



**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 & PUBLIC HEARING**

Millersburg City Hall  
4222 NE Old Salem Road  
Albany OR 97321  
March 10, 2020 @ 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 February 11, 2020 City Council Meeting Minutes
  - 2) Acceptance of Council Approval Report for City Bills
  - Action: \_\_\_\_\_
- F. GUEST PRESENTATIONS
  - 1) Linn County Sheriff's Office Report
  - 2) Boys and Girls Club Presentation
- G. PUBLIC COMMENT
- H. PUBLIC HEARING
  - 1) Accessory Structures
  - 2) Sale of Property
- I. COUNCIL MEMBER AND STAFF COMMENTS
- J. CITY MANAGER'S REPORT
  - 1) Project Updates
- K. CITY ATTORNEY'S REPORT
- L. UNFINISHED BUSINESS
  - 1) City Website
  - Action: \_\_\_\_\_
  - 2) Internal Controls Policy and Procedures – Resolution 2020-03
  - Action: \_\_\_\_\_

M. NEW BUSINESS

- 1) Enterprise Zone Application (Ti Squared) – Resolution 2020-04  
Action: \_\_\_\_\_
- 2) Health Insurance – Information Only
- 3) Parks Commission – Discussion Only
- 4) Master Plan Documents Paths and Trails – Discussion Only

N. CLOSING PUBLIC COMMENT

O. CLOSING COUNCIL COMMENT

P. ADJOURNMENT

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

Upcoming Meetings & Events:

March 10, 2020 @ 6:30 p.m. – City Council Meeting

March 12, 2020 @ 6:00 p.m. – Events Planning Committee Meeting

March 17, 2020 @ 6:00 p.m. – Planning Commission Meeting

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



## February 11, 2020 City Council Meeting Minutes

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

- A. CALL TO ORDER: Called to order by Mayor Lepin at 6:30 p.m.
- B. ROLL CALL  
Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan  
Councilors Absent: None  
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder  
Presenters: Linn County Sheriff's Office – Sergeant Greg Klein
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA  
None
- E. CONSENT AGENDA  
1) Approval of January 14, 2020 City Council Meeting Minutes  
2) Approval of January 28, 2020 City Council Work Session Minutes  
3) Acceptance of Council Approval Report for City Bills  
Action: **Motion to Accept Consent Agenda made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**  
**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Aye**  
**Councilor John Sullivan: Aye**  
Motion PASSED: 5/0
- F. GUEST PRESENTATIONS  
1) Linn County Sheriff's Office Report  
Sergeant Greg Klein, LCSO, reviewed January's LCSO report.
- G. PUBLIC COMMENT  
None

#### H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Councilor Cowan and Councilor McPhee shared that they'd recently attended a Boys and Girls Club event and enjoyed learning more information about the programs the Club supports. Councilor McPhee said that he spoke specifically with one representative who shared that they were planning to bring events and programs to Millersburg.
- 2) Mayor Lepin shared some updates and information regarding recent conversations and changes with regional economic development efforts.
- 3) Councilor Cowan spoke about his attendance at the Joint Water/Wastewater Management Committee meetings.

#### I. CITY MANAGER'S REPORT

- 1) Project Updates  
City Manager Kreitman and Assistant City Manager/City Engineer Booth went over the project updates staff report, discussing various projects.
- 2) FY 18-19 Financial Report  
City Manager Kreitman spoke about last fiscal year's audit and noted a change in auditing personnel that led to the identification in inconsistencies that needed to be addressed. He mentioned sending a draft of a proposed internal controls and accounts receivable write-off policies to get feedback from the auditors in light of their staff changes. The final drafts will come back to City Council for review/approval in March.
- 3) Fuel Tax Discussion Report – for Mayor's Discussion  
Mayor Lepin shared talking points about why the City should be discussing a fuel tax then asked for feedback and input from the City Council for the consideration of a three percent (3%) fuel tax. Discussion followed regarding the amount of the tax and the need for the tax, including discussing past and continuing growth in the City and the increasing need to repair roads.

Doug Iverson, Summit Avenue, said that he doesn't understand the reasoning behind the consideration of the tax and asked how many places would be taxed. City Attorney Reid shared that there were four places that could be taxed and confirmed that the tax would only be on fuel not used for farming. Mr. Iverson also asked if Millersburg had a plan for routine road renewal. Mayor Lepin and Assistant City Manager/City Engineer Booth confirmed there is a plan.

Ron Post, Riverstone, asked about how many miles of road surface Millersburg maintains. Assistant City Manager/City Engineer Booth shared that the City maintains approximately 15 miles of road surface.

J. CITY ATTORNEY'S REPORT

- 1) City Attorney Reid asked whether the Council wished to go out for proposals for the leasing of the City farmland. The Council agreed proposals should be sought.

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

- 1) Amending Municipal Code – Ordinance 167-20

City Manager Kreitman reviewed the staff report.

Action: **Motion to Approve Ordinance Amending the Millersburg Municipal Code by Deleting Provisions in Conflict with the City Charter, Adding New Language, and Declaring an Emergency made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Ordinance 167-20

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

Motion PASSED: 5/0

- 2) Council Rules of Procedure – Resolution 2020-02

City Manager Kreitman reviewed the final draft of the proposed Rules of Procedure, including the changes requested by Council during January work session and as amended during review of the finalized document.

Action: **Motion to Approve Resolution Repealing Resolution 2017-8 And Adopting Rules of Procedure for the City Council as Amended made by Councilor Scott Cowan; seconded by Councilor Dave Harms.** Resolution 2020-02

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

Motion PASSED: 5/0

Mayor Lepin recessed the meeting at 8:01 p.m.

Mayor Lepin called the meeting back to order at 8:05 p.m.

- 3) Connection Charges Revision – Ordinance 168-20

Assistant City Manager/City Engineer reviewed staff report. The Council had a lengthy discussion with Assistant City Manager/City Engineer Booth regarding the application of the charges and the timing.

After City Attorney Reid read the Ordinance:

Action: **Motion to Adopt Ordinance Amending Municipal Code**

**Section 15.030.020, Connection Charges made by Councilor Scott Cowan; seconded by Councilor Dave Harms. Ordinance 168-20**

**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Nay**  
**Councilor John Sullivan: Aye**

Motion PASSED: 4/1

4) City Website

City Manager Kreitman reviewed the staff report and the information provided by Municode, the preferred vendor to provide Millersburg with a new, robust website that allows the City to provide necessary information to residents and businesses. After discussion with the Council, City Manager Kreitman will provide an updated pricing list for the March meeting.

Action: **The City Manager Received Consensus from the City Council to Move Forward with Municode to Provide a New, Custom Design, including Meetings and Agenda Management and Email Notifications.**

5) City Parks Open Space Property – Ordinance 169-20

Assistant City Manager/City Engineer reviewed the staff report. Mayor Lepin asked about park hours. Assistant City Manager/City Engineer Booth explained the difference between gate closing hours and closing the City Park. The Council asked for section 7.28.310 (3) of the proposed Ordinance be struck.

After City Attorney Reid read the Ordinance:

Action: **Motion to Adopt Ordinance Amending the Millersburg Municipal Code by Adopting Section 7.28, Parks and Open Space Regulations as Revised made by Councilor Dave Harms; seconded by Councilor John Sullivan.** Ordinance 169-20

**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Aye**  
**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

M. CLOSING PUBLIC COMMENT

- 1) Doug Iverson, Summit, brought up discussion regarding the fence around the detention pond in Woods Estates and asked if the pond on Millersburg Drive was going to be fenced. Assistant City Manager/City Engineer Booth noted that this was a privately owned old quarry site, not a detention pond and that would be fenced per development requirements for the subdivision as a condition of approval.
- 2) Ron Post, Riverstone, asked about the safety of storm basin/catch at Riverstone Loop and Woods Road.

N. CLOSING COUNCIL COMMENT  
None

O. ADJOURNMENT  
Meeting adjourned at 9:10 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg  
City Recorder

Kevin Kreitman  
City Manager

Upcoming Meetings & Events:

February 17, 2020 – City Hall Closed – Presidents' Day  
February 25, 2020 @ 4:00 p.m. – City Council Work Session  
March 3, 2020 @ 6:00 p.m. – Planning Commission Meeting  
March 10, 2020 @ 6:30 p.m. – City Council Meeting  
March 12, 2020 @ 6:00 p.m. – Events Planning Committee Meeting

*The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.*

**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
<b>25 ADS. LLC, PO Box 74008582, Chicago, IL, 60674-8582</b>		12814.0120	01/26/20	O&M COLLECTION SYSTEM	02/24/20	\$6,127.00	\$6,127.00	04-1305	O&M COLLECTION SYS	\$198,000.00	\$175,625.78
							<b>\$6,127.00</b>				
<b>335 EC Electrical Construction Co, PO Box 35146, #43035, Seattle, WA, 98124-5146</b>		190614	02/04/20	CITY HALL MAINTENANCE & SUPPLIES	02/04/20	\$1,000.45	\$1,000.45	01-1309	CITY HALL MAINTENAN	\$22,000.00	\$18,137.43
							<b>\$1,000.45</b>				
<b>153 Linn County Surveyor, PO Box 100, Albany, OR, 97321</b>		02032020	02/03/20	MATERIALS & SUPPLIES	02/28/20	\$23.75	\$23.75	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$3,822.21
							<b>\$23.75</b>				
<b>27 Metereaders, LLC., PO Box 1902, Lake Oswego, OR, 97035</b>		9153	02/03/20	O&M TRANSMISSION LINES	02/03/20	\$1,039.50	\$1,039.50	05-1304	O&M TRANSMISSION LI	\$104,000.00	\$47,516.58
							<b>\$1,039.50</b>				
<b>23 Pacific Power, PO Box 26000, Portland, OR, 97256-0001</b>		0066 02172020	01/30/20	CITY HALL UTILITIES	02/17/20	\$1,238.76	\$1,238.76	01-1317	CITY HALL UTILITIES	\$32,200.00	\$18,337.81
		0066 02172020	01/30/20	PARK SUPPLIES & MAINTENANCE	02/17/20	\$73.22	\$73.22	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$32,263.71
		0066 02172020	01/30/20	STREET LIGHTS POWER	02/17/20	\$3,225.04	\$3,225.04	02-1323	STREET LIGHTS POWE	\$42,000.00	\$16,602.21
		0066 02172020	01/30/20	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL	02/17/20	\$1,650.94	\$1,650.94	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$858.57)
		0074 02042020	02/04/20	SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTIL	02/20/20	\$55.62	\$55.62	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$858.57)
							<b>\$6,243.58</b>				
<b>328 Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321</b>		275504	01/31/20	PARK SUPPLIES & MAINTENANCE	02/14/20	\$307.50	\$307.50	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$32,263.71
							<b>\$307.50</b>				
<b>Total Bills To Pay:</b>							<b>\$14,741.78</b>				



**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
<b>251 Dustin Patton</b>		02012020	02/19/20	Dustin Patton cell phone reimbursement	02/19/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$17,550.30
							<b>\$35.00</b>				
<b>566 Jake Gabell</b>		02012020	02/19/20	Jake Gabell - Cell phone reimbursement	02/19/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$17,550.30
							<b>\$35.00</b>				
<b>Total Bills To Pay:</b>							<b>\$70.00</b>				

**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
<b>43 Aflac, 1932 Wynnton Road, Columbus, GA,</b>		490810	02/11/20	Aflac through Feb 2020	03/01/20	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$25,797.99)
							<b>\$49.08</b>				
<b>851 Ashley Pope</b>		02112020	02/19/20	Library Reimbursement - Ashley Pope	02/19/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,080.00
							<b>\$40.00</b>				
<b>539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>		3138529	01/03/20	Barrett Business Services week ending 12/29/19	02/03/20	\$491.40	\$491.40	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60
3139204	01/10/20	Barrett Business Services week ending 1/5/20	02/10/20	\$748.80	\$748.80	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60		
3139880	01/17/20	Barrett Business Services week ending 1/17/20	02/17/20	\$514.80	\$514.80	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60		
3140620	01/24/20	Barrett Business Services week ending 1/19/20	02/24/20	\$620.10	\$620.10	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60		
3141202	01/31/20	Barrett Business Services week ending 1/26/20	02/28/20	\$1,064.70	\$1,064.70	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60		
3141775	02/07/20	Barrett Business Services week ending 2/2/20	03/07/20	\$111.15	\$111.15	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60		
3142352	02/14/20	Barrett Business Services week ending 2/9/20	03/14/20	\$807.30	\$807.30	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60		
3139880	01/17/20	Barrett Business Services week ending 1/17/20 - Mark Yeager	02/17/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$29,903.50		
3140620	01/24/20	Barrett Business Services week ending 1/19/20 - Mark Yeager	02/24/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$29,903.50		
							<b>\$4,878.25</b>				
<b>540 Caryl Therese Thomas</b>		12272019	02/19/20	Library Reimbursement - Caryl Thomas	02/19/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,080.00
							<b>\$40.00</b>				
<b>466 CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869</b>		704841CH014	02/03/20	CH2M Hill through Jan 2020 - Task 3	03/03/20	\$884.95	\$884.95	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$12,392.03
704841CH014	02/03/20	CH2M Hill through Jan 2020 - Task 1	03/03/20	\$2,581.91	\$2,581.91	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$12,392.03		
704841CH014	02/03/20	CH2M Hill through Jan 2020 - Task 4.5.1	03/03/20	\$1,037.24	\$1,037.24	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$12,392.03		
704841CH014	02/03/20	CH2M Hill through Jan 2020 - Task 4.4.1	03/03/20	\$15,255.51	\$15,255.51	02-1301	20% CONSULTANTS EN	\$20,000.00	(\$8,566.79)		
704841CH014	02/03/20	CH2M Hill through Jan 2020 - Task 2.2	03/03/20	\$1,117.48	\$1,117.48	02-1301	20% CONSULTANTS EN	\$20,000.00	(\$8,566.79)		
704841CH014	02/03/20	CH2M Hill through Jan 2020 -Task 4.1	03/03/20	\$2,461.49	\$2,461.49	04-1301	20% CONSULTANTS - E	\$20,000.00	\$16,795.58		
704841CH014	02/03/20	CH2M Hill through Jan 2020 - Task 4.2	03/03/20	\$5,534.99	\$5,534.99	05-1301	20% CONSULTANT - EN	\$20,000.00	\$19,616.40		
							<b>\$28,873.57</b>				
<b>773 CH2MHILL OMI, Department 1267, Denver, CO, 80291-1267</b>		351259-023	01/22/20	CH2M Hill OMI - Out of Scope Letter through Jan 2020	02/22/20	\$666.50	\$666.50	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$6,764.60
							<b>\$666.50</b>				
<b>735 Ciera Christensen</b>		01252020	02/19/20	Library Reimbursement - Brian Christensen	02/19/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,080.00

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
								<b>\$40.00</b>				
<b>514</b>	<b>Cintas, PO Box 631025, Cincinnati, OH, 45263-1025</b>	5016022440	02/13/20	Cintas through Feb 2020	03/13/20	\$42.49	\$42.49	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$3,822.21	
						<b>\$42.49</b>						
<b>50</b>	<b>City of Albany, PO Box 490, Albany, OR, 97321</b>	1279	02/01/20	City of Albany Fire Protection	03/02/20	\$351,572.86	\$351,572.86	01-4301	CONTRACTED FIRE SE	\$1,410,000.00	\$671,854.27	
						<b>\$351,572.86</b>						
<b>762</b>	<b>Code Publishing Co, 9410 Roosevelt Way NE, Seattle, WA, 98115-2844</b>	65941	01/28/20	Code Publishing through Jan 2020	02/27/20	\$2,760.00	\$2,760.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60	
						<b>\$2,760.00</b>						
<b>728</b>	<b>Conservation Technix, Inc., PO Box 885, Orinda, CA, 94563</b>	888	02/01/20	Conservation Technix - Parks Master Plan	03/01/20	\$1,109.62	\$1,109.62	01-2303	PARKS MASTER PLAN	\$25,000.00	\$609.00	
						<b>\$1,109.62</b>						
<b>850</b>	<b>Darrin Hotrum</b>	01182020	02/19/20	Library Reimbursement - Darrin Hotrum	02/19/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,080.00	
						<b>\$40.00</b>						
<b>659</b>	<b>David Evans &amp; Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340</b>	461223	02/18/20	David Evans PCPI Expense through Jan 2020	03/18/20	\$1,679.01	\$1,679.01	02-1303	PCPI EXPENSE	\$30,000.00	\$9,891.52	
		461223	02/18/20	David Evans PCPI Expense through Jan 2020	03/18/20	\$1,399.17	\$1,399.17	03-1303	PCPI	\$25,000.00	\$8,242.92	
		461223	02/18/20	David Evans PCPI Expense through Jan 2020	03/18/20	\$1,119.34	\$1,119.34	04-1303	SEWER PCPI	\$20,000.00	\$6,594.33	
		461223	02/18/20	David Evans PCPI Expense through Jan 2020	03/18/20	\$839.50	\$839.50	05-1303	PCPI EXPENSE	\$15,000.00	\$4,945.71	
						<b>\$5,037.02</b>						
<b>327</b>	<b>De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602</b>	66575896	02/01/20	De Lage Landen Financial Services through March 2020	03/01/20	\$374.55	\$374.55	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60	
						<b>\$374.55</b>						
<b>242</b>	<b>Dick Welker Construction Inc., PO Box 1032, Albany, OR, 97321</b>	3397	02/08/20	Dick Welker Const - Clean & TV storm lines	03/08/20	\$4,154.00	\$4,154.00	03-1331	STORM DRAINS & DITC	\$122,000.00	\$104,998.00	
						<b>\$4,154.00</b>						
<b>251</b>	<b>Dustin Patton <span style="color: red;">VOIDED</span></b>	02012020	02/19/20	Dustin Patton cell phone reimbursement	02/19/20	\$40.00	\$40.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$18,337.81	
						<b>\$40.00</b>						
<b>107</b>	<b>Grove, Mueller &amp; Swank, P.C., PO Box 2122, Salem, OR, 97308-2122</b>	92223	01/31/20	Grove Mueller & Swank through Jan 2020	02/28/20	\$5,150.00	\$5,150.00	01-1302	ACCOUNTING & AUDIT	\$20,000.00	\$12,200.00	
						<b>\$5,150.00</b>						

**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
<b>765 Handy Hands Landscape C&amp;M LLC, 31410 HWY 34, Tangent, OR, 97389</b>		Jan 2020	02/19/20	Handy Hands through Jan 2020	02/19/20	\$1,280.00	\$1,280.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60
Jan 2020 2	02/19/20	Handy Hands through Jan 2020	02/19/20		\$480.00	\$480.00	01-1357	RENTAL PROPERTY	\$5,000.00	\$1,301.98	
						<b>\$1,760.00</b>					
<b>566 Jake Gabell VOIDED</b>		02012020	02/19/20	Jake Gabell - Cell phone reimbursement	02/19/20	\$40.00	\$40.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$18,337.81
						<b>\$40.00</b>					
<b>750 Jan Christy Russell</b>		02112020	02/19/20	Library Reimbursement - Jan Russell	02/19/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,080.00
						<b>\$40.00</b>					
<b>173 Jano's Trophies, 1129 SE Santiam Rd., Albany, OR, 97321</b>		27544	02/19/20	Jano's - one name plate Mark Raum	02/19/20	\$10.00	\$10.00	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$3,822.21
						<b>\$10.00</b>					
<b>849 Kelly Bodnarchuk</b>		02012020	02/01/20	Library Reimbursement - Kelly Bodnarchuk	03/01/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,080.00
						<b>\$40.00</b>					
<b>712 Laura Silverii</b>		11022019	02/19/20	Library Reimbursement - Laura Silverii	02/19/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,080.00
						<b>\$40.00</b>					
<b>302 Lexis Kirkendall</b>		02162020	02/19/20	Library Reimbursement - Lexis Kirkendall	02/19/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$1,080.00
						<b>\$40.00</b>					
<b>19 Linn County Planning and Building, PO Box 100, Albany, OR, 97321</b>		Jan 2020	02/03/20	Linn County Planning and Building through Jan 2020	03/03/20	\$69,269.35	\$69,269.35	01-5332	PMNT TO LINN CO BUIL	\$340,000.00	\$176,653.68
						<b>\$69,269.35</b>					
<b>697 Linn County Print &amp; Supplies, 330 3rd Avenue SW, Albany, OR, 97321</b>		0-200203-06	02/03/20	Linn County Print and Supplies - Envelopes	03/03/20	\$470.00	\$470.00	01-1355	PRINTING & ADVERTISI	\$5,000.00	\$3,835.71
						<b>\$470.00</b>					
<b>12 Linn County Sheriff's Office, 1115 Jackson Street SE, Albany, OR, 97322</b>		2019/2020	02/05/20	Linn County Sherrif's Office - 1st, 2nd, and 3rd quarter 2019-2020	03/05/20	\$97,560.75	\$97,560.75	01-4302	LINN COUNTY CONTRA	\$129,182.00	\$129,182.00
						<b>\$97,560.75</b>					
<b>836 LS Networks, 921 SW Washington ST Suite 370, Portland, OR, 97205-2824</b>		INV44881	02/01/20	LS Network Internet service through Jan 2020	03/02/20	\$325.00	\$325.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$18,337.81
INV44881	02/01/20	LS Network Phone service through Jan 2020	03/02/20		\$462.51	\$462.51	01-1317	CITY HALL UTILITIES	\$32,200.00	\$18,337.81	

**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
INV44881	02/01/20	LS Network - VIOP Phone hardware	03/02/20	\$600.00	\$600.00	01-1401	CITY HALL IMPROVEM	\$130,000.00	\$27,402.92
					<b>\$1,387.51</b>				
<b>761</b>	<b>Mike's Heating and Air, PO BOX 748, Albany, OR, 97321</b>								
155150	01/23/20	Mike's Heating and Air - Fire Station service	02/23/20	\$105.00	\$105.00	01-4306	Maintenance and Supplie	\$2,000.00	(\$43.10)
					<b>\$105.00</b>				
<b>585</b>	<b>MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553</b>								
8777	02/11/20	Morgan CPS - Planning through Jan 2020	03/11/20	\$8,100.00	\$8,100.00	01-1353	CONSULTANTS - PLAN	\$100,000.00	\$58,600.00
					<b>\$8,100.00</b>				
<b>53</b>	<b>Oregon Cascades West COG, 1400 Queen Ave. SE Suite 201, Albany, OR, 97322</b>								
Qtr2 2020	01/29/20	Oregon Cascade West COG - New switch	02/28/20	\$1,673.13	\$1,673.13	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$3,822.21
Qtr2 2020	01/29/20	Oregon Cascade West COG - IT Support through Dec 2019	02/28/20	\$1,327.90	\$1,327.90	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60
					<b>\$3,001.03</b>				
<b>842</b>	<b>PAC/WEST, 8600 SW St. Helens Drive, Wilisonville, OR, 97070</b>								
6133	02/04/20	PAC/WEST through Jan 2020	03/04/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$30,000.00	\$7,300.00
					<b>\$3,500.00</b>				
<b>123</b>	<b>Pride Printing Company, PO Box 457, Albany, OR, 97321</b>								
82163J	02/13/20	Pride Printing - Business cards	03/13/20	\$170.00	\$170.00	01-1355	PRINTING & ADVERTISI	\$5,000.00	\$3,835.71
					<b>\$170.00</b>				
<b>41</b>	<b>Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167</b>								
02102020	02/10/20	Providence through March 2020	03/01/20	\$6,938.35	\$6,938.35	01-1211	MEDICAL INSURANCE	\$89,250.00	\$38,836.55
					<b>\$6,938.35</b>				
<b>223</b>	<b>Wallace W. Lien, P.C., P.O. Box 5730, Salem, OR, 97304</b>								
01-25-20	02/19/20	Wallace Lien through Jan 2020	02/19/20	\$2,306.30	\$2,306.30	01-1339	LEGAL SERVICES	\$170,000.00	\$37,136.00
					<b>\$2,306.30</b>				
<b>652</b>	<b>Wheat LLC, 1141 Chemawa Rd N, Keizer, OR, 97321</b>								
5757	01/31/20	Wheat LLC through Jan 2020	02/28/20	\$1,975.77	\$1,975.77	02-1319	STREET SWEEPING	\$25,000.00	\$11,169.61
					<b>\$1,975.77</b>				
<b>786</b>	<b>Witherspoon Industries LLC, PO Box 1047, Lebanon, OR, 97355</b>								
3681	01/31/20	Witherspoon Industrties - Janatorial through Jan 2020	02/28/20	\$600.00	\$600.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$64,543.60
					<b>\$600.00</b>				

**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
<b>479 Brothers Concrete Cutting, Inc., 1721 Fescue St. SE, Albany, OR, 97322</b>		159236	02/14/20	Brothers Concrete Cutting Inc, Core Drilling	02/14/20	\$280.00	\$280.00	02-1311	MISCELLANEOUS	\$2,000.00	\$1,469.50
							<b>\$280.00</b>				
<b>607 Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566</b>		0722022020	02/20/20	Business Connections - phone service through Feb 2020	03/10/20	\$42.95	\$42.95	01-1317	CITY HALL UTILITIES	\$32,200.00	\$17,480.30
							<b>\$42.95</b>				
<b>773 CH2MHILL OMI, Department 1267, Denver, CO, 80291-1267</b>		351259-025	02/12/20	CH2M Hill, Out of Scope Letter	02/12/20	\$666.50	\$666.50	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$6,098.10
							<b>\$666.50</b>				
<b>852 Creekside Valley Farms, PO Box 99, Lafayette, OR, 97127</b>		1	02/27/20	Creekside Valley Farms, city land lease modification	02/27/20	\$11,504.47	\$11,504.47	01-1357	RENTAL PROPERTY	\$5,000.00	\$821.98
							<b>\$11,504.47</b>				
<b>251 Dustin Patton</b>		03012020	02/28/20	Dustin Patton - Cell Phone Reimbursement	02/28/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$17,480.30
							<b>\$35.00</b>				
<b>566 Jake Gabell</b>		03012020	02/28/20	Jake Gabell - Cell Phone Reimbursement	02/28/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$17,480.30
							<b>\$35.00</b>				
<b>425 Jim Lepin</b>		02232020	02/27/20	MEETINGS & TRAINING, Jim meeting	02/27/20	\$16.20	\$16.20	01-1335	MEETINGS & TRAINING	\$8,000.00	\$5,321.11
		02232020	02/27/20	MILEAGE, Jim Lepin, Expense Reimbursement	02/27/20	\$144.33	\$144.33	01-1351	MILEAGE	\$1,600.00	\$1,162.08
							<b>\$160.53</b>				
<b>561 Kimberly Wollenburg</b>		02242020	02/27/20	Kimberly Wollenburg, Employee expense reimbursement - office expense	02/27/20	\$62.44	\$62.44	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$2,096.59
							<b>\$62.44</b>				
<b>20 Koontz, Blasquez &amp; Co., P.C., PO Box 605, Albany, OR, 97321</b>		65242	02/20/20	Koontz, Blasquez & Associates, payroll services through Feb 2020	02/20/20	\$240.00	\$240.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$53,038.52
							<b>\$240.00</b>				
<b>404 Laurie Hackstedt</b>		02232020	02/27/20	Laurie Hackstedt - Library Reimbursement	02/27/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$760.00
							<b>\$40.00</b>				
<b>744 Melissa Schulze</b>		02022020	02/28/20	Selissa Schulze - Library reimbursement	02/28/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$760.00

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$40.00</b>					
<b>483</b>	<b>MetLife - Group Benefits, PO Box 804466, Kansas City, MO, 64180-4466</b>	02132020	02/13/20	Metlife through Feb 2020, DENTAL & VISION INSURANCE	03/01/20	\$828.88	\$828.88	01-1214	DENTAL & VISION INSU	\$10,272.00	\$4,040.61	
							<b>\$828.88</b>					
<b>853</b>	<b>S&amp;F Land Services, LLC, 4858 SW Scholls Ferry Rd, Suite A, Portland, OR, 97225</b>	2020089	02/12/20	S&F Land Services, land survey	03/12/20	\$5,785.00	\$5,785.00	01-1357	RENTAL PROPERTY	\$5,000.00	\$821.98	
							<b>\$5,785.00</b>					
<b>180</b>	<b>Tana Riley</b>	03995-01	02/27/20	Tana Riley, utility refund, SEWER USER FEES	02/27/20	\$32.28	\$32.28	04-1104	SEWER USER FEES	\$865,000.00	\$206,010.60	
		03995-01	02/27/20	Tana Riley, utility refund, WATER USER FEES	02/27/20	\$61.62	\$61.62	05-1106	WATER USER FEES	\$850,000.00	\$87,685.72	
							<b>\$93.90</b>					
<b>84</b>	<b>Ultrex, 110 SW 9th Avenue, Albany, OR, 97321</b>	INV81802	02/20/20	Ultrex - toner	03/06/20	\$735.00	\$735.00	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$2,096.59	
							<b>\$735.00</b>					
<b>Total Bills To Pay:</b>							<b>\$20,549.67</b>					



# 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

## 2020

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

**FOR THE MONTH OF: February**

TRAFFIC CITATIONS: _____	9
TRAFFIC WARNINGS: _____	15
TRAFFIC CRASHES: _____	2
ADULTS CITED/VIOLATIONS: _____	0
ADULTS ARRESTED : _____	1
JUVENILES CITED/VIOLATIONS: _____	0
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	136

**TOTAL HOURS SPENT: MILLERSBURG 201**

**CONTRACT HOURS= 153 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Greg Klein**





BOYS & GIRLS CLUB  
OF ALBANY

# SUMMER MULTI-SPORT KIDS CAMP AT MILLERSBURG PARK

**SOCCER // JULY 7TH-9TH**  
**FLAG FOOTBALL // JULY 14TH-16TH**  
**BASEBALL // JULY 21ST-23RD**  
**OLYMPIC GAMES // JULY 28TH-30TH**

**SESSION 1 (ROOKIES): K-2ND GRADERS (9:30AM-10:30AM)**  
\$20/KID EACH WEEK OR \$70 FOR ALL 4

**SESSION 2 (PROS): 3RD-5TH GRADERS (11AM-12:30PM)**  
\$25/KID EACH WEEK OR \$80 FOR ALL 4

**LOCATION - MILLERSBURG PARK 3030 ALEXANDER LN NE**

**WEEKLY PRIZES AND SNACKS PROVIDED!**  
**LIMITED SPACE SO SIGN UP EARLY! 20 PARTICIPANT MAX PER SESSION.**

**REGISTER ONLINE! GO TO [WWW.BGCASPORTS.COM](http://WWW.BGCASPORTS.COM)**



[BGCASPORTS.COM](http://BGCASPORTS.COM)



1215 SE Hill St.  
Albany, OR 97322  
541-926-6666

[athletics@bgc-albany.org](mailto:athletics@bgc-albany.org)



BOYS & GIRLS CLUB  
OF ALBANY



**File No: DC 20-01 Accessory Structure Code Text Change**

---

**Proposal:** The proposal would revise the current version of the Land Use Development Code to afford more flexibility to standards for accessory structures (**not** accessory dwelling structures). More specifically Section 6.110 has been modified to allow the maximum size of an accessory unit structure on a residential lot to change with the size of the lot.

**I. BACKGROUND**

- A. Applicant: City of Millersburg
- B. Location: City Wide (all residential zones)
- C. Review Type: The proposed Development Code Amendment (DA) requires a hearing before the Planning Commission whereby the Commission makes a recommendation to the City Council. A subsequent hearing before the City Council is required for a final action, including the adoption of an ordinance. Any appeal of the City Council's decision relating to this matter will be considered by the Oregon Land Use Board of Appeals (LUBA).
- D. Public Notice and Hearing: A notice was published in the Democrat-Herald on February 10, 2020 and posted in City Hall. A separate notice was sent to the Department of Land Conservation and Development (DLCD) on January 28, 2020. Information related to the hearing is posted on the City's website here - <http://cityofmillersbrg.org/planning-commision/>. A Measure 56 notice was not required, nor were direct mailing notices because the regulations will not add new limitations on existing property rights, rather, they will add more flexibility and larger accessory structure sizes.
- E. Review Criteria: Article 2 §2.700(2)
- F. Current Zoning: All zones that permit single family dwellings.
- G. Background: The City's current Land Use Development Code (LUDC) limited accessory structures to 800 square feet until May of 2017 when that number was increased to 1,200 square feet. Many still consider that number to be too low and the City has received a number of complaints. It should be noted that a variance *cannot* be used as a tool to request a larger accessory structure.

The Planning Commission is currently going through the process of rewriting the Land Use Development Code. The City has proposed changes to the accessory structure provisions for the new up-coming development code update. However, the new code process is taking longer than anticipated and a number of citizens have been waiting for the change to take effect so they can apply for new accessory structures (that would conform to the new code, but do not conform with the existing code).

The proposed zoning code text revision will add a sliding scale to the maximum size of an accessory structure. For lots under 10,000 square feet the current maximum accessory structure size will remain at 1,200 square feet. For property over 11,000 square feet, the structure size may be increased an additional 100 square feet of each 1,000 square feet of lot size.

This is consistent with the changes that have been discussed and reviewed by the Planning Commission in several workshops; this staff report is just proposing to adopt these specific changes now so that homeowners would no longer have to wait.

## II. CRITERION

### CITY OF MILLERSBURG DEVELOPMENT CODE

The proposed Land Use Development Code (LUDC) text change is an amendment to the existing LUDC and is required to satisfy the following criteria.

**Decision Criteria. All requests for an amendment to the text or map of this Code or the Comprehensive Plan may be permitted upon authorization by the City Council in accordance with following findings:**

**(a) The proposed amendment does not conflict with the intent of the Comprehensive Plan Comprehensive.**

**ANALYSIS:** Subsection (h) of this staff report goes into detail on the Comprehensive Plan as it relates to this proposal. In summary, based on staff's review, the project is consistent with the plan.

**FINDING:** Based on the analysis above, the project meets the required criteria.

**(b) The amendment will not adversely impact adjacent areas or the land use plan of the City.**

**ANALYSIS:** The land use plan, and by extension the LUDC, for the City has always allowed accessory structures. Millersburg's larger 10,000 square foot lot minimum has lent itself to strong interest in accessory structures. As noted above, the minimum size of accessory structures was increased from 800 to 1,200 in 2017. This proposed text amendment would increase that again, depending on the applicant's lot size. The possible impact to adjacent areas would only be the possibility of a larger structure on a neighboring lot; thus the impacts could be aesthetical and/or some possible nuisance issues related to noise or odors from activities within accessory structures. As such, this code amendment includes new setback requirements for accessory structures. These include the same setbacks as the underlying zone for the front and street side yards. The side and rear yard setbacks are the same as the existing accessory structure setbacks<sup>1</sup> but are now proposed to increase as the structure height increases. As proposed the setback would increase 1 foot in setback distance requirement for every additional foot above 8 feet tall. The maximum height would

---

<sup>1</sup> Side:5 feet, Rear 10 feet

be 20 feet or the height of the primary structure. The intent is to prevent an aesthetic and/or nuisance concern for a neighbor such as a large mass of a structure being visible over a fence, or casting shadows that were not there previously. With setbacks that increase with the height of the structure, this should not be an issue. Any other noise, vibration, dust or other impact that could result from an accessory structure are nuisance concerns and are addressed through a separate ordinance.

**FINDING:** Based on the analysis above, the project meets the required criteria.

**(c) The amendment will not violate applicable city, state or federal environmental quality statutes, rules or standards.**

**ANALYSIS:** The size of an accessory structure does not relate specifically to any City, State, or Federal environmental standards. Any structure proposed would be required to comply with all environmental regulations at the time it is constructed.

**FINDING:** Based on the analysis above, the project meets the required criteria.

**(d) The amendment will not have an adverse impact on public facilities.**

**ANALYSIS:** Traditionally a use creates a demand on public utilities. A residential accessory structure/use usually does not increase demand or pressure on public utility systems. The homeowners, and their residential facility uses (water, sewer, traffic), create the impacts. Adding a structure to a lot does not increase how many people live on a property (again, this proposed change does not address 'accessory dwelling units'), or how much water, wastewater, or traffic the homeowners generate. Additionally, an accessory structure is already allowed in residential zones. The actual change introduced by this amendment would only be the *increase* in the size of the over the 1,200 square feet size permitted today. The effect of the amendment would therefore be small, but it is difficult to gauge because there is no way to anticipate how many people will take advantage of the new size to build an accessory structure. Either way, the impacts of the code revision are anticipated to be minimal.

**FINDING:** Based on the analysis above, the project meets the required criteria.

**(e) The amendment will not have an adverse impact on transportation.**

**ANALYSIS:** As noted above, the proposed amendment will allow an increase in accessory structure sizes for some properties. As such, increasing the allowed size of an accessory structure on some properties will not have an adverse impact on transportation. The impacts are generated by the primary use, not the accessory use/structure.

**FINDING:** Based on the analysis above, the project meets the required criteria.

**(f) The amendment will not have an adverse impact on the economy of the area.**

**ANALYSIS:** The proposed text change may result in additional accessory structure requests and construction, which would provide additional construction jobs.

Additionally, allowing larger accessory structures may allow new home occupations which will have positive impacts to the economy of the area. It is important to note that home occupations are required to mitigate any impacts to assure there are no nuisance impacts on neighbors.

**FINDING:** Based on the analysis above, the project meets the required criteria.

**(g) The amendment will not have an adverse impact on the housing needs of the City.**

**ANALYSIS:** Changes to accessory structure standards will not impact housing. The likely result of relaxed standards will be an increase in the desirability of the residential property in the City. No changes are proposed to accessory dwelling units.

**FINDING:** Based on the analysis above, the project meets the required criteria.

**(h) The amendment does not conflict with the intent of Statewide Planning Goals.**

**ANALYSIS:** Like all cities in the State of Oregon, the City implements the State goals through the Comprehensive Plan. If a project is consistent with the Comprehensive Plan, it is consistent with the State Goals. Based on staff's review, the Comprehensive Plan is silent on accessory structures. The proposed changes are not inconsistent with any goals or policies. There are policies and goals that speak to establishing safe and efficient development in residential areas. Allowing flexibility in implementing accessory structures, including the new standards such as increased setbacks, will assure that the development of any new accessory structures is consistent with these policies and goals, and therefore, with the State Goals.

**FINDING:** Based on the analysis above, the project meets the required criteria.

**III. STAFF RECOMMENDATION TO THE PLANNING COMMISSION**

Based on the above findings of fact, the proposed text code amendment satisfies the applicable criteria. Staff recommends that the Planning Commission recommend approval of Application No. DC 20-01 to the City Council.

**IV. STAFF RECOMMENDATION TO THE CITY COUNCIL** *(assuming the Planning Commission recommends approval)*

Based on the above findings of fact the proposed amendment satisfies the applicable criteria. The Planning Commission and staff recommend that the City Council approve Application No. DC 20-01 and adopt Ordinance No. 170-20 including an emergency provision to make the Ordinance effective immediately upon adoption.

**V. EXHIBITS**

- A. Proposed text changes
- B. Existing Code Section 6.110
- C. Ordinance No. 170-20
- D. Public Hearing Notice

**SECTION 6.110 RESIDENTIAL ACCESSORY STRUCTURES: Amd 3/10/20**

An accessory structure shall comply with all requirements for a principal structure, except where specifically modified by this section. Accessory structures shall not be used for human habitation except as specified in this section. Accessory structures shall comply with the following standards:

(1) **Dimensions and Design requirements.** Residential accessory structures shall be subject to the following requirements:

<b>Structure Size (a)</b>	<b>Exterior Finish</b>	<b>Location Property</b>	<b>Maximum Height</b>
Up to 200 sf	No requirements	Side or Rear Yard	10 feet
200 to 1,200 sf	(b)	Side or Rear Yard	20 feet
Over 1,200 sf	(b)	Side or Rear Yard	(c)

- a) Up to 11,000 square foot lot, maximum accessory structure size is 1,200 square feet; over 11,000 square foot lot, the structure may be increased an additional 100 square feet of each 1,000 square feet of lot size.
- b) For any accessory structure located on a lot of 11,000 square feet or less, the exterior siding shall have the same general materials and color as the primary dwelling. Otherwise there are no restrictions.
- c) The maximum height is twenty (20) feet, or the height of the primary residence, whichever is greater.
- d) Total lot coverage standards as required per zone also apply to all accessory structures, including those not requiring a building permit.

(2) **Setbacks.** Accessory structures shall comply with the following setbacks:

- a) Front and/or Street Side Yard: Comply with requirements of underlying zone.
- b) Side Yard: five (5) feet plus 1 foot for every foot above 8 feet.
- c) Rear Yard: five (5) feet plus 1-foot for every foot above 15 feet.
- d) Accessory structures shall be detached from all other buildings by at least six (6) feet unless submitted for approval under the **Variance** provisions of **Section 2.600**.

(3) **Multiple Accessory Structures.** There shall be no limit to the number of structures, provided the structures in combination comply with the area coverage requirements. When there is more than one accessory structure within

a yard, all provisions in this Chapter shall apply and shall be based on the total square footage of all accessory structures within the yard.

(4) **Prohibited Structures.** The use of metal shipping containers or semi-truck trailers as an accessory structure shall be prohibited.

(5) **Sales.** No sales shall be made from an accessory structure unless it has been approved as a Home Occupation under the conditional use provisions of **Section 2.500** and the home occupation standards of **Article 6**.

**(6) Exceptions.**

- a) Farm accessory buildings in the Rural Residential Zones are exempt from the size requirements.
- b) Accessory structures under 200 square feet do not require a Building Permit.

(7) Boats, trailers, detached campers recreational vehicles, fifth-wheelers, motorized dwellings, travel trailers, tent trailers, tents and similar recreational facilities may be stored, but not used for continuous human habitation. Temporary Habitation is limited to 30 consecutive days or a total of 60 days in a calendar year within the City limits. The City Manager may grant an extension upon receiving a written justification request in conformance with **Section 1.130 (7)**.

## ARTICLE 6 USE STANDARDS

### SECTION 6.110 RESIDENTIAL ACCESSORY USES : Amd 5/17/2017

An accessory use shall comply with all requirements for a principal use, except where specifically modified by this section. Accessory uses shall not be used for human habitation except as specified in this section. Accessory uses shall comply with the following standards:

- (1) Accessory buildings shall not be used for dwelling purposes unless submitted for approval under the **Variance** provisions of **Section 2.600**.
- (2) No sales shall be made from an accessory structure unless it has been approved as a Home Occupation under the conditional use provisions of **Section 2.500** and the home occupation standards of **Article 6**.
- (3) **An Accessory building in the Urban Conversion Zone shall be limited to one building and one story not exceeding a height of 24 feet and 1,200 square feet in area unless submitted for approval under the Variance provisions of Section 2.600. The 1,200 square foot area limitation includes the enclosed area and roof covered open space areas but does not include roof overhangs less than 30 inches.** Farm accessory buildings in the Rural Residential Zones are exempt from the size requirements. Accessory structures under 200 square feet do not require a Building Permit.
- (4) A separate accessory structure shall be detached from all other buildings by at least Six (6) feet unless submitted for approval under the **Variance** provisions of **Section 2.600**.
- (5) Boats, trailers, detached campers recreational vehicles, fifth-wheelers, motorized dwellings, travel trailers, tent trailers, tents and similar recreational facilities may be stored, but not used for continuous human habitation. Temporary Habitation is limited to 30 consecutive days or a total of 60 days in a calendar year within the City limits. The City Administrator may grant an extension upon receiving a written justification request in conformance with **Section 1.130 (7)**.



## **ORDINANCE NO. 170-20**

### **AN ORDINANCE AMENDING THE MILLERSBURG LAND USE DEVELOPMENT CODE BY REVISING SECTION 6.110 OF THE MILLERSBURG LAND USE DEVELOPMENT ORDINANCE**

**WHEREAS**, the City of Millersburg previously adopted Ordinances implementing the Land Use Development Code within the City of Millersburg; and,

**WHEREAS**, the Article 6 of the City of Millersburg Land Use Development Code prescribes specific land use standrads for Resdential Accessory Structures; and,

**WHEREAS**, the City of Millersburg has been revising the entire Land Use Development Code; and,

**WHEREAS**, the revised Land Use Development Code proposes to create new standrads for accessory structures and some consituents have been waiting on the adoption of the revised Land Use Development Code; and,

**WHEREAS**, the City of Millersburg intends adopt only the revised accessory structure provisions (Section 6.110) in advance of the adopting the full revised Land Use Development Code; and

**WHEREAS**, the Millersburg Planning Commission recommended to the Millersburg City Council on March 3, 2020 that the City Council approval of the amendment to the accessory strucvture standrads in Section 6.110; and,

**WHEREAS**, the Millersburg Planning Commission finds that an emergency exists and for the peace, health, and safety of the citizens of Millersburg, this Ordinance should become effective upon its passage;

**NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS:** the Millersburg Land Use Development Code is amended as follows:

Section 6.110 is revised with new standrads for accessory structures.

**FURTHERMORE**, the Millersburg City Council finds that an emergency exists and for the peace, health, and safety of the citizens of Millersburg, this Ordinance shall become effective upon its passage.

**PASSED by the Council and approved by the Mayor this 10<sup>th</sup> day of March, 2020.**

---

Jim Lepin,  
Mayor

ATTEST:

---

Kimberly Wollenburg,  
City Recorder



**NOTICE OF PUBLIC REVIEW**  
**March 3, 2020, 6:00 p.m. and**  
**March 10, 2020, 6:00 p.m.**  
**City Council Chambers**  
**4222 Old Salem Road NE,**  
**Millersburg, Oregon, 97321**

**THIS IS TO NOTIFY YOU THAT THE CITY OF MILLERBURG HAS PROPOSED A LAND USE REGULATION THAT MAY AFFECT THE PERMISSIBLE USES OF YOUR PROPERTY AND OTHER PROPERTIES.**

The City of Millersburg will hold a **PLANNING COMMISSION** hearing on March 3, 2020 at the above time and place, and a **CITY COUNCIL** hearing on March 10, 2020 at the above time and place to consider the action described below. The action may be heard later than the time indicated, depending on the agenda schedule. Interested parties are invited to send written comment. Failure of an issue to be raised or failure to provide sufficient specificity to afford the two bodies an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue. A staff report relating to the proposal will be available seven (7) days prior to the first public hearing. For further information, contact Millersburg City Hall at (541) 928-4523.

The location of the meeting is accessible to the disabled. If you need any special accommodations to attend or participate in the meeting, please notify City Hall twenty-four (24) hours before the meeting.

**APPLICANT:** City initiated

**LOCATION:** City wide

**CRITERIA:** Millersburg Development Code; Section 2.700(2). These criteria also require compliance with the applicable Statewide Planning Goals and Oregon Administrative Rules, 660-004, 660-012, 660-014, 660-015, 660-022, and Oregon Revised Statutes 197.732.

**FILE No.:** DC 20-01

**REQUEST:** The proposal would revise the current version of the Land Use Development Code to afford more flexibility to standards for accessory structures (**not** accessory dwelling structures). More specifically Section 6.110 has been modified to allow the maximum size of an accessory unit to change with the size of the lot.

# Exhibit A- DC 20-01 Proposed Text Changes

## ARTICLE 6 USE STANDARDS

### SECTION 6.110 RESIDENTIAL ACCESSORY ~~STRUCTURES~~~~USES~~ : Amd 5/17/20172/2020

An accessory ~~structure~~~~use~~ shall comply with all requirements for a principal ~~structure~~~~use~~, except where specifically modified by this section. Accessory ~~structures~~~~uses~~ shall not be used for human habitation except as specified in this section. Accessory ~~structures~~~~uses~~ shall comply with the following standards:

(1) Dimensions and Design requirements. Residential accessory structures ~~Accessory buildings~~ shall ~~not~~ be subject to the following requirements:

<u>Structure Size (a)</u>	<u>Exterior Finish</u>	<u>Location Property</u>	<u>Area Coverage for Accessory Structure (a)</u>	<u>Maximum Height</u>
<u>Up to 200 sf</u>	<u>No requirements</u>	<u>Side or Rear Yard</u>	<u>No Maximum</u>	<u>10 feet</u>
<u>200 to 1,200 sf</u>	<u>(b)</u>	<u>Side or Rear Yard</u>	<u>50% of the lot</u>	<u>20 feet</u>
<u>Over 1,200 sf</u>	<u>(b)</u>	<u>Side or Rear Yard</u>	<u>35% of the lot</u>	<u>(c)</u>

- a) Up to 11,000 square foot lot, maximum accessory structure size is 1,200 square feet; over 11,000 square foot lot, the structure may be increased an additional 100 square feet of each 1,000 square feet of lot size.
- b) For any accessory structure located on a lot of 11,000 square feet or less, the exterior siding shall have the same general materials and color as the primary ~~used for~~ dwelling. Otherwise there are no restrictions.
- c) 20 feet, or the height of the primary residence, whichever is greater.
- d) Total lot coverage standards as required per zone also apply to all accessory structures, including those not requiring a building permit.

(2) Setbacks. Accessory structures shall comply with the following setbacks:

- a) Front and/or Street Side Yard: Comply with requirements of underlying zone.
- b) Side Yard: 5 feet plus 1 foot for every foot above 8 feet.
- c) Rear Yard: 10-foot plus 1-foot for every foot above 15 feet.
- d) Accessory structures shall be detached from all other buildings by at least Six (6) feet ~~purposes~~ unless ~~a submitted for approval under the~~ **Variance** is approved.

(3) Multiple Accessory Structures. There shall be no limit to the number of structures, provided the structures in combination comply with the area coverage requirements. When there is more than one accessory structure within a yard, all provisions in this Chapter shall apply and shall be based on the total square footage of all accessory structures within the yard. **of Section 2.600.**

(4) Prohibited Structures. The use of metal shipping containers or semi-truck trailers as an accessory structure shall be prohibited.

(5) Sales. No sales shall be made from an accessory structure unless it has been approved as a Home Occupation under the conditional use provisions of **Section 2.500** and the home occupation standards of **Article 6**.

(6) Exceptions.

~~a) An Accessory building in the Urban Conversion Zone shall be limited to one building and one story not exceeding a height of 24 feet and 1,200 square feet in area unless submitted for approval under the Variance provisions of Section 2.600. The 1,200 square foot area limitation includes the enclosed area and roof covered open space areas but does not include roof overhangs less than 30 inches.~~ Farm accessory buildings in the Rural Residential Zones are exempt from the size requirements.

~~a)b) \_\_\_\_\_~~-Accessory structures under 200 square feet do not require a Building Permit.

~~(1) (7) A separate accessory structure shall be detached from all other buildings by at least Six (6) feet unless submitted for approval under the Variance provisions of Section 2.600.~~

Boats, trailers, detached campers recreational vehicles, fifth-wheelers, motorized dwellings, travel trailers, tent trailers, tents and similar recreational facilities may be stored, but not used for continuous human habitation. Temporary Habitation is limited to 30 consecutive days or a total of 60 days in a calendar year within the City limits. The City ~~Manager~~Administrator may grant an extension upon receiving a written justification request in conformance with **Section 1.130 (7)**.

**Notice of Proposed Sale of Millersburg, Oregon, City-owned Real Property  
and Public Hearing Concerning Such Sale**

NOTICE IS HEREBY GIVEN that pursuant to ORS 221.725, a public hearing will be held Tuesday, March 10, 2020, 7:00 PM, at the Millersburg City Hall at 4222 NE Old Salem Road, Millersburg Oregon. The purpose of the public hearing concerns the sale to PacifiCorp of approximately 4.5 acres of City of Millersburg owned real property located in the southeast one-quarter of Section 20, Township 10 South, Range 3 West, Willamette Meridian, Linn County, Oregon.

The sale allows PacifiCorp to use this property as a location for a possible power substation.

This property is located in General Industrial (GI) zoning.

The Millersburg City Council considers the sale necessary in order to assist PacifiCorp in providing adequate electricity to Millersburg's expanding residential, commercial, and industrial customers.



TO: Millersburg City Council  
VIA: Kevin Kreitman, City Manager  
FROM: City Staff  
DATE: March 3, 2020 for Council Meeting March 10, 2020  
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 draft Parks Master Plan was presented to City Council at the work session on February 25. Parks Committee members were present to discuss the plan with Council. Following incorporation of some minor changes and the outcome of the paths/trails discussion on the agenda for this Council meeting, the plan will be presented for adoption at the April Council meeting.

### **Fire Station RFQ:**

The Request for Qualifications (RFQ) to procure architectural design services for the Millersburg Fire Station responses were submitted on February 14. The City received nine submittals for this project. These proposals were evaluated, and four consultants were selected for interviews. Based on the interviews, Soderstrom Architects was selected as the project architect.

Following the protest period, staff will begin negotiation of contract scope, schedule, and fee with Soderstrom. It is anticipated that a contract will be presented for approval at the April Council meeting. Immediately following Council approval, the first phase of design will get underway.

While contract negotiations are in progress, staff are moving forward with site survey and geotech work. The scope of this work is currently being developed, and it is anticipated it will take place over the next several months.

### **System Development Charges and Rates:**

As discussed in prior meetings, the water and sewer rates, as well as System Development Charges (SDCs) for water, sewer, streets, and stormwater, are nearing finalization. The following outlines the proposed timeline for each.

Water and Sewer Rates:

- *March 24* - Finalized rate structures (both water and sewer) will be presented to Council at the March work session.
- Public outreach will be conducted in the following ways:
  - *Early April* - Information will be posted to the City website.
  - *Early April* - A flyer will be sent out in utility bills (the flyer will provide information as well as advertise the open house in May).
  - *May 7* – Conduct open house. The purpose of the open house is to communicate, educate, and provide information to residents about the proposed changes.
- *May 26* – Special Council Meeting to conduct a public hearing.
- *June 9* – Adopt the rate plan, including new rate structures and planned increases over the next 10 years at regular Council meeting.

SDCs:

- *March 11* – Send notice to interested parties (builders, developers, home builders association) and post notice on City website. ***This must take place at least 90 days before hearing.***
- *April 10* – Post methodology to website and make available by request at City Hall. ***This must take place at least 60 days before hearing.***
- *June 10* – Special Council Meeting to conduct a public hearing.
- *July 14* – Adopt SDCs at regular Council meeting.

If Council prefers, it may be possible to hold the public hearing for SDCs at the regular Council meeting on June 9. All previous dates would need to be adjusted accordingly.



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		<b>Millersburg Tasks</b>					
2							
3		<b>Charter and Council</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
4		Update of charter	261 days	Thu 1/2/20	Thu 12/31/20		Kevin,Forrest
5							
6		<b>Ordinances and Code</b>	<b>390 days</b>	<b>Thu 1/2/20</b>	<b>Wed 6/30/21</b>		
7		Update code/resolutions for current billing cycle	74 days	Mon 1/20/20	Thu 4/30/20		
8		Update streets and traffic section of code	47 days	Mon 3/9/20	Tue 5/12/20		Janelle
9		Update parks section of code	0 days	Tue 2/11/20	Tue 2/11/20		Janelle
10		Comprehensive Plan Update	390 days	Thu 1/2/20	Wed 6/30/21		Matt,John
11							
12		<b>Policies, Procedures, and Standards</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
13		Fleet policy and best practices for vehicles					Kevin,Janelle
14		Computer/electronics use policy					Kevin,Janelle
15		Equipment use policy					Kevin,Janelle
16		Billing policies					Kim
17							
18		<b>Safety procedures and training</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
19		Safety manual					Kevin,Janelle
20		Staff training plans	261 days	Thu 1/2/20	Thu 12/31/20		Kevin,Janelle
21		Ergo evaluations	261 days	Thu 1/2/20	Thu 12/31/20		Kevin,Janelle
22							
23		<b>Budget</b>		<b>Tue 1/23/18</b>			
24		<b>2020-2021 Budget</b>	<b>112 days</b>	<b>Mon 1/27/20</b>	<b>Tue 6/30/20</b>		<b>Jake,Kevin,Janelle</b>
25		Develop proposed budget	67 days	Mon 1/27/20	Tue 4/28/20		
26		Adopt budget	31 days	Tue 4/28/20	Tue 6/9/20		
27		CIP update	90 days	Wed 2/5/20	Tue 6/9/20		Janelle
28							
29		<b>Equipment life/replacement costs tracking</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
30		City Hall Equipment					
31		Parks/Maintenance Equipment					
32		Fire Station					
33							
34		<b>City Hall work</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
35		East Conference Room reorganization	325 days	Thu 1/2/20	Wed 3/31/21		Kevin, Kim
36		Upgrade phone system	22 days	Thu 1/2/20	Fri 1/31/20		Janelle, Kevin, Kim
37		Parking lot and sidewalk around north end of City Hall	172 days	Thu 1/2/20	Fri 8/28/20		Janelle
38							
39		<b>Planning, Building, and Development</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
40		Complete Land Use Development Code Revision	128 days	Thu 1/2/20	Tue 6/30/20		John Morgan
41		<b>Consider UGB expansion</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		<b>John, Kevin, Janelle</b>
42		Buildable Lands Inventory	156 days	Mon 2/3/20	Mon 9/7/20		
43		Housing Needs Analysis	156 days	Mon 2/3/20	Mon 9/7/20		
44		Implementation of Caselle community development mod	126 days	Mon 6/8/20	Mon 11/30/20		Kevin, Janelle
45							
46		<b>Economic Development</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
47		Consider business license					Kevin
48		Consider fuel tax	79 days	Tue 4/28/20	Fri 8/14/20		Kevin
49		Consider transient room tax					Kevin
50		City property conceptual layout/Industrial Park	129 days	Thu 1/2/20	Tue 6/30/20		Kevin, Janelle
51		Design of utilities and access to city property west of track	128 days	Mon 2/3/20	Wed 7/29/20		Janelle
52		Wetland delineation for city owned property	86 days	Mon 1/27/20	Mon 5/25/20		Janelle
53							
54		<b>Fire Station</b>	<b>651 days</b>	<b>Thu 1/2/20</b>	<b>Thu 6/30/22</b>		
55		Develop RFQ to select design firm	12 days	Thu 1/2/20	Fri 1/17/20		Kevin, Janelle
56		Select design firm and negotiate contract	63 days	Fri 1/17/20	Tue 4/14/20		Kevin, Janelle
57		Site Survey	46 days	Tue 3/3/20	Tue 5/5/20		Janelle
58		Programming Phase	45 days	Tue 4/14/20	Mon 6/15/20		Kevin, Janelle

Project: Task List  
Date: Tue 3/3/20

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

ID	Task Mode	Task Name	Duration	Start	Finish	Pred	Resource Names
59		Schematic Design Phase	65 days	Mon 6/15/20	Fri 9/11/20		Kevin,Janelle
60		Design Development Phase	65 days	Mon 9/14/20	Fri 12/11/20		
61		Construction Documents Phase	65 days	Mon 12/14/20	Fri 3/12/21		
62							
63		<b>Parks</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
64		Parks Master Plan	334 days	Thu 1/2/20	Tue 4/13/21		Janelle
65		Consider coating of walls and floors in restrooms			Tue 6/30/20		
66							
67		<b>Utilities</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		<b>Kevin,Janelle,consultant</b>
68		Implementation of new utility billing system	86 days	Thu 1/2/20	Thu 4/30/20		Kim
69		<b>Rate analysis and update</b>	<b>238 days</b>	<b>Thu 1/2/20</b>	<b>Mon 11/30/20</b>		<b>Janelle</b>
70		Water	107 days	Thu 1/2/20	Fri 5/29/20		
71		Sewer	107 days	Thu 1/2/20	Fri 5/29/20		
72		Stormwater	152 days	Fri 5/1/20	Mon 11/30/20		
73		<b>SDC analysis and update</b>	<b>129 days</b>	<b>Thu 1/2/20</b>	<b>Tue 6/30/20</b>		<b>Janelle</b>
74		Water	129 days	Thu 1/2/20	Tue 6/30/20		
75		Sewer	129 days	Thu 1/2/20	Tue 6/30/20		
76		Streets	129 days	Thu 1/2/20	Tue 6/30/20		
77		Stormwater	129 days	Thu 1/2/20	Tue 6/30/20		
78		Parks	105 days	Mon 4/6/20	Fri 8/28/20		
79							
80		<b>Transportation/Streets</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
81		Manhole Surface Repair	64 days	Thu 1/2/20	Tue 3/31/20		
82		Kathryn Lane Repair	261 days	Thu 1/2/20	Thu 12/31/20		
83		Woods Road Repair and Overlay	217 days	Thu 1/2/20	Fri 10/30/20		
84		Surface Treatment - Sweetwater and Morningstar Subdivisions	211 days	Fri 1/10/20	Fri 10/30/20		
85		Crack Sealing - SE Area	155 days	Mon 3/30/20	Fri 10/30/20		
86		Thermoplastic Stop Bars and Legends	129 days	Thu 1/2/20	Tue 6/30/20		
87		Beauty Strips Along Woods Road North	159 days	Mon 5/25/20	Thu 12/31/20		
88							
89		<b>Stormwater</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
90		Crooks Creek north trib project	395 days	Mon 4/27/20	Fri 10/29/21		
91		Have Millersburg storm drain facilities added to Albany GIS system	129 days	Thu 1/2/20	Tue 6/30/20		Janelle
92		Becker Ridge Detention Ponds Modifications	135 days	Mon 4/27/20	Fri 10/30/20		Janelle
93		Erosion Control Permit Program	86 days	Thu 1/2/20	Thu 4/30/20		Janelle
94		Develop inspection and maintenance program	129 days	Thu 1/2/20	Tue 6/30/20		Janelle
95							
96		<b>Water</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
97		Look into requirements for becoming a certified distribution system operator and performing DRC duties	131 days	Mon 3/2/20	Mon 8/31/20		Janelle
98		Water master plan - submit finance component	129 days	Thu 1/2/20	Tue 6/30/20		Janelle
99							
100		<b>Sewer</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
101		Manhole grouting	69 days	Mon 1/27/20	Thu 4/30/20		Janelle
102		Burkhart Lift Station pumps replacement	107 days	Mon 2/3/20	Tue 6/30/20		
103		Crooks Creek Lift Station evaluation	86 days	Thu 1/2/20	Thu 4/30/20		
104							
105		<b>Miscellaneous</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
106		New website	152 days	Thu 1/2/20	Fri 7/31/20		Kim
107		Post utility rate and SDC info to website once changes are adopted	155 days	Fri 5/29/20	Thu 12/31/20		Janelle, Kim
108		Change city name for addressing	129 days	Thu 1/2/20	Tue 6/30/20		Kevin
109							
110		<b>HR</b>	<b>29 days</b>	<b>Thu 1/2/20</b>	<b>Tue 2/11/20</b>		
111		Update employee manual	114 days	Thu 1/2/20	Tue 6/9/20		Kevin, Forrest

Project: Task List  
Date: Tue 3/3/20

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



TO: Millersburg City Council  
 FROM: Kevin Kreitman, City Manager  
 DATE: March 5, 2020 for the March 10, 2020 City Council Meeting  
 SUBJECT: Implementing Website Update

Action Requested: Website update and enhancements.

Discussion: At the February 4, 2020 Council meeting, Council directed staff to move forward with Municode for a website redesign and update. As confirmed by Council, the update will include the customized option, the meeting and agenda management program, and the email subscriptions/notifications option provided by Municode.

Attached is the revised proposal from Municode for the website redesign, hosting and maintenance, and the costs associated with the redesign and selected options.

**Initial Costs (one time)**

Design, Development and Implementation	
• With base features	\$4,600.00
• With upgrade to Custom Design	\$3,500.00
Total	\$8,100.00

**Annual Costs (ongoing)**

Annual Hosting, Maintenance, & Customer Support	\$1,800.00 / year
Annual Meeting and Agenda Management	\$2,400.00 / year
Annual Email Subscriptions/Notifications	\$ 600.00 / year
Total	\$4,800.00 /year
Total Cost Year 1	\$12,900.00

Municode offers two payment options. The first (preferred) option (a) is a four year interest-free contract in which the initial costs are spread over four years on top of the annual costs with no interest. The first annual payment of \$6,825.00 would be due at contract signing. By locking into the four year plan we also lock into a set price with no increases for the first four years. Subsequent annual hosting and support fees starting year five would increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.

The second option (b) is a one year contract with 50 percent of the website design cost due at signing of the contract. Remaining costs would be phased with final payment on completion of the project for the total year one costs of

initial and annual costs of \$12,900.00. We would not be locked into a contract with this option, and our annual hosting and support costs would be locked in for three years at \$4,800. Subsequent annual hosting and support fees starting year four would increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.

Budget Impact:

Funds are currently available based on under-expenditures on our phone and internet capital costs which would allow implementation to move forward this fiscal year if Council desires, with ongoing costs being budgeted in the 2020 – 2021 and subsequent budgets moving forward.

Recommendation:

If Council is in concurrence with moving forward, staff would request approval of Municode as our website provider with the payment method selection of item (a) preferred or (b) below, or Council could direct staff to include funding in the budget for fiscal year 2020-2021.

- (a) Enter into four (4) year interest free contract that spreads the initial \$8,100.00 design and development cost over four (4) years with an annual cost of \$6,825.00 annually (staff recommended)
- (b) Enter into a one (1) year contract for \$12,900.00 with annual hosting for two (2) years at \$4,800.00 annually.

Attachment(s):

- Municode Revised Proposal



## Website Redesign, Hosting, and Support

### Quote for Millersburg, Oregon



**Bob Geiger**

PO Box 2235 Tallahassee, FL 32316  
850-692-7132 [bgeiger@municode.com](mailto:bgeiger@municode.com)

# LETTER OF INTEREST

---

02/24/20

Dear Website Selection Team:

Thank you for the opportunity to present our quote for website redesign, hosting, and support services. It is our goal to deliver a mobile-friendly website that is professional, easy-to-use, and easy-to-maintain.

Our team has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to posting content on the web, our solution is simple and straight-forward.

Our websites make it easier for your community to find content by providing multiple navigation paths to each page. Our designs reinforce self-service to enable 24x7 online access to your organization's services.

We create your website using Drupal, an industry-leading content management system. Since Drupal is open-source, your website is truly yours unlike those of many other government redesign companies that use their own proprietary software.

We are thrilled at the opportunity to partner on such an important initiative.

Sincerely,



Brian Gilday  
President, Website Division

# CONTENTS

---

Letter of Interest .....	2
Contents.....	3
Company Profile.....	4
References and Design Examples .....	6
Website Content Management System (CMS) Features.....	8
Meeting and Agenda Management.....	9
Policies and Procedures Management (Optional) .....	10
Project Timeline and Approach .....	11
Hosting, Maintenance, and Customer Support.....	14
Project Costs .....	16
Payment Schedule.....	17
Services Agreement.....	18

# COMPANY PROFILE

## History, Mission, and Team

With over 65 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over sixty-five years and partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is in Portland, Oregon. We also have individual team members working in several states across the country.

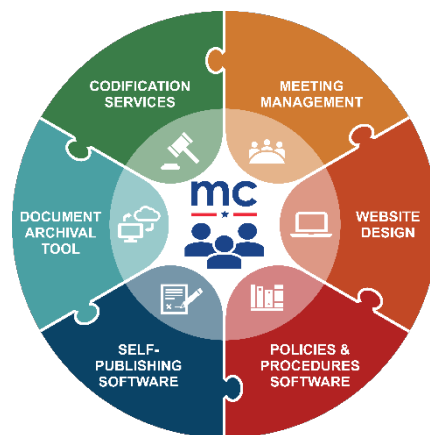


## Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio





## Project Team

We have a highly-skilled team with a customer service focus.



### **Jarrod - Project Sponsorship / Project Management / Customer Service**

Jarrod has a Bachelor of Science degree in Mathematics and Business Administration from the University of Oregon. Jarrod is the Director of Professional Services and leads all aspects of project development and customer support.



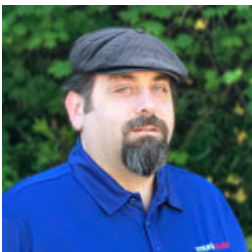
### **Dave - Project Management / User Experience**

Dave has a Bachelor of Arts degree in Communications from California State University. In addition to project and design leadership, Dave will participate in various analytical, site configuration, content migration, and training activities.



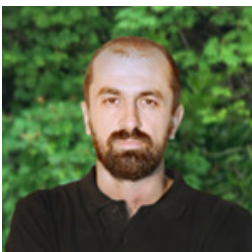
### **Mary Joy – Project Management / User Experience**

Mary Joy has that unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.



### **Paul – Development / Systems Architecture / QA**

Paul has been working on software systems for years and is a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years of experience in quality assurance testing, so he will be acting as Municode’s lead tester for the engagement.



### **Drago - Graphic Design**

Drago's work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.

# REFERENCES AND DESIGN EXAMPLES

## Custom Designs

There is a reason why we have loyal customers! It is because we have a great solution, we take care of our customers, and we are committed to working with you for the long haul. When you pick up the phone and call us, we answer! When you email, we respond quickly – usually within 30 minutes. When you need us, we will be there for you. **But don't take our word for it, ask our clients.**

### Brownsville Oregon

<http://www.ci.brownsville.or.us>

Population: 1,668

Scott McDowell, City Administrator

541-466-5880

[admin@ci.brownsville.or.us](mailto:admin@ci.brownsville.or.us)



### Skagway Alaska

<http://www.skagway.org/>

Population: 1,057

Emily Deach, Municipal Clerk

907-983-9706, 9079832297

[e.deach@skagway.org](mailto:e.deach@skagway.org)



### Harlem Georgia

<https://harlemga.org>

Population: 2,666

Debbie Moore, Clerk

706-556-3448

[dmoore@harlemga.org](mailto:dmoore@harlemga.org)



### Freeport Florida

<http://freeportflorida.gov>

Population: 1,787

Becky Podraza, City Clerk

850-835-1978

[cityclerk@freeportflorida.gov](mailto:cityclerk@freeportflorida.gov)

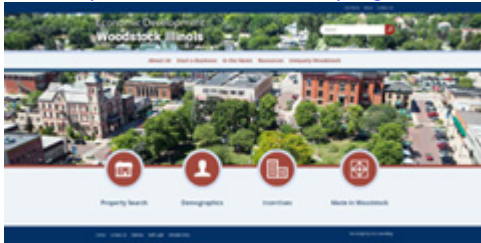


## Specialty Sub-Site Graphic Designs

We also offer the option of having graphic designs for sub-sites that require specialized branding. We call these 'specialty sub-sites'. We leverage your main CMS and database, which allows us to offer these sub-sites with the same functionality as your main site yet with a completely different look and feel.

### Economic Development

[www.choosewoodstock.com](http://www.choosewoodstock.com)  
<https://www.fluvannacounty.org/ced>



### Parks & Recreation

[www.cprdnewberg.org](http://www.cprdnewberg.org)  
[www.cityofvancouver.us/parksrec](http://www.cityofvancouver.us/parksrec)



### Festivals

[www.wintermusicfestival.org](http://www.wintermusicfestival.org)



### Libraries

[www.woodstockpubliclibrary.org](http://www.woodstockpubliclibrary.org)



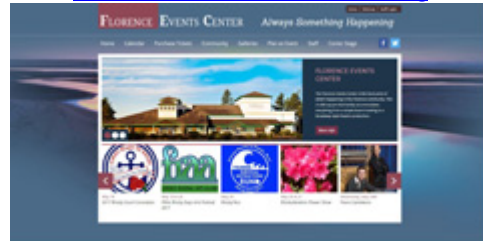
### Police and Fire

[www.mvfpd.org](http://www.mvfpd.org)  
[www.quincypd.org](http://www.quincypd.org)  
[www.co.benton.or.us/sheriff](http://www.co.benton.or.us/sheriff)



### Event Centers / Cultural Centers

[www.eventcenter.org](http://www.eventcenter.org)  
[www.woodstockoperahouse.com](http://www.woodstockoperahouse.com)  
[www.sherwoodcenterforthearts.org](http://www.sherwoodcenterforthearts.org)



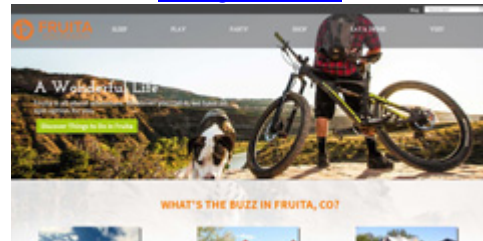
### Golf Courses

[www.meadowlakesgc.com](http://www.meadowlakesgc.com)



### Tourism

[www.gofruita.com](http://www.gofruita.com)



# WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) FEATURES

---

Municode Web was designed for local governments by experts in local government. It utilizes Drupal, an open source platform, that powers millions of websites and is supported by an active, diverse, and global community. We are the Drupal experts for local government!

## Key Project Deliverables

- ★ WEBSITE DESIGN
- ★ CONTENT MIGRATION
- ★ TRAINING
- ★ HOSTING
- ★ SUPPORT

## Standard Features

- ⊙ Responsive Mobile Friendly Design
- ⊙ Simple Page Editor
- ⊙ Best-in-Class Search Engine
- ⊙ Social Media Integration
- ⊙ Web Page Categories - create a page once, have it show up in multiple places
- ⊙ Department Micro-sites (sites-within-a-site)
- ⊙ Rotating Banners and Headline Articles
- ⊙ Online Job Postings
- ⊙ Online Bid/RFP Postings
- ⊙ Photo Album Slideshows
- ⊙ Google Maps Integration
- ⊙ Resource/Document Center
- ⊙ Image auto-scaling and resizing
- ⊙ Site Metrics (Google Analytics)
- ⊙ Scheduled Publish On/Off Dates
- ⊙ Unlimited User logins
- ⊙ Unlimited Content
- ⊙ Word-like WYSIWYG Editor
- ⊙ Private Pages – staff view only
- ⊙ Unlimited Online Fillable Forms
- ⊙ Emergency Alerts
- ⊙ Meeting Agendas/Minutes/Videos
- ⊙ Event Calendar
- ⊙ Page Versioning / Audit Trail
- ⊙ Latest News / Press Releases
- ⊙ Anti-spam controls
- ⊙ Email Harvesting Protection
- ⊙ Broken Link Finder
- ⊙ Dynamic Sitemap
- ⊙ Support for Windows, Mac, Linux
- ⊙ Video integration (YouTube, Vimeo, etc.)
- ⊙ Client owns rights to all data
- ⊙ Organization/Staff Directory
- ⊙ Frequently Asked Questions (FAQs)
- ⊙ Ordinances and Resolutions
- ⊙ Share This Button (Facebook/Twitter)
- ⊙ Secure Pages / SSL
- ⊙ Printer Friendly Pages
- ⊙ RSS Feeds Inbound/Outbound
- ⊙ Email Subscriptions / Notifications

## Optional Features/Services

- ⊙ Projects Directory
- ⊙ Parks and Trails Directory
- ⊙ Property Directory (Commercial/Industrial)
- ⊙ Business Directory
- ⊙ Facility Reservations
- ⊙ Specialty Sub-site Graphic Designs
- ⊙ Custom Feature Development

# MEETING AND AGENDA MANAGEMENT

---

Municode Web includes a standard feature to post meeting agendas and minutes. Many organizations seek the additional features of an agenda management solution such as agenda item approval workflow, auto-generated PDF/Word agendas, live council voting/roll call, and audio/video integration.

Municode Meetings is the easiest-to-use and most modern agenda management system in the industry. It is a 100% cloud-based offering that will greatly reduce the staff time and effort required to create and publish online agendas and minutes.

## Key Project Deliverables

- ★ BOARD/COMMITTEE SETUP - configure as many boards as you need - no limit
- ★ MEETING TEMPLATE DESIGN - design one or more meeting templates to your custom specifications
- ★ TRAINING
- ★ WORKFLOW - setup custom agenda item approval workflows
- ★ USERS/ROLES/PERMISSIONS - create and configure unlimited user accounts
- ★ ANNUAL SERVICE - 99.95% up-time guarantee, data backups, disaster recovery
- ★ SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

## Standard Features

- ⊙ Unlimited Meetings and Agenda Templates
- ⊙ Unlimited Meeting Agenda Templates
- ⊙ Unlimited Users
- ⊙ Create Meetings
- ⊙ Submit/Add Agenda Items
- ⊙ Attach agenda item files
- ⊙ Create Agendas
- ⊙ Create Agenda Packets
- ⊙ Create Meeting Minutes
- ⊙ Approve Items with Approval Workflow
- ⊙ Auto Publishing Agenda, Agenda Packet, Minutes to the web
- ⊙ Self-service YouTube video time stamping
- ⊙ Integration with Swagit Video (coming soon)
- ⊙ Voting/Roll Call
- ⊙ Integration with Municode Web calendar

## Service and Support

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

## POLICIES AND PROCEDURES MANAGEMENT (OPTIONAL)

---

Municode Web includes a standard feature to post policy and procedure documents. Many organizations seek the additional features of a policy and procedures management solution, such as approval workflow, automated PDF generation, and historical tracking. Examples of policy and procedure manuals include fire codes, general plans, financial reports, and proclamations. Municode's Self-Publishing Software facilitates these needs.

### Key Project Deliverable

- ★ SOFTWARE LICENSE – Annually, includes up to five (5) authorized users
- ★ CONVERSION – Convert your current Word/Folio manuals to our software database for in-house publication, updates and maintenance
- ★ WORKFLOW – Provides organized, systematic execution of updates, corrections, new clauses, new codes, etc.
- ★ ONLINE BOOK HOSTING – Published in HTML format
- ★ SERVICE LEVEL - 99.95% up-time guarantee, data backups, disaster recovery
- ★ SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

### Standard Features

- ⊙ Policy/Amendment drafting tool
- ⊙ Automated code, policy and publication updates
- ⊙ Automated approval and signature workflow
- ⊙ Automated PDF generation for backup/printing
- ⊙ Historical tracking tool
- ⊙ Online training and customer service

### Service and Support

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

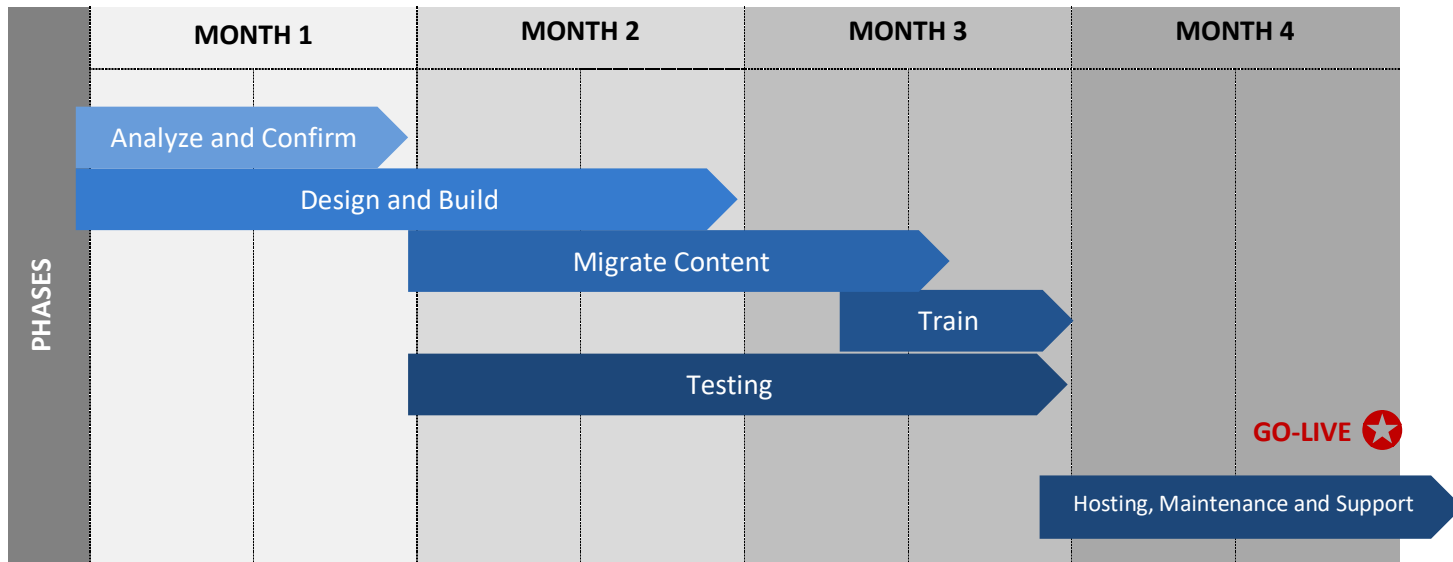
We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

# PROJECT TIMELINE AND APPROACH

The typical project takes from 3 to 7 months. The high-level timeline below is an approximation. We will finalize the schedule once we meet with you:

## Project Timeline Sample



## Client Responsibilities

The client's responsibility and the key to a smooth on-time deployment is providing the initial information and approving proofs quickly.

- ☑ The Client will make available to Municode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.
- ☑ The Client will assign a single point of contact for Municode to interact with that will be responsible for coordinating the schedules of other project stakeholders.
- ☑ The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.
- ☑ The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.
- ☑ The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Municode is not responsible for Google's decisions related to discontinuing services or changing current APIs.

## Project Phase Descriptions

### Phase 1: Analyze and Confirm Requirements

#### Website Assessment:

Municode will complete an analysis of your current website(s) to assess the existing navigation, features/functions, and quality of content.

#### Organizational Overview Inventory/Survey:

Municode will provide an organizational overview document for you to complete as part of this assessment.

#### Website Design Meeting:

Municode will conduct a design meeting with a client-defined web advisory team. We recommend the advisory team be limited to a maximum of 6 members. This design meeting will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.

### Deliverables

- ① Summary assessment sheet
- ① Organization Survey
- ① Website design specification sheet (graphic design and information / navigation design)

### Phase 2: Design and Build phase

#### Design Concept Creation and Approval (Custom Designs):

Municode will complete home page design concepts for the Home Page and inner pages. These design concepts will incorporate all the graphical elements as well as the high-level sitemap. You will select a winning concept after going through a series of iterative design revision meetings. We allow for a total of 6 revisions.

#### Website Setup, Configure, and Customization:

Municode will create a fully functional website that includes the functional elements described in this proposal. As part of the website setup, Municode will finalize any remaining elements to the approved design and navigation.

### Deliverables

- ① Design concepts
- ① Finalized design (Photoshop PSD)
- ① Functional beta website with approved design
- ① Content migration



## Phase 3: Migrate Content

### Content Finalization and Departmental Acceptance

Municode migrates initial content and your trained staff finalizes prior to go-live. See pricing section for specific number of included pages.

**Meeting Agendas and Minutes:** Client completes an excel template with information regarding each meeting plus corresponding files. Municode will then auto-import that content. Files must be provided with a standard naming convention to allow for auto parsing of date. (i.e. minutes\_061516.pdf, etc.)

**Standard Web Pages:** A standard web page is defined as a page that contains a title, body text, and up to a total of 5 links, file attachments, or images. If you require migration of more complex pages, we can provide a custom quote.

**Directory pages (Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions):** Client completes manually or may request a custom quote. For custom quotes, client completes an excel template with directory data and Municode auto-imports directory content.

### Deliverables

- ⦿ Content creation and migration
- ⦿ Departmental content 'signoff'

## Phase 4: Staff Training

### Staff Training

Throughout the development and after launch, our customers have access to training, resources and educational opportunities that help them thrive. Our initial training is offered to administrators and content contributors.

### Deliverables

- ⦿ On-site (if applicable)
- ⦿ Web teleconference
- ⦿ Videos and User guides

## Phase 5: Testing

### Municode Functional Testing

Municode will perform a series of tests across multiple browser and operating system versions to confirm site functionality. Test will confirm proper functionality of all features documented in this proposal.

### Acceptance Testing

Staff will review the website for completeness. Municode will have completed functional testing and cross-browser compatibility testing.

### Deliverables

- ⦿ Completing Testing Checklists
- ⦿ Site acceptance by client

## Go Live

### Go-Live

We will work with you to make the appropriate 'A' Record DNS entry changes to begin the process of propagating the new production web server IP address.

### Deliverables

- ⦿ Accepted Final Live Website

# HOSTING, MAINTENANCE, AND CUSTOMER SUPPORT

---

## Hosting

We provide first-class hosting services in a secure data center. We take cyber security seriously. Your website will be secure from multiple perspectives:

### Data Center

We host your website in a secure data center. The data center is manned 24x7x365. Your website is maintained using firewalls, load balancers, multiple web application servers, and a database server. We apply security updates to the entire web server stack on a regular basis.

### Data transmission

We guarantee up to 1 Terabyte of data transfer per month.

### Redundant high-availability failover (optional):

We have the capability of providing premium hosting service levels by offering a mirrored copy of your site on a separate infrastructure and geographic location. We would need to talk through the required service levels and bandwidth to provide pricing for this item.

### Web CMS software security

We apply security updates to your Drupal-based CMS whenever updates are posted. Your website is built on Drupal software that has the confidence of millions of websites in both the private sector and public sector, including whitehouse.gov, the City of Boston and the City of Los Angeles. Several built-in security mechanisms are in place to prevent cross-site scripting attacks.

### Web transmission security

Your website is secured with SSL to encrypt transmission of data. We SSL-enable every page on your website for maximum security.

### User authentication security

Our solution is configured with granular role-based permissions, and each user is required to login with a unique user id and password. We also offer a [two-factor authentication option](#) using Google Authenticate if that should be something you are interested in pursuing.

### Data Backup

We back up your data in multiple geographic locations. We backup daily, weekly, monthly, and up to 7 years of annual data backups.

### Guaranteed Uptime

Municode guarantee web server uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service

## Maintenance and Customer Support

### **24x7 Customer support:**

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine website operation questions from staff.

### **Security upgrades:**

Municode will apply security upgrades to your solution's core and contributed modules ensuring that your website stays secure. Municode will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 9PM-3AM Pacific, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

### **Site Monitoring and Site Recovery:**

Municode will install auto-monitoring software routines that continually monitor website performance and alert us when problems occur. We will act as soon as possible and no later than two hours after problems are detected.

### **Free feature upgrades:**

As we update our base Municode features, you receive those upgrades for FREE.

# PROJECT COSTS

---

## Website

### **Design, Development, and Implementation Phase** **\$8,100**

- Fully functional Municode CMS with all base features
- Responsive mobile-friendly website with **Custom** design
- Content migration; up to 100 pages and 5 years meeting minutes
- Training: web teleconference, video, user guides

### **Annual Hosting, Maintenance, and Customer Support** **\$2,400 / year**

- 80GB disk space and up to 1 terabyte data transfer per month
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours' webinar refresher trainings per year
- *Email Subscriptions Included*

## Meetings and Agenda Management Solution

### **Annual Subscription, Meetings and Agenda Management** **\$2,400 / year**

#### **One-time Project Set-up**

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

### **Total Year 1 Cost** **\$12,900**

## **Select Additional Website Options**

- |   |  |
|---|--|
| <input type="checkbox"/> Business Directory                                       | \$750 setup + \$600 per year           |
| <input type="checkbox"/> Facility Reservations                                    | \$1500 setup + \$900 per year          |
| <input type="checkbox"/> Projects Directory                                       | \$200 per year                         |
| <input type="checkbox"/> Parks and Trails Directory                               | \$200 per year                         |
| <input type="checkbox"/> Property Listings (Commercial/Industrial)                | \$200 per year                         |
| <input type="checkbox"/> Specialty sub-site graphic designs                       | \$3500 + \$600 per year (per design)   |
| <input type="checkbox"/> Site graphic redesign every 4th year                     | \$600 per year (per design)            |
| <input type="checkbox"/> Additional on-site visits (training, consultation, etc.) | \$1500 day 1, \$1000 per day (days 2+) |
| <input type="checkbox"/> Custom Feature Development                               | \$150 per hour or fixed bid quote      |
| <input type="checkbox"/> Policies and Procedures Management                       | ask for quote                          |

# PAYMENT SCHEDULE

## Option A: Standard Payment Schedule

### Year 1

Sign contract	50% of one-time web costs (\$4,050)
Website - Implement design and features	50% of one-time web costs (\$4,050)
Meetings Management – Start Implementation	50% of annual meetings costs (\$1,200)
Conduct training (site moved to production / annual support begins)	Web annual hosting and support (\$2,400)
Meetings Management – Configure System – ready for training	50% of annual meetings costs (\$1,200)

### Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.

## Option B: 4-year Interest-free Payment Schedule

- Year 1	<ul style="list-style-type: none"> <li>○ at time of contract signature           <ul style="list-style-type: none"> <li>▪ Project payment 1 of 4 \$2,025</li> <li>▪ Annual website hosting/support \$2,400</li> <li>▪ Meeting Management \$2,400</li> <li>▪ <b>Total year 1 \$6,825</b></li> </ul> </li> </ul>
- Year 2	<ul style="list-style-type: none"> <li>○ one year from contract signature           <ul style="list-style-type: none"> <li>▪ Project payment 2 of 4 \$2,025</li> <li>▪ Annual website hosting/support \$2,400</li> <li>▪ Meeting Management \$2,400</li> <li>▪ <b>Total year 2 \$6,825</b></li> </ul> </li> </ul>
- Year 3	<ul style="list-style-type: none"> <li>○ two years from contract signature           <ul style="list-style-type: none"> <li>▪ Project payment 3 of 4 \$2,025</li> <li>▪ Annual website hosting/support \$2,400</li> <li>▪ Meeting Management \$2,400</li> <li>▪ <b>Total year 3 \$6,825</b></li> </ul> </li> </ul>
- Year 4	<ul style="list-style-type: none"> <li>○ three years from contract signature           <ul style="list-style-type: none"> <li>▪ Project payment 4 of 4 \$2,025</li> <li>▪ Annual website hosting/support \$2,400</li> <li>▪ Meeting Management \$2,400</li> <li>▪ <b>Total year 4 \$6,825</b></li> </ul> </li> </ul>

### Notes

- Four-year commitment required.
- Guaranteed pricing. Hosting and Support fees will not increase for first four years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year five will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.

# SERVICES AGREEMENT

---

This agreement (“AGREEMENT”) is entered between Millersburg, Oregon (“CLIENT”) and Municipal Code Corporation (“CONSULTANT”).

**1. Term of AGREEMENT.** This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

**2. Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked “Payment Schedule”. Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

**3. Scope of Services.** CONSULTANT’s services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices (“SERVICES”). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

**4. Integration.** This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

**5. Warranty.** CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

**6. Liability.** CONSULTANT’s total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

**7. Termination.** This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

**8. Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

**9. Confidentiality.** (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) Obligation of Confidentiality. During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

**10. Assignment.** Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

**11. Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

**12. Governing Law.** This AGREEMENT shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflicts of law, rules or doctrines.

Submitted by:

Municipal Code Corporation

By:           *Brian Gilday*          

Title: Brian Gilday - President, Website Division

Accepted by:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



TO: Millersburg City Council  
FROM: Kevin Kreitman  
DATE: February 21, 2020 for March 10, 2020 Council Meeting  
SUBJECT: Adoption of Internal Controls Policy and Procedures

Action Requested:

Adoption of policy and procedures on internal controls.

Discussion:

Staff previously shared a proposed policy with Council addressing internal controls for public fund management. The proposed policy and procedures has received final review by our auditors and is ready for implementation. Based on the subject matter of this policy staff believes it would be appropriate for them to be adopted as a Council policy, and is requesting Council action formally adopting the policy and procedures.

Budget Impact:

None.

Recommendation:

Council motion to approve the attached Resolution accepting the adoption of the Internal Controls Policy and Procedures.

Attachment(s):

- Resolution 2020-03
- Internal Controls Policy and Procedures



**RESOLUTION 2020-03**

**A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON,  
ADOPTING POLICY AND PROCEDURES FOR  
INTERNAL CONTROLS**

**WHEREAS**, the City of Millersburg has a responsibility to ensure it safeguards and handles public funds appropriately; and,

**WHEREAS**, written, adopted financial policies and internal controls have many benefits in assisting City Council with the financial management of the City; and,

**WHEREAS**, City staff have prepared a City of Millersburg Internal Controls Standards Policy and Procedures document that outlines procedures, safeguards, and internal controls for public fund management;

**NOW THEREFORE, BE IT RESOLVED** BY THE COUNCIL OF THE CITY OF MILLERSBURG, OREGON, that the “City of Millersburg Internal Control Policy and Procedures” attached is hereby adopted.

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

**Duly Passed** by the City Council this 10th day of March, 2020.

---

Jim Lepin, Mayor  
City of Millersburg, Oregon

ATTEST:

---

Kimberly Wollenburg  
City Recorder



## Internal Controls Policy and Procedures

	<b>Policy/Procedure Title:</b> Internal Controls Policy and Procedures <b>Policy/Procedure #:</b> <b>Version #/Date:</b> Ver. 1.0 / March 10, 2020
<b>Drafted by:</b> Kim Wollenburg	<b>Reviewed &amp; Approved by:</b> Name: Kevin Kreitman, City Manager
<b>Effective Date:</b> March 10, 2020	Signature: _____ Date: _____
<b>Next Review Date:</b> March 2020	<b>Legal Review/Approval:</b> _____ Date: _____

### Purpose

The purpose of maintaining an internal controls policy and procedures is to protect public assets from loss, theft, or misuse. The City's assets and resources have been entrusted to the City of Millersburg's staff, elected, and appointed officials. Faithful stewardship of the same is applicable to all.

The objective of internal control is to provide reasonable, but not absolute, assurance that assets and resources are safeguarded against loss from unauthorized use of disposition and to ensure that transactions are properly recorded to permit the preparation of financial statements in accordance with generally accepted accounting principles.

The three most common internal controls:

- Documentation, publication, and implementation of standard operating procedures.
- Formalizing approval authorizations;
- Separation of duties and tasks among employees.

The following policy and procedures establish minimum internal control standards and describe management's responsibility to establish and monitor such controls.

### 1. Roles and Responsibilities

Everyone in the City of Millersburg has some role in internal controls with roles varying depending upon the level of responsibility and the nature of involvement by the individual.

The Mayor, City Council, City Manager, and Assistant City Manager/City Engineer establish the presence of ethics, integrity, competence, and a positive control environment. Managers and supervisory personnel are responsible for executing control policies and procedures at the detail level.

## **2. Internal Control Activities**

Examples of internal control activities:

- a. Segregation of duties – separating authorization, custody, and record-keeping roles to limit risk of fraud or error by one person.
- b. Authorization of transactions – review of particular transactions by an appropriate person.
- c. Retention of records – maintaining documentation to substantiate transactions.
- d. Physical safeguards – usage of camera, combination safe, locks, physical barriers, etc. to protect property.
- e. Information technology security – usage of passwords, access logs, etc. to ensure access restricted to authorized personnel.

## **3. Control Categorization**

The internal controls of the City fall under two categories: 1) controls that are approved as a formal policy document by the City Council, and 2) those administratively approved by the City Manager.

Day to day operational controls, such as accounts payable and cash receipting are approved administratively while larger, overarching controls such as investment and fund balance policies are presented to the City Council for formal approval.

## **4. Accounting**

- a. The City will maintain an accounting and financial reporting system that conforms to Generally Accepted Accounting Principles (GAAP) (or other basis allowed under OAR 162-010-0050) and Oregon Local Budget Law. The City will issue an Annual Financial Report (Audit report) each fiscal year.
- b. An independent annual audit will be performed by a certified public accounting firm that will issue an official opinion on the annual financial statements and a management letter detailing areas that need improvement.
- c. Full disclosure will be provided in financial statements and bond representations.
- d. The accounting systems will be maintained to monitor expenditures and revenues on a monthly basis with analysis and adjustment of the annual budget as appropriate.
- e. The accounting system will provide monthly information about cash position and investment performance.

## **5. Audit**

- a. The City undergoes an on-time yearly audit as required by ORS 297.425. Our auditors review the City's internal controls annually.
- b. The City Manager is authorized to sign documents required by the audit firm in regards to the scope and representation of the City audit.
- c. All records are made available for the auditors to review.
- d. Any and all unique situations are brought to the attention of the auditors.

## **6. Budget**

- a. The City prepares and adopts a balanced budget annually which is required by ORS 294. Refer to the budget document for specific step by step process.
- b. The Budget Committee will be appointed in conformance with state statutes.
- c. The Budget Committee's chief purpose is to review the City Manager's proposed budget and approve a budget and maximum tax levy for City Council consideration. The Budget Committee may consider and develop recommendations on other financial issues as delegated by the City Council.
- d. The City budget will support City Council goals and priorities and the long-range needs of the community.
- e. In contrast to the line-item budget that focuses exclusively on items to be purchased (such as supplies and equipment), the City will use a *program/objectives* format that is designed to:
  - I. Structure budget choices and information in terms of programs and their related work activities,
  - II. Provide information on what each program is committed to accomplish in long-term goals and in short-term objectives, and
- g. To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes and with Oregon Budget Law.
- h. The City will allocate direct and indirect administrative costs to each fund based upon the cost of providing these services. The City will recalculate the cost of administrative services each year to identify the impact of inflation and other cost increases.
- i. Once the Budget is adopted, the City adheres to Oregon Budget law and brings any amendments to the City Council.
- j. All Budget amendments are entered into the financial software system after the resolution is signed.
- k. At all times, the financial software system matches the amended budget. This is verified by the auditors as well.

## **7. Cash Receipts & Accounts Receivable:**

- a. All mail is opened by the Office Assistant or Deputy City Recorder/Finance Officer and checks are entered into the financial system software by the Office Assistant or Deputy City Recorder/Finance Officer.
- b. Deputy City Recorder/Finance Officer reviews and initials daily cash receipts and receivables entered by Office Assistant.
- c. Cash and checks are taken to the bank at least twice a week, and the cash drawers are reconciled to the previous day's balance. All differences are investigated and reported to City Recorder.

## **8. Purchasing and Accounts Payable:**

- a. Accounts payable batches are prepared by the Deputy City Recorder/Finance Officer or City Recorder and reviewed and initialed by the City Recorder or the Assistant City Manager/City Engineer.
- b. Accounts payable batches are prepared on a weekly basis in accordance with Resolution 2019-2 and the Accounts Payable Policy & Procedures, City procedure Fin 100.1.
- c. Reports are provided monthly to City Council for review.

- d. Check stock is secured and each check requires signatures by at least two Council-designed and approved signers identified by City Charter.
- e. Each check is accounted for in the financial system software and can be tied back to cleared checks at the bank or voided checks through reports.
- f. Voided checks are to be mutilated and rendered unusable by cutting off the signature and mark through face of check with VOID. Voided checks are kept secured for minimum retention standards per Oregon State Administrative Rule (OAR) 166-200-210.
- g. The City will follow the purchasing requirements set forth in ORS 279 in addition to the specific City Council approved Purchasing Policy Manual.

**9. General Ledger/Bank Reconciliations:**

- a. All general ledger entries are accumulated with supporting documentation by month, in the Financial/Bank Reconciliation record drawer.
- b. All general ledger entries are reviewed and initialed each month by City Recorder.
- c. Bank reconciliations are prepared on a monthly basis by the Deputy City Recorder/Finance Officer and are reviewed and initialed monthly by the City Recorder.
- d. The general operating bank reconciliations are prepared within ten (10) business days of receiving the bank statement(s).
- e. On a quarterly basis, the City Recorder and Assistant City Manager/City Engineer perform a review of all journal entries via a general ledger report to ensure all expenditures have been categorized appropriately into the proper programs.

**10. Payroll**

- a. Each employee fills out their timesheet which is then given to their supervisor for approval before submission to City Recorder.
- b. City Recorder rechecks all timesheets for errors and then scans and emails to offsite payroll processing company.
- c. Upon receipt of Depository Totals report from offsite payroll processing company, the City Recorder reviews the report and notes any discrepancies for correction.
- d. The Deputy City Recorder/Finance Officer enters payroll from Depository Totals report into the financial software.
- e. City Recorder prepares worksheet for entry in the PERS system and prints report for review and initial by Office Assistant before report is released to PERS.
- f. All payroll related entries entered into the finance software per e. above are reviewed and initialed monthly by the City Recorder.

**11. Cash and Investment:**

- a. The Local Government Investment Pool (LGIP) account is reconciled within ten (10) working days of the following month by the Deputy City Recorder/Finance Officer.
- b. On a monthly basis, bank reconciliation and journal entries are reviewed and initialed by the City Recorder.
- c. All City funds not held for immediate use will be invested in the LGIP.

## **12. Documentation and Record Retention:**

- a. Records are maintained and controlled in accordance with the established retention period, as specified in the Oregon Administrative Rules (OAR) and properly disposed of in accordance with OAR and established procedures.

### **Management's Responsibility for Internal Controls**

- City management provides governance, guidance, and oversight to City operations and is ultimately responsible for internal controls.
- City management shall be responsible for establishing and maintaining internal controls and for developing policies and procedures to implement such controls.
- City management shall be further responsible for evaluating internal controls on an annual basis and modifying them as appropriate and as needed.
- City management shall demonstrate commitment to strong internal controls through its leadership, communications, personnel practices, ethics, and daily actions.
- City management shall be responsible for providing employees with the information and training necessary to ensure compliance with internal controls.

### **Internal Control Overview**

1. The establishment and monitoring of internal control shall be an on-going process.
2. Internal controls may be preventive, detective, or corrective.
3. The strength of controls placed in operation shall be based on management's policy to tolerate, monitor, or avoid recognized risks.
4. Internal controls shall be designed to provide reasonable, but not necessarily absolute, assurance that:
  - City goals and objectives are met;
  - Financial reporting is reliable;
  - Assets are safeguarded;
  - Transactions are accurately and properly recorded and executed in accordance with management authorization;
  - Errors and irregularities are prevented to the greatest extent possible; and
  - Errors and irregularities that do occur are detected, reported, and corrected in a timely manner.
5. Internal controls shall rely on the compliance of individual City employees; however, such reliance shall recognize the risk created by:
  - Management override,
  - Collusion by two or more individuals,
  - Improper maintenance of adequate segregation of duties and functions,
  - Negligence in updating controls as processes or objectives change,
  - Laxity in providing adequate training as needed and on a continuing basis, or
  - Failure to detect mistakes made in the course of ordinary business.
6. City management shall appropriately balance the risks and costs of internal controls in such a manner that the costs to control do not outweigh the benefits of such controls.

## **Definitions**

**City management** for purposes of this policy and procedures means collectively the Mayor, City Council, City Manager, Assistant City Manager/City Engineer, and City Recorder.

**Internal control** refers to a set of rules, procedures, and practices developed and employed to facilitate the safeguarding of an entity's assets be they liquid (cash or investments) or fixed (infrastructure or equipment) or intangible (credit rating or information). A process designed to minimize risk by providing reasonable assurance of accurate and reliable financial reporting, compliance with applicable laws and regulations, safeguarding of assets, effective and efficient operations, and accomplishment of management's goals and objectives.

**Control environment** means an organization's culture or tone with regard to internal control and represents the foundation for other internal control components.

**Risk assessment** means evaluation of factors both inside and outside an organization that may expose an organization to risks that may prevent it from accomplishing management's goals or objectives.

**Control activities** are written policies and procedures and other directives and practices that communicate management direction to minimize risk.



TO: Millersburg City Council  
FROM: Kevin Kreitman, City Manager  
DATE: March 4, 2020 for the March 10, 2020 City Council Meeting  
SUBJECT: Linn County Enterprise Zone Application for Extended Property Tax Agreement

Action Requested:

Adoption of the attached resolution for Linn County Enterprise Zone application.

Discussion:

Attached is a letter and resolution from John Pascone outlining the application for Ti Squared Inc., an existing member of the Linn County Enterprise Zone. John Pascone will be in attendance to review this item should there be any questions.

As a co-sponsor with Linn County of the Linn County Enterprise Zone, we are required to pass the attached resolutions for the proposed project applications.

Budget Impact:

No direct impact for the City of Millersburg. However, it should be noted that the Enterprise Zone provides property tax exemption for three to five years.

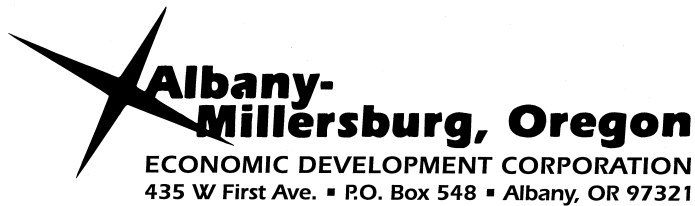
Recommendation:

Approval and adoption of the attached Resolution for Extended Property Tax Agreement.

Attachment(s):

- Memo: Ti Squared Enterprise Zone Application and Extended Abatement Agreement
- Ti Squared Extended Agreement
- Resolution 2020-04 - Agreement for Oregon Enterprise Zone Extended Abatement (Ti Squared)





## Memo

Date: March 4, 2020

To: Linn County Enterprise Zone Co-Sponsors  
Roger Nyquist Linn County  
Kevin Kreitman City of Millersburg

From: John Pascone, President

Subject: Ti Squared Enterprise Zone Application  
And Extended Abatement Agreement

Ti Squared is planning on making an additional investment in Millersburg of \$3 million which includes building a new building for chem mill processing and installing new equipment. They plan on hiring 5 new employees. They have completed an Enterprise Zone Authorization Application dated January 6, 2020.

Under regular enterprise zone exemption rules the company is required to add 10% to their existing workforce in the zone which is 45, so they would need to hire 5 additional employees. The regular property tax exemption is for 3 years.

For companies that agree to hire and pay wages and benefits in excess of 150% of Linn County's Average Annual Wage, the firm can qualify for an additional 2 years. The current required number can be found in the agreement.

Attached is a draft resolution which needs to be passed by each co-sponsor. The zone manager (me) and the county assessor's representative (Mark Wilkinson) cannot officially approve the company's application until the extended resolution is approved by the co-sponsors.

Please contact me if you have any questions. When you have the matter scheduled let me know and I will attend to present it on behalf of the company.

Thank you,

John

## Agreement for Oregon Enterprise Zone Extended Abatement

### AGREEMENT WITH THE LINN COUNTY ENTERPRISE ZONE SPONSORS TO EXTEND PROPERTY TAX EXEMPTION TO FIVE CONSECUTIVE YEARS IN TOTAL FOR CAPITAL INVESTMENT BY TI SQUARED, INC.

The sponsors of the Linn County Enterprise Zone comprising the governing bodies of the City of Millersburg and Linn County (hereinafter "The Zone Sponsor") and Ti Squared, Inc. (hereinafter "The Firm") do hereby enter into an agreement for extending the period of time in which The Firm shall receive an exemption from ad valorem taxes on its investment in qualified property in the Linn County Enterprise Zone contingent on certain special requirements, under ORS 285C.160.

The Zone Sponsor and The Firm jointly acknowledge that: subject to submission and approval of an application for authorization and the satisfaction of other requirements under ORS 285C.050 to 285C.250, The Firm is eligible for three years of complete exemption on its qualified property under ORS 285C.175(2)(a); nothing in this agreement shall modify or infringe on that three-year exemption or the requirements thereof, and, that this agreement becomes null and void if The Firm does not qualify for these three years of exemption on some such property.

The Zone Sponsor does hereby grant to The Firm an extension to that property tax abatement, as allowed under ORS.285C.175(2)(b), of an additional two years on the property that initially qualifies in the Linn County Enterprise Zone in the assessment year beginning on January 1, 2021 and, thus, sets a total period of exemption of five consecutive years in total, during which statutory requirements for the standard three-year enterprise zone exemption must also continue to be satisfied.

#### CONFIRMATION OF STATUTORY PROVISIONS

In order for qualified property to be exempt from ad valorem taxes for the additional two years of enterprise zone exemption as granted herein, The Firm agrees herewith that under 285C.160(3)(a)(A)(i) or (ii) and (b), in accordance with OAR 123-674-0060:

1. For each year of the entire exemption period, The Firm's new employees shall receive an average level of compensation equal to or greater than 150 percent of the county average annual wage, such that:

a. Compensation includes benefits such as employer provided insurance that can be monetized and do not arise from a payroll tax or similar government mandate.  
and

b. Except as revised under ORS 285C.160(4), the county wage is set at the time of authorization, accordingly, the 2018\* average wage for Linn County is \$43,882, for which 150% equals \$65,823.

\* Note: this is the year of the study, the rate applies until November 2020; it is published by the Oregon Employment Dept. as Average Annual Wage by County- 10/17/2019.

2. During the additional two years, the average annual wage received by The Firm's new employees shall also be equal to or greater than the current county average wage based on the most recent, final figure at the time.

3. The Firm's 'new employees' for the purposes of these requirements comprise only employees hired for and working full-time, year-round, non-temporary jobs that are created and filled for the first time after the date of application for authorization but on or before December 31 of the first full year of initial exemption, and that are performed within the current boundaries of the Linn County Enterprise Zone and engaged a majority of their time in The Firm's eligible operations according to ORS 285C.135 and 285C.200(7), regardless if any such employee is leased, contracted for or otherwise obtained through an external agent, provided that they are hired by and employed directly by The Firm.

**LOCAL ADDITIONAL REQUIREMENTS**

For The Firm to receive the additional two years of enterprise zone exemption granted herein, The City of Millersburg, a Zone Sponsor and The Firm agree that no additional requirements in addition to statutory requirements are being requested by The Zone Sponsor under ORS 285C.160(a)(B).

**ACCEPTING FOR THE CITY MILLERSBURG, A ZONE SPONSOR OF THE LINN COUNTY ENTERPRISE ZONE:**

---

**ACCEPTING FOR Ti SQUARED, INC.**

---

The other Zone Sponsor: Linn County approved this Agreement by passing a separate Resolution. Copies of which are attached.

**RESOLUTION NO. 2020-04**

**A RESOLUTION APPROVING AN EXTENDED PROPERTY TAX ABATEMENT AGREEMENT BETWEEN THE CITY OF MILLERSBURG, A COSPONSOR OF THE LINN COUNTY ENTERPRISE ZONE, AND TI SQUARED, INC**

**WHEREAS**, TI SQUARED, INC. is expanding and investing in a building and equipment; and,

**WHEREAS**, TI SQUARED, INC. intends to add five (5) new employees; and,

**WHEREAS**, TI SQUARED, INC. anticipates providing average pay and benefits to these employees equal to or greater than 150% of the Linn County average, as required under ORS 285C.160; and,

**WHEREAS**, TI SQUARED, INC., which is located in the City of Millersburg, has applied to extend the property tax abatement for which it qualifies through its inclusion in the Linn County Enterprise Zone; and,

**WHEREAS**, the City of Millersburg has requested support of this agreement from the other cosponsor of the Linn County Enterprise Zone; and,

**WHEREAS**, the City of Millersburg is a cosponsor of the Linn County Enterprise Zone.

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG** that the attached Extended Abatement Agreement is hereby approved by the City of Millersburg.

**PASSED** by the Council this 10th day of March, 2020.

---

Jim Lepin,  
Mayor

ATTEST

---

Kimberly Wollenburg,  
City Recorder



TO: Millersburg City Council  
 FROM: Kevin Kreitman  
 DATE: February 21, 2020 for March 10, 2020 Council Meeting  
 SUBJECT: Health Insurance Plan

Action Requested:  
 Information on Health Insurance plan.

Discussion:  
 The City's current health insurance plan is due for renewal on April 1<sup>st</sup> of this year, and we were notified by our provider, Providence Health Plan, of our new rates effective April 1, 2020.

As background, the cost for our previous plan last year was estimated for a 28% increase over the previous year, at which we approached Council and recommended a change in plans. At the time our insurance broker, Aldrich Advisors, evaluated our options which resulted in movement to a new base plan with similar coverage and an 8% cost increase for the plan versus the original proposed plan increase.

That plan (our current plan), resulted in a \$500 increase in deductible for individuals, a \$1,000 increase in deductible for a family, a \$2,000 increase in the out-of-pocket maximum for an individual, and a \$4,000 increase in out-of-pocket maximum for a family.

Additionally with that change, the City began offering a Health Savings Account (HSA) eligible plan also offered through Providence. The City also elected to provide the ability for an employee to subscribe to an enhanced plan, which was the plan recommended by Providence as the replacement of our previous plan. Employees selecting the enhanced plan are responsible for those cost contributions above the base (non-HSA) plan.

The rates for the proposed renewals follow:

HSA <i>current (family)</i>	\$1,409.90	<i>proposed</i>	\$1,527.60	8.3% increase
Non-HSA base plan	\$5,819.30	<i>proposed</i>	\$5,819.30	5.3% increase

We do not currently have any employees selecting the enhanced plan. Should they elect that plan as mentioned above they would be responsible for those costs above the Non-HSA base plan.

We would note that the proposed rate increase includes the addition of federal and state imposed taxes representing a 4.5% increase. All three of the plans also include deductible increases and the non-HSA plans include increased co-pays.

As long as no changes occur to our current employment levels, and based upon current budgeted funds for health insurance, our budget estimate for health insurance for next year will likely result in an approximate fund increase of 5% (\$4,250.00).

Budget Impact:

No impact, sufficient funds in current budget.

Recommendation:

No action required, information only.



TO: Millersburg City Council  
VIA: Kevin Kreitman, City Manager  
FROM: Janelle Booth, Assistant City Manager/City Engineer  
DATE: March 5, for the March 10, 2020 City Council Meeting  
SUBJECT: Parks Commission

Action Requested: Staff requests Council provide direction on the formation of the Parks Commission.

Discussion:

It is anticipated that the Parks Master Plan will be presented for adoption at the April 2020 Council meeting. Per Resolution 2018-25, finalization of the Parks Master Plan represents the milestone for sunset of the Parks Committee and the establishment of a Parks Commission.

A resolution dissolving the Parks Committee and establishing the Parks Commission can be presented at the April 2020 Council meeting. In order to draft this resolution, please confirm the following direction (from the *Citizen Commissions / Committees Member & Staff Manual*, adopted in September, 2019).

**Parks Commission:** *This Commission consists of five (5) members, each serving an offset rotating three-year term, and provides advice to the City Council about major programs, activities, and policies related to parks and recreational activities in the community. In addition, this Commission oversees the implementation of the Parks Master Plan and recommends development of facilities in the City's parks system to the City Council. The Mayor makes recommendations to the Council for confirmation of appointments. (This Commission will be appointed by Council at the conclusion of the Parks Master Plan).*

In addition, direction is requested on the following items:

- Minimum frequency of meetings (staff recommends quarterly meetings unless there is a need for more frequent meetings due to a project or other activities).
- Is there a need to insure there is continued representation from different parts of the City (the Parks Committee required a minimum of one member from each quadrant)? If so, how would this be implemented and continued over time? This could just be something Council considers when appointing Commission members rather than writing it into the resolution.

The application process for Parks Commission members could be opened at any time after the Commission is established, and Parks Commission applications

could be presented to the Council for potential appointment at the May Council meeting. We currently have one application submitted for the Parks Commission, and one member of the current Parks Committee has expressed interest in applying for the Parks Commission. Staff would propose using the City's existing Commission and Committee Application form. Supplemental questions specific to the Parks Committee could be attached to the application. If Council desires to include supplemental questions, a list of possible questions is included as an attachment.

Budget Impact:

None.

Attachment(s):

- Resolution 2018-25, Approving Creation of City of Millersburg Parks Committee
- Commission and Committee Application
- Supplemental Parks Commission Application Questions



## **RESOLUTION 2018-25**

### **APPROVING CREATION OF CITY OF MILLERSBURG PARKS COMMITTEE**

**WHEREAS**, the City Council of Millersburg passed Resolution 2017-15 establishing a Parks Committee; and

**WHEREAS**, members of the Parks Committee were appointed by the Mayor and approved by the Council; and

**WHEREAS**, the City Council desires representation on the Parks Committee from all areas of the City of Millersburg; and

**WHEREAS**, the purpose and expectations of the Parks Committee have changed since the Parks Committee was initially formed;

### **NOW THEREFORE THE CITY COUNCIL FOR THE CITY OF MILLERSBURG RESOLVES:**

Resolution 2017-15 is repealed and replaced by Resolution 2018-25.

The Parks Committee shall consist of a minimum of five (5) and a maximum of twelve (12) Millersburg citizens at large; and

A minimum of one (1) Parks Committee member from each quadrant of the City of Millersburg representing the diversity of Millersburg's citizens is desired; and

North-South quadrants are defined by 54<sup>th</sup> Avenue and East-West quadrants are defined by the west edge of the Millersburg Park boundary; and

Members of the Parks Committee shall be appointed in December, 2018 by the City Council; and

The Parks Committee shall select a Chair and Vice-Chair from among their members; and

The purpose and expectations of the Parks Committee is to serve in an advisory capacity to City staff and the Parks Master Plan consultant for development of the Parks Master Plan; and

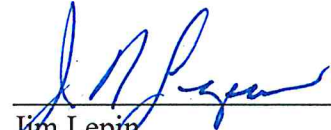
The Parks Committee shall bring forth their findings and recommendations to the City Council; and

The Parks Committee shall serve in an advisory capacity to the City Council and have no executive, administrative, or spending authority; and

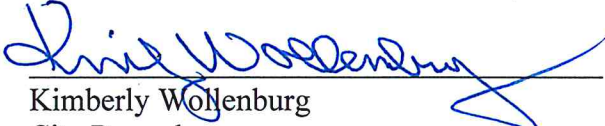
Following adoption of the Parks Master Plan, recommend formation of a Parks Commission to guide the implementation of the Parks Master Plan; and

The Parks Committee shall sunset following the adoption of the Parks Master Plan.

Adopted this 13th day of November, 2018.

  
\_\_\_\_\_  
Jim Lepin  
Mayor

ATTEST

  
\_\_\_\_\_  
Kimberly Wollenburg  
City Recorder



# COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

**CITY HALL**  
4222 NE Old Salem  
Road Albany, OR 97321  
www.cityofmillersburg.org  
(541)928-4523

<b>Commission and/or Committee Preference:</b>
--

\_\_\_\_\_ (list all for which you are applying)

Name: \_\_\_\_\_ Preferred First Name: \_\_\_\_\_

<b>Residential Information:</b>	
Home Address: _____ _____	Phone: _____ Cellular: _____
E-mail: _____	Fax: _____ <i>(Optional)</i>

<b>Employment Information:</b>	
Employer's Name: _____ Work Address: _____ _____	Phone: _____ Cellular: _____
E-mail: _____	Fax: _____ <i>(Optional)</i>

Please provide information as requested below to describe your qualifications to serve on this City of Millersburg Commission or Committee. Feel free to provide additional information you wish to share with the City.

- List current or most recent occupation, business, trade, or profession:





# COMMISSION / COMMITTEE SUPPLEMENTAL FORM

Your Name \_\_\_\_\_

Commission / Committee Name \_\_\_\_\_

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check “yes,” “no,” or “not applicable” below as to whether or not you authorize this information being available to the public:

Home Address	___ Yes	___ No	___ Not Applicable
Home Telephone Number	___ Yes	___ No	___ Not Applicable
Home Fax Number	___ Yes	___ No	___ Not Applicable
Personal Cell Number	___ Yes	___ No	___ Not Applicable
Home E-mail Address	___ Yes	___ No	___ Not Applicable
Work Address	___ Yes	___ No	___ Not Applicable
Work Telephone Number	___ Yes	___ No	___ Not Applicable
Work Fax Number Work	___ Yes	___ No	___ Not Applicable
Cell Number	___ Yes	___ No	___ Not Applicable
Work E-mail Address	___ Yes	___ No	___ Not Applicable

Generally, only information for which you have checked “yes” will be released. If you have chosen “no” to all and a citizen wants to communicate with you, the City will suggest that s/he either:

- send a letter to you c/o the City Recorder, 4222 NE Old Salem Road, Albany, OR 97321; then the City will forward it to you; or
- leave a phone message or e-mail message with the City Recorder who will then give the message to you.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Parks Commission Application

### Supplemental Questions

1. Have you read the draft Parks Master Plan and do you support the plan as the guiding document for Millersburg's parks and recreation?
2. Which elements of the plan are you most supportive of and why?
3. Are there items in the plan you disagree with? If so what are they and why?
4. What are you most excited about/interested in for Millersburg's parks and recreation system moving forward?
5. What do you see as the role of the Parks Commission as a whole and of the individual Commissioners?



TO: Millersburg City Council  
VIA: Kevin Kreitman, City Manager  
FROM: Janelle Booth, Assistant City Manager/City Engineer  
DATE: March 5, for the March 10, 2020 City Council Meeting  
SUBJECT: Master Plan Documents Paths and Trails

Action Requested: Staff requests Council review the path and trail figures from the City's adopted Transportation System Plan and the proposed trail map from the draft Parks Master Plan and provide direction.

Discussion:

In December 2016, the City Council adopted the Millersburg Transportation System Plan (TSP). This document provides a 20-year list of improvement projects and a plan for implementing the projects to serve as a vision for the community while serving as the transportation element of the Comprehensive Plan. In addition to a street plan, the TSP also includes bicycle, pedestrian, and shared use paths and trails.

Beginning in the fall of 2018, the City undertook development of a Parks Master Plan. This master plan also includes trails and paths as a component of recreation. The TSP figures were used as the starting point for the trails and paths in the Parks Master Plan. However, during the community feedback process, strong opposition was voiced in regard to some of the proposed trail locations. For this reason, the Parks Committee recommended that some of the trails shown in the TSP figures not be carried forward into the Parks Master Plan.

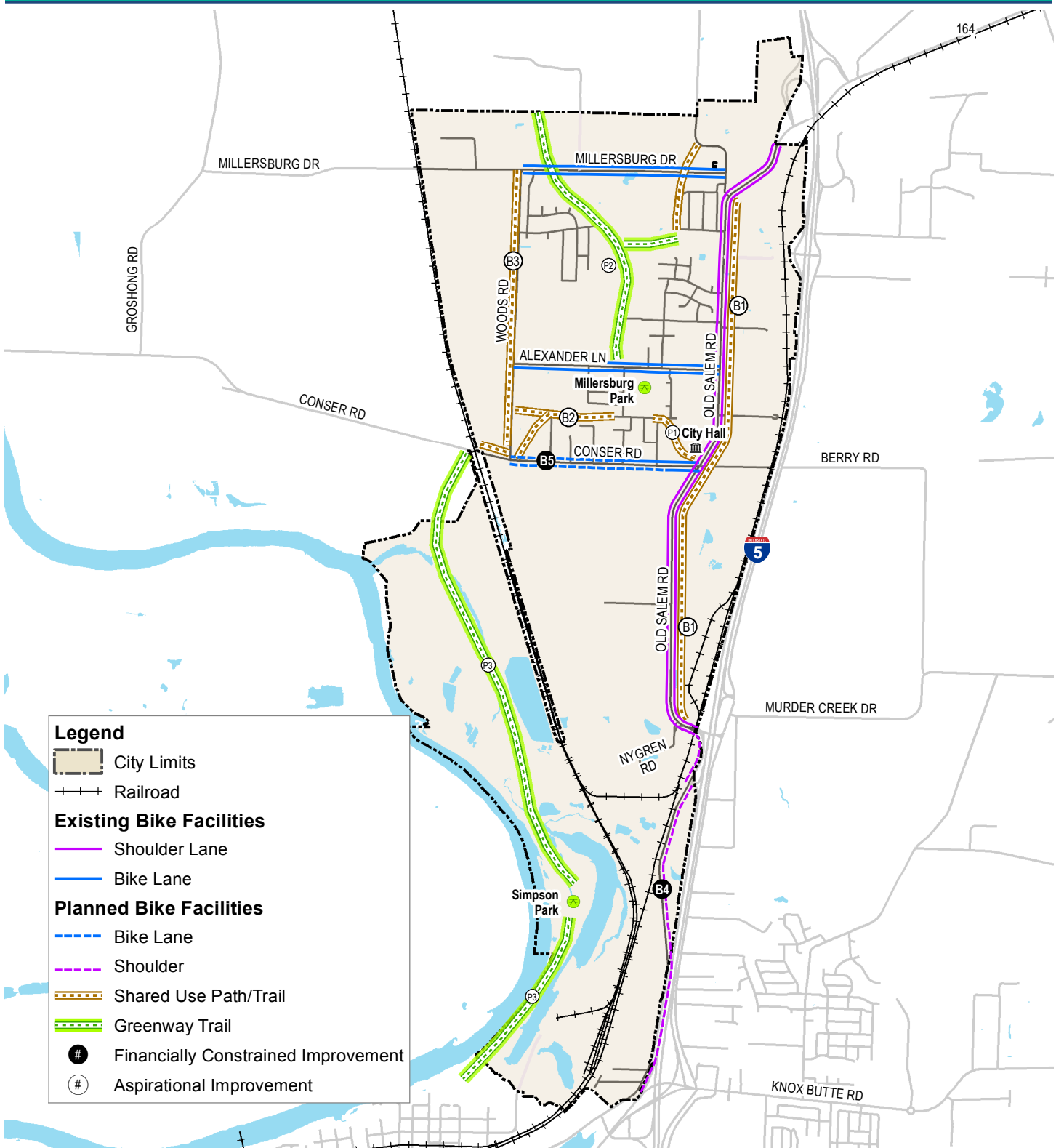
Both the TSP and Parks Master Plan are tools used to guide ongoing and future development. Therefore, it is important that these master plan documents are in alignment. Before presenting the Parks Master Plan for adoption, staff requests Council provide direction on the locations of paths and trails shown in the master plans. If Council desires to change the paths/trails shown in the TSP the TSP figures will be updated to match and presented to Council for adoption as an amendment to the TSP.

Budget Impact:

None at this time. Changes to paths and trails shown in the TSP may impact estimates of future CIP project costs.

Attachment(s):

- Transportation System Figures 9 and 11
- Parks Master Plan Recreational Trails Figure



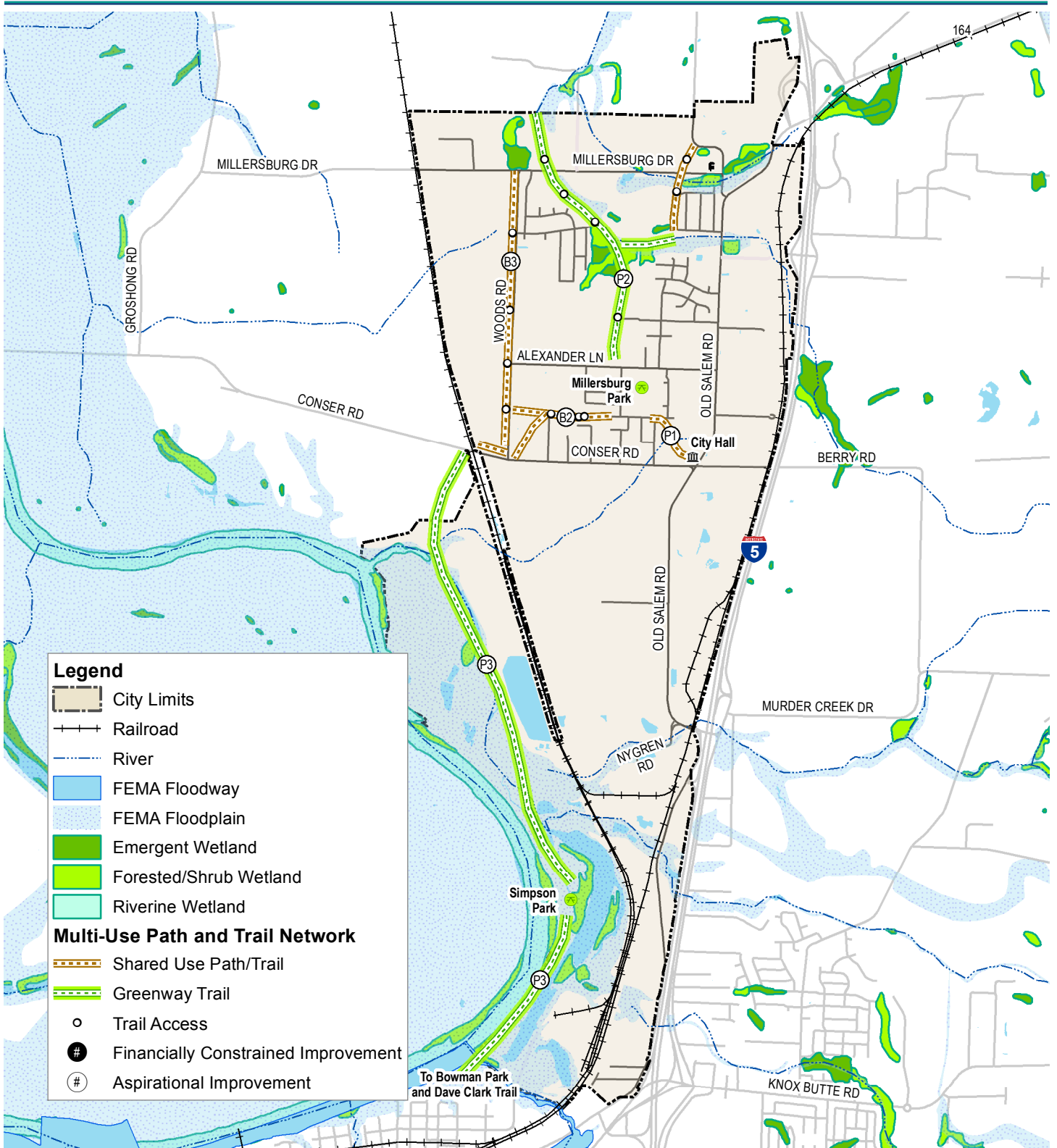
# MILLERSBURG TSP

Data Sources:  
 ESRI, ArcGIS Online, World Topography Map. 2015.  
 Linn County, Oregon. 2015.



**Figure 9**  
 Bicycle  
 Modal Plan





**Legend**

- City Limits
- Railroad
- River
- FEMA Floodway
- FEMA Floodplain
- Emergent Wetland
- Forested/Shrub Wetland
- Riverine Wetland
- Multi-Use Path and Trail Network**
- Shared Use Path/Trail
- Greenway Trail
- Trail Access
- Financially Constrained Improvement
- Aspirational Improvement

**MILLERSBURG TSP**

Data Sources:  
 ESRI, ArcGIS Online, World Topography Map. 2015.  
 Linn County, Oregon. 2015.



**Figure 11**  
 Conceptual  
 Shared Use Path  
 and Trail Network

Figure 15. Proposed Recreational Trail Segments

