



Rules of Conduct for Public Hearings

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

**CITY OF MILLERSBURG
CITY COUNCIL MEETING**

Millersburg City Hall
4222 NE Old Salem Road
Albany OR 97321
May 14, 2019 @ 6:30 p.m.

Agenda

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA
- E. CONSENT AGENDA
 - 1) Approval of April 2, 2019 City Council Work Session
 - 2) Approval of April 9, 2019 City Council Meeting Minutes
 - 3) Acceptance of Council Approval Report for City BillsAction: _____
- F. PRESENTATIONS
 - 1) Linn County Sheriff's Office Report
 - 2) Economic Development Update – Greg Smith
- G. PUBLIC COMMENT
- H. COUNCIL MEMBER AND STAFF COMMENTS
- I. CITY MANAGER'S REPORT
 - 1) Project Updates
- J. CITY ATTORNEY'S REPORT
 - 1) Prohibiting Drones
- K. UNFINISHED BUSINESS
 - 1) Connection Fees and Capital Reimbursement Agreements

M. NEW BUSINESS

- 1) Parking on Amanda Lane
- 2) Possession of Alcohol in Public Areas – Ordinance ____

Action: _____

- 3) Sweetwater Sewer Easement Release

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:

May 15, 2019 @ 6:00 p.m. – Budget Committee Meeting

May 21, 2019 @ 6:00 p.m. – Planning Commission Public Hearing

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



April 2, 2019 City Council Work Session

4222 NE Old Salem Road

Albany, OR 97321

4:00 p.m.

A. CALL TO ORDER: Called to order by Mayor Lepin at 4:01 p.m.

B. ROLL CALL

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

Councilors Absent: None

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

Presenters: N/A

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

E. PUBLIC COMMENT

- 1) Craig Ziegenhagel, 4605 Granite, made a brief statement regarding the potential expansion of the Urban Growth Boundary for the City. He noted that he is against the expansion and that there is no reason for it. Believes the City should be taking care of current residents and not benefiting the developers. Believes that if we expand the City, we'll lose the small town feel. His second concern is that if the expansion happens, he asks the City to consider if citizens should be paying for the expansion. He noted it's his belief that the citizens of Millersburg should not have to pay for the expansion and/or the development charges.
- 2) Barb Castillo, 38793 Morningstar Drive, shared that she had nothing new to add to Mr. Ziegenhagel's comments and that she concurred with them.

At this point, Mayor Lepin, after noting that some of the questions and comments might be addressed after the presentation shifted the agenda to note he would open comments after the UGB presentation.

F. COUNCIL MEMBER AND STAFF COMMENTS

None

G. CITY MANAGER'S REPORT

None

H. NEW BUSINESS

- 1) Potential Expansion of the Urban Growth Boundary
City Manager Kreitman shared what prompted the Urban Growth Boundary (UGB) discussion specifically surrounding the increase in population after Portland State University revised their initial projections of Millersburg's growth. Once the City hits 2,500 residents, there are a number of considerations the City will need to address

regarding growth and land use. Some discussion regarding the PSU population studies versus the 10 year census coming up in 2020.

City Manager Kreitman then introduced City Planning Director, John Morgan of Morgan CPS. Mr. Morgan noted that there are some things in land use that aren't enforced if the population is under 2,500. But once that 2,500 is reached, the City will need to comply. For instance, state law dictates that cities over 2,500 have to maintain a 20-year supply of buildable land. While the law requires all cities to comply, for those under 2,500, the state doesn't enforce. When speaking about buildable land, the state doesn't care if the available land is wetlands, if it is in the flood plain or if a farmer insists he'll never sell. The state looks at all land that is potentially buildable as things change. Next, he went over the process and information related to expanding the urban growth boundary.

He spoke about Urban Reserves (UR) which is in state law that allows cities and counties to designate an area outside UGB as an UR that is big enough to handle 50 years of growth. This compels the county not to allow anything to happen in there that would make it difficult to urbanize at a later date. It is a commitment that if we did do a UGB change, it would be in the UR.

Mayor Lepin asked about linking the buildable land to a wetland study. Assistant City Manager/City Engineer Booth said they have some similarities but noted that other cities have noted that they haven't always taken all of the wetlands out. Mayor Lepin believes we should do both – the buildable lands but a wetlands inventory for ourselves.

Mayor Lepin opened for questions and comments from Council and attendees.

The Council and staff discussed the costs and staff time needs as well as some options for reduced costs based on some recent efforts, like the intermodal, that have ensured there would be some information readily available.

Mayor Lepin noted that City Manager Kreitman is looking for a head nod for the costs to be added to the 2019-20 budget.

Barb Castillo, noted that she likes that the Council is talking about expanding to the east but asks if there's no compelling reason to do this, why do it? If there's no consequences to not moving forward, it doesn't make sense to do it. She said the UR makes more sense. She also asked if the UGB expands the City limits. Mr. Morgan says it's a separate process. He then followed up with a question: What is the cost of not expanding? Ms. Castillo asked if the City's water/sewer treatment can handle the capacity. Assistant City Manager/City Engineer Booth said it can.

Craig Ziegenhagel mentioned the freeway interchange is not in ODOT's plans. Mayor Lepin confirmed but said that if the intermodal goes through, ODOT has said they will accelerate.

At the end of the open comment and discussion period, Councilor Cowan noted he was okay for the costs to be in the budget but needs more information. Councilor Harms and Councilor Miller concurred. The entire Council agreed to have the costs in the budget but wishes for more information.

2) Review of Strategic Plan

City Manager Kreitman went over the current revisions to the Strategic Plan and how the pieces of the Plan were changed and positioned, including the relationship with the City's guiding documents such as Land Use Development Code, master plans, Charter and Municipal Code. He shared the new Visions and Goals.

I. CLOSING PUBLIC COMMENT

Noted above.

J. CLOSING COUNCIL COMMENT

Noted above.

K. ADJOURNMENT

Meeting adjourned at 6:40 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

April 4, 2019 @ 6:00 p.m. – Event Planning Committee Meeting

April 9, 2019 @ 6:30 p.m. – City Council Meeting

April 16, 2019 @ 6:00 p.m. – Planning Commission Public Hearing

April 22, 2019 @ 6:00 p.m. – Planning Commission Public Hearing



April 9, 2019 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, Dave Harms, Scott McPhee, Don Miller

Councilors Absent: None

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

Presenters: Linn County Sheriff Lieutenant Michelle Duncan
John Pascone, President, Albany-Millersburg Economic Development Corporation

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

City Manager Kreitman noted there was one addition which is the quarterly report from the Albany Fire Department.

E. CONSENT AGENDA

1) Approval of March 11, 2019 Joint City Council & Planning Commission Public Hearing

2) Approval of March 12, 2019 City Council Meeting Minutes

3) Acceptance of Council Approval Report for City Bills

Councilor Cowan asked about the Call-A-Ride program and wondered if the charges had increased. City Recorder Wollenburg noted the report was a quarterly report and that the City of Albany increased the bill about fifty cents. Councilor Miller noted that at one of the other meetings he attended, the additional charge was due to higher fuel charges.

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

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor Don Miller: Aye

F. PRESENTATIONS

1) Monthly Report from the Linn County Sheriff's Office (LCSO)

Lieutenant Michelle Duncan, Linn County Sheriff's Office, said that the prior month was a little light on criminal activity; however, the increase in hours expended was due to extra patrols that went into specific areas of higher activity, construction and reports of theft & burglary from residents. Lieutenant Duncan noted a specific incident where a resident left an opening in the garage for a pet and the garage was accessed by thieves who had begun to load items before the resident

noticed. She reminded residents to make sure they secure their valuables and don't leave things unlocked and/or opened.

Councilor Cowan brought up the dog control reports and Lieutenant Duncan said that Animal Control had been out a lot and issuing warnings. Mayor Lepin made a recommendation that the LCSO begin issuing citations. The Council agreed and directed Lieutenant Duncan to pass along the request. She confirmed that the LCSO standard was to issue a warning the first time then if there are more reports, they will issue a citation.

2) Albany Fire Department Quarterly Report

Fire Chief John Bradner provided and went over the first quarter report from Albany Fire Department regarding their service and support of the City of Millersburg. He went over the highlights, including a mutual aid assist to Marion County with a large acreage fire that jumped the river into the City of Lyons. He noted that Station 15's response time went from 5:52 to 5:44.

Councilor McPhee asked about the potential of staffing cuts in the Albany Fire Department. Chief Bradner noted that what was reported were worst case scenario and was based on initial projections which have improved. He said AFD is exploring options to generate revenue to save positions. Councilor McPhee then asked about status of ambulance service area. Chief Bradner said he was meeting with the ASA committee this week to get things moving.

3) Event Planning Committee Update

Chairperson Jenny Wolfenbarger gave a report regarding the current planning efforts underway for the Millersburg Celebration to be held in the Millersburg City Park on September 14, 2019.

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

None

I. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth provided an overview of City projects highlighted in the staff report. She passed out material from ODOT regarding the proposed guardrail on I-5 that includes a revised estimate of about \$110,000 for 1900' of rail and shoulder widening. Mayor Lepin said that since Old Salem Road is a Linn County road, he believes the County should contribute at least half. Assistant City Manager/City Engineer Booth said she would speak to the County.

Discussion followed regarding various options for the project, including participation by the County. The 1900' noted is to bring the project to current standards. Council agreed that more discussion with Linn County is needed.

Assistant City Manager/City Engineer brought up a project being handled by Linn County through grant funds and that is to install a sidewalk on Old Salem Road near Georgia Pacific site. There followed discussion regarding a comment received on the effect of storm water management over the last year and positive impact on flow and flooding.

- 2) Consideration of Parks Committee Appointment
 Assistant City Manager/City Engineer spoke about the membership of the Parks Committee and that the maximum number of members hasn't been reached.
 Action: **Motion to Approve Appointment of John Elder to the Parks Committee made by Councilor Miller; seconded by Councilor Harms.**

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

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

- 1) Enterprise Zone Application (Selmet, Inc. & Peoria Gardens, Inc.) – Resolutions 8 & 9
 John Pascone went over the applications for extended property tax agreements and explained the requirements.

Action: **Motion to Approve Enterprise Zone Applications and Resolutions 8 & 9 made by Councilor Harms; seconded by Councilor Miller.** Resolutions 8 & 9

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

- 2) Alcohol in City Parks – Ordinance 147
 City Attorney Forrest Reid reviewed the staff report with the Council. Discussion followed with some specific consideration as to whether this ordinance includes the Talking Water Gardens at the south end of Albany that is a joint Albany-Millersburg area; however, it's managed and maintained by the City of Albany.

Action: **Motion to Adopt Ordinance 147 to Allow the Consumption and/or Sale of Beer, and/or Wine, and/or Cider in Millersburg City Parks made by Councilor Cowan; seconded by Councilor Miller.**

After further discussion by the Council regarding the City's options if the Ordinance is violated. Council agreed to add that violation is a Class D penalty. Additionally, the Council recommended some additional revisions to the Ordinance and application for clarification.

Action: **Motion to Adopt Ordinance 147 to Allow the Consumption and/or Sale of Beer, and/or Wine, and/or Cider in the Millersburg City Park Only and Include Language that Violation of Ordinance is a Class D Penalty made by Councilor Cowan; seconded by Councilor Harms.** Ordinance 147

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye

Councilor Don Miller: Aye

There was some additional discussion regarding what constitutes public drinking and whether the Council would like to prohibit possession or consumption of alcohol in any public location outside the Millersburg City Park. The Council asked City Attorney Reid review and bring something to May meeting.

3) Parking – Ordinance 148

City Attorney Forrest Reid reviewed the staff report with the Council. He clarified that the Ordinance restricts storage and/or parking of motor vehicles as well.

Action: **Motion to Adopt Ordinance 148 Restricting Storage or Parking of a Vehicle, Trailer, or Truck Tractor on any Public Street located within the City of Millersburg for longer than 72-continuous Hours and Imposing Sanctions made by Councilor Cowan; seconded by Councilor Miller.** Ordinance 148

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

4) CenturyLink Franchise Agreement – Ordinance 149

City Manager Kreitman went over staff report. There was some discussion regarding the 20-year term and if that was standard. City Manager Kreitman noted that it was.

Action: **Motion to Adopt Ordinance 149 Extending and Amending to CenturyLink, the Terms of Ordinance 86 which Grants a Franchise to Construct, Operate and Maintain a Telecommunications Network within the City of Millersburg and Authorize the City Manager to Execute said Agreement made by Councilor Cowan; seconded by Councilor McPhee.** Ordinance 149

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

5) Comcast Franchise Agreement – Ordinance 150

City Manager Kreitman went over staff report then turned the presentation over to Kirk Nord, Director of Government Relations & Regulatory Affairs, briefly reviewed the franchise agreement as well as discussing the Security Commissions 621 Order imposing a cap on fees. He also confirmed that the agreement is only for video component and does not include voice or internet.

Action: **Motion to Adopt Ordinance 150 Extending and Amending to Comcast of Oregon II, Inc. a Nonexclusive Franchise Agreement to Construct, Operate and Maintain a Cable System within the City of Millersburg and Authorizing the City Manager to Executive the Franchise Agreement Made by Councilor Cowan; seconded by Council McPhee.** Ordinance 150

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye

Councilor Don Miller: Aye

6) Strategic Plan

City Manager Kreitman asked for approval to adopt the updated Strategic Plan that was presented during the April 2, 2019 Council Meeting.

Action: **Motion to Adopt Updated Strategic Plan made by Councilor Don Miller; seconded by Councilor Dave Harms.**

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

7) Connection Fees

Assistant City Manager/City Engineer went over staff report and the various provided attachments (see agenda packet). There was lengthy discussion regarding the process for a public hearing, the implementation, and charging frontage fees and what that means and the requirements to pay. There was also discussion regarding as to the impact of charging the fees will be on growth/development and property values. After discussion, the Council agreed to have the adoption on the May agenda.

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL & STAFF COMMENT

1) City Manager Kreitman asked about the email from a resident regarding open burning in the City and if everyone had received.

O. ADJOURNMENT

Meeting adjourned at 9:00 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

April 16, 2019 @ 6:00 p.m. – Planning Commission Public Hearing

April 22, 2019 @ 6:00 p.m. – Planning Commission Public Hearing

**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
539	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321										
3109825		04/05/19	CONTRACTED SERVICES - Astrid Hesberg	05/05/19	\$486.20	\$486.20	01-1332	CONTRACTED SERVIC	\$99,500.00	\$54,137.59	
3109825		04/05/19	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR - Mark Yeager	05/05/19	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$2,000.00	(\$4,890.37)	
3109825		04/05/19	RATE AND SDC STUDY - Jeni Richardson	05/05/19	\$536.25	\$536.25	04-1313	RATE AND SDC STUDY	\$10,000.00	\$5,074.38	
3109825		04/05/19	RATE AND SDC STUDY - Jeni Richardson	05/05/19	\$536.25	\$536.25	05-1313	RATE AND SDC STUDY	\$10,000.00	\$5,366.87	
						\$1,818.70					
479	Brothers Concrete Cutting, Inc., 1721 Fescue St. SE, Albany, OR, 97322										
154572		03/26/19	STREET & ROAD REPAIR - Brothers Concrete Core Drilling	04/15/19	\$250.00	\$250.00	02-1322	STREET & ROAD REPAI	\$35,000.00	\$9,227.71	
						\$250.00					
466	CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869										
704841CH006		04/08/19	CONSULTANTS - ENGINEERING	05/08/19	\$1,087.99	\$1,087.99	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$6,976.33	
704841CH006		04/08/19	20% CONSULTANTS - ENGINEERING	05/08/19	\$743.82	\$743.82	04-1301	20% CONSULTANTS - E	\$20,000.00	\$15,779.26	
676583CH007		04/08/19	MORNINGSTAR AND ATI PUMP STATION UPGRADES	05/08/19	\$3,055.74	\$3,055.74	04-1403	MORNINGSTAR AND AT	\$385,000.00	(\$34,411.88)	
						\$4,887.55					
728	Conservation Technix, Inc., PO Box 885, Orlinda, CA, 94583										
793		04/01/19	PARKS MASTER PLAN - though March 2019	05/01/19	\$5,230.00	\$5,230.00	01-2303	PARKS MASTER PLAN	\$50,000.00	\$42,424.99	
						\$5,230.00					
16	Forrest Reid, PO Box 329, Tangent, OR, 97389										
March 2019		04/05/19	CITY ATTORNEY	04/30/19	\$20,150.00	\$20,150.00	01-1316	CITY ATTORNEY	\$80,000.00	(\$20,625.00)	
						\$20,150.00					
585	MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553										
8711		04/11/19	CONSULTANTS - PLANNING	05/11/19	\$3,880.00	\$3,880.00	01-1353	CONSULTANTS - PLAN	\$80,000.00	\$18,606.67	
						\$3,880.00					
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001										
04222019		04/04/19	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL	04/22/19	\$71.01	\$71.01	04-1328	SEWER MISCELLANEO	\$25,000.00	(\$1,181.25)	
						\$71.01					
6	Petro Card, PO Box 34243, Seattle, WA, 98124-1243										
C427838		03/31/19	PARK SUPPLIES & MAINTENANCE - Petro Card	04/18/19	\$220.10	\$220.10	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$25,404.86	
						\$220.10					
652	Wheat LLC, 1141 Chemawa Rd N, Keizer, OR, 97321										
5103		03/31/19	STREET SWEEPING through March 2019	04/30/19	\$1,975.77	\$1,975.77	02-1319	STREET SWEEPING	\$24,000.00	\$12,396.15	
						\$1,975.77					

**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,		249366	04/16/19	Payroll Taxes Payable AFLAC - April 2019	05/16/19	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$14,334.78)
							\$49.08				
539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321		3110593	04/12/19	CONTRACTED SERVICES - Astrid	05/12/19	\$442.00	\$442.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$53,651.39
3110593	04/12/19	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR	05/12/19	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$2,000.00	(\$5,150.37)		
							\$702.00				
753											
017	04/18/19	PARK SHELTER USER FEES - Refund	04/18/19	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$5,000.00	(\$1,045.00)		
							\$75.00				
376											
04152019	04/18/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM -	04/18/19	\$80.00	\$80.00	01-2301	PARKS & RECREATION	\$15,000.00	\$5,690.40		
							\$80.00				
48	Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838										
4020146575	04/16/19	CITY HALL MAINTENANCE & SUPPLIES - Cintas	04/16/19	\$69.61	\$69.61	01-1309	CITY HALL MAINTENAN	\$22,000.00	\$12,875.01		
4020146510	04/16/19	PARK SUPPLIES & MAINTENANCE - Cintas	04/16/19	\$95.79	\$95.79	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$25,184.76		
4020146558	04/16/19	PARK SUPPLIES & MAINTENANCE - Cintas	04/16/19	\$112.61	\$112.61	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$25,184.76		
							\$278.01				
111	Coastal - Albany, PO Box 99, Albany, OR, 97322										
37178	04/10/19	PARK SUPPLIES & MAINTENANCE	04/10/19	\$169.99	\$169.99	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$25,184.76		
							\$169.99				
754											
040	04/18/19	PARK SHELTER USER FEES Refund - Alcohol Permit	04/18/19	\$15.00	\$15.00	01-2102	PARK SHELTER USER	\$5,000.00	(\$1,045.00)		
							\$15.00				
355											
04082019			04/08/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$200.00		
							\$40.00				
102	Julie Ann Arnott										
04082019	04/18/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Julie Ann Arnott	04/18/19	\$110.00	\$110.00	01-2301	PARKS & RECREATION	\$15,000.00	\$5,690.40		
							\$110.00				

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
488	Justin Oxenrider	04052019	04/05/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Justin Oxenrider	04/05/19	\$120.00	\$120.00	01-2301	PARKS & RECREATION	\$15,000.00	\$5,690.40
							\$120.00				
87	Katrina Burch	04022019	04/18/19	LIBRARY SERVICES - Katrina Burch	04/18/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$200.00
							\$40.00				
19	Linn County Planning and Building, PO Box 100, Albany, OR, 97321	04052019	04/15/19	PMNT TO LINN CO BUILDING DEPT - For Jan 2019 permits	04/15/19	\$23,712.42	\$23,712.42	01-5332	PMNT TO LINN CO BUIL	\$380,000.00	\$124,265.00
Feb 2019		04/17/19	04/17/19	PMNT TO LINN CO BUILDING DEPT - Feb 2019 Bill	05/05/19	\$20,573.03	\$20,573.03	01-5332	PMNT TO LINN CO BUIL	\$380,000.00	\$124,265.00
							\$44,285.45				
101	[REDACTED]	04122019	04/18/19	LIBRARY SERVICES - [REDACTED]	04/18/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$200.00
04122019		04/18/19	04/18/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - [REDACTED]	04/18/19	\$189.60	\$189.60	01-2301	PARKS & RECREATION	\$15,000.00	\$5,690.40
							\$229.60				
77	[REDACTED]	04112019	04/18/19	LIBRARY SERVICES - [REDACTED]	04/18/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$200.00
							\$40.00				
41	Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167	04152019	04/15/19	MEDICAL INSURANCE - May 2019	05/01/19	\$6,328.15	\$6,328.15	01-1211	MEDICAL INSURANCE	\$85,000.00	\$24,443.85
							\$6,328.15				
574	[REDACTED]	04082019	04/18/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - [REDACTED]	04/18/19	\$48.00	\$48.00	01-2301	PARKS & RECREATION	\$15,000.00	\$5,690.40
							\$48.00				
Total Bills To Pay:							\$52,610.28				

**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
539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321											
	3111408	04/19/19	CONTRACTED SERVICES - Astrid	05/19/19	\$442.00	\$442.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$53,209.39	
	3111967	04/29/19	CONTRACTED SERVICES - Astrid	05/29/19	\$651.95	\$651.95	01-1332	CONTRACTED SERVIC	\$99,500.00	\$53,209.39	
	3111967	04/29/19	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR	05/29/19	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$2,000.00	(\$5,410.37)	
						\$1,353.95					
755 Brenda Humphrey											
	04222019	04/22/19	PARK SHELTER USER FEES	04/22/19	\$15.00	\$15.00	01-2102	PARK SHELTER USER	\$5,000.00	(\$1,280.00)	
						\$15.00					
607 Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566											
	072204222019	04/29/19	TELEPHONE - Business Connections	05/10/19	\$42.95	\$42.95	01-1358	TELEPHONE	\$7,000.00	\$4,810.50	
						\$42.95					
740 Cascades West Regional Consortium, 1400 Queet Avenue SE, Suite 205, Albany, OR, 97322											
	JanFebMar2019	04/22/19	MATERIALS & SUPPLIES - autocad for Janelle	05/22/19	\$1,727.52	\$1,727.52	01-1330	MATERIALS & SUPPLIE	\$10,000.00	\$3,059.45	
	JanFebMar2019	04/22/19	CONTRACTED SERVICES	05/22/19	\$550.40	\$550.40	01-1332	CONTRACTED SERVIC	\$99,500.00	\$53,209.39	
						\$2,277.92					
26 Century Link, PO Box 91155, Seattle, WA,											
	04292019	04/28/19	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL	05/10/19	\$53.61	\$53.61	04-1328	SEWER MISCELLANEO	\$25,000.00	(\$1,252.26)	
						\$53.61					
327 De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602											
	53255685	04/17/19	CONTRACTED SERVICES - payroll services through May 2019	04/17/19	\$337.31	\$337.31	01-1332	CONTRACTED SERVIC	\$99,500.00	\$53,209.39	
						\$337.31					
267											
	04052019	04/05/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM -	04/05/19	\$116.00	\$116.00	01-2301	PARKS & RECREATION	\$15,000.00	\$5,142.80	
						\$116.00					
756											
	04262019	04/29/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM -	04/29/19	\$60.80	\$60.80	01-2301	PARKS & RECREATION	\$15,000.00	\$5,142.80	
						\$60.80					
272 Earth20, PO Box 70, Culver, OR, 97734											
	867619	04/23/19	MATERIALS & SUPPLIES	04/23/19	\$27.99	\$27.99	01-1330	MATERIALS & SUPPLIE	\$10,000.00	\$3,059.45	
						\$27.99					
16 Forrest Reid, PO Box 329, Tangent, OR, 97389											
	April 2019	04/30/19	CITY ATTORNEY - April 2019	04/30/19	\$14,850.00	\$14,850.00	01-1316	CITY ATTORNEY	\$80,000.00	(\$40,775.00)	

**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	
							\$14,850.00					
49	Home Depot, Home Depot Credit Service/Dept. 32 - 2501856748, PO Box 9001043, Louisville, KY, 40290-1043											
1020436		04/12/19	PARK SUPPLIES & MAINTENANCE	04/12/19	\$9.24	\$9.24	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$24,806.37		
591388		04/12/19	PARK SUPPLIES & MAINTENANCE	04/12/19	\$8.96	\$8.96	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$24,806.37		
							\$18.20					
566	Jake Gabell											
04232019		04/30/19	MILEAGE - Jake	04/30/19	\$39.24	\$39.24	01-1351	MILEAGE	\$1,500.00	\$592.35		
							\$39.24					
365	Johnson Rentals, LLC, , , ,											
5119053		04/23/19	PARK SUPPLIES & MAINTENANCE - tractor work	05/06/19	\$3,866.65	\$3,866.65	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$24,806.37		
							\$3,866.65					
39	LifeMap Billing, PO Box 6840, Portland, OR, 97228-6840											
IN0447218		04/13/19	DISABILITY INSURANCE - Lifemap May 2019	05/02/19	\$139.74	\$139.74	01-1212	DISABILITY INSURANC	\$3,200.00	\$1,678.73		
							\$139.74					
19	Linn County Planning and Building, PO Box 100, Albany, OR, 97321											
04222019		04/22/19	PMNT TO LINN CO BUILDING DEPT - March 2019	04/22/19	\$19,556.16	\$19,556.16	01-5332	PMNT TO LINN CO BUIL	\$380,000.00	\$79,979.55		
							\$19,556.16					
483	MetLife - Group Benefits, PO Box 804466, Kansas City, MO, 64180-4466											
04222019		04/15/19	DENTAL & VISION INSURANCE - Metlife through April 2019	04/15/19	\$776.96	\$776.96	01-1214	DENTAL & VISION INSU	\$9,600.00	\$2,839.20		
							\$776.96					
708	Oregon Department of Revenue, PO Box 14800, Salem, OR, 97309-0920											
040152019		04/15/19	Payroll Taxes Payable - 2019 Q1 Transit Tax	04/15/19	\$119.83	\$119.83	01-9210	Payroll Taxes Payable	\$0.00	(\$20,144.76)		
							\$119.83					
515	Pollard Water, PO Box 417592, Boston, MA, 02241-7592											
0135367		04/23/19	MATERIALS & SUPPLIES - Road clean up vests	04/23/19	\$45.00	\$45.00	01-1330	MATERIALS & SUPPLIE	\$10,000.00	\$3,059.45		
							\$45.00					
287	[REDACTED]											
04052019		04/26/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - [REDACTED]	04/26/19	\$84.00	\$84.00	01-2301	PARKS & RECREATION	\$15,000.00	\$5,142.80		
							\$84.00					
84	Ultrex, 110 SW 9th Avenue, Albany, OR, 97321											
INV70626		04/19/19	OFFICE EXPENSES - printer toner	04/19/19	\$1,470.00	\$1,470.00	01-1352	OFFICE EXPENSES	\$20,000.00	\$15,272.12		

**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	
							\$1,470.00					
700	US Bank, P.O. Box 790428, St Louis, MO, 63179-0428											
04222019	04/22/19	CITY HALL UTILITIES	05/22/19	\$104.46	\$104.46	01-1317	CITY HALL UTILITIES	\$15,000.00	\$2,042.49			
04222019	04/22/19	CITY HALL UTILITIES	05/22/19	\$40.01	\$40.01	01-1317	CITY HALL UTILITIES	\$15,000.00	\$2,042.49			
04222019	04/22/19	CITY HALL UTILITIES	05/22/19	\$325.91	\$325.91	01-1317	CITY HALL UTILITIES	\$15,000.00	\$2,042.49			
04222019	04/22/19	CITY HALL UTILITIES	05/22/19	\$39.54	\$39.54	01-1317	CITY HALL UTILITIES	\$15,000.00	\$2,042.49			
04222019	04/22/19	MILLERSBURG CELEBRATION	05/22/19	\$600.00	\$600.00	01-1326	MILLERSBURG CELEBR	\$10,000.00	(\$16,281.04)			
04222019	04/22/19	MEETINGS & TRAINING	05/22/19	\$48.00	\$48.00	01-1335	MEETINGS & TRAINING	\$8,000.00	\$5,555.43			
04222019	04/22/19	MEETINGS & TRAINING	05/22/19	\$49.48	\$49.48	01-1335	MEETINGS & TRAINING	\$8,000.00	\$5,555.43			
04222019	04/22/19	DUES & SUBSCRIPTIONS	05/22/19	\$22.00	\$22.00	01-1336	DUES & SUBSCRIPTIO	\$9,000.00	\$2,143.71			
04222019	04/22/19	OFFICE EXPENSES	05/22/19	\$100.48	\$100.48	01-1352	OFFICE EXPENSES	\$20,000.00	\$15,272.12			
04222019	04/22/19	OFFICE EXPENSES	05/22/19	\$14.99	\$14.99	01-1352	OFFICE EXPENSES	\$20,000.00	\$15,272.12			
04222019	04/22/19	OFFICE EXPENSES	05/22/19	\$15.95	\$15.95	01-1352	OFFICE EXPENSES	\$20,000.00	\$15,272.12			
04222019	04/22/19	PRINTING & ADVERTISING	05/22/19	\$36.99	\$36.99	01-1355	PRINTING & ADVERTISI	\$5,000.00	\$2,243.34			
04222019	04/22/19	PRINTING & ADVERTISING	05/22/19	\$509.94	\$509.94	01-1355	PRINTING & ADVERTISI	\$5,000.00	\$2,243.34			
04222019	04/22/19	PARK SUPPLIES & MAINTENANCE	05/22/19	\$317.99	\$317.99	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$24,806.37			
04222019	04/22/19	PARK SUPPLIES & MAINTENANCE	05/22/19	\$317.99	\$317.99	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$24,806.37			
04222019	04/22/19	PARK SUPPLIES & MAINTENANCE	05/22/19	\$136.26	\$136.26	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$24,806.37			
04222019	04/22/19	UTILITIES - FIRE STATION	05/22/19	\$165.26	\$165.26	01-4303	UTILITIES - FIRE STATI	\$6,000.00	\$2,512.51			
							\$2,845.25					
72	Wilbur-Ellis Company, PO Box 8519, Carol Stream, IL, 60197-8519											
12541821	04/25/19	PARK SUPPLIES & MAINTENANCE	04/25/19	\$92.63	\$92.63	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$24,806.37			
							\$92.63					
85	Xterma Pest Control, Inc., P.O. Box 321, Sweet Home, OR, 97386											
04232019	04/23/19	CONTRACTED SERVICES Xterma pest Control - special service	04/23/19	\$60.00	\$60.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$53,209.39			
							\$60.00					
Total Bills To Pay:							\$48,249.19					

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
10		John Deere Financial, PO Box 4450, Carol Stream, IL, 60197-4450									
5119053	04/23/19	PARK SUPPLIES & MAINTENANCE - tractor work	05/06/19	\$3,866.65	\$3,866.65	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$23,923.30		
							\$3,866.65				
Total Bills To Pay:							\$3,866.65				



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

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

2019

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

FOR THE MONTH OF: **April**

TRAFFIC CITATIONS: _____	16
TRAFFIC WARNINGS: _____	16
TRAFFIC CRASHES: _____	1
ADULTS CITED/VIOLATIONS: _____	0
ADULTS ARRESTED : _____	4
JUVENILES CITED/VIOLATIONS: _____	0
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	147
TRAFFIC HOURS: _____	11
ADMINISTRATION HOURS: _____	2

TOTAL HOURS SPENT: MILLERSBURG 116

CONTRACT HOURS= 113 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: May 9, 2019 for Council Meeting May 14, 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 continues 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.

Parks Master Plan:

Several tasks for the Parks Master Plan have been completed or are in progress:

- Additional surveys are being mailed to the locations in the City that were missed in the previous mailings. These areas are the Morningstar subdivision and the northern part of the Sweetwater subdivision. The survey will remain open online for another few weeks.
<https://www.surveymonkey.com/r/DGSGVLB>
- The project web page was published and a link was added to the City of Millersburg website. <https://millersburg.mindmixer.com/>
- Stakeholder meetings and phone calls have taken place.
- A Public Meeting (Open House) took place on 5/7.
- An assessment of the Millersburg Park took place on 5/7.

The consultant will compile the survey results, along with input from the open house, and produce a memo summarizing the results, which will be presented to the Parks Committee at a future meeting this summer (date to be determined). A summary of the recommendations from the park assessment will also be provided.

ATI Sewer Lift Station:

Construction work is complete on the ATI sewer lift station project. A small change order (less than \$2000, representing less than 0.2% of the project cost) was approved by staff for a modification to the canopy height.

Although staff are satisfied that the contractor has met the obligations of the contract and constructed the lift station per the contract documents, the pumps

do not appear to be performing currently at the anticipated flow rate. Staff delayed closing out the project until satisfied that the underperformance of the pumps is not due to a problem with the pumps themselves or a lift station construction issue. Based on several tests and troubleshooting efforts by the contractor, engineer, and City of Albany wastewater personnel, staff believes the flow rates we are currently getting are due to something outside of the lift station, likely the force main.

The engineers at Jacobs are putting together a memo outlining potential causes of the pump underperformance along with recommendations for some additional testing to help determine the cause. Possible causes include buildup of solids within the force main, and obstruction somewhere in the force main, and damage to the force main. The force main is located in an area that has very limited access, which creates maintenance challenges. In addition, it has experienced at least one failure in the past. Staff will work with City of Albany staff to determine a plan to inspect and, if needed, clean the force main.

Upcoming Projects:

Many upcoming projects are currently in the planning and budgeting phase. As they move into implementation, they will be added to this memo. A preview of these projects can be seen in the Capital Improvements Program document, which is posted on the city website along with the 2019-20 budget materials.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		Millersburg Tasks					
2							
3		Charter and Council	260 days	Wed 1/2/19	Tue 12/31/19		Kevin,Forrest
4		Update of charter					
5		Consider election of mayor					
6		Update Strategic Plan	54 days	Mon 1/21/19	Thu 4/4/19		
7							
8		Ordinances and Code	260 days	Wed 1/2/19	Tue 12/31/19		Forrest,Kim,Kevin
9		Update Code of Ordinances - change to Municipal Code	260 days	Wed 1/2/19	Tue 12/31/19		
10		Resolutions - need to update water resolution with new billing cycle CO 50.05	151 days	Wed 1/2/19	Wed 7/31/19		
11		Update ordinances to include water and storm utility systems					
12		Comprehensive Plan Update	260 days	Wed 1/2/19	Tue 12/31/19		
13							
14		Policies, Procedures, and Standards	260 days	Wed 1/2/19	Tue 12/31/19		
15		Ethics Policy	50 days	Wed 1/2/19	Tue 3/12/19		Kevin,Janelle
16		Fleet policy and best practices for vehicles					Kevin,Janelle
17		Computer/electronics use policy					Kevin,Janelle
18		Equipment use policy					Kevin,Janelle
19		Billing policies					Kim
20		Safety procedures and training	260 days	Wed 1/2/19	Tue 12/31/19		Kevin,Janelle
21		Safety manual					
22		Staff training plans					
23		Ergo evaluations					
24		PPE					
25							
26		Budget	120 days	Mon 1/14/19	Fri 6/28/19		
27		Supplemental Budget for 2018-2019	100 days	Mon 1/14/19	Fri 5/31/19		Jake,Kevin,Janelle
28		2019-2020 Budget	75 days	Mon 3/18/19	Fri 6/28/19		Jake,Kevin,Janelle
29		Revise budget layout	51 days	Mon 1/14/19	Mon 3/25/19		Jake
30		Develop proposed budget	60 days	Mon 1/28/19	Fri 4/19/19		
31		Adopt budget	55 days	Mon 4/15/19	Fri 6/28/19		
32		CIP update	105 days	Mon 2/4/19	Fri 6/28/19		Janelle
33							
34		Equipment life/replacement costs tracking	260 days	Wed 1/2/19	Tue 12/31/19		
35		City Hall Equipment					
36		Parks/Maintenance Equipment					
37		Fire Station					
38							
39		City Hall work	260 days	Wed 1/2/19	Tue 12/31/19		
40		Council Chambers					
41		Upgrade audio and video system	128 days	Wed 1/2/19	Fri 6/28/19		
42		Council dias					
43		Consider new audience chairs?					
44		Records Room reorganization - rolling files	128 days	Wed 1/2/19	Fri 6/28/19		Kim,Kevin
45		Office space modifications	128 days	Wed 1/2/19	Fri 6/28/19		Kevin,Kim
46		Upgrade phone system?					Jake
47		Broadband					Kevin
48		Walking path around north end of City Hall					
49		Security cameras on City Hall exterior					
50							
51		Planning, Building, and Development	260 days	Wed 1/2/19	Tue 12/31/19		
52		Complete Land Use Development Code Revision	127.25 day	Wed 1/2/19	Fri 6/28/19		John Morgan
53		Consider UGB expansion		Wed 1/2/19			John,Kevin,Janelle
54		Update planning fees					John,Matt
55		Ability to get on County online system for building permit	84 days	Tue 7/2/19	Fri 10/25/19		Kevin,Janelle
56		Engineering standards	105 days	Mon 2/4/19	Fri 6/28/19		Janelle

Project: Task List
Date: Thu 5/9/19

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	Pred	Resource Names	February					
								1/21	1/28	2/4	2/11		
57		Connection Fees/Reimbursement Agreement	115 days	Wed 1/2/19	Tue 6/11/19		Janelle,Jeff						
58		Buildable Lands Inventory and Housing Needs Analysis											
59													
60		Economic Development	260 days	Wed 1/2/19	Tue 12/31/19								
61		Consider business license											
62		Access to City property west of tracks											
63		Consider fuel tax											
64		Consider transient room tax											
65		Wetland delineation for city owned property	207 days	Mon 3/18/19	Tue 12/31/19								
66													
67		Fire Station Permanent	247 days	Mon 1/21/19	Tue 12/31/19								
68		Select Site	115 days	Mon 1/21/19	Fri 6/28/19		Kevin,Janelle						
69		Select Architect	135 days	Mon 2/25/19	Fri 8/30/19		Kevin,Janelle						
70		Preliminary Design	172 days	Mon 5/6/19	Tue 12/31/19		Kevin,Janelle						
71													
72		Parks	260 days	Wed 1/2/19	Tue 12/31/19								
73		Review reservation fees	128 days	Wed 1/2/19	Fri 6/28/19		Jake						
74		Park safety inspection checklist	63 days	Wed 1/2/19	Fri 3/29/19		Janelle,Sean						
75		Parks Master Plan	217 days	Wed 1/2/19	Thu 10/31/19		Janelle						
76		Parks Maintenance Plan	63 days	Wed 1/2/19	Fri 3/29/19		Janelle						
77		Remote control of irrigation system											
78													
79		Utilities	260 days	Wed 1/2/19	Tue 12/31/19		Kevin,Janelle,consultant						
80		New utility billing and GL system selection			Fri 6/28/19		Kim						
81		Rates	194 days	Wed 1/2/19	Mon 9/30/19								
82		Water	151 days	Wed 1/2/19	Wed 7/31/19								
83		Sewer	151 days	Wed 1/2/19	Wed 7/31/19								
84		Stormwater	151 days	Mon 3/4/19	Mon 9/30/19								
85		SDCs	217 days	Wed 1/2/19	Thu 10/31/19								
86		Water	151 days	Wed 1/2/19	Wed 7/31/19								
87		Sewer	151 days	Wed 1/2/19	Wed 7/31/19								
88		Streets	129 days	Fri 2/1/19	Wed 7/31/19								
89		Stormwater	172 days	Fri 2/1/19	Mon 9/30/19								
90		Parks	39 days	Mon 9/9/19	Thu 10/31/19								
91													
92		Stormwater	260 days	Wed 1/2/19	Tue 12/31/19								
93		Complete Stormwater Master Plan	15 days	Wed 1/2/19	Tue 1/22/19								
94		TMDL matrix revision	51 days	Mon 1/21/19	Mon 4/1/19								
95		Stormwater/drainage flyer	105 days	Mon 2/4/19	Fri 6/28/19								
96		Crooks Creek north trib project	194 days	Mon 2/4/19	Thu 10/31/19								
97		Stormfilter cartridges at Crooks Creek on Millersburg drive - regular checking/cleaning/replacement plan	173 days	Wed 1/2/19	Fri 8/30/19		Janelle						
98		Have Millersburg storm drain facilities added to Albany GIS system	151 days	Wed 1/2/19	Wed 7/31/19		Janelle						
99		Erosion Control Permit Program	150 days	Mon 2/4/19	Fri 8/30/19		Janelle						
100		Develop inspection and maintenance program	105 days	Mon 2/4/19	Fri 6/28/19		Janelle						
101													
102		Water	260 days	Wed 1/2/19	Tue 12/31/19								
103		Evaluate DRC contract	65 days	Mon 4/1/19	Fri 6/28/19		Janelle						
104		Water master plan - submit finance component	151 days	Wed 1/2/19	Wed 7/31/19		Janelle						
105		Annual water audit	125 days	Mon 1/7/19	Fri 6/28/19		Janelle,Kim						
106		Consider weather station on park irrigation system	128 days	Wed 1/2/19	Fri 6/28/19		Janelle,Sean						
107		OHA requirements tracking	260 days	Wed 1/2/19	Tue 12/31/19		Janelle						
108													
109		Sewer	260 days	Wed 1/2/19	Tue 12/31/19								
110		Manhole grouting	18 days	Wed 1/2/19	Fri 1/25/19		Janelle						
111		Finish lift station project	108 days	Wed 1/2/19	Fri 5/31/19		Janelle						
112		Evaluate flow monitoring contract	65 days	Mon 4/1/19	Fri 6/28/19		Janelle						

Project: Task List
Date: Thu 5/9/19

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	Predecessor	Resource Names	February		
								1/21	1/28	2/4
113		Reuse water study	260 days	Wed 1/2/19	Tue 12/31/19		Janelle, Kevin			
114										
115		Tranportation/Streets	260 days	Wed 1/2/19	Tue 12/31/19					
116		Bridge and pavement reporting to ODOT	23 days	Wed 1/2/19	Fri 2/1/19		Janelle			
117		Street striping program	109 days	Wed 1/2/19	Mon 6/3/19		Janelle			
118		Crack seal/slurry seal program	109 days	Wed 1/2/19	Mon 6/3/19		Janelle			
119		OSR/I-5 guardrail evaluation			Fri 6/28/19		Janelle			
120										
121		Miscellaneous	260 days	Wed 1/2/19	Tue 12/31/19					
122		Newsletter	260 days	Wed 1/2/19	Tue 12/31/19		Kim			
123		Post utility rate and SDC info to website once changes are adopted	175 days	Mon 4/1/19	Fri 11/29/19		Janelle, Kim			
124		Change city name for addressing			Tue 6/30/20		Kevin			
125		Complaint form	1 day	Wed 1/2/19	Wed 1/2/19					
126										
127		HR	85 days	Wed 1/2/19	Tue 4/30/19					
128		Annual evaluation form	22 days	Wed 1/2/19	Thu 1/31/19		Kevin, Janelle			
129		Update employee manual	115 days	Wed 1/2/19	Tue 6/11/19		Kevin, Forrest			
130		Update maintenance job descriptions	128 days	Wed 1/2/19	Fri 6/28/19		Janelle			

Project: Task List
Date: Thu 5/9/19

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



TO: Millersburg City Council
FROM: Forrest Reid, City Attorney
DATE: 4/27/19 for the 5/14/19 City Council Meeting
SUBJECT: Regulation of private drones over privately-owned premises in the City of Millersburg

Action Requested: None.

Intended to provide information only.

Discussion: The question recently arose as to whether the City of Millersburg can regulate the usage of private drones over privately-owned premises within the City of Millersburg. The short answer is "No." Regulation is solely in the hands of the Oregon Legislature pursuant to ORS 837.385.

837.385 Preemption of local laws regulating unmanned aircraft systems. *Except as expressly authorized by state statute, the authority to regulate the ownership or operation of unmanned aircraft systems is vested solely in the Legislative Assembly. Except as expressly authorized by state statute, a local government, as defined ORS 174.116, may not enact an ordinance or resolution that regulates the ownership or operation of unmanned aircraft systems or otherwise engage in the regulation of the ownership or operation of unmanned aircraft systems. [2013 c.686 §17; 2015 c.315 §12]*

ORS 837.370 prohibits the operation of an unmanned aircraft system (drone) over the boundaries of privately-owned premises in a manner so as to **intentionally, knowingly or recklessly harass or annoy the owner of occupant of the privately-owned premises.** The first offense is a Class B violation. The second offense is a Class A violation. The third offense is a Class B misdemeanor.

If a Millersburg resident wishes to report a violation of this law, they should immediately contact the Linn County Sheriff's Office. Offenders will be cited into the Linn County Justice Court in Lebanon.



TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Janelle Booth, Assistant City Manager/City Engineer
 DATE: May 9, for the May 14, 2019 City Council Meeting
 SUBJECT: Connection Fees and Capital Recovery Agreements Implementation Schedule

Action Requested: Staff requests Council input and direction on implementation of Connection Fees and Capital Recovery Agreements.

Discussion:

Connection Fees and Capital Recovery Agreements were shared and discussed at the March 12 and April 9 council meetings. Council indicated interest in adopting the fees shown in the table below.

Proposed Connection Charges	
Connection Charge	Proposed Fee per Foot
Sewer (with exst service lateral)	\$76
Sewer (without service lateral)	\$63
Water 8-inch (with exst water service)	\$58
Water 8-inch (without water service)	\$44
Water 12-inch (with exst water service)	\$74
Water 12-inch (without water service)	\$66
Street	\$147
Storm	\$81

Because these fees may have a significant impact on some development in the City, council directed staff to propose an implementation plan to allow time for those currently involved in land use and/or construction planning activities to complete these activities before the fees become effective.

Staff recommends modification of the proposed ordinance previously shared with council to allow for a phased approach for fee implementation. The ordinance has been modified to allow applications accepted by the City prior to the effective date of the ordinance, which would be subject to the fees, to be exempt from fees for a period of one year. However, any modification of an existing application after the effective date of the ordinance would be subject to the associated fees.

Based on Council's interest and feedback received from the public hearing adoption of the proposed ordinance and resolutions can be adopted in one of two ways:

- Normal adoption of the ordinance with a 30-day waiting period prior to going into effect.

- Adopting the ordinance with an effective date later than the 30-day waiting period.

If Council agrees with this approach, staff will post notification materials to the City's website and schedule a public hearing for the June 11, 2019 council meeting.

Budget Impact:

No cost to the City. Depending upon decision, City could see reimbursement of some costs expended for previous investments.

Recommendation:

Staff requests Council input and direction on implementation of Connection Fees and Capital Recovery Agreements.

Attachment(s):

- Revised Draft Ordinance Adopting Connection Charges, including Exhibit A

ORDINANCE NO. 2019-XXX

AN ORDINANCE ADOPTING CONNECTION CHARGES

WHEREAS, the City of Millersburg desires to create an equitable system for property owners and developers to participate in the cost of sanitary sewers, water distribution facilities, storm drains, and/or improved streets required along the frontage of their property; and

WHEREAS, the City of Millersburg does not currently charge fees to reimburse for the cost of improvements already existing along the frontage of a property that is being developed; and,

WHEREAS, the City of Millersburg desires to establish connection charges for sanitary sewers, water distribution facilities, storm drains, and/or improved streets to collect fees commensurate with the cost of the improvements;

WHEREAS, the City of Millersburg desires to allow time for those currently involved in land use and/or construction planning activities to complete those activities before the fees become effective;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS:

The City of Millersburg adopts attached "Exhibit A" as the connection charge policy for sanitary sewers, water distribution facilities, storm drains, and/or improved streets, and;

Applications accepted by the City prior to the effective date of this Ordinance shall be exempt from connection charges for a period of one year from the effective date of this Ordinance, and;

Any modification of an existing application after the effective date of this Ordinance shall be subject to all applicable connection charges.

This Ordinance becomes effective **30 days** from date of passage.

PASSED by the Council and approved by the Mayor this ____ day of _____, 2019.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg
City Recorder

DRAFT

Exhibit A

CONNECTION CHARGES

Sections:

- [15.30.010](#) Application of connection charges
- [15.30.020](#) Timing and procedures for determination of connection charge
- [15.30.030](#) Determination of the amount of the connection charge
- [15.30.040](#) Use of monies raised through connection charges
- [15.30.050](#) Failure to pay connection charge

15.30.010 Application of connection charges.

A connection charge shall be due and payable when any person, corporation, or legal entity, connects to or accesses the City's sanitary sewers, water distribution facilities, storm drains, and/or improved streets, from or for the benefit of any real property against which no assessment has previously been levied or for which the cost of constructing the sanitary sewer, water distribution facility, storm drain, and/or improved street has not been paid by the property owner or predecessor thereof. The City Council shall, by separate resolution establish, and may from time to time amend, a methodology which shall be used to determine the criteria by which a determination will be made concerning the application of any particular connection charge to any particular property within the City. (Ord. 2019-151 April 9, 2019).

15.30.020 Timing and procedures for determination of connection charge.

If the sanitary sewer, water distribution facility, storm drain, and/or improved street is to be utilized pursuant to any activity involving a land division, the amount of the applicable connection charge shall be paid, in full, prior to the signing of the final plat. In all other cases, the connection charge shall be assessed and paid, in full, prior to the issuance of any building permit or encroachment permit authorizing construction on real property which will utilize or connect to any of the City facilities in MMC [15.30.010](#). (Ord. 2019-151 April 9, 2019).

15.30.030 Determination of the amount of the connection charge.

The City Council shall, by separate resolution, establish and may, from time to time, revise, a methodology for determining a fair and equitable connection charge when such charge is due pursuant to MMC [15.30.020](#). (Ord. 2019-XXX).

15.30.040 Use of monies raised through connection charges.

Revenues obtained through connection charges shall only be used for the same type of facility for which the charge was collected. For example, street connection charges shall only be utilized for authorized street fund purposes. Connection charges may be used to repay third persons, other governmental

entities, or the City in the event that these entities provided the original funding which constructed the improved facility to which connection is allowed. (Ord. 2019-XXX).

15.30.050 Failure to pay connection charge.

Any development permit, building permit, or encroachment permit erroneously issued by the City without payment of the connection charge required by this chapter shall be void and, in addition to any other remedy or consequence which may follow from the use or occupancy of premises without the required permit, failure to pay the connection charge within 10 days following written notice by the City, addressed to the property owner at the address shown on the applicable county tax records, shall constitute a misdemeanor punishable under the general penalty provided in the Millersburg Code of Ordinances [10.99](#).

DRAFT



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: May 9, for the May 14, 2019 City Council Meeting
SUBJECT: Property Owner Request for Change in Designation of Amanda Lane as a No-Parking Zone

Action Requested: Staff requests Council review the information provided and hear Mr. Anderson's request for restoration of on-street parking on Amanda Lane.

Discussion:

On January 8, 2019, City Council adopted Ordinance No. 142 designating Waverly Drive, Amanda Lane, Bain Street, and Toni Street as No Parking Zones. The staff report and implementing ordinance are included as Attachments 1 and 2 for reference. Following adoption of the ordinance, letters were mailed to residents on the affected streets, informing them that the ordinance had been passed and that the City would be installing No Parking signs.

On April 16, 2019, Ron Anderson (owner of the majority of the properties on Amanda Lane) contacted staff to request information regarding this decision and express his concerns about how this change will impact the residents of the properties on Amanda Lane. The email correspondence between Mr. Anderson and staff is included as Attachment 3.

As stated in the email correspondence with Mr. Anderson, due to the street's current width and concerns for emergency vehicle access and operations, staff do not support this request to repeal the No Parking ordinance for Amanda Lane. Staff could support allowing parking on one or both sides of the street if the street were widened to a minimum of 32' width for parking on one side or 36' for parking on both sides. Full street improvements to urban street standards would certainly meet this criteria. However, because of the lack of other improvements on this road, it is possible that an alternative street section could be an option to maintain a more "rural" feel while satisfying safety/access concerns.

It is also possible that widened sections could be constructed to provide parking outside of the clear width required for emergency vehicle access and designated as parking areas, while the remainder of the street remains designated as a No Parking Zone.

Mr. Anderson has requested an opportunity to address the Council with his request for restoration of on-street parking on Amanda Lane and/or for the City to consider funding necessary street improvements to restore parking if required.

Mr. Anderson has also provided a petition signed by residents of Amanda Lane requesting on-street parking (Attachment 4).

Budget Impact:

To be determined.

Recommendation:

Staff does not recommend changing the No Parking Zone designation on Amanda Lane unless street improvements are constructed to provide a minimum 32' width for parking on one side or 36' for parking on both sides.

Attachment(s):

- Attachment 1: Staff Report –No Parking Ordinances – Waverly Dr., Amanda Ln., Bain, Toni, and Western Way.
- Attachment 2: Ordinance No. 142
- Attachment 3: Email correspondence with Mr. Anderson
- Attachment 4: Petition



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;

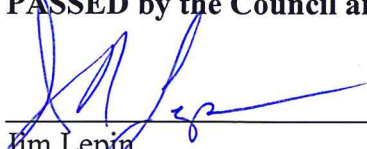
FURTHERMORE, the entirety of Waverly Drive, Amanda Lane, Bain Street, and Toni Street, located within the City of Millersburg, are hereby designated No Parking Zones.

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.

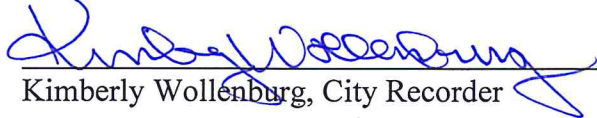
This Ordinance becomes effective thirty (30) days from date of passage.

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



Jim Lepin,
Mayor

ATTEST:



Kimberly Wollenburg, City Recorder

From: [Ron and Bonnie](#)
To: [Janelle Booth](#)
Cc: [Kevin Kreitman](#); [Anderson, Ron, Bonnie](#)
Subject: RE: no parking on Amanda Lane?
Date: Wednesday, May 1, 2019 6:47:07 PM
Attachments: [image002.png](#)

Hi Janelle,

Thank you for taking time to consider options for how to restore parking on Amanda Lane and for informing me how to make my request. I will plan to be prepared for making a request to council on May 14th. To communicate my perspective, a few slides on PowerPoint might be an efficient use of time. I could provide the slide show in advance, bring print outs, and/or we could present live during the meeting. Let me know if showing a few of my slides is an option. Also, could you tell me how many minutes of time I should speak? I can quickly make my point and make a request, but want to provide enough for an informed decision.

Regarding advance materials for the councilors: Re-reading our past correspondence, I think our emails are good information for consideration. Include the emails in the information packet for council. In addition, I may supplement with images and a more concise list of talking points. Let me know your thoughts on information format and how much I should provide.

Thanks again,
Ron

From: Janelle Booth [mailto:jbooth@cityofmillersburg.org]
Sent: Wednesday, May 01, 2019 10:39 AM
To: Ron and Bonnie
Cc: Kevin Kreitman
Subject: RE: no parking on Amanda Lane?

Hi Ron,

I have discussed this with our city manager and mayor. It is a council decision whether to make a change in policy or to fund improvements, so if you would like to come make your request to council, we will put it on the agenda for the May 14 council meeting (or we can put it on the June 11 agenda if you prefer). By putting it on the agenda, we can send out materials to the council to review ahead of time and they will have the option to make a decision, which they cannot do if it is not on the agenda. I will write a staff report summarizing the issue and request, and will attach your correspondence to date, including the petition. Or, if you would prefer, you can write a letter to council and I can attach that instead of the emails.

Our council packet goes out on Thursday, May 9 for the upcoming meeting, so I would need any additional materials you would like to include by May 8, at the latest. You can also bring materials to the council meeting and distribute them if you would like (if you do so, I would recommend bringing 9 copies). Please let me know if you have any questions.

Janelle Booth, P.E.
Assistant City Manager/City Engineer
City of Millersburg
541-928-4523 office
541-619-7448 cell

From: Ron and Bonnie [mailto:andersonrb@comcast.net]
Sent: Tuesday, April 30, 2019 8:27 AM
To: Janelle Booth
Cc: Anderson, Ron (Web Press, Corvallis); Anderson, Ron, Bonnie
Subject: RE: no parking on Amanda Lane?

Hi Janelle,

From my perspective, this 22 foot paved plus hard shoulders street has been in place with these duplexes for over 40 years without an issue for combined street parking and passages that I am aware of. While I don't fully agree with the new findings, I understand and respect this new assessment of what is considered a safe width for combined parking and emergency access.

However, this new ordinance impacts my rental business by eliminating parking overflow for my tenants, guests, and service vehicles. It is my position that a new city policy which reduces my business function, in this case loss of parking, be restored by the city using city funding.

If I were to initiate a development project, I could see the improvement prompting more of a shared cost between city and myself for both restoration of street surface and widening. However, after researching the costs associated with an infill project under modern regulations, I have decided to put the project on hold. Therefore, there are not investment funds available from me or my lender for making improvements to Amanda Lane. I ask that the city cover costs to restore parking on this street. Please see the attached signed petition of residents asking for their parking back.

I would be happy to meet with you to discuss. Let me know what time(s) you are available.

Ron Anderson

From: Janelle Booth [mailto:jbooth@cityofmillersburg.org]
Sent: Monday, April 22, 2019 8:57 PM
To: Ron and Bonnie
Subject: RE: no parking on Amanda Lane?

Hi Ron,

I had a conversation today with our city manager and city attorney about a path forward on this. There are a couple of options for you if you want to pursue having this no-parking ordinance changed.

1. You can come to a council meeting (next one is May 14) and request council reconsider the

decision to post no-parking on Amanda Lane. They will not be able to take action at the meeting, but you can request they consider it and request that they take action at the next council meeting (June 11). For the reasons outlined in the staff report I sent you earlier, the email below, and the conversation we had when you stopped by, staff (myself and the city manager in this case) would not be able to support the request that they repeal the no parking ordinance based on the road's current width and concerns for emergency vehicle access. However, council are the decision makers and do have the ability to repeal it if they think that is the right decision.

2. A second option could be to propose a change to the road width/section that would allow staff to support a request to allow parking on one or both sides. Full street improvements would certainly meet this criteria. However, because of the lack of other improvements on this road, it is possible that an alternative street section could be allowed to maintain a more "rural" feel that still satisfies the safety/access concerns. The difference between Amanda and the other streets in the area is that it does already have the full right-of-way width, so the property is available to work with. If you want to pursue this option, we could set up a meeting to discuss. Although you can request of council that the City fund improvements to the street, it is likely this will require an investment on your end. If, after talking, you want to propose road improvements to council, we can put it on the agenda for a council meeting (the earliest would be June 11).

I will be in a class all day tomorrow, but can respond to emails off and on. Please let me know if you would like to set up a meeting. Thanks.

Janelle Booth, P.E.
Assistant City Manager/City Engineer
City of Millersburg
jbooth@cityofmillersburg.org
541-928-4523 (office)
541-619-7448 (cell)



From: Ron and Bonnie <andersonrb@comcast.net>
Sent: Monday, April 22, 2019 5:44 PM
To: Janelle Booth <jbooth@cityofmillersburg.org>
Subject: FW: no parking on Amanda Lane?

Hi Janelle,

I know we already talked as a followup to the message below. But if you had a response email that you wanted to send, please go ahead and do so.

Thank you

Ron

From: Anderson, Ron (Web Press, Corvallis) [<mailto:ron.r.anderson@hp.com>]

Sent: Wednesday, April 17, 2019 2:02 PM

To: Janelle Booth

Cc: 'andersonrb@comcast.net'

Subject: RE: no parking on Amanda Lane?

Hi Janelle,

I respectfully disagree with the decision of a parking ban on any portion of Amanda Lane. I do not recall the asphalt width, but assuming it is 20' + 2' of hard packed shoulder on either side, this is likely a 24' road/shoulder combined width.

Your point about an emergency vehicle blocking traffic is valid. However, this scenario is a rare event which can cause an inconvenience. The new enforceable signage is an everyday inconvenience.

What procedure do I need to follow to contest the parking ban on any portion of Amanda lane and/or signage removal?

Thank you for your time,

Ron

From: Janelle Booth <jbooth@cityofmillersburg.org>

Sent: Wednesday, April 17, 2019 12:46 PM

To: Anderson, Ron (Web Press, Corvallis) <ron.r.anderson@hp.com>

Cc: 'andersonrb@comcast.net' <andersonrb@comcast.net>

Subject: RE: no parking on Amanda Lane?

Hi Ron,

I have attached the staff report and ordinance from the council meeting in January that explains why it was decided to designate these streets (Waverly, Amanda, Bain, and Toni) as no parking zones. These streets do not have the required width for parking so parking was technically not allowed prior to this ordinance. However, our local law enforcement cannot take action on parking complaints unless there is an ordinance and it is posted as "no parking." Letters were sent out to all of the residents some time ago, so I'm surprised you are just now hearing about this from them.

I agree that with the current width, if one person is parked on the side of the street an emergency vehicle can get by. But, if people are parked on both sides, this becomes an issue. And if a vehicle is parked on the street and an emergency vehicle is staged in the street, there is not sufficient space for other vehicles to get by (this recently happened on Waverly). If a service vehicle is temporarily staged on the shoulder, I don't anticipate it being a problem. Passing this ordinance and posting "no

parking” on these streets allows the City to address our resident’s, as well as emergency responders, concerns when there is an issue with parking in this area. If you have further questions, please feel free to give me a call.

Janelle Booth
Assistant City Manager/City Engineer
City of Millersburg
jbooth@cityofmillersburg.org
541-928-4523 (office)
541-619-7448 (cell)



From: Anderson, Ron (Web Press, Corvallis) <ron.r.anderson@hp.com>
Sent: Tuesday, April 16, 2019 4:35 PM
To: Janelle Booth <jbooth@cityofmillersburg.org>
Cc: 'andersonrb@comcast.net' <andersonrb@comcast.net>
Subject: no parking on Amanda Lane?

Hi Janelle,

I just learned that there will be no parking allowed on Amanda Lane. As I understand it this is to maintain safe passage of emergency vehicles. This surprises me that our street, including shoulder, is not considered wide enough. Could you explain how Amanda Lane was determined to need a parking ban?

I have long term tenants who have guests where the only parking is in the street. Furthermore, it is common for service rigs and myself to park on the shoulder. Having done so on many occasion, it is difficult for me to envision how parking would be restrictive for a fire truck.

Ron Anderson

Please - we want our parking back - 4-20-19

- #4140 ^{VESTER} Dutch & Sandy - ~~Vester & Sandy~~
- #4142 Don Shupert - ~~Don Shupert~~
- #4240 Dennis Hannahs - ~~Dennis Hannahs~~ DENNIS H,
- #4242 Ed Barnes & Sue - ~~Ed Barnes & Sue~~
Ed Barnes
- #4245 Empty
- #4247 Ray & Sheila - ~~Ray & Sheila~~ Ray & Sheila
- #4340 Noe Aza - ~~Noe Aza~~
AA
- #4342 Shawna & Andrew - ~~Shawna & Andrew~~ Shauna Atkinson
- #4345- Claude & Beverly - ~~Claude & Beverly~~ Claude E. Jenkins
- #4347- Ralph & Lorene - ~~Ralph & Lorene~~ Ralph & Lorene
- #4445 - Chris & Xui -
- #4447- Rich & Nancy - Richard Felton Nancy Felton
- 4450 Kent - ~~Kent~~



TO: Millersburg City Council
FROM: Forrest Reid, City Attorney
DATE: 4/22/19 for the 5/14/19 City Council Meeting

SUBJECT: Proposed Ordinance prohibiting the possession or consumption of alcoholic beverages in public places.

Action Requested: Review and make suggestions or approve.

Discussion: Recently passed Ordinance #147 prohibits the possession, consumption, or sale, of alcohol in the Millersburg City Park, unless an alcohol permit is first issued.

There is no prohibition regarding the possession or consumption of alcohol in any other public location outside the Millersburg City Park. Essentially, there is no prohibition for an individual or group to host an alcohol-involved party while on a City sidewalk or in any public location.

This proposed ordinance is similar to Albany's which has been in place since 1958; except that violation of Albany's ordinance carries up to 1 year in jail, where I have proposed limiting our jail to 30 days.

This ordinance will provide the Linn County Sheriff's Office with a tool to help keep peace and tranquility within Millersburg.

This ordinance will be enforced by the Linn County Sheriff's Office and prosecuted through the Linn County Justice Court.

Budget Impact: None foreseen.

Recommendation: Approve proposed Ordinance ____ or make suggestions for edits.

Attachment(s):

- Proposed Ordinance

ORDINANCE NO. _____

**AN ORDINANCE PROHIBITING THE POSSESSION OR CONSUMPTION
OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES**

WHEREAS, the City of Millersburg believes it is in the public interest to prohibit the possession or consumption of alcoholic beverages in public places;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG AS FOLLOWS: (1) It is unlawful for any person to possess or consume any alcoholic beverage while in or upon any street, alley, public grounds, building, or place open and available to the general public, or while in a motor vehicle on premises open to the public;

FURTHERMORE, (2) It is unlawful to possess on one's person any bottle, can, or other receptacle containing any alcoholic beverage which has been opened, or upon which a seal has been broken, or from which the contents have been partially removed while in or upon any street, alley, public grounds, building, or place open and available to the general public, or while in a motor vehicle on premises open to the public;

FURTHERMORE, (3) The prohibitions of subsections (1) and (2) of this section shall not apply to any place wherein the possession or consumption of alcoholic beverages is subject to the control or regulation of the Oregon Liquor Control Commission, where otherwise permitted by State law, or where otherwise authorized by the City of Millersburg in the Millersburg City Park wherein the possession, sale, or consumption of alcoholic beverages is not prohibited by other provisions of this Code;

FURTHERMORE, (4) A violation of this section is a Class C Misdemeanor;

FURTHERMORE, (5) For purposes of this Ordinance, an alcoholic beverage is defined as any beverage containing more than one-half percent of alcohol by volume and every liquid or solid, patented or not, containing alcohol, and capable of being consumed by a human being.

This Ordinance becomes effective 30 days from date of passage.

PASSED by the Council and approved by the Mayor this 14th day of May 2019.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: May 9, 2019 for the May 14, 2019 City Council Meeting
SUBJECT: Vacation of Sewer Easement

Action Requested:

Vacation of sewer easement no longer needed due to approval of design for Phase III of Sweetwater Estates.

Discussion:

On November 27, 2018, the City Engineer review and approved the construction drawings for the third edition of Phase III of Sweetwater subdivision. The approval of the construction drawings by the City resulted in the rerouting of an existing sewer line and associated easement voiding the need for maintaining the sewer easement identified in the attached exhibit 1 from K&D Engineering.

The City Engineer has determined that upon completion and acceptance by City of the new sewer line associated with the construction of the new subdivision, the existing sewer line and associated easement identified in exhibit 1 are no on longer required and recommends council action to remove said easement.

Budget Impact:

None.

Recommendation:

With Council concurrence, we would request Council approval to allow release of the easement identified in exhibit 1 upon recording of the plat for the Sweetwater third edition Phase III subdivision.

Attachment(s):

- Exhibit 1 – Easement Release by K&D Engineering

Legal Description

Release of a portion of an existing Sanitary Sewer Easement
City of Millersburg, Oregon

A portion of an existing Sanitary Sewer Easement created by "EASEMENT" document recorded in MF Volume 482, Page 108 in the Linn County, Oregon Deed Records on September 22, 1988, said portion to be released and vacated being more particularly described as follows:

Commencing at the northwest corner of Lot 138 of "SWEETWATER ESTATES 3RD ADDITION PHASE 2", a subdivision recorded in the Linn County, Oregon Book of Plats; thence South 77°27'58" West 261.65 feet; thence along the arc of a 430.00 foot radius curve to the right (long chord bears South 82°52'12" West 80.99 feet) a distance of 81.11 feet to a point on the east line of said existing Sanitary Sewer Easement which point being the TRUE POINT OF BEGINNING; thence along the arc of a 430.00 foot radius curve to the right (long chord bears South 88°58'09" West 10.43 feet) a distance of 10.43 feet; thence South 89°39'52" West 9.57 feet to a point on the west line of said existing Sanitary Sewer Easement; thence North 00°08'16" West, along said west line, 437.21 feet; thence South 49°50'16" East 26.22 feet to a point on the east line of said existing Sanitary Sewer Easement; thence South 00°08'16" East, along said east line, 420.05 feet to the POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 9, 2002
JOE J. COTA
58561

RENEWS: 12/31/19

April 3, 2019
EXISTING EASEMENT RELEASE
(17-192-B) JJC:ls

File Ref: z:/projects/2017/17-192-B/surveying/documents/easement release.doc

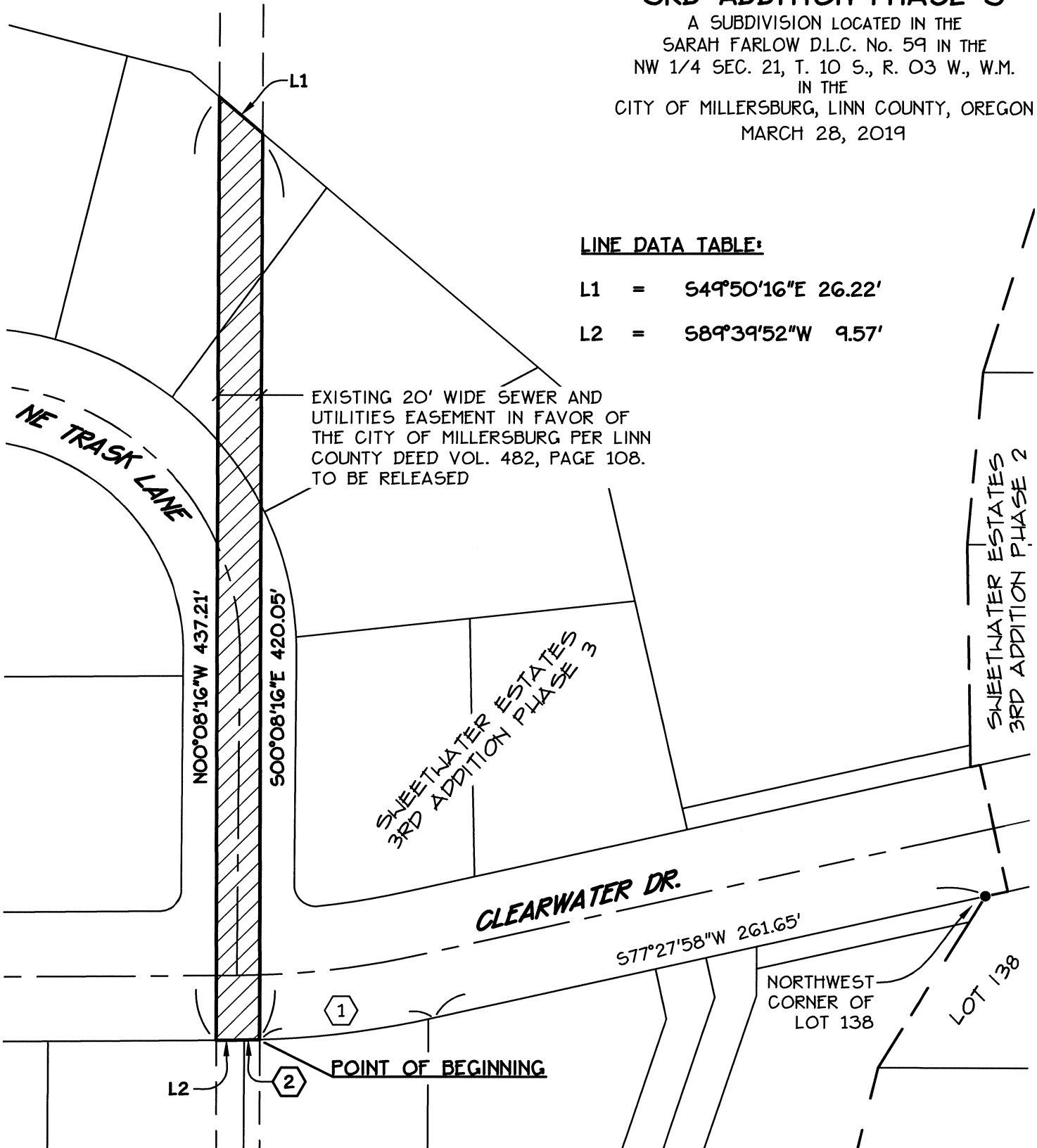


CURVE DATA TABLE:

CURVE	RADIUS	LENGTH	CHORD	DELTA
1	430.00'	81.11'	582°52'12"W 80.99'	10°48'29"
2	430.00'	10.43'	588°58'09"W 10.43'	01°23'25"

**EXHIBIT MAP
SWEETWATER ESTATES
3RD ADDITION PHASE 3**

A SUBDIVISION LOCATED IN THE
SARAH FARLOW D.L.C. No. 59 IN THE
NW 1/4 SEC. 21, T. 10 S., R. 03 W., W.M.
IN THE
CITY OF MILLERSBURG, LINN COUNTY, OREGON
MARCH 28, 2019



LINE DATA TABLE:

- L1 = 54°50'16"E 26.22'
- L2 = 58°39'52"W 9.57'

EXISTING 20' WIDE SEWER AND
UTILITIES EASEMENT IN FAVOR OF
THE CITY OF MILLERSBURG PER LINN
COUNTY DEED VOL. 482, PAGE 108.
TO BE RELEASED



