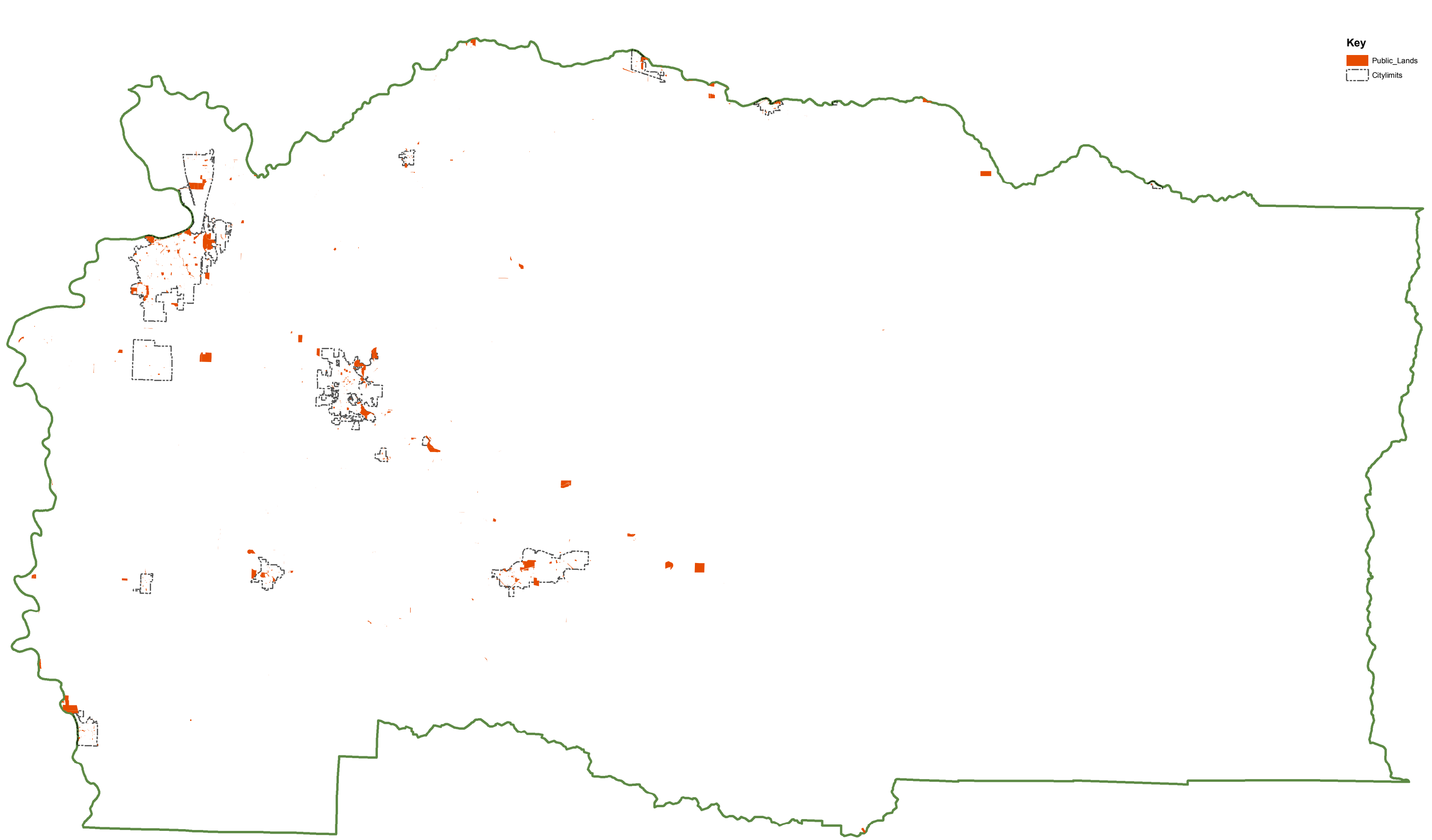


Key

-  Ugb
-  City Limits
-  Linn_County_Millersburg_Enterprise_Zone
-  County Line



Linn County Public Lands



Key
Public_Lands
Citylimits



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: June 4, 2018 for the June 12, 2018 City Council Meeting
SUBJECT: Refinancing of Water System Improvement Loan

Action Requested:

Adoption of the attached resolution, authorizing the City to refinance Water System Improvement loan.

Discussion:

In April the City was made aware by Lauren MacMillan with Piper Jaffray & Co. of the potential to refinance our Water System Improvement loan with the State of Oregon, through the Economic and Community Development Department. The rate associated with this loan is 5.5 percent; it was estimated that the refinancing of the debt based on a new 2.5 percent loan could result in \$208,000 in present value savings, net of issuance costs (based on current estimated loan rates at 2.65 percent the new loan could result in \$195,000 in present value savings, net of issuance costs).

Based on this information, we contacted the Economic and Community Development Department to see if there was a potential to refinance the loan to a lower rate with the State, and they shared they did not believe it would be possible at this time.

Council was briefed regarding the information from the State and on the potential ability to refinance the loan and directed Staff to further explore the possibility. Based on this information the City engaged Piper Jaffray & Co. to further explore refinancing of the loan.

The attached resolution is a result of this action and has been drafted by Hawkins Delafield & Wood LLP, bond counsel retained by the City and reviewed by the City Attorney, along with the documents required to request proposals for the refinancing of the loan in coordination with Piper Jaffray & Co.

The attached resolution provides the authorization for the City to refinance the loan. If adopted, Piper Jaffray will move forward with soliciting proposals for refinancing of the loan.

Budget Impact:

Cost and fees associated with the refinancing will be covered as a part of the refinancing package, if the City receives proposals we deem to be of benefit to the City to proceed with refinancing.

Recommendation:

Approval and adoption of the attached resolution.

Attachment(s):

Resolution Authorizing Refinancing of Loan

RESOLUTION NO. 2018-18

**A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON
AUTHORIZING
FULL FAITH AND CREDIT BORROWINGS TO REFINANCE AN
OUTSTANDING OBLIGATION OF THE CITY**

WHEREAS, in 1999 the City of Millersburg (“City”) entered into a loan agreement with the State of Oregon acting by and through its Economic and Community Development Department (the “1999 Financing”) to finance water system improvements (the “Projects”); and

WHEREAS, the 1999 Financing is outstanding in the approximate principal amount of \$2,550,311; and

WHEREAS, ORS 271.390 authorizes Oregon governments to refund outstanding borrowings that financed projects the City Council determines are needed as long as the estimated weighted average life of the borrowing does not exceed the estimated dollar weighted average life of the real or personal property refinanced with the borrowing;

WHEREAS, the City Charter requires voter approval prior to the City entering into a borrowing, except in certain circumstances including refundings for savings; and

WHEREAS, current interest rates may be lower than the interest rates that are payable on the 1999 Financing, and the City may be able to reduce debt service costs by refunding all or a portion of the 1999 Financing;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG AS FOLLOWS:

Section 1. Determination of Need. The City Council hereby determines that the Projects were needed at the time they were financed and that they remain needed.

Section 2. Financing Authorized. The City is hereby authorized to enter into one or more financing agreements (the “Financing Agreements”) to refinance all or any portion of the Projects pursuant to ORS Section 271.390 and the relevant provisions of ORS Chapter 287A. The Financing Agreements may be issued in an amount that is sufficient to refund all or any portion of the 1999 Financing and to pay estimated costs related to issuing the Financing Agreements and refunding the 1999 Financing. As required by the City Charter, the total principal and interest scheduled to be paid on the Financing Agreements must be less than the total principal and interest scheduled to be paid on the portion of the 1999 Financing being refunded.

Section 3. Delegation. The City Manager, Assistant City Manager/City Engineer or the person designated by the City Manager to act on behalf of the City under this resolution (each of whom is referred to in this resolution as a “City Official”) may, on behalf of the City and without further action by the Council:

- a. Select all or a portion of the 1999 Financing to be refunded;
- b. Determine the final principal amount, interest rates, payment dates, maturity dates, prepayment rights, and all other terms of the Financing Agreements;
- c. Negotiate, execute, and deliver notes to evidence amounts due under the Financing Agreements;
- d. Select a commercial bank or investor with which to negotiate, execute, and deliver the Financing Agreements. Subject to the limitations of this Resolution, the Financing Agreements may be in such form and contain such terms as the City Official may approve;
- e. Enter into additional covenants for the benefit of the purchasers of the Financing Agreements that the City Official determines are desirable to obtain more favorable terms for the Financing Agreements;
- f. Take any actions to prepay the 1999 Financing;
- g. Engage the services of any other professionals whose services are desirable for the financings;
- h. Covenant for the benefit of the owners of the Financing Agreements to comply with all provisions of the Internal Revenue Code of 1986, as amended (the “Code”), that are required for the interest paid under the Financing Agreements to be excluded from gross income for federal income tax purposes;
- i. Designate each of the Financings Agreements as a “qualified tax-exempt obligation” pursuant to Section 265(b)(3) of the Code, if applicable;
- j. Execute and deliver any other certificates or documents and take any other actions the City Official determines are desirable to carry out this Resolution.

Section 4. Security. The Financing Agreements may constitute unconditional obligations of the City, which are payable from all legally available funds of the City. Pursuant to ORS 287A.315 the City Official may pledge the City’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay amounts due under the Financing Agreements.

Section 5. Effective Date. This resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 12th day of June, 2018.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg
City Recorder



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: June 7, 2018 for the June 12, 2018 City Council Meeting
SUBJECT: Approval of Capital Improvements Program

Action Requested:
Council approval of the 2017-2022 Capital Improvements Program.

Discussion:
The Capital Improvements Program (CIP) was previously presented and reviewed at the budget committee meetings. No additional comments were received after the budget meetings. Minor edits were incorporated to address comments from the budget committee and staff. Council approval of the 2017-2022 CIP is requested.



City of Millersburg

Capital Improvements Program

2017-2022

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Introduction

Strategic Planning and Decisions

The City of Millersburg Strategic Plan consists of an overarching principle and five vision statements, which are each supported by strategies and goals. Our principle and our visions are founded on basic values that guide our decisions.

Principle: Millersburg will strive to maintain the low density, small town atmosphere while fostering a safe and healthy environment for families.

The five visions of the strategic plan are:

1. Millersburg is governed in a way that supports the needs of its growing residential base and its businesses.
2. Development of residential, commercial, and industrial properties is a planned and managed process.
3. Transportation systems are designed and maintained for future growth.
4. Millersburg is a community that strives to support community recreational and social activities for all ages.
5. Millersburg will plan for the reduction of its carbon footprint.

Our principle and vision statements must be upheld by and guide the decision-making process when determining planned projects and expenditures. The visions and values of the Strategic Plan are the basis for the projects proposed in this Capital Improvement Program (CIP).

Financial Planning

The Capital Improvement Program (CIP) is a planning document that identifies capital projects in the next five-year horizon for elected officials, citizens, and staff. The first year of the CIP will be the basis for developing the capital portion of the forthcoming City Budget for the year. This CIP shows the total cost of a project in the year it is funded. Once a project appears in the first year of the CIP and makes it into the budget, it does not appear again in the CIP because the project has moved beyond the planning phase.

How to Use This Report

Each section of the report deals with a major infrastructure service the City provides. You will find separate sections for parks, public facilities, transportation, stormwater, wastewater, and water.

Each project scheduled over the next five years is individually identified. Each project shows the total cost and the sources of money used to pay for it. Each project has a unique CIP identification number attached to it.

The CIP Process

This report is distributed to the City Council and Budget Committee, and copies are made available to the public at City Hall and on the City's website. During the first Budget Committee meeting the proposed project list will be reviewed and an opportunity will be provided to ask questions to clarify issues and information. The CIP will be revised as necessary and the final Program adopted along with the City Budget. This final version is the basis for projects found in the City Budget.

Finances

Paying for Capital Projects

The City has operating and reserve funds which can be used to fund projects, however there is not enough money for all the projects the City needs to do. In most cases the source of money determines which projects get included. For instance, Water Fund revenue can only be spent on water projects. The money each of these funds receives must be spent for the purposes for which the fund was created.

Sources of Funding

The table below shows the relative breakdown of funding sources for all the projects contained in the 2018-2022 CIP.

This chart shows a projection of funds needed for projects in any given year. Any given project can have funding from more than one source. For instance, a sewer upgrade project may be funded by a combination of Sewer Rate revenue and Sewer System Development Charges (SDC) revenue. Each project in this CIP will have funding sources identified.

A fund is an accounting term that denotes a stand-alone operation that has its own set of accounting books. Even though it is part of the City, for financial purposes it operates as a separate service.

Projected Cost Totals by Funding Source

FUNDING SOURCE	2018	2019	2020	2021	2022	TOTAL
General Fund Beginning Balance	\$400,000	\$100,300	\$20,000	\$2,518,000	\$0	\$3,038,300
SDC – Streets	\$0	\$200,000	\$0	\$0	\$0	\$200,000
SDC – Sewer	\$385,000	\$190,000	\$0	\$300,000	\$0	\$875,000
SDC – Water	\$0	\$0	\$0	\$0	\$180,000	\$180,000
Sewer Rates/Operating Revenues	\$49,000	\$192,500	\$105,000	\$400,000	\$0	\$746,500
Street Capital Reserves	\$68,300	\$66,700	\$0	\$0	\$0	\$135,000
Highway Use Tax	\$85,000	\$85,000	\$85,000	\$85,000	\$0	\$340,000
Water Rates/Operating Revenues	\$66,700	\$89,700	\$75,000	\$375,000	\$0	\$606,400
TOTAL:	\$1,054,000	\$924,200	\$285,000	\$3,678,000	\$180,000	\$6,121,200

The Five-Year Plan

The following table shows the total cost of projects authorized in each of the next five years for each major category of capital projects.

Occasionally new issues, changing cost and revenue realities, or shifts in City priorities will cause a project, or a number of projects, to be either bumped forward or back in the five-year schedule. Any changes of this nature would be reflected in future CIP documents.

Projected Cost Totals by Category

CATEGORY	2018	2019	2020	2021	2022	TOTAL
Parks	\$0	\$0	\$0	\$0	\$0	\$0
Public Facilities	\$400,000	\$40,000	\$0	\$2,500,000	\$0	\$2,940,000
Transportation	\$153,300	\$412,000	\$105,000	\$103,000	\$0	\$773,300
Stormwater	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater	\$434,000	\$382,500	\$105,000	\$700,000	\$0	\$1,621,500
Water	\$66,700	\$89,700	\$75,000	\$375,000	\$180,000	\$786,400
GRAND TOTALS:	\$1,054,000	\$924,200	\$285,000	\$3,678,000	\$180,000	\$6,121,200

Parks

Finding Out What Our Community Wants

Vision 4 of the Strategic Plan states, "Millersburg is a community that strives to support community recreational and social activities for all ages." In accordance with this goal the Millersburg City Council formed a Parks Committee in 2017 to better assess the interests of the community in parks and recreation facilities. The Committee developed a survey to determine what types of existing and potential future parks and recreation facilities are desired by the community. Although the results of the study require further analyzing and clarification, it has become apparent that the next step in moving forward will be development of a Parks and Recreation Master Plan.

Once the Parks and Recreation Master Plan is complete it will guide the City's investment in park acquisition, renovation, and new facility improvements. A SDC Study will be completed based on the results of the Parks and Recreation Master Plan and the current Parks SDC rates will be updated. Parks projects may be funded by a mix of funds from outside grants, private donations, Parks System Development Charges, and the general fund.

No new Parks capital projects are included at this time for the FY 2018-2022 CIP. The Parks and Recreation Master Plan and SDC Study will become the basis for the list of proposed projects, implementation schedule, and project financing.

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Public Facilities

Moving Toward the Future

Emergency Facilities

In 2017, the City took action to withdraw from Albany Rural Fire Protection District and Jefferson Rural Fire Protection District, effective July 1, 2018 for those areas currently within the City of Millersburg. The City is currently planning for service to be provided by the City of Albany through an Intergovernmental Agreement (IGA) for the incorporated limits of the City, effective July 1, 2018. To support this service, the City of Millersburg needs to provide a facility within the City of Millersburg from which the City of Albany Fire Department can respond.

It is planned for the temporary station to be in use until a permanent site is selected and the City constructs a new fire station in three to five years. Work for the temporary station will include a housing structure, portable bay, site work, utilities, and furnishings.

City Buildings

Millersburg currently has a small number of City buildings, including City Hall and the Maintenance Shop. Staff are currently evaluating the needs of these facilities and developing an equipment replacement program. Some initial short-term needs have been identified and are included in this CIP. As these facility needs are further identified, projects will be added to the CIP in future years.

Funding Summary

The following table shows the total amount of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected construction costs in the year the project is proposed. Each year we take the estimated cost of the projects and bring them up to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. The future year costs then have an annual three percent inflation factor added in to estimate the cost in the year proposed.

Projected Cost Totals

FUNDING SOURCE	2018	2019	2020	2021	2022	TOTAL
GF Operating	\$0	\$0	\$0	\$0	\$0	\$0
GF Beginning Balance	\$400,000	\$40,000	\$0	\$2,500,000	\$0	\$2,940,000
GRAND TOTALS:	\$400,000	\$40,000	\$0	\$2,500,000	\$0	\$2,940,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

Plan Year: 2017 - 2018

1001	TEMPORARY FIRE STATION	\$400,000
		Total for FY 2017 - 2018
		\$400,000

Plan Year: 2018 - 2019

1002	COUNCIL CHAMBERS AUDIO AND VISUAL UPGRADES	\$20,000
1003	MAINTENANCE SHOP UPGRADES	\$20,000
		Total for FY 2018 - 2019
		\$40,000

Plan Year: 2019 - 2020

	NONE IDENTIFIED	\$0
		Total for FY 2019 - 2020
		\$0

Plan Year: 2020 - 2021

1004	PERMANENT FIRE STATION	\$2,500,000
		Total for FY 2020 - 2021
		\$2,500,000

Plan Year: 2021 - 2022

	NONE IDENTIFIED	\$0
		Total for FY 2021 - 2022
		\$0

Grand Total for Public Facilities: \$2,940,000

Plan FY: 2020-2021 PERMANENT FIRE STATION

CIP Project #: 1004

Master Plan:		Plan Element:	
Category:	Public Facilities	Classification:	Emergency Services

Total Cost: \$2,500,000

This project will provide a permanent fire station within the City of Millersburg.

The location of the permanent station will be determined during preliminary design.

Operating Budget Impact: Ongoing facility operation costs, including utilities and maintenance, will be required.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GENERAL FUND BEGINNING BALANCE	\$2,500,000
	<hr/>
Total:	\$2,500,000

Transportation

Investing in our Infrastructure

The City's transportation system consists of City and Linn county roads. The City maintains 30 lane miles of improved streets, associated signs, and one crosswalk with a flashing beacon.

Federal regulations require that communities with populations greater than 50,000 and adjacent communities within the "urbanized area" of the larger community form Metropolitan Planning Organizations (MPOs). As a result, in 2013 the Albany Area Metropolitan Planning Organization (AAMPO) was formed with the cities of Albany, Millersburg, Tangent, and Jefferson and Linn and Benton counties. AAMPO provides a platform for Albany and its neighboring communities to work together on regional planning efforts.

In past years, Millersburg's street capital projects have primarily been funded from state gas tax revenues (highway use tax), street SDCs, and the general fund.

Addressing Maintenance Needs

Millersburg's Strategic Plan identifies an objective to develop and implement a proactive maintenance plan for the City streets. Previously Millersburg has not had a plan or the tools to assess and monitor conditions of its streets; maintenance has been done in a reactive manner when needs have been brought to the attention of the City. This approach served the City well for many years, when much of the infrastructure was relatively new. However, as City streets have aged it is now time to begin investing in a preventative maintenance program. If the appropriate maintenance steps are taken at this time, the life of the streets can be extended, deferring more costly improvements.

Funding Summary

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total costs in the year the project is proposed.

Each year the estimated cost of the projects are brought up to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. The future year costs then have an annual three percent inflation factor added in to estimate the cost in the year proposed.

Projected Cost Totals

FUNDING SOURCE	2018	2019	2020	2021	2022	TOTAL
General Fund Beginning Balance	\$0	\$60,300	\$20,000	\$18,000	\$0	\$98,300
SDC – Transportation	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Highway Use Tax	\$85,000	\$85,000	\$85,000	\$85,000	\$0	\$340,000
Street Reserves and Street Beginning Fund Balance	\$68,300	\$66,700	\$0	\$0	\$0	\$135,000
<u>GRAND TOTALS:</u>	\$153,300	\$412,000	\$105,000	\$103,000	\$0	\$773,300

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2017 - 2018		
2001	ALEXANDER CROSSWALK	\$67,000
2002	BOLLARDS AT MORNINGSTAR AND PARKER	\$5,000
2003	SOLAR SPEED SIGNS	\$15,000
2004	OLD SALEM ROAD LIGHTING IMPROVEMENTS	\$61,000
2005	PAVEMENT MANAGEMENT PROGRAM AND CONDITION ASSESSMENT (CAPS AND STREETSAYER)	\$5,300
Total for FY 2017 - 2018		\$153,300
Plan Year: 2018 - 2019		
2006	KATHRYN LANE REPAIR	\$52,000
2007	WOODS ROAD REPAIR AND OVERLAY	\$85,000
2008	STREET LIGHTING IMPROVEMENTS KATHRYN AND KNOX BUTTE	\$25,000
2009	CRACK SEALING SWEETWATER SUBDIVISION AND MILLERSBURG DRIVE WEST OF WOODS ROAD	\$25,000
2010	PROPERTY DEVELOPMENT FOR FUTURE ROADS	\$225,000
Total for FY 2018 - 2019		\$412,000
Plan Year: 2019 - 2020		
2011	SURFACE TREATMENT SWEETWATER SUBDIVISION AND MILLERSBURG DRIVE WEST OF WOODS ROAD	\$85,000
2012	CRACK SEALING MORNINGSTAR SUBDIVISION	\$20,000
Total for FY 2019 - 2020		\$105,000
Plan Year: 2020 - 2021		
2013	PAVEMENT CONDITION ASSESSMENT	\$3,000
2014	CRACK SEALING	\$25,000
2015	SURFACE TREATMENT MORNINGSTAR SUBDIVISION	\$75,000
Total for FY 2020 - 2021		\$103,000
Plan Year: 2021 - 2022		
	NONE IDENTIFIED	\$0
Total for FY 2021 - 2022		\$0
Grand Total for Transportation:		\$773,300

Plan FY: 2018-2019 WOODS ROAD REPAIR AND OVERLAY
CIP Project #: 2007

Master Plan: Plan Element:
Category: Transportation Classification: Street Repair

Total Cost: \$85,000

This project will repair potholes and add a 2-inch overlay on Woods Road north of Alexander Lane.

Operating Budget Impact: This project will reduce maintenance costs over the long term by reducing the amount of temporary patching and other maintenance of the deteriorated pavement.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$85,000
Total:	\$85,000

Plan FY: 2019-2020 SURFACE TREATMENT SWEETWATER SUBDIVISION AND MILLERSBURG DRIVE
WEST OF WOODS ROAD
CIP Project #: 2011

Master Plan: Plan Element:
Category: Transportation **Classification:** Street Maintenance

Total Cost: \$85,000

This project will perform preventative maintenance on the streets in the Sweetwater Estates subdivision and on Millersburg Drive west of Woods Road by following up the crack sealing from CIP project 2009 with a surface treatment. The combination of these two projects will extend the life of these streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$85,000
Total:	\$85,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Street Reconstruction/Improvements Projects

CIP #	Phase	Year	Title	Projected Total
2016	0		MILLERSBURG DRIVE IMPROVEMENTS WEST OF WOODS ROAD	\$903,000
2017	0		WOODS ROAD FULL STREET IMPROVEMENTS CONSER TO ALEXANDER	\$860,000
2018	0		WOODS ROAD FULL STREET IMPROVEMENTS NORTH OF ALEXANDER	\$1,367,000
2019	0		PARKER LANE FULL STREET IMPROVEMENTS	\$559,000
2020	0		WAVERLY FULL STREET IMPROVEMENTS	\$430,000
2021	0		AMANDA FULL STREET IMPROVEMENTS	\$271,000
2022	0		BAIN AND TONI FULL STREET IMPROVEMENTS	\$430,000
2023	0		ZUHLKE EXTENSION EAST	\$450,000
2024	0		ZUHLKE EXTENSION WEST	\$1,000,000
2025	0		CONSER ROAD FULL STREET IMPROVEMENTS	\$968,000
2027	0		FUTURE ROAD THROUGH CITY INDUSTRIAL PROPERTY	\$3,000,000
Total for Unfunded Street Projects:				\$10,238,000

Bridges

CIP #	Phase	Year	Title	Projected Total
2028	0		WAVERLY DRIVE AT COX CREEK	\$2,250,000
Total for Unfunded Bridges:				\$2,250,000

Miscellaneous - Transportation

CIP #	Phase	Year	Title	Projected Total
2029	0		STREET LIGHTING WOODS ROAD AND CONSER ROAD	\$25,000
2030	0		MAINT/REPLACEMENT OF EXISTING STREET LIGHTS ON OLD SALEM ROAD	\$40,000
2031	0		SIGNAL LIGHT CONSER AND OLD SALEM ROAD (SHARED WITH LINN CO.)	\$500,000
Total for Unfunded Miscellaneous - Transportation:				\$565,000

Pedestrian & Bikeway Projects

CIP #	Phase	Year	Title	Projected Total
2032	0		WIDEN SHOULDER AND PROVIDE BIKE LANES ALONG OLD SALEM ROAD	\$50,000
2033	0		EXTEND BICYCLE LANES ON CONSER WEST TO CITY LIMITS (PAINT ONLY)	\$10,000
2034	0		SIDEWALKS ON S END OF OLD SALEM ROAD (SHARED WITH LINN CO.)	\$200,000
2035	0		SIDEWALK ON EAST SIDE OF KATELYN, SOUTH END (440 FT)	\$9,000
2036	0		SIDEWALKS ALONG CONSER (WEST TO CITY LIMITS)	\$25,000
2037	0		PEDESTRIAN WALKWAY FROM CITY HALL TO SOUTH SIDE OF CONSER	\$100,000
2038	0		SHARED USE PATH BETWEEN MILLERSBURG PARK AND CITY HALL	\$100,000
Total for Unfunded Pedestrian & Bikeway Projects:				\$494,000
Grand Total for Unfunded Transportation:				\$15,297,000

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Stormwater

Protecting our Resources

Millersburg receives an average annual rainfall of approximately 42 inches. During rain events, it is important to have infrastructure in place to manage the stormwater runoff. Infrastructure for stormwater includes pipes and ditches and facilities to hold and reduce the peak stormwater discharge in a safe and efficient manner that protects against flooding while also minimizing impacts to the environment.

In order to properly operate and maintain the stormwater system, it is important the City understand how the existing stormwater system performs, plan for future infrastructure needs, adapt to new regulatory requirements, and understand new methods and technologies for protecting Millersburg's valuable water resources.

Evaluating Our System and Planning for the Future

In 2017, Millersburg began to develop a scope of work to perform a stormwater master plan. In the past, the City has performed maintenance and construction projects in response to specific stormwater needs in localized areas. However, Millersburg has not previously evaluated the stormwater patterns and needs of the City on a holistic level. The stormwater master plan, which is now underway, is a tool the City will use to guide stormwater improvement and maintenance projects, as well as providing valuable information to help guide development within the City. When the master plan is completed, a comprehensive project list will be added to this section of the CIP. The master plan is scheduled to be completed in either fall of 2018 or spring of 2019.

One of the stormwater challenges now facing the City is how to respond to new and upcoming regulatory requirements mandated by the Environmental Protection Agency (EPA) and the Oregon Department of Environmental Quality (DEQ). Millersburg currently has an approved five-year plan for complying with the Willamette River Total Maximum Daily Load (TMDL). Millersburg will also be required to obtain a NPDES MS4 Phase II permit from DEQ. DEQ is drafting a new permit and unless a waiver is granted, Millersburg will be required to apply for coverage once released. To comply with the approved TMDL plan and NPDES MS4 Phase II permit, the City will need to make significant changes to our stormwater management practices within the five-year window of this CIP.

Taking steps to address the Funding Challenge

Unlike the street, wastewater, and water utilities, stormwater management and maintenance activities do not currently have a dedicated funding source. Potential sources of funding could include establishing a stormwater service charge.

Following completion of the master planning effort discussed above, Council could consider implementing a stormwater System Development Charge (SDC). This SDC could be used as another component of a stormwater funding methodology.

No new stormwater projects are proposed for funding at this time.

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Wastewater

Establishing a Maintenance Program

The City's wastewater system consists of a collection system that is made up of approximately 20 miles of gravity flow pipes, 3 miles of pressure pipes, over 350 manholes, and 5 sewer lift stations. Millersburg is a joint owner with the City of Albany in the Water Reclamation Facility and Talking Water Gardens wetlands; the City of Albany holds the discharge permit with DEQ.

In 2016 and 2017, the City performed a Sanitary Sewer System Master Plan. The master plan identified recommended capital improvement projects. One of these projects was substantially completed in 2017 (Morningstar Pump Station Upgrades) and another (ATI Pump Station Upgrades) is scheduled to be completed in 2018. Additional recommended projects are included in this CIP. In addition, the master plan recommended performing a condition assessment of the collection system.

Millersburg contracts with the City of Albany for operation and maintenance of the sewer collection system through an Intergovernmental Agreement (IGA). The wastewater projects identified in this year's five-year window include those recommended by the City's adopted Sanitary Sewer System Master Plan and needs identified by City of Albany operations staff. Maintenance of the collection system helps reduce infiltration of groundwater and inflow of stormwater into the collection system, which can impact capacity requirements within the system and require additional capital improvements for conveyance and treatment of sewer flows.

Future projects will be required to address issues at both the Water Reclamation Facility and Talking Waters Garden. These projects are currently in preliminary planning phases and will be incorporated into future CIPs once more detailed information is available.

Funding Summary

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total project costs in the year the project is proposed.

Each year the estimated cost of the projects is adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. An annual three percent inflation factor is added to estimate future year costs.

Projected Cost Totals

FUNDING SOURCE	2018	2019	2020	2021	2022	TOTAL
SDC – Sewer	\$385,000	\$190,000	\$0	\$300,000	\$0	\$875,000
Sewer Rates/Operating Revenues	\$49,000	\$192,500	\$105,000	\$400,000	\$0	\$746,500
<u>GRAND TOTALS:</u>	\$434,000	\$382,500	\$105,000	\$700,000	\$0	\$1,621,500

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2017 - 2018		
4001	MORNINGSTAR AND ATI SEWER LIFT STATION IMPROVEMENTS PROJECT (TOTAL PROJECT COST \$1,785,500)	\$385,000
4002	LIFT STATION CONTROL UPGRADES (BURKHART AND CROOKS CREEK)	\$14,000
4003	MH REPAIRS – MORNINGSTAR BASIN	\$5,000
4004	WRF VLR AIR LINE REPAIRS	\$30,000
Total for FY 2017 - 2018		\$434,000
Plan Year: 2018 - 2019		
4005	INSPECT COLLECTION SYSTEM MANHOLES – CROOKS CREEK BASIN	\$11,000
4006	CLEAN AND TV COLLECTION PIPES – MORNINGSTAR BASIN	\$97,000
4007	BURKHART SEWER LIFT STATION PUMP REBUILD	\$7,000
4008	WRF ENERGY PROJECTS (VLR DISK MIXERS, VFD ON BLOWER)	\$27,500
4009	WRF SOLIDS HANDLING IMPROVEMENTS PRE-DESIGN	\$50,000
4010	SEWER LINE IN WOODS ROAD FROM SONORA NORTH	\$190,000
Total for FY 2018 - 2019		\$382,500
Plan Year: 2019 - 2020		
4011	INSPECT COLLECTION SYSTEM MANHOLES – REMAINDER OF SYSTEM	\$25,000
4012	CLEAN AND TV COLLECTION PIPES – CROOKS CREEK BASIN	\$80,000
Total for FY 2019 - 2020		\$105,000
Plan Year: 2020 - 2021		
4013	CROOKS CREEK PUMP STATION UPGRADES	\$600,000
4014	CLEAN AND TV COLLECTION PIPES – REMAINDER OF SYSTEM	\$100,000
Total for FY 2020 - 2021		\$700,000
Plan Year: 2021 - 2022		
	NONE IDENTIFIED	\$0
Total for FY 2021 - 2022		\$0
Grand Total for Wastewater:		\$1,431,500

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Interceptors/Collectors

CIP #	Phase	Year	Title	Projected Total
4015		0	EXPANSION OF SYSTEM TO UNDER SERVED INDUSTRIAL AREAS	\$2,000,000
Total for Unfunded Interceptors/Collectors:				\$2,000,000

Lift Stations

CIP #	Phase	Year	Title	Projected Total
4016		0	ATI PUMP REPLACEMENT	\$65,500
4017		0	MORNINGSTAR PUMP IMPELLER REPLACEMENT	\$32,000
4018		0	BURKHART CREEK LIFT STATION IMPROVEMENTS	\$850,000
Total for Unfunded Lift Stations:				\$947,500

Talking Water Gardens

CIP #	Phase	Year	Title	Projected Total
4019		0	TALKING WATER GARDENS: COMPLETE ENTRANCE/PARKING LOT LANDSCAPING	\$13,000
4020		0	TALKING WATER GARDENS: COMPLETE BRIDGE IMPROVEMENTS AND LANDSCAPING	\$12,500
4021		0	TALKING WATER GARDENS: REROUTE OVERHEAD POWER LINES	\$40,000
4022		0	TALKING WATER GARDENS: ENTRANCE ROAD IMPROVEMENTS	\$70,000
Total for Unfunded Talking Water Gardens:				\$135,500

Grand Total for Unfunded Wastewater: \$3,083,000

Water

Maintaining Ongoing Operations

As a result of the City's partnership with Albany in the Albany-Millersburg Water Treatment Plant (A-M WTP) and relatively new distribution system, Millersburg water customers benefit from a safe, reliable source of drinking water, a distribution system with capacity to serve growth, and stable operation and maintenance expenses.

The City's water system consists of a network of pipes, with a reservoir and pump station located at the A-M WTP. The water system is made up of 19 miles of pipes, one pump station, one reservoir, service lines, hydrants, valves, and a water treatment plant. Over 90% of the distribution system consists of ductile iron and HDPE pipe. The remaining less than 10% is asbestos cement (AC) and steel pipe. All of the AC and steel pipe is located along Old Salem Road, south of the Viewcrest interchange. One long-term goal of the City is to eliminate the remaining AC and steel pipe in the system.

Millersburg employs its own Direct Responsible Charge (DRC) Operator and contracts with the City of Albany for operation and maintenance of the water distribution system through an Intergovernmental Agreement (IGA). The water projects identified in this plan include those recommended by the City's adopted Water Master Plan and needs identified by City of Albany operations staff; they represent the projects necessary for continued consistent quality water services and to support growth and economic development in the City.

A water rate and SDC study is currently underway. It is anticipated that water rate and SDC increases will be recommended at the completion of the study. This will be an important part of funding the projects listed in this CIP, as well as ongoing operations of the water system. If rate and SDC charges are not raised according to the recommendations, it may not be possible to complete many of the projects listed in the five-year life of the water portion of the CIP and future CIPs will reflect these changes.

Funding Summaries

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total project costs in the year the project is proposed.

Each year the estimated cost of the projects is adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. An annual three percent inflation factor is added to estimate future year costs.

Projected Cost Totals

FUNDING SOURCE	2018	2019	2020	2021	2022	TOTAL
SDC – Improvement – Water	\$0	\$0	\$0	\$0	\$180,000	\$180,000
Water Rates/Operating Revenues	\$66,700	\$89,700	\$75,000	\$375,000	\$0	\$606,400
<u>GRAND TOTALS:</u>	\$66,700	\$89,700	\$75,000	\$375,000	\$180,000	\$786,400

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvement Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2017 - 2018		
5001	AM WTP MEMBRANE REPLACEMENT	\$66,700
		Total for FY 2017 - 2018
		\$66,700
Plan Year: 2018 - 2019		
5002	BACKWASH PONDS IMPROVEMENTS	\$23,000
5003	AM WTP INTAKE GENERATOR	\$66,700
		Total for FY 2018 - 2019
		\$89,700
Plan Year: 2019 - 2020		
5004	ABANDON AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK	\$75,000
		Total for FY 2019 - 2020
		\$75,000
Plan Year: 2020 - 2021		
5005	ABANDON AC PIPE IN OLD SALEM ROAD SOUTH OF TRUAX CREEK	\$375,000
		Total for FY 2020 - 2021
		\$375,000
Plan Year: 2021 - 2022		
5006	STEELHEAD RUN MAIN SIZE INCREASE	\$180,000
		Total for FY 2021 - 2022
		\$180,000
		Grand Total for Water:
		\$786,400

Master Plan: Water Master Plan **Plan Element:**
Category: Water **Classification:** Water Mains

Total Cost: \$75,000

This project will replace three services currently connected to an existing AC pipe with connections to the 20" ductile iron (DI) water main. Approximately 2,800 feet of asbestos cement (AC) pipe will be abandoned.

Replacement services are to three industries located on Old Salem Road, north of Truax Creek.

Operating Budget Impact: Abandonment of the AC pipe may reduce the amount of water loss from the system and will reduce the risk of an AC pipe failure.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$75,000

Total:	\$75,000

Master Plan: Water Master Plan **Plan Element:**
Category: Water **Classification:** Water Mains

Total Cost: \$375,000

This project will replace approximately 15 services currently connected to an existing AC pipe with connections to the 20" ductile iron (DI) water main. Approximately 3,000 feet of asbestos cement (AC) pipe will be abandoned.

Replacement services are located on Old Salem Road, south of Truax Creek.

Operating Budget Impact: Abandonment of the AC pipe may reduce the amount of water loss from the system and will reduce the risk of an AC pipe failure.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$375,000
	<hr/>
Total:	\$375,000

Plan FY: 2021-2022 STEELHEAD RUN MAIN SIZE INCREASE

CIP Project #: 5006

Master Plan: Water Master Plan

Plan Element:

Category: Water

Classification: Water Mains

Total Cost: \$180,000

This project includes replacement of approximately 940 linear feet of existing 8-inch ductile iron water line with new 12-inch ductile iron water line. This will increase fire flows to this area.

Operating Budget Impact: This project will cause no long-term increase or decreases to the maintenance costs of the distribution system.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER SDC FUND	\$180,000
	<hr/>
Total:	\$180,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Water

CIP #	Phase	Year	Title	Projected Total
5007		0	1 MGAL WATER RESERVOIR	\$1,500,000
Total for Unfunded Water:				\$1,500,000

Grand Total for Unfunded Water: \$1,500,000



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: May 29, 2018 for the June 12, 2018 City Council Meeting
SUBJECT: Ambulance Service Area

Action Requested:

Staff has been requested to provide information regarding the actions required if the City of Millersburg were to request consideration by the Linn County Ambulance Service Area (ASA) Advisory Committee, for a change from Jefferson Rural Fire Protection District ASA to the City of Albany ASA for the area providing service within the City of Millersburg.

Discussion:

The City previously took action to withdraw from Albany Rural Fire Protection District and Jefferson Rural Fire Protection District, effective July 1, 2018 for those areas currently within the City of Millersburg.

The City has entered into an Intergovernmental Agreement (IGA) with the City of Albany for fire protection for the incorporated limits of the City effective July 1, 2018. The City of Albany will be providing fire and emergency medical service (EMS) first response with paramedics. EMS transport for the southern end of the City (approximately Conser Rd. - South) will be handled by the City of Albany and EMS transport for the northern end of the City (Conser Rd. - North) will be handled by Jefferson Rural Fire District.

On July 1, 1983, the Oregon Legislature amended Oregon Revised Statutes (ORS) to authorize the Oregon Health Division (now the *Public Health Division*) to license all ambulances operating in Oregon and establish an annual licensing fee of \$45 per ambulance. To establish the standards for licensing and operating basic and advanced life support ambulances, the Health Division obtained the assistance of the State Emergency Medical Service Committee and the Ambulance and EMT 1 Advisory Council. From these developed standards, came the Oregon Administrative Rules (OARs) pertaining to the licensing and operation of ambulance services and ambulances.

On July 1, 1985, the Oregon Legislature amended the ORS to authorize each county to establish a county ambulance service area plan and the Oregon Health Division to establish ambulance service area plan criteria and to approve each county ambulance service area plan. The initial standards were adopted on September 9, 1986. The intent of the statute and administrative rules is to ensure that every citizen of and visitor to a county have access to effective and efficient ambulance service. One of the more important aspects of the statute and administrative rules gives each county government the authority to determine how many ambulance services may operate within their boundaries.

Upon the first adoption by Linn County of their Ambulance Service Areas, the City of Albany provided ambulance services to the City of Albany and the rural districts they contracted with and the majority of the Jefferson Rural Fire District, including all of Millersburg, at the Advanced Life Support Level (paramedic services) with all of their ambulances.

In 1999, Jefferson Rural Fire District requested to establish a new Ambulance Service Area in Linn County and to begin providing ambulance services to the area protected by their fire district, known as ASA #10. The request at that time made sense with Jefferson Rural Fire Protection District providing fire service to the area being requested to be withdrawn from ASA #1 served by Albany Fire Department. This new ASA resulted in split EMS service within the City of Millersburg, following the fire protection boundaries based on Jefferson Rural Fire Protection District and Albany Rural Fire Protection District response areas in the City of Millersburg.

With the City withdrawing from the two fire districts, and the City of Millersburg on July 1st receiving service from the City of Albany for the whole City, it makes sense to request movement back into ASA #1 for those areas of the City who had been receiving service from Jefferson Rural and will now be receiving service from the City of Albany.

In the ASA #10 agreement with Jefferson Rural Fire Protection District, the District states they will maintain 24-hour coverage for Advanced Life Support after January 1, 1999, and will staff the ambulance with a minimum of one paramedic and one EMT-Basic.

At the conclusion of the August 2, 2017 Town Hall meeting regarding fire service options for Millersburg, a Jefferson Rural Fire Protection District staff member shared with City of Millersburg Staff that they have had an ongoing problem being able to staff their ambulance with a paramedic, resulting in the ambulance being staffed with two (2) EMT-Basics, and a staff member who is a paramedic responding to the scene 4 or 5 times a week.

With the City of Albany providing fire protection for the City beginning July 1, 2018, the question was asked if a request should be made to the Linn County ASA Advisory Committee by the City of Millersburg to withdraw/remove that area currently receiving EMS transport from the Jefferson ASA and request the remaining area within the City be moved back into the Albany ASA once again, so the City maintains EMS transport from the agency responsible for fire protection, as was done when Jefferson began EMS transport in 1999, which resulted in the withdraw from Albany ASA; in addition the difficulty Jefferson has shared with maintaining a paramedic assigned to the ambulance adds further strength to requesting the withdrawal.

Budget Impact:

There would be no direct cost to the City of Millersburg if the City requests and Linn County grants withdrawal from the Jefferson ASA and inclusion into the Albany ASA. However, a request and subsequent removal of the area of Millersburg currently in the Jefferson ASA would likely present further financial implications for Jefferson Rural Fire Protection District.

Additionally, Jefferson Rural Fire District could consider Millersburg residents to be out of district residents and could potentially charge a rate differential in the future; such action could have an impact with regard to amount of out-of-pocket charges City residents may incur if service is provided by Jefferson and they do not have a Firemed membership.

Recommendation

Should Council wish to request Linn County ASA Advisory Committee consideration for withdrawal from the Jefferson ASA and inclusion back into the Albany ASA, Staff would request a motion to forward the request for the ASA change to the Linn County ASA Advisory Committee for consideration no later than June 19th for consideration by the ASA committee at their July 19, 2018 meeting.

Upon submittal by the City to the ASA Advisory Committee chair, the committee would review the request and then make a recommendation to the County Commissioners.

The County Commissioners would review any recommendation made by the committee and provide direction for action.

Council could also elect to take no action at this time or direct Staff to make such a request to Linn County ASA committee at a later date.