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Rules of Conduct for Public Hearings

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

**CITY OF MILLERSBURG
CITY COUNCIL MEETING**

Millersburg City Hall
4222 NE Old Salem Road
Albany OR 97321
January 8, 2018 @ 6:30 p.m.

Agenda

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. Swearing In of Councilors , Vote for Mayor, Vote for Council President
- E. CHANGES AND ADDITIONS TO THE AGENDA
- F. CONSENT AGENDA
 - 1) Approval of December 11, 2018 City Council Meeting Minutes
 - 2) Approval of Council Approval Report for Monthly City Bills
 - Action: _____
- G. PRESENTATIONS
 - 1) Linn County Sheriff's Office Report
 - 2) Albany Fire Department Quarterly Report – Chief Bradner (verbal)
- H. PUBLIC COMMENT
- I. COUNCIL MEMBER AND STAFF COMMENTS
 - 1) Mayor – Council Committee Appointments
 - Action: _____
- J. CITY MANAGER'S REPORT
 - 1) Project Updates
 - 2) Water Line Project

K. CITY ATTORNEY'S REPORT

- 1) Consideration of Moratorium of Certain Provisions under the City Land Use Development Code

Action: _____

L. UNFINISHED BUSINESS

M. NEW BUSINESS

- 1) Planning Commission Re-Appointments – Resolution 2019-1

Action: _____

- 2) No Parking Zone – Waverly, Amanda, Bain, & Toni - Ordinance 142

Action: _____

- 3) No Parking Zone – Western Way - Ordinance 143

Action: _____

- 4) Payment of City Bills – Resolution 2019-2

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 & Events:

January 7, 2019 @ 6:00 p.m. – Planning Commission Work Session

January 8, 2019 @ 5:00 p.m. – City Council Executive Session

January 14, 2019 @ 6:00 p.m. – Planning Commission Work Session

January 15, 2019 @ 6:00 p.m. – Planning Commission Meeting

January 22, 2019 @ 4:00 p.m. – City Council Meeting

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.



December 11, 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, Councilors Scott Cowan, Scott McPhee,
Don Miller

Councilors Absent: Councilor Dave Harms

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

Presenters: Linn County Sheriff Captain Kevin Guilford

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

Mayor Lepin took a few minutes and went over the Roberts Rules requirements regarding motions and seconds before moving forward. He also went over how residents can make comments during meeting.

E. CONSENT AGENDA

- 1) Approval of October 23, 2018 City Council Work Session Minutes
- 2) Approval of November 13, 2018 City Council Meeting Minutes
- 3) Approval of revised Council Approval Report for Monthly City Bills

Action: **Motion to Accept Consent Agenda made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Absent
Councilor Scott McPhee:	Aye
Councilor Don Miller:	Aye

F. PRESENTATIONS

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

Linn County Sheriff's Office (LCSO) Captain Kevin Guilford presented details on the report given to the City Council regarding responses within Millersburg over the last month. He mentioned that there has been an increase in stolen truck tailgates which are scraped for the metal and wanted residents to be

aware of this trend. He noted they'd written several warnings to educate residents on Western Way regarding illegal parking.

Captain Guilford also went over the extra patrols noted and explained that they happened when requested or when some other incident required someone to go back to the original site. He did share that property crimes have increased a bit in Millersburg.

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin shared that when he went around the City during elections and in the recent times of speaking with businesses, he received a lot of positive feedback regarding City staff. As a result, he is proposing that in appreciation and recognition of the positive feedback, the City closes at noon on Christmas Eve and staff are paid for the time off. Councilor Cowan noted he fully supports the proposal.

Action: **Motion to Close City Hall at Noon on December 24, 2018 and Provide Paid Time Off for Staff made by Councilor Scott Cowan; seconded by Councilor Don Miller.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Absent
Councilor Scott McPhee:	Aye
Councilor Don Miller:	Aye

- 2) Mayor Lepin discussed the current process regarding payment of the City's bills and that given the process of waiting until the City Council meeting to approve the majority of the City's bills, it is causing problems with late fees. In addition, he is concerned of the City's reputation regarding prompt payment of bills. He's seeking Council input and approval to direct City staff to do a resolution regarding payment of bills before the City Council meeting and providing a report to the City Council at the meeting of bills paid to keep them informed. Councilor Cowan said he supports the idea of having bills paid ahead then provide a report to the Council. Councilors Miller and McPhee also noted their support.

Action: **City Staff Directed to Prepare Resolution for the Approval of Council to Pay City Bills as Due and Provide Monthly Report to City Council at Council Meeting.**

I. CITY MANAGER'S REPORT

- 1) Project Updates

City Manager Kreitman provided an overview of City projects and went over the staff report. More information is available online in the meeting packet.

Highlighted projects included:

- i. Audit Preparation: Materials provided to auditors and City is waiting for report.

- ii. Stormwater Master Plan: Comments submitted to consultant.
- iii. Sewer Lift Station Construction: Construction is nearing completing. anticipated to be completed in January at the latest.
- iv. Parks Master Plan: Had kick-off meeting on November 26 so project is underway.
- v. Street Striping: To address safety concerns, Conser Road east of Old Salem Road was striped. The City is considering re-striping all arterials and collectors throughout the City next year.
- vi. Rate and SDC Study: Staff is collecting data for consultants and will be meeting with consultants in mid-December to update schedule.
- vii. MS4 Permit: The permit was released on November 30 and is currently being reviewed to determine impacts to the City.

Councilor Cowan brought up the notes on the Parks Committee from the last meeting and there was a feeling that the group was disconnected. He thought that if there was a disconnect that the group is connected now. City Manager Kreitman noted that the intent is to have the Parks Committee work with the consultants on the review and development of the Parks Master Plan. He also shared the idea is to have a Parks Commission that will be ongoing and help to implement the Parks Master Plan.

Mayor Lepin noted the majority of the Parks Committee worked together on the Event Committee for the Celebration and they weren't disconnected. He wanted to make sure that others realize this. City Manager Kreitman shared that the path forward was based on what they saw from the Parks Committee and the need to bring that into play for the future. Councilor McPhee believes if there was any disconnect, it was a result of the time between the collection of the data until the work on the Parks Master Plan started.

- 2) City Manager Kreitman mentioned a request for a partition on Waverly Drive which led to a discussion on water. Assistant City Manager/City Engineer Booth pointed out in a conversation that in 2015, the City did a water main completion project. City Manager Kreitman then noted concerns on some streets related to fire protection. Staff reviewed budget and realized there are funds available in the CIP portion to continue the water project this year. City Manager Kreitman wanted to get direction from the Council if they will consider and direct staff to have CH2M Hill do the additional work for the project. Mayor Lepin asked if this would give residents the opportunity to connect to City water if they wished. City Manager Kreitman confirmed that it would. Discussion followed regarding the various streets affected. The Council agreed to move forward with the planning and completion of the water project.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

1) Republic Services Rate Increase – Resolution 2018-24

City Manager Kreitman gave a brief introduction regarding discussions from November's meeting then went over the costs the City currently pays for fuel from Petro who actually came in higher than the cost proposed by Republic Services. City Manager Kreitman also provided a Historical Refuse Index to Council and noted that since 2013, the increases have been pretty flat.

Action: **Motion to Approve Resolution 2018-24 Approving a Rate Increase for 2019 for Republic Services made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Absent
Councilor Scott McPhee:	Aye
Councilor Don Miller:	Aye

2) South Albany High School Senior Class Donation Request

Councilor Cowan made a motion to donate \$1,000 to the South Albany High School senior class. The motion failed due to a lack of a second. Mayor Lepin said he doesn't feel providing the funds is an appropriate use of taxpayer dollars. Councilor Miller believes the Council would get pushback from residents. Councilor Cowan agreed that there might be pushback; however, he said that since this is the school Millersburg residents' children attend, by not donating anything, the City is missing an opportunity to support Millersburg youth. Mayor Lepin said this topic leads to a discussion he'd like to have later regarding a common set of principles for the Council to help them decide on matters like this and plans to bring this up during a Council work session.

Councilor Miller made new motion which was seconded. Mayor Lepin noted he still isn't in support. Councilor Cowan believes we have funds and that the Council has agreed to recognize the reimbursement program until the new fiscal year and recommends we continue to reevaluate requests until the funds are gone and support this activity since these are Millersburg residents' children. He noted it is a drug and alcohol-free celebration and believes \$1,000 is a reasonable amount to show support of our students.

Councilor McPhee agrees it's a worthy cause and is an awesome thing but looks at it is how we are giving money and that it's different between how money is spent personally versus with public funds. He feels City money is used for essential services and once we get past essential services, we should not be spending money past that. He personally supports the event but just can't support spending City money. He then gave suggestions to them on how to raise funds.

Mayor Lepin asked attending students what they've done to raise money. Kerry Burton, one of the parents for the fundraising. She gave a list of things they are doing to raise money during school sports events and other events.

Action: **Motion to Approve the Donation of \$1,000 to South Albany High School Senior Class event made by Councilor Don Miller seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Nay
Councilor Don Miller: Aye

L. NEW BUSINESS

1) Social Media Policy – Resolution 2018-26

City Manager Kreitman

Action: **Motion to Approve Resolution 2018-26 Adopting a City of Millersburg Social Media Policy made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Resolution 2018-26

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

2) City Hall Meeting Room Use – Resolution 2018-27

City Manager Kreitman went over staff action report with the proposed policy regarding the rental/use of Millersburg City Hall. He provided a brief background as to why a policy is needed. Mayor Lepin noted that he has a concern that we won't have a place, like a community center, for residents to meet but given the security of equipment in City Hall, it makes sense to only allow other public agencies or other organizations for business use.

Action: **Motion to Repeal 1987-7 and Adopting Resolution 2018-27 Approving Creation, Updating, and Administration of a Policy Regarding Use of City Hall Facilities by Outside Public Agencies and Non-Profits made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Resolution 2018-27

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

3) Street Fees Paid by Subdivision Developers – Resolution 2018-28

City Manager Kreitman briefed the Council on the staff report that addresses the best use of street fees and prioritization of project while allowing developers to discharge their obligation to contribute to required infrastructure improvement. Additionally, the Council had consensus on the City establishing development connection fees.

Action: **Motion to Approve Adoption of Resolution 2018-28 to Repeal Resolution 2016-12 which is a Resolution Pertaining to Street Fees**

Paid By Subdivision Real Estate Developers of Property Abutting Undeveloped Streets made by Councilor Scott Cowan; seconded by Councilor Scott McPhee. Resolution 2018-28

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

- 4) Parks Committee Appointments
City Manager Kreitman went over staff report requesting the appointment of five (5) to twelve (12) Parks Committee members.

Action: **Motion to Appoint/Reappointed Parks Committee Members made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

The following members were appointed/reappointed to the Millersburg Parks Committee:

- John Andersen
- Don Dixon
- Michael Wertz
- Carlye Haima
- Jenny Wolfenbarger
- Wendy Major
- Justin Toews
- Caryl Thomas
- Bob Nelson

- 5) Private Construction of Public Improvement Fees – Ordinance 141 & Resolution 2018-29
City Manager Kreitman went over staff report, providing history of the Private Construction of Public Improvements (PCPI) program. There was some discussion regarding the background of determining the fees.

Action: **Motion to Approve Ordinance Modifying the Permitting Process and Accompanying Fees for Private Construction of Public Improvements made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Ordinance

141
Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

Action: **Motion to Approve Resolution Adopting Fees for Private Construction of Public Improvements made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Resolution 2018-29

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

Action: **Motion to Refund the Difference to the Sweetwater 3rd Addition, Phase 3 and West Valley Estates, Phase 1 Based on the New Fee Calculations made by Scott Cowan; seconded by Councilor Scott McPhee.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

- 6) Professional Service Agreement – Operations Management International
City Manager Kreitman briefed the staff action report to maintain the agreement for services rendered by OMI and requesting a new monthly rate of \$634.41 to \$647.08.

Action: **Motion to Approve Amendment 2 to the Professional Services Agreement with Operations Management International and Authorize City Manager to Sign Agreement made by Councilor Scott McPhee; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

- 7) Canvas Votes & Certification of Election – Resolution 2018-30
City Manager Kevin Kreitman went over basics then introduced City Recorder Kim Wollenburg to present the rest. City Recorder Wollenburg went over the staff report and need to have this resolution approved per the Millersburg City Charter noting this hasn't been done in the past.

Action: **Motion to Adopt Resolution Canvassing the Votes Cast at the General Election Held November 6, 2018 made by Councilor Scott McPhee; seconded by Councilor Dave Harms.** Resolution 2018-30

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

M. CLOSING PUBLIC COMMENT

- 1) Gary Keehn, 3254 Clearwater Drive, noted that last month, the Council talked about other services from Republic Services and wondered if we are still getting our current services. City Manager Kreitman indicated that nothing has been changed and the City is still in the process of negotiating franchise agreement.

Mr. Keehn also asked about fencing on Old Salem Road between I-5 and the road. Councilor Cowan said he had looked into this a few months back because of the accidents. He recalls meeting with ODOT and Linn County Road Department to see what kinds of accommodations could be made. Right now, the costs would be extremely high for ODOT to put in a barrier. He also asked about the same project being built by the County. Darrin Lane, Road Master, told Councilor Cowan it will be on their radar and they can look at the costs at some point. He believes the amount to put a barrier or guardrail in that area would be about \$250,000. He said that since ODOT didn't consider that area a high risk, the burden to pay to have the work done would fall on the City as the accidents happen on Old Salem Road.

Mr. Keehn asked about a quarterly report from the Albany Fire Department and wondered if the next one would come in January. City Manager Kreitman confirmed there would be a report in January.

- 2) Kelly Cole, 3312 Nehalem, asked about the possibility of getting a stoplight at the four way stop on the east side of I-5. Mayor Lepin shared that was not the City of Millersburg but ODOT so the request would need to go to them. Councilor Cowan noted he'd seen signs of lights. City Manager Kreitman confirmed that ODOT did install lights but they aren't turned on.

She also asked if the Council has noted an increase in crime since Love's came in. Mayor Lepin said yes but the majority are isolated cases.

- 3) Manon Whittenburg, 6103 Sedona, noted her husband is diabetic and said she's been told by a number of people for him to simply throw sharpies into the trash and she's concerned by this. There was some discussion on places where sharpies can be disposed of, including pharmacies. There was a discussion on whether Republic Services provides that and Mayor Lepin said they currently don't. City Manager Kreitman said the City will check but he's not even sure they offer that service in our area. Ms. Whittenburg noted that the Jefferson Fire Station has taken the sharpies. Councilor Cowan said City could check into see if this was something Republic Services would be able to add.

N. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin noted that one of the things that needed to be on the January agenda is committee assignments and whether any change in

representation is needed. He asked the Council to let him know if anyone wants to change their committee assignment.

- 2) Councilor Miller noted that one of the things he'd like to see is to have the Charter changed to have citizens vote for mayor. Mayor Lepin said he supports and would like to discuss at a work session in 2019. Further, he said there's a need to reevaluate goals and tasks, including a need to update the Charter.
- 3) Councilor Cowan asked if there would be a work session in January. City Manager Kreitman noted that maybe not January but February.

O. ADJOURNMENT

Meeting adjourned at 8:35 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings:

December 18, 2018 @ 6:00 p.m. – Planning Commission Meeting

**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
483		MetLife - Group Benefits, PO Box 804466, Kansas City, MO, 64180-4466									
01012019	12/13/18	DENTAL & VISION INSURANCE	01/01/19	\$776.96	\$776.96	01-1214	DENTAL & VISION INSU	\$9,600.00	\$5,947.04		
							<u>\$776.96</u>				
Total Bills To Pay:							<u><u>\$776.96</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
26 Century Link, PO Box 91155, Seattle, WA,		01102019	01/10/19	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL	01/10/19	\$50.52	\$50.52	04-1328	SEWER MISCELLANEO	\$25,000.00	\$15,914.51
							\$50.52				
39 LifeMap Billing, PO Box 6840, Portland, OR, 97228-6840		IN0410784	12/16/18	DISABILITY INSURANCE	01/04/19	\$139.74	\$139.74	01-1212	DISABILITY INSURANC	\$3,200.00	\$2,237.69
							\$139.74				
483 MetLife- Group Benefits, PO Box 804466, Kansas City, MO, 64180-4466		01012019	12/13/18	DENTAL & VISION INSURANCE	01/01/19	\$1,020.58	\$1,020.58	01-12-14	DENTAL & VISION INSU	\$9,000.00	\$5,947.04
							\$1,020.58				
Total Bills To Pay:							\$1,210.84				

Voiced

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,		553693	12/11/18	December AFLAC pmnt	12/11/18	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$11,811.07)
							\$49.08				
19 Linn County Planning and Building, PO Box 100, Albany, OR, 97321		12142018	12/14/18	Building Permit Fees for November 2018	12/20/18	\$11,132.04	\$11,132.04	01-5332	PMNT TO LINN CO BUIL	\$380,000.00	\$145,608.69
							\$11,132.04				
41 Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167		017112102018	12/10/18	December Medical Insurance Payment	12/10/18	\$6,625.95	\$6,625.95	01-1211	MEDICAL INSURANCE	\$85,000.00	\$51,870.25
							\$6,625.95				
Total Bills To Pay:							\$17,807.07				

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
7 4S Sign, LLC, 30255 HWY 34, Albany, OR, 97321		46394	12/20/18	SIGNS	12/20/18	\$105.95	\$105.95	02-1329	SIGNS	\$3,000.00	(\$13,962.52)
							\$105.95				
654 Ashley Howe		01072019	01/07/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	02/23/19	\$116.00	\$116.00	01-2301	PARKS & RECREATION	\$15,000.00	\$11,212.00
							\$116.00				
539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321		3096883	12/07/18	CONTRACTED SERVICES - Astrid Hesburg 12/7/18	01/07/19	\$447.52	\$447.52	01-1332	CONTRACTED SERVIC	\$99,500.00	\$62,776.77
		3097718	12/14/18	CONTRACTED SERVICES - Astrid Hesburg 12/14/18	01/14/18	\$442.00	\$442.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$62,776.77
		3098890	12/21/18	CONTRACTED SERVICES - Astrid Hesburg 12/21/2018	01/21/19	\$442.00	\$442.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$62,776.77
		3096883	12/07/18	PARK SUPPLIES & MAINTENANCE - Dennis Bowen 12/7/18	01/07/19	\$253.50	\$253.50	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11
		3097718	12/14/18	PARK SUPPLIES & MAINTENANCE - Dennis Bowen 12/14/18	01/14/18	\$371.80	\$371.80	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11
		3098870	12/21/18	PARK SUPPLIES & MAINTENANCE - Dennis Bowen 12/21/18	01/21/19	\$380.25	\$380.25	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11
		3096883	12/07/18	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJEC - Mark Yeager 12/7/18	01/07/19	\$260.00	\$260.00	04-1409	WETLANDS/WASTEWA	\$107,500.00	\$74,205.20
		3097718	12/14/18	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJEC - Mark Yeager 12/14/18	01/14/18	\$260.00	\$260.00	04-1409	WETLANDS/WASTEWA	\$107,500.00	\$74,205.20
		3098870	12/21/18	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJEC - Mark Yeager 12/21/18	01/21/19	\$260.00	\$260.00	04-1409	WETLANDS/WASTEWA	\$107,500.00	\$74,205.20
		3099294	12/28/18	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJEC - Mark Yeager 12/28/18	01/28/19	\$260.00	\$260.00	04-1409	WETLANDS/WASTEWA	\$107,500.00	\$74,205.20
							\$3,377.07				
596 Cardno, Inc., P.O. Box 123400, Dallas, TX, 75321-3400		512541	12/17/18	STORMWATER MASTER PLAN, Cardno, Through 11/30/2018	01/17/19	\$4,911.48	\$4,911.48	03-1321	STORMWATER MASTE	\$65,000.00	\$19,776.38
							\$4,911.48				
466 CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869		676583ch004	01/03/19	CONSULTANTS - ENGINEERING	02/03/19	\$3,746.69	\$3,746.69	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$13,994.33
		704841ch0003	01/03/19	CONSULTANTS - ENGINEERING	02/03/19	\$2,204.95	\$2,204.95	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$13,994.33
		704841ch0003	01/03/19	SDC STUDY	02/03/19	\$315.30	\$315.30	01-2306	SDC STUDY	\$5,000.00	\$4,136.60
		704841ch0003	01/03/19	20% CONSULTANTS ENGINEERING	02/03/19	\$694.58	\$694.58	02-1301	20% CONSULTANTS EN	\$20,000.00	\$12,721.27

**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	
							\$6,961.52					
29	CH2MHill OMI, Department 1267, Denver, CO, 80291-1267	351259-004	12/07/18	OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) W	01/07/19	\$634.38	\$634.38	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$4,924.96	
							\$634.38					
735	Ciera Christensen	12012018	01/02/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	01/02/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$11,212.00	
							\$200.00					
48	Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838	4014119336	12/26/18	CITY HALL MAINTENANCE & SUPPLIES - Cintas	12/26/18	\$69.61	\$69.61	01-1309	CITY HALL MAINTENAN	\$22,000.00	\$14,360.04	
		4014119348	12/26/18	PARK SUPPLIES & MAINTENANCE - Cintas	12/26/18	\$90.61	\$90.61	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11	
		4014119354	12/26/18	PARK SUPPLIES & MAINTENANCE - Cintas	12/26/18	\$95.79	\$95.79	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11	
							\$256.01					
50	City of Albany, PO Box 490, Albany, OR, 97321	M2018-11	12/14/18	EQUIPMENT/FURNISHINGS FOR NEW STATION	01/14/18	\$891.59	\$891.59	01-4305	EQUIPMENT/FURNISHI	\$125,000.00	\$47,145.79	
							\$891.59					
733	Cynthia Sue Burgey-Mason	11262018	01/02/19	LIBRARY SERVICES	01/02/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,840.00	
							\$40.00					
659	David Evans & Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340	435049	12/20/18	STREET PCPI EXPENSE	01/20/19	\$1,637.42	\$1,637.42	02-1303	PCPI EXPENSE	\$20,000.00	\$11,668.31	
		435049	12/20/18	SEWER PCPI EXPENSE	01/20/19	\$1,637.42	\$1,637.42	04-1303	SEWER PCPI	\$15,000.00	\$6,805.95	
		435049	12/20/18	WATER PCPI EXPENSE	01/20/19	\$1,637.44	\$1,637.44	05-1303	PCPI EXPENSE	\$15,000.00	\$6,805.95	
							\$4,912.28					
327	De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602	61800354	12/18/18	CONTRACTED SERVICES - De Lage Landen Financial Services	02/01/19	\$374.55	\$374.55	01-1332	CONTRACTED SERVIC	\$99,500.00	\$62,776.77	
							\$374.55					
608	Garten Services, Inc., P.O. Box 13970, Salem, OR, 97309	M62698	12/28/18	CONTRACTED SERVICES, Custodial Services - Garden Services	01/28/19	\$688.91	\$688.91	01-1332	CONTRACTED SERVIC	\$99,500.00	\$62,776.77	
							\$688.91					
1	Greater Albany Public School District 8J, 718 Seventh Avenue SW, Albany, OR,	01022019	12/31/18	PMNT TO GAPS- School Excise Tax	01/02/19	\$46,185.48	\$46,185.48	01-5331	PMNT TO GAPS	\$356,400.00	\$143,903.43	

**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	
							\$46,185.48					
107	Grove, Mueller & Swank, P.C., PO Box 2122, Salem, OR, 97308-2122											
88757	12/13/18	ACCOUNTING & AUDIT, Grove mueller and Swank	01/13/19	\$7,500.00	\$7,500.00	01-1302	ACCOUNTING & AUDIT	\$20,000.00	\$17,518.00			
							\$7,500.00					
49	Home Depot, Home Depot Credit Service/Dept. 32 - 2501856748, PO Box 9001043, Louisville, KY, 40290-1043											
121318	12/13/18	PARK SUPPLIES & MAINTENANCE	01/13/19	\$187.12	\$187.12	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11			
121318	12/13/18	EQUIPMENT/FURNISHINGS FOR NEW STATION	01/13/19	\$7.56	\$7.56	01-4305	EQUIPMENT/FURNISHI	\$125,000.00	\$47,145.79			
							\$194.68					
736	Hong Ngoc K Nguyen											
11282018	01/02/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	01/02/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$11,212.00			
							\$200.00					
566	Jake Gabell											
01052019	01/05/19	TELEPHONE - Jake Gabell	01/05/19	\$35.00	\$35.00	01-1358	TELEPHONE	\$7,000.00	\$6,140.25			
							\$35.00					
569	Janelle Booth											
01052019	01/05/19	TELEPHONE - Janelle Booth 1/5/19	01/05/19	\$140.00	\$140.00	01-1358	TELEPHONE	\$7,000.00	\$6,140.25			
							\$140.00					
561	Kimberly Wollenburg											
01052019	01/05/19	TELEPHONE - Kim Wollenburg	01/05/19	\$140.00	\$140.00	01-1358	TELEPHONE	\$7,000.00	\$6,140.25			
							\$140.00					
439	Kristen Champion											
12282018	01/02/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	01/02/19	\$144.00	\$144.00	01-2301	PARKS & RECREATION	\$15,000.00	\$11,212.00			
							\$144.00					
153	Linn County Surveyor, PO Box 100, Albany, OR, 97321											
26520	12/11/18	OFFICE EXPENSES - Linn County Surveyor	01/11/19	\$12.48	\$12.48	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
							\$12.48					
737	Lori Moore											
11012018	01/02/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	01/02/19	\$190.80	\$190.80	01-2301	PARKS & RECREATION	\$15,000.00	\$11,212.00			
							\$190.80					
732	Marion County Treasury Department, 555 Court St NE STE 4235, Salem, OR, 97309-5036											
89625	12/13/18	STREET & ROAD REPAIR - Road Striping by Marion County	01/13/19	\$259.82	\$259.82	02-1322	STREET & ROAD REPAI	\$35,000.00	\$9,737.53			

**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	
							\$259.82					
449	Mary Messersmith	12202018	01/03/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	01/03/19	\$79.20	\$79.20	01-2301	PARKS & RECREATION	\$15,000.00	\$11,212.00	
							\$79.20					
552	Michael McMahon	01022019	01/02/19	LIBRARY SERVICES	01/02/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,840.00	
							\$40.00					
585	MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553	8680	12/17/18	CONSULTANTS - PLANNING	01/17/19	\$6,240.00	\$6,240.00	01-1353	CONSULTANTS - PLAN	\$80,000.00	\$48,660.00	
		01052019	01/05/19	TELEPHONE - Dustin Cell Phone Reimbursement	01/05/19	\$35.00	\$35.00	01-1358	TELEPHONE	\$7,000.00	\$6,140.25	
							\$6,275.00					
454	Nicole Neuschwander	12172018	01/02/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	01/02/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$11,212.00	
							\$200.00					
123	Pride Printing Company, PO Box 457, Albany, OR, 97321	80794J	12/14/18	PRINTING & ADVERTISING - Pride Printing business Cards	01/13/19	\$421.00	\$421.00	01-1355	PRINTING & ADVERTISI	\$5,000.00	\$4,218.74	
							\$421.00					
734	Robert Dent	12262018	01/02/19	LIBRARY SERVICES	01/02/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,840.00	
							\$40.00					
38	Robyn Vogler	12052018	01/02/19	LIBRARY SERVICES	01/02/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,840.00	
							\$40.00					
214	Ronald Beasley	12312018	01/03/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	01/03/19	\$124.80	\$124.80	01-2301	PARKS & RECREATION	\$15,000.00	\$11,212.00	
							\$124.80					
430	Royal Harger	12192018	01/02/19	LIBRARY SERVICES	01/02/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,840.00	
							\$40.00					
13	Sean Shearer	01052019	01/05/19	TELEPHONE - Sean Shearer	01/05/19	\$140.00	\$140.00	01-1358	TELEPHONE	\$7,000.00	\$6,140.25	

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	
							\$140.00					
231	Sunbelt Rentals, Inc, PO Box 409211, Atlanta, GA, 30384-9211											
85379041-0001	12/14/18	PARK SUPPLIES & MAINTENANCE - Sunbelt	01/14/18	\$50.00	\$50.00	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11			
							\$50.00					
700	US Bank, P.O. Box 790428, St Louis, MO, 63179-0428											
122020218	12/20/18	EDUCATION & TRAINING	01/20/18	\$110.00	\$110.00	01-1334	EDUCATION & TRAININ	\$2,000.00	\$930.00			
122020218	12/20/18	EDUCATION & TRAINING	01/20/18	\$64.00	\$64.00	01-1334	EDUCATION & TRAININ	\$2,000.00	\$930.00			
122020218	12/20/18	MEETINGS & TRAINING	01/20/18	\$199.00	\$199.00	01-1335	MEETINGS & TRAINING	\$8,000.00	\$6,753.12			
122020218	12/20/18	DUES & SUBSCRIPTIONS	01/20/18	\$60.00	\$60.00	01-1336	DUES & SUBSCRIPTIO	\$9,000.00	\$2,925.71			
122020218	12/20/18	DUES & SUBSCRIPTIONS	01/20/18	\$125.00	\$125.00	01-1336	DUES & SUBSCRIPTIO	\$9,000.00	\$2,925.71			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$24.99	\$24.99	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$18.00	\$18.00	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$15.00	\$15.00	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$15.95	\$15.95	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$39.99	\$39.99	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$92.67	\$92.67	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$10.00	\$10.00	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$125.12	\$125.12	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	OFFICE EXPENSES	01/20/18	\$10.81	\$10.81	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
122020218	12/20/18	PARK SUPPLIES & MAINTENANCE	01/20/18	\$12.95	\$12.95	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11			
122020218	12/20/18	PARK SUPPLIES & MAINTENANCE	01/20/18	\$194.25	\$194.25	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11			
122020218	12/20/18	PARK SUPPLIES & MAINTENANCE	01/20/18	\$27.48	\$27.48	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$32,011.11			
122020218	12/20/18	O&M TRANSMISSION LINES	01/20/18	\$75.00	\$75.00	05-1304	O&M TRANSMISSION LI	\$80,000.00	(\$30,942.78)			
							\$1,220.21					
230	Valley Fire Control, 217 Main SE, Albany, OR, 97321-3023											
80327	12/06/18	OFFICE EXPENSES - Valley Fire Control	01/06/19	\$105.75	\$105.75	01-1352	OFFICE EXPENSES	\$20,000.00	\$16,517.79			
							\$105.75					
328	Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321											
273429	12/31/18	CONTRACTED SERVICES - Valley Merchant Police	01/30/18	\$252.00	\$252.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$62,776.77			
							\$252.00					
Total Bills To Pay:							\$87,499.96					



U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 12-20-2018
AMOUNT DUE \$1,220.21
NEW BALANCE \$1,220.21
PAYMENT DUE ON RECEIPT

000000406 01 SP 0.510 106481843388936 P
CITY OF MILLERSBURG
ATTN KIM WOLLENBURG
4222 OLD SALEM RD
ALBANY OR 97321-7377

AMOUNT ENCLOSED
\$

Please make check payable to
U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

ACCOUNT MESSAGES

CORPORATE ACCOUNT ACTIVITY

TOTAL CORPORATE ACTIVITY

NEW ACTIVITY

JAKE GABELL	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$255.93	\$0.00	\$255.93

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE 12/20/18
DISPUTED AMOUNT .00

PREVIOUS BALANCE	743.82
PURCHASES & OTHER CHARGES	1 220.21
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	
CREDITS	.00
PAYMENTS	743.82
ACCOUNT BALANCE	1,220.21

SEND BILLING INQUIRIES TO:

U.S. BANK
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

1,220.21



Company Name: CITY OF MILLERSBURG
Corporate Account Number:
Statement Date: 12-20-2018

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-30	11-29	24164078333105286780286	STAPLES 877-8267755 NJ	125.12
12-13	12-12	24164078346105117017358	STAPLES 877-8267755 NJ	10.81
12-14	12-13	24692168347100701771261	TCD*CENGAGE LEARNING 800-354-9706 KY	110.00
12-17	12-15	24164078350105976780289	STAPLES 877-8267755 NJ	10.00

KEVIN KREITMAN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$18.00	\$0.00	\$18.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-28	11-26	24431068331975018100536	SAFEWAY #1659 ALBANY OR	18.00

KIMBERLY WOLLENBURG	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$946.28	\$0.00	\$946.28

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-29	11-28	24492158332894021667338	PAYPAL *OREGONASSOC 402-935-7733 CA	60.00
11-29	11-28	24692168332100283711997	VISTAPR*VISTAPRINT.COM 866-8936743 MA	92.67
12-03	11-30	24388968336030038375111	PUBLIC TREASURY INSTITUTE 301-229-6566 MD	64.00
12-05	12-05	24692168339100334274238	AMZN MKTP US*M02BU8890 AMZN.COM/BILL WA	77.93
12-07	12-07	24692168341100595048541	OREGON FESTIVALS AND E 541-979-0919 OR	125.00
12-10	12-09	24692168343100166874794	SITES.COM WEB HOSTING 888-748-3526 AR	15.95
12-10	12-07	24717058342643420884187	LEE NEWSPAPERS E PAY 844-3042843 IA	15.00
12-14	12-13	24692168347100701771253	TCD*CENGAGE LEARNING 800-354-9706 KY	199.00
12-14	12-13	24692168347100922106792	AMZN MKTP US*M04RB5UP2 AMZN.COM/BILL WA	194.25
12-17	12-15	24692168349100781591942	AMAZON.COM*M233O2281 AMZN.COM/BILL WA	27.48
12-18	12-17	24717058351263517746062	OR HEALTH AUTHORITY 855-2554304 OR	75.00

Department: 00000 Total: \$1,220.21
 Division: 00000 Total: \$1,220.21



Consolidated Summary Statement

Account Statement
For the Month Ending **December 31, 2018**

MILLERSBURG CITY OF

Account Number	Account Name	Opening Balance	Purchases	Redemptions	Closing Balance	Dividends
3049	MILLERSBURG CITY/PERLENFEIN W PARK ZUHL	93,122.28	202.80	0.00	93,325.08	202.80
3063	MILLERSBURG EAGLES NEST/MILLERSBURG DR	329,778.13	718.19	0.00	330,496.32	718.19
3064	CITY OF MILLERSBURG STREET SDCS	1,021,614.74	2,224.88	0.00	1,023,839.62	2,224.88
3065	CITY OF MILLERSBURG PARK SDCS	325,771.36	709.47	0.00	326,480.83	709.47
3839	MILLERSBURG CITY OF/WETLANDS PROJECT	26,757.73	58.27	0.00	26,816.00	58.27
5809	MILLERSBURG CITY OF	11,918,590.31	439,533.30	(1,200,000.00)	11,158,123.61	25,282.10
Total		\$13,715,634.55	\$443,446.91	(\$1,200,000.00)	\$12,959,081.46	\$29,195.71



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: January 3, 2019 for Council Meeting January 8, 2019
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 most recent version of the Gantt chart 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.

Sewer Lift Station Construction:

Construction on the ATI Sewer Lift Station is nearing completion. The remainder of the work is primarily electrical and should be completed over the next month, pending inspection and power connection schedules. The lift station has been functioning well on the permanently installed pumps running off temporary power. The contract with CH2M/Jacobs for engineering services during construction was extended to cover their support through the end of construction and record drawings.

Parks Master Plan:

Conservation Technix (Consultant) has provided the draft Public Involvement Plan and preliminary project schedule (attached). They have also provided sample survey questions, which have been reviewed by Staff. The first meeting with the Parks Committee is scheduled for January 30 to kick off their involvement in the project and go over the survey questions.

Stormwater Master Plan Update:

The final Stormwater Master Plan will be presented for consideration and adoption at the January 22, 2019 Council meeting.

MS4 Permit Release:

The Municipal Separate Storm Sewer System (MS4) General Permit was released on November 30. Staff have reviewed the permit to evaluate changes from the draft permit and determine the impacts to the City. Discussion of the MS4

General Permit, including impacts and response, is scheduled for the January 22, 2019 Council meeting.

Rate and SDC Study:

The work on the City's rate and SDC study continues. Issues with extracting data from the utility billing system have caused some challenges and delays to the schedule.

The consultant is working on completing the model of the water and sewer rates by late January, including a new consumption-based sewer rate structure. This will be a significant departure from the City's past practice of a flat sewer rate structure. When the proposed water and sewer rate structures are available, a work session will be scheduled to go over the changes and discuss comments.

Water and sewer SDCs are anticipated to be complete by the end of February, with street SDCs in March. Following water, sewer, and streets, the consultant will move on to looking at potential frameworks for stormwater rates and SDCs. Because the City does not currently have a stormwater rate or SDC, this information will be important in determining whether one or both are the right option for the City. It will also be important to capture the increased costs associated with implementing the MS4 permit requirements.

Street Improvement Fee and Water Service Charges Increase:

Per Resolution 2018-4 adopting street improvement fees, the fees charged to developers in lieu of constructing street improvements shall be increased based upon the Engineering News Record (ENR) published Construction Cost Index (Seattle) on January 1 of each year. The current full street improvement fee is \$430/ft and the half street improvement fee is \$215/ft. The ENR Construction Cost Index increased by 4.9% between January 2018 and January 2019. Therefore, the street fees were increased by 4.9% to \$451/ft for full street improvements and \$225/ft for half street improvements.

Also, per Resolution 2018-2, the water service charges for services Albany provides to Millersburg (water meter drop-in installation, meter testing, etc.) need to be reviewed. Albany staff have been contacted to determine if there is an increase for 2019, and Millersburg fees will be updated to match Albany's annual fee revisions.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		Millersburg Tasks					
2							
3		Charter	377 days	Tue 2/13/18	Wed 7/24/19		Kevin,Forrest
4		Complete update of charter	365 days	Thu 3/1/18	Wed 7/24/19		
5		Signatures for checks	41 days	Tue 2/13/18	Tue 4/10/18		Kevin,Forrest,Kim
6		Appointment of officers and employees - Section 12 CC	1 day	Thu 3/1/18	Thu 3/1/18		
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	310 days	Mon 1/22/18	Fri 3/29/19		
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	1 day	Mon 1/22/18	Mon 1/22/18		
16		Ordinances and Resolutions missing attachments	1 day	Mon 1/22/18	Mon 1/22/18		
17		Land Use Development Code	269 days	Mon 1/22/18	Thu 1/31/19		John Morgan,Matt Straite
18		Determine correct version of current code	1 day	Mon 1/22/18	Mon 1/22/18		
19		Update/Re-write LUDC			Fri 3/29/19		
20		Comprehensive Plan Update			Fri 5/31/19		
21							
22		Policies, Procedures, and Standards	240 days	Mon 1/22/18	Fri 12/21/18		
23		Purchasing	240 days	Mon 1/22/18	Fri 12/21/18		Kim,Kevin
24		Adopt new purchasing policy	11 days	Tue 2/27/18	Tue 3/13/18		Kevin,Forrest
25		Join Oregon Cooperative Procurement Program	1 day	Tue 1/9/18	Tue 1/9/18		
26		Procurement forms	1 day	Mon 1/22/18	Mon 1/22/18		Kim
27		Staff reimbursement forms	1 day	Mon 1/22/18	Mon 1/22/18		Kim
28		Review resolution 2017-11 regarding returned checks in comparison to ORS 30.701(5)	1 day	Mon 1/22/18	Mon 1/22/18		Jake
29		Ethics Policy					Kevin,Janelle
30		Fleet policy and best practices for vehicles					Kevin,Janelle
31		Computer/electronics use policy					Kevin,Janelle
32		Equipment use policy					Kevin,Janelle
33		Billing policy					Kim
34		Alcohol use policy for parks and city hall	1 day	Fri 7/13/18	Fri 7/13/18		Kim,Forrest
35		Safety procedures and training	231 days	Fri 2/9/18	Fri 12/28/18		Kevin,Janelle
36		Safety manual			Fri 12/28/18		
37		Staff training plans					
38		Ergo evaluations					
39		PPE					
40		Permits	191 days	Thu 7/5/18	Fri 3/29/19		
41		Review grading and ROW permits, modify if needed	0 days	Thu 7/5/18	Thu 7/5/18		Janelle
42		Establish erosion control permit			Fri 3/29/19		Janelle
43							

February 1/7 1/14 1/21 1/28 2/4 2/11 2/18 2/25

Kim
 Kim
 Jake

Project: Task List
Date: Thu 1/3/19

Task		Summary		Inactive Milestone		Duration-only	
Split		Project Summary		Inactive Summary		Manual Summary Rollup	
Milestone		Inactive Task		Manual Task		Manual Summary	

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
44		Document Record Keeping and Retention	235 days	Mon 1/29/18	Fri 12/21/18		Kim
45		New filing system	240 days	Mon 1/29/18	Fri 12/28/18		
46		Electronic	130 days	Mon 7/2/18	Fri 12/28/18		Kim
47							
48		Budget	124 days	Thu 1/25/18	Tue 7/17/18		
49		Supplemental Budget - address funds which are over budget	74 days	Thu 1/25/18	Tue 5/8/18		Jake
50		Funding for Stormwater Master Plan	1 day	Fri 3/16/18	Fri 3/16/18		Kevin,Janelle
51		Funding for temporary fire station	1 day	Tue 6/12/18	Tue 6/12/18		Kevin,Janelle,Jake
52		Funding for rate and SDC update	1 day	Tue 4/10/18	Tue 4/10/18		Kevin,Janelle
53		2018-2019 Budget	75 days	Mon 3/19/18	Fri 6/29/18		Jake,Kevin,Janelle
54		New budget layout	1 day	Fri 3/16/18	Fri 3/16/18		Jake
55		Insure there is no comingling of SDC funds	1 day	Mon 3/19/18	Mon 3/19/18		
56		Temporary fire station operation	1 day	Mon 3/19/18	Mon 3/19/18		
57		Permanent fire station	1 day	Mon 3/19/18	Mon 3/19/18		
58		Maintenance needs	1 day	Mon 3/19/18	Mon 3/19/18		
59		Office in maintenance facility?	1 day	Mon 3/19/18	Mon 3/19/18		
60		Equipment life/replacement costs tracking	239 days	Tue 1/23/18	Fri 12/21/18		
61		City Hall Equipment					
62		Parks/Maintenance Equipment					
63		Fire Station					
64							
65		IGAs	77 days	Mon 1/22/18	Tue 5/8/18		
66		Sewer IGA	122 days	Mon 1/22/18	Tue 7/10/18		Kevin,Janelle,Forrest
67		Fire IGA	57 days	Mon 1/22/18	Tue 4/10/18		Kevin
68							
69		Planning, Building, and Development	294 days	Tue 2/13/18	Fri 3/29/19		
70		Missing Permits/Permit Numbers	1 day	Wed 4/4/18	Wed 4/4/18		Matt Straite
71		Ability to get on County online system for building permits			Fri 3/29/19		Kevin,Janelle
72		Land use joint training session by John Morgan	1 day	Mon 4/30/18	Mon 4/30/18		John,Kevin
73		Payment of fees prior to issuing building permits - CO 50.05(B)(2)	1 day	Tue 2/13/18	Tue 2/13/18		
74		Check Sheets/manuals	116 days	Fri 5/18/18	Fri 10/26/18		
75		Policies and Procedures			Fri 12/28/18		John,Matt
76		Permit forms	1 day	Fri 12/28/18	Fri 12/28/18		Jake
77		Packets to hand out with each permit	1 day	Fri 12/28/18	Fri 12/28/18		John,Matt
78		Engineering standards	110 days	Mon 10/1/18	Fri 3/1/19		Janelle
79		Private Construction of Public Infrastructure Process	1 day	Tue 2/13/18	Tue 2/13/18		
80		Code language to support PCPI process	1 day	Tue 2/13/18	Tue 2/13/18		Janelle,Kevin
81		Ordinance to adopt code language	1 day	Tue 2/13/18	Tue 2/13/18		Janelle,Kevin
82		Establish warranty bond amount (10% of construction cost)	1 day	Tue 2/13/18	Tue 2/13/18		Janelle
83		Make sure all other forms and fees have been developed	1 day	Tue 2/13/18	Tue 2/13/18		Janelle
84		Reimbursement Agreement	73 days	Fri 9/28/18	Tue 1/8/19		Janelle,Kevin
85							
86		SDC Review	410 days	Mon 4/2/18	Fri 10/25/19		Kevin,Janelle,consultant
87		Contract with consultant for review	86 days	Mon 2/12/18	Mon 6/11/18		Janelle
88		Water	149 days	Tue 9/4/18	Fri 3/29/19		
89		Sewer	149 days	Tue 9/4/18	Fri 3/29/19		
90		Streets	149 days	Tue 9/4/18	Fri 3/29/19		
91		Parks	261 days	Fri 10/26/18	Fri 10/25/19		
92		Stormwater	131 days	Fri 10/26/18	Fri 4/26/19		

Project: Task List
Date: Thu 1/3/19

Task		Summary		Inactive Milestone		Duration-on
Split		Project Summary		Inactive Summary		Manual Sum
Milestone		Inactive Task		Manual Task		Manual Sum

ID	Task Mode	Task Name	Duration	Start	Finish	Pred	Resource Names
93							
94		Utility Billing	71 days	Mon 3/26/18	Mon 7/2/18		
95		Review of water and sewer service accounts	1 day	Mon 3/26/18	Mon 3/26/18		Kim,Jake
96							
97		Utility Rates	270 days	Mon 2/12/18	Fri 2/22/19		
98		Contract with consultant for review and update of rates	86 days	Mon 2/12/18	Mon 6/11/18		Janelle
99		Update rate structure for water and sewer	125 days	Mon 9/3/18	Fri 2/22/19		Janelle,consultant
100							
101		Update fees	278 days	Wed 1/31/18	Fri 2/22/19		
102		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
103		Planning fees			Fri 2/22/19		John,Matt
104		Other fees - update recent list?			Fri 2/22/19		Kevin,Janelle
105							
106		Development of Capital Improvement Plan (CIP)	180 days	Mon 1/22/18	Fri 9/28/18		Janelle,Kevin
107		Streets	20 days	Wed 4/4/18	Tue 5/1/18		
108		Sewer	20 days	Wed 4/4/18	Tue 5/1/18		
109		Water	20 days	Wed 4/4/18	Tue 5/1/18		
110		Stormwater	20 days	Wed 4/4/18	Tue 5/1/18		
111		Parks	20 days	Wed 4/4/18	Tue 5/1/18		
112		Adoption of 2018-2022 CIP	1 day	Tue 6/12/18	Tue 6/12/18		
113		City Hall work	284 days	Tue 1/23/18	Fri 2/22/19		
114		Budgeting information for City Hall upgrades	1 day	Fri 4/27/18	Fri 4/27/18		Kevin,Janelle,Sean
115		Audio Visual Systems	284 days	Tue 1/23/18	Fri 2/22/19		Sean,Kevin
116		Council Chambers		Tue 1/23/18			
117		Upgrade sound system					
118		Video system					
119		Consider new audience chairs?					
120		Small table and chair for presentations/addressing	1 day	Tue 1/23/18	Tue 1/23/18		
121		Conference Room	27 days	Tue 1/23/18	Wed 2/28/18		
122		Portable TV/monitor	1 day	Tue 1/23/18	Tue 1/23/18		
123		Connect conference tables to phone, internet	1 day	Thu 2/15/18	Thu 2/15/18		Sean
124		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
125		Cabling requirements for phone/internet	27 days	Tue 1/23/18	Wed 2/28/18		Sean
126		Records Room reorganization - rolling files	170 days	Mon 7/2/18	Fri 2/22/19		Kim,Jake
127		Office space modifications	282 days	Thu 1/25/18	Fri 2/22/19		Kevin,Janelle
128		Painting City Hall	187 days	Tue 1/23/18	Wed 10/10/18		Sean
129		Quotes for budget	1 day	Fri 4/6/18	Fri 4/6/18		
130		Solicit Bids/quotes	1 day	Fri 6/1/18	Fri 6/1/18		
131		Award	1 day	Mon 7/2/18	Mon 7/2/18		
132		Complete work	0 days	Fri 8/10/18	Fri 8/10/18		
133							
134		Fire Protection	208 days	Tue 1/23/18	Thu 11/8/18		
135		Notify Linn County of request to withdraw	1 day	Tue 1/23/18	Tue 1/23/18		
136		Temporary station	94 days	Tue 1/23/18	Fri 6/1/18		Kevin,Janelle
137		Site selection	1 day	Fri 4/13/18	Fri 4/13/18		Kevin,Janelle
138		Design	124 days	Tue 1/23/18	Fri 7/13/18		

Project: Task List
Date: Thu 1/3/19

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

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
139	✓	Land use and building permits	1 day	Fri 7/20/18	Fri 7/20/18		Janelle, Matt
140	✓	Building and foundation requirements	114 days	Tue 1/23/18	Fri 6/29/18		Janelle
141	✓	Utilities	1 day	Fri 9/28/18	Fri 9/28/18		Janelle
142	✓	Site work (surfacing and roads)	1 day	Fri 9/7/18	Fri 9/7/18		Janelle
143	✓	Equipment	169 days	Tue 1/23/18	Fri 9/14/18		Kevin
144	✓	Building - Millersburg to provide	114 days	Tue 1/23/18	Fri 6/29/18		
145	✓	Bay - Albany to provide	1 day	Tue 1/23/18	Tue 1/23/18		
146	✓	Emergency generator	1 day	Fri 10/19/18	Fri 10/19/18		
147	✓	Furnishings - Millersburg to provide	1 day	Tue 1/23/18	Tue 1/23/18		
148	✓	Response equipment - Albany	1 day	Tue 1/23/18	Tue 1/23/18		
149	✓	Computer equipment - City of Albany with Millersburg to purchase?	1 day	Tue 1/23/18	Tue 1/23/18		
150	✓	Radio, tap out equipment - City of Albany with Millersburg to purchase?	1 day	Tue 1/23/18	Tue 1/23/18		
151	✓	Signage - Millersburg Station - 15 Albany Fire Department?	1 day	Thu 11/8/18	Thu 11/8/18		
152							
153	✓	Millersburg Park	225 days	Tue 1/23/18	Mon 12/3/18		
154	✓	Slide installation	28 days	Thu 1/25/18	Mon 3/5/18		Sean
155	✓	Reservations	225 days	Tue 1/23/18	Mon 12/3/18		
156	✓	New reservation form	1 day	Tue 1/23/18	Tue 1/23/18		Kim, Jake
157	?	Online reservations			Fri 2/22/19		Kim, Jake
158	?	Review reservation fees			Fri 2/22/19		Jake
159	✓	Ball fields	53 days	Wed 3/7/18	Fri 5/18/18		Sean, Janelle
160	✓	South ball field rehabilitation work	1 day	Fri 5/18/18	Fri 5/18/18		Sean, Janelle
161	✓	Baseball field use agreements	1 day	Wed 3/7/18	Wed 3/7/18		Kevin, Janelle
162	✓	Lighting	157 days	Thu 1/25/18	Fri 8/31/18		
163	✓	Solicit and receive quotes	57 days	Thu 1/25/18	Fri 4/13/18		Sean
164	✓	Award work	114 days	Thu 1/25/18	Tue 7/3/18		
165	✓	Complete work	104 days	Tue 4/10/18	Fri 8/31/18		Sean
166	?	Park/city hall safety inspection checklist			Fri 12/21/18		Janelle, CIS
167	✓	Park safety inspection	1 day	Tue 5/1/18	Tue 5/1/18		Sean, CIS, Janelle
168	✓	Change emergency callout signage	1 day	Fri 9/14/18	Fri 9/14/18		Sean, Jake
169	✓	Parks Master Plan RFQ development	1 day	Fri 9/14/18	Fri 9/14/18		Janelle
170							
171	!	Water Distribution System	268 days	Tue 1/23/18	Thu 1/31/19		Janelle, Kim, Sean
172	✓	Water master plan	159 days	Tue 1/23/18	Fri 8/31/18		
173	✓	Follow up with state on their review comments	1 day	Fri 2/2/18	Fri 2/2/18		Janelle
174	?	submit finance component when available			Fri 12/28/18		Janelle
175	?	Annual water audit			Thu 1/31/19		Janelle, Kim
176	?	Meter testing and replacement program			Fri 12/28/18		Janelle
177	?	Leak detection program			Fri 12/28/18		Janelle
178	?	Public education			Fri 12/28/18		Janelle, Kim
179	?	Industrial conservation measures			Fri 12/28/18		Janelle
180	?	Consider weather station on park irrigation system			Fri 12/28/18		Janelle, Sean
181	✓	Track metered hydrant water usage	1 day	Fri 12/28/18	Fri 12/28/18		Janelle, Jake
182	✓	Plan review exemption letter (annual)	1 day	Tue 3/27/18	Tue 3/27/18		Janelle
183	?	OHA requirements tracking			Fri 12/28/18		Janelle
184	?	Water Management and Conservation Plan Update Feb 2022					Janelle
185	?						
186	!	Sewer Collection System	196 days	Thu 5/3/18	Thu 1/31/19		



Project: Task List
Date: Thu 1/3/19

Task		Summary		Inactive Milestone		Duration-only
Split		Project Summary		Inactive Summary		Manual Summary
Milestone		Inactive Task		Manual Task		Manual Summary

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
187		Inspection and maintenance program (manholes and piping)	1 day	Thu 5/3/18	Thu 5/3/18		Janelle
188		Lift Station Project - ATI summer/fall 2018			Thu 1/31/19		Janelle
189							
190		Stormwater	269 days	Mon 1/22/18	Thu 1/31/19		
191		Stormwater Master Plan	262 days	Mon 1/22/18	Tue 1/22/19		
192		Contract with consultant	17 days	Mon 1/22/18	Tue 2/13/18		
193		Kickoff meeting	1 day	Thu 3/1/18	Thu 3/1/18		
194		Review and Finalize Plan	262 days	Mon 1/22/18	Tue 1/22/19		
195		Fencing detention basins	110 days	Mon 4/16/18	Fri 9/14/18		Janelle, Sean
196		Receive quotes	1 day	Mon 4/16/18	Mon 4/16/18		Janelle
197		Complete work	1 day	Fri 9/14/18	Fri 9/14/18		Janelle, Sean
198		Crooks Creek vegetation removal - main channel and tribs	1 day	Fri 10/19/18	Fri 10/19/18		Janelle
199		TMDL	241 days	Fri 1/26/18	Fri 12/28/18		
200		Yearly reporting - next due Mar 1, 2018	1 day	Thu 3/1/18	Thu 3/1/18		Janelle
201		Submit revised matrix to DEQ	29 days	Fri 9/21/18	Wed 10/31/18		Janelle
202		Update every five years - next due					Janelle
203		Stormfilter cartridges at Crooks Creek on Millersburg drive - regular checking/cleaning/replacement			Fri 11/16/18		Janelle
204		MS4	229 days	Tue 2/13/18	Fri 12/28/18		
205		Join Oregon ACWA	1 day	Tue 2/13/18	Tue 2/13/18		Kevin, Janelle
206		Submit comments to DEQ	1 day	Wed 2/28/18	Wed 2/28/18		Janelle, Mark Y
207		Pursue waiver	1 day	Tue 2/13/18	Tue 2/13/18		
208		Have Millersburg storm drain facilities added to Albany GIS			Thu 1/31/19		Kevin, Janelle
209							
210		Tranportation/Streets	258 days	Wed 2/7/18	Fri 2/1/19		
211		Bridge and pavement reporting to ODOT			Fri 2/1/19		Janelle
212		Establish a street maintenance program (crack filling, sealing, overlay, etc.)	1 day	Fri 5/25/18	Fri 5/25/18		Janelle
213		Woods Road conceptual design for future development	1 day	Fri 12/28/18	Fri 12/28/18		Janelle
214		Adopt new road frontage fees	1 day	Wed 2/7/18	Wed 2/7/18		Janelle
215		Bollards on Parker and Morningstar	158 days	Wed 2/7/18	Fri 9/14/18		Janelle
216		Receive quotes	1 day	Fri 7/6/18	Fri 7/6/18		
217		Complete work	1 day	Fri 9/14/18	Fri 9/14/18		
218		Street sweeping quotes and bid	1 day	Tue 9/4/18	Tue 9/4/18		Kevin, Janelle
219							
220		Miscellaneous	224 days	Tue 2/13/18	Fri 12/21/18		
221		Master email list	1 day	Tue 2/13/18	Tue 2/13/18		Kim
222		Status of current agricultural land leases - see CO 34.03	1 day	Tue 2/13/18	Tue 2/13/18		Forrest
223		Franchise Agreements - identify agreements and dates	1 day	Fri 7/27/18	Fri 7/27/18		Kim
224		Newsletter			Fri 12/21/18		Kim
225		Banking services	80 days	Tue 3/13/18	Mon 7/2/18		Jake
226		Office credit card machine	1 day	Fri 2/16/18	Fri 2/16/18		Jake
227		New copy machine	1 day	Tue 2/13/18	Tue 2/13/18		Kim
228		LGPI pool funds	1 day	Tue 2/27/18	Tue 2/27/18		Kevin, Jake
229		After hours callout service	1 day	Thu 5/31/18	Thu 5/31/18		Jake
230		Post utility rate and SDC info to website once changes are adopted			Fri 2/22/19		Janelle, Kim
231							
232		HR	184 days	Tue 4/10/18	Fri 12/21/18		
233		Oregon Savings Growth Plan	1 day	Tue 4/10/18	Tue 4/10/18		Jake

Project: Task List
Date: Thu 1/3/19

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

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
234		Annual evaluations			Fri 12/14/18		Kevin, Janelle
235		Update employee manual			Fri 12/21/18		Kevin, Forrest

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



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: January 3, for the January 8, 2019 City Council Meeting
SUBJECT: Water Line Project Estimate and Street Restoration

Action Requested: Review of water line project estimate and direction on street restoration for Waverly Dr., Amanda Ln., Bain St., and Toni St. following water line installation.

Discussion: City water mains are not currently present in Waverly Dr., Amanda Ln., Bain St., and Toni St. In 2015, when the City installed the water main down Conser Road, water mains in Waverly, Amanda, Bain, and Toni were also designed, but not constructed. Due to the lack of available city water and fire hydrants, this area does not have sufficient fire coverage. In addition, lack of water mains in these streets causes challenges for orderly development of properties. Two recent partitions require water to be brought from the main in Conser Road through an easement across adjacent properties instead of from a main fronting the property.

At the December 2018 Council meeting, Council indicated an interest in possibly moving forward with a project to construct these water mains. The previous design was done by CH2M/Jacobs. Staff have requested Jacobs provide an estimate for making minor modifications to the drawings from 2015 and repackaging them for consideration of going to bid in early 2019, with the intent to construct in the summer of 2019. The budgetary estimate for production of construction drawings, bid package, and bid services is \$25,000, and support during construction is \$33,000 for a total of \$58,000. This work can be accomplished under the current on-call services agreement.

Based on escalating the bids received for construction of the project in 2015 to current costs, it is estimated that the construction cost of the project would be approximately \$395,000.

The estimated project cost is based on a trench patch of approximately 30" in width over the newly installed water line. Due to the poor pavement condition in Waverly and Amanda, as well as Bain and Toni, the resulting trench patch will likely be a greater pavement section than the existing pavement thickness. Edges of the pavement along the trench may ravel, requiring a wider trench patch and adding cost to the project. In addition, it is difficult to construct a smooth transition along narrow trench patches, and the resultant "bump" is often felt by drivers.

If there is a desire to improve the condition of these roads, some cost savings may be realized by reconstructing the pavement with this project. The proposed reconstruction includes pavement only, and does not include widening or addition of curbs, gutters, and sidewalks. As a stand-alone project, reconstruction of Waverly is estimated at \$295,000 and Amanda at \$189,000. Due to the current condition of these roads, an overlay is not recommended. The pavement on Bain is in better condition than Amanda and Waverly, therefore, an overlay at an estimated cost of \$15,800 is recommended. Combining these street projects with the water line project would result in cost savings compared to constructing these projects separately.

Budget Impact: Approximately \$58,000 in engineering cost and approximately \$395,000 in construction costs. Possible impacts due to street reconstruction/overlay.

Recommendation: This is an area of existing homes where it is unlikely a large development will be proposed that can bear the cost of installing water mains. Because the City has paid for installation of water mains to serve other existing portions of the City and this project was initially contemplated to be funded by the City, it is recommended that the City fund construction of the water mains in these streets. This project is eligible for the use of water SDC funds.

Additionally, Staff requests Council provide direction on restoration/reconstruction of existing roads. The water line project could be structured in such a way as to obtain bids for standard trench patching and for road reconstruction so a decision can be made based on actual costs once the bids are received. There will be some additional engineering costs associated with adding road reconstruction to the project.



TO: Millersburg City Council
FROM: Kevin Kreitman
DATE: January 1, 2019, for the January 8, 2019 City Council Meeting
SUBJECT: Planning Commission Re-Appointments

Action Requested:

Approval of re-appointment of all Planning Commission members and re-establishment of terms for said members, in compliance with Ordinance 18 enacted May 10, 1976.

Discussion:

The Millersburg City Council on May 10, 1976 adopted Ordinance 18 which created the City Planning Commission. Section 4 of the Ordinance addressed election of President and Vice President and established terms of office. Subsection (2) of Section 4 stated that "at the first meeting of the city Planning Commission the nine appointed members shall choose their term of office by lot as follows: Three for one year, three for two years, and three for three years, and shall immediately notify the Mayor and city council in writing of such allotment. Their successors shall hold office for three years".

It appears this occurred as directed, and the initial Planning Commission members were appointed so three positions would be up for re-appointment for three-year subsequent terms once their initial terms expired. However, based on current and historical information available, the City did not maintain rotation of Planning Commission members as required by the Ordinance.

Since the adoption of the Ordinance, there have been members who were re-appointed over a ten-year period or more while attempting to recreate the original appointments which occurred beginning in 1976. It appears that the City did not identify the nine positions when their terms expired. In fact, it appears that when a vacancy occurred on the Planning Commission new appointees were simply given a three-year term, or in some cases greater terms, without re-appointment to the position.

The Council appointed Jimmie Kirkendall in October 2017 to replace Dan Nixon, and four additional members were re-appointed in December 2017, but based on the action required by Ordinance 18, there should be no more than three Planning Commission appointees per year.

A number of those members re-appointed last year were either long term members who in some cases hadn't been re-appointed in four or more years.

Based on records of meetings and actions by previous Councils filling vacancies, it has proved impossible to identify the original Planning Commission member positions and who should be assigned to those positions and, therefore, when their respective terms would expire.

Because of the inability to establish which Planning Commission member should be in which position, Staff is recommending that Council re-appoint all members of the Planning Commission, and once again have them draw lots, three (positions 1-3) for a one-year term, three (positions 4-6) for a two-year term and three (positions 7-9) for a three-year term.

This would allow the City to establish and assign positions by number and when that specific term expired, that position would then be eligible for re-appointment to a new three-year term and subsequently be eligible for re-appoint every three years.

We would also manage appointments filling vacancies based on the position being filled, (not appointing the replacement to a three-year term) i.e. if someone assigned to positions 4-6 resigned prior to the expiration of their term, the new appointee would only fill the remainder of the term and not be appointed to a new three-year term; although it appears this practice has occurred in the past. Moving forward, three Planning Commission members would be up for re-appointment each year based on their assigned position at the completion their assigned term.

If Council agrees with the above proposal, we request re-appointment of the following members and direct the Planning Commission members to establish new terms assigned by lot at the next meeting of the Millersburg Planning Commission with re-appointments to occur at the first Council meeting in January in subsequent years:

Dennis Gunner
Connie Lepin
Jimmie Kirkendall
Anne Pelletier
Ryan Penning
Ed Perlenfein
Scott Stimpson
John Sullivan
Steve Vogler

Additionally, Staff requests Council's consideration for Staff to work with our Planning Director John Morgan on proposing an update for Ordinance 18. As an example, most cities do not elect a President and Vice President for Planning Commission, but rather a Chair and Vice Chair position. If Council agrees, Staff will update Ordinance 18. Staff will then share the proposal with the Planning Commission and Council for their consideration.

Budget Impact: None

Recommendation:

Staff recommends Council approval of the attached Resolution re-appointing all current Planning Commission members and directing them to draw lots to establish new terms and assignment of a position number of 1 – 9 at their first Planning Commission meeting in January, 2019.

Attachment(s):

- Resolution 2019-1 - Planning Commission Member Re-Appointment.

RESOLUTION NO. 2019-1

A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON, DIRECTING THE MILLERSBURG PLANNING COMMISSION TO DRAW LOTS AT THEIR FIRST MEETING IN JANUARY, 2019, TO ASSIGN THREE MEMBERS A ONE-YEAR TERM, THREE MEMBERS A TWO-YEAR TERM, AND THREE MEMBERS A THREE-YEAR TERM EFFECTIVE JANUARY, 2019

WHEREAS, the City of Millersburg is authorized to create a City Planning Commission and appoint nine members thereto, in addition to the Mayor and City Attorney who shall serve as ex-officio non-voting members; and,

WHEREAS, Millersburg Ordinance 18 indicates that “at the first meeting of the city Planning Commission the nine appointed members shall choose their term of office by lot as follows: three for one year, three for two years, and three for three years, and shall immediately notify the Mayor and city council in writing of such allotment. Their successors shall hold office for three years”; and,

WHEREAS, Millersburg Code Section 33.02(B) states that “Any vacancy shall be filled by the City Council for the unexpired term of the predecessor in the office;” and,

WHEREAS, it appears the Planning Commission and Council has not adhered to the directives as provided by Ordinance 18 and Code Section 33.02(B); and,

WHEREAS, the Millersburg City Council and Millersburg Planning Commission desire to correctly follow Millersburg Codes and Ordinances;

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

The Council of the City of Millersburg hereby appoints the following as members of the Millersburg Planning Commission:

- Dennis Gunner
- Connie Lepin
- Jimmie Kirkendall
- Anne Pelletier
- Ryan Penning
- Ed Perlenfein
- Scott Stimpson
- John Sullivan
- Steve Vogler

FURTHERMORE, the Millersburg Planning Commission is directed, at its first meeting in January, 2019, to draw lots to establish assignment of a position number (1-9) to each of the nine Planning Commission members; and,

FURTHERMORE, Planning Commission members #1-3 shall serve a one-year term beginning January, 2019; Planning Commission members #4-6 shall serve a two-year term beginning January, 2019; and Planning Commission members #7-9 shall serve a three-year term beginning January, 2019.

Effective Date. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 8th day of January, 2019.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg
City Recorder



ATO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: January 3, for the January 8, 2019 City Council Meeting
SUBJECT: No Parking Ordinances – Waverly Dr., Amanda Ln., Bain, Toni, and Western Way

Action Requested: Approval of Ordinances 142 and 143 designating Waverly Dr., Amanda Ln., Bain St., and Toni St., as No Parking zones and Western Way as a No Overnight Truck or Trailer Parking zone between the hours of 10:00 P.M. and 6:00 A.M.

Discussion: Waverly Dr., Amanda Ln., Bain St., and Toni St., are local residential streets with pavement widths averaging approximately 18 feet to 20 feet with little to no shoulder. These streets do not have a curb and gutter or sidewalks. Per the City's adopted Transportation System Plan (TSP) a local residential street should have a minimum paved width of 32 feet to allow parking on one side and 36 feet to allow parking on both sides.

Over the past year, neighbors have raised concerns regarding access and parking on these streets. Emergency vehicle access is also compromised by vehicles parked on these narrow streets. During a recent incident where emergency vehicles were present, residents were unable to exit one of the streets due to parked cars blocking the route around the emergency vehicles. It is recommended that all of these streets be designated as No Parking zones.

Western Way is a local industrial street with a paved width of 36 feet with curbs, gutters, and sidewalks. The City has received complaints regarding trucks parked overnight on Western Way limiting visibility and impacting access to driveways. It is recommended that Western Way be designated for No Overnight Truck or Trailer Parking.

Per Ordinance 71.05(A)(1), the City Council can designate No Parking zones by ordinance. Once a No Parking ordinance goes into effect, Staff can install No Parking signs.

Budget Impact: Cost of approximately \$2180 to purchase and install 15 No Parking and \$1235 to install 8 No Parking of Trucks or Trailers between 10:00 P.M. and 6:00 A.M. signs plus additional staff time.

Recommendation: Approval of Ordinances 142 and 143

Attachment(s):

- Ordinance 142
- Ordinance 143

ORDINANCE NO. 142

AN ORDINANCE DESIGNATING NO PARKING ZONES ON THE ENTIRETY OF WAVERLY DRIVE, AMANDA LANE, BAIN STREET, AND TONI STREET

WHEREAS, the City of Millersburg, under authority of Section 71.05 of the Code of Ordinances, may regulate parking and/or standing of vehicles; and,

WHEREAS, the City of Millersburg desires to adopt regulations under this Ordinance to restrict parking for the peace and order of the City and to protect the safety and welfare of the public; and,

WHEREAS, the City of Millersburg has determined that parking vehicles in these locations presents a particular danger to the safety and welfare of the public and believes it necessary and advisable to establish thereon No Parking Zones through the use of permanent No Parking Zone signs on Waverly Drive, Amanda Lane, Bain Street, and Toni Street; and,

WHEREAS, the City of Millersburg desires to adopt an ordinance prohibiting parking and/or standing of vehicles on the entirety of Waverly Drive, Amanda Lane, Bain Street, and Toni Street, demarcated by permanent No Parking Zone signs;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS: It shall be unlawful for any person to park or leave standing a motor-driven or motor-propelled vehicle on any portion of Waverly Drive, Amanda Lane, Bain Street, or Toni Street;

FURTHERMORE, the entirety of Waverly Drive, Amanda Lane, Bain Street, and Toni Street, located within the City of Millersburg, are hereby designated No Parking Zones.

FURTHERMORE, every twenty-four (24) hours is a separate and chargeable violation at the discretion of the citing officer;

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

This Ordinance becomes effective thirty (30) days from date of passage.

PASSED by the Council and approved by the Mayor this 8th day of January, 2019.

Jim Lepin,
Mayor

ATTEST:

Kimberly Wollenburg, City Recorder

ORDINANCE NO. 143

AN ORDINANCE DESIGNATING NO PARKING OF TRUCKS OR TRAILERS ON WESTERN WAY BETWEEN 10:00 P.M. AND 6:00 A.M.

WHEREAS, the City of Millersburg under authority of Section 71.05 of the Code of Ordinances may regulate time limits for legal parking in limited parking areas; and,

WHEREAS, the City of Millersburg desires to adopt regulations under this Ordinance to restrict parking for the peace and order of the City and to protect the safety and welfare of the public; and,

WHEREAS, the City of Millersburg has determined that overnight parking of trucks or trailers on Western Way presents a particular danger to the safety and welfare of the public and believes it necessary and advisable to establish thereon a No Parking of Trucks or Trailers between 10:00 P.M. and 6:00 A.M. on the entirety of Western Way through the use of permanent No Parking of Trucks or Trailers between 10:00 P.M. and 6:00 A.M. signs on Western Way; and,

WHEREAS, the City of Millersburg desires to adopt an Ordinance prohibiting parking of trucks or trailers on Western Way between 10:00 P.M. and 6:00 A.M., demarcated by permanent signs indicating No Parking of Trucks or Trailers between 10:00 P.M. and 6:00 A.M.; and,

WHEREAS, for purposes of this Ordinance, truck is defined as any single motor vehicle or combination of motor vehicle and trailer in excess of twenty three (23) feet.

WHEREAS, for purposes of this Ordinance, trailer is defined as an object which attaches to the back of a motor vehicle and is intended to be towed by a motor vehicle.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS: The entirety of Western Way located within the City of Millersburg is hereby designated a zone of No Parking of Trucks or Trailers between 10:00 P.M. and 6:00 A.M.;

FURTHERMORE, it shall be unlawful for any person to park a truck or trailer between 10:00 P.M. and 6:00 A.M. on any portion of Western Way;

FURTHERMORE, every twenty-four (24) hours is a separate and chargeable violation at the discretion of the citing officer;

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

This Ordinance becomes effective thirty (30) days from date of passage.

PASSED by the Council and approved by the Mayor this 8th day of January, 2019.

Jim Lepin, Mayor

ATTEST:

Kimberly Wollenburg, City Recorder



ATO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Kimberly Wollenburg, City Recorder
DATE: January 2, for the January 8, 2019 City Council Meeting
SUBJECT: Accounts Payable Policy and Procedures

Action Requested: Approval of Resolution 2019-2 and the attached Accounts Payable Policy and Procedures.

Discussion: With previous City Council action moving from a council –mayor form of government to a council-manager form of government, Council has requested staff to develop the attached policy and procedure to provide for a weekly accounts payable schedule versus the current policy of waiting until the next month's City Council meeting for Council approval to pay bills.

The proposed policy and procedure are intended to permit the prompt payment of the bills of the City to take advantage of vendor discounts and ensure the City will not receive any late payment charges.

The policy provides guidelines and requirements for the payment of bills based on the approved Budget. Any bill/charge not reflected in the current year's Budget or approved by previously by City Council action will be presented to the Council for approval prior to payment. The Council will continue to receive a Council Approval Report reflecting all payments made the previous month.

Budget Impact:
None

Recommendation: Staff recommends Council approval of the attached Resolution authorizing the adoption of the Accounts Payable Policy and Procedures.

Attachment(s):

- Resolution 2019-2
- Accounts Payable Policy and Procedures

RESOLUTION NO. 2019-2

A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON, SETTING FORTH A POLICY AND PROCEDURE FOR THE PAYMENT OF CITY ACCOUNTS PAYABLES

WHEREAS, the City Council has identified a need to change the current process for the payment of City accounts payable obligations to ensure the bills of the City are paid promptly and to allow the City to take advantage of vendor discounts; and

WHEREAS, a policy and procedure is needed to provide safeguards for maintaining the quality and integrity of the City's accounts payable system; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG, OREGON, that the "City of Millersburg Accounts Payable Policy and Procedures" attached as Exhibit "A" is hereby adopted.

Effective Date: This Resolution shall be effective upon its approval and adoption.

Duly Passed by the City Council this 8th day of January, 2019.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg
City Recorders



Accounts Payable Policy & Procedures

	Policy/Procedure Title: Accounts Payable Policy & Procedures Policy/Procedure #: Fin 100.1 Version #/Date: January 8, 2019, Ver. 1.0
Written by: Kimberly Wollenburg	Reviewed & Approved by: Name: Kevin Kreitman, City Manager
Effective Date: January 8, 2019	Signature: _____ Date: _____
Next Review Date: January, 2019	Legal Review/Approval: _____

Purpose

To permit the prompt payment of the bills of the City while providing safeguards for maintaining the quality and integrity of the accounts payable system; through a weekly accounts payable schedule and issuance of warrants each Friday.

Staff will provide the City Council with a Council Approval Report for each pay cycle, submitted for ratification at their next regular Council meeting.

Warrants drawn for payment of demands approved by the City Manager or designee as conforming to the approved budget need not be approved by the City Council prior to payment.

Demands for payments of those invoices that do not conform to an approved budget, and/or prior City Council action will be presented to the City Council for approval, prior to payment on a Council Approval Report.

Policy

A. Adopted Policies

1. The weekly pay cycle begins on Saturday and ends on Friday. Warrants will be issued on the following Friday.
2. City staff will review each demand for conformance to the approved budget.
3. For payments that conform to the approved budget, a Council Approval Report will be generated showing vendor name, invoice numbers, amount and date, and a description for each demand for payment and presented to City Council for ratification at the next regularly scheduled Council meeting.
4. When payments that do not conform to an approved budget, or have been previously approved by a City Council action, require City Council approval prior to payment, a Council Approval Report will be generated showing the vendor name, invoice number, amount and date, and a description for each demand

for payment, which the City Council must approve at the next regularly scheduled Council meeting before payment is made.

Procedures

A. Internal Processing of Invoices Procedures

1. All vendors new to the City must provide an IRS Form W-9, a Request for Taxpayer Identification Number, and a Certification prior to payment.
2. Payments are to be made on original invoices or statements received from vendors.
3. All invoices and statements must be date stamped upon receipt.
4. Upon receipt, City staff will verify the following:
 - Due dates on all invoices/statements to ensure timely payment.
 - Payment is made from an invoice or statement, not from a quote or proposal unless specifically approved by City Manager or designee.
 - All support documentation is received and matches invoice or statement.
 - Invoice/statement has not already been paid.
 - Approval from appropriate manager to pay all project-related invoices/statements.

B. To Pay an Invoice or Statement

- Verify information on invoice/statement against any support documentation.
- In the Accounts Payable system, verify:
 - Name of vendor matches
 - Update vendor address in financial system if different
- Verify correct amount due and any balance forward.