

MILLERSBURG CITY COUNCIL MEETING
January 9, 2018
Executive Session in accordance with ORS 192.660 at 5:30 PM
City Council Meeting
6:30 PM

Call Meeting to Order

Pledge of Allegiance

Roll Call

Adoption of the Consent Agenda

- 1) Approval of Meeting Minutes**
 - a. City Council of 12/12/2017**
 - b. City Council of 12/26/2017**
- 2) Approval of Monthly Bills**

Linn County Sheriff's Office Report

- **Attached Report LCSO**

Guest Presentation

- **None**

Public Comments

City Manager's Report

- **None**

Old Business

- **Leash Ordinance**

New Business

- 1). Resolution – Payment of monthly invoices**
- 2). Resolution - Fee's for Water Service Charges**
- 3). City Manager Position - Mayor**
- 4). Reorganization and approval of Assistant City Manager/City Engineer position**

Closing Public Comments

Mayor and Council Comments

Adjournment:

Upcoming meetings:

January 16, 2018 Planning Commission – Cancelled, No Actions Required

January 23, 2018 Council Work Session 4:00 PM

MINUTES OF MILLERSBURG CITY COUNCIL
MEETING OF DECEMBER 12, 2017

- The meeting was called to Order by Mayor Lepin at 6:30 PM at the Millersburg City Hall.
- The Pledge of Allegiance was conducted.
- Council members present were: Mayor Jim Lepin, Dave Harms, Scott McFee, and Don Miller. Staff present were City engineer Janelle Booth and City attorney Forrest Reid. Student representative Brad Johnston was present.
- Scott McFee motioned, seconded by Dave Harms, to approve the City Council Minutes of 11/14/17 and 11/28/17, and to accept and pay the bills of the City. Motion passed unanimously.
- Michelle Duncan of the Linn County Sheriff's Department presented an oral review of the LCSO activity report. Mayor Lepin again encouraged concerned citizens to phone 911 to report suspicious circumstances. He stated community involvement will help decrease criminal activity.
- **Guest Presentation:** Chase Burton of BSA Tr. #360 presented a request to the City for \$1500 to be used to purchase materials for his Eagle Scout project which is replacing an old tennis practice backboard at SAHS. Don Miller moved, seconded by Dave Harms, to donate \$1500 for this project. Dave Harms and Scott McFee each donated an additional \$500 of their own money towards the project.
- **Public Comments:**
Scott Stimson stated he was happy to see the City is placing the Council Agenda and accompanying documents on the City's web site.
- **Old Business:** None.
- **New Business:**
- **1)** Mayor Lepin described the proposed Resolution and accompanying documents regarding the agreement with the City of Lebanon for emergency biosolids hauling. Scott McFee moved, seconded by Dave Harms, to approve the Resolution. Motion passed unanimously.
- **2)** The Council discussed various options regarding dog control in the City parks and all other public locations in the City beyond the parks. LCSO Deputy Puttney provided information and answered questions regarding ordinances in other local jurisdictions. The Council directed Forrest Reid to provide the Council with several options at the next Council meeting.
- **3)** Don Miller moved, seconded by Dave Harms to appoint the following individuals to the Planning Commission: Ryan Penning, Connie Lepin, Scott Stimson, and John Sullivan. Mayor Lepin and Scott McFee declared their familial relationship to Connie Lepin, but Forrest Reid determined this is not an actual conflict. Motion passed unanimously. A comment from the audience for the Council to consider term limits for Planning Commissioners.
- **4)** Mayor Lepin described the issue regarding the cable and the installation of bollards at Parker Lane and Shayla Drive. Don Miller moved,

seconded by Scott McFee, to purchase and install bollards at the intersection of Parker Lane and Shayla, and also where needed on Morningstar.

- **5)** Mayor Lepin explained the need to enhance the City's existing financial and billing software. Scott McFee moved, seconded by Don Miller, to purchase the requested software upgrades. Motion passed unanimously.
- **6)** Mayor Lepin provided information regarding the need to upgrade the City's internet connection speed in order to better serve the public. Dave Harms moved, seconded by Don Miller, to upgrade the internet service at City Hall for approximately \$720/ annual increase. Motion passed unanimously.
- **7)** Mayor Lepin explained that unforeseen circumstances at the Morningstar and ATI lift stations have caused a delay in completing these projects. Scott McFee moved, seconded by Dave Harms, to extend with CH2M the completion date for the Contract for Professional Services signed May 17, 2016, to December 31, 2018. Motion passes unanimously.
- **8)** Mayor Lepin said he and Scott McFee will serve as Council representatives on the joint Albany/Millersburg litigation committee pertaining to the recently filed lawsuit against CH2M.
- **9)** Mayor Lepin outlined the history and provided information regarding the parcel of land that J. Conser & Sons wants to donate to the City. The approximate 11.15 acres is a wetlands and riparian area in the Crooks Creek drainage. The Council will consider this donation at the December 26, 2017, Council meeting.
- **10)** Scott McFee moved, seconded by Dave Harms, to sign the proposed Resolution authorizing the Mayor to be the only signer of the City checks used to pay the approved December bills.
- **Public Comment:**
- Several citizens expressed concerns about the unfenced and unprotected detention ponds in the City. There is fear of injury or death caused by a child or adult entering these ponds and perhaps drowning. Don Miller and Mayor Lepin stated the City will hopefully remedy these concerns; the City wants to make sure it is done correctly. Another citizen commented about wanting information regarding the actual bills of the City. Mayor Lepin stated the City is attempting to get this information on line as soon as possible.
- **Adjourned:** 8:00 PM

Respectfully submitted,

Forrest Reid
Millersburg City Attorney

**MINUTES OF MILLERSBURG CITY COUNCIL
MEETING OF DECEMBER 26, 2017**

- The meeting was called to Order by Mayor Lepin at 4:00 PM at the Millersburg City Hall.
- The Pledge of Allegiance was conducted.
- Council members present were: Mayor Jim Lepin, Dave Harms, Scott Cowan, and Don Miller. Staff present were Interim City Manager Kevin Kreitman and City Manager Forrest Reid. Student representative Brad Johnston was not present.
- **Old Business:** None.
- **New Business:**
 - **1)** Discussion of Conser Land Donation. Mayor Lepin explained details of the land donation; and certain benefits to the City such as trails and open areas that will not be built upon if the City accepts the land donation. He reported that City Hall has not received any concerns or negative comments from citizens. Scott Cowan asked about potential exposure to financial costs and liability to the City. Mayor Lepin stated the City will incur maintenance costs but much of the area is wet lands. The City will also explore options regarding safety and security on the donated land. The Mayor mentioned that this area is in the TSP for the building and maintenance of trails. Kevin Kreitman mentioned another benefit is the City would be able to maintain and preserve the large area of trees on the donated land. Scott Cowan moved, seconded by Dave Harms, to accept the Conser land donation. Motion passed unanimously. Mayor Lepin and Kevin Kreitman then signed the plats of Parcel 1 and Parcel 2.
 - **2)** Kevin Kreitman stated that he and the Mayor have identified a number of deficiencies in the City planning area. Kevin Kreitman then spoke of the necessity to contract with a business that can provide planning services to the City. The City urgently needs to update planning documents and procedures. The Mayor stated that he estimates at least 50% of problems currently existing within the City are land use and planning issues. The Mayor recommended strongly to hire John N. Morgan to perform these services. The Mayor stated that he and Kevin Kreitman interviewed John N. Morgan. Don Miller spoke of the advantage of having John N. Morgan at a desk in the City Hall. Dave Harms suggested this contract with John N. Morgan be an at-will contract. Kevin Kreitman stated John N. Morgan has provided these services in many towns and cities throughout Oregon. The Mayor stated a goal will be to better track permit and other related fees to pay the costs of City engineering and planning services. Kevin Kreitman requested authorization for he and the City Attorney to draft an acceptable professional services agreement with John N. Morgan of MorganCPS Group, Inc. to provide appropriate and necessary planning services to the City. Dave Harms moved to authorize Kevin Kreitman and the City

Attorney to draft and accept a professional services agreement with John N. Morgan. Don Miller seconded. Motion passed unanimously.

- **3)** Dave Francis of the Parks Committee provided written and oral comments regarding the progress being made with vision of the City's parks. Dave Francis spoke about the Committee's desire to conduct a survey of the City residents. Mayor Lepin and the other councilors all stated they are excited to see this progress and look forward to further reports. Mayor Lepin stated the City can help with the survey of the residents and postage. An audience member voiced his optimism for the survey. Kevin Kreitman said it may be possible to place the survey on the City's website. Dave Francis said he will research the service "Research Monkey." Mayor Lepin wants to get the survey process moving in the near future so the City can begin work on a City Parks Plan. The Mayor mentioned that the City wants to match the need for Parks with available land in the City. Scott Cowan mentioned the possibility to survey about a dog park and pocket parks. Mayor Lepin commented about the need to update the City's Comprehensive Plan. There was a comment about the possibility to eliminate the option for a developer to pay money rather than to develop parks in their development. There was discussion to see if the survey could also question whether the neighborhoods want to participate in "National Night Out."
- **4)** Mayor Lepin spoke of the necessity for Millersburg to hire a qualified City Manager. The Manager needs to work with: maintenance issues, planning issues, updating the City's governing documents, City finances, and many other areas. The Mayor said he has received 16 resumes from applicants for the City Manager's position. He estimated that 4 of the applicants would warrant an interview, and probably 2 of the candidates are highly qualified. Mayor Lepin then spoke of his positive observations of Kevin Kreitman for the past two months while Kevin Kreitman is working as interim City Manager. Mayor Lepin stated that he is very impressed with how Kevin Kreitman has understood many of the City's urgent issues, and has worked towards resolving many of them. Mayor Lepin stated that Kevin Kreitman would be a very good City Manager for Millersburg even though Kevin Kreitman can only be employed on a 20 hour per week contract. City Attorney Forrest Reid stated a contract can be drafted which will not violate any PERS issues for Kevin Kreitman and is completely transparent. The Mayor stated that hiring Kevin Kreitman for 20 hours/week, in addition to hiring an assistant City Manager who would also serve in an additional role would be very beneficial to the City. Mayor Lepin then provided an overview of salary and contract scope for Kevin Kreitman and Sharon Chapman.
- **Council Comments:**
- Scott Cowan stated he would like a monthly report to the Council of updates on various City projects. Don Miller commented that he has heard many positive comments regarding the City from City residents.

- It was decided by the Council that at 6:30 PM on January 2, 2018, at the City Hall, there will be a time for City residents to participate in a question and answer time with Kevin Kreitman, and to hear his vision and plans for the City of Millersburg. The public is encouraged to attend and get involved.
- **Adjourned:** 6:08 PM

Respectfully submitted,

Forrest Reid
Millersburg City Attorney



TO: Millersburg City Council
FROM: Kevin Kreitman, Interim City Manager **KK**
DATE: January 4, 2018, for the January 9, 2018 Council Meeting
SUBJECT: Accounts Payable Monthly - Council Approval Report

Action Requested: Consent agenda approval of the attached accounts payable. A new item that has been included is the addition of Visa card monthly billing. We are also now including a copy of our Local Government Invest Pool (LGIP) account balances; the main account 5809 – Millersburg City Of, includes water and sewer SDC funds, property taxes received, franchise fees received, user fees for water and sewer, planning and building fees received.

Items of interest include payment to Oregon Health Authority - OHA Drinking Water Services for payment and review of our Water Master Plan, which was due before the end of calendar year 2017, requiring payment prior to our normal process of approval by Council prior to payment.

Discussion:
Statements attached.

**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
	Aflac, 1932 Wyrnton Road, Columbus, GA, 12/11/17 Medical Insurance	43 427699	01/01/18			\$49.08	\$49.08	01-5060	Medical Insurance	\$72,000.00	\$34,773.92
	Albany Lock & Key, 217 Main SE, Albany, OR, 97321 01/03/18 Office Supplies	197 64759	01/15/18			\$20.00	\$20.00	01-5340	Office Supplies	\$15,000.00	\$8,191.18
	Architectural Associates, 241 East Broadway, Eugene, OR, 97401 12/31/17 Planning Consultants - General	28 12/31/17	01/15/18			\$261.27	\$261.27	01-5110	Planning Consultants - G	\$15,000.00	\$11,780.67
	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321 12/18/17 Planning Consultants - Engineering	539 3052599	01/15/18			\$332.80	\$332.80	01-5100	Planning Consultants - E	\$200,000.00	\$54,380.34
	12/18/17 Planning Consultants - Engineering	3052600	01/15/18			\$124.80	\$124.80	01-5100	Planning Consultants - E	\$200,000.00	\$54,380.34
	12/29/17 Planning Consultants - Engineering	3054394	01/15/18			\$208.00	\$208.00	01-5100	Planning Consultants - E	\$200,000.00	\$54,380.34
	Bemrose Consulting, 12655 SW Center St., Suite 540, Beaverton, OR, 97005 12/31/17 Office Supplies	416 171200048	01/30/18			\$85.00	\$85.00	01-5340	Office Supplies	\$15,000.00	\$8,191.18
	Brittany Graves, 38747 Morningsstar Rd. NE, Albany, OR, 97321 12/15/17 Parks & Recreation	506 121517	12/30/17			\$104.00	\$104.00	01-5200	Parks & Recreation	\$25,000.00	\$19,068.80
	Century Link, PO Box 91155, Seattle, WA, 12/20/17 O&M Sewer Lines	26 12/20/17	01/11/18			\$49.84	\$49.84	06-5656	O&M Sewer Lines	\$80,000.00	\$53,236.90
	CH2MHill OMI, Department 1267, Denver, CO, 80291-1267 12/14/17 Water Treatment Plant O & M	29 66526	01/13/18			\$625.00	\$625.00	07-5675	Water Treatment Plant O	\$430,000.00	\$265,653.71
	Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838 12/26/17 City Hall Maintenance & Supplies	48 172384628	01/10/18			\$70.00	\$70.00	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
	12/26/17 City Hall Maintenance & Supplies	172384629	01/10/18			\$59.55	\$59.55	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
	12/26/17 City Hall Maintenance & Supplies	172384630	01/10/18			\$40.89	\$40.89	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
	12/14/17 City Hall Maintenance & Supplies	5009449536	01/14/18			\$70.68	\$70.68	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
	Coleen Haxby, 5471 Umpqua Lane NE, Albany, OR, 97321 01/02/18 Parks & Recreation	76 010218	01/15/18			\$63.20	\$63.20	01-5200	Parks & Recreation	\$25,000.00	\$19,068.80
	Comcast, PO Box 34744, Seattle, WA, 98124-1744	18				\$63.20	\$63.20				

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		12/31/17	12/31/17	Telephone	01/15/18	\$204.63	\$204.63	01-5320	Telephone	\$6,000.00	\$4,389.52
							\$204.63				
192	DAS-Shared Financial Services-Cashier, 155 Cottage Street NE, Salem, OR, 97301-3963	12/11/17	12/11/17	Contracted Services	01/05/18	\$475.12	\$475.12	01-5510	Contracted Services	\$70,000.00	\$41,778.92
							\$475.12				
327	De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602	57208710	12/09/17	Contracted Services	01/01/18	\$352.22	\$352.22	01-5510	Contracted Services	\$70,000.00	\$41,778.92
							\$352.22				
251	Dustin Patton, 834 Manor Way, Lebanon, OR, 97355	123117	12/31/17	Telephone	01/15/18	\$35.00	\$35.00	01-5320	Telephone	\$6,000.00	\$4,389.52
							\$35.00				
272	Earth2o, PO Box 70, Culver, OR, 97734	570853	12/19/17	Office Supplies	01/01/18	\$17.60	\$17.60	01-5340	Office Supplies	\$15,000.00	\$8,191.18
		570894	12/19/17	Office Supplies	01/01/18	\$23.15	\$23.15	01-5340	Office Supplies	\$15,000.00	\$8,191.18
							\$40.75				
335	EC Electrical Construction Co, PO Box 4300, Portland, OR, 97208	156916	12/26/17	City Hall Maintenance & Supplies	01/15/18	\$578.26	\$578.26	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
		156924	12/27/17	City Hall Maintenance & Supplies	01/15/18	\$195.83	\$195.83	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
							\$774.09				
16	Forrest Reid, 135 SW 5th Avenue, Albany, OR, 97321	1217	12/31/17	Legal Services	01/15/18	\$7,925.00	\$7,925.00	01-5355	Legal Services	\$75,000.00	\$45,441.89
							\$7,925.00				
68	HALO Branded Solutions Inc, 3182 Momentum Place, Chicago, IL, 60689-5331	3284633	12/18/17	Printing, Advertising & Recording	01/15/18	\$643.27	\$643.27	01-5420	Printing, Advertising & R	\$5,000.00	\$3,594.51
							\$643.27				
173	Jano's Trophies, 1129 SE Santiam Rd., Albany, OR, 97321	26645	12/28/17	Office Supplies	01/15/18	\$20.00	\$20.00	01-5340	Office Supplies	\$15,000.00	\$8,191.18
							\$20.00				
425	Jim Lepin, 3360 NE Lauren Avenue, Albany, OR, 97321	12/31/17	12/31/17	Office Supplies	01/15/18	\$31.86	\$31.86	01-5340	Office Supplies	\$15,000.00	\$8,191.18
							\$31.86				
10	John Deere Financial, PO Box 4450, Carol Stream, IL, 60197-4450	12/16/17	12/16/17	Park Supplies & Maintenance	01/15/18	\$21.34	\$21.34	01-5230	Park Supplies & Mainten	\$50,000.00	\$28,302.38
							\$21.34				
218	Kathleen Williams, 6040 NE Coquille Ct, Albany, OR, 97321						\$21.34				

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		032744	01/04/18	Library Services	01/15/18	\$40.00	\$40.00	01-5440	Library Services	\$3,000.00	\$2,040.00
							\$40.00				
20	Koontz, Perdue, Blasquez & Co., P.C., PO Box 605, Albany, OR, 97321	58907	11/30/17	Accounting & Audit	12/30/17	\$166.00	\$166.00	01-5410	Accounting & Audit	\$30,000.00	\$29,357.00
							\$166.00				
439	Kristen Champion, 2872 NE Kimila Drive, Albany, OR, 97321	121517	12/15/17	Parks & Recreation	12/30/17	\$52.00	\$52.00	01-5200	Parks & Recreation	\$25,000.00	\$19,068.80
							\$52.00				
67	Lee Thompson & Associates, Inc., PO Box 2752, Albany, OR, 97321	12946	12/03/17	Miscellaneous Contractual	01/02/18	\$575.00	\$575.00	02-5550	Miscellaneous Contractu	\$20,000.00	\$13,598.59
							\$575.00				
39	LifeMap Billing, PO Box 6840, Portland, OR, 97228-6840	IN0293410	12/16/17	Disability Insurance	01/05/18	\$57.47	\$57.47	01-5055	Disability Insurance	\$3,000.00	\$2,076.10
							\$57.47				
351	Oregon Marketing Group, PO Box 1151, Jefferson, OR, 97352	0891	01/03/18	Contracted Services	01/15/18	\$299.00	\$299.00	01-5510	Contracted Services	\$70,000.00	\$41,778.92
							\$299.00				
252	Oregon Mayors Association, 1201 Court St NE Ste 200, Salem, OR, 97301	OMA18-193833	12/15/17	Dues & Subscriptions	01/01/18	\$103.00	\$103.00	01-5310	Dues & Subscriptions	\$9,000.00	(\$782.99)
							\$103.00				
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001	120417	12/04/17	Park Supplies & Maintenance	12/20/17	\$354.48	\$354.48	01-5230	Park Supplies & Mainten	\$50,000.00	\$28,302.38
		120417	12/04/17	City Hall Utilities	12/20/17	\$992.31	\$992.31	01-5660	City Hall Utilities	\$15,000.00	\$9,111.63
		122017	12/04/17	City Hall Utilities	12/20/17	\$5.03	\$5.03	01-5650	City Hall Utilities	\$15,000.00	\$9,111.63
		120417	12/04/17	Street Lighting	12/20/17	\$3,082.87	\$3,082.87	02-5180	Street Lighting	\$93,900.00	\$72,831.85
		120417	12/04/17	O&M Sewer Lines	12/20/17	\$720.96	\$720.96	06-5656	O&M Sewer Lines	\$80,000.00	\$53,236.90
		120417	12/04/17	Miscellaneous Expenses	12/20/17	\$696.07	\$696.07	06-5900	Miscellaneous Expenses	\$210,000.00	\$206,624.24
							\$5,851.72				
32	Pam Jones, 5548 Umpqua Ln NE, Albany, OR, 97321	121517	12/15/17	Parks & Recreation	12/30/17	\$200.00	\$200.00	01-5200	Parks & Recreation	\$25,000.00	\$19,068.80
							\$200.00				
15	Pitney Bowes Global Financial, PO Box 371887, Pittsburgh, PA, 15250-7887	3304969715	11/30/17	Office Supplies	12/30/17	\$241.02	\$241.02	01-5340	Office Supplies	\$15,000.00	\$8,191.18
							\$241.02				
41	Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167	173450025845	12/11/17	Medical Insurance	01/01/18	\$968.75	\$968.75	01-5060	Medical Insurance	\$72,000.00	\$34,773.92
							\$968.75				

**City of Millersburg
Council Approval Report
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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
447	R.L Reimers Company, 3939 Old Salem Road Suite# 200, Albany, OR, 97321	Dec 2017	01/04/18	Pump Station Upgrade	01/15/18	\$16,881.50	\$16,881.50	06-5765	Pump Station Upgrade	\$900,000.00	(\$65,258.97)
							\$968.75				
56	Republic Services #450, PO Box 78829, Phoenix, AZ, 85062-8829	0450-002520056	11/30/17	Park Supplies & Maintenance	12/20/17	\$179.07	\$179.07	01-5230	Park Supplies & Maintent	\$50,000.00	\$28,302.38
		0450-002519636	11/30/17	City Hall Maintenance & Supplies	12/20/17	\$34.32	\$34.32	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
							\$213.39				
387	Robert Nelson, 2878 Levi Lane NE, Albany, OR, 97321	123117	12/31/17	Parks & Recreation	01/15/18	\$192.00	\$192.00	01-5200	Parks & Recreation	\$25,000.00	\$19,068.80
							\$192.00				
13	Sean Shearer, 3515 Chicago St. SE, Albany, OR, 97322	123117	12/31/17	Telephone	01/15/18	\$28.35	\$28.35	01-5320	Telephone	\$6,000.00	\$4,389.52
							\$28.35				
151	Security Alarm Corp., 2443 Brighton Way, Albany, OR, 97322	1190639	12/01/17	City Hall Maintenance & Supplies	12/15/17	\$225.00	\$225.00	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
		1190640	12/01/17	City Hall Maintenance & Supplies	12/15/17	\$179.85	\$179.85	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
							\$404.85				
533	Sharon Chapman, 4236 Azalea Ave SE, Albany, OR, 97322	12/2017	12/31/17	Office Supplies	01/15/18	\$77.36	\$77.36	01-5340	Office Supplies	\$15,000.00	\$8,191.18
							\$77.36				
544	Sheen Interiors, 1160 Chemawa Rd NE, Salem, OR, 97303	71	01/02/18	City Hall Maintenance & Supplies	01/15/18	\$580.00	\$580.00	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
							\$580.00				
486	Site5 Web Hosting, 2500 Ridgepoint Dr., Austin, TX, 78754	940393	11/09/17	Contracted Services	12/13/17	\$15.95	\$15.95	01-5510	Contracted Services	\$70,000.00	\$41,778.92
							\$15.95				
84	Ultrex, 110 SW 9th Avenue, Albany, OR, 97321	INV54552	12/19/17	Office Supplies	01/15/18	\$70.00	\$70.00	01-5340	Office Supplies	\$15,000.00	\$8,191.18
							\$70.00				
73	United Systems Technology, Inc., 4325 Alexander Drive, Suite 100, Alpharetta, GA, 30022	PS-336114	12/31/17	Office Supplies	01/30/18	\$250.00	\$250.00	01-5340	Office Supplies	\$15,000.00	\$8,191.18
		SI-107571	12/28/17	Office Supplies	01/27/18	\$495.64	\$495.64	01-5340	Office Supplies	\$15,000.00	\$8,191.18
		SI-107469	12/19/17	Contracted Services	01/15/18	\$499.22	\$499.22	01-5510	Contracted Services	\$70,000.00	\$41,778.92
							\$1,244.86				

**City of Millersburg
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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
US Bank, PO Box 790408, St. Louis, MO, 63179-0408		36	12/06/17	Conventions & Training	01/03/18	\$160.00	\$160.00	01-5300	Conventions & Training	\$5,000.00	\$4,846.00
			12/06/17	Conventions & Training	01/03/18	\$57.50	\$57.50	01-5300	Conventions & Training	\$5,000.00	\$4,846.00
			12/06/17	Office Supplies	01/03/18	\$19.65	\$19.65	01-5340	Office Supplies	\$15,000.00	\$8,191.18
			12/06/17	Office Supplies	01/03/18	\$13.98	\$13.98	01-5340	Office Supplies	\$15,000.00	\$8,191.18
			12/06/17	Office Supplies	01/03/18	\$69.98	\$69.98	01-5340	Office Supplies	\$15,000.00	\$8,191.18
			12/06/17	Office Supplies	01/03/18	\$99.97	\$99.97	01-5340	Office Supplies	\$15,000.00	\$8,191.18
Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321		328		Contracted Services			\$421.08				
		27022	12/31/17	Contracted Services	01/15/18	\$258.00	\$258.00	01-5510	Contracted Services	\$70,000.00	\$41,778.92
Xterma Pest Control, P.O. Box 281, Albany, OR, 97321		85		City Hall Maintenance & Supplies			\$258.00				
		121217	12/12/17	City Hall Maintenance & Supplies	01/10/18	\$35.00	\$35.00	01-5600	City Hall Maintenance &	\$30,000.00	\$20,758.11
Total Bills To Pay:										\$35.00	
										\$41,663.69	



LINN COUNTY SHERIFF'S OFFICE

Bruce W. Riley, Sheriff

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

2017

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

FOR THE MONTH OF:

December

TRAFFIC CITATIONS: -----	11
TRAFFIC WARNINGS: -----	16
TRAFFIC CRASHES: -----	1
ADULTS CITED / VIOLATIONS: -----	1
ADULTS ARRESTED: -----	5
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	98
TRAFFIC HOURS-----	13
ADMINISTRATION HOURS-----	15

TOTAL HOURS SPENT IN: MILLERSBURG 124

CONTRACT HOURS= 113 HOURS

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

By: Sergeant Greg Klein



December 2017 Statement

Open Date: 11/07/2017 Closing Date: 12/06/2017

Account: 4798 5312 1875 0570



U.S. Bank Business Edge Select Rewards Card
CITY OF MILLERSBURG (CPN 001812278)

Cardmember Service ☎ 1-866-485-4545
BUS 30 USB 3 5 7 8 4

New Balance	\$421.08
Minimum Payment Due	\$10.00
Payment Due Date	01/03/2018

Reward Points	
Earned This Statement	876
Reward Center Balance as of 12/06/2017	0
For details, see your rewards summary.	

Activity Summary	
Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Purchases	+ \$421.08
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$421.08
Past Due	\$0.00
Minimum Payment Due	\$10.00
Credit Line	\$12,000.00
Available Credit	\$11,578.92
Days in Billing Period	30

Payment Options:



Mail payment coupon with a check



Pay online at usbank.com



Pay by phone 1-866-485-4545



Pay at your local U.S. Bank branch

Please detach and send coupon with check payable to: U.S. Bank

CPN 001812278



0047985312187505700000010000000421084

24-Hour Cardmember Service: 1-866-485-4545

☎ to pay by phone
☎ to change your address

Account Number	4798 5312 1875 0570
Payment Due Date	1/03/2018
New Balance	\$421.08
Minimum Payment Due	\$10.00

000007111 01 SP 000638754132123 P S

CITY OF MILLERSBURG
ACCOUNTS PAYABLE
4222 OLD SALEM RD NE
ALBANY OR 97321-7377



U.S. Bank

P.O. Box 790408
St. Louis, MO 63179-0408





December 2017 Statement 11/07/2017 - 12/06/2017

Page 2 of 3

CITY OF MILLERSBURG (CPN 001812278)

Cardmember Service 1-866-485-4545



Welcome to U.S. Bank!

Thank you for choosing the U.S. Bank Business Edge Select Rewards Card. U.S. Bank is committed to providing you with dedicated service that frees you to grow your business, including 24/7, 100% domestic phone support. Plus, earn one rewards point for every net dollar you spend, and three points on select categories - redeem for brand name merchandise, gift cards, air travel or even cash back. If you have not yet activated your card, simply call 800-553-7650 so it is ready to use when you need it.

Heather Wolfsmith
Heather Wolfsmith
Senior Vice President
U.S. Bank

Business Edge Select Rewards Card

Table with 3 columns: Rewards Earned, This Statement, Year to Date. Rows include Points Earned on Net Purchases, Office Supplies and Service Option Bonus, and Total Earned (876).

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Federal law requires us to give you a notice regarding negative credit reporting. Please refer to the reverse of your statement for this important notice.

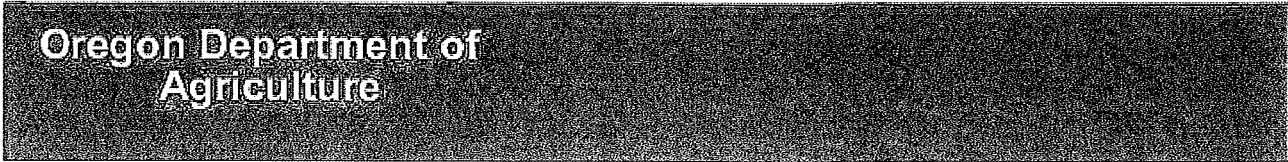
Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions LEPIN, JIM R Credit Limit \$12000

Table with 7 columns: Post Date, Trans Date, Ref #, Transaction Description, Amount, Notation. Includes transactions for OR DEPT OF AGRICULTURE, BIG TOWN HERO, FRED-MEYER, STAPLES DIRECT, and OSU CONTINUING EDUCATI.

Continued on Next Page



[Exit](#)

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **ODAODA000041788**

Payment Details

Description AGRICULTURE EPAY
License Renewal
<http://mylicense.oda.state.or.us>

Payment Amount \$57.50

Payment Date 11/21/2017

Status PROCESSED

Receipt Number 86238

PAID
NOV 21 2017
PAID
*with US Bank
Credit Card*

Payment Method

Payer Name Jim Lepin

Card Number *0588

Card Type Visa

Approval Code 011293

Confirmation Email jlepin@cityofmillersburg.org

Billing Address

Address 1 4222 NE Old Salem Road

City Albany

State OR

Zip Code 97321

Thank you for your order, Sharon

[Print Order](#) [Cancel](#)

A confirmation email will be sent to you at schapman@cityofmillersburg.org with your complete order details.

Order Number: 9780850469

Placed on: November 28, 2017

Shipping address

City of Millersburg
 Sharon Chapman
 4222 Old Salem Rd NE
 Albany, OR 97321

Order sub-total:	\$69.98
Shipping:	FREE
Total:	\$69.98

Payment methods

VISA CARD ending in 0588
 Sharon Chapman, Albany, OR 97321

Need to cancel this order? Note: Most orders can be cancelled within 30 minutes.

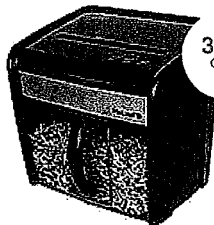
Expected delivery by November 29, 2017 4222 Old Salem Rd NE, Albany, OR



HammerMill® Copy Plus Copy Paper, 8 1/2" x 11", Case

Qty.2 \$69.98
~~\$116.98~~

YOU MAY ALSO LIKE

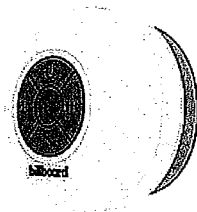


35% OFF

Staples® Mailmate™ M7
 12-Sheet Cross-Cut
 Shredder, Black

(1637)

~~\$107.00~~
\$69.99



Billboard Shower Speaker,
 White

(0)

\$9.99



Amazon Echo (2nd
 generation) - Charcoal
 Fabric

(1)

\$99.99



30% OFF

Lenovo Ideapad 110 15.6"
 Laptop Computer (Intel
 Pentium, 1TB HD...

(72)

~~\$399.00~~
\$279.99



**Oregon State
University**

PSEP Onsite Recertification

541-737-4197

pace@oregonstate.edu

Registration Confirmation

Registration No. W4FF-W2GDR

Submitted Nov 30, 2017 8:16am by Sean Shearer

Payment Summary

Non Crop Vegetation Management Course Jan 23-24, 2018	\$160.00
Total	\$160.00
Visa	-\$160.00
Remaining Balance	Fully Paid

Non Crop Vegetation Management Course

Course will be held at the La Sells Stewart Center on the OSU Campus 875 SW 26th Street in Corvallis, OR 97331.

Refund Policy:

REFUNDS will only be issued when cancellations are made two weeks (14 days) prior to the event date.

Winter Weather for Pesticide Training Sessions

- If a course should be canceled due to weather, this decision will be made 48-hours prior to the event.
- If a course should be canceled due to road conditions making it impossible to access the training site safely, this decision will be made 24-hours prior to the event.

Emails will be sent out to all registered participants, if the decision has been made to cancel the event. If you don't use email, please check on the event website at <http://emt.oregonstate.edu/PSEP>, or call the event coordinator listed in your confirmation materials.

Don't take any unnecessary risks if weather and/or road conditions are hazardous in your area. Use your best judgement; put safety first.

Unpredictable Circumstances

Partial or full refunds will be considered on a case-by-case basis. If you do not contact PACE by the end of the next business day following the training, no refund will be issued.

Oregon State University's Pesticide Safety Education Program (PSEP) reserves the right to cancel programs and will notify participants in an appropriate manner of this cancellation. Oregon State University is not responsible for costs incurred due to cancellation.

Media Opt Out Release

I recognize and acknowledge that Oregon State University may record my participation and appearance on any recorded medium (including, but not limited to video, audio, photos) for use in any form. If you would like to opt out of this, you can fill out the attached Opt Out release form and return it to PSEP 310 Weniger Hall Corvallis, OR 97331.

PhotoOptOutRelease.pdf (77KB)

Uploaded 11/16/2017 1:43pm by Susan Dredge

PSEP Onsite Recertification



Oregon State
University

Registration

Registration No. W4FF-W2GDR

Submitted Nov 30, 2017 8:16am by Sean Shearer

Registration

Jan 23-24, 2018

PSEP Onsite Recertification

Non Crop Vegetation Management Course

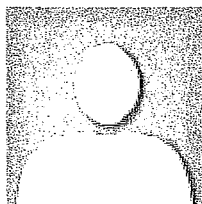
Participants can register for one day either Tuesday or Wednesday or for both days.

Course will be held at the LaSells Stewart Center on the OSU Campus 875 SW 26th Street Corvallis, OR 97331.

Both Days

Enrolled
Fully Paid

Participant



Sean Shearer

chico.1319@yahoo.com

(541) 974-7274 (Cell/Text)

4222 Old Salem Road

Albany, Oregon 97321

Male

Employer or Organization: City of Millersburg

Meal Option: Regular

What Oregon licenses do you hold?: Public Applicator



TAKE MORE HAPPEN

Staples Make More Happen

CITY OF MILLERSBURG
SHARON CHAPMAN
4222 OLD SALEM RD NE
ALBANY, OR 97321
Contact: (541) 928-4523 - SHARON CHAPMAN

Questions about your order?
Visit our Help Center at
www.staples.com/help-center

REFER TO THIS ORDER NO. FOR ALL INQUIRIES

CUSTOMER NO.	SHIP DATE	ORDER NO.
4706605260	12/05/17	9781090743-000001
PURCHASE ORDER NO.	RELEASE NO.	
		REQUISITIONER
COST CENTER		

SHIPPING LOCATION: Portland, OR FC

CARRIER ROUTE: GEN/COU /N3

TOTAL PACKAGES: 2

PAGE: 1

ITEM INSTRUCTIONS

ITEM NUMBER	ITEM DESCRIPTION / MODEL NUMBER	UNIT OF MEAS	QTY ORDERED	QTY SHIPPED	Staples Price	Extended Amount
583606	Sharp Printing Calculator EL21/EL2196BL	EA	1	1	68.99	68.99
814665	Porelon PR511 Universal BlackR/11210/PR-511	PK	1	1	6.99	6.99
825695	Staples Basic Duty Storage Box/3325001	PK	1	1	23.99	23.99
	Merchandise Total.....					99.97
	Delivery.....					.00
	Tax.....					.00
	Check your order status online by going to www.Staples.com and clicking on "Track Order".					

TAPLES

Need to return something? Visit
www.staples.com/returns. For store
returns, bring this pack slip.

PAYMENT METHOD: VI

TOTAL VALUE OF ORDER: 99.97

001 Thank You For Your Order! Staples, Inc. THIS IS NOT AN INVOICE

Fred Meyer®

What's on your list today?

Now Hiring!
Apply at jobs.fredmeyer.com

2500 South Santiam Hwy
541-926-9463
YOUR CASHIER WAS EUGENIA
7278206734 AVERY 1.99
3857656718 PLANNER/ORG 11.99
TAX 0.00
*** BALANCE 13.98

Albany OR 97321-5211
Visa Credit Purchase
*****0588 - C
REF#: 312230 TOTAL: 13.98
AID: A000000031010
TC: 5CDE4F24ECCFEBB2

VISA 13.98
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 2
11/22/17 11:03AM 5 5 59 1843879

You could have earned 13 POINTS
with your Fred Meyer rewards card!
Ask any associate how to earn a rebate

Tell Us How We Are Doing!
Earn 50 BONUS FUEL POINTS!

Plus, enter our monthly Sweepstakes:
for ONE OF 100 - \$100 gift cards and
ONE \$5,000 gift card grand prize!

Go to www.krogerfeedback.com
within 7 days.

Enter the information below:

Date: 11/22/17
Time: 11:03AM
Entry ID: 701-695-59-5-5-64

Limit one 50 fuel pt bonus per 7 days.
No purchase necessary to enter
sweepstakes. See website for official
sweepstakes rules.

You could have earned 13 POINTS
with your Fred Meyer rewards card!
Ask any associate how to earn a rebate
SAVE THIS RECEIPT FOR REFUNDS
OR ADJUSTMENTS



9102000570100500591711221103
THANK YOU FOR CHOOSING FREDDY'S!
www.fredmeyer.com

BIG TOWN HERO ALBANY
1921 14TH AVE SE #D405
ALBANY, OR 97322

11/22/2017 11:13:09

CREDIT CARD

VISA SALE

Card # XXXXXXXXXXXX0588
Chip Card: Visa Credit
AID: A0000000031010
ATC: 0003
TC: 583B339E532297D5
SEQ #: 12
Batch #: 1076
INVOICE 12
Approval Code: 312231
Entry Method: Chip Read
Mode: Issuer

SALE AMOUNT \$19.65

CUSTOMER COPY

CITY OF MILLERSBURG

Customer #: Oregon Health Authority 12/22/2017 Chk #: 15504

INVOICE NUMBER	DATE	AMOUNT	INVOICE NUMBER	DATE	AMOUNT
Master Plan Water Master Plan	12/15/2017	\$4,125.00			

Total: \$4,125.00

CITY OF MILLERSBURG

Customer #: Oregon Health Authority 12/22/2017 Chk#: 15504

INVOICE NUMBER	DATE	AMOUNT	INVOICE NUMBER	DATE	AMOUNT
Master Plan Water Master Plan	12/15/2017	\$4,125.00			

Total: \$4,125.00

USTI 972-402-8600[L1098HB] 6245564

CITY OF MILLERSBURG
4222 OLD SALEM ROAD NE
ALBANY, OR 97321
(541) 928-4523

US BANK
usbank.com
24-22/1230

15504

CHECK NO. 15504

** Four Thousand One Hundred Twenty-Five And 00/100 **

DATE AMOUNT

12/22/2017 \$4,125.00

PAY
TO THE
ORDER
OF

Oregon Health Authority
OHA Drinking Water Services
800 NE Oregon Street, STE 640
Portland, OR 97232-2162

⑈015504⑈ ⑆123000220⑆ 153600617077⑈

Oregon Health Authority, Drinking Water Services
Plan Review requirements for Master Plans at existing or new public water systems.

The requirements apply to master plans for existing and new Community water systems with 300 or more connections. Other water systems (Community with less than 300 connections), Non-Transient Non-Community, Transient Non-Community, and Non-EPA (aka State Regulated) water systems, which are defined on page 5, may also prepare a master plan and submit the document for review. Two sets of information are provided below, 'short' and 'long' instructions. The short instructions are abbreviated. If you are unfamiliar with the plan review process, it is strongly recommended you read the long instructions.

For assistance, call (971) 673-0405, fax (971) 673-0694, or email dws.planreview@state.or.us.

SHORT INSTRUCTIONS:

The following shall be submitted to OHA-DWS for review and approval:

1. One copy of a final master plan prepared by an Oregon Professional Engineer. The document must be stamped by the engineer.
2. The appropriate plan review fee. For a current fee schedule, check <http://healthoregon.org/pwsplanreview>.

The fee check should be made payable to: 'OHA Drinking Water'.

Specific Requirements

1. The master plan shall evaluate the needs to the water system for at least a 20-year period and shall include at a minimum all of the required elements outlined in Oregon Administrative Rule (OAR) 333-061-0060 (5).
2. Based on the submitted information, OHA-DWS may send a letter to the water system indicating that OHA-DWS concurs with the master plan. If the master plan is missing required elements outlined above, then OHA-DWS will notify the water system, or engineer, as appropriate. The water system, or engineer, will need to submit a revised document with the required missing elements in order for OHA-DWS to be able to concur with the master plan.

END OF SHORT INSTRUCTIONS

deficiencies;

- d. The recommended implementation schedule; and
- e. A financing program for constructing improvements.

The summary includes various metrics or parameters that the water system will be evaluated against, how the system matches up to these parameters both currently and at the end of the planning period, a brief description of the recommendations to address any deficiencies identified, a schedule or timeframe for improvements to address deficiencies, and any financing strategies.

2. A description of the existing water system including:

- a. The service area;
- b. The source(s) of supply;
- c. Status of water rights;
- d. Current status of drinking water quality and compliance with regulatory standards;
- e. Maps or schematics of the water system showing size and location of facilities;
- f. Estimates of water use; and
- g. Operation and maintenance requirements.

The description includes a narrative discussion and schematic describing the source, storage, pumping, distribution system, and treatment features of the water system. Current status includes a discussion of compliance with OAR 333-061 [public water system rules]. The water use estimate typically involves a multi-year evaluation of water use data in which average day demand, maximum day demand, or peak hour demand are determined. Operation and maintenance (O & M) requirements and approximate expenses should be defined for the existing system to which improvements with the associated O & M requirements and expense can be compared.

3. A description of water quality and level of service goals for the water system, considering, as appropriate:

- a. Existing and future (near term) regulatory requirements;
- b. Non-regulatory water quality needs of water users;
- c. Flow and pressure requirements; and
- d. Capacity needs related to water use and fire flow needs.

Water quality of the water system with respect to current and future health-based standards (e.g., Maximum Contaminant Levels) or applicable drinking water rules, in addition to level of service goals (e.g., minimum system flow/ pressure requirements), to meet water system user demands and fire suppression requirements..

4. An estimate of the projected growth of the water system during the master plan period and the impacts on:

- a. The service area boundaries;
- b. The water supply source(s) and availability; and
- c. Customer water use.

This section typically incorporates population projections generated from modeling or other statistical projections to estimate the population throughout the planning period. Given this projected growth, water use is projected, and the adequacy of current source(s) is determined as well as impacts on service areas boundaries.

5. An engineering evaluation of the ability of the existing water system to meet the water quality and service goals, identification of existing water system deficiencies, and deficiencies likely to develop

III. Plan Review:

The plan review process begins after both the master plan and appropriate plan review fee are received. OHA-DWS will:

- A. Assign a plan review number (e.g., PR 1000-2011);
- B. A plan review engineer will review submitted master plan for conformance with OAR 333-061-0060 (5); and
- C. Based on the submitted information, OHA-DWS may send a letter to the water system indicating that OHA-DWS concurs with the master plan. If the master plan is required missing elements outlined above, then OHA-DWS will notify the water system. The water system will need to submit a revised document with the required missing elements in order for OHA-DWS to be able to concur with the master plan.
- D. OHA-DWS will note in the concurrence letter that approval of the master plan does not constitute plan review approval for major water system improvements. The water system must seek plan review approval prior to beginning construction of any major improvement. Plan review requirements are outlined at: <http://healthoregon.org/pwsplanreview>. Note, water system suppliers may request plan review exemption for water main extension projects, such that plans and fees would not need to be submitted for each individual water main project. See <http://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/PlanReview/Pages/exemption.aspx>, for further information and requirements for requesting and maintaining a water main plan review extension.

END OF LONG INSTRUCTIONS

Definitions:

"Community (C) Water System" means a public water system that has 15 or more service connections used by year-round residents, or that regularly serves 25 or more year-round residents.

"Non-Transient Non-Community (NTNC) Water System" means a public water system that is not a Community Water System and that regularly serves at least 25 of the same persons over 6 months per year.

"Transient Non-Community (TNC) Water System" means a public water system that serves a transient population of 25 or more persons.

"Non-EPA (NP)" or "State Regulated Water System" means a public water system, which serves 4 to 14 service connections or serves 10 to 24 people.



TO: Millersburg City Council
FROM: Kevin Kreitman, Interim City Manager **KK**
DATE: From December 12, 2017 Council Meeting, for January 9, 2018 City Council Meeting
SUBJECT: Proposed Dog Leash Ordinance for City Park

Action Requested: Continued consideration of a Leash Law for Millersburg City Park.

Discussion: At the November 12, 2017 City Council meeting Councilor McPhee raised the concern with regard to the number of dogs off leash in Millersburg Park and that there is currently no way for enforcement action of previous Council action regarding the posting of signs at Millersburg park, stating dogs are to remain on leash.

The Mayor asked that this matter come back for review and discussion by Council. That action took place at the December 12, 2017 City Council meeting. After further discussion and input from Linn County Sheriff's Office, the City Attorney was requested to draft additional proposals for Council consideration. Proposals based on previous City Council meeting feedback, will be presented by the City Attorney for Council consideration.

Recommendation: Council discussion of proposal(s) presented by the City Attorney and Council provide direction or take action regarding this issue. It should be noted that if Council elects to vote for adoption of an Ordinance, it would become law after 30 days from its passage and approval; unless the Council determines the action represents an emergency per Ordinance 31.17(c) of the City of Millersburg Oregon Code of Ordinances, and takes action per said Ordinance; in which case a proposed Ordinance would become law upon passage by the Council and approval by the Mayor.

Budget Impact: Enforcement of the proposed Leash Law would be enforced by Linn County Sheriff's Office through the City's current contract for law enforcement services and enforcement would be billed accordingly.



TO: Millersburg City Council

Via: Kevin Kreitman, Interim City Manager *KK*

FROM: Sharon Chapman

DATE: January 2, 2018, for the January 9, 2018 City Council Meeting

SUBJECT: Council approval of attached Resolution approving payment of monthly invoices

Action Requested: On going approval for payment of regular monthly accounts for service.

Discussion: The attached Resolution addresses payments for services the City receives on a monthly basis. Currently statements for these services are paid after approval at a City Council meeting; this often results in payments for the regular month accounts being made after the due date for said service. Approval of the attached Resolution will codify actions to allow us to avoid potential late payments for these services moving forward. Information regarding payment for these services will still be provided as information at the monthly City Council Meeting.

Staff Recommendation:

Adoption of the attached Resolution 2018-1.

RESOLUTION NO. 2018-1

A RESOLUTION AUTHORIZING THE PAYMENT OF CERTAIN OPERATING
INVOICES UPON RECEIPT

WHEREAS, the City Council currently approves all monthly invoices prior to payment;
and,

WHEREAS, some invoices arrive between the time the approval document is prepared
for Council and the time it is approved; and,

WHEREAS, there have been instances of late payment of certain invoices if they are held
for payment until after City Council meetings; and,

WHEREAS, some invoices occur each and every month and are required for the
operation of the City; and,

WHEREAS, the City of Millersburg desires to make timely payment of invoices; and,

WHEREAS, the City of Millersburg desires to take advantage of discount opportunities
on some invoices; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
MILLERSBURG: The monthly payments to AFLAC (supplemental health insurance),
Century Link, Comcast (Internet and phone), Life Map (Employee Life Insurance), Met
Life (Dental/Vision Insurance), Pacific Power, Providence Health Plan, Republic
Services (Waste Management) and US Bank Credit Card will be paid upon receipt
followed by copies of those payments attached to the monthly invoice approval report.

ADOPTED AND EFFECTIVE this 9th day of January, 2018.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Sharon Chapman
Interim City Recorder



TO: Millersburg City Council
FROM: Kevin Kreitman, Interim City Manager *KK*
DATE: January 4, 2018; for the January 9, 2018 City Council Meeting
SUBJECT: Updating Water Service Charges

Action Requested: Approval of attached resolution updating the City of Millersburg fees for water service charges.

Discussion:

The City of Millersburg has an Intergovernmental Agreement (IGA) with the City of Albany for water distribution system maintenance services. As a part of that agreement the City of Albany performs water meter installations and other services for the City of Millersburg on our water system. Per the agreement; as requested by Millersburg, installation of new customer meters and connections to the water main, including “bored” street crossings and abandonment of service lines will be performed consistent with installations used in the City of Albany system. Albany supplies all materials.

Further the IGA states that charges and rates for Albany to perform water system operations and maintenance services in COVENANTS OF ALBANY section “A” (of the IGA) are subject to the current charges and rates in effect at the time the services are performed.

The City of Millersburg has not updated the fees we charge associated with these services for some time, currently the City of Millersburg is charging \$150.00 for a ¾” water meter drop-in service and the City of Albany is charging \$275.00 for the drop-in service; the service includes the meter costs (electronic meters), personnel and equipment time, and materials. As a result the City of Millersburg is currently supplementing the associated cost for water meter drop-in service installation.

We are recommending the City of Millersburg adopt the attached water service charges by resolution; given these services when requested would also be provided to Millersburg through our IGA with the City of Albany. As with the meter drop-in service fee, Millersburg currently is significantly under-charging for other water services and the associated costs to the City of Millersburg. Exhibit “A” to the Resolution provides a description of service and reference to the applicable Millersburg Code of Ordinances (COO), and the proposed applicable charges.

We want to point out this Resolution does not include a water rate increase, which will be reviewed and presented to Council for consideration at a later date.

Recommendation:

It is recommended the City of Millersburg adopt the attached resolution which adopts the rates of the City of Albany for water service charges, for services the City of Albany may provide to the City of Millersburg, based on the City of Albany identified service fees and charges for calendar year 2018; and further directing the City Recorder to update those fees annually for the calendar year as revised by the City of Albany; for adoption by Resolution for the City Millersburg, so long as the City of Millersburg retains the IGA for such services through the City of Albany.

Millersburg City Council

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January 9, 2018

Budget Impact:

Adoption of the attached resolution addresses situation where the City of Millersburg is not charging a sufficient amount to recoup its costs. Adoption ensures that the City of Millersburg is recovering costs associated with water service charges for installations provided by the City of Albany through our IGA.

Attachment:

Resolution

RESOLUTION NO. 2018- _____

A RESOLUTION ADOPTING THE RATE OF THE CITY OF ALBANY FOR WATER SERVICE CHARGES FOR SERVICES PROVIDED TO THE CITY OF MILLERSBURG BY THE CITY OF ALBANY, AND FURTHER DIRECTING THE MILLERSBURG CITY RECORDER TO ANNUALLY REVISE THESE FEES BASED UPON THE CITY OF ALBANY'S ANNUAL FEE REVISION

WHEREAS, the City of Albany performs various water service projects for the City of Millersburg; and

WHEREAS, the City of Albany charges the City of Millersburg for performing these various water service projects; and,

WHEREAS, the City of Albany annually revises these rates charged to the City of Millersburg; and,

WHEREAS, it is fiscally responsible for the City of Millersburg to adopt and maintain rates based upon services performed by the City of Albany for Millersburg properties; and,

WHEREAS, attached as Exhibit "A" is the rate structure to be charged by the City of Millersburg effective immediately;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG that the City of Millersburg adopts and incorporates attached Exhibit "A" as the rate the City of Millersburg will charge Millersburg residents for the water services charges provided to the City of Millersburg by the City of Albany, and further directing the Millersburg City Recorder to annually revise and alter fees based upon the City of Albany's annual fee revision.

DATED THIS 9th DAY OF JANUARY, 2018.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kevin Kreitman
Interim City Manager

City of Millersburg

Exhibit "A"

Water Connection Policy

When a property owner requests to connect to the city for water for property where the residence was in existence prior to city water being available, the property owner shall be charged Water Connection Fees only, and not Water Service Installation fees.

When a property owner requests to connect to city water for property that was vacant prior to city water being available, **or where new property parcels have been created**, the property owner shall be charged both Water Connection Fee's (SDC's) and Water Service Installation Fee's below.

Description	Reference	Charge			
		Customer Type	Property Owner	Non Property Owner	
Account Deposit	COO 50.04 (B)(1)	Residential	no deposit	\$80	
		Multi-family & Non-residential	no deposit	\$80 or \$120 depending on consumption	
New Account – Service Fees	COO 50.04 (E)	Regular working hours \$15 After hours \$60			
Restore Service	COO 50.06 (E)	Regular working hours \$25 After hours \$60			
Financial Institution Returned Item	Resolution 2017-11	\$25			
Past Due and Disconnection Notice	COO 50.60 (D)	\$5 per occurrence			
Tampering Fees	COO 50.08 (I)	\$100			
Meter Testing at Customer's Request	COO 50.09 (2)(A)(b)	<u>Meter Size</u>	<u>Service Charge Deposit</u>		
		¾-inch	\$15		
		Larger than ¾-inch	Actual Cost		
Drop-in Meter Installation	COO 50.10(B)(2)	<u>¾" meter</u>	<u>1" meter</u>	<u>1-1/2" meter</u>	<u>2" meter</u>
		\$275	\$340	\$1,771	\$1,883

Full Installation with meter (Excludes system development charges)					
Reduction of Meter Size (based on size of meter to be installed)	COO 50.10(B)(2)	<u>3/4" meter</u> Actual Cost	<u>1" meter</u> Actual Cost	<u>1-1/2" meter</u> Actual Cost	<u>2" meter</u> Actual Cost
Main Extensions	COO 50.10(E)(2)	<u>3/4" meter</u> \$275	<u>1" meter</u> \$340	<u>1-1/2" meter</u> \$1,771	<u>2" meter</u> \$1,883
Fire Service Extensions	COO 50.12(B)(8)	Actual Cost Plus 15% Overhead			
Unauthorized Use of Fire Hydrant	COO 50.15(A)	Actual Cost Plus 15% Overhead			
Metered Use of Hydrant	COO 50.18(A)&(D)	\$50 + \$3.40 per 100 cubic feet			
	COO 50.18(D)	Refundable Deposit \$75.00 Set Up \$25.00 Bulk Rate \$ 3.65 per 100 cubic feet Relocation Rate \$25.00 Monthly Base Charge \$65.08			



TO: Millersburg City Council
FROM: Kevin Kreitman, Interim City Manager *KK*
DATE: January 2, 2018, for the January 9, 2018 City Council Meeting
SUBJECT: Council approval of proposed staff reorganization

Action Requested:

Council approval of the proposed reorganization and approval of a new Assistant City Manager/City Engineer position and a part-time Management Assistant position; and the deletion of the Development Coordinator position.

Discussion:

The proposed reorganization and position additions are designed to provide the City with the management and resource needs to meet and address the large number of tasks requiring completion, along with priority items which have been identified by the City Council as needing to be addressed. The reorganization and position changes will also greatly assist with addressing the large number of deficiencies which have been identified with regards to daily operations of the City, for the long term.

With the reorganization, the city will move from six full-time positions and one part-time position identified in the current budget; to five full-time positions, two half-time positions, and one contract position. The net estimated cost of the reorganization is \$48,754.00, it should be noted that the costs associated with City Planning function under contract, and a fair amount of the Assistant City Manager/City Engineer position will be covered by planning, development, sewer and water fees.

Staff requests a maximum salary for the Assistant City Manager/City Engineer at \$120,000.00 a year, and an hour rate of \$29.00 an hour for the Management Assistant.

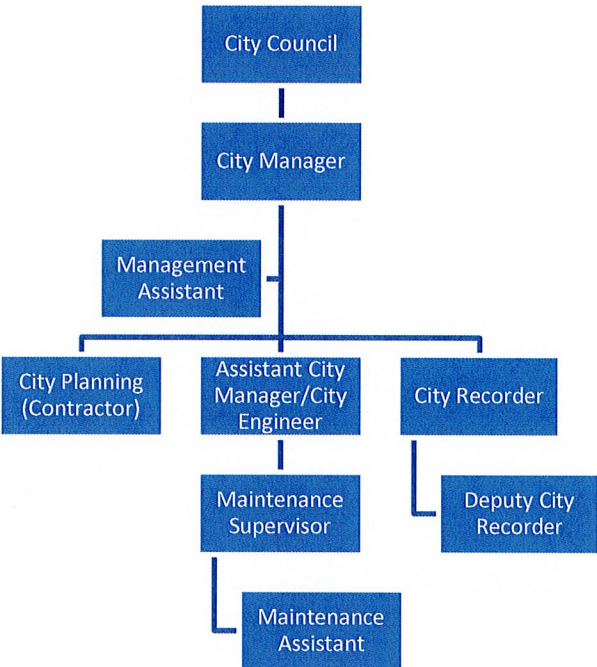
Recommendation:

Council approval of the reorganization and proposed new positions, and giving the City Manager authority to fill the new positions.

Attachments:

Proposed Organization Chart
Job Description Assistant City Manager/City Engineer
Job Description Management Assistant – part-time

City of Millersburg – Proposed Organizational Chart



CITY OF MILLERSBURG – Assistant City Manager/City Engineer

GENERAL DESCRIPTION OF CLASSIFICATION

NATURE OF WORK

Performs complex supervisory, administrative, and professional work in providing direction to the City regarding engineering services; serves as Acting City Manager when called upon .

SUPERVISION RECEIVED/REVIEW OF WORK

Works under the general guidance of the City Manager with substantial latitude to function independently within very broad guidelines for accountability and professionalism.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

Oversees and administers engineering activities (design and construction of public improvements, permitting, regulatory affairs, and master planning) determines needs, sets goals and objectives. Supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

Develops and manages the annual budgets for engineering, capital projects, and Utility Billing. Participates in the development of the City budget. Reviews and monitors City budget expenditures to remain within established budgetary constraints. Authorizes purchases and signs purchase orders, contract payments, and change orders. Manages City infrastructure financial planning, developing utility rates and fees, and development and preparation of the City's Capital Improvement Program.

Assists the City Manager and members of the City Council in monitoring issues inside and outside of the organization; assists in development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations.

Conducts a variety of special projects as assigned by the City Manager. Projects may involve extensive research and comparisons, administrative follow-up, liaison with community groups,

other agencies, Council task forces, and City staff. Keeps informed on details and progress of special projects informing the City Manager of progress and any issues of sensitivity.

Represents the City Manager with little or no notice. Acts as City Manager in her/his absence reviewing issues and acting on issues as necessary. Responds to citizen inquires or complaints.

Exercises independent judgment to determine appropriate actions to be taken regarding administrative matters in the absence of or compliance with instructions from the City Manager.

Recommends land use policies, ordinances, and plans to the Planning Commission, and City Council, in coordination with the City's Planning Director and carries out their direction.

Confers with the City Manager on administrative matters and policies pertinent to City operations.

Demonstrates understanding and good judgment in the evaluation of complex technical and/or financial information and alternatives related to policy development and/or engineering project management, planning, design, design review, surveying, permit issuance, construction, and mapping/records. Drafts ordinances and policies and facilitates City Council and community review and adoption. May stamp construction plans and/or other engineering evaluations.

Communicates effectively in writing and orally with a variety of technical and non-technical groups and individuals regarding budgets, and performance; engineering projects; and utility service policies. Negotiates with other government agencies, developers, contractors, and consultants to develop agreements/contracts and resolve issues and disputes. Prepares and makes presentations to City Council, advisory commissions and committees, community groups, other agencies, and news media on issues of City significance.

Reviews private project development plans for compliance with codes, regulations, and standards. Coordinates and directs the preparation of engineering plans and specifications, the bidding process, contract award, and construction monitoring. Directs the development of Local Improvement District boundaries, assessments, benefit apportionment, and the drafting of Council resolutions establishing benefit and assessments.

Evaluates and reviews transportation and traffic impacts of development proposals, permits, plats, etc. Reviews traffic engineering studies and reports.

Provides regulatory permit development, compliance strategies, and reporting requirements as required.

Participates in economic development efforts that may include response to specific development proposals or creation of long range economic development strategies and/or area plans.

Develops, maintains and updates long-range facility and financial plans for transportation, water, sewer, and stormwater utilities.

As applicable, guides development, maintains, and updates transportation and utility computer models necessary to support long range planning, system optimization, and response to development inquiries.

Guides development and proposes for City Council adoption: utility rates for services; system development charge methodologies and fees; new programs for utility customers; and utility facility and financial plans.

Manages SDC agreements and annual fee updates.

May apply for and administers grant programs as directed.

Seeks and selects consultants and service providers in accordance with state and local laws; manages consultant and service contracts (legal services, water rights, engineering services, SDC's, etc.). Review work products and work performance for compliance with contracts.

Participates as a member of a team to develop and manage intergovernmental agreements and development agreements.

Participates in negotiations with state and federal regulators (Department of Environmental Quality, Oregon Health Authority, and Water Resources Department) regarding facility operating permits (National Pollutant Discharge Elimination System and Water Pollution Control Facility) and other regulatory requirements (water management plan, drinking water rules compliance, water permit extensions, water rights, etc.).

Maintains professional networks and attends training sessions and conferences as necessary to advance skills and keep abreast of issues and practices in all areas of responsibility, and to maintain required certifications.

Represents the City of Millersburg by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

Serves as member of various City committees as assigned.

Operates a motor vehicle safely and legally.

Assists other staff in the performance of their duties as assigned.

Maintains regular job attendance and adherence to working hours.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree in Civil or Environmental engineering and five years' responsible engineering experience including at least two years in a supervisory position, preferably with a municipal public works department; or any satisfactory equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of: principles of transportation and utility system management and operations; engineering design and long-range facilities and financial planning; regulatory requirements for utility and transportation systems; local, state and federal government procedures; personnel management and supervision.

Skill in establishing and maintaining effective working relationships with employees, other work groups and departments, agencies, interest groups, supply vendors and the public; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; and communicating clearly and concisely both orally and in writing.

Ability to: supervise and train subordinates; productively utilize goal setting and progress monitoring to promote accomplishment of tasks; communicate and provide leadership skills necessary to resolve conflicts; effectively negotiate contracts; foster positive working relationships with individuals, working teams, other divisions/departments, consultants, and other governments or agencies; and prepare and present comprehensive written and oral reports on technical and complex issues to a nontechnical audience.

SPECIAL REQUIREMENTS

Registration as a Professional Engineer (Civil) in the state of Oregon or professional registration as a Civil Engineer in another state and the ability to become registered in Oregon within 180 days after employment.

Possession of a valid Oregon driver's license within 45 days of hire.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISION/LEAD WORK EXERCISED

This is a supervisory position. This position supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIRONMENT & WORKING CONDITIONS

PHYSICAL DEMANDS OF JOB/POSITION

The physical demands described here (including lifting, mobility, movement, manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. Hand-eye coordination is necessary to operate computers and other pieces of equipment.

The employee may occasionally lift and/or move up to 50 pound weights. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; ladder or scaffolding; and tape measure; and other related tools and equipment.

WORK ENVIRONMENT/WORKING CONDITIONS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes an office setting, and occasional trips to field locations and construction sites in a variety of weather, light (day or night), and terrain conditions.

The noise level in the work environment is usually quiet to moderate in the office environment. The field work environment frequently involves moderate to loud construction noise.

This position may regularly be required to work evenings and weekends.

ADDITIONAL JOB INFORMATION

May have to respond to after-hours events and/or attend evening meetings.

TYPE: Non-bargaining Classification

FLSA: Exempt

CITY OF MILLERSBURG – Management Assistant

GENERAL DESCRIPTION OF CLASSIFICATION

NATURE OF WORK

Performs a variety of routine and complex clerical and administrative work providing administrative support to the City Manager and Assistant City Manager/City Engineer, creating and maintaining official records of a very sensitive and confidential nature, and assisting in the administration and development of standard operating policies and procedures for the City.

SUPERVISION RECEIVED/REVIEW OF WORK

Works under the supervision of the City Manager who assigns duties and reviews overall work and performance for effectiveness according to established work standards.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

Perform routine and complex clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping.

May answer incoming calls and route callers or provide information as required.

Receive the public and answer questions; respond to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.

Operate efficiently and effectively listed office machines as required.

Transcribe, compose, type, and edit a variety of correspondence, reports, memoranda, minutes, and other material requiring judgment as to content, accuracy, and completeness.

Input data onto standard office and department forms; make simple posting to accounts; compile data for various reports.

Assists with the review of city operations to ensure they are performed within budget; assist with the development of cost control activities and policies; assist with monitoring and establishing of matrix and reports for revenues and expenditures to assure sound fiscal control; assist with the preparation of the annual budget and Budget Message; assist with reviewing the effective use of budgeted funds, personnel, materials, facilities, and time.

Assists in the development of standardized procedures and implementing administrative and human resource policies to ensure compliance with state and federal laws, and improve efficiency and effectiveness of city operations.

Assists with the preparation of a variety of studies, reports, and related information, as needed for decision-making purposes.

Gather information through telephone solicitations, personal contacts, or independent research in order to analyze and recommend administrative actions for assigned projects.

Prepare records such as agendas, notices, minutes, and resolutions.

Establish and maintain filing systems, control records, and indexes using independent judgment.

Proofread and comprehend printed materials, correcting for proper use of grammar and punctuation along with style and format.

Assists in the analysis of a wide range of municipal policies, and the development of periodic updates.

Assists in the development of monthly reports to the City Council and Budget Committee of the City's financial conditions, and current and future City needs.

Assists in the development, preparation, and administration of the annual City operating and capital improvement budgets; reviews and provides periodic reports on budget status; recommends mid-year adjustments.

Work in coordination with the City Manager on the implementation of risk management functions to minimize City liabilities.

Researches issues and prepares briefings or written reports; responds to inquiries from the public and tracks department response to requests from the public and elected officials.

May participate in the development of program grants, service contracts and agency agreements; monitors, reports on progress, and helps to ensure compliance with contracts, program grants, and agreements.

Schedule appointments; perform other clerical and administrative duties.

Creates and maintains new databases, spreadsheets, and forms using appropriate software; creates reports from databases as needed.

Promote the values of the City through effective communication techniques within the City, and interactions with the public and other agencies

Represents the City of Millersburg by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

Assist other staff in the performance of their duties as assigned.

Maintain regular job attendance and adherence to working hours.

Operate a motor vehicle safely and legally.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE

A Bachelor's degree in public administration, business administration, or a related field; a minimum of six years increasingly responsible experience in public administration, business administration, or a related field including a minimum of two years of direct supervisory responsibility; or any equivalent combination of related education and progressively responsible experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of: administrative office practices and procedures; principles and practices of financial management and budgeting; *knowledge of computers and electronic data processing and related equipment at advanced levels*; Demonstrated skill in: analyzing problems, identifying alternative solutions, and projecting consequences of proposed actions; making decisions independently and in accordance with established policies; using initiative and judgment in carrying out department functions; communicating effectively in both written and oral forms; establishing and maintaining effective relationships with employees, other governmental agencies, and the public; and interpreting and applying federal, state and local policies, procedures, laws, and regulations. Ability to: evaluate, formulate, and implement policies and procedures; analyze complex data and supervise others involved in analyses; and develop long- and short-range work plans; perform independent research; use initiative, act independently, and make timely decisions; and effectively organize work and allocate time to multitask efficiently and effectively. This position requires specific knowledge, skills, and/or abilities in the areas of basic accounting.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Oregon driver's license. The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISION/LEAD WORK EXERCISED

This position may be assigned oversight of projects and assignments which other employees have primary responsibility, and report status and progress updates of such to the City Manager and/or Assistant City Manager/City Engineer. Other duties may include assigned mentoring, coaching, and training; developing work plans and reviewing work for completion.

PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIRONMENT & WORKING CONDITIONS

PHYSICAL DEMANDS OF JOB/POSITION

The physical demands described here (including lifting, mobility, movement, manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle or feel objects, tools or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception, and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; telephones.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; phone; copy and fax machines; and other related tools and equipment.

WORK ENVIRONMENT/WORKING CONDITIONS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of the job duties, the employee will mainly be working in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces.

Occasional travel may include local and regional meetings, and occasional visits to work sites around the city.

This position may occasionally be required to work evenings and weekends.

ADDITIONAL JOB INFORMATION

TYPE: Non-bargaining

FLSA: Exempt