



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
July 9, 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 June 11, 2019 City Council Meeting Minutes
 - 2) Approval of June 25, 2019 City Council Work Session Minutes
 - 3) Acceptance of Council Approval Report for City BillsAction: _____
- F. PRESENTATIONS
 - 1) Linn County Sheriff's Office Report
 - 2) Albany Fire Department Quarterly Report
- G. PUBLIC COMMENT
- H. COUNCIL MEMBER AND STAFF COMMENTS
- I. CITY MANAGER'S REPORT
 - 1) Project Updates
- J. CITY ATTORNEY'S REPORT
- K. UNFINISHED BUSINESS
- L. NEW BUSINESS
 - 1) Cost of Living Wage Increase
Action: _____
 - 2) Annual Liquor License Renewals
Action: _____

3) Land Use Development Fee Update

Action: _____

4) Urban Growth Boundary (UGB) Update (information/discussion)

5) Total Daily Maximum Limit (TMDL) (information)

M. CLOSING PUBLIC COMMENT

N. CLOSING COUNCIL COMMENT

O. ADJOURNMENT

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

Upcoming Meetings & Events:

July 11, 2019 @ 4 pm – Parks Committee Meeting

July 29, 2019 @ 4 pm – Land Use Code Revision Open House 4:00 - 7:30pm

July 30, 2019 @ 4 pm – City Council Work Session

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

**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
769 Abel Diaz Diaz		05222019	06/19/19	LIBRARY SERVICES - Abel Diaz	06/19/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$320.00)
							\$40.00				
43 Aflac, 1932 Wynnton Road, Columbus, GA,		064247	07/01/19	Payroll Taxes Payable - AFLAC through June 2019	07/01/19	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$7,090.34)
		704873	06/01/19	Payroll Taxes Payable - AFLAC through May 2019	06/01/19	\$73.62	\$73.62	01-9210	Payroll Taxes Payable	\$0.00	(\$7,090.34)
							\$122.70				
771 Alison Crowley		06202019	06/19/19	LIBRARY SERVICES - Alison Crowley	06/19/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$320.00)
							\$40.00				
539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321		3115804	05/31/19	CONTRACTED SERVICES - Astrid Hesberg	06/30/19	\$497.25	\$497.25	01-1332	CONTRACTED SERVIC	\$99,500.00	\$46,976.77
		3116614	06/07/19	CONTRACTED SERVICES - Astrid Hesberg	07/07/19	\$453.05	\$453.05	01-1332	CONTRACTED SERVIC	\$99,500.00	\$46,976.77
		3115804	05/31/19	RATE AND SDC STUDY - Jeni Richardson	06/30/19	\$243.75	\$243.75	04-1313	RATE AND SDC STUDY	\$10,000.00	\$4,391.88
		3115804	05/31/19	RATE AND SDC STUDY - Jeni Richardson	06/30/19	\$243.75	\$243.75	05-1313	RATE AND SDC STUDY	\$10,000.00	\$4,684.37
							\$1,437.80				
768 Brian Carrara		06062019	06/19/19	PARK SHELTER USER FEES - Pak Shelter Refund, Brian Carrara	06/19/19	\$50.00	\$50.00	01-2102	PARK SHELTER USER	\$5,000.00	(\$1,860.00)
							\$50.00				
714 Cable Huston LLP, 1001 SW Fifth Avenue, Suite 2000, Portland, OR, 97204-1136		88002	06/04/19	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR	07/04/19	\$1,365.00	\$1,365.00	03-1312	MUNICIPAL SEPARATE	\$2,000.00	(\$19,559.08)
							\$1,365.00				
428 Carol Docken		06122019	06/19/19	LIBRARY SERVICES - Carol Docken	06/19/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$320.00)
							\$40.00				
466 CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869		704841CH008	06/13/19	CONSULTANTS - ENGINEERING	07/13/19	\$551.94	\$551.94	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$4,666.79
		704841CH008	06/13/19	20% CONSULTANTS ENGINEERING	07/13/19	\$3,831.68	\$3,831.68	02-1301	20% CONSULTANTS EN	\$20,000.00	\$5,818.01
		704841CH008	06/13/19	20% CONSULTANTS - ENGINEERING	07/13/19	\$3,340.09	\$3,340.09	04-1301	20% CONSULTANTS - E	\$20,000.00	\$13,540.08
		676583CH008	06/13/19	MORNINGSTAR AND ATI PUMP STATION UPGRADES	07/13/19	\$1,874.61	\$1,874.61	04-1403	MORNINGSTAR AND AT	\$385,000.00	(\$37,467.62)
							\$9,598.32				
48 Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838											

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Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
4023660080	06/11/19	CITY HALL MAINTENANCE & SUPPLIES - Cintas	06/11/19	\$236.94	\$236.94	01-1309	CITY HALL MAINTENAN	\$22,000.00	\$12,481.01	
4023660203	06/11/19	CITY HALL MAINTENANCE & SUPPLIES - Cintas	06/11/19	\$93.27	\$93.27	01-1309	CITY HALL MAINTENAN	\$22,000.00	\$12,481.01	
4023660109	06/11/19	PARK SUPPLIES & MAINTENANCE - Cintas	06/11/19	\$126.60	\$126.60	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$18,618.29	
					\$456.81					
111	Coastal - Albany, PO Box 99, Albany, OR, 97322									
37415	06/05/19	PARK SUPPLIES & MAINTENANCE - Coastal	06/05/19	\$26.95	\$26.95	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$18,618.29	
					\$26.95					
76	Coleen Haxby									
06012019	06/19/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Coleen Haxby	06/19/19	\$63.20	\$63.20	01-2301	PARKS & RECREATION	\$15,000.00	\$4,106.00	
					\$63.20					
728	Conservation Technix, Inc., PO Box 885, Orinda, CA, 94563									
814	06/01/19	SDC STUDY - Conservation Technix	07/01/19	\$5,401.64	\$5,401.64	01-2306	SDC STUDY	\$5,000.00	\$5,000.00	
					\$5,401.64					
767	Cordle Construcion, 38747 Scrael Hill Road, Albany, OR, 97322									
06192019	06/19/19	WATER (SDC) FEES	06/19/19	\$2,196.00	\$2,196.00	05-2101	WATER (SDC) FEES	\$300,000.00	\$84,859.00	
					\$2,196.00					
96	Cynthia Shaw									
06092019	06/19/19	LIBRARY SERVICES - Cynthia Shaw	06/19/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$320.00)	
					\$40.00					
772	Dean Church									
05172019	06/19/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM, Dean Church	06/19/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$4,106.00	
					\$200.00					
398	Don Dixon									
06112019	06/19/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Don Dixon	06/19/19	\$164.00	\$164.00	01-2301	PARKS & RECREATION	\$15,000.00	\$4,106.00	
					\$164.00					
335	EC Electrical Construction Co, PO Box 35146, #43035, Seattle, WA, 98124-5146									
179638	06/10/19	OFFICE EXPENSES - lights	07/10/19	\$400.40	\$400.40	01-1352	OFFICE EXPENSES	\$20,000.00	\$4,815.12	
					\$400.40					
660	Element Graphics, 250 NW Tyler Avenue, Corvallis, OR, 97330									
8473	06/18/19	OFFICE EXPENSES - shrirts	07/18/19	\$1,304.00	\$1,304.00	01-1352	OFFICE EXPENSES	\$20,000.00	\$4,815.12	
					\$1,304.00					
590	Erik Lerwick									

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		03192019	06/19/19	LIBRARY SERVICES - Erik Lerwick	06/19/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$320.00)
							\$40.00				
481	Ferguson Waterworks, PO Box 847411, Dallas, TX, 75284-7411										
		0775572	06/10/19	PARK SUPPLIES & MAINTENANCE - Ferguson	06/10/19	\$14.28	\$14.28	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$18,618.29
							\$14.28				
566	Jake Gabell										
		06182019	06/19/19	MILEAGE - Jake Gabell	06/19/19	\$38.86	\$38.86	01-1351	MILEAGE	\$1,500.00	\$502.89
							\$38.86				
279	King Office Equipment, PO Box 631, Albany, OR, 97321										
		24257	06/10/19	WORK STATION AND FILE ROOM UPGRADES	07/10/19	\$19,674.20	\$19,674.20	01-1415	WORK STATION AND FI	\$19,800.00	\$19,310.00
							\$19,674.20				
20	Koontz, Perdue, Blasquez & Co., P.C., PO Box 605, Albany, OR, 97321										
		M000003	05/31/19	CONTRACTED SERVICES - Payroll Services	06/30/19	\$126.00	\$126.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$46,976.77
							\$126.00				
438	Kristen Barnes										
		06082019	06/19/19	LIBRARY SERVICES - Kristen Barnes	06/19/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$320.00)
							\$40.00				
86	Letha Brunell										
		06142019	06/19/19	LIBRARY SERVICES - Letha Brunell	06/19/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$320.00)
							\$40.00				
19	Linn County Planning and Building, PO Box 100, Albany, OR, 97321										
		06032019	06/03/19	PMNT TO LINN CO BUILDING DEPT - May 2019	06/03/19	\$29,483.61	\$29,483.61	01-5332	PMNT TO LINN CO BUIL	\$380,000.00	\$29,869.72
							\$29,483.61				
	Maria Diaz										
		06072019	06/19/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Maria Diaz	06/19/19	\$40.00	\$40.00	01-2301	PARKS & RECREATION	\$15,000.00	\$4,106.00
							\$40.00				
483	MetLife - Group Benefits, PO Box 804466, Kansas City, MO, 64180-4466										
		06132019	06/13/19	DENTAL & VISION INSURANCE	07/01/19	\$801.05	\$801.05	01-1214	DENTAL & VISION INSU	\$9,600.00	\$1,285.28
							\$801.05				
55	Mid-Valley Newspapers, PO Box 742548, Cincinnati, OH, 45274-2548										
		108518	04/29/19	BIDS PUBLICATION	04/29/19	\$152.80	\$152.80	01-1306	BIDS PUBLICATION	\$500.00	(\$376.80)
		110019	06/06/19	BIDS PUBLICATION	06/06/19	\$505.60	\$505.60	01-1306	BIDS PUBLICATION	\$500.00	(\$376.80)

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								\$658.40				
585	MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553	8719	06/14/19	Planning Consulting through May 2019	07/14/19	\$5,820.00	\$5,820.00	01-1353	CONSULTANTS - PLAN	\$80,000.00	\$6,726.67	
								\$5,820.00				
599	Pacific National Development, 3753 Commercial Street NE, P.O. Box 3550, Salem, OR, 97302	3627	06/10/19	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL	07/10/19	\$2,980.00	\$2,980.00	04-1328	SEWER MISCELLANEO	\$25,000.00	(\$4,137.17)	
								\$2,980.00				
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001	06202019-006 6	06/04/19	CITY HALL UTILITIES - Pacific Power	06/20/19	\$695.07	\$695.07	01-1317	CITY HALL UTILITIES	\$15,000.00	\$360.17	
		06202019-006 6	06/04/19	PARK SUPPLIES & MAINTENANCE - Pacific Power	06/20/19	\$71.52	\$71.52	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$18,618.29	
		06202019-006 6	06/04/19	STREET LIGHTS POWER - Pacific Power	06/20/19	\$3,129.72	\$3,129.72	02-1323	STREET LIGHTS POWE	\$40,000.00	\$8,012.55	
		06202019-006 6	06/04/19	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL - Pacific Power	06/20/19	\$793.19	\$793.19	04-1328	SEWER MISCELLANEO	\$25,000.00	(\$4,137.17)	
		06202019-007 4	06/04/19	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL	06/20/19	\$56.56	\$56.56	04-1328	SEWER MISCELLANEO	\$25,000.00	(\$4,137.17)	
								\$4,746.06				
614	Peter Spencer	06102019	06/19/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Peter Spencer	06/19/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$4,106.00	
								\$200.00				
15	Pitney Bowes Global Financial, PO Box 371887, Pittsburgh, PA, 15250-7887	3308919014	05/30/19	POSTAGE AND SHIPPING	06/29/19	\$40.17	\$40.17	01-1327	POSTAGE AND SHIPPI	\$1,000.00	\$29.59	
		3308919014	05/30/19	POSTAGE	06/29/19	\$100.42	\$100.42	04-1327	POSTAGE	\$2,500.00	\$55.31	
		3308919014	05/30/19	POSTAGE	06/29/19	\$100.43	\$100.43	05-1327	POSTAGE	\$2,500.00	\$55.29	
								\$241.02				
41	Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167	06102019	06/10/19	MEDICAL INSURANCE - through July 2019	07/01/19	\$6,938.35	\$6,938.35	01-1211	MEDICAL INSURANCE	\$85,000.00	\$11,177.35	
								\$6,938.35				
508	Samantha Sheley	06112019	06/19/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Samantha Sheley	06/19/19	\$163.20	\$163.20	01-2301	PARKS & RECREATION	\$15,000.00	\$4,106.00	
								\$163.20				
127	Scio Middle School, 33875 NW 1st Street, Scio, OR, 97351	06122019	06/19/19	PARK SHELTER USER FEES - Scio Middle School Refund	06/19/19	\$90.00	\$90.00	01-2102	PARK SHELTER USER	\$5,000.00	(\$1,860.00)	

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							\$90.00					
770	Stephanie Hinkle	05242019	06/19/19	LIBRARY SERVICES - Stephanie Hinkle	06/19/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$320.00)	
							\$40.00					
231	Sunbelt Rentals, Inc, PO Box 409211, Atlanta, GA, 30384-9211	470142	06/07/19	PARK SUPPLIES & MAINTENANCE	06/07/19	\$41.82	\$41.82	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$18,618.29	
							\$41.82					
Total Bills To Pay:							\$95,163.67					

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539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321		IN0465523	06/15/19	DISABILITY INSURANCE - Lifemap	07/05/19	\$139.74	\$139.74	01-1212	DISABILITY INSURANC	\$3,200.00	\$1,399.25
		3117323	06/14/19	CONTRACTED SERVICES - Astrid Hesberg	07/14/19	\$469.62	\$469.62	01-1332	CONTRACTED SERVIC	\$99,500.00	\$45,900.47
		3117338	06/14/19	PARK SUPPLIES & MAINTENANCE - Nicholas Bohanan	07/14/19	\$245.05	\$245.05	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$18,337.12
						\$854.41					
503 Benjamin Warner		06202019	06/20/19	LIBRARY SERVICES - Benjamin Warner	06/20/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	(\$640.00)
						\$40.00					
755 Brenda Humphrey		06252019	06/25/19	PARK SHELTER USER FEES - Park Shelter Refund - Brenda Humphrey	06/25/19	\$50.00	\$50.00	01-2102	PARK SHELTER USER	\$5,000.00	(\$1,820.00)
						\$50.00					
694 Capitol Dental Care, 3000 Market Street SE, Salem, OR, 97301		06252019	06/25/19	PARK SHELTER USER FEES, Park Game Bag Refund - Capitol Dental Care	06/25/19	\$40.00	\$40.00	01-2102	PARK SHELTER USER	\$5,000.00	(\$1,820.00)
						\$40.00					
596 Cardno, Inc., P.O. Box 123400, Dallas, TX, 75321-3400		517873	06/13/19	STORMWATER MASTER PLAN	07/13/19	\$193.02	\$193.02	03-1321	STORMWATER WASTE	\$65,000.00	\$3,388.90
						\$193.02					
237 Cascade Outdoor Power Equipment, , , ,		16473	06/11/19	PARK SUPPLIES & MAINTENANCE - Work on Edger	07/11/19	\$146.90	\$146.90	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$18,337.12
						\$146.90					
773 CH2MHILL OMI, Department 1267, Denver, CO,		351259-012	06/19/19	OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) W	07/19/19	\$3,895.18	\$3,895.18	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$4,290.58
						\$3,895.18					
50 City of Albany, PO Box 490, Albany, OR, 97321		175	06/27/19	2019 Aerial Mapping Update	06/27/19	\$8,700.00	\$8,700.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$45,900.47
						\$8,700.00					
602 Danielle Apken		06242019	06/25/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Danielle Apken	06/25/19	\$56.00	\$56.00	01-2301	PARKS & RECREATION	\$15,000.00	\$3,275.60
						\$56.00					
659 David Evans & Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340		445785	06/20/19	PCPI EXPENSE	07/20/19	\$2,509.10	\$2,509.10	02-1303	PCPI EXPENSE	\$20,000.00	\$19.27

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InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
445785	06/20/19	SEWER PCPI	07/20/19	\$2,509.10	\$2,509.10	04-1303	SEWER PCPI	\$15,000.00	(\$2,425.80)
445785	06/20/19	PCPI EXPENSE	07/20/19	\$2,509.11	\$2,509.11	05-1303	PCPI EXPENSE	\$15,000.00	(\$2,425.79)
					\$7,527.31				
528	Dianna Plotts								
06192019	06/25/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Dianna Plotts	06/25/19	\$144.00	\$144.00	01-2301	PARKS & RECREATION	\$15,000.00	\$3,275.60
					\$144.00				
398	Don Dixon								
06242019	06/25/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Don Dixon	06/25/19	\$36.00	\$36.00	01-2301	PARKS & RECREATION	\$15,000.00	\$3,275.60
					\$36.00				
272	Earth20, PO Box 70, Culver, OR, 97734								
284685	06/20/19	MATERIALS & SUPPLIES	06/20/19	\$27.99	\$27.99	01-1330	MATERIALS & SUPPLIE	\$10,000.00	\$1,230.95
					\$27.99				
49	Home Depot, Home Depot Credit Service/Dept. 32 - 2501856748, PO Box 9001043, Louisville, KY, 40290-1043								
06302019	06/13/19	PARK SUPPLIES & MAINTENANCE	07/01/19	\$52.10	\$52.10	01-2302	PARK SUPPLIES & MAI	\$55,000.00	\$18,337.12
					\$52.10				
774	Julie Teagarden								
06202019	06/25/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Julie Teagarden	06/25/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$3,275.60
					\$200.00				
650	Katie Borninski								
06202019	06/25/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Katie Borninski	06/25/19	\$72.00	\$72.00	01-2301	PARKS & RECREATION	\$15,000.00	\$3,275.60
					\$72.00				
19	Linn County Planning and Building, PO Box 100, Albany, OR, 97321								
06182019	06/18/19	CONTRACTED SERVICES	06/18/19	\$25.00	\$25.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$45,900.47
					\$25.00				
761	Mike's Heating and Air, PO BOX 748, Albany, OR, 97321								
152893	06/19/19	CONTRACTED SERVICES - HVAC	07/19/19	\$350.00	\$350.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$45,900.47
					\$350.00				
457	Nicole Hobbs								
06252019	06/25/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Nicole Hobbs	06/25/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$3,275.60
					\$200.00				

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
775 Northside Ford Truck Sales Inc, 6221 NE Columbia Blvd, Portland, OR, 97218		5721	06/19/19	SERVICE VEHICLE	06/19/19	\$13,829.97	\$13,829.97	01-2404	SERVICE VEHICLE	\$15,000.00	\$15,000.00
5721	06/19/19	SERVICE VEHICLE	06/19/19	\$4,609.99	\$4,609.99	02-1412	SERVICE VEHICLE	\$5,000.00	\$5,000.00		
5721	06/19/19	SERVICE VEHICLE	06/19/19	\$13,829.97	\$13,829.97	04-1412	SERVICE VEHICLE	\$15,000.00	\$15,000.00		
5721	06/19/19	SERVICE VEHICLE	06/19/19	\$13,829.97	\$13,829.97	05-1412	SERVICE VEHICLE	\$15,000.00	\$15,000.00		
							\$46,099.90				
447 R.L Reimers Company, 3939 Old Salem Road Suite# 200, Albany, OR, 97321		219518	06/14/19	MORNINGSTAR AND ATI PUMP STATION UPGRADES - RL Reimers	06/14/19	\$84,286.33	\$84,286.33	04-1403	MORNINGSTAR AND AT	\$385,000.00	(\$39,342.23)
							\$84,286.33				
559 Sarah Wilson		06242019	06/25/19	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM - Sarah Wilson	06/25/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$3,275.60
							\$200.00				
676 Stages Northwest, Inc., PO Box 22229, Milwaukie, OR, 97269		4821	06/25/19	MILLERSBURG CELEBRATION - Stages Northwest	06/25/19	\$1,310.00	\$1,310.00	01-1326	MILLERSBURG CELEBR	\$10,000.00	(\$20,094.25)
							\$1,310.00				
73 United Systems Technology, Inc., P.O. Box 743722, Atlanta, GA, 30374-3722		228206	06/25/19	CONTRACTED SERVICES - USTI	06/25/19	\$300.00	\$300.00	01-1332	CONTRACTED SERVIC	\$99,500.00	\$45,900.47
RI-741497	06/25/19	CONTRACTED SERVICES	06/25/19	\$5,296.94	\$5,296.94	01-1332	CONTRACTED SERVIC	\$99,500.00	\$45,900.47		
							\$5,596.94				
Total Bills To Pay:							\$160,103.08				

**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
714 Cable Huston LLP, 1001 SW Fifth Avenue, Suite 2000, Portland, OR, 97204-1136		88506	06/25/19	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR	06/25/19	\$812.50	\$812.50	03-1312	MUNICIPAL SEPARATE	\$2,000.00	(\$20,924.08)
							\$812.50				
749 Galardi Consulting, LLC, 7327 SW Barnes Rd #224, Portland, OR, 97225		M-2	06/30/19	RATE AND SDC STUDY	06/30/19	\$7,057.70	\$7,057.70	04-1313	RATE AND SDC STUDY	\$10,000.00	\$4,148.13
M-2		06/30/19	RATE AND SDC STUDY		06/30/19	\$7,057.70	\$7,057.70	05-1313	RATE AND SDC STUDY	\$10,000.00	\$4,440.62
							\$14,115.40				
765 Handy Hands Landscape C&M LLC, 31410 HWY 34, Tangent, OR, 97389		06242019	06/24/19	INSTALLATION OF TEMP FACILITIES - Landscaping	06/24/19	\$7,580.00	\$7,580.00	01-4304	INSTALLATION OF TEM	\$50,000.00	\$48,928.01
							\$7,580.00				
292 Progressive Design Builders, PO Box 727, Albany, OR, 97321		34634	06/30/19	LAND USE FEE -PA 19-01 Final Plat Fee Refund, double payment	06/30/19	\$300.00	\$300.00	01-1106	LAND USE FEE	\$20,000.00	(\$7,000.30)
							\$300.00				
Total Bills To Pay:							\$22,807.90				

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
136 ABC House, PO Box 68, Albany, OR, 97321		07012019	07/03/19	COMMUNITY SUPPORT - ABC House	07/03/19	\$5,000.00	\$5,000.00	01-1320	COMMUNITY SUPPORT	\$22,600.00	\$22,600.00
							\$5,000.00				
135 Boys & Girls Club of Albany, 1215 SE Hill Street, Albany, OR, 97322		07012019	07/03/19	COMMUNITY SUPPORT - Boys and Girls Club of Albany	07/03/19	\$5,000.00	\$5,000.00	01-1320	COMMUNITY SUPPORT	\$22,600.00	\$22,600.00
							\$5,000.00				
607 Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566		072206242019	06/24/19	CITY HALL UTILITIES - Business Connections Inc through June 2019	07/20/19	\$42.95	\$42.95	01-1317	CITY HALL UTILITIES	\$32,200.00	\$32,200.00
							\$42.95				
776 Caselle, Inc, 1656 S East Bay Blvd Ste 100, Provo, UT, 84606		07022019	07/02/19	CONTRACTED SERVICES - Caselle Software initial cost	07/02/19	\$30,611.00	\$30,611.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$162,625.00
							\$30,611.00				
777 Catherine Myers		07022019	07/02/19	Library Reimbursement - Catherine Myers	07/02/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$3,000.00
							\$40.00				
26 Century Link, PO Box 91155, Seattle, WA,		06282019	06/20/19	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL - Century Link	07/10/19	\$108.29	\$108.29	04-1328	SEWER MISCELLANEO	\$10,000.00	\$10,000.00
							\$108.29				
50 City of Albany, PO Box 490, Albany, OR, 97321		NW Air and Art	07/03/19	COMMUNITY SUPPORT - NW Air and Art Festival	07/03/19	\$2,500.00	\$2,500.00	01-1320	COMMUNITY SUPPORT	\$22,600.00	\$22,600.00
							\$2,500.00				
327 De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602		63985127	07/02/19	CONTRACTED SERVICES - payroll services through July 2019	08/01/19	\$418.55	\$418.55	01-1332	CONTRACTED SERVIC	\$162,625.00	\$162,625.00
							\$418.55				
251 Dustin Patton		07012019	07/01/19	CITY HALL UTILITIES - Dustin Patton - July Cell Phone Reimbursement	07/01/19	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$32,200.00
							\$35.00				
272 Earth2O, PO Box 70, Culver, OR, 97734		284684	06/20/19	PARK SUPPLIES & MAINTENANCE - Earth2O	06/20/19	\$21.49	\$21.49	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
							\$21.49				
637	Erin Elizabeth Girt										

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		06232019	07/02/19	Library Reimbursement - Erin Girt	07/02/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$3,000.00
							\$40.00				
16	Forrest Reid, PO Box 329, Tangent, OR, 97389										
June 2019		06/30/19	06/30/19	LEGAL SERVICES - Forrest Reid through June 2019	07/30/19	\$10,325.00	\$10,325.00	01-1339	LEGAL SERVICES	\$170,000.00	\$170,000.00
							\$10,325.00				
608	Garten Services, Inc., P.O. Box 13970, Salem, OR, 97309										
M63713A		06/28/19	06/28/19	MATERIALS & SUPPLIES - Garten Supplies	07/28/19	\$118.06	\$118.06	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00
M63713A		06/28/19	06/28/19	CONTRACTED SERVICES - Garten through June 2019	07/28/19	\$664.92	\$664.92	01-1332	CONTRACTED SERVIC	\$162,625.00	\$162,625.00
							\$782.98				
1	Greater Albany Public School District 8J, 718 Seventh Avenue SW, Albany, OR,										
07012019		07/01/19	07/01/19	PMNT TO GAPS	07/31/19	\$82,442.25	\$82,442.25	01-5331	PMNT TO GAPS	\$297,000.00	\$297,000.00
							\$82,442.25				
566	Jake Gabell										
07012019		07/01/19	07/01/19	CITY HALL UTILITIES - Jake Gabell - July Cell Phone Reimbursement	07/01/19	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$32,200.00
							\$35.00				
279	King Office Equipment, PO Box 631, Albany, OR, 97321										
7814		06/26/19	06/26/19	MATERIALS & SUPPLIES - King Office, Janell's Bookcases	07/26/19	\$455.00	\$455.00	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00
							\$455.00				
492	Kristin Witt										
07012019		07/02/19	07/02/19	PARKS & RECREATION - Reimbursement - Kristin Witt	07/02/19	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$15,000.00
							\$200.00				
473	Kristina Taylor										
06102019		07/02/19	07/02/19	Library Reimbursement - Kristina Taylor	07/02/19	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$3,000.00
07012019		07/02/19	07/02/19	PARKS & RECREATION - Reimbursement, Kristina Taylor	07/02/19	\$152.00	\$152.00	01-2301	PARKS & RECREATION	\$15,000.00	\$15,000.00
							\$192.00				
143	Linn County Fair & Expo, 3700 Knox Butte Rd, Albany, OR, 97322										
2019		07/02/19	07/02/19	COMMUNITY SUPPORT - Linn County Fair and Expo	07/02/19	\$3,000.00	\$3,000.00	01-1320	COMMUNITY SUPPORT	\$22,600.00	\$22,600.00
							\$3,000.00				
139	Meals on Wheels, 1400 Queen Ave SE, Albany, OR, 97322										
01072019		07/03/19	07/03/19	COMMUNITY SUPPORT - Meals on Wheels	07/03/19	\$1,100.00	\$1,100.00	01-1320	COMMUNITY SUPPORT	\$22,600.00	\$22,600.00
							\$1,100.00				

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
55 Mid-Valley Newspapers, PO Box 742548, Cincinnati, OH, 45274-2548		110874-1	06/20/19	BIDS PUBLICATION, Mid-Valley Newspapers - Notice of Appeal 6/20/19	07/20/19	\$313.00	\$313.00	01-1306	BIDS PUBLICATION	\$1,000.00	\$1,000.00
							\$313.00				
761 Mike's Heating and Air, PO BOX 748, Albany, OR, 97321		152956	06/26/19	CONTRACTED SERVICES - Mike's Heating and Air - AC quarterly maintenance	07/26/19	\$105.00	\$105.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$162,625.00
							\$105.00				
617 Pacific Office Automation, 14747 NW Greenbriar Pkwy, Beaverton, OR, 97006		115752	06/25/19	CONTRACTED SERVICES - Pacific Office Automation - printer overages	07/25/19	\$219.20	\$219.20	01-1332	CONTRACTED SERVIC	\$162,625.00	\$162,625.00
114502	06/25/19	Plotter	07/25/19		\$46.00	\$46.00	01-1420	Plotter	\$9,000.00	\$9,000.00	
							\$265.20				
23 Pacific Power, PO Box 26000, Portland, OR, 97256-0001		07152019	07/01/19	UTILITIES - FIRE STATION	07/15/19	\$301.30	\$301.30	01-4303	UTILITIES - FIRE STATI	\$7,000.00	\$7,000.00
							\$301.30				
84 Ultrex, 110 SW 9th Avenue, Albany, OR, 97321		INV73080	06/25/19	CONTRACTED SERVICES - Ultrex printing	07/10/19	\$188.15	\$188.15	01-1332	CONTRACTED SERVIC	\$162,625.00	\$162,625.00
							\$188.15				
700 US Bank, P.O. Box 790428, St Louis, MO, 63179-0428		06202019	06/20/19	CITY HALL UTILITIES - Republic Services	07/20/19	\$104.46	\$104.46	01-1317	CITY HALL UTILITIES	\$32,200.00	\$32,200.00
06202019	06/20/19	CITY HALL UTILITIES - Verizon, iPad data cost	07/20/19		\$40.01	\$40.01	01-1317	CITY HALL UTILITIES	\$32,200.00	\$32,200.00	
06202019	06/20/19	CITY HALL UTILITIES - Comcast, telephone and internet	07/20/19		\$325.60	\$325.60	01-1317	CITY HALL UTILITIES	\$32,200.00	\$32,200.00	
06202019	06/20/19	POSTAGE AND SHIPPING - UPS mailing	07/20/19		\$25.57	\$25.57	01-1327	POSTAGE AND SHIPPI	\$1,100.00	\$1,100.00	
05272019	07/03/19	MATERIALS & SUPPLIES - Staples, returned envelopes	07/03/19		(\$37.88)	(\$37.88)	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	
06202019	06/20/19	MATERIALS & SUPPLIES - Stamford Office Furniture, organizers	07/20/19		\$244.26	\$244.26	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	
06202019	06/20/19	MATERIALS & SUPPLIES - Home Depot, tile scraper	07/20/19		\$33.65	\$33.65	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	
06202019	06/20/19	MATERIALS & SUPPLIES - Staples, name signs	07/20/19		\$5.04	\$5.04	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	
06202019	06/20/19	MATERIALS & SUPPLIES - Staples, name signs	07/20/19		\$5.04	\$5.04	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	
06202019	06/20/19	MATERIALS & SUPPLIES - Staples, check stamp	07/20/19		\$13.76	\$13.76	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	
06202019	06/20/19	MATERIALS & SUPPLIES - Amazon, cleaning supplies	07/20/19		\$12.99	\$12.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	
06202019	06/20/19	MATERIALS & SUPPLIES - Home Depot, keys	07/20/19		\$8.76	\$8.76	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	
06202019	06/20/19	MATERIALS & SUPPLIES - Amazon, letter tray	07/20/19		\$26.76	\$26.76	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00	

City of Millersburg
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Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
06202019	06/20/19	MATERIALS & SUPPLIES - Staples, files	07/20/19	\$41.34	\$41.34	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00
06202019	06/20/19	MATERIALS & SUPPLIES - Staples, banker boxes	07/20/19	\$27.54	\$27.54	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$15,000.00
06202019	06/20/19	CONTRACTED SERVICES - Site5, webhosting through June 2019	07/20/19	\$15.95	\$15.95	01-1332	CONTRACTED SERVIC	\$162,625.00	\$162,625.00
06202019	06/20/19	MEETINGS & TRAINING - Pizzamore, city council meal	07/20/19	\$70.40	\$70.40	01-1335	MEETINGS & TRAINING	\$8,000.00	\$8,000.00
06202019	06/20/19	MEETINGS & TRAINING - LOC, 2019 OMA summer Conference	07/20/19	\$275.00	\$275.00	01-1335	MEETINGS & TRAINING	\$8,000.00	\$8,000.00
06202019	06/20/19	MEETINGS & TRAINING - Safeway, PC worksession food	07/20/19	\$74.15	\$74.15	01-1335	MEETINGS & TRAINING	\$8,000.00	\$8,000.00
06202019	06/20/19	MEETINGS & TRAINING - Sam City, lunch with councilor	07/20/19	\$43.00	\$43.00	01-1335	MEETINGS & TRAINING	\$8,000.00	\$8,000.00
06202019	06/20/19	MEETINGS & TRAINING - Fred Myer, food for meeting	07/20/19	\$11.37	\$11.37	01-1335	MEETINGS & TRAINING	\$8,000.00	\$8,000.00
06202019	06/20/19	MEETINGS & TRAINING - Costco, water and soda	07/20/19	\$27.47	\$27.47	01-1335	MEETINGS & TRAINING	\$8,000.00	\$8,000.00
06202019	06/20/19	MEETINGS & TRAINING - Safeway, County building meeting food	07/20/19	\$28.98	\$28.98	01-1335	MEETINGS & TRAINING	\$8,000.00	\$8,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE - Republic Services	07/20/19	\$317.99	\$317.99	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE - U&D Nursery playground chips	07/20/19	\$516.00	\$516.00	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE - Home Depot drywall screws	07/20/19	\$2.36	\$2.36	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE - Home Depot, trash bags	07/20/19	\$39.94	\$39.94	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE - Home Depot, PVC pipe	07/20/19	\$4.32	\$4.32	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE - Home Depot, Blacktop patch	07/20/19	\$36.18	\$36.18	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE - Home Depot, Blacktop patch	07/20/19	\$29.94	\$29.94	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE, Bark Place, beach sand	07/20/19	\$960.00	\$960.00	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	PARK SUPPLIES & MAINTENANCE - Amazon, toilet paper	07/20/19	\$70.12	\$70.12	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
06202019	06/20/19	UTILITIES - FIRE STATION - Republic Services	07/20/19	\$165.26	\$165.26	01-4303	UTILITIES - FIRE STATI	\$7,000.00	\$7,000.00
					\$3,565.33				
328	Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321								
273789	06/30/19	PARK SUPPLIES & MAINTENANCE - Velley Merchant Pollice through June 2019	07/30/19	\$300.00	\$300.00	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$70,000.00
					\$300.00				
85	Xterma Pest Control, Inc., P.O. Box 321, Sweet Home, OR, 97386								

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		06102019	06/10/19	CONTRACTED SERVICES - Pest control	07/10/19	\$110.00	\$110.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$162,625.00
							<u>\$110.00</u>				
Total Bills To Pay:							<u><u>\$147,497.49</u></u>				



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: June

TRAFFIC CITATIONS: _____	6
TRAFFIC WARNINGS: _____	4
TRAFFIC CRASHES: _____	5
ADULTS CITED/VIOLATIONS: _____	0
ADULTS ARRESTED : _____	1
JUVENILES CITED/VIOLATIONS: _____	0
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	117
TRAFFIC HOURS: _____	11.5
ADMINISTRATION HOURS: _____	1

TOTAL HOURS SPENT: MILLERSBURG 124.25

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: July 3, 2019 for Council Meeting July 9, 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:

The community survey closed on 6/14/19. In total, 442 survey responses were received, representing 19% of the total population of Millersburg. A summary of the survey results is attached for review.

The next Parks Committee meeting is scheduled for July 11 at 4:00 PM. The consultant will be going over the survey results, as well as the feedback from the open house and the project website (MindMixer).

Water and Sewer Rate Study:

The consultant presented the financial plan and proposed rate structure at the Council work session on June 25. Additional information will be presented at a Council work session on July 30.

City Hall Projects:

There are several projects currently underway at City Hall.

- **File room** – the new filing system installation has been rescheduled for the week of July 10. We appreciate everyone's patience as our files have been less accessible than normal.
- **AV upgrades** – currently working on contract negotiations with selected vendor. The project is anticipated to be completed this fall.
- **Council chambers dais** – receiving an estimate for a pre-built dais.
- **Fiber/Phones** – staff is negotiating with LS Networks to provide fiber to City Hall. LS Networks also has the ability to provide a VOIP phone system.
- **Utility billing and general ledger software** – work has been contracted, awaiting contact from Caselle implementation team.

- **Landscaping** – due to the need to take on additional landscaping duties at the City-owned residence and an evaluation of current staff workload, quotes have been solicited for a landscape company to take over ongoing landscape maintenance at City Hall and the City-owned residence. Handy Hands Landscape was selected for the ongoing maintenance contract for a cost of \$1,280/mo for City Hall and \$480/mo for the City-owned residence. An initial landscaping cleanup has been scheduled to begin on July 5. Funding for the ongoing monthly cost will come out of “City Hall Maintenance and Supplies” and “Contracted Services” in the General Fund, as well as “Parks Supplies and Maintenance” in the Parks Fund.

City Codes:

- **Municipal Code Update** – finalizing, should be online by the end of July
- **Land Use Development Code Update** – Planning Commission and staff have worked through the first draft of the Code revision. A public open house is scheduled for July 29 from 4:00 to 7:30 to present the proposed zoning map and some specific Code sections.

ID	Task Mode	Task Name	Duration	Start	Finish	Pred	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	151 days	Wed 1/2/19	Wed 7/31/19		
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		2019-2020 Budget	75 days	Mon 3/18/19	Fri 6/28/19		Jake, Kevin, Janelle
28		Revise budget layout	51 days	Mon 1/14/19	Mon 3/25/19		Jake
29		Develop proposed budget	60 days	Mon 1/28/19	Fri 4/19/19		
30		Adopt budget	55 days	Mon 4/15/19	Fri 6/28/19		
31		CIP update	105 days	Mon 2/4/19	Fri 6/28/19		Janelle
32							
33		Equipment life/replacement costs tracking	260 days	Wed 1/2/19	Tue 12/31/19		
34		City Hall Equipment					
35		Parks/Maintenance Equipment					
36		Fire Station					
37							
38		City Hall work	260 days	Wed 1/2/19	Tue 12/31/19		
39		Council Chambers					
40		Upgrade audio and video system	217 days	Wed 1/2/19	Thu 10/31/19		
41		Council dias	217 days	Wed 1/2/19	Thu 10/31/19		
42		Consider new audience chairs?					
43		Records Room reorganization - rolling files	143 days	Wed 1/2/19	Fri 7/19/19		Kim, Kevin
44		Office space modifications	217 days	Wed 1/2/19	Thu 10/31/19		Kevin, Kim
45		Upgrade phone system					Jake
46		Broadband					Kevin
47		Walking path around north end of City Hall					
48		Security cameras on City Hall exterior					Jake
49							
50		Planning, Building, and Development	260 days	Wed 1/2/19	Tue 12/31/19		
51		Complete Land Use Development Code Revision	216.25 day	Wed 1/2/19	Thu 10/31/19		John Morgan
52		Consider UGB expansion	260 days	Wed 1/2/19	Tue 12/31/19		John, Kevin, Janelle
53		Buildable Lands Inventory and Housing Needs Analysis					
54		Update planning fees	136 days	Tue 1/1/19	Tue 7/9/19		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	194 days	Mon 2/4/19	Thu 10/31/19		Janelle

Project: Task List
Date: Wed 7/3/19

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	February					
								1/21	1/28	2/4	2/11	2/18	
57	✓	Connection Fees/Reimbursement Agreement	115 days	Wed 1/2/19	Tue 6/11/19		Janelle,Jeff						
58	?												
59	?	Economic Development	260 days	Wed 1/2/19	Tue 12/31/19								
60	?	Consider business license											
61	?	Access to City property west of tracks											
62	?	Consider fuel tax											
63	?	Consider transient room tax											
64		Wetland delineation for city owned property	207 days	Mon 3/18/19	Tue 12/31/19								
65													
66		Fire Station Permanent	247 days	Mon 1/21/19	Tue 12/31/19								
67	✓	Select Site	115 days	Mon 1/21/19	Fri 6/28/19		Kevin,Janelle						
68	✓	RFQ to Select Designer	40 days	Mon 6/3/19	Fri 7/26/19		Kevin,Janelle						
69	✓	Select Design Firm	45 days	Mon 7/29/19	Fri 9/27/19		Kevin,Janelle						
70	✓	Preliminary Design	67 days	Mon 9/30/19	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	1 day	Fri 6/28/19	Fri 6/28/19		Kim						
81		Rates	194 days	Wed 1/2/19	Mon 9/30/19								
82		Water	173 days	Wed 1/2/19	Fri 8/30/19								
83		Sewer	173 days	Wed 1/2/19	Fri 8/30/19								
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	194 days	Wed 1/2/19	Mon 9/30/19								
87		Sewer	194 days	Wed 1/2/19	Mon 9/30/19								
88		Streets	172 days	Fri 2/1/19	Mon 9/30/19								
89		Stormwater	172 days	Fri 2/1/19	Mon 9/30/19								
90		Parks	82 days	Mon 9/9/19	Tue 12/31/19								
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	150 days	Mon 2/4/19	Fri 8/30/19								
96		Crooks Creek north trib project	433 days	Mon 2/4/19	Wed 9/30/20								
97	✓	Stormfilter cartridges at Crooks Creek on Millersburg drive - regular checking/cleaning/replacement plan	194 days	Wed 1/2/19	Mon 9/30/19		Janelle						
98	✓	Have Millersburg storm drain facilities added to Albany GIS system	173 days	Wed 1/2/19	Fri 8/30/19		Janelle						
99	✓	Erosion Control Permit Program	171 days	Mon 2/4/19	Mon 9/30/19		Janelle						
100	✓	Develop inspection and maintenance program	150 days	Mon 2/4/19	Fri 8/30/19		Janelle						
101	?												
102		Water	260 days	Wed 1/2/19	Tue 12/31/19								
103	✓	Evaluate DRC contract	110 days	Mon 4/1/19	Fri 8/30/19		Janelle						
104	✓	Water master plan - submit finance component	194 days	Wed 1/2/19	Mon 9/30/19		Janelle						
105	✓	Annual water audit	170 days	Mon 1/7/19	Fri 8/30/19		Janelle,Kim						
106	✓	Consider weather station on park irrigation system	173 days	Wed 1/2/19	Fri 8/30/19		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	128 days	Wed 1/2/19	Fri 6/28/19		Janelle						
112	✓	Evaluate flow monitoring contract	110 days	Mon 4/1/19	Fri 8/30/19		Janelle						

Project Task List
Date: Wed 7/3/19

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
113		Reuse water study	260 days	Wed 1/2/19	Tue 12/31/19		Janelle, Kevin
114							
115		Transportation/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 8/30/19		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	135 days	Wed 1/2/19	Tue 7/9/19		Kevin, Forrest
130		Update maintenance job descriptions	160 days	Wed 1/2/19	Tue 8/13/19		Janelle

Project: Task List
Date: Wed 7/3/19

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



To: Janelle Booth, Assistant City Manager/City Engineer
From: Steve Duh, Conservation Technix, Inc.
Date: June 26, 2019
Re: **City of Millersburg Parks Master Plan**
Community Survey Summary Results

Conservation Technix is pleased to present the results of a survey of the general population of the City of Millersburg that assesses residents' recreational needs, preferences and priorities.

SURVEY METHODOLOGY

In close collaboration with City staff and the Millersburg Parks Committee, Conservation Technix developed the 18-question survey that was estimated to take approximately ten minutes to complete.

The mail survey was prepared as a 100% resident sample and was mailed to 968 addresses on April 3, 2019. The City circulated an additional 170 surveys to households that were not provided a survey in the initial mailing. An online version of the same survey was prepared and posted to the City's website. Information about the survey was provided on the City's website home page and on the Parks Master Plan project page. It was promoted via multiple Nextdoor announcements and during a public open house meeting held on May 7, 2019 that served as the first public meeting for the Parks Master Plan. Open house attendees were encouraged to take the survey online with laptops provided at the meeting. The survey was closed on June 14th, and preliminary data were compiled and reviewed.

In all, 442 survey responses were received, which is approximately 19% of the total population of Millersburg.

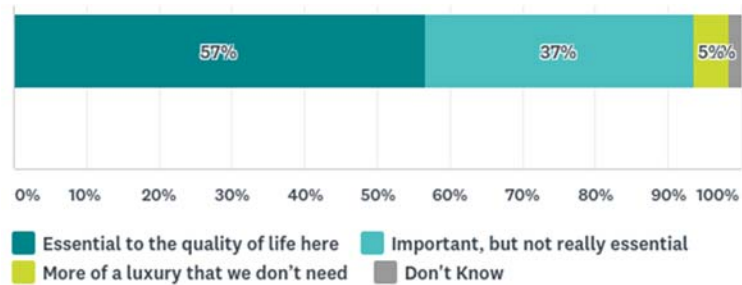
This report includes findings on general community opinions. Since the survey was open to the general public and respondents were not selected through statistical sampling methods, the results are not necessarily representative of all City residents. In particular, the survey was not completed by any residents under the age of 20, who make up nearly one-third of the city's population.

Percentages in the report may not add up to 100% due to rounding.

KEY FINDINGS

Millersburg residents strongly value their parks and recreation facilities.

Nearly all residents (94%) think parks and recreation are important to quality of life in Millersburg.



Residents visit parks frequently.

Nearly two-thirds of residents visit parks or recreation facilities at least once a month. Nearly nine in ten residents have visited City Park, while fewer have visited Talking Water Gardens and Acorn Parks. The most popular reasons residents visit are to use walking paths or playgrounds.

Residents are generally satisfied with existing parks and recreation facilities.

A large majority of residents (72%) are satisfied with the value they receive from the City of Millersburg for parks and recreation amenities. More than 80% of residents rated the condition of City Park or Talking Water Gardens as excellent or good. Acorn Park was rated less favorably and is also less frequently visited. However, over half of residents said they would visit parks more often if the City addressed maintenance, accessibility or safety issues or provided desired facilities, programs, or equipment.

Residents would like to see improvements made to the parks & recreation system and are willing to pay more to fund them.

More than half of survey respondents think Millersburg does not have enough neighborhood walking and biking trails (65%) and more than 80% are supportive of expanding the trail network. Respondents were split on the adequacy of parks, picnic areas, and sports fields and courts, with close to half (48-51%) feeling there are about the right number or more than enough, but similar numbers responding that there are not enough or they were unsure. However, more than eight in ten residents would be supportive of adding or improving picnic areas and community events or festivals. Notably, improving multi-use trails and picnic areas appealed to residents of all ages and family sizes.

Residents are split on their willingness to pay more to support these improvements. Approximately 22% of residents would not be willing to pay any additional taxes to support improvements to parks and recreation. However, most residents would be willing to pay more – ranging from less than \$5 per month (30%) to over \$10 per month (28%).

DIFFERENCES BY DEMOGRAPHIC GROUPS

The table below summarizes key differences between respondents of different demographic groups.

Note: The survey did not include a representative sample of residents. Results are for informational purposes only.

Age	
<p style="text-align: center;">20 to 45</p> <ul style="list-style-type: none"> • More likely to feel that parks and recreation are essential to the quality of life in Millersburg • Most frequent users of parks & recreation facilities • More likely to have children in the home • Tend to be less satisfied with the value provided by Millersburg’s parks • More likely than older residents to prioritize developing new parks • More supportive of adding the active use activities listed, such sports courts/fields, splash pads, indoor fitness equipment, disc golf, and gyms • More likely to be willing to pay more to improve park and recreation services 	<p style="text-align: center;">Over 45</p> <ul style="list-style-type: none"> • Tend to be less frequent users of parks • Tend to be more satisfied with the value provided by Millersburg’s parks • More likely than younger residents to prioritize maintaining existing parks • More likely to feel parks should be supported within current tax revenues
Children in Household	
<p style="text-align: center;">0 kids</p> <ul style="list-style-type: none"> • More likely to be older adults • More likely than those with children to cite being too busy as a reason why they do not use parks more often • Tend to be more satisfied with the value provided by Millersburg’s parks • More likely to feel parks should be supported within current tax revenues 	<p style="text-align: center;">1 – 3 kids</p> <ul style="list-style-type: none"> • More likely to be frequent visitors and to have visited Talking Water Gardens and/or Acorn Parks • Tend to be less satisfied with the value provided by Millersburg’s parks • More likely to cite crowding, maintenance issues, or lack of desired programs or equipment as reasons why they do not visit more often • Most likely to visit parks to use playgrounds or attend family gatherings, events or festivals • More likely to support active-use improvements than those without children at home • More likely to be willing to pay more to improve park and recreation services • Stronger preference for school flyers as a communication method
Location	
<p style="text-align: center;">West of Granite/Katelyn Ave</p> <ul style="list-style-type: none"> • NW: Most likely to feel there are not enough parks and walking/biking trails • NW: 37% of residents said facilities are ‘too far from my home’ compared to less than 10% in other areas 	<p style="text-align: center;">East of Granite/Katelyn Ave</p> <ul style="list-style-type: none"> • NE: Tend to be less frequent users of parks • E: Placed a higher priority on developing new parks (33%) as compared to 16%-23% for other areas

FULL RESULTS

How much do residents value parks and recreation?

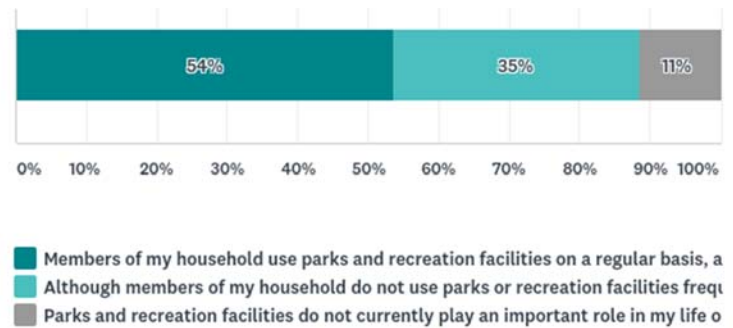
Nearly all residents (94%) feel that local parks, recreation options and open space opportunities are important or essential to the quality of life in Millersburg. Nearly six in ten feel that they are essential; while an additional 37% believe that they are important to quality of life, but not essential. Only 5% of respondents believe parks are “more of a luxury that we don’t need”.

Residents under 45 are more likely than older age groups to use parks and recreation facilities on a regular basis and to feel that they are essential to the quality of life in Millersburg.

1. When you think about the things that contribute to the quality of life in Millersburg, would you say that public parks and recreation opportunities are...

Response options	Percent	94%
Essential to the quality of life here	56.7%	
Important, but not really necessary	36.8%	
More of a luxury that we don't need	4.9%	
Don't know	1.6%	

2. Which one of the following three statements comes closest to the way you feel about parks and recreation in Millersburg?

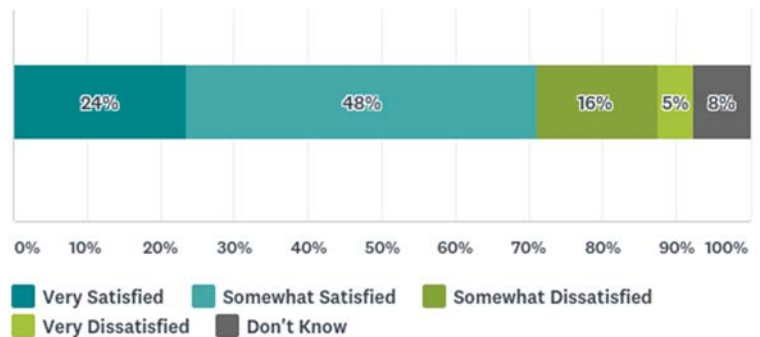


Are residents satisfied with the value they receive from the City of Millersburg?

A large majority of residents (72%) are somewhat to very satisfied with the value they receive from the City of Millersburg for parks and recreation amenities. However, a share of residents (21%) are either somewhat or very dissatisfied.

Younger residents and those with children at home tend to be less satisfied with the value provided by Millersburg’s parks than older residents or those with adult households.

4. Please rate your satisfaction with the overall value your household receives from the City of Millersburg for parks and recreation amenities.

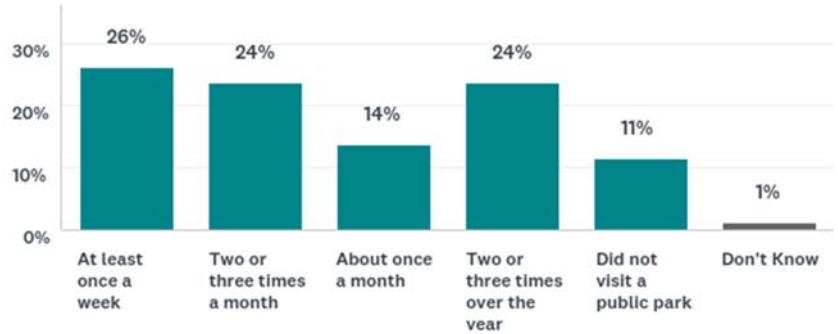


How often do residents use Millersburg’s parks & recreation facilities?

Respondents were asked how often they, or members of their household, visited a park and recreation facility in Millersburg over the past year. Residents tend to visit frequently, with 26% visiting at least once a week and another 38% visiting one to three times per month. About a quarter of residents visit just a few times per year. Few (11%) did not visit a park last year.

As compared to other age groups, adults under 45 are the most frequent users of Millersburg’s parks. Respondents who live east of Granite Avenue and north of 54th Avenue tend to be older and less frequent users of parks.

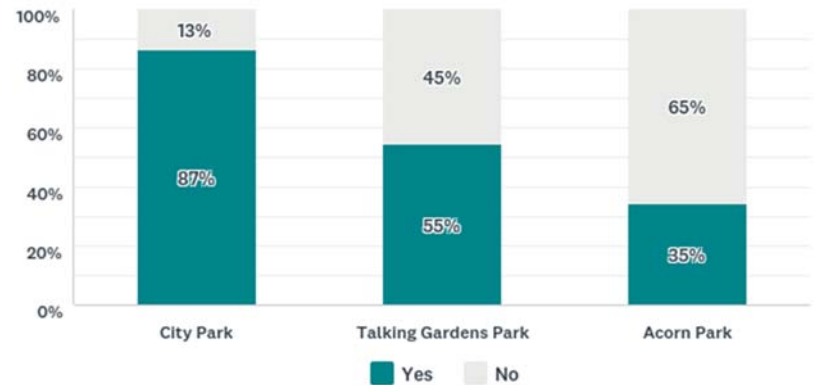
5. How many times over the past year have you or members of your household visited a public park or recreation facility in Millersburg?



Which parks & recreation facilities do residents visit?

The City asked residents which developed parks and recreation facilities they, or members of their household, have visited. Nearly nine in ten residents have visited City Park, 55% have visited Talking Water Gardens, and 35% have visited the Acorn Park.

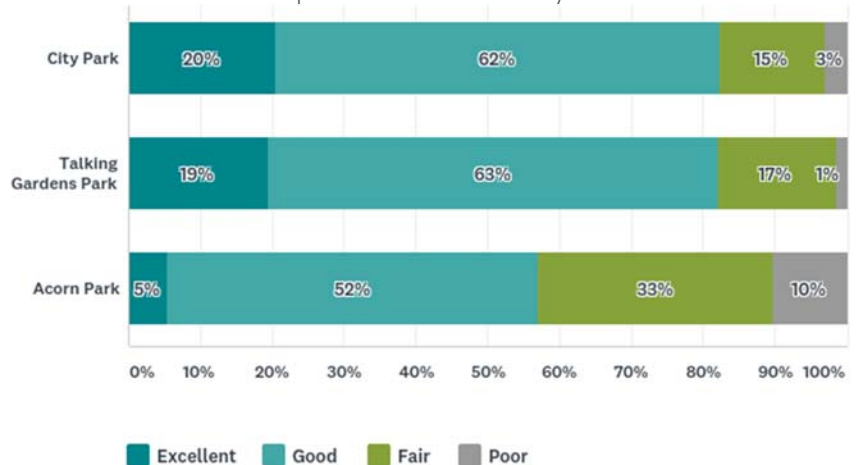
6a. Please indicate if YOU or any member of your HOUSEHOLD has used any of the following developed parks or recreation facilities listed below.



How would residents rate the condition of parks and facilities they have visited?

Of the residents who have visited City Park or Talking Water Gardens, more than eight in ten (82%) gave them a condition rating of excellent or good. Residents rated the condition of Acorn Park less favorably – however more than half (57%) consider it to be in excellent or good condition.

6b. For those you marked with a YES... please indicate how you would rate the condition of the park or recreation facility.



Why do residents visit parks?

Millersburg residents visit local parks and recreation facilities for a variety of reasons. The most popular activities are using walking paths (65%) or playgrounds (50%). More than one-third of respondents visited for fitness or relaxation (39% and 33% respectively, or to attend an gathering, festival, or celebration (34-37%). Fewer visited to use an athletic field (27%), tennis court (11%) or volleyball court (4%). In addition, 12 respondents (3%) wrote in that they visit parks to walk or play with their dogs.

Respondents aged 35 to 44, who were also the most likely to have children in their household, were the most likely to visit for playgrounds, family gatherings, and events or festivals.

Why don't residents visit more often?

When asked why they do not visit Millersburg's parks and recreation facilities more often, many residents responded that they do visit (28%), are too busy (26%), or generally have no interest (4%, write-in) suggesting that further improvements would not increase their use of parks.

However, over half of respondents selected a reason that could be addressed by the City, including maintenance issues (15%), lack of desired facilities, programs, or equipment (13%), crowding (8%), safety concerns (8%), and accessibility issues (5%).

One in five residents cited transportation-related issues, either that existing parks are too far from their home (15%) or that there were no safe walking and biking routes to parks (4%, write-in only). Other respondents stated that they either use other facilities (14%) or do not know what is offered in Millersburg (10%).

Residents with children at home were more likely to cite that parks and facilities are too crowded, not well maintained, or do not offer desired programs or equipment as reasons why they do not visit more often. Residents without children at home were more likely than those with children to cite being too busy as a reason why they do not use parks more often. In addition, 37% of respondents who live west of Granite Avenue and north of 54th Avenue (NW area) responded that facilities are too far from their homes, as compared to less than 10% of residents in other areas.

7. What would you say are the main reasons you visited Millersburg parks and open spaces in the last year?

Reason	Percent
Walking paths	65%
Playgrounds	50%
Fitness	39%
Family gatherings / picnics	37%
Festivals / celebrations	34%
Relaxation	33%
Athletic Fields	27%
Tennis	11%
Volleyball	4%
Walking dogs (write-in only)	3%
<i>Note: Write-in "Other" responses which fit clearly into defined answer categories were included in those categories.</i>	

8. Please CHECK ALL the reasons why your household does not use City of Millersburg parks or recreation facilities more often.

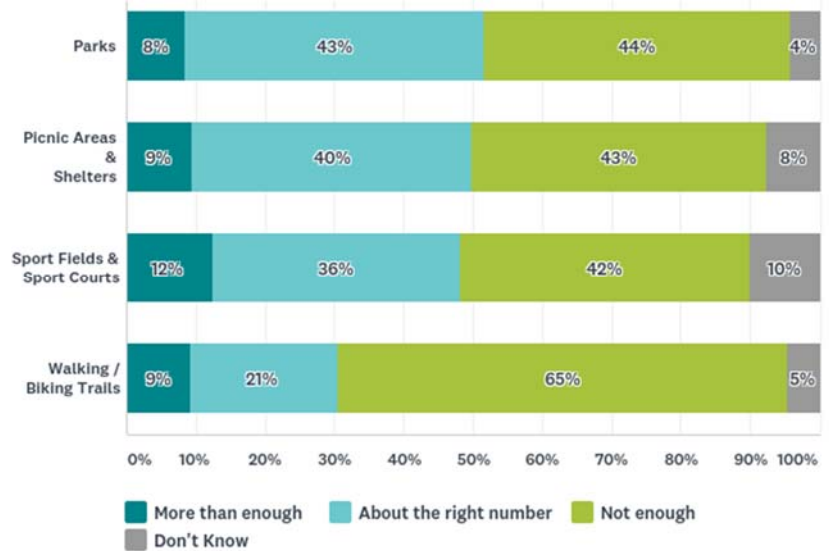
Reason	Percent
None (I/We use them)	28%
Too busy to go to parks and facilities	24%
Parks and facilities are too far from my home	15%
Parks and facilities are not well-maintained	15%
Use parks or facilities provided by another city or organization	14%
Facility, program or equipment is not offered	13%
Parks and sports courts are too crowded	11%
I do not know what is offered	10%
Do not feel safe in the park or facility	8%
Inaccessible for my physical abilities	5%
Other – No safe walking/biking route to parks	4%
Other – No interest	4%
<i>Note: Write-in "Other" responses which fit clearly into defined answer categories were included in those categories.</i>	

Do residents think Millersburg needs more parks and recreation opportunities?

More than half of survey respondents think that Millersburg does not have enough neighborhood walking and biking trails (65%). Respondents were split on the adequacy of parks, picnic areas, and sports fields and courts, with close to half (48-51%) feeling there are about the right number or more than enough, but similar numbers responding that there are not enough or they were unsure.

Younger residents are more likely than older residents think there are not enough parks and picnic areas. Residents who live west of Granite Avenue and north of 54th Avenue (NW area) were more likely than residents of other areas to think the City needs more parks and walking/biking trails.

3. When it comes to meeting the needs of the community, would you say there are...

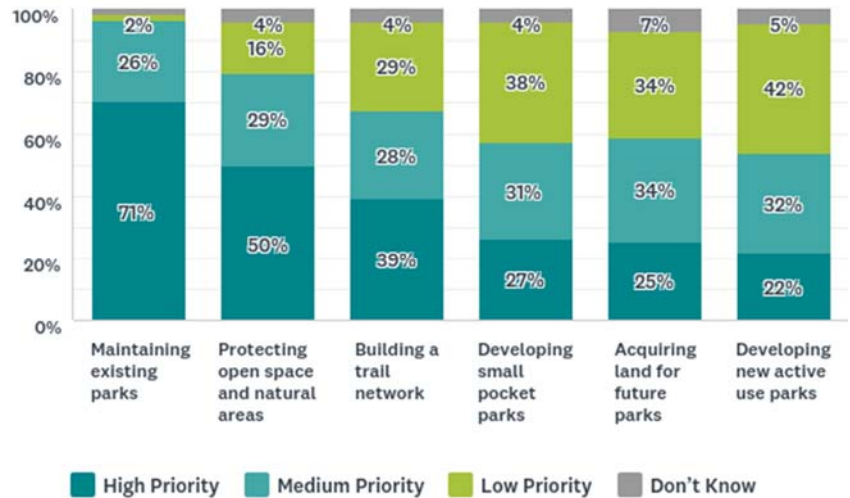


What park and facility improvements would residents prioritize?

When asked which park and recreation improvements they would like to see the City focus on, seven in ten residents responded that maintaining existing parks should be a high priority. Half of residents gave a high priority to protecting open space and natural areas. Another 39% gave a high priority to building a recreational trail network. Between 22% and 27% selected acquiring land for future parks, developing new active use parks, or building pocket parks as a high priority. Developing new parks was a higher priority (33% selected 'high priority') in areas east of Granite Avenue and south of 54th Avenue (E area) compared to 16%-23% for other areas.

Older residents were more likely than younger residents to prioritize maintaining existing parks; while younger residents (under 45 years old) were more likely to prioritize developing new parks. Residents of all ages placed similar priorities on building recreational trails and protecting natural areas.

9. For each of the following services, indicate whether you think that should be high priority, medium or low priority for city funds.



The survey also asked about residents’ support for park and recreational improvements. A majority of residents were very or somewhat supportive of expanding or improving all facilities listed.

A large majority of residents (80% or more) were supportive of expanding and improving multi-use walking and biking trails, picnic areas or shelters for group gatherings, and community events or festivals. More than half of respondents were very or somewhat supportive of all other improvements listed, with the exception of disc golf and skateboarding/BMX parks.

Younger residents were more supportive than older residents of all active use activities listed, including sports courts and fields, splash pads, indoor fitness equipment, disc golf, and gymnasiums. Similarly, residents with children in their home were more likely to support active-use improvements than those without children at home. Multi-use trails and picnic areas appealed to residents of all ages and family sizes.

When asked which of a set of improvements would best meet the needs of their household, a plurality (41%) of respondents prioritized developing an extended trail system for walking and cycling. Another 26% prioritized building a larger community park, while 23% felt a smaller neighborhood park near their home would best meet their needs. Only 10% of residents felt undeveloped and natural open spaces would best meet the needs of their household.

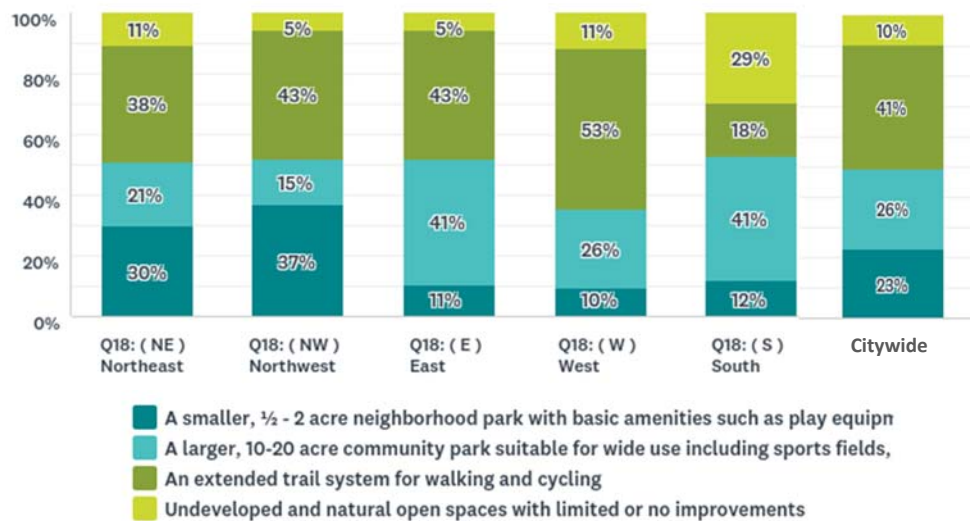
Younger residents were more likely to feel that active use parks would serve their household’s needs, as were those with children at home. Residents’ priority for building trails and protecting natural areas was similar across age groups.

10. The following list includes park amenities that the City of Millersburg could consider adding to the park system. Please indicate for each whether you would be very supportive, somewhat supportive, not sure, or not supportive.

80% or more are supportive
<ul style="list-style-type: none"> • Multi-use walking & biking trails (86%) • Picnic areas or shelters for group gatherings (81%) • Community events and festivals (81%)
60% to 70% are supportive*
<ul style="list-style-type: none"> • Sports courts (70%) • Baseball and softball fields (64%) • Nature/wildlife watching opportunities (63%) • Splash pad/water spray features (61%)
50% to 60% are supportive
<ul style="list-style-type: none"> • Access to indoor health & fitness equipment (59%) • Soccer/football/lacrosse fields (57%) • Off-leash dog opportunities (55%) • Community gardens (54%) • Gymnasiums for indoor sports (51%)
Majority are not supportive or unsure
<ul style="list-style-type: none"> • Disc golf (44%) • Skateboarding or BMX parks (28%)

* No choices garnered between 70 and 80% support.

11/12. Which of the following options would best fit the needs of you or members of your household?

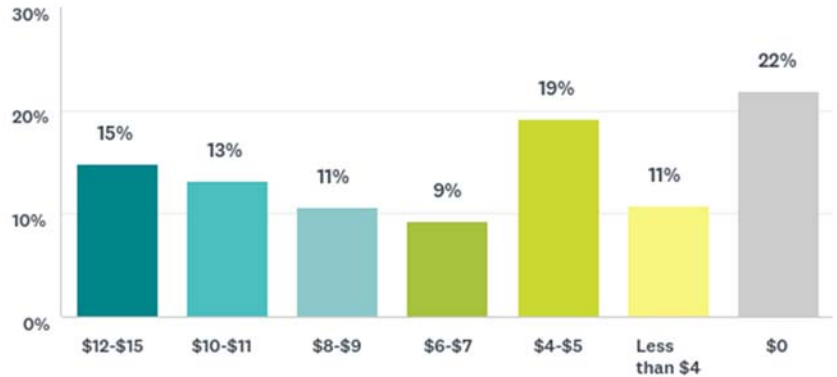


Are residents willing to pay additional taxes or fees to fund improvements to parks and recreation?

The survey asked residents what the maximum amount they would be willing to pay to develop and operate the types of parks and recreation programs most important to their household. Approximately 22% of residents would not be willing to pay any additional taxes to support improvements to parks and recreation. However, 30% would be willing to pay up to \$5 per month and another 20% would pay between \$6 and \$10 monthly. About 28% of residents would be willing to pay \$10 to \$15 per month for improved park services.

Residents who are under age 45 and those with children at home are significantly more likely to be willing to pay \$12-\$15 per month than older residents or those without children at home. Both of these groups were more likely to feel parks should be supported within current tax revenues.

13. The City of Millersburg is working to find better ways to give you services, using your tax dollars for the greatest benefit. While no new taxes or fees are being proposed, the costs to improve and develop parks, trails and recreation facilities may increase as the community grows and new amenities are added. Knowing that, what is the most additional amount you would be willing to pay to develop and operate the types of parks, trails and recreation facilities that are most important to your household?



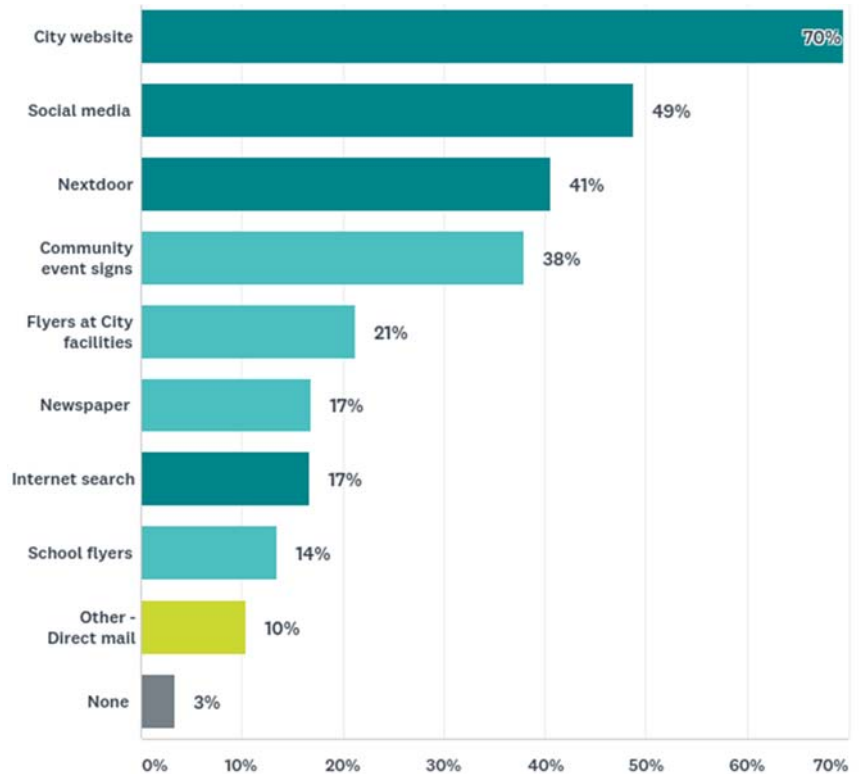
How do residents want to hear about the City's recreational facilities, programs and events?

The majority of residents prefer to hear about City parks, facilities, programs and events through online channels such as the City's website (70%), social media (49%), Nextdoor (41%), and internet searches (17%). With the exception of social media, which is more popular with younger residents, these methods are consistently preferred by all age groups.

Posted signs or information, such as community event signs, flyers at City facilities or schools, or the newspaper, are also a popular sources. School flyers are much more popular source of information among residents under 45 years of age and among households with children at home (preference increases from 4% with no kids to nearly 34% for residents with 3 or more children).

One in ten respondents also wrote-in that they would like to hear about park and recreation opportunities through direct mail to their home.

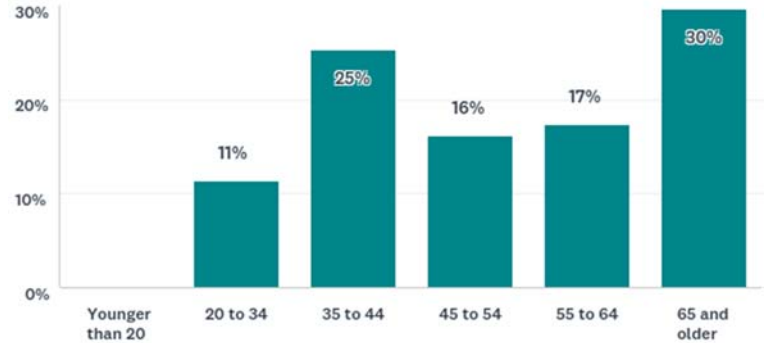
14. Please check ALL the ways you would prefer to learn about Millersburg's parks, recreation facilities, programs and special events.



Demographics

Age

Respondents to the survey were roughly split between residents over age 65 (30%), residents between 45 and 64 years of age (34%), and residents between 20 and 44 years of age (36%). No survey respondents were under the age of 20, while approximately 32% of residents are in this age group.



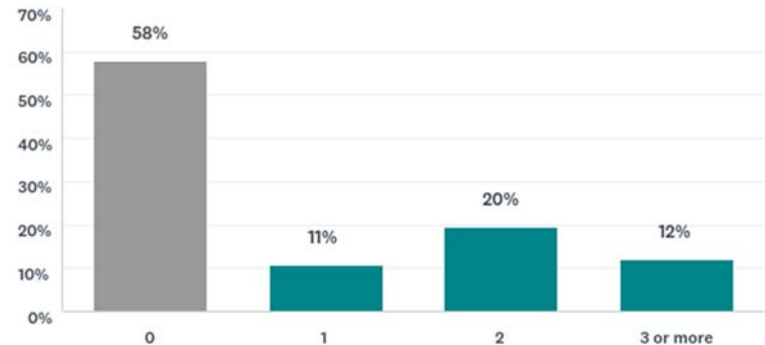
Location of Residence

Roughly one-third of survey respondents lives in the northeast area of Millersburg, east of Granite Avenue north of 54th Avenue. Approximately 29% live in the northwestern portion of the city (west of Granite Ave, north of 54th). Another 30% live between 54th Avenue and Conser Road. Only about 4% of respondents live south of Conser Road. Six percent of respondents do not live in Millersburg.



Number of Children in Household

Over half of respondents (58%) have no children in their household. These households tended to include older adults (over age 55). The remaining 42% of households have one (11%), two (20%), or three (12%) children in the home.



ATTACHMENT 1. SURVEY INSTRUMENT



Community Survey on Park, Recreation & Open Space Preferences

Dear Millersburg Community Member:

The City of Millersburg is conducting a short survey to assess the recreational needs of community members to prepare a citywide Park System Master Plan. The new Plan will establish a path forward for providing high quality, community-driven parks and recreation amenities throughout the city. The Plan will establish goals and recommend specific projects for the city's park facilities for the next 5-10 years. Final review of the Plan tentatively is targeted for late fall 2019.

Your participation is crucial to the success of this project. The survey consists of 17 questions regarding current use of facilities, preferred activities and support for future improvements. It takes on average about 5-6 minutes to complete, and residents of all ages are encouraged to participate.

Save a stamp. Take the survey now online at www.cityofmillersburg.org Thank you in advance for participating!

1. When you think about the things that contribute to the quality of life in Millersburg, would you say that public parks and recreation opportunities are... (check one option)

- Essential to the quality of life here
- Important, but not really essential
- More of a luxury that we don't need
- Don't Know

2. Which one of the following three statements comes closest to the way you feel about parks and recreation in Millersburg? (Check one)

- Members of my household use parks and recreation facilities on a regular basis, and I believe that these facilities are important to quality of life.
- Although members of my household do not use parks or recreation facilities frequently, I believe that they are important to quality of life.
- Parks and recreation facilities do not currently play an important role in my life or the life of my immediate family members.

3. When it comes to meeting the needs for parks, trails and recreation facilities, would you say there are... (Check only one box in each row)

	More than Enough	About the Right Amount	Not Enough	Don't Know
Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neighborhood Walking / Biking Trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport Fields & Sport Courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picnic Areas & Shelters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please rate your satisfaction with the overall value your household receives from the City of Millersburg for parks and outdoor recreation amenities.

- Very Satisfied
- Somewhat Satisfied
- Somewhat Dissatisfied
- Very Dissatisfied
- Don't Know

5. How many times over the past year have you or members of your household visited a public park or recreation facility in Millersburg?

- At least once a week
- Two or three times a month
- About once a month
- Two or three times over the year
- Did not visit a public park
- Don't know

Save a stamp! Take this survey online at the City's website:

www.cityofmillersburg.org

Or send it back in the self-addressed envelope provided.

Thank you in advance for participating!

6. Please indicate if YOU or any member of your HOUSEHOLD has used any of the following parks and recreation facilities listed below. If YES, please indicate how you would rate the condition of the park or recreation facility.

Site Name	Have you visited in the past year?		If YES, how would you rate the condition of the park?			
	No	Yes	Excellent	Good	Fair	Poor
City Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking Water Gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acorn Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. What would you say are the main reasons you visited Millersburg parks and open spaces in the LAST YEAR? CHECK ALL THAT APPLY.

- | | |
|---|--|
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Walking paths |
| <input type="checkbox"/> Playgrounds | <input type="checkbox"/> Family gatherings / picnics |
| <input type="checkbox"/> Athletic fields | <input type="checkbox"/> Festivals / Celebrations |
| <input type="checkbox"/> Tennis court | <input type="checkbox"/> Relaxation |
| <input type="checkbox"/> Volleyball court | <input type="checkbox"/> Other: _____ |

8. Please CHECK ALL the reasons why your household DOES NOT USE City of Millersburg parks or recreation facilities more often.

- | | |
|--|---|
| <input type="checkbox"/> Parks do not have the right equipment | <input type="checkbox"/> Too busy to go to parks and facilities |
| <input type="checkbox"/> Parks and facilities are not well maintained | <input type="checkbox"/> Use parks or facilities provided by another city or organization (such as private fitness clubs) |
| <input type="checkbox"/> Do not feel safe in park or facility | <input type="checkbox"/> I do not know what is offered |
| <input type="checkbox"/> Inaccessible for my physical abilities | <input type="checkbox"/> None / I regularly use local parks or recreation facilities |
| <input type="checkbox"/> Parks and sport courts are too crowded | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Parks and facilities are too far from my home | |

9. For each of the following services, indicate whether you think that should be high priority, medium or low priority for city funds.

	High Priority	Medium Priority	Low Priority	Don't Know
Maintaining existing parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing new active use parks that include sport fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing small pocket parks serving immediate neighborhood areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building a recreational trails network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acquiring land for future parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protecting open space and natural areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Community Survey on Park, Recreation & Open Space Preferences



10. The following list includes park amenities that the City of Millersburg could consider adding to the park system. Please indicate for each whether you would be very supportive, somewhat supportive, not sure or not supportive.

	Very Supportive	Somewhat Supportive	Not Supportive	Not Sure
Community gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-use walking & biking trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baseball and softball fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soccer / football / lacrosse fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport courts, such as tennis, pickleball, basketball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Splash pad / water spray features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picnic areas & shelters for group gatherings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skateboarding or BMX parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disc golf course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nature / wildlife watching opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community events and festivals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gymnasiums for indoor sports, like basketball or volleyball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to indoor fitness & health equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off-leash dog opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. How would the following options serve the recreational needs of you or members of your household?

	Extremely Well	Well	Not Well	Don't Know
A smaller, ½ - 2 acre neighborhood park with basic amenities such as play equipment, picnic tables and benches, within a short walk from your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A larger, 10-20 acre community park suitable for wide use including sports fields, picnic areas and pathways, within a short drive from your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An extended trail system for walking and cycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undeveloped and natural open spaces with limited or no improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Using the same list again, which ONE of the following best fits your needs? (Check one)

- A smaller, ½ - 2 acre neighborhood park with basic amenities such as play equipment, picnic tables and benches, within a short walk from your home
- A larger, 10-20 acre community park suitable for wide use including sports fields, picnic areas and pathways, within a short drive from your home
- An extended trail system for walking and cycling
- Undeveloped and natural open spaces with limited or no improvements

13. The City of Millersburg is working to find better ways to give you services, using your tax dollars for the greatest benefit. While no new taxes or fees are being proposed, the costs to improve and develop parks, trails and recreation facilities may increase as the community grows and new amenities are added. Knowing that, what is the most additional amount you would be willing to pay to develop and operate the types of parks, trails and recreation facilities that are most important to your household?

- \$12-\$15 per month
- \$10-\$11 per month
- \$8-\$9 per month
- \$6-\$7 per month
- \$4-\$5 per month
- Less than \$4 per month
- \$0

14. Please check ALL the ways you would prefer to learn about Millersburg’s parks, recreation facilities, programs and special events.

- | | |
|---|--|
| <input type="checkbox"/> City website | <input type="checkbox"/> Flyers at City facilities |
| <input type="checkbox"/> Social media (Facebook, Instagram) | <input type="checkbox"/> School flyers/newsletters |
| <input type="checkbox"/> NextDoor | <input type="checkbox"/> Community event signs |
| <input type="checkbox"/> Internet/Search Engine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> None |

These last questions help us understand whether we have a cross section of the community. It’s important that you provide a response to each question. Your answers are confidential.

15. How many children under age 18 live in your household?

- | | |
|----------------------------|------------------------------------|
| <input type="checkbox"/> 0 | <input type="checkbox"/> 2 |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 3 or more |

16. What is your age?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Younger than 20 | <input type="checkbox"/> 45 to 54 |
| <input type="checkbox"/> 20 to 34 | <input type="checkbox"/> 55 to 64 |
| <input type="checkbox"/> 35 to 44 | <input type="checkbox"/> 65 and older |

17. Using the map, in which section of Millersburg do you live?

- (NE) Northeast
- (NW) Northwest
- (E) East
- (W) West
- (S) South
- Don’t live in Millersburg



Thank you for taking the time to complete this survey!

Your input and insights will be used to help guide the development of the Millersburg Park System Master Plan.

Save a stamp! Take this survey online:

www.cityofmillersburg.org

Check the City’s website for more information about the citywide Park System Master Plan.

The City of Millersburg is utilizing the services of a consultant team who specializes in park and recreation planning.

Please return your completed survey in the enclosed Return-Reply Envelope addressed to:

Conservation Technix Inc.
PO Box 12736
Portland, OR 97212

ATTACHMENT 2. OPEN-ENDED SURVEY RESPONSES

Q7: Open-ended – The main reasons you visited Millersburg parks and open spaces?

- basketball
- dog walking
- Take grandkids to the park when they visit
- Track
- Baseball fields
- Baseball/softball
- Walking dog
- Not in last 2 years
- Throw the ball for the dog...
- take grandkids to the park when they visit
- Not used in the last year
- Celebrate Millersburg, Pets
- Have not visited parks/open spaces in the last year.
- Basketball hoops
- Did not visit any
- never visited
- I work graveyard so I don't get out during the day much.
- Child's birthday celebration
- Boy scout event
- basketball court
- I'm disabled. Hard to walk around
- Photography
- Fix horse pits to be better used with concrete walk around the pits
- Walked the dog
- My oldest son to ride his bike
- Dog walking
- Easter festivities
- Walked the dog
- walk dog for exercise
- I do not use parks for an reason
- Meeting place for others in community
- Did not visit
- Did not go to a park
- Company picnics from paper mill
- Basketball court

- Curious (we're new to the area)
- Dog training (on leash)
- Basketball Court
- Basketball hoops
- If I were to use it would be for a family gathering.
- There's NO sidewalk from Sonora to the park. I would have check boxes: Walking paths & Relaxation.
- Used tennis courts to practice pickleball skills
- Walking dogs
- walking the dog
- Dog walking
- Dog walks
- Basketball court
- Appreciating the community by visiting and walking.
- Open fields to play other activities
- did not visit

Q8: Open-ended - The reasons why your household does not use City of Millersburg parks or recreation facilities more often.

- parks do not have the right equipment
- City park restrooms are not well maintained; more spots for parties
- too many dogs, so walk in neighborhood instead
- Needs better basketball court
- Not enough walking/biking paths
- Physical conditions limit walking
- Both Albany and Millersburg
- Too far from my house
- No sidewalk to get there from our house so we have to drive
- Poor basketball courts
- Sports fields (sand court, ball fields) have never been maintained
- Would like better baseball fields
- No real basketball court and overrun by people not from the Millersburg area
- Do not have right equipment; No soccer field
- Walking path limited to park
- Retired and travel
- Could use better lawn care
- No walking paths; Kids skate and play basketball in tennis court
- We still use them, just wish they could be modernized and maintained year round. I take a rake to acorn park to clean the branches and debris off they structures so my daughter can enjoy them.

- needs better basketball court
- not enough walking/biking paths
- No reason to use them
- we are 68+ years old
- Kid sports, fun runs
- The park is crowded at times during the summer
- I use my yard
- Need walking paths
- Don't know location of parks
- Parks do not have the right equipment
- Lots & lots of people at the park too crowded, and parents not watching children
- homeless is off and on issue. dog feces by kids playground also on/off issue
- Parks do not have the right equipment
- Parks do not have the right equipment
- Parks do not have the right equipment
- work full time
- Have been ill
- would like to see more at City Park
- Not many walking trails
- I want to start using parks to take walks
- Wanted the covered area for my baby shower, but had to go into downtown Albany for it.
- No children live with us so do not use parks
- Parks don't have the right equipment
- We need a park for every development by a contractor
- Need more wheelchair access areas
- do not use parks that the city of Millersburg offers
- Do not live in Millersburg, don't need to use parks. Too many people.
- We have no small children
- Parks do not have right equipment
- do not have right equipment
- transient concerns
- Need dog park
- recently moved to the area, still getting established in new development, hope to use in future for family functions
- No safe way to walk to or access parks from my neighborhood, other than driving.
- Dog park
- Walking trails not completed/connected, I would like to see a gym pool added to the park.
- Dogs aren't allowed off leash park too small.
- It's not safe to walk along our street to get anywhere on foot. Fast traffic and no shoulders/sidewalks.
- limited ability

- Just physically unable to do sports and other recreation. Would if I could.
- Work
- weather
- Just moved here recently
- Homeless staying over and out of area park rentals draw people who are disrespectful of facilities, undesirable drunks or other inconsiderate people.
- Play tennis - weather issues
- Wish we had a large park closer to home. Walking to the city park involves walk with out a sidewalk or bike lane to access it. With more growth on the north end of Millersburg it would be great have a large park with walking paths and natural areas in that part of town.
- Too busy
- I have not visited because of a divorce but this summer I should have my kids and grandkids so I will be using the park.
- No swimming pool
- Need full sized basketball courts
- I have my own park.
- We would use more often if there's more tennis court (indoor would be nice/willing to pay club member) and sidewalks from Sonora to the park. (don't like to walk on the street, people drives so fast!)
- No pickleball courts. In summertime, will use Hackleman Park.
- I wish there was a facility like a Y. I would be there daily. Exercise, kids classes, indoor play for kids etc.
- Park facilities are not part of my interests.
- Would like more safe walking options for people and dogs
- Safe walking path to park, certain section doesn't have sidewalk or path. No enclosed dog area.
- I am involved in youth baseball, and none of the fields in Millersburg are playing fields for youth baseball.
- Grandkids moved away with their parents
- Dogs off leash make us nervous with our kiddos. We would like to see a stop to that.
- no events/classes that I want to participate in
- Too many dogs off leash
- We drive to Albany for Pickleball Courts. It would be great to have courts here in Millersburg.
- We need a dog park. I don't see that listed. Why do I pay taxes and have to go to Albany for a dog park and people with kids have a park around the corner. Bike paths without traffic would also be great.
- Also if
- Condition of sports fields. We have the space— should be well maintained.
- Not interested
- I would like to see more seating along paths for those of us where walking is a chore.
- Weather bad - don't use, weather good - use; sometimes ball fields not kept up; too far away for north Millersburg resident and no safe passages to get there.
- Unleashed dogs and disrespectful dog owners

- parks not of interest to my family
- Don't need to use them as there are other options.
- Walk dog
- All the loose dogs, hazardous !

Q10: Open-ended – Park amenities that the City could consider adding to the park system.

- The area needs a sports complex
- Community pool
- A true fitness center would cost hundreds of thousands of dollars if not over a million " i.e., physiq fitness in Albany" and cost a huge amount of time and money to maintain.
- I think top priority should be a sidewalk on Woods Everybody that wants to walk and jog and ride their bikes Someday somebody's going to get hit because there's not enough room on that road
- Community pool
- Please no dog parks. Our community is in dire need of a sports complex. (Multi-use fields and courts.)
- Turf sports complex
- Play structures for children
- Expand City Park while still have opportunity by buying large lot to west of park. Very high priority
- Swimming pool
- More walking paths
- Indoor tennis court
- Community pool
- I think if we upgraded some of our existing parks, added sidewalks to connect our community to Albany, and added a stipulation to the land use permits that required the builders to add small satellite parks in the new neighborhoods that our tax dollars could go a long way in making those items happen..
- indoor meeting facilities
- need a pool
- Outdoor fitness park - somewhat supportive
- swimming pool
- City pool (produce revenue for city, increase # of jobs)
- Park area and equipment for children with special needs
- where are the questions re: upkeep time & supervision?
- I have talked to a lot of people who would like to have some kind of dog park
- Our dogs need a place to run and play
- Sidewalks on Woods Ave
- Indoor meeting spaces
- Pool
- Buy the lot (or "eminent domain") the long rectangle lot on Alexander immediately

- man made lake/fishing pond
- Community Pool - provides revenue for city and job opportunities for community
- new pocket park on north end of town needed
- Indoor gym
- Pool
- Swimming pool, indoor or outdoor
- Timber Ridge has great facilities within a couple miles. A few years ago City Hall and parks were kept up beautifully, now we have blackberries, weeds etc. growing everywhere. If there is not a plan already in place for maintenance of what we have then my answers would be way different
- Community events and festivals - absolutely not!!!!
- outdoor body weight fitness
- Lets get a connecting series of bike lanes and sidewalks throughout the town.
- Community pool - membership or pay to get in
- Community Pool (membership based)
- Need community swimming pool
- There aren't any other places for comments. The city has gone from collecting \$0 to \$1,311 from us per year in the last 10 years and I see little value for the money. Before there is any plan to consider parks, there needs to be a comprehensive maintenance plan. The city is not currently able to adequately maintain public areas including right of ways. The park and city hall look good from a distance but lack intensive maintenance. A park is not any good for children if the clover and dandelions are allowed to grow in the grass as then you get bees and wasps and the children who would use the park get stung.
- Maintain our existing 11 acre park better.
- My priority is for the city to keep expenses (and property taxes) as low as possible.
- fishing pond 2-3 acres stocked by Oregon Fish & Wild Life such as they do at Timber Linn and Waverly Lakes
- We think the City should make the parks available to the City of Millersburg Residents before the general public. Also, believe there should be a bigger discount for City of Millersburg residents. Residents should have day's available online and in person for a period of time before it is opened to the general public or businesses.
- Library
- Community indoor pool
- One new pocket park in NE new subdivision area. Then we have enough parks for a small City.
- Let us not forget, we are a small town



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: July 1, for the July 9, 2019 City Council Meeting
SUBJECT: Cost of Living Wage Increase

Action Requested: Adoption of Cost of Living Wage Increase (COLA) for 2019 effective July 1, 2019.

Discussion: Council adopted a new benefits and compensation policy last year. Included in that policy was a provision for Council consideration for annual wage adjustments effective July 1 based on the Consumer Price Index (CPI-W) to account for inflation for the period of January-to-January. The CPI-W for this period was 1.3%. Staff recommends Council consideration for the adoption of the 1.3% increase. However, Council does have the option, based on the policy, to elect an amount lower or higher.

Budget Impact:

Cost to the City associated with the CPI increase was included in the 2019-20 budget for personnel.

Recommendation:

Staff recommends Council consideration for the adoption of the COLA for fiscal year 2019-20.

Attachment(s):

None



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Kimberly Wollenburg, City Recorder
DATE: July 2, 2019 for the July 9, 2019 City Council Meeting
SUBJECT: Annual Liquor License Renewals

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

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

Firehouse Corner Deli & Market
Humpty's Dump Bar & Grill
Love's Travel Stop

Budget Impact:
Revenue of \$75



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: July 5, for the July 9, 2019 City Council Meeting
SUBJECT: Update to Land Use Development Fees

Action Requested: Consideration for adoption of updated land use development fees.

Discussion: In January of 2018, the City began contracting its land use development activities with MorganCPS. Staff requested our Planning Director, John Morgan, review our land use development fees, which were last updated by Resolution 2008-05 in May 20, 2008, and recommend any needed updates to those fees.

Attached is John's report. John will present an overview of three options for Council's consideration. Three proposed Resolutions are attached as well. The only difference in each of the Resolutions is listed under SECTION 3: Appeal Fee Schedule.

Resolution Option #1 does not recover any of the City's associated costs for staff, consultant, engineer, legal on an appeal from the Planning Commission to the City Council, and does not recover any of the City's associated costs for staff, consultant, and engineer, legal on an appeal from the City Council to LUBA.

Resolution Option #2 recovers associated costs for planning consultant, attorney, and consulting engineer for application up through and including the decision from the Planning Commission.

Resolution Option #3 recovers associated costs for planning consultant, attorney, and consulting engineer for application beginning with the initial application and ending at the conclusion of all appeals and remands.

Please note, all of these three options recover associated costs for planning consultant, attorney, and consulting engineer up to and including any written decision from the Planning Commission hearing.

Budget Impact:

Passage of the proposed fee updates would ensure the City is recovering some costs associated with land use development requests.

Recommendation:

Council to discuss the various options and either adopt one of the proposed Resolutions or provide direction to staff.

Attachment(s):

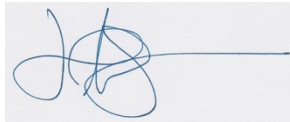
- Cover Letter
- Millersburg Fee Comparison Table
- Millersburg Fees Data Tables
- Proposed Resolution Updating Fees



DATE: June 18, 2019

TO: Kevin Kreitman, City Manager
City of Millersburg

FROM: John N. Morgan
Planner Director



SUBJECT: Fee Schedule Report

The purpose of this analysis and the proposed changes is to assure that the City's fee schedule is adequate to cover the city's direct costs for processing an application while not creating a situation where Millersburg loses competitiveness due to excessive fees.

Several elements went into the analysis. This includes a review of the suggested number of hours that would go into a particular fee, and a comparison of the existing fees, set by Resolution 2008-05 passed on May 20, 2008, with other cities.

Also, four different fee systems were considered in developing a recommendation for a system to be used in Millersburg as well as the recommended fees.

This report concluded with a recommended fee schedule. I will be happy to discuss it with you and the staff, make revisions, and develop an adoptive resolution.

Alternative Fee Schedule Systems

There are four basic ways fee schedules are established by jurisdictions in Oregon. These all rest on the statutory requirement that fees charged by cities are intended for cost recovery, not for profit. This doesn't mean the fee charged for every project must be specifically determined based on cost recovery, but it means the fee system adopted must be based on reasonable estimates of typical costs. In addition, if a jurisdiction wishes to capture extraordinary costs associated with a complex case, that is consistent with the law.

Each system is described below:

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- Pure Cost Recovery – An applicant pays a deposit. The City tracks all costs, including internal staff and other costs, and outside consultant costs, and charges those costs to the applicant. If the deposit is not consumed, the balance is refunded. If it is exceeded, the applicant is billed for the additional costs.
 - Pros – 100% cost recovery
 - Cons – Administrative time and cost
- Flat Fee – A fee is established for each type of application based on an assessment of the typical cost to the jurisdiction to process an application. It is assumed that some cases will actually cost the jurisdiction less than the fee and some more and it will average out over the course of time.
 - Pros – No administrative time and cost
 - Cons – Does not cover costs for complex cases
- Fee plus costs – A fee is charged and all external consulting costs are billed to the applicant. This is Millersburg’s current system.
 - Pros – 100% cost recovery
 - Cons – Administrative time and costs
- Fee and Cost Hybrid – A base rate is established that is the fee charged when an application is filed. This base rate is determined by estimating the number of hours spent on an average application of each type by the City’s contract planner and engineer at their normal billing rate, plus additional funds to cover Staff time and direct expenses. The applicant is allowed up to the determined number of consultant hours for the base rate. If a case is extraordinarily time-consuming and requires more consultant hours, then the applicant is charged an additional fee to reimburse the City for those costs.
 - Pros – 100% cost recovery & less administrative costs
 - Cons – Administrative time and costs, though less than in other systems.

The Fee and Cost Hybrid system is recommended for several reasons:

- It is determined at a price point that will likely be sufficient for most applications.
- It is relatively easy to administer as a ledger for consultant hours is only necessary when it appears the base fee will be exceeded.

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- There is no refund of a portion of the base fee if the full fee is not used.

Normal Costs in Millersburg

The “normal” costs to process an application are determined by looking at the typical hours spent historically on different application types. Actual planning consulting hours were reviewed for 2018 for several different cases started and stopped within the year.

The planner has the most hours in processing an application. The first step is to establish the base number of hours so the base rate can be set. This comes from estimating the number of hours that reasonably and realistically are spent in a “typical” application of each type. This is based initially on a review of the steps involved in processing each type of application by the consulting planner. These are:

1. Review the application for completeness.
2. If complete, send completeness letter to applicant.
3. If not complete, send incomplete letter listing deficiencies. Repeat prior steps.
4. Work with staff on scheduling, distribution of application to affected agencies, and wording of hearing notice.
5. Detailed review of application.
6. Consultation with and involvement of the City Engineer and City Attorney if necessary
7. Field investigation.
8. Review with staff and affected agencies.
9. Research on particulars of the case, including prior history, public facilities, environmental issues, zoning requirements, applicable criteria, impacts, etc.
10. Analysis of proposal’s conformance with applicable criteria.
11. Identification of mitigation techniques to resolve particular issues, in compliance with applicable criteria and law.
12. Preparation of staff report including findings of fact and recommendations.
13. Assist staff in distribution of staff report and preparation for Planning Commission or Council meeting.

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14. Meet with applicant, if necessary, to clarify or resolve issues.
15. Present the staff report and recommendations before the Planning Commission.
16. Prepare the Planning Commission final order.
17. Present the staff report before the City Council if required or appealed.
18. Prepare the final order or ordinance.

The review of hours spent by the Planner for cases in 2018, along with averages, is presented in the attached Table 1.

Obviously, it's no small task for any project, and the hours involved significantly increase with project complexity even though the actual tasks remain the same. The difference between a simple variance and a more involved project, such as subdivision or zone change, is in several tasks. These include the pre-application meeting and other meetings with the applicant, all the research and preparation, the length and complexity of the staff report, and the length and complexity of the hearing process

The City Attorney and the contract City Engineering firm become involved in complex projects with an additional outside cost to the City. Reasonable estimates of typical time are included in the computation of the proposed fee schedule.

Finally, City Staff has direct costs in each project with the involvement of the in-house City Engineer in most cases and the City Manager in more complex cases. While these are not outside costs to the City, these are costs which should be passed on to the applicant in the base fee based on typical hours. Also, other staff put time into each application as well as incur costs for expenses such as printing and postage. These are also estimated for inclusion in the base fee.

Proposed Base Fee Schedule

The attached "Millersburg Fee Schedule Resolution" fairly represents the base number of hours to be expected in most cases. The base amount should be adequate to cover a significant majority of cases, but the fee schedule has the City passing additional costs for outside consultants on to the applicant for cases that are more complex rather than having the taxpayers pick up those costs.

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Note that fees for variances and conditional uses are broken into two parts based on a public policy decision to absorb some of the costs for variances and conditional uses involving single-family homes. This reflects an understanding such requests are usually for personal reasons and not as part of a project being developed for profit.

Based on this analysis, recommendations were created for hours expected for each type of project by both City staff and outside contract staff, shown in Table 2. Table 3 shows the burdened hourly rate for each person involved in processing applications. It presents the costs by individual for each type of case based on the hour estimates in Table 2. It also includes an estimate of expenses such as printing, mailing and posting hearing notices, etc. It shows the total cost for each type of application based on estimates of a “typical” application. These base hours and costs were used to establish the proposed fees shown in the attached document entitled “Millersburg Fee Schedule Resolution.”

Other Fees

The proposed fee schedule resolution also addresses other associated fees. These recommendations represent public policy decisions to be made by the Council. The recommendations are:

- Fees for combined applications are proposed to be the largest base amount and 50% of the base amounts for the included application types. Currently the Millersburg fee schedule required payment of all of the applicable fees. As much of the work processing and analyzing a combined application is redundant between each of the application types, it is reasonable to not charge the full combined fee as it is generally not representative of the actual cost.
- The fee for appeals is clarified. It is still 50% of the original application fee, but the section clarifies several points.
- A fee is established for Pre-Application conferences. Half of that fee will apply to the base fee of a subsequent application filed within 90 days. A pre-application conference helps reduce the time needed for staff review so it is appropriate to give some credit to the application fee.

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- Complex projects often required special studies such as traffic impact analysis and others. If the applicant submits such studies and the City needs to engage other consultants to do needed peer review, the fee schedule clarifies the applicant pays the cost of peer review. Also, if the City performs the needed study, the applicant pays the cost.

Comparison to other Cities

Another part of the analysis is comparing Millersburg's base fees to several other cities. Table 4 shows this analysis. It includes both larger and similar cities as well as Millersburg's current and proposed base fees.

The comparison shows that the proposed Millersburg fee schedule is generally competitive with other jurisdictions. In some cases it is less, but the hybrid design of the proposed fee schedule allows for greater total fees for more complex cases.

It is recommended after your review, this information be presented to the City Council with a recommendation for adoption.

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Millersburg Fee Schedule Survey - 2019			Conditional Use Single Residence	Vacation	Variance	Manufactured Home Park	Subdivision - Tentative	Subdivision - Traffic Report	Subdivision - Final	Partition - Tentative	Partition - Final	Appeals	Administrative Decisions	Site Plan Review	Property Line Adjustment	Annexations to the City or UGB	Plan amendment Text	Code amendment Text	Plan or Code amendment Maps
City	Population	Conditional Use										1/2 of application cost							
Millersburg - Existing	2000	\$1,000	\$300	\$1,000	\$1,000	\$1,000/acre	\$2,500 + \$50/lot	N/A	\$1,000	\$800	\$300	1/2 of application cost	\$300	\$1,000	\$300	\$4,000	\$1,600	\$1,600	\$3,000
Millersburg - Proposed	2500	\$1,380	\$300	\$1,995	\$1,010	\$1,000/acre	\$3500 + \$50/lot	Cost	\$0	\$1,270	\$0	1/2 of application cost	\$300	\$1,725	\$3,310	\$2,710	\$3,555	\$3,555	\$3,555
Albany	56000	\$2,329 (avg)	N/A	\$2,117	\$846	\$989 + \$705(if traffic study required)	\$3,035 + \$50/lot	\$705	\$711	\$2,752	\$570	\$846 (City Council) \$282 (PC) \$300 (Hearings Officer)	N/A	\$1,851 (avg)	\$282	N/A	\$3,952	\$3,929	\$4,234
Salem	177000	\$2,890	N/A	\$3,917	\$2,890	\$3,371/unit	\$7,780	\$721	\$266 per 0.1 acre	\$3,970	\$1,718	N/A	N/A	\$485	\$4,569	N/A	N/A	N/A	N/A
Columbia City	2100	\$850	N/A	\$500	\$550	N/A	750 + \$100/lot	N/A	N/A	\$700	N/A	\$300	\$700	\$350 min, \$2,500 max	\$225	\$1,500	\$1,500	\$1,500	\$1,700
La Pine	1900	\$1,500	N/A	\$1,000	\$1,000	N/A	\$4,000	N/A	N/A	\$1,600	N/A	1/2 of application cost	N/A	\$500	\$500	\$3,500	\$500	\$6,000	\$6,000
Banks	2000	\$600	N/A	N/A	\$650	N/A	\$1,600	N/A	\$640	\$960	\$480	\$300	N/A	\$60 + deposit + cost	\$300	\$1,750	\$1,500	\$1,200	\$1,200
Coburg	1200	\$3,200	N/A	\$1,800	\$2,700	\$5,400 + \$30 PDU	\$2,000	N/A	\$75/lot	\$1,100	\$75/lot	\$1,050	\$500	\$900 (minor) \$3,900 (commercial/in dustrial)	\$900	\$10,500	\$3,700	\$2,950	\$4,600
Average Cost		\$1,767	\$300	\$1,722	\$1,376	N/A	\$3,095	\$713	N/A	\$1,644	\$628	N/A	\$500	N/A	\$788	\$4,076	\$2,315	\$2,948	\$3,455

Table 1 - Millersburg Case Hours

Case	Hours	Charge at \$85
CUP 18-01	13	\$ 1,105.00
CUP 18-02	14	\$ 1,190.00
Average	13.5	\$ 1,147.50
LLA 18-01	2	\$ 170.00
Average	2	\$ 170.00
PA 18-03	14.25	\$ 1,211.25
PA 18-04	12.25	\$ 1,041.25
PA 18-06	12.75	\$ 1,083.75
Average	13.08	\$ 1,112.08
SD 18-01	18.25	\$ 1,551.25
SD 18-02	19.5	\$ 1,657.50
Average	18.88	\$ 1,604.38
SP 18-01	13.75	\$ 1,168.75
SP 18-02	7	\$ 595.00
SP 18-03	7.5	\$ 637.50
SP 18-04	12.5	\$ 1,062.50
Average	10.19	\$ 865.94

Table 2 - Recommended Hours to be included in Base Fee

Case	Planner	Attorney	Contract Engineer	City Engineer	City Manager	Staff
Property Line Adjustment	2	0	0	1	0	1
Variance	10	0	0	1	0	1
Partition	12	0	0	2	0	1
Conditional Use	12	0	0	2	1	1
Site Design Review	15	0	0	3	1	1
Subdivision/PUD	15	1	2	10	4	2
Zone Change	15	1	0	10	4	2
Comp Plan Amend	15	2	2	10	4	2
Vacation	5	1	1	10	2	1
Annexation	10	1	1	10	4	1

Table 3 - Recommended Costs to be included in Base Fee

Case	Planner	Attorney	Contract Engineer	City Engineer	City Manager	Staff	Expenses (printing, notices, etc.)	TOTAL
Property Line Adjustment	\$ 170	\$ -	\$ -	\$ 90	\$ -	40	\$ 10	\$ 310
Variance	\$ 850	\$ -	\$ -	\$ 90	\$ -	40	\$ 30	\$ 1,010
Partition	\$ 1,020	\$ -	\$ -	\$ 180	\$ -	40	\$ 30	\$ 1,270
Conditional Use	\$ 1,020	\$ -	\$ -	\$ 180	\$ 110	40	\$ 30	\$ 1,380
Site Design Review	\$ 1,275	\$ -	\$ -	\$ 270	\$ 110	40	\$ 30	\$ 1,725
Subdivision/PUD	\$ 1,275	\$ 200	\$ 360	\$ 900	\$ 440	80	\$ 100	\$ 3,355
Zone Change	\$ 1,275	\$ 200	\$ -	\$ 900	\$ 440	80	\$ 100	\$ 2,995
Comp Plan Amend	\$ 1,275	\$ 400	\$ 360	\$ 900	\$ 440	80	\$ 100	\$ 3,555
Vacation	\$ 425	\$ 200	\$ 180	\$ 900	\$ 220	40	\$ 30	\$ 1,995
Annexation	\$ 850	\$ 200	\$ 180	\$ 900	\$ 440	40	\$ 100	\$ 2,710
Billable Rates:	\$ 85	\$ 200	\$ 180	\$ 90	\$ 110	40		

RESOLUTION NO. 2019-__

RESOLUTION SETTING FEES FOR PROCESSING LAND USE APPLICATIONS WITHIN THE CITY OF MILLERSBURG AND REPEALING RESOLUTION NO. 2008-05

WHEREAS, the City Council of the City of Millersburg, having conducted a study of costs for processing certain land use applications; and,

WHEREAS, having considered the merits thereof of the study; and,

WHEREAS, finding it necessary for the reimbursement of administration, planning, consultant, consultant, attorney, and engineering expenses for such applications to charge a fee for same;

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

Following is the fee schedule for the requesting/application party and for an appellant for processing the following land use applications within the City of Millersburg:

SECTION 1. Application Fee Schedule. The following fees shall be paid with an application:

Type of Application	Base Fee	Additional Fee
Property Line Adjustment	\$310 non-refundable fee. Base fee includes all staff time and 2 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Variance – Single Family Home	\$500 non-refundable fee. Base fee includes all staff time and 5 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Variance	\$1,010 non-refundable fee. Base fee includes all staff time and 10 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Partition	\$1,270 non-refundable fee. Base	PLUS actual costs for planning consultant,

	fee includes all staff time and 12 hours planning consultant.	attorney, or consulting engineer not covered by the Base Fee
Conditional Use – Single Family Home	\$690 non-refundable fee. Base fee includes all staff time and 6 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Conditional Use	\$1,380 non-refundable fee. Base fee includes all staff time and 12 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Site Design Review	\$1,725 non-refundable fee. Base fee includes all staff time and 15 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Subdivision/PUD/Manufactured Home Parks	\$3,355 non-refundable fee. Base fee includes all staff time and 15 hours planning consultant, 1 hour attorney, and 2 hours consulting engineer.	PLUS actual costs for Planning Consultant, Attorney, or consulting engineer not covered by the Base Fee
Zone Change	\$2,995 non-refundable fee. Base fee includes all staff time and 15 hours planning consultant and 1 hour attorney.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Comprehensive Plan Amendment (text or map)	\$3,555 non-refundable fee. Base fee includes all staff time and 15 hours planning consultant and 2 hours attorney, and 2 hours consulting engineer	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee

Vacation of public ROW or lands	\$1,995 non-refundable fee. Base fee includes all staff time and 5 hours planning consultant and 1 hour attorney and 1 hour consulting engineer.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Annexation	\$2,710 non-refundable fee. Base fee includes all staff time and 5 hours planning consultant and 1 hour attorney and 1 hour consulting engineer.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee

SECTION 2. Multiple Applications. If multiple land use applications are necessary for a single project and combined for the purpose of processing, the applicant shall pay the highest base fee of the applications necessary, plus 50% of the other base fees involved.

SECTION 3. Appeal Fee Schedule. The fee for an Appeal of Decision from the Planning Commission to the City Council is one half the base fee for the application type. This appeal fee charge includes all staff, 4 hours planning consultant, plus any extra costs for the planner(s), attorney(ies), and engineer over costs covered by Base Fee. These fees are paid by the appellant, not the original applicant. An appellant who appeals a decision from the City Council to LUBA shall be responsible for all costs incurred by the City in defending the City at LUBA for their planner(s), attorney(ies), and engineer(s), and from any resulting remand to either the Planning Commission and/or the City Council. The appeal fee begins to accrue from the time a notice of appeal is received by the City of Millersburg.

SECTION 4. Pre-Application Conferences. The fee for a pre-application conference shall be \$300, \$150 of which will be applied to the base fee for a subsequent application if filed within 90 days.

SECTION 5. Extraordinary Studies. If a professional study is submitted by an applicant, such as a Traffic Impact Analysis, a geologic hazard study, or other study where the City needs to engage outside professionals to perform a peer-review of the submitted study, the applicant shall pay the cost of that outside peer review. If agreed to by the applicant, the City can perform any needed studies with the costs paid by the applicant.

SECTION 6. Payment Agreement Required. Each applicant shall be required to sign an agreement requiring the Applicant to pay any and all costs as outlined above

and determined by the City staff to be above the costs covered by the Non-Refundable Base Fees. This agreement is required to be submitted as part of each application.

SECTION 7. Cost Accounting. The City shall maintain records of costs for outside consultants which will be the basis of determining if extra fees are required as well as their amounts. These records will be available to the public.

SECTION 8. Payment Schedule and Deposits. The base fee shall be paid with the initial application. If the City determines additional payments are necessary, at the City's discretion a deposit can be required from which funds will be used to pay the extra fees. Any deposit amount not expended by the City will be refunded within 30 days after final action on the application. If there is no deposit required, the applicant will be invoiced monthly for the extra fees. Collection of fees will be managed in the same manner as other City fees. Fees that are not paid in a timely manner will not stop the processing of a land use application, but the City will seek collection as with other City fees.

SECTION 9. Resolution No. 2008-05 Repealed. Resolution No. 2008-05 is hereby repealed.

EFFECTIVE DATE: THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS APPROVAL AND ADOPTION.

DULY PASSED BY THE CITY COUNCIL THIS 9TH DAY OF JULY, 2019.

Jim Lepin,
Mayor

ATTEST:

Kimberly Wollenburg,
City Recorder

RESOLUTION NO. 2019-__

RESOLUTION SETTING FEES FOR PROCESSING LAND USE APPLICATIONS WITHIN THE CITY OF MILLERSBURG AND REPEALING RESOLUTION NO. 2008-05

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WHEREAS, finding it necessary for the reimbursement of administration, planning, consultant, consultant, attorney, and engineering expenses for such applications to charge a fee for same;

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SECTION 6. Payment Agreement Required. Each applicant shall be required to sign an agreement requiring the Applicant to pay any and all costs as outlined above and determined by the City staff to be above the costs covered by the Non-Refundable Base Fees. This agreement is required to be submitted as part of each application.

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ATTEST:

Kimberly Wollenburg,
City Recorder

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SECTION 1. Application Fee Schedule. The following fees shall be paid with an application:

Type of Application	Base Fee	Additional Fee
Property Line Adjustment	\$310 non-refundable fee. Base fee includes all staff time and 2 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Variance – Single Family Home	\$500 non-refundable fee. Base fee includes all staff time and 5 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Variance	\$1,010 non-refundable fee. Base fee includes all staff time and 10 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Partition	\$1,270 non-	PLUS actual costs for

	refundable fee. Base fee includes all staff time and 12 hours planning consultant.	planning consultant, attorney, or consulting engineer not covered by the Base Fee
Conditional Use – Single Family Home	\$690 non-refundable fee. Base fee includes all staff time and 6 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Conditional Use	\$1,380 non-refundable fee. Base fee includes all staff time and 12 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Site Design Review	\$1,725 non-refundable fee. Base fee includes all staff time and 15 hours planning consultant.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Subdivision/PUD/Manufactured Home Parks	\$3,355 non-refundable fee. Base fee includes all staff time and 15 hours planning consultant, 1 hour attorney, and 2 hours consulting engineer.	PLUS actual costs for Planning Consultant, Attorney, or consulting engineer not covered by the Base Fee
Zone Change	\$2,995 non-refundable fee. Base fee includes all staff time and 15 hours planning consultant and 1 hour attorney.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Comprehensive Plan Amendment (text or map)	\$3,555 non-refundable fee. Base fee includes all staff time and 15 hours planning consultant and 2 hours attorney, and 2 hours consulting engineer	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee

Vacation of public ROW or lands	\$1,995 non-refundable fee. Base fee includes all staff time and 5 hours planning consultant and 1 hour attorney and 1 hour consulting engineer.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee
Annexation	\$2,710 non-refundable fee. Base fee includes all staff time and 5 hours planning consultant and 1 hour attorney and 1 hour consulting engineer.	PLUS actual costs for planning consultant, attorney, or consulting engineer not covered by the Base Fee

SECTION 2. Multiple Applications. If multiple land use applications are necessary for a single project and combined for the purpose of processing, the applicant shall pay the highest base fee of the applications necessary, plus 50% of the other base fees involved.

SECTION 3. Appeal Fee Schedule. The fee for an Appeal of Decision from the Planning Commission to the City Council is one half the base fee for the application type. An appellant is not responsible for any costs incurred by the City for an appeal to LUBA.

SECTION 4. Pre-Application Conferences. The fee for a pre-application conference shall be \$300, \$150 of which will be applied to the base fee for a subsequent application if filed within 90 days.

SECTION 5. Extraordinary Studies. If a professional study is submitted by an applicant, such as a Traffic Impact Analysis, a geologic hazard study, or other study where the City needs to engage outside professionals to perform a peer-review of the submitted study, the applicant shall pay the cost of that outside peer review. If agreed to by the applicant, the City can perform any needed studies with the costs paid by the applicant.

SECTION 6. Payment Agreement Required. Each applicant shall be required to sign an agreement requiring the Applicant to pay any and all costs as outlined above and determined by the City staff to be above the costs covered by the Non-Refundable Base Fees. This agreement is required to be submitted as part of each application.

SECTION 7. Cost Accounting. The City shall maintain records of costs for outside consultants which will be the basis of determining if extra fees are required as well as their amounts. These records will be available to the public.

SECTION 8. Payment Schedule and Deposits. The base fee shall be paid with the initial application. If the City determines additional payments are necessary, at the City's discretion a deposit can be required from which funds will be used to pay the extra fees. Any deposit amount not expended by the City will be refunded within 30 days after final action on the application. If there is no deposit required, the applicant will be invoiced monthly for the extra fees. Collection of fees will be managed in the same manner as other City fees. Fees that are not paid in a timely manner will not stop the processing of a land use application, but the City will seek collection as with other City fees.

SECTION 9. Resolution No. 2008-05 Repealed. Resolution No. 2008-05 is hereby repealed.

EFFECTIVE DATE: THIS RESOLUTION SHALL BE EFFEECTIVE UPON ITS APPROVAL AND ADOPTION.

DULY PASSED BY THE CITY COUNCIL THIS 9TH DAY OF JULY, 2019.

Jim Lepin,
Mayor

ATTEST:

Kimberly Wollenburg,
City Recorder



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: July 3, for the July 9, 2019 City Council Meeting
SUBJECT: TMDL Program Overview

Action Requested: Review of the City's Total Maximum Daily Load (TMDL) Program and updated Implementation Tracking Matrix for 2019-2024.

Discussion:

Total Maximum Daily Load (TMDL) is a regulatory term in the U.S. Clean Water Act, describing a plan for restoring impaired waters that identifies the maximum amount of a pollutant that a body of water can receive while still meeting water quality standards.

An Oregon Administrative Rule (OAR 340-042-0080) requires local governments and other agencies, as Designated Management Agencies (DMAs) to develop TMDL Implementation Plans. Millersburg is a DMA and has had a Total Maximum Daily Load (TMDL) Implementation Plan since 2008. The plan describes the strategies that the City will implement to reduce temperature, bacteria, and mercury pollution in the upper Willamette River Basin of the Willamette River.

In accordance with TMDL program requirements, the Implementation Tracking Matrix was reviewed and updated, with concurrence from DEQ staff, in 2019. The attached power point presentation will be reviewed during the Council meeting. It provides an overview of the City's TMDL Program and revised Implementation Matrix for 2019-2024.

Budget Impact:

Compliance with the TMDL program requires an investment of time by City staff for tracking, enforcement, and reporting. Additional support may be required occasionally by contract engineering staff.

Recommendation:

Update only, no action required.

Attachment(s):

- TMDL Implementation Tracking Matrix: Millersburg, Oregon 2019-2024
- TMDL Program Overview Power Point Presentation

TMDL Implementation Tracking Matrix: Millersburg, Oregon STATUS UPDATED FOR 2019-2024

Millersburg has legal authority over land use on 2,850 acres within the City Limits. The Willamette River forms the western boundary of the City between river-mile 115.5 and 117.75 for approximately 2.25 miles.

POLLUTANT <i>Pollutants Addressed by the TMDL.</i>	POLLUTANT SOURCES	STRATEGY <i>What Millersburg is doing and will do to reduce pollution from this source.</i>	ACTIONS <i>Specific Implementation Measures.</i>	BENCHMARKS <i>Intermediate indicators of progress.</i>	TIMELINE <i>Beginning and completion dates.</i>	MEASURE <i>Demonstrate implementation or completion of the strategy.</i>	PROGRAM FUNDING	STATUS
1.0 TEMPERATURE	A. Solar Radiation	Maintain existing riparian plantings and shading vegetation.	Update Land Use Development Code to include more provisions for riparian vegetation protection, including greater setbacks for drainage ways. Code enforcement of riparian and vegetative protections. When doing drainage way maintenance/brush removal activities, remove only obstructions to the flow. Protect trees and larger vegetation outside the active channel which provide shading and grass/vegetation within the channel which does not obstruct flow.	Compare aerial photographs at periodic intervals to determine the state of and changes to riparian areas. Visually inspect Crooks Creek main channel and its two northern tributaries within City limits.	Continue to enforce City's current Development Code (1984 & 2006) until revised code is adopted; ongoing Current code revision is underway with adoption anticipated in 2019. Begin enforcement upon adoption of new code. Visual inspection of Crooks Creek and tributaries annually. Aerial photo analysis annually or as new open source aerial photos become available.	Yearly review of standards compliance. Report on visual inspection of Crooks Creek and tributaries. Annual progress of code revision.	General Fund/ Stormwater Fund	
		Perform public outreach and education on riparian regulations and the benefits of riparian plantings and shading vegetation on private property.	Public outreach and education through posting materials to City website and/or fliers on benefits of riparian plantings and shading. Provide guidance to private property owners when requested.	Distribute or post outreach materials minimum of once per year.	Years 1-5: Outreach materials reviewed annually and updated if needed. Years 1-5: Maintain up-to-date website Years 1-5: Perform a minimum of one outreach event and one flyer/ mailing each year.	Track and document outreach and education events, mailings, postings and other efforts; annual review.	General Fund/ Stormwater Fund	
		Maintain existing shading vegetation in riparian areas on City-owned property.	Monitor health of existing vegetation in riparian areas on City-owned property.	Visually inspect trees annually. Engage arborist if conditions of concern exist.	Visual inspection by City staff annually. Evaluation by arborist as needed, minimum every 5 years.	Report on annual visual inspection and arborist evaluation, as applicable. Report on implementation of arborist recommendations.	General Fund/ Stormwater Fund	
	B. Impervious Surface Runoff	Minimize new paving and roof areas, as practicable to reduce stormwater temperature increases.	Enforce maximum ground coverage standards per Land Use Development Code Zones and Zoning Regulations.	Monitor subdivision and building site plans. Track approved variances	Ongoing; annual review	Track and document compliance review of new development, approved variances, violations and enforcement actions.	General Fund/ Planning and Development	
	C. Industrial Storm Water Discharges	Ensure regulations for industrial storm water are communicated to new industries.	Inform applicants of 1200-Z and 1200-C permit requirements and direct them to contact DEQ. Notify DEQ of any reported complaints regarding industrial stormwater discharges.	Track notification to new applicants. Track any notifications to DEQ.	Ongoing; annual review.	Yearly review of compliance in notifying new applicants of 1200-C and 1200-Z requirements. Report any complaint notifications to DEQ	General Fund/ Planning and Development	

2.0 BACTERIA	A. Septic Systems (approximately 4% of the City's dwellings are on individual septic systems)	Contact Linn County Environmental Health about reported concerns with existing septic systems. Ensure system conversion to municipal sewer system is required for new or redevelopment per the Development Code.	Continue expansion of municipal sewer system to serve all areas of the City. Enforce septic system conversion to municipal sewer system when required by Development Code.	Monitor septic system conversion to municipal sewer system & document sewer system extensions	Ongoing; annual review	Report number of septic systems converted to municipal sewer system each year. Report expansions to municipal sewer system Track complaints/ concerns City reports to Linn County	Sewer Fund	
	B. Pet and animal waste	Continue to supply pet waste pickup stations. Enforce farm animal regulations.	City is providing waste collection stations at City Parks. Code enforcement of farm animal raising.	Monitor usage of waste collection stations and farm animal compliance with City Code.	Ongoing; annual review	Track approximate costs of maintaining and restocking dog waste stations. Track responses to complaints regarding animal waste, violations and follow-up actions	General Fund/ Parks	
	C. Garbage spills	Encourage waste collection companies to cover waste bins during transit. Encourage adopt-a-road program within the City.	Enforce current traffic code requiring covered loads. Encourage and support adopt-a-road program by posting information on how to get started to the City web site and referring interested groups to Linn County for county roads. Provide supplies and equipment to adopt-a-road groups.	Monitor roadside debris accumulations through use of maintenance weekly checklists. Track number and type of supplies (bags, gloves) and equipment (vests, trash pick up tools) provided to adopt-a-road groups.	Ongoing; annual review	Provide example maintenance checklists annually. Report on roadside debris observed and removed and any enforcement actions. Report on roads adopted and supplies provided by City, including costs, to adopt-a-road groups.	Streets Fund	
3.0 MERCURY	A. Erosion and sedimentation containing mercury from existing background sources and introduced deposits from air and industries.	Reduce soil displacement and control runoff resulting from earthwork through utilization of erosion control best practices. Maintain and fund City street sweeping program.	Enforce requirements of City grading permit. Complete and adopt engineering standards, including erosion and sedimentation control section.	Monitor compliance with Code standards and permit requirements.	Enforcement of code standards to be continued indefinitely. Adoption of engineering standards to be completed by end of 2019.	Maintain records of grading permits in file. Track enforcement actions on grading permits. Provide documentation that engineering standards have been adopted.	General Fund/ Planning and Development	
		Ensure required 1200-C permits for developments are obtained. Require developers to submit documentation of 1200-C permit prior to issuing construction permit.	Demonstrate that 100% of new developments over one acre obtain 1200-C permits.	Ongoing; annual review	Maintain copy of all 1200-C permits in file for each development.	General Fund/ Planning and Development		
		Adopt erosion control program for smaller areas of disturbance (<1 acre).	Establish template for construction site erosion and sediment control plan (ESCP) and implement a programmatic permit. Perform public outreach and education to development community and implement permit requirements.	Year 1: Develop and adopt template. Year 2: Public outreach to developers and contractors Year 3: Implement permit requirements	Provide template once adopted. Document public outreach efforts. Maintain copies of permits in all development files. Track enforcement actions on erosion control program once in place.	General Fund/ Planning and Development		

4.0 INTERRELATED FACTORS	A. Stormwater Discharge, a contributing source factor for all three Identified Pollutants.	Provide stormwater detention and treatment.	Enforce existing regulations & perform regular maintenance inspections of existing public facilities. Complete and adopt engineering standards, including post-construction stormwater detention and water quality.	Monitor effectiveness of existing regulations and maintenance program. Include design standards which require stormwater treatment in addition to detention.	Ongoing enforcement of existing standards Adoption of post-construction stormwater quality engineering standards by end of 2019. Include requirement for maintenance agreements of private SW facilities in engineering standards.	Maintain records of stormwater calculations and reports in development files. Track maintenance of facilities Provide documentation that post construction stormwater quality engineering design standards are in the process of or have been adopted.	General Fund/ Stormwater Fund	
		Adopt the Millersburg Stormwater Master Plan and begin implementation of selected capital projects.	Begin implementation of selected capital projects recommended in the Stormwater Master Plan.	Incorporate stormwater projects into the City's Capital Improvements Program	Master Plan adopted in 2018. Plan and budget for projects beginning in FY 2019-2020.	Implementation of selected projects.	General Fund/ Stormwater Fund	
	B. Disposal & Recycling	Prevent hazardous waste & illegal discharges and encourage recycling.	Work with waste disposal provider (Republic Services) to provide information to the public on disposal regulations and recycling. Support Hazardous Waste collection days. Advertise on City reader board and website.	Regular review of agreement with Republic Services to insure services continue to meet the needs of the community.	Periodic and on-going. Franchise agreement is reviewed every five years, evaluation of services annually.	Maintain record of any reported illegal discharges and enforcement actions. Report on Actions.	General Fund	
		Illicit Discharge, Detection and Elimination	Monitor ditches during dry weather. Dry weather screening - inspect 20% of outfalls annually. Provide reporting/complaint information on City website, including phone number and complaint form.	Track dry weather ditch monitoring and dry weather outfall screening.	Year 1: Establish dry weather screening program. Provide complaint reporting information on website. Year 2: Begin dry weather monitoring/screening, continue ongoing.	Provide maintenance checklists documenting ditch monitoring. Report on dry weather outfall screening. Track responses to complaints.	General Fund/ Stormwater Fund	
	C. Information Program for Clean Water Act and potential pollutants	Implement outreach and education activities for new local industries and the general public.	Post information or links to City website. Educate new industries about protection of stormwater.	Develop a stormwater flyer for general public, post to website, and make available at City Hall. Develop a stormwater flyer for industry and give to new industries at time of permits.	Develop stormwater flyers and post by 12/31/2019.	Annual communication of information to public and report to council. Provide flyers with annual report.	General Fund/ Stormwater Fund	
	D. Funding	Provide funding for planning and implementation of needed programs to address pollution.	Seek funding sources, including considering creation of a stormwater utility and fee.	Prepare a working list of potential funding sources.	Ongoing; annual review	Achieve funding to implement planning and implementation of needed programs	General Fund/ Stormwater Fund	
	E. Intergovernmental Cooperation	Achieve economies and expanded informational base through cooperative associations.	Contact local and statewide organizations addressing environmental issues. Expand participation in Oregon ACWA.	Attend stormwater information sharing events. Participate with other agencies in local collaboration groups.	Ongoing; annual review	Report on events attended and participation in local collaboration groups.	General Fund/ Stormwater Fund	

	F. City Council Support for water quality efforts	Ensure City Council is aware of TMDL requirements, TMDL Implementation Plan, and city-wide efforts to improve water quality.	City Council meeting overview and acknowledgement of TMDL Plan, Annual Report, and Five Year Review.	Revised Matrix presented to City Council; Annual City Council meeting minutes.	Ongoing; annual review	Annual meeting with City Council about TMDL responsibilities, progress, funding needs, etc.	General Fund/ Stormwater Fund	
	G. Staff Training and Good Housekeeping	Implement recommendations of Stormwater Master Plan for stormwater system maintenance.	Establish a stormwater system maintenance program per the recommendations of the Stormwater Master Plan.	Program and fund stormwater system maintenance activities: street sweeping, inlet inspection, system cleaning.	Year 1-2: Establish program. Year 3-5: Implement maintenance program recommendations.	Report on maintenance activities.	General Fund/ Stormwater Fund	
		Annual staff training.	One staff member participate in one training event per year and give presentation to other staff, as applicable.	Participation in one training event annually.	Training - annually, ongoing.	Documentation of training event attended and materials presented to other staff, as applicable.	General Fund/ Stormwater Fund	
	H. Public Involvement	Provide opportunities for public involvement.	Include public outreach events in master plan processes and provide public comment periods for adoption of master plans. Allow for public comments on stormwater related topics at council meetings.	Provide materials for public review ahead of meetings by posting on website.	Ongoing; annual review	Report on public outreach activities conducted and comments received.	General Fund	

The background is a light blue gradient with several realistic water droplets of various sizes scattered across the page. The droplets have highlights and shadows, giving them a three-dimensional appearance.

MILLERSBURG TMDL IMPLEMENTATION PLAN OVERVIEW

7/9/2019

BACKGROUND

- **Total Maximum Daily Load (TMDL)** is a regulatory term in the U.S. Clean Water Act, describing a plan for restoring impaired waters that identifies the maximum amount of a pollutant that a body of water can receive while still meeting water quality standards
- TMDL limits have been established when a stream, lake, or river does not meet water quality standards and is classified as water quality-limited on the state's 303(d) list
- The Willamette River is classified as a 303(d) listed river for temperature, bacteria, and mercury

BACKGROUND

- An Oregon administrative rule (OAR 340-042-0080) requires local governments and other agencies, as Designated Management Agencies (DMAs) to develop TMDL Implementation Plans
- Millersburg is a DMA and has had a Total Maximum Daily Load (TMDL) Implementation Plan since 2008
- The plan describes the strategies that the city will implement to reduce temperature, bacteria, and mercury pollution in the upper Willamette River Basin of the Willamette River

TMDL IMPLEMENTATION PLAN REQUIRED ELEMENTS

1. Management strategies that will be used to achieve load allocations
2. A timeline and schedule to achieve measurable milestones
3. A plan for periodic review and revision of the Implementation Plan
4. Evidence of compliance with applicable statewide land use requirements
5. Any other analyses or information as specified in the water quality management plan

CURRENT TMDL STATUS

- For several years following establishment of TMDL Implementation Plans, Oregon DEQ did not follow up on the annual reporting requirement for many communities in our area
- In 2016, DEQ staff began an effort to bring DMAs into compliance with reporting standards
- Millersburg submitted annual reports in 2016, 2017, and 2018
- TMDL Implementation Tracking Matrix was reviewed and updated, with concurrence from DEQ staff, in 2019

WHY DOES COUNCIL NEED TO KNOW ABOUT THE TMDL IMPLEMENTATION PLAN AND MATRIX?

- Council is ultimately held responsible for implementation of the TMDL, so it's important that Council is aware of and supports the TMDL Plan
- A benchmark for compliance with one of the elements of the TMDL is to present the revised matrix to the city council
- Many elements of the TMDL require funding and staff time
- Some of the items in the City's CIP and budget for Stormwater are related to TMDL requirements
- Water quality impacts everyone

TMDL vs. MS4

- TMDL specifically applies to temperature, bacteria, and mercury
- DMAs are determined based on discharge to 303(d) listed waters
- TMDL implementation strategies are up to the DMA to determine, with concurrence from DEQ
- MS4 applies to all pollutants
- MS4 permittees determined based on urbanized area
- MS4 permit is prescriptive

*Many elements of the MS4 permit and the TMDL are overlapping



TMDL IMPLEMENTATION TRACKING MATRIX

MILLERSBURG, OREGON

STATUS UPDATED FOR 2019-2024

TMDL Implementation Tracking Matrix: Millersburg, Oregon STATUS UPDATED FOR 2019-2024

Millersburg has legal authority over land use on 2,850 acres within the City Limits. The Willamette River forms the western boundary of the City between river-mile 115.5 and 117.75 for approximately 2.25 miles.

POLLUTANT <i>Pollutants Addressed by the TMDL.</i>	POLLUTANT SOURCES	STRATEGY <i>What Millersburg is doing and will do to reduce pollution from this source.</i>	ACTIONS <i>Specific Implementation Measures.</i>	BENCHMARKS <i>Intermediate indicators of progress.</i>	TIMELINE <i>Beginning and completion dates.</i>	MEASURE <i>Demonstrate implementation or completion of the strategy.</i>	PROGRAM FUNDING	STATUS
1.0 TEMPERATURE	A. Solar Radiation	Maintain existing riparian plantings and shading vegetation.	Update Land Use Development Code to include more provisions for riparian vegetation protection, including greater setbacks for drainage ways. Code enforcement of riparian and vegetative protections. When doing drainage way maintenance/brush removal activities, remove only obstructions to the flow. Protect trees and larger vegetation outside the active channel which provide shading and grass/vegetation within the channel which does not obstruct flow.	Compare aerial photographs at periodic intervals to determine the state of and changes to riparian areas. Visually inspect Crooks Creek main channel and its two northern tributaries within City limits.	Continue to enforce City's current Development Code (1984 & 2006) until revised code is adopted; ongoing Current code revision is underway with adoption anticipated in 2019. Begin enforcement upon adoption of new code. Visual inspection of Crooks Creek and tributaries annually. Aerial photo analysis annually or as new open source aerial photos become available.	Yearly review of standards compliance. Report on visual inspection of Crooks Creek and tributaries. Annual progress of code revision.	General Fund/ Stormwater Fund	
		Perform public outreach and education on riparian regulations and the benefits of riparian plantings and shading vegetation on private property.	Public outreach and education through posting materials to City website and/or fliers on benefits of riparian plantings and shading. Provide guidance to private property owners when requested.	Distribute or post outreach materials minimum of once per year.	Years 1-5: Outreach materials reviewed annually and updated if needed. Years 1-5: Maintain up-to-date website Years 1-5: Perform a minimum of one outreach event and one flyer/ mailing each year.	Track and document outreach and education events, mailings, postings and other efforts; annual review.	General Fund/ Stormwater Fund	
		Maintain existing shading vegetation in riparian areas on City-owned property.	Monitor health of existing vegetation in riparian areas on City-owned property.	Visually inspect trees annually. Engage arborist if conditions of concern exist.	Visual inspection by City staff annually. Evaluation by arborist as needed, minimum every 5 years.	Report on annual visual inspection and arborist evaluation, as applicable. Report on implementation of arborist recommendations.	General Fund/ Stormwater Fund	
	B. Impervious Surface Runoff	Minimize new paving and roof areas, as practicable to reduce stormwater temperature increases.	Enforce maximum ground coverage standards per Land Use Development Code Zones and Zoning Regulations.	Monitor subdivision and building site plans. Track approved variances	Ongoing; annual review	Track and document compliance review of new development, approved variances, violations and enforcement actions.	General Fund/ Planning and Development	
	C. Industrial Storm Water Discharges	Ensure regulations for industrial storm water are communicated to new industries.	Inform applicants of 1200-Z and 1200-C permit requirements and direct them to contact DEQ. Notify DEQ of any reported complaints regarding industrial stormwater discharges.	Track notification to new applicants. Track any notifications to DEQ.	Ongoing; annual review.	Yearly review of compliance in notifying new applicants of 1200-C and 1200-Z requirements. Report any complaint notifications to DEQ	General Fund/ Planning and Development	

POLLUTANT <i>Pollutants Addressed by the TMDL.</i>	POLLUTANT SOURCES	STRATEGY <i>What Millersburg is doing and will do to reduce pollution from this source.</i>	ACTIONS <i>Specific Implementation Measures.</i>	BENCHMARKS <i>Intermediate indicators of progress.</i>	TIMELINE <i>Beginning and completion dates.</i>	MEASURE <i>Demonstrate implementation or completion of the strategy.</i>	PROGRAM FUNDING	STATUS
2.0 BACTERIA	A. Septic Systems (approximately 4% of the City's dwellings are on individual septic systems)	Contact Linn County Environmental Health about reported concerns with existing septic systems. Ensure system conversion to municipal sewer system is required for new or redevelopment per the Development Code.	Continue expansion of municipal sewer system to serve all areas of the City. Enforce septic system conversion to municipal sewer system when required by Development Code.	Monitor septic system conversion to municipal sewer system & document sewer system extensions	Ongoing; annual review	Report number of septic systems converted to municipal sewer system each year. Report expansions to municipal sewer system Track complaints/ concerns City reports to Linn County	Sewer Fund	
	B. Pet and animal waste	Continue to supply pet waste pickup stations. Enforce farm animal regulations.	City is providing waste collection stations at City Parks. Code enforcement of farm animal raising.	Monitor usage of waste collection stations and farm animal compliance with City Code.	Ongoing; annual review	Track approximate costs of maintaining and restocking dog waste stations. Track responses to complaints regarding animal waste, violations and follow-up actions	General Fund/ Parks	
	C. Garbage spills	Encourage waste collection companies to cover waste bins during transit. Encourage adopt-a-road program within the City.	Enforce current traffic code requiring covered loads. Encourage and support adopt-a-road program by posting information on how to get started to the City web site and referring interested groups to Linn County for county roads. Provide supplies and equipment to adopt-a-road groups.	Monitor roadside debris accumulations through use of maintenance weekly checklists. Track number and type of supplies (bags, gloves) and equipment (vests, trash pick up tools) provided to adopt-a-road groups.	Ongoing; annual review	Provide example maintenance checklists annually. Report on roadside debris observed and removed and any enforcement actions. Report on roads adopted and supplies provided by City, including costs, to adopt-a-road groups.	Streets Fund	
3.0 MERCURY	A. Erosion and sedimentation containing mercury from existing background sources and introduced deposits from air and industries.	Reduce soil displacement and control runoff resulting from earthwork through utilization of erosion control best practices. Maintain and fund City street sweeping program.	Enforce requirements of City grading permit. Complete and adopt engineering standards, including erosion and sedimentation control section.	Monitor compliance with Code standards and permit requirements.	Enforcement of code standards to be continued indefinitely. Adoption of engineering standards to be completed by end of 2019.	Maintain records of grading permits in file. Track enforcement actions on grading permits. Provide documentation that engineering standards have been adopted.	General Fund/ Planning and Development	
		Ensure required 1200-C permits for developments are obtained. Require developers to submit documentation of 1200-C permit prior to issuing construction permit.	Demonstrate that 100% of new developments over one acre obtain 1200-C permits.	Ongoing; annual review	Maintain copy of all 1200-C permits in file for each development.	General Fund/ Planning and Development		
		Adopt erosion control program for smaller areas of disturbance (<1 acre).	Establish template for construction site erosion and sediment control plan (ESCP) and implement a programmatic permit. Perform public outreach and education to development community and implement permit requirements.	Year 1: Develop and adopt template. Year 2: Public outreach to developers and contractors Year 3: Implement permit requirements	Provide template once adopted. Document public outreach efforts. Maintain copies of permits in all development files. Track enforcement actions on erosion control program once in place.	General Fund/ Planning and Development		

POLLUTANT Pollutants Addressed by the TMDL.	POLLUTANT SOURCES	STRATEGY What Millersburg is doing and will do to reduce pollution from this source.	ACTIONS Specific Implementation Measures.	BENCHMARKS Intermediate indicators of progress.	TIMELINE Beginning and completion dates.	MEASURE Demonstrate implementation or completion of the strategy.	PROGRAM FUNDING	STATUS
4.0 INTERRELATED FACTORS	A. Stormwater Discharge, a contributing source factor for all three Identified Pollutants.	Provide stormwater detention and treatment.	Enforce existing regulations & perform regular maintenance inspections of existing public facilities. Complete and adopt engineering standards, including post-construction stormwater detention and water quality.	Monitor effectiveness of existing regulations and maintenance program. Include design standards which require stormwater treatment in addition to detention.	Ongoing enforcement of existing standards Adoption of post-construction stormwater quality engineering standards by end of 2019. Include requirement for maintenance agreements of private SW facilities in engineering standards.	Maintain records of stormwater calculations and reports in development files. Track maintenance of facilities Provide documentation that post construction stormwater quality engineering design standards are in the process of or have been adopted.	General Fund/ Stormwater Fund	
		Adopt the Millersburg Stormwater Master Plan and begin implementation of selected capital projects.	Begin implementation of selected capital projects recommended in the Stormwater Master Plan.	Incorporate stormwater projects into the City's Capital Improvements Program	Master Plan adopted in 2018. Plan and budget for projects beginning in FY 2019-2020.	Implementation of selected projects.	General Fund/ Stormwater Fund	
	B. Disposal & Recycling	Prevent hazardous waste & illegal discharges and encourage recycling.	Work with waste disposal provider (Republic Services) to provide information to the public on disposal regulations and recycling. Support Hazardous Waste collection days. Advertise on City reader board and website.	Regular review of agreement with Republic Services to insure services continue to meet the needs of the community.	Periodic and on-going. Franchise agreement is reviewed every five years, evaluation of services annually.	Maintain record of any reported illegal discharges and enforcement actions. Report on Actions.	General Fund	
		Illicit Discharge, Detection and Elimination	Monitor ditches during dry weather. Dry weather screening - inspect 20% of outfalls annually. Provide reporting/complaint information on City website, including phone number and complaint form.	Track dry weather ditch monitoring and dry weather outfall screening.	Year 1: Establish dry weather screening program. Provide complaint reporting information on website. Year 2: Begin dry weather monitoring/screening, continue ongoing.	Provide maintenance checklists documenting ditch monitoring. Report on dry weather outfall screening. Track responses to complaints.	General Fund/ Stormwater Fund	
	C. Information Program for Clean Water Act and potential pollutants	Implement outreach and education activities for new local industries and the general public.	Post information or links to City website. Educate new industries about protection of stormwater.	Develop a stormwater flyer for general public, post to website, and make available at City Hall. Develop a stormwater flyer for industry and give to new industries at time of permits.	Develop stormwater flyers and post by 12/31/2019.	Annual communication of information to public and report to council. Provide flyers with annual report.	General Fund/ Stormwater Fund	
	D. Funding	Provide funding for planning and implementation of needed programs to address pollution.	Seek funding sources, including considering creation of a stormwater utility and fee.	Prepare a working list of potential funding sources.	Ongoing; annual review	Achieve funding to implement planning and implementation of needed programs	General Fund/ Stormwater Fund	
E. Intergovernmental Cooperation	Achieve economies and expanded informational base through cooperative associations.	Contact local and statewide organizations addressing environmental issues. Expand participation in Oregon ACWA.	Attend stormwater information sharing events. Participate with other agencies in local collaboration groups.	Ongoing; annual review	Report on events attended and participation in local collaboration groups.	General Fund/ Stormwater Fund	Page 102 of 103	

POLLUTANT <i>Pollutants Addressed by the TMDL.</i>	POLLUTANT SOURCES	STRATEGY <i>What Millersburg is doing and will do to reduce pollution from this source.</i>	ACTIONS <i>Specific Implementation Measures.</i>	BENCHMARKS <i>Intermediate indicators of progress.</i>	TIMELINE <i>Beginning and completion dates.</i>	MEASURE <i>Demonstrate implementation or completion of the strategy.</i>	PROGRAM FUNDING	STATUS
	F. City Council Support for water quality efforts	Ensure City Council is aware of TMDL requirements, TMDL Implementation Plan, and city-wide efforts to improve water quality.	City Council meeting overview and acknowledgement of TMDL Plan, Annual Report, and Five Year Review.	Revised Matrix presented to City Council; Annual City Council meeting minutes.	Ongoing; annual review	Annual meeting with City Council about TMDL responsibilities, progress, funding needs, etc.	General Fund/ Stormwater Fund	
	G. Staff Training and Good Housekeeping	Implement recommendations of Stormwater Master Plan for stormwater system maintenance.	Establish a stormwater system maintenance program per the recommendations of the Stormwater Master Plan.	Program and fund stormwater system maintenance activities: street sweeping, inlet inspection, system cleaning.	Year 1-2: Establish program. Year 3-5: Implement maintenance program recommendations.	Report on maintenance activities.	General Fund/ Stormwater Fund	
		Annual staff training.	One staff member participate in one training event per year and give presentation to other staff, as applicable.	Participation in one training event annually.	Training - annually, ongoing.	Documentation of training event attended and materials presented to other staff, as applicable.	General Fund/ Stormwater Fund	
	H. Public Involvement	Provide opportunities for public involvement.	Include public outreach events in master plan processes and provide public comment periods for adoption of master plans. Allow for public comments on stormwater related topics at council meetings.	Provide materials for public review ahead of meetings by posting on website.	Ongoing; annual review	Report on public outreach activities conducted and comments received.	General Fund	