



This meeting is being recorded for public review on the City of Millersburg website.

Rules of Conduct for Public Hearings

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

**CITY OF MILLERSBURG
CITY COUNCIL MEETING**

Millersburg City Hall
4222 NE Old Salem Road
Albany OR 97321
April 14, 2020 @ 6:30 p.m.

Agenda

This meeting will be held remotely. Instructions for joining the meeting by computer or phone are attached to this agenda. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Monday, April 13.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/1160343989>

Phone number to join meeting: 503-212-9900

Meeting ID: 116 034 3989

- A. CALL TO ORDER
- B. ROLL CALL
- C. CHANGES AND ADDITIONS TO THE AGENDA
- D. CONSENT AGENDA
 - 1) Approval of February 25, 2020 City Council Work Session Minutes
 - 2) Approval of March 10, 2020 City Council Meeting Minutes
 - 3) Approval of Amendment to December 10, 2019 City Council Meeting Minutes
 - 4) Acceptance of Report on City Accounts PayableAction: _____
- E. GUEST PRESENTATIONS
 - 1) Linn County Sheriff's Office Report
 - 2) Albany Fire Department Report
- F. PUBLIC COMMENT
- G. COUNCIL MEMBER AND STAFF COMMENTS
 - 1) Website Business Directory
- H. CITY MANAGER'S REPORT
 - 1) Project Updates

I. CITY ATTORNEY'S REPORT

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1) Fire Station Architectural Services Contract Award

Action: _____

2) Parks Master Plan Adoption

Action: _____

L. CLOSING PUBLIC COMMENT

M. CLOSING COUNCIL COMMENT

N. ADJOURNMENT

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

Upcoming Meetings & Events:

April 21, 2020 @ 6:00 p.m. – Planning Commission Public Hearing

April 28, 2020 @ 4:00 p.m. – City Council Special Meeting/Public Hearing

April 28, 2020 @ 6:00 p.m. – Budget 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.

Join Meeting Instructions – General Public

Until further notice, City Council, Planning Commission, and other required public meetings will be held remotely. This includes any required public hearings. Below are instructions for how to join the meeting and participate.

Note – Millersburg's virtual meeting software is through AspenUC. This software looks and acts very much like Zoom, so may be familiar to those who have used Zoom. However, this meeting will run through a different software platform and you will need to join through AspenUC per the instructions below in order to participate in the meeting.

To join the meeting via computer:

1. Click on the link <https://aspenuc.accessionmeeting.com/j/1160343989> or enter the link in your web browser. You will see the following:

Your meeting should start in a few seconds...

If nothing prompts from browser, [download & run](#) .

If this is your first time joining an AspenUC meeting, you will be prompted to install a file. This should run automatically. If not, you may need to click on the blue text. The computer will ask if you want to install the program. Click Yes.



2. The program will now ask you if you want to join the audio using your computer or your phone.
 - o If you want to use the computer audio and microphone, click yes. You will now join the meeting.
 - o If you want to use your phone:
 - click the button on the computer screen that says 'use phone audio.'
 - You will now join the meeting.
 - Dial **503-212-9900**. When asked, enter the Meeting ID **116 034 3989**.
 - You will also be asked to enter you participant ID number. It should be on the computer screen in front you. If you do not have a participant code, just enter #.

During the meeting, all public participants will initially be muted. During periods for public comment, public participants will be unmuted.

3. While the meeting is in progress, you will see the participant toolbar at the bottom of the screen.

Participant toolbar:



4. Use the **Microphone** icon to toggle your microphone on  and off .
5. Use the **Start Video** icon to toggle your camera on and off (if you have a camera).

To join the meeting via phone (audio only):

1. Enter the Dial-in number and when prompted, enter the Meeting ID. If you do not have a participant code, just enter #. You will be muted upon entry to the meeting.

Public Comment Periods:

During the meeting, all public participants will initially be muted. During periods for public comment, public participants will be unmuted.

1. **Public comment will first be taken from those who are participating via computer.**

To speak during Public Comment periods “raise hand” by clicking on the “participants” icon on the toolbar. This will open the “participants” window on the right side of your screen.

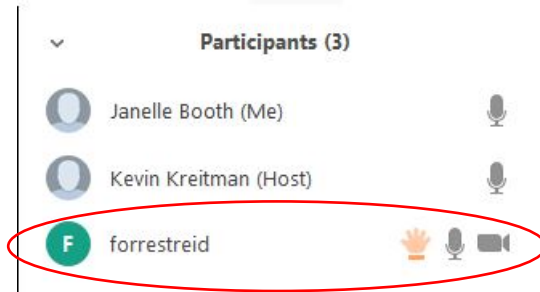
All participants muted by host.



Click on the “raise hand” icon in the lower right of your screen.



This is what it looks like when your hand is raised.



When the presiding officer calls upon you to speak, the meeting organizer will unmute you. Once your comment period is finished, you will be muted again. Public comments will be taken in the order in which the hands are raised.

2. **Next, public comments will be taken from those joining via phone.**

The presiding officer will direct the meeting host to unmute phones and will ask those wishing to speak to state their name and city of residence. Your name will be recorded. Once your name has been recorded, please mute your phone. Once all names have been recorded, individuals will be called upon to unmute themselves and speak in the order their names were recorded.

3. **At the close of public comment periods, all public participants will again be muted.**

All required Oregon Public Meeting laws will be strictly adhered to. These meetings will be audio/video recorded and posted to the City's website.



**CITY OF MILLERSBURG
CITY COUNCIL WORK SESSION MINUTES**

Millersburg City Hall
4222 NE Old Salem Road
Albany OR 97321
February 25, 2020 @ 4:00 p.m.

A. CALL TO ORDER Mayor Lepin called the work session to order @ 4:03 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

C. WORK SESSION ITEMS

1) Parks Master Plan – Draft

Assistant City Manager/City Engineer Booth introduced Steve Duh, consultant with Conservation Technix. Parks Committee members in attendance introduced themselves: Wendy Major, John Andersen, Carlye Schrader, Jenny Wolfenbarger, and Caryl Thomas. Mr. Duh gave an overview of the scope of the planning and the types of participation. Specifically, he mentioned attending meetings and forums, providing insights, feedback, guidance, and support at meetings and open houses.

Next, Mr. Duh went over the process to craft the Parks Master Plan which involved the creation and distribution of a survey, a couple of open houses (last spring and early fall), and discussions with key stakeholders.

Jenny Wolfenbarger, Chair of the Parks Committee, went over some particulars of what the Committee heard from residents regarding the parks and the core themes.

Mayor Lepin asked about the public comment regarding their lack of interest in having trails and pathways through their areas. Mr. Duh noted the City decided to focus on trails and paths within our rights-of-way. Assistant City Manager/City Engineer Booth provided more information regarding the conflict between the trails and bikeways system in the Parks Master Plan versus what's in the Transportation System Plan (TSP). If the Council approves the Parks Master Plan, the TSP will need to be revised.

Mayor Lepin asked Mr. Duh about how the Capital Project Planning list came into being. He then asked about dog parks and to what degree did Committee discuss the potential of having a dog park. Mrs. Thomas shared that the Committee did discuss regarding who would maintain given the limited maintenance staff. Ms. Major spoke about dog parks being a low priority given other items that were needed and confirmed the main issue was maintenance.

Councilor McPhee asked about the renovation of the North Ball Field and questioned why the City would spend \$50,000 since it is such a short field.

Assistant City Manager/City Engineer spoke about the plan for adoption and then the timeline for opening applications to appoint a Parks Commission.

There was some discussion regarding the potential of paths near the Willamette River and the connectivity to the Talking Water Gardens and the challenges and concerns with developing the property in that area.

Councilor McPhee asked about maintenance on the current park. Mr. Duh noted that from what he saw, the City's level of care for the parks is high. He also said that issues noted were normal relative to the age.

Councilor Cowan asked about pocket parks. Mr. Duh noted the intent is to move away from smaller sites to allow focus on the amenities for the bigger parks citing issues with maintenance and concerns that developers choose the land which is not under the City's control.

Assistant City Manager/City Engineer Booth asked what the Council would like to do with the difference with trails between Parks Master Plan and Transportation System Plan. There followed discussion regarding the current proposed trail system adopted in TSP and proposed trail system in PMP. The Council determined that they'd like to meet to put the TSP and PMP side-by-side to see the differences and to further discuss. There was some additional discussion regarding wetlands and what can be done in wetlands.

2) Proposed Council Calendar

City Manager Kreitman passed out a handout showing the schedule of proposed meetings through the end of July.

3) Municipal Code Enforcement - Discussion

Mayor Lepin spoke about his concerns regarding the topic of municipal code enforcement by the City. His concern is related to aesthetics and hazards/safety issues. City Manager Kreitman addressed how complaints are handled by City staff. Councilor Cowan would like to see a monthly drive through the City to address issues like temporary signs. Otherwise, Council had no concerns with the way City staff is handling code enforcement. There was discussion regarding sidewalk tripping hazards

and process to give property owners notice to address then if work isn't done, have the City address and place a lien on the property.

D. CLOSING PUBLIC COMMENT

E. CLOSING COUNCIL COMMENT

F. ADJOURNMENT Mayor Lepin adjourned the work session @ 6:05 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

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

Upcoming Meetings & Events:

- March 3, 2020 @ 6:00 p.m. – Planning Commission Public Hearing & Work Session
- March 10, 2020 @ 6:30 p.m. – City Council Meeting
- March 13, 2020 @ 6:00 p.m. – Events Planning Committee Meeting
- March 18, 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 458-233-6300.

DRAFT



**CITY OF MILLERSBURG
CITY COUNCIL MEETING & PUBLIC HEARING MINUTES**

Millersburg City Hall
4222 NE Old Salem Road, Albany OR 97321
March 10, 2020 @ 6:30 p.m.

- A. CALL TO ORDER Mayor Lepin called the meeting to order @ 6:32 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 – Lieutenant Brandon Fountain
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA
Mayor Lepin mentioned the potential of adjourning into an Executive Session after the regular Council meeting and public hearing per ORS 192.660(2)(h): Consultation with legal counsel regarding the legal rights and duties of a public body with regard to current litigation or litigation to be filed.
- E. CONSENT AGENDA
1) Approval of February 11, 2020 City Council Meeting Minutes
2) Acceptance of Council Approval Report for City Bills
Councilor Sullivan noted a correction to the minutes that the proposed fuel tax rate is 3 cents per gallon not the 3% noted in the draft minutes.
Action: **Motion to Accept Consent Agenda, with Amendment to Minutes as Noted, made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**
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
Lieutenant Brandon Fountain reviewed the February LCSO report.

2) Boys and Girls Club Presentation

John Andersen, Executive Director with the Boys & Girls Club, spoke about some current issues with getting broader student access and things the Club is working on to address this. He also spoke about and shared a flyer for a sports kid's camp at the Millersburg Park in July.

G. PUBLIC COMMENT

None

H. PUBLIC HEARING

Mayor Lepin opened the public hearing 6:46 p.m. He briefly discussed the process then introduced the City Planner, Matt Straite.

1) Accessory Structures

City Planner Matt Straite gave the staff presentation. The Council extensively discussed the size of setbacks related to clarification of those backing up to a road/street. Additionally, there was extensive discussion and revisions regarding setbacks, lot size, and building height.

Mayor Lepin closed the public hearing closed 8:02 p.m.

Action: **Motion to Recommend Approval of Application DC 20-01 Amending Development Code by Revising Section 6.110 of the Millersburg Land Use Development Code Ordinance as Amended made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

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

Motion PASSED: 5/0

After discussion, City Attorney Reid determined that the form of the first motion did not adopt the Ordinance as required.

Action: **Motion to Repeal first Motion made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

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

Motion PASSED: 5/0

Action: **Motion to Adopt Ordinance Amending Development Code by Revising Section 6.110 of the Millersburg Land Use Development Code Ordinance with Modifications as Stated and Noted by City Planner as Amended made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

Ordinance 170-20

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

Motion PASSED: 5/0

Mayor Lepin opened the public hearing on the sale of property at 8:17 p.m.

2) Sale of Property

City Attorney Reid reviewed the details of the sale with the Council.

Mayor Lepin Hearing closed at 8:20 p.m.

Discussion followed regarding contact with the property owner who abuts the property being sold. City Manager Kreitman said he would approach the adjacent property owner regarding the encroachment then discuss with the Council. He then gave brief background regarding the encroachment. There was some additional discussion on the .15 acres.

Action: **Motion to Affirm the Continuation of the Sale of City Property to Pacificorp 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

I. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin noted that the volunteer recognition open house that was scheduled for March 19 is being postponed due to minimizing COVID-19 risk.
- 2) Councilor Cowan noted that the Albany Fire Department has taken a lot of steps to mitigate any potential problems and are prepared if the virus comes into our community.
- 3) City Manager Kreitman asked if the Councilors still wanted to continue with the March 17 "Meet the Councilors" event. He also noted the various things the City and staff are doing to prevent the passing of the virus. He shared that with the updates to the fiber in City Hall, to the phone system, and other updates, the City has the capability to hold virtual meetings if needed. The Council agreed to push the "Meet the Councilors" event back.

J. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth went over the project updates staff report, discussing various projects.

Mayor Lepin noted there were some things that needed to also come up such as the fuel tax. There was discussions regarding placing that item on the March 24 work session. He asked the Council members who cannot attend on March 24 to provide their input to City Attorney Reid.

City Manager Kreitman mentioned the City requested the janitorial service to do additional cleaning during the week to address the areas most visited by visitors.

K. CITY ATTORNEY'S REPORT

None

L. UNFINISHED BUSINESS

1) City Website

City Manager Kreitman gave a brief background and reviewed the revised costs.

Action: **Motion to Approve the Selection of Municode to Create and Host a New Millersburg Website, 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

2) Internal Controls Policy and Procedures – Resolution 2020-03

City Manager Kreitman gave a brief background and noted the policy was reviewed by the auditing firm and approved.

Action: **Motion to Approve Resolution Adopting Policy and Procedures for Internal Controls, made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Resolution 2020-03

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. NEW BUSINESS

1) Enterprise Zone Application (Ti Squared) – Resolution 2020-04

Mayor Lepin discussed the request.

Action: **Motion to Adopt 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. made by Councilor Scott McPhee; seconded by Councilor Scott Cowan.** Resolution 2020-04

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

Motion PASSED: 5/0

2) Health Insurance – Information Only

City Manager Kreitman briefed that the City had received a notice from the City's health insurer regarding some rate increases for April renewal. He reviewed the increases and background on last year's increase and change, as addressed in the staff report.

3) Parks Commission – Discussion Only

Assistant City Manager/City Engineer Booth reviewed the staff report and asked for input from the Council regarding how they want to see the Parks Commission structured. The Council agreed to quarterly meetings of the Commission. They also agreed that seeking representation from various areas within the City is important but that representation from different areas of the City would not be a requirement in the structure of the Commission. The Council supported the proposed questions with Councilor McPhee recommending the addition of asking what applicants are doing in current parks and add a question regarding involvement with sports, clubs, and organizations. The process will be to take applications starting now and appoint at the April meeting.

Recess at 9:11 p.m.

Back at 9:15 p.m.

4) Master Plan Documents Paths and Trails – Discussion Only

Assistant City Manager/City Engineer Booth went over the staff report and the differences between what is in TSP and what is in Parks Master Plan (PMP). There was lengthy discussion regarding the proposed trails and their locations. Councilor Cowan suggested to keep the trail on Zuhlke that goes all the way to the City Hall. No objections by the Councilors were made to this suggestion. Councilor McPhee asked if the trail should be a bike path instead of shared use path. The Council agreed with changing TSP to match the Parks Master Plan. Assistant City Manager/City Engineer Booth noted she will find more information about updating the Transportation System Plan (TSP) and bring that back to Council.

N. CLOSING PUBLIC COMMENT

None

O. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin shared that he had received some information from the Morning Star Grange regarding their request for April to be proclaimed as Grange month.

- 2) City Manager Kreitman noted that the City Recorder sent out donation and sponsorship application and guidance documents to those organizations who have requested funds from the City Council in the past.
- 3) Councilor Cowan said there were good conversations about the growth of the City.

P. ADJOURNMENT

Council considered the possibility of holding an executive session. Decision was made to hold a separate meeting on March 17, 2020. Meeting adjourned at 9:45 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

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.



December 10, 2019 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. Councilor Scott Cowan departed at approximately 7:50 p.m. to attend a emergency.
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 – Lieutenant Michelle Duncan
- C. PLEDGE OF ALLEGIANCE
- D. SWEARING IN OF COUNCILOR
- E. CHANGES AND ADDITIONS TO THE AGENDA
Mayor Lepin discussed revisions to order of items and clarified items on the agenda, including the process during public comment.
- F. CONSENT AGENDA
1) Approval of November 12, 2019 City Council Meeting Minutes
2) Approval of November 21, 2019 Special City Council Meeting 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
- G. GUEST PRESENTATIONS
1) Linn County Sheriff's Office Report
Lieutenant Michelle Duncan reviewed November's LCSO report. She reminded residents to make sure their garage doors are closed and to lock vehicles and do not store valuables even in locked cars.

2) Recognition of Service – Ed Perlenfein

Mayor Lepin spoke about Mr. Perlenfein's service to the City over the past forty years. Current Planning Commissioner Steve Vogler made a brief comment. Mr. Perlenfein recognized the efforts of past contributors to the history and growth of the City.

H. PUBLIC HEARING

1) Sewer Rate Increase

Mayor Lepin went over the process for the public hearing then opened the public hearing at 6:51 p.m.

Mayor Lepin asked about conflict of interest among the Council. None noted. Mayor then recognized and asked that a letter received from Craig Ziegenhagel on December 9, 2019 be introduced into the record. Assistant City Manager/City Engineer Booth reviewed the staff report and provided a power point presentation on the history of sewer rate increases and how the City got to the point it is today with the need for an increase. After she did presentation, Mayor Lepin opened to public comment.

Doug Iverson, 2113 Summit Drive, went over the history of the past City increases and how they accumulated over the years noting that rates went up over 110% in just sewer alone. He spoke about the history of COLA increases. He mentioned putting in small amount of increases over the years in the new billing system so it doesn't fall through the cracks.

Jim Zolotoff, 2121 Millersburg Drive, asked about Millersburg Drive and who pays for the repairs to roads. He asked why the developers aren't paying for all of the repairs to the sewer systems with all of the new homes.

Kathy Strathern, 4322 NE Katelyn Way, asked about the future adjustment to the sewer usage based on winter water usage and how that will affect sewer rates. She also asked where wastewater went.

Mayor Lepin closed the public hearing at 7:18 p.m.

Assistant City Manager/City Engineer Booth responded to the questions and comments from residents, including how developers are charged. City Manager Kreitman discussed the use of general fund dollars. He said general funds have not been used to supplement the water and sewer accounts for quite some time, and Council has elected not to do that even if it is allowed by law, to ensure the City maintains a healthy general fund balance for situations that arise such as stormwater and TMDL requirements.

During the discussion among the Council, Mayor Lepin clarified this was a time for comment but not a decision-making time which would happen in January.

Councilor Cowan spoke about the history of the City water and sewer rates prior to the current arrangement with the City of Albany and the level of increases over that time. Councilor McPhee noted that, for some residents, first sewer rates would go up then they would go down once the restructure

happens and clarified that there might be water rate increases that balance out the costs so there might not be a significant decrease in sewer rates for some residents. He also noted, along with Mayor Lepin, that there are some regulatory costs coming to hit the City. Councilor Harms reminded everyone that the City is starting out behind given the increases that should have happened but did not in prior years.

City Manager Kreitman followed up by stating that the City has a fairly new system so some operations costs are less than Albany's as parts of their system is over 100 years old.

Mayor Lepin recessed meeting at 7:44 p.m.

Mayor Lepin recalled the meeting at 7:56 p.m.

I. PUBLIC COMMENT

None

J. COUNCIL MEMBER AND STAFF COMMENTS

1) Mayor – Manager's Compensation

Mayor Lepin discussed work accomplished as a result of City Manager Kreitman and Assistant City Manager/City Engineer Booth's leadership.

Action: **Motion to Increase Salaries by 5% of City Manager Kreitman and Assistant City Manager/City Engineer Booth with City Manager Kreitman effective January 1 and Assistant City Manager/City Engineer Booth effective February 1 made by Mayor Jim Lepin; seconded by Councilor Dave Harms**

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

Motion PASSED: 4/0

2) Mayor – Council Committee Assignments

Mayor Lepin explained the various committees Millersburg belongs to and the open positions. He asked new Councilor John Sullivan who agreed to fill the spots vacated by Councilor Miller. Councilor Harms said he'd be a Council liaison for the Millersburg Celebration.

3) Mayor – COG/CSC Merger

Mayor Lepin briefed the council on the Community Services Consortium and Council of Governments merger. Both organizations are losing their administrators and it was suggested they combine for more effective provision of services. No impact on Millersburg except the possibility that some residents will receive improved services.

K. 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, including a

submission of ideas by a resident. Mayor Lepin said he likes the idea of Tree City and labeling trees but doesn't want to expend funds or see staff tackle it right now—would like to see it turned into a volunteer activity. Rest of the Council agreed.

L. CITY ATTORNEY'S REPORT

None

M. UNFINISHED BUSINESS

None

N. NEW BUSINESS

1) Commission/Committee Appointments – Resolution 2019-21

Mayor Lepin introduced the material, asking for the Council to consider the two resumes received for the position. Mayor Lepin asked for staff to provide an orientation to Mr. Raum.

Action: **Motion to Approve Resolution Appointing Planning Commission, with Addition of Mark Raum to Planning Commission and Events Planning Committee made by Councilor Scott McPhee; seconded by Councilor Dave Harms.** Resolution 2019-21

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

Motion PASSED: 4/0

2) Stormwater Systems Development Charges Proposal – Galardi

Assistant City Manager/City Engineer Booth went over staff report.

Action: **Motion to Approve Stormwater Systems Development Charges Proposal by Galardi Consulting made by Councilor Scott McPhee; seconded by Councilor John Sullivan.**

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

Motion PASSED: 4/0

3) Sale of City Property (moved to Agenda Item #1)

City Manager Kreitman went over staff report and presentation on property sale, including the granting of easements. City Manager Kreitman noted some issues with regard to encroachment from an adjacent business onto City property. There was discussion regarding the options for an adjustment that could address the encroaching property or require him to remove his material. There followed lengthy discussion regarding how to address the encroachment and how to ensure the sale goes through.

Action: **Motion to Authorize the City Manager to Sign Documents Transferring Easement to 4.55 Acres of Land and Authorize the Repayment of Funds to**

Leasing Farmer for Loss of Income and Authorize Staff to Contact the Property Owner to Address Encroachment Motion to Authorize Kevin to sign the documents to transfer by easement and eventually through a deed to Pacific Corp the approximate 4.5 acres of land and secondly authorizing the repayment of approximately \$11,500 funds to Paul Kuehne for revenue he will lose as a result of his not being able to harvest his crop and lastly authorizing staff to contact the owner of the scrap metal yard to see what we can do regarding remediation of that 6,000 square feet encroachment made by Councilor Scott McPhee; seconded by Councilor John Sullivan.

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

Motion PASSED: 4/0

- 4) Surface Water Code – Ordinance 166
Assistant City Manager/City Engineer Booth went over staff report.
Action: Motion to Adopt Ordinance Amending the Millersburg Municipal Code by Adopting Title 12, Surface Water Code Made by Councilor Scott McPhee; seconded by Councilor John Sullivan. Ordinance 166

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

Motion PASSED: 4/0

- 5) Engineering Standards – Resolution 2019-22
Assistant City Manager/City Engineer Booth went over staff report.
Action: Motion to Approve Resolution Adopting Engineering Standards made by Councilor Dave Harms; seconded by Councilor Scott McPhee. Resolution 2019-22

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

Motion PASSED: 4/0

- 6) Linn County Sheriff's Office IGA
Mayor Lepin went over information on intergovernmental agreement..
Action: Motion to Approve Intergovernmental Agreement with the Linn County Sheriff's Office and Authorize the City Manager to Sign made by Councilor Scott McPhee; seconded by Councilor John Sullivan.

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

Councilor John Sullivan: Aye
Motion PASSED: 4/0

O. CLOSING PUBLIC COMMENT
None

P. CLOSING COUNCIL COMMENT

1) City Manager Kreitman asked the Council about closing the City Hall at noon on Christmas Eve to allow staff to enjoy the holiday with their families.

Action: **Motion to Authorize the Closing of City Hall at Noon on December 24, 2019 made by Councilor Dave Harms; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 4/0

Q. ADJOURNMENT
Meeting adjourned at 8:45 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

December 17, 2019 @ 6:00 p.m. – Planning Commission Meeting

City of Millersburg
Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321											
	3143004	02/21/20	Barrett Business Services, Astrid week ending 2/16/20	03/21/20	\$772.20	\$772.20	01-1332	CONTRACTED SERVIC	\$162,625.00	\$52,798.52	
	3143672	02/28/20	Barrett Business Services, Astrid week ending 2/23/20	03/28/20	\$590.85	\$590.85	01-1332	CONTRACTED SERVIC	\$162,625.00	\$52,798.52	
	3143004	02/21/20	Barrett Business Services, Mark Yeager week ending 2/16/20	03/21/20	\$195.00	\$195.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$29,383.50	
	3143672	02/28/20	Barrett Business Services, Mark Yeager week ending 2/23/20	03/28/20	\$390.00	\$390.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$29,383.50	
	3143004	02/21/20	Barrett Business Services, Jennifer Richardson week ending 2/16/20	03/21/20	\$195.00	\$195.00	04-1313	RATE AND SDC STUDY	\$0.00	(\$13,687.69)	
							\$2,143.05				
16 Forrest Reid, PO Box 329, Tangent, OR, 97389											
	MB-0220	02/28/20	Forrest Reid, through Feb 2020	03/28/20	\$11,525.00	\$11,525.00	01-1339	LEGAL SERVICES	\$170,000.00	\$34,829.70	
							\$11,525.00				
55 Mid-Valley Newspapers, PO Box 742548, Cincinnati, OH, 45274-2548											
	120649-1	03/01/20	Mid-Valley Newspapers through Feb 2020	03/15/20	\$622.00	\$622.00	01-1306	BIDS PUBLICATION	\$1,000.00	\$459.52	
							\$622.00				
842 PAC/WEST, 8600 SW St. Helens Drive, Wilisonville, OR, 97070											
	6151	02/27/20	PAC/WEST through Feb 2020 - ECONOMIC DEVELOPMENT	03/28/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$30,000.00	\$3,800.00	
							\$3,500.00				
617 Pacific Office Automation, 14747 NW Greenbriar Pkwy, Beaverton, OR, 97006											
	612104	02/27/20	Pacific Office Automation - printer meter through Feb 2020	03/27/20	\$127.75	\$127.75	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19	
							\$127.75				
73 United Systems Technology, Inc., P.O. Box 743722, Atlanta, GA, 30374-3722											
	252999	09/27/19	United Systems Technology - ASYST for FY 19/20	10/27/19	\$4,367.19	\$4,367.19	01-1332	CONTRACTED SERVIC	\$162,625.00	\$52,798.52	
							\$4,367.19				
700 US Bank, P.O. Box 790428, St Louis, MO, 63179-0428											
	02202020	02/20/20	LifeMap - insurance	03/20/20	\$156.54	\$156.54	01-1212	DISABILITY INSURANC	\$3,424.00	\$2,484.76	
	02202020	02/20/20	Republic Services - park trash pickup	03/20/20	\$39.54	\$39.54	01-1317	CITY HALL UTILITIES	\$32,200.00	\$17,367.35	
	02202020	02/20/20	Comcast Cable - Telephone and Internet Jan 2020	03/20/20	\$294.27	\$294.27	01-1317	CITY HALL UTILITIES	\$32,200.00	\$17,367.35	
	02202020	02/20/20	Verizon Wireless iPad Data Cost	03/20/20	\$40.01	\$40.01	01-1317	CITY HALL UTILITIES	\$32,200.00	\$17,367.35	
	02202020	02/20/20	OR Festivals & Events - Conventions registration	03/20/20	\$390.00	\$390.00	01-1326	MILLERSBURG CELEBR	\$36,500.00	(\$7,432.45)	
	02202020	02/20/20	Go Daddy - Website hosting	03/20/20	\$59.88	\$59.88	01-1326	MILLERSBURG CELEBR	\$36,500.00	(\$7,432.45)	
	02202020	02/20/20	Garten Services - mail service through Jan 2020	03/20/20	\$610.43	\$610.43	01-1327	POSTAGE AND SHIPPI	\$1,100.00	(\$2,109.19)	

City of Millersburg
Council Approval Report
(Council Approval Report)

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
02202020	02/20/20	Earth2O - water in Feb	03/20/20	\$30.38	\$30.38	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - Office Supplies	03/20/20	\$30.83	\$30.83	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Staples - kitchen/office	03/20/20	\$42.43	\$42.43	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - Cleaning Supplies	03/20/20	\$29.50	\$29.50	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - Video, error will be reimbursed	03/20/20	\$5.99	\$5.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - Video, error will be reimbursed	03/20/20	\$4.99	\$4.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Staples - Office supplies	03/20/20	\$32.80	\$32.80	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - Video, error will be reimbursed	03/20/20	\$3.99	\$3.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Staples - office supplies	03/20/20	\$38.79	\$38.79	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - Kitchen supply	03/20/20	\$13.85	\$13.85	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - Coffee supplies	03/20/20	\$10.50	\$10.50	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - Coffee supplies	03/20/20	\$13.99	\$13.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Amazon - office supplies	03/20/20	\$6.95	\$6.95	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Site 5 - Website hosting	03/20/20	\$15.95	\$15.95	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Staples - office supplies	03/20/20	\$30.15	\$30.15	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Staples - office supplies	03/20/20	\$82.06	\$82.06	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Kuerig - coffee supplies	03/20/20	\$36.35	\$36.35	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$1,437.19
02202020	02/20/20	Shred-It - shredding service	03/20/20	\$90.40	\$90.40	01-1332	CONTRACTED SERVIC	\$162,625.00	\$52,798.52
02202020	02/20/20	Amazon - eBook procurement guide	03/20/20	\$29.49	\$29.49	01-1334	EDUCATION & TRAININ	\$2,000.00	\$1,305.00
02202020	02/20/20	City Council Work Session 1/14/20 food	03/20/20	\$9.99	\$9.99	01-1335	MEETINGS & TRAINING	\$8,000.00	\$5,304.91
02202020	02/20/20	OSU parking - CCOP interviews for intern	03/20/20	\$10.00	\$10.00	01-1335	MEETINGS & TRAINING	\$8,000.00	\$5,304.91
02202020	02/20/20	Emerging Local Gov Leaders - Membership	03/20/20	\$40.00	\$40.00	01-1336	DUES & SUBSCRIPTIO	\$9,000.00	(\$2,440.35)
02202020	02/20/20	JTI Supply - park expense	03/20/20	\$132.10	\$132.10	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$32,263.71
02202020	02/20/20	Republic Services - park trash pickup	03/20/20	\$317.99	\$317.99	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$32,263.71
02202020	02/20/20	Valley Landfills - park expense	03/20/20	\$41.75	\$41.75	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$32,263.71
02202020	02/20/20	Home Depot - park expense	03/20/20	\$16.98	\$16.98	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$32,263.71
02202020	02/20/20	Home Depot - park expense	03/20/20	\$6.42	\$6.42	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$32,263.71
02202020	02/20/20	Republic Services - park trash pickup	03/20/20	\$167.19	\$167.19	01-4303	UTILITIES - FIRE STATI	\$7,000.00	\$3,294.36
02202020	02/20/20	Amazon - security cameras	03/20/20	\$379.99	\$379.99	01-4305	EQUIPMENT/FURNISHI	\$3,000.00	(\$4,342.01)
02202020	02/20/20	Lowes - asphalt	03/20/20	\$27.95	\$27.95	02-1322	STREET & ROAD REPAI	\$164,000.00	\$139,589.59
02202020	02/20/20	Century Link - Sewer Data Line	03/20/20	\$54.25	\$54.25	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$858.57)
					\$3,344.67				
328	Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321								
10007	02/29/20	Valley Merchant Police through Feb 2020	03/29/20	\$292.50	\$292.50	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$32,263.71
					\$292.50				

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7 4S Sign, LLC, 30255 HWY 34, Albany, OR, 97321		47112	02/28/20	4S Sign, speed signs	03/28/20	\$155.00	\$155.00	02-1329	SIGNS	\$5,000.00	\$1,763.26
							\$155.00				
43 Aflac, 1932 Wynnton Road, Columbus, GA,		ZM851	03/11/20	AFLAC - through March 2020	03/11/20	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$11,675.23)
							\$49.08				
74 Albany-Millersburg Economic Development Corporatio, 435 W 1st. Ave, Albany, OR, 97321		4th Quarter	03/04/20	AMEDC from 4/1/20 - 6/30/20	03/04/20	\$7,500.00	\$7,500.00	01-1337	ALBANY-MILLERSBURG	\$30,000.00	\$7,500.00
							\$7,500.00				
479 Brothers Concrete Cutting, Inc., 1721 Fescue St. SE, Albany, OR, 97322		159333	02/21/20	Brother's Concrete Cutting	03/21/20	\$504.00	\$504.00	02-1311	MISCELLANEOUS	\$2,000.00	\$1,189.50
							\$504.00				
327 De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602		66956869	03/01/20	De Lage Landen Financial - priner lease through April 2020	04/01/20	\$374.55	\$374.55	01-1332	CONTRACTED SERVIC	\$162,625.00	\$46,850.68
							\$374.55				
251 Dustin Patton		1142	03/13/20	Dustin Patton - Adjustment paycheck	03/13/20	\$62.71	\$62.71	01-1207	MAINTENANCE ASSIST	\$44,520.00	\$12,807.51
							\$62.71				
566 Jake Gabell		03042020	03/12/20	Jake Gabell - Mileage Reimbursement	03/12/20	\$36.23	\$36.23	01-1351	MILEAGE	\$1,600.00	\$1,017.75
							\$36.23				
303 Pacific Excavation, 79 N. Danebo Avenue, Eugene, OR, 97402		2003.01	03/09/20	Pacific Excavation - Millersburg Dr Manhold Repair Project	04/08/20	\$26,507.00	\$26,507.00	02-1322	STREET & ROAD REPAI	\$164,000.00	\$139,561.64
							\$26,507.00				
23 Pacific Power, PO Box 26000, Portland, OR, 97256-0001		3/17/2020	03/12/20	Pacific Power - 14932751-006 6 through Feb 2020	03/17/20	\$1,038.44	\$1,038.44	01-1317	CITY HALL UTILITIES	\$32,200.00	\$16,993.53
03/16/2020 2	02/27/20	Pacific Power - 14932751-010 8 through Feb 2020	03/16/20	\$395.06	\$395.06	01-1357	RENTAL PROPERTY	\$5,000.00	(\$16,467.49)		
3/17/2020	03/12/20	Pacific Power - 14932751-006 6 through Feb 2020	03/17/20	\$64.08	\$64.08	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$31,455.97		
03/16/2020	02/27/20	Pacific Power - 1493751-001 7 through Feb 2020	03/16/20	\$610.33	\$610.33	01-4303	UTILITIES - FIRE STATI	\$7,000.00	\$3,127.17		
3/17/2020	03/12/20	Pacific Power - 14932751-006 6 through Feb 2020	03/17/20	\$3,215.84	\$3,215.84	02-1323	STREET LIGHTS POWE	\$42,000.00	\$16,602.21		
03/20/2020	03/04/20	Pacific Power - 14932751-007 4 through Feb 2020	03/04/20	\$55.35	\$55.35	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$912.82)		

**City of Millersburg
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		3/17/2020	03/12/20	Pacific Power - 14932751-006 6 through Feb 2020	03/17/20	\$1,510.78	\$1,510.78	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$912.82)
							\$6,889.88				
6	Petro Card, PO Box 34243, Seattle, WA, 98124-1243										
C554302		02/29/20		Petro Card through Feb 2020	03/12/20	\$117.60	\$117.60	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$31,455.97
							\$117.60				
855	Rachel Stackhouse										
07222019		03/12/20		Rachel Stackhouse - Library Reimbursement	03/12/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$680.00
							\$40.00				
854	Sheila Knuth										
03042020		03/12/20		Sheila Knuth - Library Reimbursement	03/12/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$680.00
							\$40.00				
856	W. L. Thomas Environmental LLC, PO Box 8, Albany, OR, 97321										
6240		03/06/20		W. L. Thomas Environmental LLC - Asbestos sampling	04/06/20	\$440.00	\$440.00	01-1357	RENTAL PROPERTY	\$5,000.00	(\$16,467.49)
							\$440.00				
686	Wheat LLC, 1141 Chemawa Road, Keizer, OR, 97303										
5789		02/29/20		Wheat LLC - Street Sweeping through Feb 2020	03/29/20	\$1,975.77	\$1,975.77	02-1319	STREET SWEEPING	\$25,000.00	\$9,193.84
							\$1,975.77				
786	Witherspoon Industries LLC, PO Box 1047, Lebanon, OR, 97355										
3718		02/29/20		Witherspoon Industries - Janatorial through Feb 2020	03/29/20	\$635.00	\$635.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$46,850.68
							\$635.00				
Total Bills To Pay:							\$45,326.82				

**City of Millersburg
Council Approval Report
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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
857 Cascade Homes of Millersburg, 20725 S Springwater Dr, Estacada, OR, 97023		03162020	03/24/20	Cascade Homes of Millersburg - Overpayment	03/24/20	\$145.60	\$145.60	01-1119	BUILDING PERMIT FEE	\$400,000.00	(\$2,734.96)
							\$145.60				
773 CH2MHILL OMI, Department 1267, Denver, CO, 80291-1267		351259-027	03/06/20	CH2M Hill OMI - Out of Scope Letter through March 2020	04/06/20	\$666.50	\$666.50	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$5,431.60
							\$666.50				
48 Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838		405520812	03/17/20	Cintas City Hall through March 2020	03/27/20	\$93.27	\$93.27	01-1309	CITY HALL MAINTENAN	\$22,000.00	\$18,137.43
							\$93.27				
762 Code Publishing Co, 9410 Roosevelt Way NE, Seattle, WA, 98115-2844		66258	03/07/20	Code Publishing - Tabs	04/06/20	\$185.00	\$185.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$45,841.13
							\$185.00				
659 David Evans & Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340		462996	03/19/20	David Evans and Associates through Feb 2020	04/19/20	\$2,480.01	\$2,480.01	02-1303	PCPI EXPENSE	\$30,000.00	\$8,212.51
		462996	03/19/20	David Evans and Associates through Feb 2020	04/19/20	\$2,066.68	\$2,066.68	03-1303	PCPI	\$25,000.00	\$6,843.75
		462996	03/19/20	David Evans and Associates through Feb 2020	04/19/20	\$1,653.34	\$1,653.34	04-1303	SEWER PCPI	\$20,000.00	\$5,474.99
		462996	03/19/20	David Evans and Associates through Feb 2020	04/19/20	\$1,240.00	\$1,240.00	05-1303	PCPI EXPENSE	\$15,000.00	\$4,106.21
							\$7,440.03				
765 Handy Hands Landscape C&M LLC, 31410 HWY 34, Tangent, OR, 97389		Feb 2020	03/16/20	Handy Hands Landscape - through Feb 2020	03/16/20	\$1,280.00	\$1,280.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$45,841.13
		Feb 2020 1	03/16/20	Handy Hands Landscape - City House through Feb 2020	03/16/20	\$480.00	\$480.00	01-1357	RENTAL PROPERTY	\$5,000.00	(\$17,302.55)
							\$1,760.00				
10 John Deere Financial, PO Box 4450, Carol Stream, IL, 60197-4450		5121957	03/16/20	John Deere Financial - Mower fix in Feb 2020	04/05/20	\$1,839.26	\$1,839.26	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$31,274.29
							\$1,839.26				
39 LifeMap Billing, PO Box 6840, Portland, OR, 97228-6840		IN0546567	03/14/20	LifeMap - through April 2020	04/02/20	\$156.54	\$156.54	01-1212	DISABILITY INSURANC	\$3,424.00	\$2,328.22
							\$156.54				
19 Linn County Planning and Building, PO Box 100, Albany, OR, 97321		Feb 2020	03/17/20	Linn County Planning and Building through Feb 2020	03/17/20	\$77,670.53	\$77,670.53	01-5332	PMNT TO LINN CO BUIL	\$340,000.00	\$107,384.33
							\$77,670.53				
836 LS Networks, 921 SW Washington ST Suite 370, Portland, OR, 97205-2824		INV45853	03/01/20	LS Networks - internet and phone through March 2020	03/31/20	\$697.87	\$697.87	01-1317	CITY HALL UTILITIES	\$32,200.00	\$15,955.09

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							\$697.87					
585	MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553											
8785	03/15/20	MorganCPS Group - illustrations for Code	03/15/20	\$3,775.00	\$3,775.00	01-1353	CONSULTANTS - PLAN	\$100,000.00	\$50,500.00			
8788	03/16/20	MorganCPS Group - through Feb 2020	04/16/20	\$5,820.00	\$5,820.00	01-1353	CONSULTANTS - PLAN	\$100,000.00	\$50,500.00			
							\$9,595.00					
858	Nina Gates											
03102020	03/24/20	Nina Gates - Park Shelter refund	03/24/20	\$90.00	\$90.00	01-2102	PARK SHELTER USER	\$6,000.00	\$965.00			
							\$90.00					
793	Professional Security Alarm, 1981 Fescue St SE, Suite A, Attn: Accounts Receivable, Albany, OR, 97322											
2872270	03/20/20	Professional Security Alarm - through June 2020	04/01/20	\$123.00	\$123.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$45,841.13			
2871280	03/12/20	Professional Security Alarm - Panic Buttons and Cell Unit	03/22/20	\$1,550.00	\$1,550.00	01-1401	CITY HALL IMPROVEM	\$130,000.00	\$26,802.92			
							\$1,673.00					
41	Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167											
04012020	03/10/20	Providence - through April 2020	04/01/20	\$7,346.90	\$7,346.90	01-1211	MEDICAL INSURANCE	\$89,250.00	\$31,488.20			
							\$7,346.90					
84	Ultrex, 110 SW 9th Avenue, Albany, OR, 97321											
INV83010	03/18/20	Ultrex - through April 2020	04/02/20	\$177.63	\$177.63	01-1332	CONTRACTED SERVIC	\$162,625.00	\$45,841.13			
							\$177.63					
Total Bills To Pay:							\$109,537.13					



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: **March**

TRAFFIC CITATIONS: _____	8
TRAFFIC WARNINGS: _____	15
TRAFFIC CRASHES: _____	1
ADULTS CITED/VIOLATIONS: _____	0
ADULTS ARRESTED : _____	3
JUVENILES CITED/VIOLATIONS: _____	0
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	127

TOTAL HOURS SPENT: **MILLERSBURG** 189

CONTRACT HOURS= 153 HOURS

Jim Yon,
Sheriff, Linn County

By: Sergeant Greg Klein



CITY OF MILLERSBURG QUARTERLY REPORT

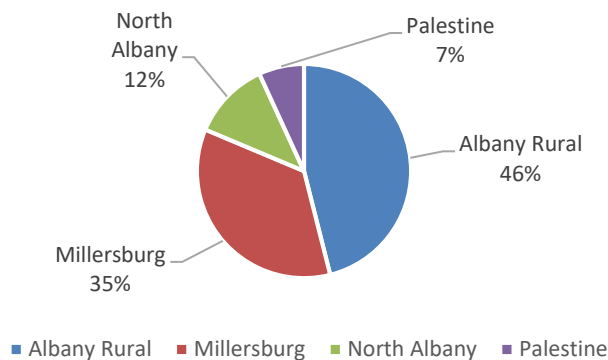


April 14, 2020

Total Responses Fiscal Year 2020

Month	AFD/Other Districts	Millersburg	Total
July	870	18	888
August	860	26	886
September	856	15	871
October	826	30	856
November	779	14	793
December	769	23	792
January	785	24	809
February	724	28	752
March	791	28	819
Total	7260	206	7466

Albany Fire Contract Districts Fiscal Year 2020



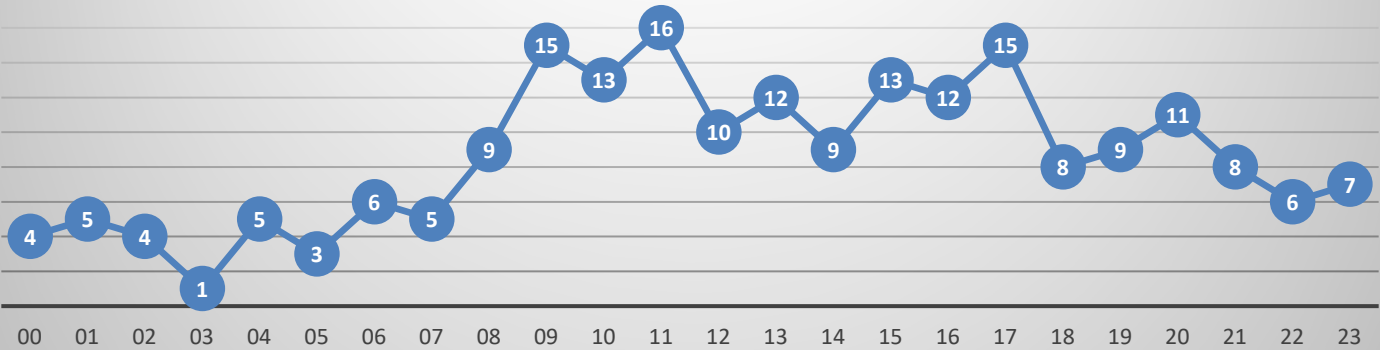
INCIDENT TYPE	COUNT
7/1/2019 – 3/31/2020	
LIFT ASSIST	40
SICK PERSON	24
FALL	24
FIRE ALARM ACTIVATION	20
BREATHING PROBLEMS	10
UNCONSCIOUS FAINTING	9
CHEST PAIN	7
MVC INJURY	7
SEIZURE	6
TRAUMA INJURY	6
UNKNOWN MEDICAL	5
PD CODE 1 EMS	5
STRUCTURE FIRE	4
CARDIAC ARREST	4
HEART PROBLEMS	4
BURN COMPLAINT	4
PUBLIC ASSISTANCE	4
ALLERGY	3
HEMORRHAGE BLEED	2
TREE FIRE	2
STROKE	2
DIABETIC PROBLEM	2
CARBON MONOXIDE	2
PD CODE 3 EMS	2
SMALL MISC FIRE	1
TRUCK FIRE	1
OVERDOSE	1
HAZMAT INCIDENT	1
ODOR INVESTIGATION	1
CAR FIRE	1
SMALL NATURAL FIRE	1
ABDOMINAL PAIN	1
GRAND TOTAL	206

Average Total Response Time
All Incidents
7/1/19 – 03/31/20

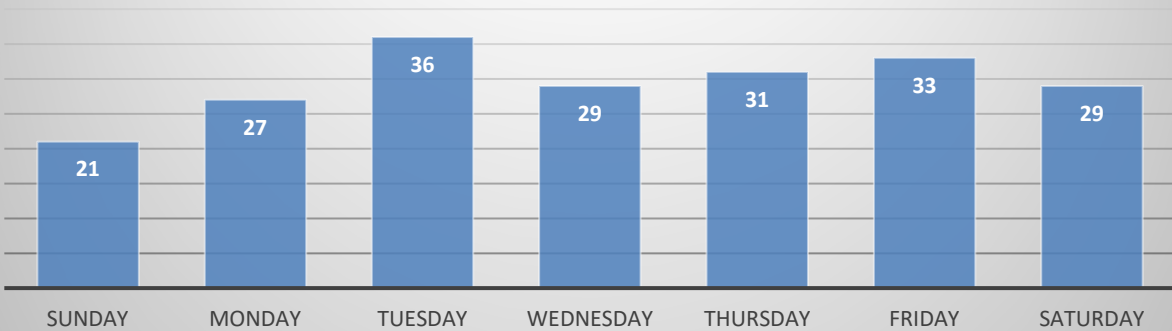
911 Call Received to Arrival Time
7:41

CUSTOMER SERVICE · DIVERSE ORGANIZATION · INTEGRITY ·
HEALTH & WELFARE · PROFESSIONALISM & TEAMWORK

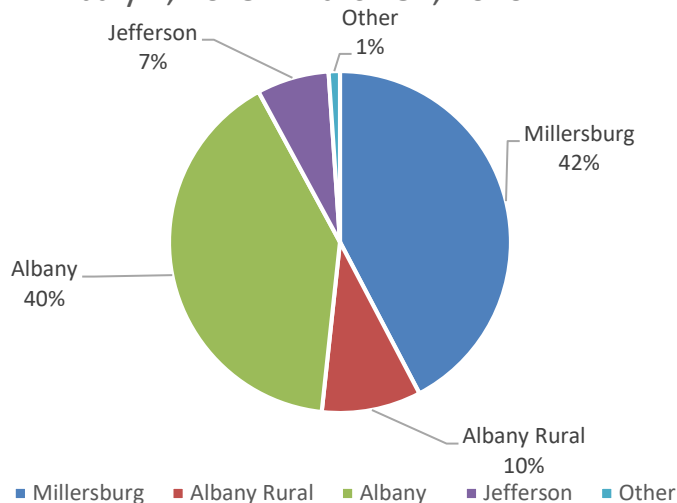
Time of Incident Millersburg July 1, 2019 - March 31, 2020



Day of Week Millersburg June 1, 2019 - March 31, 2020



E15 Call Distribution July 1, 2019 - March 31, 2020



CUSTOMER SERVICE · DIVERSE ORGANIZATION · INTEGRITY ·
HEALTH & WELFARE · PROFESSIONALISM & TEAMWORK



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: April 9, 2020 for Council Meeting April 14, 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.

Deferral of Water and Sewer Payments:

As directed by Council, information on utility payment deferral due to the COVID-19 emergency was included with the utility bills sent out in early April.

Customers impacted by a business closure, temporary business closure, reduction of operations, furlough, or layoff with loss of income due to the Coronavirus, may qualify for deferment of water and sewer bill payment and an alternate payment schedule. Those who believe they are qualified are directed to the City's website to complete a form requesting deferral.

Those who may have difficulty paying their bill in full, but prefer to consider a payment plan instead of applying for the Deferred Payment Program, are directed to contact City Hall at 458-233-6300.

City Property Wetland Delineation:

Delineation of wetlands on the approximately 215 acres of City-owned property south of Conser Road and West of Old Salem Road is moving forward. This work will be performed by Jacobs (formerly CH2M Hill). The scope of this work falls within the current on-call engineering services contract with CH2M and is considered a continuation of the previously awarded work. An amendment was required to increase the not-to-exceed contract amount by the estimated cost of doing the wetland delineation work, in the amount of \$21,700. The current fiscal year budget included \$25,000 for this task. Because this work is less than \$100,000 and is included in the current budget, our purchasing code gives the City Manager authority to enter into this contract amendment. The work is anticipated to take place over the next several months.

System Development Charges

The project to update System Development Charges (SDCs) is still on track.

- *March 11* – Notice was sent to interested parties (builders, developers, home builders association) and post notice on City website.
- *April 10* – Methodology posted to website and made available by request at City Hall.
- *June 10* – Special Council Meeting to conduct a public hearing.
- *July 14* – Adopt SDCs at regular Council meeting.

The proposed System Development Charges are shown in the table below, along with comparisons to four other nearby communities.

Summary of SDCs	Current	Updated
Transportation	\$3,542	\$5,935
Water	\$3,933	\$2,986
Sewer	\$2,658	\$4,464
Stormwater		\$726
Parks	\$1,200	\$1,200
Total	\$11,333	\$15,311
Philomath		\$26,172
Albany		\$12,247
Lebanon		\$12,445
Sweet Home		\$1,839

Water and Sewer Rates (Delayed):

In prior meetings, the timeline for water and sewer rate changes was discussed. The proposed schedule included a work session on March 24 to discuss the final proposed rate structures, with public outreach following in April and early May, and a public hearing at the end of May.

Due to the present situation and the challenges with conducting public outreach in person via (e.g. an open house), it was decided to delay this timeline and reschedule public outreach events to a later date. Staff will continue to work on finalizing the proposed rate structures, so that the work conducted to date is not lost. A new timeline will be developed and proposed in the near future.

Playground Chips in the Parks:

While the playground areas are closed to public use, fall protection material (wood chips) has been installed at Millersburg City Park and at Acorn Park (see photos below). Every year, staff budget for and install a small amount of new material. It was determined that a large amount of additional material was needed in the coming year to bring overall levels up to standards for fall protection. This is something we had originally planned to budget for the next fiscal year. However, the quote for materials and installation fell within our current remaining budgeted funds for Parks Supplies and Maintenance so we were able to have this done during the current playground closure time.



Millersburg City Park



Acorn Park

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Gantt Chart (February to August)																											
1	?	Millersburg Tasks																																	
2	?																																		
3	?	Charter and Council	261 days	Thu 1/2/20	Thu 12/31/20																														
4	?	Update of charter	261 days	Thu 1/2/20	Thu 12/31/20		Kevin, Forrest																												
5	?																																		
6	?	Ordinances and Code	390 days	Thu 1/2/20	Wed 6/30/21																														
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	67 days	Mon 3/9/20	Tue 6/9/20		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	?	Policies, Procedures, and Standards	260 days	Thu 1/2/20	Wed 12/30/20																														
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	?	Safety procedures and training	261 days	Thu 1/2/20	Thu 12/31/20																														
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	?	Budget																																	
24	?	2020-2021 Budget	112 days	Mon 1/27/20	Tue 6/30/20		Jake, Kevin, Janelle																												
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	?	Equipment life/replacement costs tracking	260 days	Thu 1/2/20	Wed 12/30/20																														
30	?	City Hall Equipment																																	
31	?	Parks/Maintenance Equipment																																	
32	?	Fire Station																																	
33	?																																		
34	?	City Hall work	260 days	Thu 1/2/20	Wed 12/30/20																														
35	?	East Conference Room reorganization	260 days	Thu 1/2/20	Wed 12/30/20		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	192 days	Thu 1/2/20	Fri 9/25/20		Janelle																												
38	?																																		
39	?	Planning, Building, and Development	260 days	Thu 1/2/20	Wed 12/30/20																														
40	?	Complete Land Use Development Code Revision	128 days	Thu 1/2/20	Tue 6/30/20		John Morgan																												
41	?	Consider UGB expansion	261 days	Thu 1/2/20	Thu 12/31/20		John, Kevin, Janelle																												
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	?	Economic Development	261 days	Thu 1/2/20	Thu 12/31/20																														
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	110 days	Mon 1/27/20	Fri 6/26/20		Janelle																												
53	?																																		
54	?	Fire Station	651 days	Thu 1/2/20	Thu 6/30/22																														
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	Mon 4/13/20	Mon 6/15/20		Janelle																												
58	?	Programming Phase	45 days	Tue 4/14/20	Mon 6/15/20		Kevin, Janelle																												

Project: Task List
Date: Thu 4/9/20

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessor	Resource Names	Calendar (1/21 to 8/8)																											
59	🚩	Schematic Design Phase	31 days	Mon 6/15/20	Mon 7/27/20		Kevin,Janelle																												
60	🚩	Design Development Phase	31 days	Mon 7/27/20	Mon 9/7/20																														
61	🚩	Construction Documents Phase	31 days	Mon 9/7/20	Mon 10/19/20																														
62																																			
63	🚩	Parks	261 days	Thu 1/2/20	Thu 12/31/20																														
64	🚩	Parks Master Plan	74 days	Thu 1/2/20	Tue 4/14/20		Janelle																												
65	🚩?	Consider coating of walls and floors in restrooms			Tue 6/30/20		Sean																												
66	🚩?																																		
67	🚩	Utilities	260 days	Thu 1/2/20	Wed 12/30/20		Kevin,Janelle,consultant																												
68	🚩	Implementation of new utility billing system	86 days	Thu 1/2/20	Thu 4/30/20		Kim																												
69	🚩	Rate analysis and update	238 days	Thu 1/2/20	Mon 11/30/20		Janelle																												
70	🚩	Water	172 days	Thu 1/2/20	Fri 8/28/20																														
71	🚩	Sewer	172 days	Thu 1/2/20	Fri 8/28/20																														
72	🚩	Stormwater?	152 days	Fri 5/1/20	Mon 11/30/20																														
73	🚩	SDC analysis and update	129 days	Thu 1/2/20	Tue 6/30/20		Janelle																												
74	🚩	Water	139 days	Thu 1/2/20	Tue 7/14/20																														
75	🚩	Sewer	139 days	Thu 1/2/20	Tue 7/14/20																														
76	🚩	Streets	139 days	Thu 1/2/20	Tue 7/14/20																														
77	🚩	Stormwater	139 days	Thu 1/2/20	Tue 7/14/20																														
78	🚩	Parks	150 days	Mon 4/6/20	Fri 10/30/20																														
79	🚩?																																		
80	🚩	Transportation/Streets	260 days	Thu 1/2/20	Wed 12/30/20																														
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	🚩	Stormwater	260 days	Thu 1/2/20	Wed 12/30/20																														
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	107 days	Thu 1/2/20	Fri 5/29/20		Janelle																												
94	🚩	Develop inspection and maintenance program	129 days	Thu 1/2/20	Tue 6/30/20		Janelle																												
95	🚩?																																		
96	🚩	Water	261 days	Thu 1/2/20	Thu 12/31/20																														
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	🚩	Sewer	261 days	Thu 1/2/20	Thu 12/31/20																														
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	107 days	Thu 1/2/20	Fri 5/29/20																														
104																																			
105	🚩	Miscellaneous	261 days	Thu 1/2/20	Thu 12/31/20																														
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	🚩	HR	29 days	Thu 1/2/20	Tue 2/11/20																														
111	🚩	Update employee manual	114 days	Thu 1/2/20	Tue 6/9/20		Kevin,Forrest																												

Project: Task List
Date: Thu 4/9/20

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			



TO: Millersburg City Council
FROM: Kevin Kreitman
DATE: April 8, 2020 for April 14, 2020 Council Meeting
SUBJECT: Award of Fire Station Architectural Services Contract

Action Requested:

Approval to enter into a contract with Soderstrom Architecture for architectural services for the development and construction of a new fire station.

Discussion:

Based on a Request for Proposal (RFP) for architectural services the City received proposals from nine (9) design firms. Proposals were reviewed and four (4) firms [Soderstrom, McKenzie, Jacobs (CH2M Hill), and Ankrom Moisan] were selected for interviews. A committee including staff, Councilor Cowan and Chief Wooton, conducted interviews and based on those interviews, the committee selected Soderstrom Architecture as the preferred architect.

Staff has met and reviewed the scope of work with Soderstrom, who has developed a design services cost proposal with fee for the construction of the Millersburg Fire Station. The proposed scope and associated fees are attached for your review. The proposed budget does exceed the amount included for design in our current budget.

Based on information provided by the design firms, the current trending of costs associated with fire station construction in the state is approximately \$350.00 to \$400.00 a square foot. Therefore, we will be recommending/proposing increasing the construction budget for the station by approximately \$800,000 for an 8,500 to 9,000 square foot building.

Through discussions with the architect, and given our current construction climate, we have determined that a traditional bid delivery approach will be the most cost-effective for this project, while still producing an excellent final product. It is possible the bidding environment may improve by the time this project goes to bid, however we feel it is prudent to budget for the possibility of bid prices in line with those seen over the past year.

With the decision to utilize traditional bid delivery rather than Construction Manager General Contractor (CMGC), both the City and the architect feel it would be prudent to include additional items (supplemental services) in the design scope to insure a very comprehensive set of bid documents, some of which are traditionally handled by the construction contractor. This will minimize the potential for change orders, but does shift some costs from the construction phase to the design phase. Construction cost estimates will also be needed during the design phase. These additional items, as well as geotechnical work, which was originally planned to be contracted separately, add approximately \$42,000 to the design cost.

Budget Impact:

The total proposed budget for all anticipated design services is \$414,390, consisting of \$385,390 base fee, \$8,000 in supplemental services, and \$21,000 in reimbursable expenses. This is approximately \$105,000 over our current budget of \$310,000. The additional \$105,000 will be included in next year's budget for architectural services, with the remaining budget left over from the current fiscal year carried over.

Recommendation:

Council motion to approve the City Manager entering into the attached design services agreement with Soderstrom Architecture.

Attachment(s):

- Millersburg Fire Station Design Services Cost Proposal
- Professional Services Agreement – Millersburg Fire Station
- Millersburg Fire Station Scope of Work

Soderstrom Architects

April 9, 2020

Janelle Booth, P.E.
Assistant City Manager / City Engineer
City of Millersburg
4222 NE Old Salem Road
Albany, OR 9732

RE: Millersburg Fire Station – Design Services Cost Proposal

Dear Janelle,

Thank you for selecting Soderstrom Architects to assist Millersburg with the design of your new fire station. We are very excited about working with you, your staff and your stake holders on this project. Our proposed base fee, supplemental services, alternates and reimbursable expense are itemized on the following page. The proposed fee is based on the design scope as outlined in the project's Request for Proposal. It is based on an approximate 8,500 to 9,000 SF new fire station, all associated site development including the new road along the south property line and tie-in to Old Salem Highway, and a total project construction cost of approximately \$3,500,000.

Our proposed services include: Architectural Design, Landscape Design, Geotechnical Surveys and Civil, Structural, Mechanical and Electrical Engineering. Since the procurement method has been determined to be hard bid, third-party Cost Estimating has been included in the base fee, as shown in the attached Itemized Fee Proposal.

We propose to perform the base design services for a Time and Materials fee, not to exceed \$385,390.00 with reimbursable expenses not to exceed \$21,000.00. As mentioned above, this fee and supplemental and alternate services are itemized on the following page. Please give me a call if you have questions or would like to discuss.

Thank you!



Dan Van Calcar
Managing Principal
Soderstrom Architects, Ltd

Attachments: *Itemized Fee Proposal*

Fee Proposal

Project: New Fire Station
 Owner: City of Millersburg
 Date: 04/09/2020

Itemized Base Fee

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6	Project Total
	Programming	Schematic Design	Design Development	Construction Documents	Bid Phase	Construction Administration	
Architecture	\$9,180.00	\$33,750.00	\$42,850.00	\$65,600.00	\$3,216.00	\$44,384.00	\$198,980.00
Civil	\$6,500.00	\$17,500.00	\$11,250.00	\$8,750.00	\$750.00	\$7,750.00	\$52,500.00
Structural	\$1,500.00	\$8,500.00	\$8,750.00	\$8,750.00	\$750.00	\$7,750.00	\$36,000.00
Mechanical		\$4,000.00	\$8,000.00	\$9,000.00	\$800.00	\$5,000.00	\$26,800.00
Electrical		\$3,500.00	\$6,000.00	\$8,000.00	\$700.00	\$3,000.00	\$21,200.00
Landscape		\$1,725.00	\$5,860.00	\$5,800.00		\$2,300.00	\$15,685.00
Geotechnical Survey		\$18,500.00					\$18,500.00
Cost Estimation		\$6,400.00		\$9,325.00			\$15,725.00

Total T&M Not to Exceed Sum	\$385,390.00
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Hourly breakdown of effort

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
	Programming	Schematic Design	Design Development	Construction Documents	Bid Phase	Construction Administration
Architecture	72	290	320	540	40	340
Civil	54	160	100	80	8	68
Structural	14	80	80	80	8	68
Mechanical		36	68	80	8	48
Electrical		30	54	68	8	20
Landscape		14	44	54		14
Geotech		160				
Cost Estimation		60		85		

Phase 7 - Supplemental Services

Graphic Design Services - Included in base fee	\$0.00
Rendering Services - Per high resolution photo realistic rendering <i>(High quality - none photo realistic renderings included in base fee)</i>	\$1,000.00
Low Voltage, Security, Camera Fire Alarm (Turn Key Design) <i>(Design Assist for Contractor Design/Build included in base fee)</i>	\$4,500.00
Communication and Data Consultant Services <i>(Design Assist for Contractor Design/Build included in base fee)</i>	\$3,500.00
Owner Requested Additional Meetings (Price per Meeting)	\$650.00
Value Engineering - Included in base fee <i>(Subject to negotiation if major modifications to design are required)</i>	

Exclusions:

- Traffic studies and impact statement
- Traffic control design
- Special planning submissions, community workshops and associated preparation and documents.
- Land survey
- Jurisdiction review and permit fees
- Special Inspections

Fee Proposal

Project: New Fire Station

Owner: City of Millersburg

Date: 04/09/2020

Reimbursables Expenses:

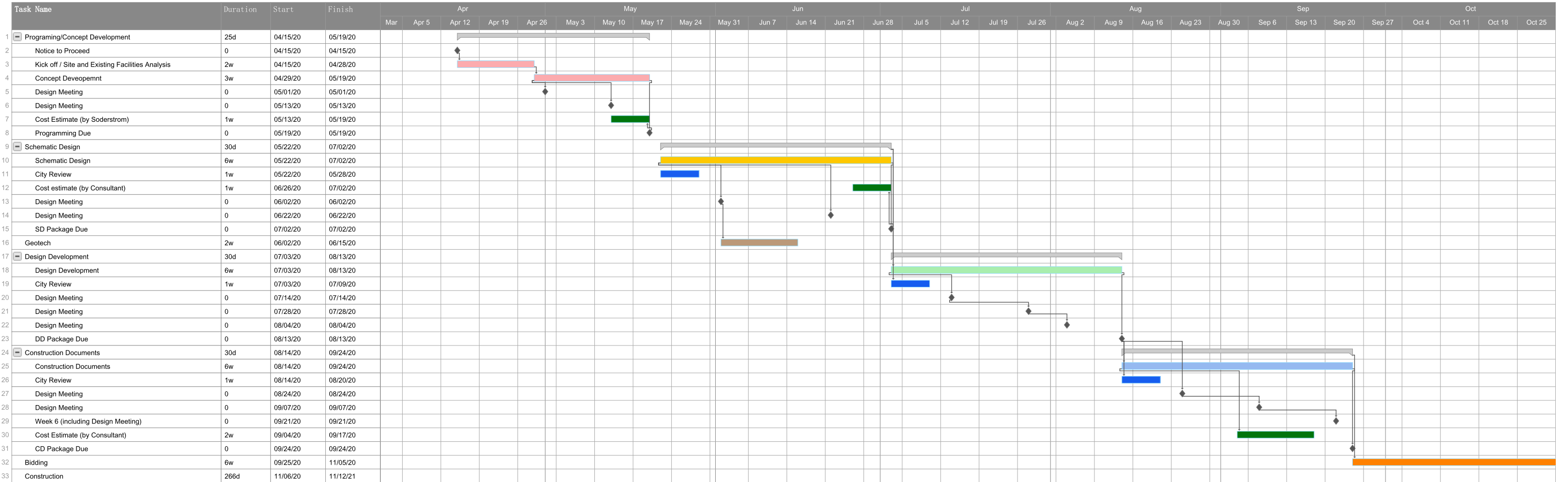
To be billed on a T&M Basis and not expected to exceed:

\$21,000.00

Anticipated Trip Schedule

	Architectural & Landscape	Structural & Civil	MEP
Programming	2	2	
Schematic Design	3	1	1
Design Development	3	1	2
Construction Documents	3	0	0
Bidding	1	0	0
Construction Administration	40	8	8
Total Per Discipline	52	12	11

Millersburg Fire Schedule



Construction is expected to be 9 to 12 months. With an April design start date, construction is anticipated to be complete prior to Jan 30, 2022.

PROFESSIONAL SERVICES AGREEMENT – MILLERSBURG FIRE STATION

TERMS AND CONDITIONS FOR A RETAINER AGREEMENT TO FURNISH CONSULTANT ARCHITECTURAL/ENGINEERING SERVICES TO THE CITY OF MILLERSBURG, OREGON

ARTICLE I: SCOPE

For consideration set forth in Article V, the firm of **Soderstrom Architects**, a professional architectural/engineering firm, hereinafter referred to as CONSULTANT, agrees to provide professional design services to the City of Millersburg, Oregon, a municipal corporation, hereinafter referred to as the CITY, for the design and management of the Millersburg Fire Station project, as described in Attachment A, Scope of Work. Services provided under this agreement shall be authorized in Phases by Notice to Proceed from the City of Millersburg. Unless modified in writing as set forth in Article II by the parties hereto, the duties of the CONSULTANT and the CITY shall not be construed to exceed those services and duties specifically set forth in the individual Phases.

This is a retainer agreement that establishes standard terms and conditions for work that will be authorized by the City of Millersburg in phases. These phases shall establish the scope of services to be provided, compensation for these services and a schedule for completion, as identified in Attachment A.

ARTICLE II: MODIFICATIONS

The CITY or CONSULTANT shall not make modifications to the Phases identified in Attachment A or to these Standard Terms and Conditions except in writing as Phases are authorized or modified under this agreement. Said modifications shall be agreed to by both parties, with scope of work, schedule, and compensation to be negotiated at the time any modification is proposed by either party. Changes to the scope of work that do not meet these requirements shall not be binding, and no further compensation will be allowed for any work performed.

ARTICLE III: RESPONSIBILITIES OF THE CONSULTANT

- A. **Notice to Proceed.** CONSULTANT will not begin work on any Phase until the CITY directs in writing to proceed. Authorization to proceed on additional services shall be in the form of a modification as defined in Article II.
- B. **Level of Competence.** CONSULTANT is employed to render professional services and shall be responsible, to the level of competence presently maintained by other practicing professional architectural/engineering firms in good standing and engaged in the same type of professional personal services, for the professional and technical adequacy and accuracy of designs, drawings, specifications, documents, and other work products furnished under this agreement.
- C. **Cost Estimates.** Construction and procurement cost estimates to be prepared under this agreement are to be based upon presently available data. In preparation of these cost estimates, CONSULTANT will apply its experience and judgment.
- D. **Document Preparation.** CONSULTANT will prepare and furnish all design, bid, and contract documents necessary for City review prior to CITY bid if these services are specifically identified in the scope of services.

- E. Record Drawings Preparation. CONSULTANT will prepare a set of record drawings for the project which will include the changes made in materials, equipment, locations, and dimensions of the work.
- F. Access to Records. CONSULTANT agrees to preserve and maintain for at least three years after final payment under this contract, any directly pertinent books, documents, papers, and records generated by or provided to CONSULTANT in the course of the performance of his duties under the terms of this contract. CONSULTANT further agrees that the CITY, or any of its duly authorized representatives, shall, during said period, have access to and the right to audit, examine, and reproduce such records and further agrees to include the above provision in all subcontracts.
- G. Ownership of Documents. Upon completion of this agreement, all design, contract, bid, and record drawings and documents, including computer disks, shall become the property of the CITY. The CITY will exercise discretion in any re-use of said documents and agrees to hold harmless CONSULTANT for any application of documents for any purpose other than the originally intended use.
- H. State or Federal Requirements. CONSULTANT covenants and agrees to comply with all of the obligations and conditions applicable to public contracts pursuant to ORS 279 Chapters A, B, and C, as though each obligation or condition were set forth fully herein. In addition, if the contract identified above calls for a public improvement as that term is defined by ORS 279A.010, CONSULTANT further agrees to comply with all obligations and conditions applicable to public contracts for public improvements pursuant to ORS 279C, et seq, as though each obligation or condition were set forth fully herein. In addition CONSULTANT covenants and agrees that in the performance of its duties hereunder, it will comply with all other state and federal requirements applicable to the City of Millersburg for projects of the type in question.
- I. Compliance with Applicable Law. CONSULTANT shall comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the Work to be done under this Contract. CONSULTANT specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. CONSULTANT shall also comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-336), Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws. CONSULTANT further agrees to make payments promptly when due, to all persons supplying to such CONSULTANT, labor or materials for the prosecution of the Work provided in this Contract; pay all contributions or amounts due the Industrial Accident Funds from such CONSULTANT responsibilities incurred in the performance of this Contract; not permit any lien or claim to be filed or prosecuted against the CITY on account of any labor or material furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If CONSULTANT fails or refuses to make any such payments required herein, the appropriate CITY official may pay such claim. Any payment of a claim in the manner authorized in this section shall not relieve the CONSULTANT or CONSULTANT'S surety from obligation with respect to unpaid claims.
- J. Oregon Workers' Compensation Law. CONSULTANT, its subconsultants, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.

- K. Oregon Identity Theft Protection Act (OITPA). The CONSULTANT, and its subconsultants, if any, agree to comply with the Oregon Identity Theft Protection Act (OITPA), ORS Sections 646A.600 through 646A.628.
- L. Tax Compliance Certification. Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. Any violation of this section shall constitute a material breach of this Contract. Further, any violation of Contractor's warranty in this Contract that Contractor has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation shall entitle the CITY to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to: (A) Termination of this Contract, in whole or in part; (B) Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Contractor, in an amount equal to the CITY'S setoff right, without penalty; and (C) Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. The CITY shall be entitled to recover any and all damages suffered as the result of CONSULTANT's breach of this Contract, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing replacement performance. These remedies are cumulative to the extent the remedies are not inconsistent, and the CITY may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

The CONSULTANT represents and warrants that, for a period of no fewer than six calendar years preceding the effective date of this Contract, CONSULTANT has faithfully complied with: (A) All tax laws of this state, including but not limited to ORS 305.620 and ORS Chapters 316, 317, and 318; (B) Any tax provisions imposed by a political subdivision of this state that applied to CONSULTANT, to CONSULTANT's property, operations, receipts, or income, or to CONSULTANT's performance of or compensation for any Work performed by CONSULTANT; (C) Any tax provisions imposed by a political subdivision of this state that applied to CONSULTANT, or to goods, services, or property, whether tangible or intangible, provided by CONSULTANT; and (D) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

- M. Taxpayer Identification Number. The CONSULTANT agrees to complete a Request for Taxpayer Identification Number and Certification (W-9 Form) as a condition of the CITY's obligation to make payment. In the event the CONSULTANT shall fail to complete and return the W-9 Form to the CITY, payment to CONSULTANT may be delayed, or the CITY may, in its discretion, terminate the Contract.

ARTICLE IV: RESPONSIBILITIES OF THE CITY

- A. Authorization to Proceed. The CITY shall authorize CONSULTANT in writing to proceed prior to CONSULTANT starting work on each Phase of the project.
- B. Access to Records, Facilities and Property. The CITY shall comply with reasonable requests from CONSULTANT for inspection or access to the CITY's records, facilities, and properties.
- C. Timely Review. The CITY shall examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by CONSULTANT, obtain advice of an attorney, insurance counselor, accountant, auditor, and other consultants as CITY deems appropriate for such examination and render in writing decisions pertaining thereto in a timely manner so as not to unreasonably delay the services of CONSULTANT.

ARTICLE V: COMPENSATION

CITY agrees to pay for the services identified in individual Phases based on time and materials, with a not-to-exceed amount, in accordance with the amount and basis of compensation included with each Phase and the compensation provisions in this agreement.

Payment will be made within 30 days after the receipt of billing for each service rendered during the month. If payment is not made within 30 days, interest on the unpaid balance will accrue beginning on the 31st day at the rate of one percent (1%) per month or the maximum interest rate permitted by law, whichever is less. Such interest is due and payable when the overdue payment is made, unless delay in payment is due to a contested billing. CITY has the right to appeal or ask for clarification on any CONSULTANT billing within 30 days of receipt of billing. Until said appeal is resolved or clarification is accepted, no interest will accrue on that portion of the billing. In the event of a contested billing, only that portion so contested shall be withheld, and the undisputed portion shall be paid in accordance with this Article V.

Notwithstanding anything in this agreement to the contrary, the CITY's obligation to pay money beyond the current fiscal year shall be subject to and dependent upon appropriations being made from time to time by the City Council for such purpose; provided, however, that the City Manager or other officer charged with the responsibility for preparing the CITY's annual budget shall include in the budget for each fiscal year the amount of the CITY financial obligation payable in such year and the City Manager or such other officer shall use his/her best efforts to obtain the annual appropriations required to authorize said payments.

ARTICLE VI: INDEPENDENT CONTRACTOR STATUS

The service(s) to be rendered under this Contract are those of an independent contractor. Although the CITY reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, CITY cannot and will not control the means or manner of CONSULTANT'S performance. CONSULTANT is responsible for determining the appropriate means and manner of performing the Work. CONSULTANT is not to be considered an agent or employee of the CITY for any purpose, including, but not limited to: (A) The CONSULTANT will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; (B) This Contract is not intended to entitle the CONSULTANT to any benefits generally granted to CITY employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the CONSULTANT is presently a member of the Oregon Public Employees Retirement System); and (C) If the CONSULTANT has the assistance of other persons in the performance of this Contract, and the CONSULTANT is a subject employer, the CONSULTANT shall qualify and remain qualified for the term of this Contract as an insured employer under ORS Chapter 656.

At present, the CONSULTANT certifies that he or she, if an individual is not a program, CITY or Federal employee. The CONSULTANT, if an individual, certifies that he or she is not a member of the Oregon Public Employees Retirement System.

ARTICLE VII: INDEMNIFICATION

CONSULTANT agrees to indemnify, defend, and hold harmless the CITY, its agents, officers and employees, from and against any and all liability, claims, suits, loss, damages, costs, and expenses arising out of or resulting from the negligent acts, errors, or omissions of CONSULTANT, its officers, employees, or agents.

ARTICLE VIII. WAIVER

City of Millersburg

Professional Services Agreement for Architectural/Engineering Services – Millersburg Fire Station

The failure of the CITY to enforce any provision of this Contract shall not constitute a waiver by the CITY of that or any other provision.

ARTICLE IX: INSURANCE

Before the Agreement is executed and work begins, CONSULTANT shall furnish the CITY a Certificate of Insurance for the coverage and limits set out below, which is to be in force and applicable to the project for the duration of the contract. The issuing insurance companies must have a minimum current A.M. Best rating of A-VII or approved by the CITY. The Certificate must state that any insurance coverage shown cannot be suspended, voided, canceled by either party, or reduced in coverage or limits without 30 days prior written notice has been given to the CITY.

A. Minimum Scope of Insurance:

Coverage shall be at least as broad as:

1. *Commercial General Liability:* Insurance Services Office (ISO) form CG 0001 with an edition date of 10-2001 or later, providing Commercial General Liability – Occurrence Form. With CG 25 03 (Amendment Aggregate Limits of Insurance per Project) or equivalent attached.
2. *Automobile Liability:* Insurance Services Office (ISO) form CA 0001, providing Business Automobile Coverage on owned, non-owned and hired vehicles.
3. *Workers' Compensation:* Insurance as required by Oregon Revised Statutes and including Employers Liability Insurance.
4. *Professional Liability:* Insurance on an occurrence or claims made basis with 24 month extended reporting period.

B. Minimum Limits of Insurance:

CONSULTANT shall maintain limits no less than:

1. *Commercial General Liability:* \$2,000,000 Each Occurrence
 \$2,000,000 Personal Injury
 \$3,000,000 General Aggregate
 \$3,000,000 Products / Completed Operations

Aggregate

The General Aggregate and Products/ Completed Operations Aggregate shall apply separately to this project.

2. *Automobile Liability:* \$2,000,000 Per Occurrence
3. *Employers Liability:* \$ 500,000 Each Accident
 \$ 500,000 Disease Aggregate
 \$ 500,000 Disease Each Employee
4. *Professional Liability Insurance:* \$2,000,000 Per incident / Claim
 \$2,000,000 Annual Aggregate

C. Deductibles and Self-Insured Retentions:

Any deductible or self-insured retention must be declared to and approved by the CITY. At the option of the CITY, either: the insurer shall reduce or eliminate such deductible or self-insured retention as respects the CITY, its officers, employees and agents; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

D. Other Insurance Provisions:

The policies are to contain, or be endorsed to contain, the following provisions:

1. *Additional Insured Clause:* The Commercial General Liability insurance coverage required for performance of this contract shall be endorsed to name CITY OF MILLERSBURG and its officers, agents, and employees as Additional Insured on any insurance policies required herein with respect to CONSULTANT'S or any sub-contractor's activities being performed under the Agreement. **The Certificate of Insurance must include a copy of the Additional Insured endorsement.** Coverage shall be primary and non-contributory with any other insurance and self-insurance.
2. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officers, employees, or agents.
3. *Workers' Compensation and Employers Liability Coverage:* The insurer shall agree to waive, by endorsement, all rights of subrogation against the City of Millersburg, its officers, employees, and agents for losses arising from work performed by the CONSULTANT for the CITY.

ARTICLE X: ASSIGNMENT

This agreement is to be binding upon the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. No assignment of this agreement shall be effective until the assignee assumes in writing the obligations of the assigning party and delivers such written assumption to the other original party to this agreement.

Use of subconsultants by CONSULTANT or subsidiary or affiliate firms of CONSULTANT for technical or professional services shall not be considered an assignment of a portion of this agreement, and CONSULTANT shall remain fully responsible for the work performed, whether such performance is by CONSULTANT or subconsultants. No subconsultants shall be used without the written approval of the CITY.

Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the CITY and CONSULTANT.

ARTICLE XI: INTEGRATION

These terms and conditions and the agreement to which they are attached represent the entire understanding of CITY and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The agreement may not be modified or altered except in writing as specified in Article II.

ARTICLE XII: SUSPENSION OF WORK

The CITY may suspend, in writing, and without cause, all or a portion of the work under this agreement. CONSULTANT may request that the work be suspended by notifying the CITY, in writing, of circumstances that are interfering with the progress of work. The CONSULTANT may suspend work on the project in the event the CITY does not pay invoices when due. The time for completion of the work shall be extended by the number of days work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project, in accordance with Article XI.

ARTICLE XIII: TERMINATION OF WORK

CITY may terminate all or a portion of the work covered by the agreement for its convenience. Either party may terminate work if the other party fails to substantially perform in accordance with the provisions of the agreement. Termination of the agreement is accomplished by 15 days' prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, CONSULTANT shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The time spent on such additional work shall not exceed 10 percent of the time expended on the terminated portion of the project prior to the effective date of termination. CONSULTANT shall be compensated for work actually performed prior to the effective date of termination plus the work required for filing and closing as described in this Article. If no notice of termination is given, relationships and obligations created by this agreement shall be terminated upon completion of all applicable requirements of this agreement.

ARTICLE XIV: FORCE MAJEURE

Neither the CITY nor CONSULTANT shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or any other emergency beyond the parties' control.

ARTICLE XVI: DISPUTE COSTS

In the event either party brings action to enforce the terms of this agreement or to seek damages for its breach, or arising out of any dispute concerning the terms and conditions hereby created, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses, including expert witness fees, incurred therein, including such costs and fees as may be required on appeal.

ARTICLE XVII: CONFLICT AND SEVERABILITY

In the event of any inconsistency between the terms of this Agreement and the terms listed in any additional attachments to this Agreement, the terms of this Agreement shall control. Any provision of this document found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of the document.

ARTICLE XVIII: NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

During the term of this Agreement, the CONSULTANT agrees as follows:

The CONSULTANT will not discriminate against any employee or applicant for employment because of creed, religion, race, color, sex, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

ARTICLE XIX: COURT OF JURISDICTION

The laws of the State of Oregon shall govern the validity of this agreement, its interpretation and performance, and other claims related to it. Venue for litigation shall be in Linn County Circuit Court, Albany, Oregon.

ARTICLE XX: EXECUTION AND COUNTERPARTS

This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

CONSULTANT:

CITY OF MILLERSBURG, OREGON:

Date: _____

Date: _____

By: _____

By: _____

Title: _____

By: _____

Title: _____

Mailing Address: _____

Telephone No.: _____

Fax No.: _____

Tax Identification No.: _____

ATTACHMENT A – MILLERSBURG FIRE STATION SCOPE OF WORK

I. PROJECT MISSION AND PRIORITIES

Project Mission: Design a new Essential Services Facility fire station to meet the demands for emergency response and public safety in the City of Millersburg.

Project Priorities:

- Demonstrate good stewardship of public money through value engineering throughout project design
- Improve efficiency of emergency response
- Provide a comfortable environment for shift personnel
- Benefit City of Millersburg and other emergency service providers
- Durable hardy construction to withstand 50+ years of active use
- Fit in aesthetically with the neighborhood and compliment other City of Millersburg facilities
- Incorporate best practices for energy efficiency and environmental stewardship

II. PROJECT OVERVIEW

CITY OF MILLERSBURG will construct a new fire station to be built on City owned property in the vicinity of Old Salem Road and Conser Road. The anticipated construction completion is set for Spring 2022.

A. GENERAL DESCRIPTION OF BUILDING AND BASIC REQUIREMENTS

General features could include, but are not necessarily limited to:

1. Approximately 8,600 square foot
2. Nine dorm style sleeping rooms
3. Living quarters including day room, kitchen, patio space, workout room, three restroom/shower rooms
4. General use areas, Crew office, lobby, public restroom
5. Three wide, two deep fire engine bay
6. Shop/tool area
7. Separated turnout room
8. Radio and IT infrastructure
9. Station/Community room (with external entrance and restroom access)
10. Linn County Sheriff's office (with external entrance)
11. Fire suppression sprinkler system
12. Ability to construct at a later time
 - Separate Battalion Chief living quarters and office
 - Separate Battalion Chief garage
 - Administrative office area for staff

III. PRELIMINARY SCOPE OF SERVICES

A.1 PHASE 1 - PROGRAMMING SERVICES

During the programming task, Consultant shall provide those services necessary to refine programming, site-related limitations and general requirements for the Project. Some of the described Services will be provided during this task and some during other phases of Project design. Consultant's Services during Phase 1 shall consist of the following:

A.1.01 PROGRAMMING Services. Consultant shall confirm and refine the program information for the Project, detailing the space needs, dimensions, interrelationships and special requirements such as telecommunications systems, access control, standby power and security for each area of the new facility. Consultant shall gather information from Owner and Project stakeholders to identify requirements, problems, issues, expectations and concerns, as well as Project goals. The programming information developed by Consultant shall include, but is not limited to, a list of spaces, their sizes, activities, hours of use, finishes, equipment, furniture and systems, and a brief narrative describing the relationship between spaces. Consultant shall prepare a refined program report, in an 8 1/2" X 11" format and with any drawings attached and in an 11" X 17" format, for presentation to and approval by Owner.

A.1.02 SITE DEVELOPMENT PLANNING Services. Consultant shall provide preliminary site development planning Services including, but not limited to, providing an executive summary and a comparative evaluation of conceptual site development designs, based on: land utilization; structures placement; facilities development; movement, circulation, and parking; utilities; code review; Owner requirements; subsurface conditions; ecological requirements; and landscape concepts.

A.1.03 NEEDS ANALYSIS Services. Consultant shall gather information from Owner and Project stakeholders to identify requirements, problems, issues, expectations, concerns, as well as Project goals. The programming information shall include but is not limited to a list of spaces, their sizes, activities, hours of use, finishes, equipment, furniture and systems, and a brief narrative describing the relationship between spaces.

A.1.04 ARCHITECTURAL SPACE PLANNING Services. Consultant shall analyze space utilization needs and assessments in accordance with DAS "Space Standards" requirements. (These can be reviewed at: <http://www.das.state.or.us/DAS/FAC/index.shtml> under 'Policies' or will be provided by Owner to Consultant upon request.) Consultant shall provide diagrams showing functional relationships of the various program areas of the Project. Consultant shall provide an efficiency analysis of the programmed space needs. Consultant shall work with Owner and comply with current DAS Policy.

A.1.05 GEOTECHNICAL SERVICES

Conduct a geotechnical investigation for the site improvements. Complete test bores, test pits, ground water surveys, and other work as needed for design and construction of the new fire station and prepare a complete geotechnical report summarizing findings from the investigation and proposed geotechnical design criteria.

A.1.06 STATEMENT OF PROBABLE CONSTRUCTION COST Services. Consultant shall develop a Class 4 estimate as defined by the Association for the Advancement of Cost Engineering International (AACEI), for the Project (the "Programming Design Phase Statement of Probable Construction Cost") based on the most recent programming information. Consultant shall arrange the costs of constituent elements in the "Construction Specification Institute" ("CSI") format and shall include the costs of systems, assemblies, and functional areas.

A.2 PHASE 2 - SCHEMATIC DESIGN SERVICES

In the schematic design phase, from the Owner-approved programming information, Consultant shall provide those services necessary to prepare schematic design documents consisting of drawings and other documents illustrating the general scope, scale and relationship of Project components (the "Schematic Design Documents") for acceptance by Owner. Designs will be conceptual in character and based on program requirements provided by Owner. Consultant's Services during Phase 2 shall consist of the following:

A.2.01 ARCHITECTURAL DESIGN/DOCUMENTATION Services. Consultant shall respond to program requirements and prepare: conceptual building plans; preliminary sections and elevations; and development of approximate dimensions, areas and volumes. These Services shall also include the following:

- a. Single-line drawings showing complete building layout, identifying the various major areas, core areas and their relationships.
- b. Identification of all proposed finishes (includes all exterior surfaces, doors and windows).

A.2.02 STRUCTURAL DESIGN/DOCUMENTATION Services. Consultant shall recommend basic structural materials and systems, analyses, and develop conceptual design solutions for a primary structural system and alternate structural systems. These Services shall also include the following:

- a. Structural systems layout with overall dimensions and floor elevations. Identification of structural system (pre-cast, structural steel with composite deck, structural steel with bar joists, etc.).
- b. Identification of foundation requirements (fill requirements, piles, caissons, spread footings, etc.).

A.2.03 MECHANICAL DESIGN/DOCUMENTATION Services. Consultant shall consider alternate materials, systems and equipment and develop conceptual design solutions for: energy sources; energy conservation; heating and ventilating; air conditioning; plumbing; fire protection; and general space requirements necessary to allow for installation and utilization. These Services shall also include the following:

- a. Block heating, ventilating and cooling load calculations including envelope and internal loads.
- b. Minimum of two HVAC systems that appear compatible with loading conditions for subsequent life-cycle costing.
- c. Single-line drawings of all mechanical equipment spaces, duct chases and pipe chases.
- d. Location of all major equipment in allocated spaces.

A.2.04 ELECTRICAL DESIGN/DOCUMENTATION Services. Consultant shall respond to program requirements, recommend basic electrical materials and systems, analyses, and develop conceptual design solutions for: lighting; electrical; security and telecommunications systems. These Services shall also include the following:

- a. An illumination plan showing estimated quantity of light from all sources and for all areas. Incorporation of daylight strategies to minimize artificial lighting. Recommendations for types and quantities of fixtures to be used.
- b. Major electrical equipment roughly scheduled indicating size and capacity.
- c. Complete preliminary one-line electrical distribution diagrams with indications of final location of service entry, switchboards, motor control centers, panels, transformers and onsite power generator.
- d. Legend showing all symbols used on drawings.

A.2.05 CIVIL DESIGN/DOCUMENTATION Services. These Services shall include the following:

- a. Basic site layout and grading concept, including design

- vehicles and site circulation.
- b. Develop stormwater routing, detention, and water quality treatment concepts.
 - c. Develop conceptual design solutions for on-site utility systems and fire protection systems.

A.2.06 MATERIALS RESEARCH/SPECIFICATIONS Services. Consultant shall: identify potential architectural materials, systems and equipment, including their criteria and quality standards, which are consistent with the conceptual design; investigate availability and suitability of alternative architectural materials, systems and equipment; and coordinate similar activities of other disciplines. Consultant shall include research for less toxic materials that provide safer alternatives for people and the building environment.

A.2.07 INTERIOR DESIGN Services. From the approved "Needs Analysis," Consultant shall provide interior space planning based on functional relationships, DAS policy, code requirements, finishes, colors, systems, furniture and equipment. Consultant shall integrate interior space planning with conceptual design solutions for architectural, structural, mechanical, electrical, and equipment requirements in order to establish an integrated design approach for a fully functional and coordinated building environment. Consultant shall obtain design input from Owner. The space plan shall include the number and location of all workstations and office layouts, loose furniture, special equipment, high density filing systems, and other rooms. Consultant shall perform these Services within the constraints of the proposed furniture system, taking into account panel dimensions and standards to provide basic workstation layouts that provide block dimensions.

A.2.08 PROJECT DEVELOPMENT SCHEDULING Services. Consultant shall update the Schedule as previously established.

A.2.09 STATEMENT OF PROBABLE CONSTRUCTION COST Services. Consultant shall develop a Class 3 estimate as defined by AACEI for the Project (the "Schematic Design Phase Statement of Probable Construction Cost") based on the most recent schematic design studies, current area, volume, or other unit costs, and expected Project contingencies and consistent with the construction cost budget.

A.3 PHASE 3 - DESIGN DEVELOPMENT SERVICES

In an ongoing process in the design development phase, Consultant shall provide those services necessary to prepare, from the Owner-approved Schematic Design Documents, the design development documents consisting of drawings and other documents to fix and describe the size and character of the entire Project, including architectural, structural,

mechanical, electrical, and other systems, materials and such other elements as may be appropriate (the "Design Development Documents"). Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, Owner's safety and maintenance requirements, sustainability and energy conservation. Outline specifications shall be prepared in accordance with the Construction Specification Institute standards and shall include, but not be limited to, general and product information. Consultant's Services during Phase 3 shall consist of the following:

A.3.01 ARCHITECTURAL DESIGN/DOCUMENTATION Services. On an ongoing basis, Consultant shall develop and expand architectural Schematic Design Documents to establish the scope, relationship, forms, size and appearance of the Project through: plans, sections and elevations; typical construction details; and equipment layouts. These Services shall also include the following:

- a. Floor plans with final room locations including all openings.
- b. Building sections showing coordination and relationship between components.
- c. Wall sections showing final dimensional relationships, materials and component relationships.
- d. Identification of all fixed and loose equipment to be installed.
- e. Finish schedule identifying all finishes.
- f. Door and hardware schedule showing final quantity plus type and quality levels.
- g. Site plan, including grading and drainage.
- h. Preliminary development of details and large scale blow-ups.
- i. Legend showing all symbols used on the drawings.
- j. Outline specifications, in accordance with the CSI standards.
- k. Reflected ceiling development including ceiling grid and all devices that penetrate ceiling (i.e., light fixtures, sensors, sprinkler heads, ceiling register or diffusers, etc.).

A.3.02 STRUCTURAL DESIGN/DOCUMENTATION Services. On an ongoing basis, Consultant shall develop the specific structural system(s) and Schematic Design Documents in sufficient detail to establish: basic structural system and dimensions; final structural design criteria; foundation design criteria; preliminary sizing of additional major structural components; critical coordination clearances; and outline specifications or materials lists. These Services shall also include the following:

- a. Plan drawings with all structural members located and sized.
- b. Footing, beam, column and connection schedules.
- c. Final building elevations.
- d. Outline specifications.
- e. Foundation drawings.

A.3.03 MECHANICAL DESIGN/DOCUMENTATION Services. On an ongoing basis, Consultant shall develop and expand mechanical Schematic Design Documents and develop outline specifications or materials lists to establish: approximate equipment sizes and capabilities; preliminary equipment layouts; required space for equipment; required chases and clearances; acoustical and vibration control; visual impacts; and energy conservation measures. These Services also include the following:

- a. Heating and cooling load calculations for each space and major duct or pipe runs sized to interface with structural elements.
- b. Major mechanical equipment scheduled indicating size and capacity.
- c. Duct work and piping systems substantially located and sized.
- d. Devices in ceiling located.
- e. Legend showing all symbols used on the drawings.
- f. Outline specifications.

A.3.04 ELECTRICAL DESIGN/DOCUMENTATION Services. On an ongoing basis, Consultant shall develop and expand electrical Schematic Design Documents and develop outline specifications or materials lists to establish: criteria for lighting, electrical, security and telecommunications systems; approximate sizes and capacities of major components; preliminary equipment layouts; required space for equipment; and required chases and clearances. These Services also include the following:

- a. All power consuming equipment and load characteristics.
- b. Total electrical load.
- c. Major electrical equipment (switchgear, distribution panels, emergency generator, transfer switches, UPS system, etc.) dimensioned and drawn to scale into the space allocated.
- d. Complete preliminary site lighting design.
- e. Outline specifications.
- f. Lighting, power, telecommunications and office automation devices and receptacles shown on the plan.
- g. Final light fixture schedule.
- h. Interior electrical loads estimate for systems furniture, receptacles, lighting, food service equipment, and any other special use areas.

A.3.05 CIVIL DESIGN/DOCUMENTATION Services. On an ongoing basis, Consultant shall develop and expand civil Schematic Design Documents to establish the final scope and preliminary details for on-site engineering services. These Services shall also include the following:

- a. Plan drawings showing site layout, grading, stormwater, on-site utility systems, and fire protection systems design.
- b. Outline specifications

A.3.06 LANDSCAPE DESIGN/DOCUMENTATION Services. On an ongoing basis, Consultant shall develop and expand landscape Schematic Design Documents and develop outline specifications or materials lists to establish final scope and preliminary details for landscape work.

A.3.07 MATERIALS RESEARCH/SPECIFICATIONS Services. Consultant shall: prepare for Owner's approval the proposed Special Conditions of the construction contract (the "Construction Contract"); develop architectural outline specifications or itemized lists and brief form identification of significant architectural materials, systems and equipment and their criteria and quality standards; coordinate similar activities of other disciplines; produce a design manual, including design criteria and outline specifications or materials lists. Where applicable, Consultant shall include: less toxic materials specifications or materials lists reviewed by third-party certification programs; safer products which are already commercially available to the extent that is practical; safer options that also limit premium costs and overall lifecycle costs.

A.3.08 INTERIOR DESIGN/DOCUMENTATION Services. Consultant shall further develop and coordinate the approved schematic interior space plan based on functional relationships, DAS policy, code requirements, finishes, colors, systems and equipment. Consultant shall develop conceptual design solutions that are coordinated with architectural, structural, mechanical, electrical and equipment requirements and dimensions in order to establish an integrated design approach for a fully functional building. Consultant's coordination Services shall include verification of the building layout with the selected furniture system. Consultant shall provide workstation layout including low voltage ports, service voltage, special equipment, and panel feeds.

A.3.09 PROJECT DEVELOPMENT SCHEDULING Services. Consultant shall review and update previously established schedules for the Project.

A.4 PHASE 4 - CONSTRUCTION DOCUMENTS SERVICES

In the Construction Documents Phase Consultant shall provide those Services necessary to prepare, from the approved Design Development Documents, construction documents consisting of drawings, specifications and other documents setting forth in detail the requirements for construction of the Project, as well as the documents pertaining to bidding and contracting for the construction of the Project (the "Construction Documents"). Consultant's Services during Phase 4 shall consist of the following:

A.4.01 Upon written authorization from Owner to proceed, Consultant shall prepare, from the approved Design Development Documents, working drawings and specifications setting forth in detail the requirements for the construction of the entire Project. Additional requirements of the documents are:

- a. Owner shall provide input to the General and Supplemental General Conditions of the Construction Contract, which Consultant shall incorporate into the Construction Documents.
- b. Complete specifications shall be prepared using the Construction Specifications Institute's 3-part and 49-division format.
- c. Consultant shall provide Owner with in-progress Construction Documents as needed during development of this phase.
- d. After review and approval of the 100% complete draft Construction Documents by Owner, Consultant shall continue with preparation of the final documents, including final specifications for all authorized work on the Project, and shall incorporate in those final documents the comments and any modifications or changes desired by Owner, any modifications required for compliance with all applicable codes, regulations or standards, and the approved program or prior written approvals and instructions of Owner. The resulting final Construction Document submittal shall be a complete, fully coordinated, integrated package, suitable for bidding distribution, without any significant addenda or further clarifications required.

A.4.02 ARCHITECTURAL DESIGN/DOCUMENTATION Services. Consultant shall prepare drawings based on approved Design Development Documents setting forth in detail the architectural construction requirements for the Project.

A.4.03 STRUCTURAL DESIGN/DOCUMENTATION Services. Consultant shall prepare final structural engineering calculations; drawings, and specifications based on approved Design Development Documents, setting forth in detail the structural construction requirements for the Project.

- A.4.04 MECHANICAL DESIGN/DOCUMENTATION Services. Consultant shall prepare final mechanical engineering calculations, drawings, and specifications based on approved Design Development Documents, setting forth in detail the mechanical construction requirements for the Project.
- A.4.05 ELECTRICAL DESIGN/DOCUMENTATION Services. Consultant shall prepare final electrical engineering calculations, drawings, and specification based on approved Design Development Documents, setting forth in detail the electrical construction requirements for the Project.
- A.4.06 CIVIL DESIGN/DOCUMENTATION Services. Consultant shall prepare final civil engineering calculations, drawings, and specifications based on approved Design Development Documents, setting forth in detail the civil construction requirements.
- A.4.07 LANDSCAPE DESIGN/DOCUMENTATION Services. Consultant shall prepare drawings and specifications based on approved Design Development Documents, setting forth in detail the landscape requirements for the Project.
- A.4.08 MATERIALS RESEARCH/SPECIFICATIONS Services. Consultant's in-house architectural personnel shall: assist Owner in development and preparation of: bidding documents which describe the time, place, and conditions of bidding; bidding forms; and architectural specifications describing materials, systems, and equipment; workmanship; quality and performance criteria required for the construction of the Project (the "Bidding Documents"). These personnel shall also coordinate the development of specifications by other disciplines and compile the Project Manual, including conditions of the contract, Bidding Documents and specifications.
- A.4.09 PROJECT DEVELOPMENT SCHEDULING Services. Consultant shall review and update previously established schedules for the Project.
- A.4.10 STATEMENT OF PROBABLE CONSTRUCTION COST Services. Consultant shall update and refine the Schematic Design Phase Statement of Probable Construction Cost of the Project to produce a Class 1 estimate as defined by AACEI as it is related to the construction cost budget and shall take into consideration: availability of materials and labor; Project delivery; procedures; construction sequencing, and scheduling; changes in scope of the Project; and adjustments in quality standards. Completion of these Services shall result in the "Construction Documents Phase Statement of Probable Construction Cost."
- A.4.11 ALL SPECIFIED ITEMS SHALL BE STANDARD, cataloged, manufactured

items or "off the shelf" items. No custom items shall be designed or specified without prior written authorization of Owner. No proprietary or "sole source" items shall be specified. Brand name products may be specified so long as "approved equal" is included with their specification, if there is no other practical method of specification.

A.4.12 INTERIOR DESIGN/DOCUMENTATION Services. Consultant shall further develop and coordinate the space plan based on approval by Owner of the Design Development Documents. Consultant shall consult and coordinate with Owner to develop the detailed drawings with all information required for bidding. These Services shall include detailed requirements for the selected system furniture power and low voltage feeds.

A.4.13 PLAN REVIEW INITIATION & COORDINATION Services. Consultant shall prepare all necessary project documents, with appropriate formatting and registration stamps, for submission to the mandatory authority having jurisdiction (the "AHJ") over the Project to obtain the building permit. Consultant shall meet with the AHJ as requested and answer project related questions and review applicable code compliance issues. The Construction Contractor will pay the building permit fee and all trades permits per the State of Oregon General Conditions for Public Improvement Contracts.

A.5 PHASE 5 - BIDDING SERVICES

In the bidding phase Consultant, following Owner's approval of the Construction Documents Phase Statement of Probable Construction Cost, shall provide those Basic Services necessary for Consultant to assist Owner in obtaining bids and in awarding contracts for the work required for the full construction of the Project (the "Work"). In the case of phased construction, Owner may authorize bidding of portions of the Work prior to completion of the Construction Documents phase. Consultant's Services during Phase 5 shall consist of the following:

A.5.01 BIDDING MATERIALS Services. Consultant shall organize and manage Bidding Documents for: coordination; reproduction; completeness review; distribution; distribution records; retrieval; receipt and return of document deposits; review, repair and re-assembly of returned materials.

A.5.02 ADDENDA Services. Consultant shall prepare, for distribution by Owner, all addenda, including supplemental drawings, specifications, instructions and notices of changes in the bidding schedule and procedure.

A.5.03 BIDDING Services. Consultant shall assist Owner in: establishing a list of bidders; participating in pre-bid conferences; responding to questions from bidders and clarifications or interpretations of the Bidding Documents; and documenting and distributing bidding results.

A.5.04 ANALYSIS OF ALTERNATES/SUBSTITUTIONS Services. Consultant shall consider, analyze, compare, and approve or reject alternatives or substitutions proposed by bidders prior to and after receipt of bids or proposals.

A.5.05 SPECIAL BIDDING Services. Consultant shall document: decisions regarding multiple Construction Contracts or phased construction; technical evaluation of alternate building systems; and participation in detailed evaluation procedures for building systems proposals.

A.6 PHASE 6 - CONSTRUCTION PHASE SERVICES

In the construction administration phase Consultant shall provide those services necessary for the administration of the Construction Contract as set forth in the General Conditions and Supplemental General Conditions of the Construction Contract. Consultant shall receive and transmit information as a representative of Owner during the construction of the Project and shall advise and consult with Owner. Instructions to Contractor shall be forwarded through Consultant. Consultant shall have authority to act on behalf of Owner only to the extent provided in the Construction Contract. The construction phase for each portion of the Project will commence with the award of the Construction Contract to the Contractor, and will terminate when the Construction Contract warranty period expires. Consultant's Services during Phase 6 shall consist of the following:

A.6.01 OFFICE CONSTRUCTION ADMINISTRATION Services. Consultant shall process submittals, including receipt, review of, and appropriate action on shop drawings, product data, samples and other submittals required by the Construction Contract and all documents specifically incorporated by reference into the Construction Contract (the "Contract Documents"). Consultant shall distribute submittals as required and shall maintain a master file of submittals and related communications.

A.6.02 INSPECTION COORDINATION Services. With respect to independent inspection and testing agencies, Consultant shall: administer and coordinate field testing and inspections by independent agencies as required by the Contract Documents; recommend the scope, standards, procedures, and frequency of testing and inspections; arrange for testing and inspection on Owner's behalf; notify

inspecting and testing agencies of status of the Work requiring testing and inspection; evaluate compliance by testing and inspection agencies with required scope, standards, procedures, and frequency of testing and inspections; review reports on inspections and tests and notify Owner and Contractor of observed deficiencies in the Work. Consultant shall oversee, and coordinate with Owner and Contractor, the review of any system furniture installation by the Contractor to verify that dimension requirements are met.

A.6.03 SUPPLEMENTAL DOCUMENTS Services. Consultant shall: prepare, reproduce and distribute supplemental drawings, specifications, and interpretations in response to requests for clarification by the Contractor or Owner and as required by construction exigencies; and forward Owner's instructions and provide guidance to the Contractor on Owner's behalf relative to changed requirements and schedule revisions.

A.6.04 QUOTATION REQUESTS/CHANGE ORDERS Services. Consultant shall: prepare, reproduce and distribute drawings and specifications to describe Work to be added, deleted, or modified; review proposals from Contractor for reasonableness of quantities and costs of labor and materials; review and make recommendations regarding changes in time for substantial completion; review and make detailed recommendations, including, if requested, a specific alternative cost breakdown, regarding impact on space planning design; negotiate with Contractor on Owner's behalf regarding costs of Work proposed to be added, deleted, or modified; assist in the preparation of appropriate modifications of the Construction Contract; coordinate communications, approvals, notifications, and record keeping regarding changes in the Work.

A.6.05 PAYMENT REVIEW Services. Consultant shall: evaluate and certify applications for payment, including review and determination of whether each charge is accurate and constitutes payment for fully authorized and completed Work, and maintain complete records regarding performance of this Service.

A.6.06 PROJECT CLOSEOUT Services. Upon notice from the Contractor that the Work, or a designated portion thereof which is acceptable to Owner, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, Consultant shall:

- a. Perform a detailed inspection, with Owner's representative, of the Work for conformity to the Contract Documents to verify the list submitted by the Contractor of items to be completed or corrected; and determine the amounts to be withheld until

- final completion.
- b. Issue certificates of substantial completion and perform inspection(s) upon notice by Contractor that the Work is ready for final inspection and acceptance.
- c. Notify Owner and Contractor of deficiencies found in follow-up inspection(s), if any;
- d. Perform a final inspection with Owner's representative to verify final completion of the Work, and receipt and transmittal of warranties, affidavits, receipts, and releases and waivers of lien or bonds indemnifying Owner against liens;
- e. Issue final certificate(s) for payment; and
- f. Issue a summary of expenses in accordance with OAR 125-248-0120. In accordance with this requirement Consultant shall maintain and provide Owner with records regarding direct expenses including both general and specific travel expenses, whether reimbursable or not. This summary shall include all expenses incurred by Consultant and any Sub-consultants as a direct result of the performance of Services. The breakdown of these expenses shall be as follows:
 - i. All of Consultant's direct travel expenses, whether reimbursed or included in a Supplemental Service and therefore not separately reimbursed;
 - ii. All of Sub-consultants' direct travel expenses, whether reimbursed or included in a Supplemental Service and therefore not separately reimbursed;
 - iii. All of Consultant's direct general expenses, other than travel expenses, whether reimbursed or included in a Supplemental Service and therefore not separately reimbursed; and
 - iv. All of Sub-consultants' direct general expenses, other than travel expenses, whether reimbursed or included in a Supplemental Service and therefore not separately reimbursed.

A.6.07 RECORD DOCUMENT Services. Consultant shall provide Owner with accurate record drawings and record specifications manuals for the Project as more particularly described in this Section. Consultant shall deliver to Owner, within 45 days from receipt of the Contractor's working record documents, the following record documents (the "Record Documents"):

- a. Hardcopy Set - The Record Documents shall consist of two (2) complete sets of record drawings, prepared on reproducible vellum or 24 lb. (minimum) bond media (the "Record Drawings"). The Record Drawings shall include all drawing sheets used for bidding including; addenda, all changes resulting from regulatory reviews, change orders and as-built conditions. Consultant is not responsible for the accuracy of the working as-built drawings furnished by Contractor.

- b. Electronic Set - A complete set of Record Drawings (as described above in Section A.6.07(a) above) and generated in AutoCAD (version as directed by Owner) shall be provided to Owner by Consultant, as well as an electronic version of the complete specifications in a file format approved by Owner. Consultant shall verify that all electronic drawings are readable and that all AutoCAD xreference ("Xrefs") files are bound and formatted in such a way as to be readable by the AutoCAD version they are saved in. Consultant shall provide a list of all drawings, including Xrefs that are associated with the Record Drawings. The electronic Record Documents shall be provided on USB drives.

A.6.08 WARRANTY REVIEW Services. Consultant shall: consult with and make recommendations to Owner, during the duration of the Construction Contract warranty period, concerning inadequate performance of materials, systems, and equipment under warranty; perform inspections prior to expiration of the warranty period to ascertain adequacy of performance of materials, systems, and equipment; and document defects or deficiencies and assist Owner in preparing instructions to the Contractor for correction of noted defects.

A.6.09 CONSTRUCTION CONTRACT ADMINISTRATION Services. Consultant shall perform Construction Contract Administration Services as set forth in this section and the Contract Documents.

- a. Consultant shall visit the site at weekly intervals, and upon special circumstances as requested by Owner, to be familiar with the progress and quality of the Work, and to determine if the Work is generally proceeding in accordance with the Contract Documents. Consultant, in conjunction with the payment review, shall report to Owner on the accuracy of Contractor's working record drawings each month during construction. However, Consultant shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of such on-site observations, Consultant shall report such visits, observations, and information in a weekly written report to Owner.
- b. Consultant shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, for safety precautions and programs in connection with the Work. Consultant, by virtue of its position alone and without regard for Consultant's actual involvement on site, shall not have control or charge of, and shall not be responsible for the acts or omissions of Contractor and any subcontractors or

any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.

- c. Subject to the concurrence of Owner, Consultant shall be the interpreter of the requirements of the Contract Documents, regarding the performance thereunder by both Owner and Contractor. Accordingly, Consultant shall render interpretations necessary for the proper execution or progress of the Work with reasonable promptness on written request of either Owner or Contractor, and shall render written decisions, within a reasonable time, on all claims, disputes and other matters in question between Owner and Contractor relating to the execution or progress of the Work or the interpretation of the Contract Documents. Owner shall render a final determination in the event that Owner disagrees with Consultant's proposed interpretation or decision.
- d. Consultant shall review and take appropriate action on Contractor's submittals, including shop drawings, product data, and samples, checking for conformance with the design concept of the Work and the Contract Documents. Such action shall be taken with reasonable promptness so as to cause no delay. Consultant shall forward to Owner one (1) copy of all approved shop drawings, product data, and samples, together with correspondence related to these documents as a record of the Work. Consultant's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- e. Consultant shall conduct construction observations and reviews to determine "Substantial Completion" and "Final Completion" (as those terms are defined in the Construction Contract) and shall receive and forward to Owner written warranties and related documents required by the Contract Documents and assembled by Contractor. Consultant, with Owner's concurrence, shall prepare and certify a "Certificate of Substantial Completion" and a "Certificate of Final Payment" under the Construction Contract.

A.7 PHASE 7 - SUPPLEMENTAL SERVICES

In addition to the generally sequential Services described in Phases 1 through 5, Consultant shall provide supplemental services designated below (the "Supplemental Services") upon written instruction from Owner. These non-sequential Services may be provided during a single phase of Services or during several phases, as herein specified, and shall include the following (Owner reserves the right to amend the Contract and delete Supplemental Services not needed as a part of the Project; in that event, Owner shall receive a credit against the Contract amount payable to

Consultant, based on the value of the Services removed from Statement of Work or such other standard as agreed by the Parties):

- A.7.01 GRAPHICS DESIGN SERVICES. Consultant shall: design interior signs and identify symbols; and document requirements for procurement of graphics work.
- A.7.02 RENDERING Services. During the Programming and Schematic Design phases Consultant shall prepare graphic pictorial representations of the proposed Project for review. At the end of the Construction Documents phase, Consultant shall prepare a final graphic pictorial representation of the Project.
- A.7.03 LOW VOLTAGE SECURITY, CAMERA, & FIRE ALARM SYSTEM DESIGN Services. Consultant shall provide design, layout, specification and document development of a comprehensive low voltage fire alarm, security camera, and keycard-access security system, identifying and locating each device utilizing Owner's authorized system provider's equipment. Consultant shall be required to determine and coordinate the electrical interface between building electrical and security at all designated door locations, and to observe installation and testing of security system(s), equipment and devices during construction.
- A.7.04 COMMUNICATIONS AND DATA CONSULTANT Services. Consultant shall provide such Services in the programming, design, layout, specifications, coordination, installation, and observation of installation and testing, as may be necessary to complete installation of a successful telecom and data system in accordance with DAS and end-user requirements.
- A.7.05 OWNER REQUESTED ADDITIONAL MEETINGS (maximum of 5 meetings with 5 attendees each visit) Services. Consultant shall attend and participate in additional meetings, at either Owner's offices or other locations, of members of the design team as requested by Owner.



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: April 8, for the April 14, 2020 City Council Meeting
SUBJECT: Parks Master Plan Adoption

Action Requested: Staff requests Council adoption of the Parks Master Plan.

Discussion:

Beginning in the fall of 2018, the City undertook development of a Parks Master Plan. The draft plan was presented to Council at the City Council work session on February 25, 2020. Parks Committee members were present at the work session and discussed the plan with Council.

At the March 10 Council meeting, Council reviewed Figure 15, Proposed Recreational Trail Segments, and provided feedback to staff on recreational trails. Council's comments have been incorporated into the document, and it is now presented for adoption.

Budget Impact:

None.

Recommendation:

Council adoption of the Parks Master Plan.

Attachment(s):

- Proposed Parks Master Plan for adoption



**CITY OF MILLERSBURG
PARK SYSTEM MASTER PLAN**



HIGHLIGHTS

The Park System Master Plan defines the future direction for Millersburg’s parks and recreational opportunities and builds on the community’s needs for current and future facilities.

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

CITY COUNCIL

JIM LEPIN, MAYOR
SCOTT COWAN, COUNCIL MEMBER
DAVE HARMS, COUNCIL MEMBER
SCOTT MCPHEE, COUNCIL MEMBER

PARKS COMMITTEE

JOHN ANDERSEN
DON DIXON
CARLYE SCHRADER
WENDY MAJOR
BOB NELSON
CARYL THOMAS
MICHAEL WERTZ
JENNY WOLFENBARGER
ROB YENCOPAL
JOHN ELDER

CITY STAFF

KEVIN KREITMAN, CITY MANAGER
JANELLE BOOTH, ASSISTANT CITY MANAGER / CITY ENGINEER

CONSULTANT

CONSERVATION TECHNIX, INC.



PUBLIC PROCESS Community input played an important role in establishing a clear planning framework that reflects current community priorities. Most residents care deeply about the future of Millersburg’s parks system and appreciated the opportunity to offer feedback. Public outreach provided a baseline of demand and need, and outreach methods were varied and extensive.



INVENTORY ANALYSIS The Plan inventories and evaluates existing park and recreation areas and assesses the needs for acquisition, site development and operational improvements. Specific site recommendations and management considerations are provided to guide future park enhancements.



GOALS The Plan reinforces the City’s vision for its park and recreation system, proposes updates to park service standards, and addresses goals, objectives and other management considerations toward the continuation of high- quality recreation opportunities to benefit the residents of Millersburg.



STRATEGIES & ACTIONS This Plan outlines a framework for the improvement and growth of the City’s outdoor recreation facilities and amenities to the specific needs of the community. This framework will help clarify funding, program objectives, development or resource goals, and it will set a long-range vision for the City and provide clear action items for implementation.

Dear Community Members:

Welcome to the 2020 City of Millersburg Park Master Plan. Development of the first park in Millersburg began in 1980 with initial construction on 3.75 acres of our now 11.4 acre City Park. In 2006 Acorn park development began, and in 2010 the construction of Talking Waters Garden began. Talking Waters Garden was a joint venture with the city of Albany for the construction of a functional and educational wetlands with trails and signage for the cooling of treated waste water prior to discharge to the Willamette River.

Since the development of these facilities the city has experienced significant growth, doubling in size over the last ten years, with the majority of that growth occurring during the last four years. With this growth the City Council recognized the importance of developing a Parks Master Plan to help guide the implementation of its mission, vision and strategic plan.

The Park Master Plan was developed through extensive input from the community as well as careful consideration of industry standards and trends. This document represents a collaborative effort of our residents, community stakeholders, and staff who together believe in the importance of a strategic direction to achieve our goals, while anticipating future community needs. The Plan aims to provide a sustainable and balanced Park system that is accessible and inclusive for each and every one of our residents to enjoy.

As the Plan articulates, many of the ideas found within this document mirror emerging priorities our citizens believe are important. Our collective challenge is to use the plan as a foundation to build upon to ensure future generations will have an opportunity to enjoy an outstanding park and recreation system, while at the same time ensuring we are good stewards of the City’s resources. Through a newly established Parks Commission it will be our ongoing responsibility to strategically evaluate facilities, services, and operations in order to continue meeting our community’s needs and the challenges of the future.

We are especially grateful to our residents who participated as members of the Parks Committee and those community members who have voiced their opinions and attended our public meetings.

Our promise to the community is to use this plan to continue our efforts to be a community that supports recreational and social activities for all ages, maintain a quality of life, and anticipate future community needs, while balancing these needs with available funding resources.

Kevin Kreitman,
City Manager



ON THE COVER A walk in the park on a crisp autumn day.

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“A community that supports recreational & social activities for all ages.”

PLANNING FOR THE FUTURE

The City of Millersburg began development of its first citywide park system master plan in late 2018 to provide a logical blueprint for the management and growth of the City's park system. As a ten-year guide and strategic plan for enhancing park and recreation amenities for the community, the citywide Park System Master Plan establishes a path forward for enabling and enhancing high quality, community-driven parks, trails, open spaces and recreational opportunities. This citywide Park System Master Plan was developed with the input and direction of local residents and stakeholders, and the process included public meetings and a community survey as baseline data to inform the plan.

The Plan outlines a framework for the improvement and growth of City recreation facilities, amenities and parks to address the specific needs of the community. This framework clarifies program objectives, development goals, and sets a long-range vision for the City with clear action items and strategies for implementation for the next 5 to 10 years.



GUIDED BY VALUES

Millersburg's City Council adopted its 2019 Strategic Plan, and it reinforced the mission, vision values and priorities for the City's future.

CITY MISSION

Partnering with business and industry to maintain a quality, small-town atmosphere.

CITY VALUES

- Community Trust and Integrity
- Commitment to Service
- Continued Fiscal Responsibility
- Collaboration
- Continuous Improvement
- Communication

STRATEGIC PRIORITIES

- Community Governance
- Safety
- Development
- Public Infrastructure
- Recreation
- Environmental Stewardship

These citywide values provided a foundation for the policies and recommendations within this Plan.

4 OVERVIEW

A SMALL CITY WITH RURAL CHARM

Millersburg is a small community of just over 2,000 residents in the mid-Willamette Valley. The community's walkable residential neighborhoods and agricultural views afford a small-town feel for local residents, while its local industries provide well-paying jobs for its growing population and attract workers from across the greater Albany metropolitan area.



ABOVE: City Park is Millersburg's community living room and central location for community gatherings, events and outdoor activities.



Incorporated in 1974, Millersburg shows pride in its agricultural roots and aims to maintain its small town appeal.

HISTORY

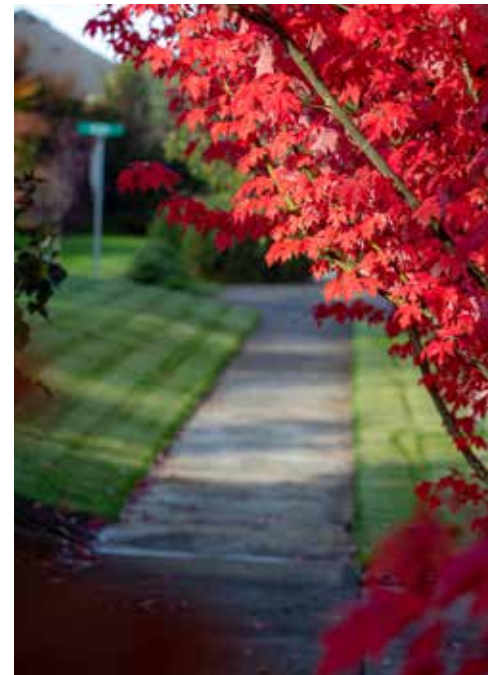
QUIET RESIDENTIAL - STRONG INDUSTRIAL

The Mid-Willamette Valley, including the area around present-day Millersburg, was home to the Kalapuya people. However, European exploration of the area brought diseases that decimated the local indigenous population.

The Millersburg area was originally settled by members of the Miller family in the 1850s after they filed Donation Land Claims. In the mid-1870s, the area became known as Millersburg and saw the development of a Southern Pacific Railroad station, post office and Millersburg School. The area remained largely agricultural through World War II and was an important regional producer of dairy, row and field crops.

In the mid-twentieth century, Millersburg began to experience rapid industrial development with the establishment of the Simpson Timber Plant (1941), Albany Paper Mill (1955), Wah Chang zirconium plant (1956), Willamette Duraflake fiberboard plant (1960), and the Georgia Pacific mill (1969), among others.

In 1972, the City of Albany proposed to annex areas to its north, including portions of southern Millersburg and, notably, the location of the Wah Chang corporation. Wah Chang officials, wary of the additional tax rates annexation would bring, prepared an alternative incorporation proposal that would establish a new city inclusive of their property and nearby residents. In their consideration of the proposal, the Linn County Board of Commissioners



expanded the boundaries of the proposed new City to include additional rural areas. This combination of industrial and rural agricultural and residential areas would become the City of Millersburg after a public incorporation vote in 1974, without the consent of the City of Albany.

In the decades since its incorporation, Millersburg has seen growth in its residential areas and turn-over of its industrial employers. Today, it remains an important industrial center in the region, as well as a growing suburban community with a rural feel. ■

ECONOMY

DIVERSE & EXPANDING

Millersburg is home to several major industrial employment companies for the Albany metropolitan area and includes over 40% of available industrial land in the region. The City plays a significant role in the economy of the Mid-Willamette Valley. Due to these industrial employers, the City’s employment population is higher than its residential population.

Millersburg’s residents are employed in a variety of industries and fields. Over one-third (37%) of working residents are employed in professional, educational, or health fields. Other sizable industries include manufacturing (14% of workers), retail trade (12%) and construction (7%). Millersburg’s largest employer is ATI Metals, which operates

a metal manufacturing facility. Residents also have easy access to employment opportunities in the Albany area.

Approximately 58% of residents over 18 are employed, less than 1% are unemployed, and the remaining 42% are out of the work force. Residents are generally well educated; over 92% of those over 25 years of age have completed a high school degree and 66% have some college or higher-level education.

According to *Coordinated Population Forecast for Linn County* compiled by Portland State University, the forecasted population for Millersburg will grow to approximately 3,000 by 2035, representing a 15% increase in population in that timeframe. ■

PARK SYSTEM PLANNING PROCESS

The citywide Park System Master Plan is a reflection of the community’s interests and needs for parks, recreational facilities and trails. The planning process was aimed to encourage and enable public engagement in the choices, priorities and future direction of the City’s park and recreation system. The Plan project team conducted a variety of public outreach activities to solicit feedback and comments, in concert with a review of the recreation system inventory, level of service review and the current and future needs assessment.

Current community interests surfaced through a series of public outreach efforts that included a mail survey, two open house meetings, stakeholder discussions, online engagement, website content and Parks Committee meetings. An assessment of the park inventory became the basis for determining the current performance of the system. An overarching needs analysis was conducted for recreation amenities, parks and trails to assess current demands and forecast future demand accounting for population growth.

To guide the implementation of the goals of the Plan, a capital project list was developed along with a set of strategies that identified costs and potential funding sources. Together, this process is represented in this planning document, which was reviewed by the public, Parks Committee and City Council members. The Plan will guide park and recreation service delivery for the next 5 to 10 years.

Demographics	Millersburg	Linn County	Oregon
Population Characteristics			
Population (2019)	2,615	126,550	4,236,400
Population (2010)	1,329	116,672	3,831,074
Population (2000)	651	103,069	3,421,399
Percent Change (2000-18)	302%	23%	24%
Persons w/ Disabilities (%)	11.9%	17.4%	14.6%
Household Characteristics (2013-17)			
Households	659	46,265	1,571,631
Percent with children	37.6%	31.1%	29.1%
Median Household Income	\$78,576	\$49,515	\$56,119
Average Household Size	2.97	2.59	2.5
Average Family Size	3.33	3.07	3.05
Owner Occupancy Rate	84.7%	64.1%	61.7%
Age Groups (2017)			
Median Age	40.4	39.7	39.2
Population < 5 years of age	4.0%	6.1%	5.8%
Population < 18 years of age	29.8%	23.1%	21.5%
Population 19 - 64 years of age	54.7%	59.3%	62.2%
Population > 65 years of age	15.5%	17.6%	16.3%

Sources: Portland State University 2019 Population Estimates
2010 Census, 2000 Census, 2016 American Community Survey

Figure 1. Population Characteristics: City of Millersburg, Linn County, State of Oregon

PAST PLANS GUIDING GROWTH

Past community plans and other relevant documents were reviewed for policy direction and goals as they pertain to the provision and planning for parks and recreation opportunities in Millersburg.

Millersburg Strategic Plan (2019). The Millersburg Strategic Plan creates overarching visions, strategies and goals to move the City forward. Originally prepared in 2016 and revised in 2019, the Plan was developed by a community committee at the request of the Millersburg City Council. It establishes an overarching vision that Millersburg is “a community valuing our strong industrial foundation and economic development, which supports a tax-base providing funding for excellent services to maintain a safe and healthy community with a small-town atmosphere.” The Plan identifies six key strategic priorities for moving the City towards this long-term goal, relating to community governance, safety, development, public infrastructure, recreation, and environmental stewardship. Strategic Priority 5 focuses on supporting recreational and social activities. To achieve this vision, the Plan outlines two goals:

- Evaluate and plan for park and recreation needs; and
- Continue to support and grow the annual community event, the Millersburg Celebration.

The Strategic Plan also identifies the City’s intent to improve the City’s non-motorized transportation system by developing master plans for multi-use trails and bicycle lanes and incorporating these improvements into the review and approval of future developments and/or public improvements.

Millersburg Comprehensive Plan (2001).

The Millersburg Comprehensive Plan is the guiding policy document for the conservation and development of lands within the city and is intended to ensure the community remains livable and safe as growth occurs. The current Plan was adopted in 2001 and represents the first periodic review of the City’s Comprehensive Plan since it was originally acknowledged by the State of Oregon in 1983.

The Plan identifies the boundaries of, and management priorities for, land within the Willamette Greenway. Of the approximately 2.4 miles of Willamette Greenway within Millersburg, about half is publicly-owned by the state and City of Albany, and the other half is privately-owned industrial property. It includes policies supporting increasing river access to enable use of the Willamette as a recreational resource. As there is no public access to the river within Millersburg, the Comprehensive Plan supports the efforts by the City of Millersburg, City of Albany and Linn County to provide recreational access to the river that is convenient to Millersburg residents.

The Parks and Recreation section of the Public Facilities Element provides an overview of recreational demand, establishes desirable standards for park acquisition and development (10 to 15 acres per 1,000 residents), documents the City’s current park inventory, offers guidelines for park site selection, and sets the following six priorities for future park investment:

- Development of the existing 11.23 acre city park.
- Development of a City Park system master plan.
- Acquisition of greenway easements suitable for trails.
- Acquisition of a second community park site in Northern Millersburg when indicated by the rate of development. Acquisition of woodland and creek property is particularly desirable.
- Development of Millers Cemetery as a passive park.

- Acquisition, not necessarily by the City, of an access point to the Willamette River, near the Northern Residential Area.

The Plan also notes that Millersburg residents utilize the Albany Library and various Albany recreation programs. The City of Millersburg pays fees and service charges for City residents who utilize these programs.

Millersburg Transportation System Plan (2016). The Millersburg Transportation System Plan (TSP) is the City’s long-term plan for investments in its transportation system to meet the needs of current and future development. The plan identifies nine priority infrastructure improvements, including three street reconstruction projects, two bicycle access projects and four pedestrian projects totaling approximately \$4 million. The plan also sets guiding policies for the connectivity, safety, equity and stewardship of the a multi-modal transportation network. Specific to parks and recreation, the Plan calls on the City to “support physical activity by maintaining existing recreational corridors and increasing pathway and trail connections” and identifies a shared-use path through Millersburg City Park as a priority investment. The TSP is consistent with state, regional and local plans and complies with Oregon’s Transportation Planning Rule.

Linn County Comprehensive Plan (2005). The Linn County Comprehensive Plan is the long-range land use policy document for Linn County. It addresses the applicable Statewide Planning Goals, defines the County’s various land use and growth management goals and policies, and determines the land use designations for all property in the County.

The Plan’s Community Facilities and Development Element includes a Recreational Needs section that establishes county-wide goals to provide diverse recreation opportunities that meet the needs of all residents and promote their health and safety. These goals will be implemented through the use of zoning tools, development review, and coordination with local, state and federal recreation providers in the County.

The Plan’s Natural Resources Element sets policies and implementation strategies for the conservation of natural areas, open spaces, scenic views and sites and the management of the County’s wilderness, recreational trails and scenic waterways.

Linn County Park and Recreation Master Plan (2009). The Linn County Park and Recreation Master Plan assesses recreational needs in the county and establishes a road map for future investment in County parks and recreational areas. The Plan assesses the County’s existing inventory, including regional parks, natural areas, waysides, boater access, historic sites and forest lands. It identifies capital improvements and management practices the County should pursue to achieve the community’s environmental, economic development, and recreational goals. In the Albany-Millersburg area, the Plan recommends improving Freeway Lakes Park, which is located about 7 miles south of Millersburg along I-5, with a day use area, trails and lake viewpoints.

Oregon Trails 2016-2025. Oregon Trails 2016-2025 is a statewide trails plan completed by the Oregon Parks and Recreation Department for a variety of trail types and uses, including non-motorized, motorized (all-terrain vehicle and snowmobile), water trail and Scenic Waterways. The plan segmented the state into planning regions – Region 3 includes Linn, Benton, Polk, and Marion Counties. In the urbanized areas of Linn County, the plan identifies a priority for non-motorized trail connectivity, maintenance and repair, and protecting natural features. With regard to water trails, the Plan identifies a priority for public access (developed or undeveloped) to the water and non-motorized boat launch facilities. The plan also identifies the stretch of the Willamette River that runs adjacent to Millersburg, as well as the nearby North and South Santiam River, as potential candidates for Scenic Waterway status. ■



PUBLIC PROCESS COMMUNITY LISTENING

Community engagement and input played a crucial role in revealing the current interests in and needs for park and recreation amenities, as well as establishing the future recreational framework that reflects community priorities. This planning process leaned on community outreach, stakeholder meetings, surveys and a park site assessment to provide the baseline of local need. Throughout this process, the public provided information and expressed opinions about its needs and priorities for parks, trails and recreation opportunities in Millersburg.

Public outreach methods were varied and extensive, including:

- Two community workshops
- Community survey
- Tabling outreach at the Millersburg Celebration
- Four stakeholder discussions
- Social media content & emails
- Parks & Recreation Committee meetings

Public Meetings

The project team sought feedback from local residents at two public meetings held at City Hall. The first meeting occurred in May and the second in September 2019. Meeting flyers, social media and email announcements were used to publicize the events and encourage participation.

Parks Committee Meetings

The Parks Committee provided feedback on the Plan during two public sessions. Early in the project, the Committee heard an overview of the project scope and

timeline, and they offered comments regarding current issues and challenges. The Committee also received a project update and overview of the draft Plan that included an overview of the planning process, key themes and draft recommendations for parks, recreation and trail opportunities.

Stakeholder Discussions

Interviews with internal and external stakeholders were conducted to more broadly assess the opportunities for site enhancements, partnerships and coordination. Stakeholders were identified by City staff based on their past coordination with the City and their involvement or interest in the future of Millersburg's park, recreation or trail facilities.

In addition to these direct outreach opportunities, the Millersburg community was informed about the planning process through a project webpage on the City's website, announcements via Nextdoor and tabling at the Millersburg Celebration.

The following list represents desired amenities or offerings most frequently noted by participants.

- Pickleball courts
- Recreational trail connections
- Additional picnic shelter at City Park
- Splash pad at City Park
- Off leash dog areas (dog park)
- Exercise stations
- Additional community events



Over 500
community
members were
engaged with the
Plan and provided
input through the
survey or other
outreach.

A more complete summary of public comments is located in the Appendix B and C. ■



Exploring community priorities.



TOP / BOTTOM: Open house meeting at City Hall

THEMES FROM COMMUNITY STAKEHOLDERS

- Collaborate and partner with the school district, Boys & Girls Club and other providers for programming.
- Provide more summertime, outdoor structured events and programs; Explore options to accommodate summertime programming at City Park.
- Explore sport field options that include multi-use turf fields, concessions, restrooms and batting cages.
- Improve maintenance at City Park and continue to coordinate and communicate with adjacent neighbors.

RECREATIONAL TRENDS

- Walking, hiking and biking on trails is the most popular recreational activity - locally, statewide & nationally.
- Pickleball continues to be the fastest growing sport.
- Opportunities to experience the outdoors can be supported via programs, as well as amenities such as viewing platforms, nature play areas & interpretation.

See Appendix D for a detailed summary of state and national trend information.

COMMUNITY SURVEY

In April 2019, an 18-question survey was mailed to every household in Millersburg, and it was also posted as an online version. The survey was developed in collaboration with city staff and the Parks and Recreation Committee and was promoted via multiple Nextdoor announcements and during a public open house meeting held in May. In all, 442 survey responses were collected. The following pages offer highlights from the survey responses, and the complete survey summary is attached as Appendix A.

Frequency of Park Use. Residents tend to visit frequently, with 26% visiting at least once a week and another 38% visiting one to three times per month. About a quarter of residents visit just a few times per year. Few (11%) did not visit a park last year. Nearly nine in ten residents have visited City Park, 55% have visited Talking Water Gardens, and 35% have visited the Acorn Park.

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

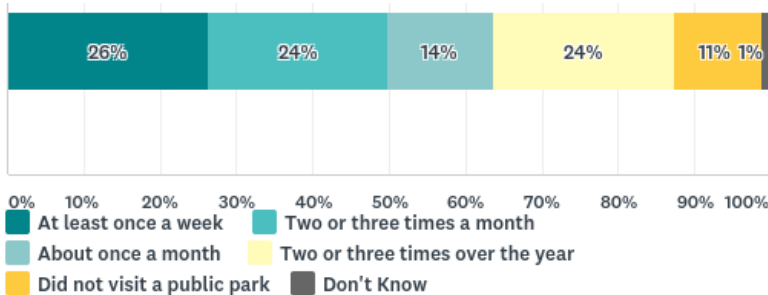


Figure 2: Frequency of Park Usage

Overall satisfaction for parks and recreation amenities. A large majority of residents (72%) are somewhat to very satisfied with the value they receive from the City of Millersburg for parks and recreation amenities. However, a share of residents (21%) are either somewhat or very dissatisfied. Younger residents and those with children at home tend to be less satisfied with the value provided by Millersburg’s parks than older residents or those with adult households.

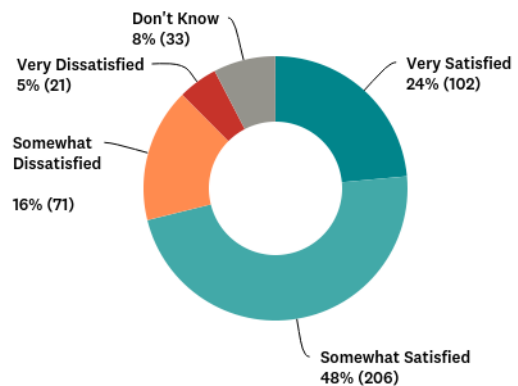


Figure 3: Satisfaction with Value Received for Park and Recreation Amenities

Condition of Existing Parks. Survey respondents were asked to rate the general condition (maintenance and upkeep) of City parks that they had visited. Of the residents who have visited City Park or Talking Water Gardens, more than eight in ten (82%) gave them a condition rating of excellent or good. Residents rated the condition of Acorn Park less favorably – however more than half (57%) consider it to be in excellent or good condition.

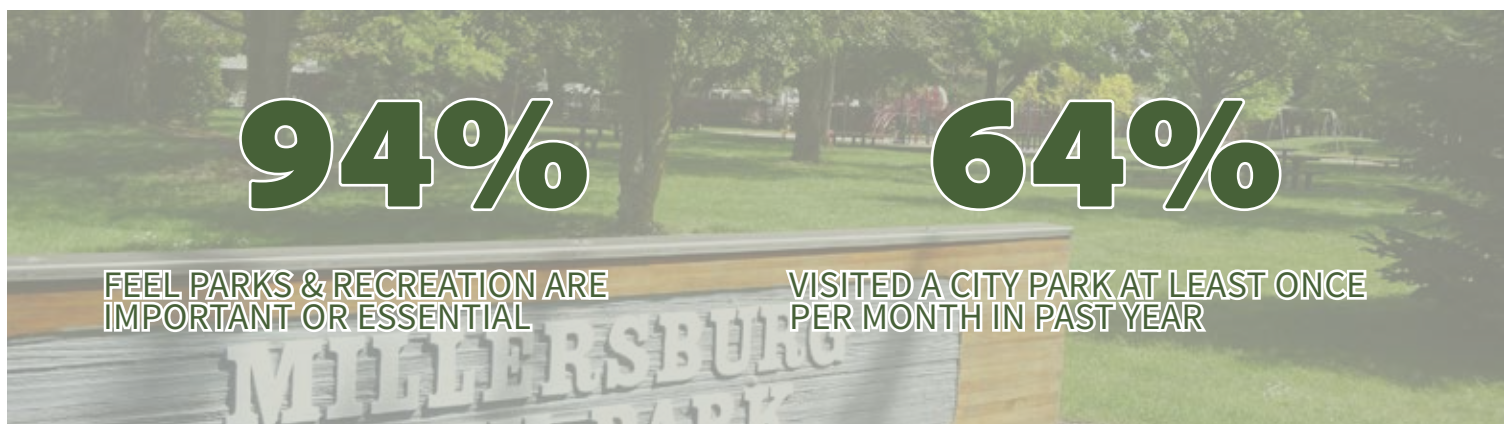
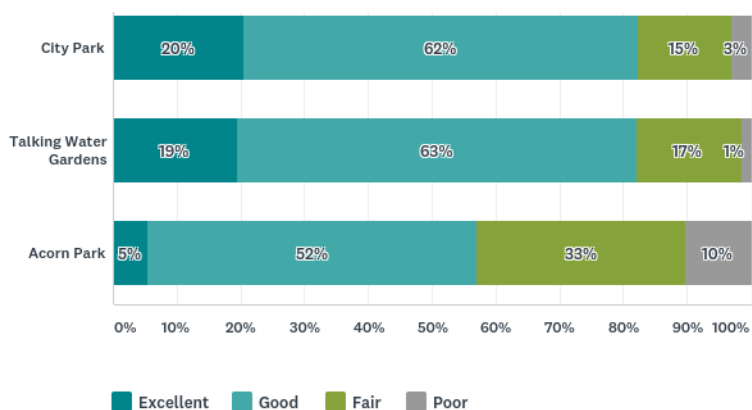


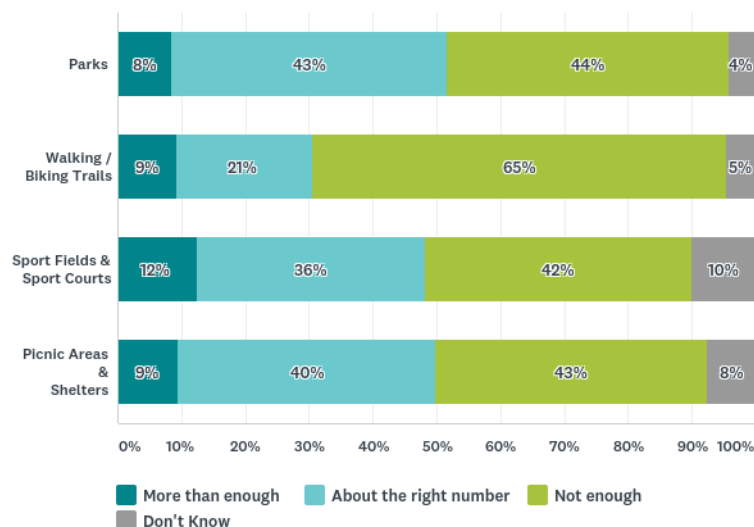
Figure 4: Sentiment about Condition of Existing Parks



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

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

Figure 5: Sentiment about Parks and Recreation Opportunities



12 PUBLIC INVOLVEMENT

Park and Facility Improvement Priorities.

Survey respondents were presented with a list of potential improvements to Millersburg’s parks, including upgrades to existing facilities and development of new facilities. A large majority of residents (80% or more) were supportive of expanding and improving multi-use walking and biking trails, picnic areas or shelters for group gatherings, and community events or festivals. More than half of respondents were very or somewhat supportive of all other improvements listed, with the exception of disc golf and skateboarding/BMX parks.

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

Priorities for Expanding or Improving Recreational Opportunities.

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

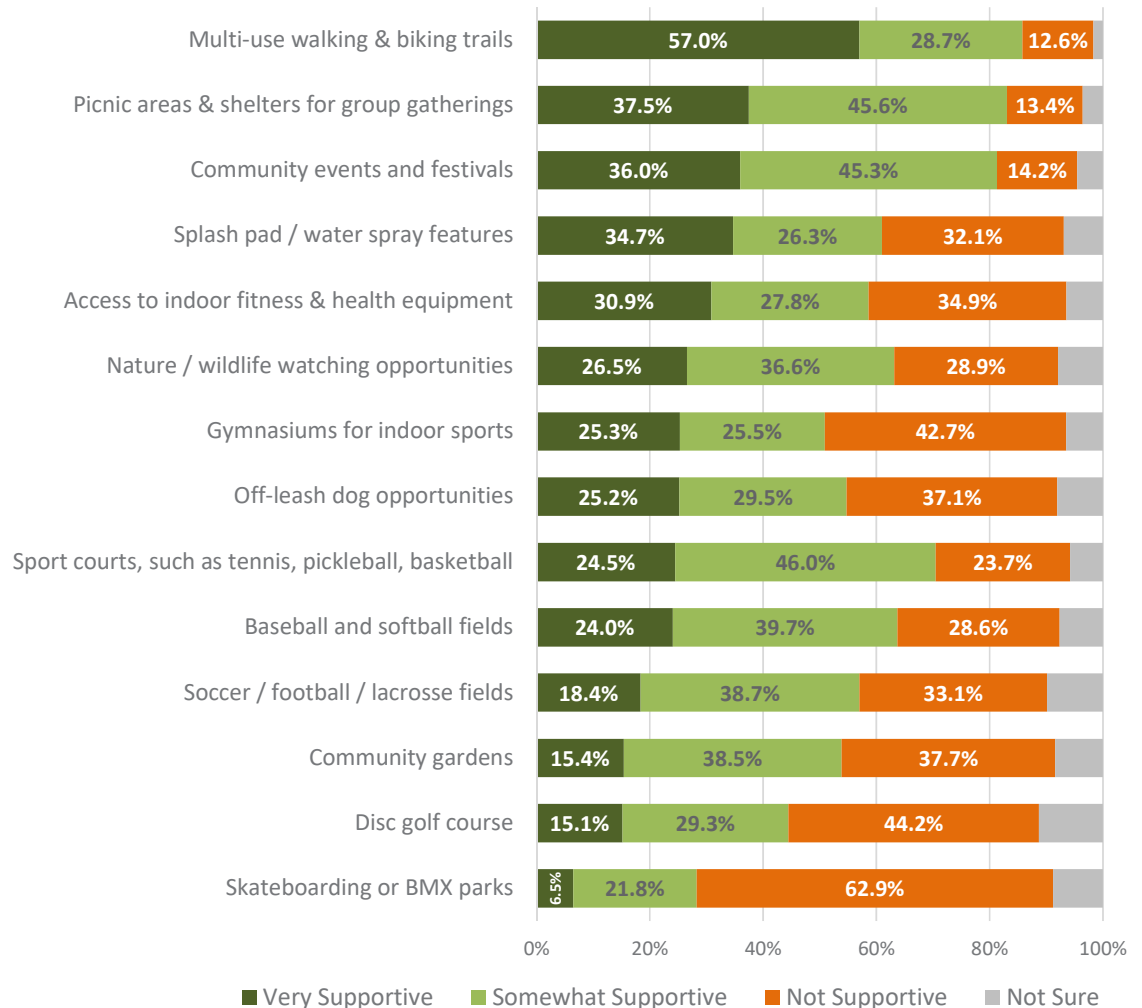


Figure 6: Priorities for Park & Facility Improvements

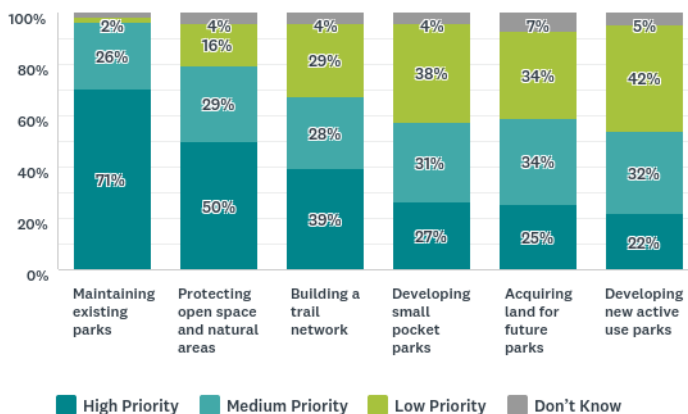


Figure 7: Priorities for Expanding Recreation Opportunities

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

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

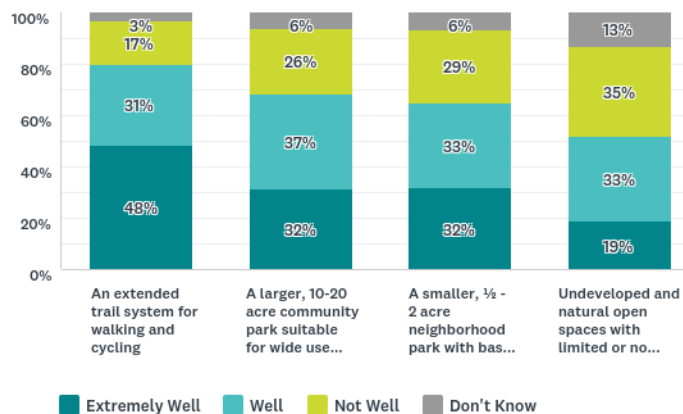


Figure 8: Interest in Recreation Program Areas

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

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

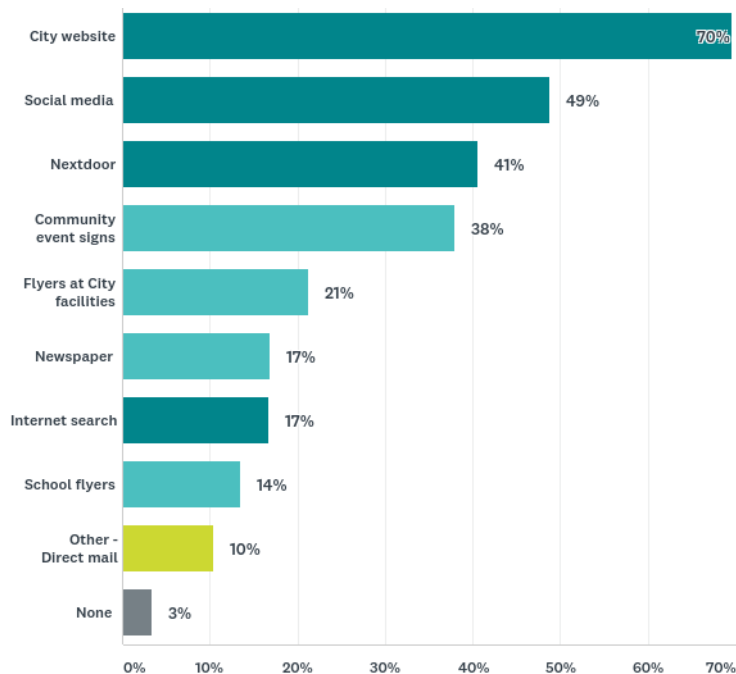


Figure 9: Preferences in Communication Channels

PARK SYSTEM OVERVIEW

Millersburg provides and maintains parks and natural areas that support a range of active and passive experiences. The park and open space inventory identifies the recreational assets within Millersburg. The City provides 11.8 acres of parkland at two sites and partnered with the City of Albany and ATI for an innovative engineered water treatment wetland, called Talking Water Gardens, located on 60.6 acres at the south end of Millersburg. The following table summarizes the current park inventory in Millersburg.

Park Type / Name	Classification	Acreage
City Parks & Open Space		
City Park	Community Park	11.2
Acorn Park	Neighborhood Park	0.6
Talking Water Gardens*	Special Use	60.6
TOTAL		72.4

* Note: Partnership project with City of Albany and ATI and located on City of Albany owned property within the City of Millersburg.

Figure 10. Existing Inventory: City-owned Parks



PARK LOCATIONS & CLASSIFICATIONS

Classifying parkland based on its characteristics and recreational offerings can help ensure the total park system meets a community's recreational needs. The planned Millersburg park system is composed of a hierarchy of various park types, each offering recreation and/or natural area opportunities. Separately, each park type may serve only one function, but collectively the system will serve the full range of community needs. Classifying parkland by function allows the City to evaluate its needs and plan for an efficient, cost effective and usable park system that minimizes conflicts between park users and adjacent uses.

As a small but growing city, the classifications are intended to provide a framework regarding the usage and utility of existing and future sites. Millersburg does not currently have properties that fall within each classification.

COMMUNITY PARKS

Community parks are large sites developed for organized play, contain a wide array of facilities and, as a result, appeal to a more diverse group of users. Community parks are generally 10 to 30 acres in size and serve residents within a 2-mile drive, walk or bike ride from the park. In areas without neighborhood parks, community parks can also serve as local neighborhood parks. In general, community park facilities are designed for organized or intensive recreational activities and sports, although passive components such as pathways, picnic areas and natural areas are highly encouraged and complementary to active use facilities. Developed community parks typically include amenities such as sport courts (basketball, tennis), covered activity areas, soccer and/or baseball fields and bike and pedestrian trails.

NEIGHBORHOOD PARKS

Neighborhood parks generally are considered the basic unit of traditional park systems. They are small parks designed for unstructured, non-organized play and limited active and passive recreation. They may range from 0.5 to 5 acres in size, depending on a variety of factors including neighborhood need, physical location and opportunity. To accommodate a typically desired amount of recreational amenities and open areas a minimum size of 1.5 acres is recommended, if possible. Neighborhood parks are intended to serve residential areas within close proximity (up to ½-mile walking or biking distance) of the park and should be geographically distributed throughout the community. Park siting and design should ensure pedestrians do not have to cross a major street or other barrier to get to a neighborhood park, unless safe crossings are provided.

POCKET PARKS

Pocket parks are small parks that provide limited opportunities for active play and passive recreation. They are generally less than 0.5 acres in size and provide modest recreational amenity to residents within a ¼-mile walking distance. Due to their small size, pocket parks may be discouraged due to their higher maintenance costs and lower recreation value.

NATURAL AREAS

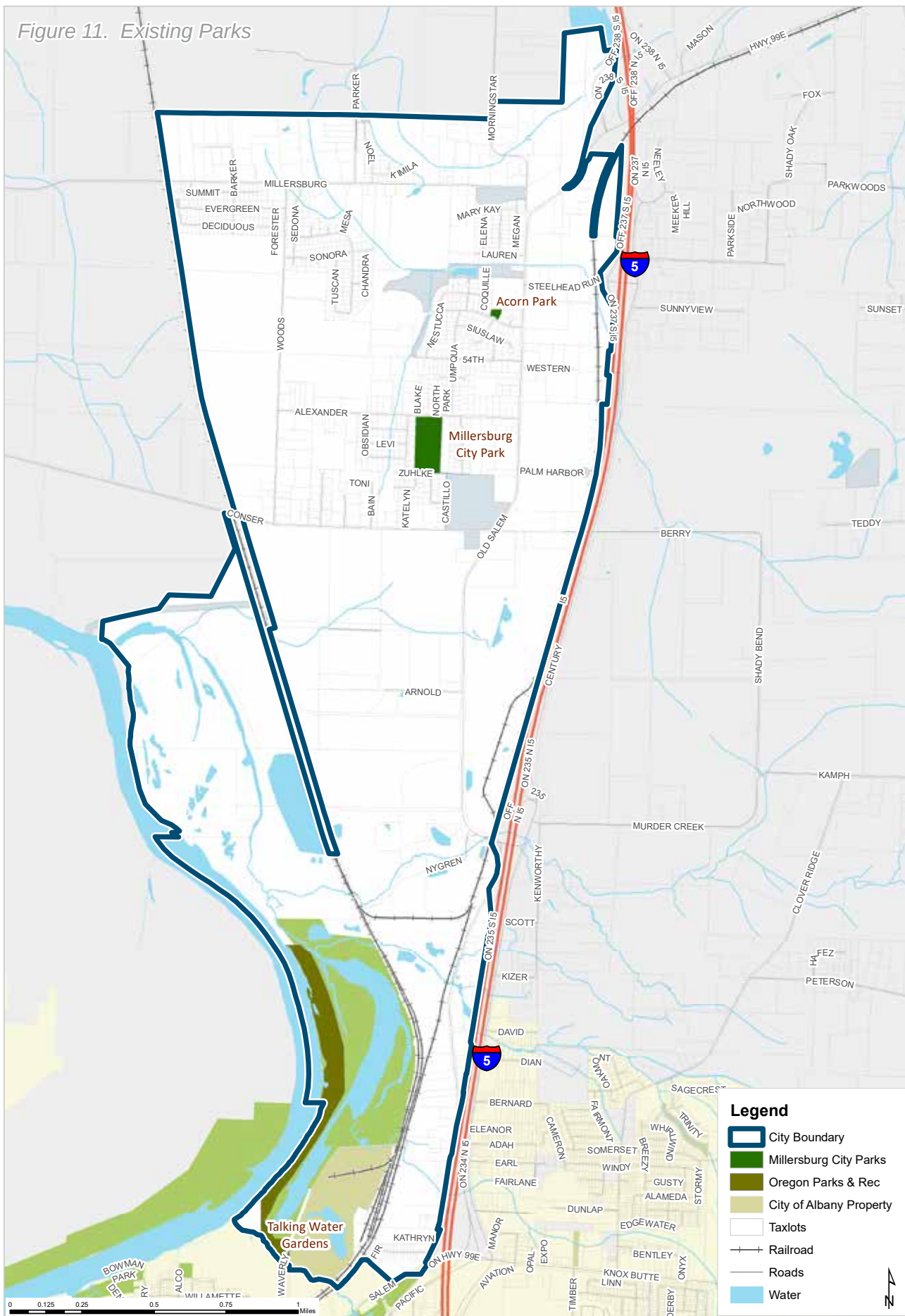
Natural areas are undeveloped lands primarily left in a natural state with only modest improvements for recreation uses. These conserved open spaces are usually owned or managed by a governmental agency and may or may not have public access. Natural areas may provide trail corridors, and offer low-impact or passive activities, such as walking or nature observation, where appropriate.

SPECIAL USE AREAS

Special use facilities include single-purpose recreational areas or stand-alone sites designed to support a specific, specialized use. This classification includes stand-alone sport field complexes and community centers.

16 PARK INVENTORY

Figure 11. Existing Parks



BENEFITS OF PARKS, RECREATION & OPEN SPACE

A number of organizations and non-profits have documented the overall health and wellness benefits provided by parks, open space and trails. The Trust for Public Land published a report in 2005 called *The Benefits of Parks: Why America Needs More City Parks and Open Space*. This report makes the following observations about the health, economic, environmental and social benefits of parks and open space:

- Physical activity makes people healthier.
- Physical activity increases with access to parks.
- Contact with the natural world improves physical and physiological health.
- Value is added to community and economic development sustainability.
- Benefits of tourism are enhanced.
- Trees are effective in improving air quality and assisting with stormwater control.
- Recreational opportunities for all ages are provided.



PHYSICAL ACTIVITY BENEFITS

Residents in communities with increased access to parks, recreation, natural areas and trails have more opportunities for physical activity, both through recreation and active transportation. By participating in physical activity, residents can reduce their risk of being or becoming overweight or obese, decrease their likelihood of suffering from chronic diseases, such as heart disease and type-2 diabetes, and improve their levels of stress and anxiety. Nearby access to parks has been shown to increase levels of physical activity. According to studies cited in a 2010 report by the National Park and Recreation Association, the majority of people of all ages who visit parks are physically active during their visit. Also, the Centers for Disease Control and Prevention (CDC) reports that greater access to parks leads to 25% more people exercising three or more days per week.



SOCIAL & COMMUNITY BENEFITS

Park and recreation facilities provide opportunities to engage with family, friends, and neighbors, thereby increasing social capital and community cohesion, which can improve residents' mental health and overall well-being. People who feel that they are connected to their community and those who participate in recreational, community and other activities are more likely to have better mental and physical health and to live longer lives. Access to parks and recreational facilities has also been linked to reductions in crime, particularly juvenile delinquency.



ECONOMIC BENEFITS

Parks and recreation facilities can bring positive economic impacts through increased property values, increased attractiveness for businesses and workers (quality of life), and through direct increases in employment opportunities.

In Oregon, outdoor recreation generates \$16.4 billion in consumer spending, creates 172,000 direct jobs and results in \$749 million in state and local tax revenue. According to the 2017 Outdoor Recreation Economy Report published by the Outdoor Industry Association, outdoor recreation can grow jobs and drive the economy through management and investment in parks, waters and trails as an interconnected system designed to sustain economic dividends for citizens.

CITY PARK

COMMUNITY PARK

Between Zuhlke Lane & NE Alexander Lane at NE North Park Court

11.2 acres

AMENITIES

- Ballfields (2)
- Playground
- Basketball court (3 hoops, in a circle)
- Sand volleyball court
- Picnic shelter
- Tennis court (lighted)
- Picnic tables
- Horseshoe pits
- BBQ grills
- Bike rack
- Restrooms
- Landscaped beds
- Parking

DESIGN OPPORTUNITIES

- Add painted travel aisle for handicapped parking stalls.
- Add small park identity sign at southern pedestrian entry.
- 10 individual picnic tables with grills without ADA paved access.
- No ADA access to ballfield spectator benches.
- Remove Photinia hedge in sections that are dying and declining.
- Where screening is still needed, replace with lower maintenance plantings.

MANAGEMENT CONSIDERATIONS

- No playground ADA access - add ramp.
- Some pavement cracks in trail loop.
- Add sand to volleyball court and consider providing under drain.
- Remove weed fabric along southwest perimeter Norway maple trees.
- Consider restoration practices to help trees recover healthy root system.



A bird's eye view to the north



Paved or stable surface pathways to picnic tables will improve ADA access



A new infield mix will improve playability



...a great place for a celebration

Under-drainage can extend the play season

...bringing the community together



A second shelter could provide accommodations for more park users



Consider pickleball striping with future surface maintenance

ACORN PARK

POCKET PARK

NE Clearwater Drive at Luckiamute Lane

0.6 acres

AMENITIES

- Playground
- Picnic tables
- Shade trees (oaks)
- Grass (thin cover in shade)
- Off-street parking (pull-off)
- Trash cans

DESIGN OPPORTUNITIES

- No existing universal access to play area.
- Access barrier into play area from timbers.
- Consider additional landscaping that could reduce grass cover where park is too shady.
- Compatible groundcover (like an oak sedge) with oak grove would be desired.

MANAGEMENT CONSIDERATIONS

- Check depth of engineered wood chips to ensure adequate play safety/fall surfacing.
- Local deer population feeds on acorns in the winter.
- Maintenance could intentionally leave more leaf & acorn debris on the ground in the fall.



Provide universal access to playground



Provide ramp or opening to playground

TALKING WATER GARDENS

OPEN SPACE

577 Waverly Dr NE

60.6 acres



The 'gardens' provide habitat and vistas

AMENITIES

- Pathways
- Naturalized wetland areas
- Interpretive signs
- Benches
- Entry gate
- Fencing
- Gravel parking area

DESIGN OPPORTUNITIES

- None noted.

MANAGEMENT CONSIDERATIONS

- None noted.



Interpretive signs tell the story of engineered wetland

Trail map and brochure provide orientation to the site

A. Walking Trails - Talking Water Gardens is open to the public daily and offers over two miles of walking trails and viewing areas for all to enjoy. Much of the trails are wheelchair-accessible and provide both elevated and water level viewpoints as well as opportunities for observing wildlife.

B. Main Waterfall - one of several waterfalls throughout Talking Water Gardens that oxygenate and mix the water as it cascades over the rocks and natural topography. The sound a waterfall makes is known as "talking water".

C. Northern Inflow Point - where the water begins its journey through the treatment wetland. Water is pumped to this high point where it is mixed and split and then drains by gravity to the other wetland cells.

D. Weeping Wall - a water feature at the site of the former Simpson plywood mill where you can see water cascading over a portion of the mill's original loading dock that was left standing.

E. Wetland Cell - there are nine main wetland treatment areas or cells, each with a unique name, that are one to five feet deep and contain stands of vegetation as well as open water habitat areas. The deeper open water provides mixing and viewing areas, while the shallow vegetated areas provide shade for cooling and treatment of the water.

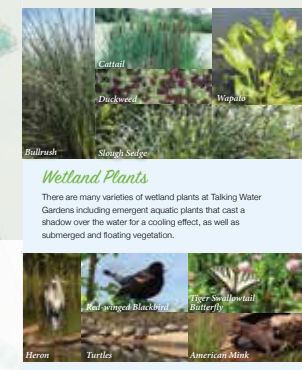
F. Oak Savanna - a common habitat in the Willamette Valley in the past, these Oregon white oak trees create a special place in Talking Water Gardens. An attractive and slow growing deciduous hardwood tree, the Oregon white oak is native to Oregon and provides much-needed habitat for wildlife.

G. Outlet Weirs - simple flow control structures made of wooden slip logs that are lifted or lowered to control the amount of water in each wetland cell. The weirs are adjusted throughout the year for plant and habitat needs as well as for maintenance activities.

H. Final Discharge Point - the lowest point of Talking Water Gardens where all of the treated water flows to before exiting the wetland through a pipe to the Willamette River.

Wetland Plants
There are many varieties of wetland plants at Talking Water Gardens including emergent aquatic plants that cast a shadow over the water for a cooling effect, as well as submerged and floating vegetation.

Wildlife
In addition to water treatment, Talking Water Gardens provides habitat for wildlife including over 100 species of birds and waterfowl, as well as small mammals, reptiles



PARK CONDITIONS ASSESSMENT

The condition of park infrastructure and amenities is a measure of park adequacy and a required assurance of public safety. General park infrastructure may include walkways, parking lots, park furniture, drainage and irrigation, lighting systems and vegetation. Deferred maintenance over a long period can result in unusable amenities when perceived as unsafe or undesirable by park patrons.

The existing conditions within parks were assessed to identify issues and concerns and opportunities for future improvements. The condition assessment matrix shown on the below summarizes the results of these assessments and can be used to help prioritize needed park improvements. The matrix uses a rating system that ranks the condition of the park element based on the following scale:

1 – Good Condition: In general, amenities in good condition offer full functionality and do not need repairs. Good facilities have playable sports surfaces and equipment, working fixtures, and fully intact safety features (railings, fences, etc.). Good facilities may have minor cosmetic defects. Good facilities encourage area residents to use the park.

2 – Fair: In general, amenities in fair condition are largely functional but need minor or moderate repairs. Fair facilities have play surfaces, equipment, fixtures, and safety features that are operational and allow play, but have deficiencies or time periods where they are unusable. Fair facilities remain important amenities for the neighborhood but may slightly discourage use of the park by residents.

3 – Poor: In general, amenities in poor condition are largely or completely unusable. They need major repairs to be functional. Poor facilities are park features that have deteriorated to the point where they are barely usable. Fields are too uneven for ball games, safety features are irreparably broken, buildings need structural retrofitting, etc. Poor facilities discourage residents from using the park.

		City Park	Acorn Park	Talking Waters Garden	Average Rating
Recreation Amenities	Playgrounds	1	2	-	1.5
	Paved Courts: Basketball	1	-	-	1
	Paved Courts: Tennis	2	-	-	2
	Baseball / Softball Fields	2	-	-	2
	Pathways/Trails	1	-	1	1
	Sand Volleyball	2	-	-	2
	Other Rec Element	-	-	-	-
Site Amenities	Site Furnishings	1	2	1	1.3
	Lighting (Y/N)	1	-	-	1
	Signage	1	1	1	1
	Parking Areas	1	-	2	1.5
	Public Art	-	-	-	-
Park Structures	Restrooms	1	-	-	1
	Picnic Shelters	1	-	-	1
	Amphitheater/Stage	-	-	-	-
	Concession Building	-	-	-	-
Vegetation	Turf	1	2	-	1.5
	Park Trees	1	1	-	1
	Landscaped Beds	1	-	-	1
	Natural Areas	-	-	1	1
ADA	Compliance	2	3	1	2

Ratings: 1 = good; 2 = fair; 3 = poor

Figure 12: Park Condition Assessment

Generally a feature with a rating of “3” should have higher priority for resolution through maintenance, capital repairs or as a new capital project. Park amenity conditions were also averaged across park elements to indicate which types of elements are in greater need for significant upgrades, renovations or overall improvements. Based on this assessment, the City’s tennis courts, baseball/softball fields, site furnishings, trees and landscaping are in the greatest need of rehabilitation or repair.

PARK RECREATION AMENITIES

City Park contains attractive recreational amenities and still has some room for a few additional features. The sand volleyball court will require periodic replenishments of sand to fill low spots and maintain a playable surface. An underdrain in the sand volleyball court could extend its season of play if standing water is able to drain more readily from the sand base. The northern ballfield could be improved with regrading and drainage improvements. The southern ball field is ready for new infield mix to create a more playable field surface.

Acorn Park could add enhanced value if provided with rain protection by providing a small shelter. The addition of an accessible paved path to the playground and at least one bench and picnic table would accommodate all people with access to primary amenities.

PLAYGROUND ACCESS & SAFETY

At Acorn Park there is no existing universal access to play area. The timbers that retain the wood chips create an ADA access barrier into play area. An opening should be designed to allow better access for park users with mobility limitations.

Engineered wood chips are provided beneath playground equipment to offer play safety/fall surfacing. Regular inspection to ensure the maintenance of proper minimum wood chip depth should be conducted.

ADA COMPLIANCE

While City Park has an accessible paved path that provides a loop trail experience, the paved path does not provide ADA access to all the features in the park. City Park has ten individual picnic tables with grills in lawn areas without paved access. To meet the federal ADA accessibility guidelines, at least 50% of site amenities (tables, grills, benches, etc.) should be on an accessible route and have ADA-compliant features. An additional consideration would be that some picnic tables should have wheelchair seating within the picnic shelter.

There is no universal access to ballfield spectator benches. The playground areas have drop-offs from pavement into the wood chip safety surfaces that exceed ADA limitations, creating an architectural barrier for universal access to the play equipment. Adding a ramp into the main playground could address this barrier.

WALKING OPPORTUNITIES

In City Park, the existing paved path does not surround the complete park perimeter and value could be added if there was a better connection through the outside perimeter of the playground area. To provide better accessibility, paved pathways should connect to more benches and picnic tables.

Acorn Park has no path and requires walking on uneven grassy areas to access the recreational elements in the park. The lack of universal access (and an all-weather surface) may limit the very young and old from having safe comfortable access to use the neighborhood park.

PAVEMENT MANAGEMENT

Pavement cracks in the loop path will become tripping hazards and should be repaired before gaps exceed one inch. The tennis court has cracks developing that will eventually affect the level of play. Renovation to the court surface will be needed in the coming year or two. This need may trigger an opportunity to install additional pavement marking for other court sports like Pickleball.

Striping for basketball could enhance the 3-hoop area by indicating the free-throw lines for each hoop. Striping for the parking area should be refreshed and the designated travel-aisle for handicapped parking should be added to connect from the parking space to the accessible entry.

SHADE & SHELTERS

With only one large picnic shelter, an additional smaller shelter in the south end of the park could provide more varied accommodations for park visitors. A small shelter located adjacent to the playground could add rain/sun protection for families centering their visits at the playground. Picnic tables scattered in shade provided by mature trees are available but not accessible to all.

Additional canopy/shade trees along the south end of the perimeter loop trail could relieve the bareness of the walkway and provide shade for walkers.

PARK SITE FURNISHINGS

Existing benches are not ADA-compliant. Connecting some benches with interior paths &/or to the loop path would provide better universal access to park amenities. New ADA-compliant benches (with backs and arm-rests) with adjacent wheelchair companion spaces could be added to the loop path to help address universal access.

TREE & LANDSCAPE MANAGEMENT

In general, the parks were well maintained and in good condition. No chronic gaps were apparent in landscape practices, litter control, restroom cleanliness. Existing challenges were noticed due to the age of some plantings and the overall grade of the center of the park where low areas can be affected by slow drainage.

At City Park, much of the hedge and perimeter tree plantings were established when the park was first developed. The Photinia spp. (common name "red-tip")

hedge has been a high-maintenance planting for park crews for many years and is showing signs of die-back, as well as areas where invasive blackberries and other undesirable plants are growing through the hedge. Several decades of hedge shearing has created older trunks and gnarly branches that are less vigorous than the shrubs would be if allowed to grow in their natural form. It is doubtful that the dead and declining shrubs can be re-invigorated. The gaps in the hedge where dead/dying photinia plants are created thin screening or allowing invasive/volunteer shrubs and trees to grow into the hedge create an opportunity to redesign the aging perimeter plantings in the park. Not all edges of the property need to have a solid hedge as a buffer. Characteristics of neighboring properties and their owner's desires may allow for more openness along some of the park perimeter. Where screening is a continuing desire, replacing the photinia with other plant species or a fence can offer more aesthetic variety to the park's landscape. Some recommended plant species for use along the park's boundaries include:

Deciduous Shrubs:

- Amelanchier alnifolia, Serviceberry
- Cornus sericea, Redtwig dogwood
- Corylus cornuta, Hazelnut
- Holodiscus discolor, Oceanspray
- Oemleria cerasifoemis, Osoberry
- Sambucus racemosa, Red elderberry
- Spirea douglasii, Hardtack
- Symphoricarpus albus, Snowberry
- Viburnum edule, Highbush cranberry

Evergreen Shrubs:

- Mahonia aquifolium, Oregon grape
- Myrica californica, Wax myrtle
- Rhododendron macrophyllum, Pacific rhododendron

Small trees:

- Acer circinatum, Vine maple
- Cornus nuttali, Pacific dogwood
- Rhamnus purshiana, Cascara

The palette of plant species listed above are native to the Pacific Northwest and could provide valuable contributions to the native insects, birds and mammals in both local and migrating wildlife populations. If native species are not reasonably available in the local nursery trade, then a close relative should be selected as an alternative. The replacement plantings (for the hedge removal) can be grouped in mass plantings that mix trees and shrubs for a less linear layout that provides more room to grow and eliminated the high maintenance requirement of mechanical shearing or annual pruning.

The arborvitae hedge around tennis court screens the court from outside view and regularly needs trimming around the park signs installed on the court fence. There is an opportunity to remove some of the hedge plants to open up the interior views to the court without detracting from play-ability. Following CPTED (crime prevention through environmental design) principles, the court does not need to be screened from the outside. Leaving a cluster of arborvitae at each corner of the court may reduce the visual severity of the change from fully screened to more open. This approach could help phase the removal of the hedge more gradually.

Norway maple trees along the park perimeter are showing varying degrees of decline with some trees dying and unlikely to be recoverable. Girdling roots (common among this maple species) were evident on many trees. The use of weed fabric may be a major contributor to the decline of the trees since the fabric inhibits the movement of both air and water into the root zone. The fabric also prevents the migration of organic material into the soil for maintaining a healthy soil environment. The fabric should be immediately removed. To help mitigate for the resulting unhealthy soil conditions, a layer of leaf compost can be applied prior to the application of replacement bark mulch. Further, aeration and fertilization by a certified arborist is recommended.

In reviewing the need for tree and hedge replacements, the City may want to consider a communications effort to share the design ideas with the public prior to any significant hedge removal. Design illustrations of the proposed changes could help ease the public's perception of the how and why some landscape changes are necessary. Providing a sounding board for feedback from park users may help refine and improve the design for future plantings and the phasing for landscape changes.

In Acorn Park, the City should consider additional landscaping that could reduce grass cover where the park is too shady. A native groundcover, like oak sedge, compatible with the oak grove would be desirable.

Because both parks rely on tree canopy cover to provide the natural setting for each park's visual character and user comfort, an investment in continuing tree care is recommended. Annual or biennial inspections by a certified arborist with an as-needed pruning contract can help ensure proper care and hazard avoidance for the tree canopy in the parks. Trees are a long-term investment and cyclical care cycles can be considered as part of a capital improvement program. ■



“Parks, like fingerprints, are unique and give us a sense of identity and belonging”

ACCESS & DISTRIBUTION

WITHIN A 10-MINUTE WALK

PARKLAND GAP ANALYSIS

Millersburg residents have access to City Park and Acorn Park, as well as natural areas like Talking Water Gardens and open spaces along the Willamette River. However, Millersburg's projected growth will place pressure on access to existing recreational lands. Understanding the known gaps in the park system will provide a foundation for strategic planning to ensure that residents have access to an equitable and distributed system of parks, trails and amenities to stay healthy and active.

PARKLAND WALKSHEDS

Determining the 'walksheds' for a community's existing parks can reveal gaps where residential areas have no public parks within reasonable walking distance. These gaps help illustrate need for improved park access, and identified gaps within the park system can become targets for future parkland acquisition.

To better understand where the City should direct acquisition efforts, a gap analysis of the park system was conducted to examine and assess the current distribution of parks throughout the city. The analysis reviewed the locations and types of existing facilities, land use classifications, transportation/access barriers and other factors as a means to identify preliminary acquisition target areas. In reviewing parkland distribution and assessing opportunities to fill identified gaps, residentially zoned lands were isolated, since neighborhood and community parks primarily serve these areas.

Walksheds were defined for neighborhood parks using a ¼-mile primary and ½-mile secondary service area with travel distances calculated along the road network starting from known and accessible access points at each park. Walksheds for community parks were derived using ¼-mile,

27% of Millersburg's residential lands are within ½-mile of a park, according to the gap analysis completed for this Plan

½-mile, and 1-mile travel distances to acknowledge that community parks serve a wider array of users and driving to such sites is typical.

Gaps in parkland distribution appear in two main areas of the city, listed in no particular order:

- North Millersburg, near Millersburg Drive NE and Parker Lane NE
- Northwest Millersburg, west of Woods Road NE and south of NE Deciduous Avenue

FUTURE ACQUISITIONS

This Plan proposes acquisition of parkland for future neighborhood parks in these areas. While the targeted acquisition areas do not identify a specific parcel(s) for consideration, the area encompasses a broader region in which an acquisition would be ideally suited. These acquisition targets represent a long-term vision for improving parkland distribution throughout Millersburg.

As the city develops with new subdivisions, this gap assessment should be re-evaluated to further target parkland needs to new residential areas. ■

Figure 13. Park Walkshed Map

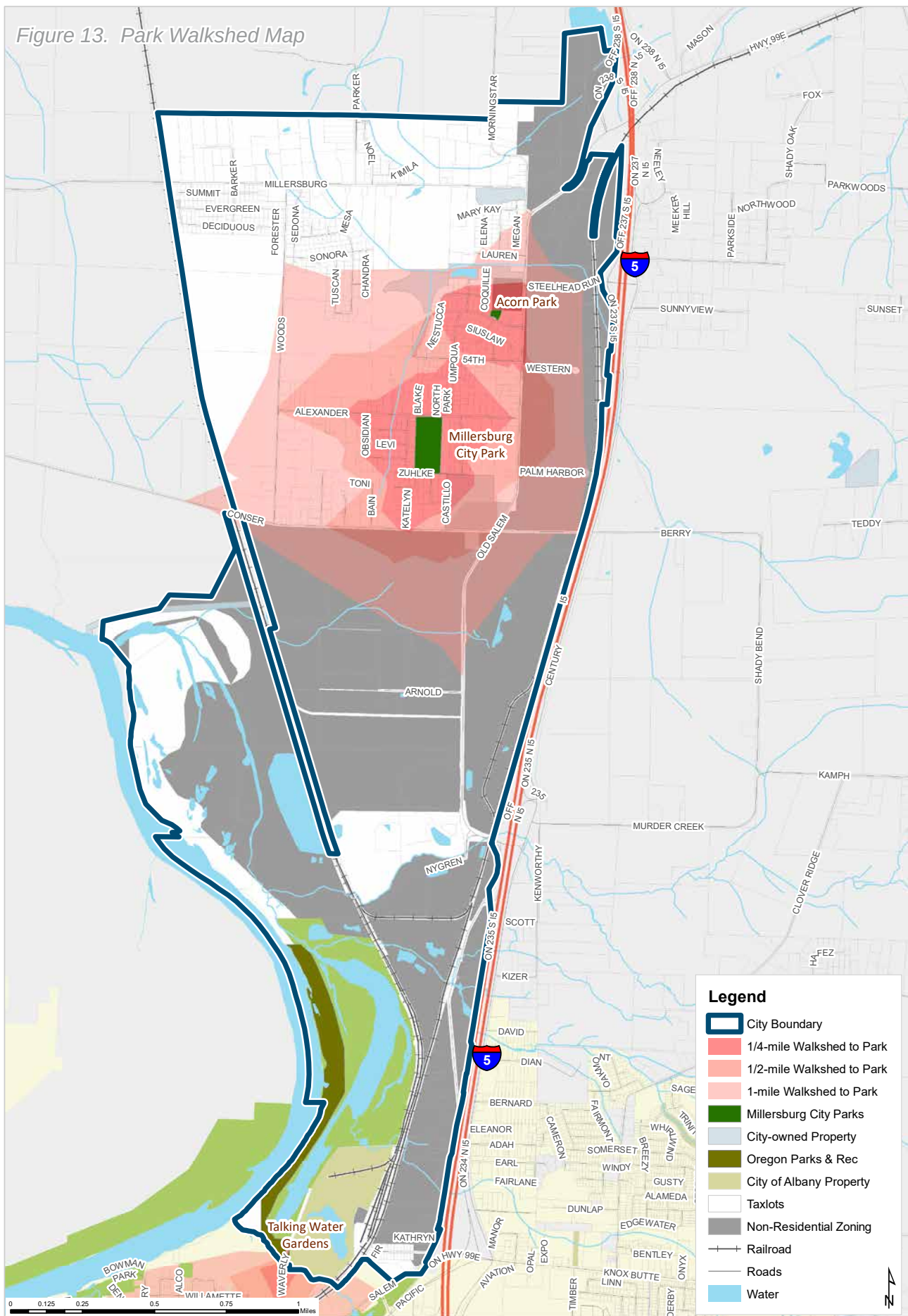
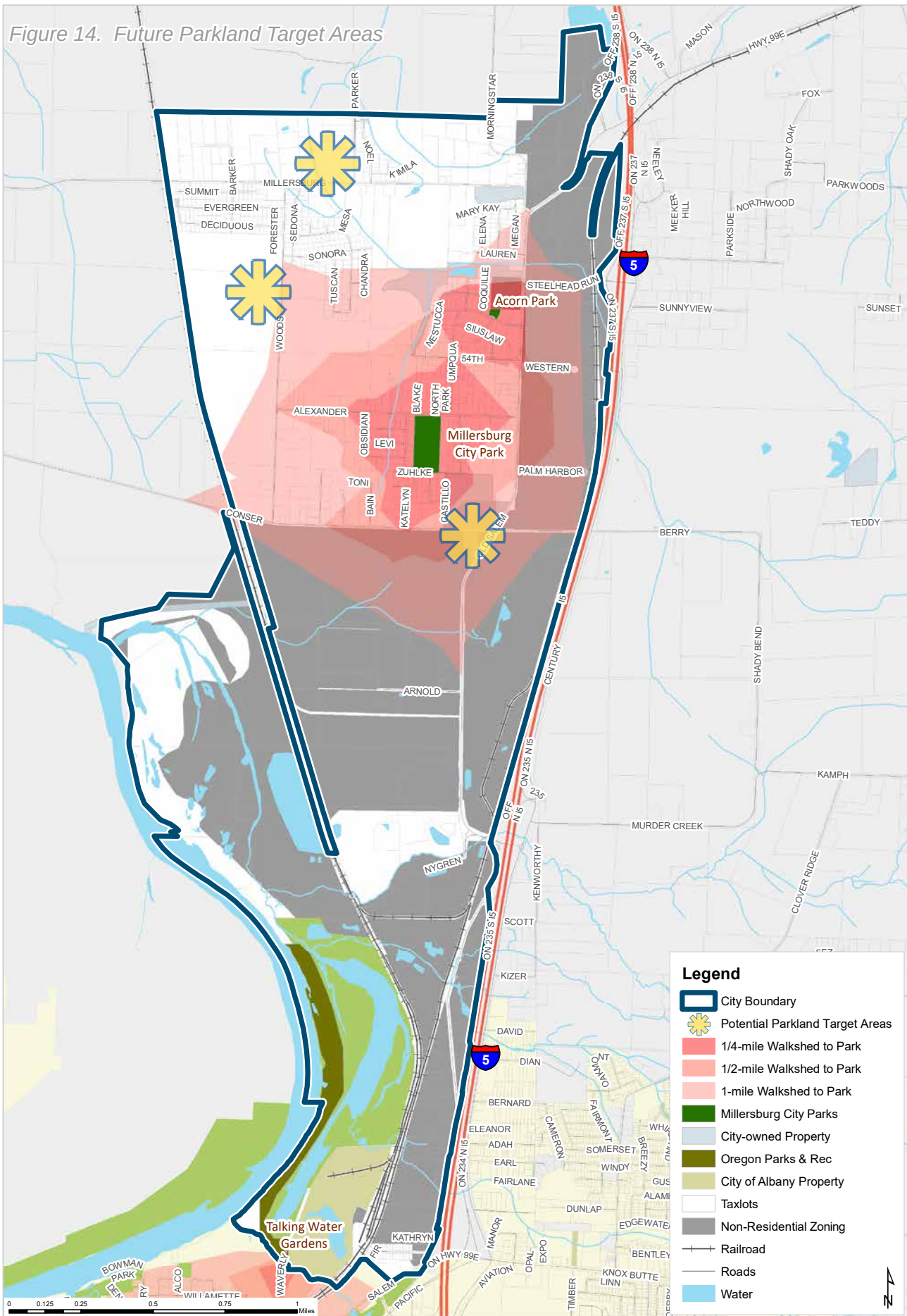


Figure 14. Future Parkland Target Areas



PARK SERVICE STANDARDS

In addition to and in support of the gap analysis, a level of service (LOS) review was conducted to further understand the distribution and acreage needs for parkland to assess how well the community can access and enjoy parks, recreation and open space. Traditionally, the application of numeric standards for the provision of parks has applied an acreage of parkland per thousand residents as a target measurement for adopted benchmark standards. Service standards are the adopted guidelines or benchmarks the City is trying to attain with their parks system; the level of service is a snapshot in time of how well the City is meeting its adopted standards. Even without a numeric standard, the level of service can evaluate how the City and its park system measures up to parks systems across the country with comparable population sizes, population densities and parkland acreages.

The use of service standards for parks and recreation has a long history. Also, standards have been widely applied in park systems across the country as a means to benchmark where a community is and target where it wants to be with regard to the provision of parks, open space, trails and facilities.

The use of numeric standards, typically framed as parkland acres per capita, have become tradition for parks agencies, in part, tied to dated publications from the National Recreation and Park Association, which are no longer in favor. In many cases, jurisdictions link their standards with a funding source to help finance the growth of the system. In Oregon, system development charges are a common funding tool for this purpose. The use and application of standards continues to evolve and mature, and this Plan aims to evaluate the current level of service and offer recommendations to set locally-appropriate standards.

Millersburg currently owns and manages 11.8 acres of developed city parks. The measure of level of service (LOS) is applied to developed public parkland within the city. City Park (11.2 acres, community park) and Acorn Park (0.6 acres, mini park) provide the most accessible park facilities to most residents. Millersburg also partners with the City of Albany to provide Talking Water Gardens, a 60.6-acre constructed wetland on land owned by the City of Albany but within Millersburg's city limits. Talking Water Gardens contributes to nature-based recreational access, but is considered apart from developed park acreage in this LOS review. At 11.8 acres, the current level of service for Millersburg is 4.5 acres per 1,000 people, which excludes Talking Water Gardens. Given projected population growth, the level of service will decline to less than 4 acres per 1,000 people by 2035 if no other parks are acquired. Instead of a strict acreage-based standard, this Plan proposes an improvements-based approach as the City grows, which would be based on the projects listed in the Capital Improvements Plan.

While numeric standards are a useful tool to assess how well the City is delivering park and recreation services, the numeric values alone do not provide adequate recognition of the quality of the facilities or their distribution. The simple use of an overall acreage standard does not match with the citizen input received during this planning process. Residents were particularly interested in the availability of trails and active use parks and amenities (e.g., sport fields, dog parks, splash pads, picnic shelters, etc.) within a reasonable distance from their homes.

GOING BEYOND ACREAGE STANDARDS

Using a service standard for park acreage tied to a community's population provides a common measure for guiding the amount of desired parkland. However, the acreage of parkland per capita provides only a limited measure of the value of recreational access and park amenities in demand for public uses.

Residents who live west of Granite Avenue and north of 54th Avenue (NW area) were more likely than residents of other areas to think the City needs more parks and walking/biking trails.

Future population growth will continue to increase pressure on the availability of large, developable tracts for purchase as future, active use parks. As the park system matures with increasing residential density, other assessment techniques should be incorporated going forward to gauge the community's need for additional lands, facilities and amenities, which include the following.

- Park pressure
- Variety / type of park amenities
- Condition of park amenities

PARK PRESSURE

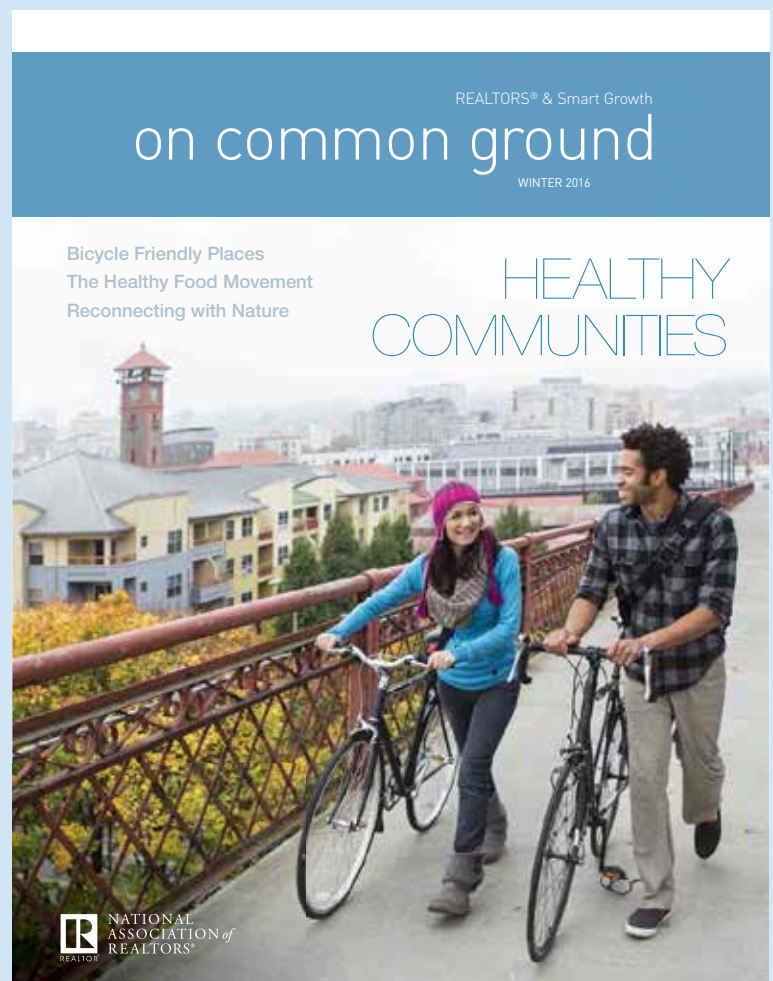
Park pressure refers to the potential demand on a park. One method of exploration examines the proximity of residential populations to a park and assumes that the residents in a 'parkshed' use the park closest to them and that people visit their closest park more often than those farther away. Using GIS, the 'parkshed' is defined by a park service area containing all households having the given park as their closest park. The population within this park service area can then be calculated, providing an estimate of the number of nearby potential park users. The acreage of the subject park is then used to calculate the number of park acres available per 1,000 people within the parkshed. This measure of probable park use and population pressure identifies the adequacy of the park land (in acres per 1,000) rather than simply the location and 'walkability' determined by the park accessibility metric. Depending on the amenities and attractions within the park, the higher the population within a parkshed will result in greater the use and potential increased maintenance and wear and tear.

From the winter 2015 issue of the National Association of Realtors (NAR) magazine, the direct link between how communities are built and grow is tied to health and quality of life. More walkable and bike-able environments with better access to nature and parks have become essential for personal well-being and needs to be integrated into community planning. The NAR articles identify walkable communities as a prescription for better health.

Even the U.S. Surgeon General sounded a call to action challenging communities become more walkable to allow more Americans to increase their physical activity through walking. The Center for Disease Control and its Healthy Community Design Initiative focuses on walkability and the need to better integrate into transportation planning.

The NAR magazine issue also reported on the value of bicycle-friendly communities and the direct tie to healthy and sustainable living. Access to healthy, locally-grown food choices is reported with the value of community gardens and urban food hubs for healthy diets, as well as connection to community engagement.

Realtors have long been aware that housing near a good system of parks and trails will hold strong appeal to buyers. The winter NAR issue illustrates the recognition that community design for healthy living goes beyond the single house location. People want choices, and these healthy community design traits of walking, biking, trails and parks all play an important role in housing prices, sales and re-sales.



PARK AMENITY MIX

Providing unique outdoor experiences, while working to fulfill basic recreational park amenities, will result in parks with a variety of amenities. The variety and location of amenities available within a community's parks and recreational facilities will create a range of different preferences and levels of park usage by residents. Park systems should ensure an equitable distribution and quantity of the most common amenities like playgrounds, picnic shelters, restrooms, sports courts, sports field and trails to help distribute the potential usage of load on individual parks. Park planners should also consider that many park users, particularly families, look for a variety of amenities in a park that will provide a range of outdoor recreation activities for every visit. The Oregon SCORP (noted in Appendix D) points to priorities for public parks to provide adequate and clean restrooms, additional picnic shelters and enhanced waterfront access.

PARK AMENITY CONDITION

In addition to understanding the quantity of park amenities, communities must also assess the condition of each park's general infrastructure and amenities. The condition or quality of park amenities is a key measure of park adequacy and a required assurance of public safety. General park infrastructure may include walkways, parking lots, restrooms, drainage and irrigation, lighting systems and vegetation. Amenities can include picnic shelters, play equipment, site furnishings, sports courts, sports fields and other recreational assets. Deferred maintenance over a long time period can result in unusable amenities when perceived as unsafe or undesirable by park patrons. Compliance with the Americans with Disabilities Act (ADA) guidelines can also provide a measure of acceptable condition. Older park facilities may lack universal accessibility limiting the value of the recreational assets by inadvertently excluding some park users.

The assessment of park conditions indicated a need to plan for renovations of paved surfaces (e.g., courts and paths) and address universal access for park recreation features. The Oregon SCORP places a priority on ensuring there are accessible routes for seniors, as well as ADA compliance in public parks and other facilities. ■

RECREATION PROGRAMS & EVENTS

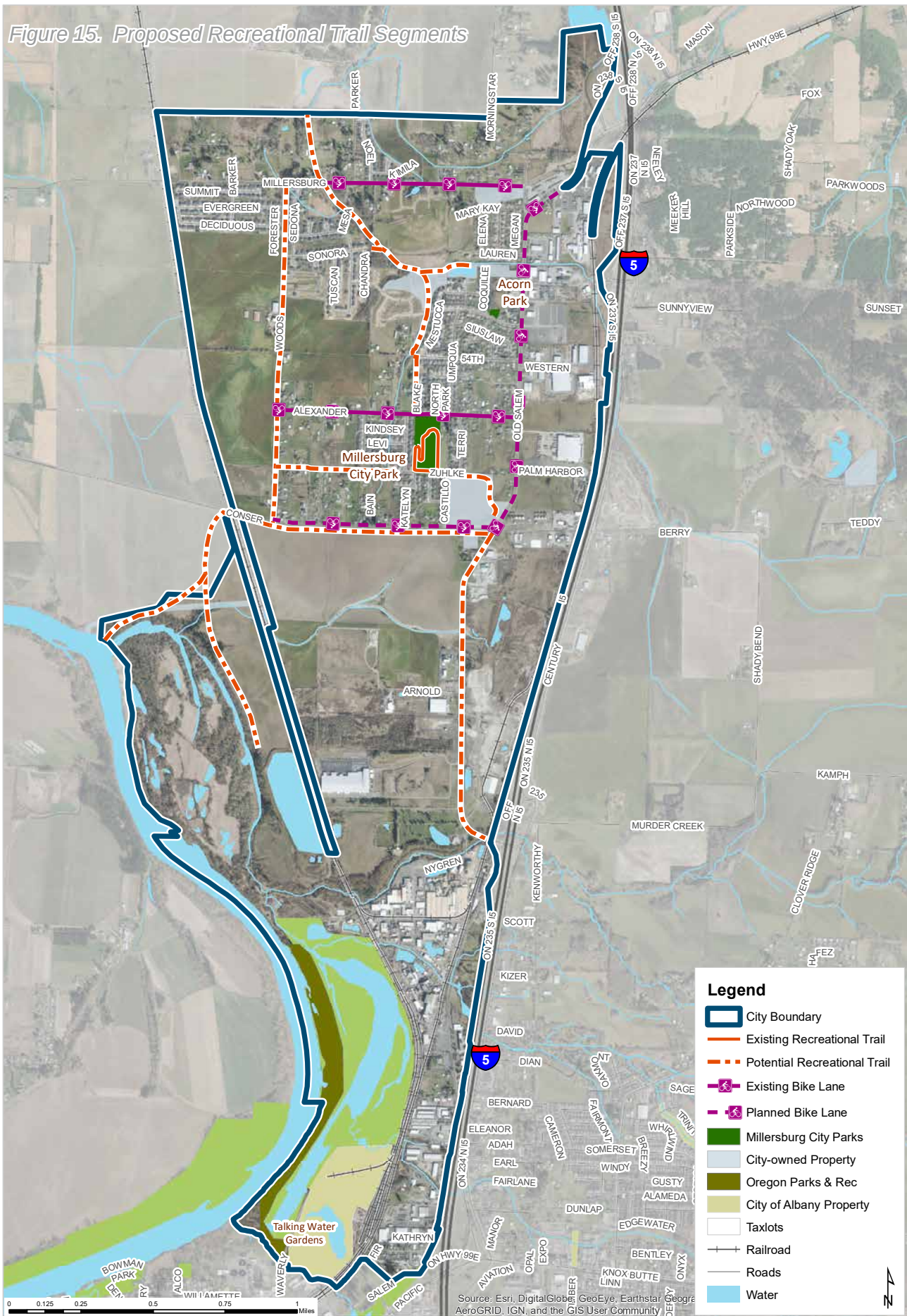
The City of Millersburg currently focuses its effort to support the community's signature event, the Millersburg Celebration, and does not provide any direct recreation programming.

The City permits usage of the ball fields at City Park to local youth and adult leagues, and access to other recreation programming is available in Albany. The Albany School District provides outdoor and indoor recreation facilities for recreation programming, and they partner with the Boys & Girls Club to accommodate after-school and summer programs and classes for youth. Also, the City of Albany offers recreation classes through its Parks & Recreation Department, and Millersburg residents can utilize these programs for fee.

Public outreach has indicated strong support for the Celebration and shown appreciation for existing program options. However, some residents voiced interest in indoor health and fitness, additional sport fields and gymnasiums for indoor sports. Open house attendees voiced modest interest in providing recreation programs for youth and adults.

As a small and growing city, the City of Millersburg should consider incremental growth in recreation programs and initially focus on facilitating programs via contract vendors or partnerships with the Boys & Girls Club, Albany School District and/or the YMCA. As the community grows, the City could consider focusing on leading certain recreation programs that are not offered by other local or regional providers. The City should work with the school district, community partners, sports organizations and other recreation providers to plan for and consider how to offer both drop-in and structured programs in sports; art, music and dance; and educational and environmental activities for Millersburg youth. ■

Figure 15. Proposed Recreational Trail Segments



RECREATIONAL TRAILS

Millersburg has pedestrian and bike trail facilities primarily provided through sidewalks, streets and internal pathways at City Park. Public outreach has identified the need for safer and more connected biking and walking opportunities around the city.

The 2016-2025 statewide trails plan, entitled *Oregon Trails 2016: A Vision for the Future*, provides information and recommendations to guide federal, state, and local units of government, as well as the private sector, in making policy and planning decisions. The state trail plan identified the need for more trails connecting towns and public places. The plan also highlighted the need to provide connections between existing trails, close gaps, provide links to trails outside urban growth boundaries and provide access to parks and open space and other community destinations. The state trail plan also recognized the need for more trail signs to provide wayfinding for users that provide direction, distance and difficulty as well as destinations and locational information.

Stakeholders and open house participants have identified key locations where safer accessible connections could create a viable trail system for Millersburg residents. Improving Woods Road to accommodate a shared-use trail and adding a bike route along Conser Road and Old Salem Road would enable a safer, larger network. Also, the City should consider appropriate trail alignments to connect City Park for non-motorized users, while being sensitive to concerns about adjacent landowner interests. The future development of the property adjacent to City Hall offers another opportunity to create trail opportunities for the Millersburg community and enhance connectivity to City Park. The map in Figure 15 illustrates potential recreational trail and bike route connections. ■



Trails for Walkable Communities

Parks are known to contribute to a healthier community by providing accessible outdoor recreation particularly through the walking trail within each park. But getting to the park can also offer a healthier choice integrated with the park destination and its amenities. In the NRPA publication *Safe Routes to Parks*, the elements of walkable, healthy community design are outlined as convenience, comfort, access & design, safety and the park itself.

Sidewalks, bikeways and trails should provide an integrated alternative transportation system for residents to access parks and other destinations within their community. As further emphasis for the importance of a walkable community to promote public health, the Surgeon General has issued a *Call to Action* to “step it up” and promote more walking and build a more walkable world. A more connected network of trails, sidewalks, and bike lanes with links to public transit also provides economic values.

FRAMING A PATH FORWARD

The goals and objectives described in this chapter define the park and recreation services that the City of Millersburg aims to provide. These goals and objectives were derived from input received throughout the planning process, from city staff and officials, the Parks Committee, community members and stakeholders. The City's Strategic Plan and Comprehensive Plan provide the overarching direction for the City, while the goals and objectives focus the efforts towards tangible parks and recreation achievements.

Taken together, the goals and policies provide a framework for the Park System Master Plan. A goal is a general statement describing an outcome the City wishes to provide. Goals typically do not change over time unless community values shift. Policies are more specific, measurable statements that describe a means to achieving the stated goals. Policies reflect adopted practices intended to implement and achieve the goals.

These goals are in alignment with the National Recreation and Parks Association's Three Pillars, which are foundational concepts adopted in 2012. These core values (below) are crucial to improving the quality of life for all Americans by inspiring the protection of natural resources, increasing opportunities for physical activity and healthy eating and empowering citizens to improve the livability of their communities.



HEALTH & WELLNESS

Park and recreation departments lead the nation in improving the overall health and wellness of citizens, and fighting obesity.

SOCIAL EQUITY

We believe universal access to public parks and recreation is fundamental to all, not just a privilege for a few.

CONSERVATION

Public parks are critical to preserving our communities' natural resources and wildlife habitats, which offer significant social and economic benefits.



ENCOURAGE COMMUNITY-BUILDING

Goal 1: Millersburg fosters and expands the social connections that link residents to their neighbors and community.

Objective 1 - Community Involvement: Encourage and support public involvement in park and recreation issues.

- 1.1 Involve residents and stakeholders in park and recreation planning and design to gather community input, facilitate project understanding and support, and ensure facilities and programs meet community needs.
- 1.2 Provide easily accessible information about recreational opportunities, community events, programs, and volunteer activities available in the city to increase resident awareness.
- 1.3 Provide clear maps of City parks and trails online and at trailheads.
- 1.4 Consider the formation of a Parks Commission or Board as a City advisory body and a forum for public discussion of park and recreation issues.
- 1.5 Promote volunteer park improvement and beautification projects by individuals, community organizations, school groups, service clubs, places of worship and businesses.

Objective 2 - Community Events: Provide and promote special events to enhance community activity and civic pride.

- 2.1 Foster and expand annual community events in City Park to support community cohesion.
- 2.2 Explore opportunities to host special events, such as festivals, concerts or movies in the park, or cultural activities that are organized by community groups, schools or organizations.
- 2.3 Partner with local businesses to support and promote special events. Where possible, provide opportunities for local businesses to engage with community members at events.



FOSTER A HEALTHY, ACTIVE COMMUNITY

Goal 2: Millersburg provides a system of parks, trails and open spaces that meets current and future needs for active and passive recreation and enhances the community’s environment and livability.

Objective 3 - Parks: Acquire and develop a high-quality, diversified system of parks, recreation amenities and open spaces that provides equitable access to all residents.

- 3.1 Identify and prioritize lands for inclusion in the parks system based on factors such as contribution to level of service, connectivity or recreational opportunities for residents.
- 3.2 Strive to provide a distributed network of parks and trails, such that all city residents live within one-half mile of a developed community or neighborhood park. Seek opportunities to connect parks and trails to create a park system for Millersburg and reduce barriers within park walksheds.
- 3.3 Develop neighborhood and community parks identified in this Plan to provide active and passive recreational opportunities for residents.
- 3.4 Establish and operate specialized recreational facilities (e.g. sport fields and courts, off leash dog areas, skateparks, community gardens) to respond to identified public needs, as appropriate.
- 3.5 Use parks system development charges to facilitate funding for new parkland acquisition and development resulting from a recreational need created by new residential development.
- 3.6 Utilize the capital projects list, updated as appropriate, as the basis for determining parks system development charges.
- 3.7 Where approved, ensure park and recreation amenities within private developments meet the City’s minimum design and development standards prior to accepting dedicated properties into the City system.
- 3.8 Coordinate with Linn County and the State of Oregon for the planning of nearby regional or state recreational areas that would benefit Millersburg residents.



FOSTER A HEALTHY, ACTIVE COMMUNITY

Objective 4 - Natural Areas: Preserve distinctive natural areas and features for their scenic, recreation and habitat value, as well as their contribution to Millersburg's rural atmosphere.

- 4.1 Pursue low-cost and/or non-purchase options to preserve open space, including the use of conservation easements, development agreements and partnerships with public agencies.
- 4.2 Coordinate with the City of Albany, Linn County, and private landowners to preserve and restore natural areas along the Willamette River for environmental and recreational use.
- 4.3 Pursue opportunities to provide appropriate public access (e.g. trails, viewpoints and wildlife viewing areas) within natural areas to support passive recreation and environmental education.

Objective 5 - Trails & Connections: Develop a network of shared-use trails for recreational, pedestrian and bicycle users, to connect parks, neighborhoods, schools and public amenities.

- 5.1 Coordinate trail system planning and development with the City's Transportation System Plan and efforts to provide a comprehensive pedestrian and bicycle network.
- 5.2 Develop a system of off-street trails and on-street connections by utilizing open space, parks, rights-of-way, utility corridors and sensitive lands, as appropriate.
- 5.3 Partner with local agencies, utilities and private landholders to secure trail easements and access to open space for trail and greenway connections.
- 5.4 Provide trailhead accommodations, such as parking, wayfinding signage and other amenities, as appropriate.
- 5.5 Implement trail, route and wayfinding signage for trails and associated facilities, informational maps and materials identifying existing and planned trail facilities.



FOSTER A HEALTHY, ACTIVE COMMUNITY

Objective 6 - Recreation Programming: Leverage City resources by forming and maintaining partnerships with other public, non-profit and private recreation providers to deliver recreation services and secure access to facilities for community recreation.

- 6.1 Coordinate with public, private and non-profit providers, such as the City of Albany, Linn County, the Greater Albany School District, to plan and provide recreation activities and facilities in an effort to maximize opportunities for public recreation.
- 6.2 Partner and coordinate with Greater Albany School District, Boys & Girls Club, community partners and sport organizations to offer drop-in and structured programs in sports; art, music and dance; and educational and environmental activities for youth and teens.
- 6.3 Explore options to expand the quantity and breadth of adult programs offered, via partnerships with other recreation providers and organizations.
- 6.4 Establish a partnership with the Albany Senior Center so that seniors can engage in social, recreational, educational, nutritional and health programs.
- 6.5 Partner and coordinate with local clubs and organizations, such as organized sports leagues, to plan for, develop and manage specialized facilities, such as sports fields.



PROVIDE SOUND MANAGEMENT & MAINTENANCE

Goal 3: Millersburg stewards the community's capital and resources to expand recreational opportunities for residents.

Objective 7 - Administration & Maintenance: Plan and develop a parks system that is efficient to maintain and operate, safe and attractive for community members, and that protects the City's capital investment.

- 7.1 Maintain an inventory of assets including their condition and expected useful life.
- 7.2 Establish park maintenance standards and regularly inspect, maintain, and repair or replace park infrastructure to ensure safe use, reduce unplanned maintenance and protect public investment.
- 7.3 Periodically update the Park System Master Plan and the Capital Improvements Plan to reflect the recreational needs and priorities of the community.
- 7.4 Consider the maintenance and staffing costs necessitated by the acquisition, development or renovation of parks, and pursue operational funding that adequately supports system expansion.
- 7.5 Design parks to minimize ongoing maintenance costs, for example through standardization of park furnishings, use of native vegetation, and use of low-maintenance materials.

Objective 8 - Funding & Partnerships: Pursue traditional and new funding sources to adequately and cost-effectively maintain and enhance the quality of Millersburg's park and recreation system.

- 8.1 Pursue alternative funding options and dedicated revenues for the acquisition and development of parks and facilities, such as through private donation, sponsorships, partnerships and state and federal grant sources.
- 8.2 Promote volunteerism to involve individuals, organizations and businesses in the planning, development and stewardship of the park and recreation system, as appropriate.
- 8.3 Continue to foster the partnership with the Greater Albany School District to provide active recreation facilities for field sports and community recreation.
- 8.4 Utilize strategic capital investments in parks, trails, open spaces, recreation and events to encourage and support economic development and revitalization.

RECOMMENDATIONS

The following is a summary list of key project recommendations; however, clear decisions must be made in an environment of competing interests and limited resources. These recommendations are not listed in a particular order.

ADA ENHANCEMENTS & PARK ENHANCEMENTS Minor improvements to access, such as providing ramped entrances, for site furnishings are necessary to conform to the Americans with Disabilities Act (ADA) and ensure universal accessibility. Also, the City should evaluate the play equipment and its signage for code compliance and replace outdated equipment as appropriate. The recommendations in the Capital Improvements Project list provide site-specific suggestions. In general, the City should make improvements to existing parks as needed to ensure proper maintenance, usability and quality of park features and grounds.



PARK CONNECTIONS Recreational path and trail connections, improvements and relationships to streets, sidewalks and bike lanes have been cited in other Millersburg plans and by participants to the development of this Plan. The City should continue to coordinate trail-related projects with transportation system planning or related public works projects. Also, the City should pursue additional trail segments and connections, as appropriate, in an effort to link existing and planned parks and open spaces.



WAYFINDING & SIGNAGE Parks, trails and other public open spaces are the primary targets for enabling a cohesive, accessible and connected community through an identifiable wayfinding program. As the city grows, Millersburg should pursue an integrated wayfinding and branding program that includes both visual graphic standards and site furnishing standards. Colors, sign types, and information can help park and trail users navigate the outdoor recreation experiences offered by the City.



LAND ACQUISITION TO FILL GAPS The City should strive to acquire additional parkland to serve deficient areas and provide land necessary for desired park amenities. As the community develops, the City will need to be strategic and coordinate with local developers and private landowners to secure land in the targeted parkland areas. Maintaining an open dialogue with the Albany School District for a future school site could provide opportunities to design school facilities in ways that may help meet community park needs, especially for sport fields, courts and pathways.



IMPLEMENTATION OPTIONS

CAPITAL PLANNING

The Capital Improvements Plan (CIP) puts into chronological order the project intent and strategic actions adopted by the City to guide the implementation of this Plan. It assigns proposed time frames and estimated costs for specific projects. A summary of proposed project categories and scopes is described below.

The CIP on the following pages lists the park and facility projects considered for the next five to ten years. The majority of these projects entail the acquisition and development of parks, renovating or enhancing existing facilities, and expanding path and trail corridors. The CIP provides brief project descriptions for those projects with priority ranking to assist staff in preparing future capital budget requests.

The following table summarizes the aggregate capital estimates from the 2020-2029 CIP by park types for the next ten years. A full CIP funding schedule appears on the next page.

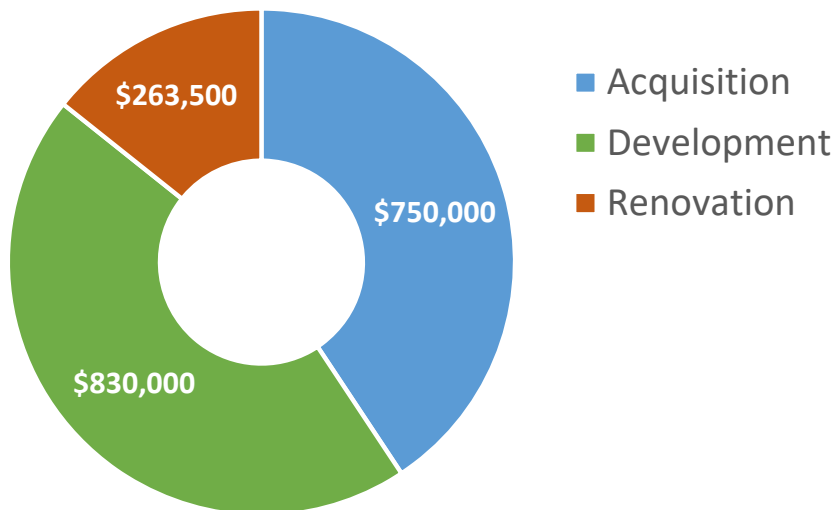


Figure 16. Capital Improvements Plan Expenditures Summary

42 IMPLEMENTATION

Millersburg, OR 10-Year Capital Improvements Plan 2020-2030

Activity	Park Site	Project Description	2020	2021	2022	2023	2024	2025	2026-2030	Sum
R/D	City Park	Additional paved access pathways (playground & picnic tables)		\$ 25,000						\$ 25,000
R		Replace benches with ADA compliant models		\$ 10,000						\$ 10,000
R		Tree replacement/planting & landscape enhancements	\$ 10,000	\$ 25,000						\$ 35,000
R		North ballfield renovation (regrading & drainage improvements)			\$ 50,000					\$ 50,000
R		South ballfield infield mix			\$ 15,000					\$ 15,000
R		Playground ramp	\$ 1,500				\$ 1,500			\$ 3,000
R		Play safety surface refills (engineered wood chips)	\$ 1,500		\$ 1,000			\$ 1,000		\$ 3,500
R		Volleyball sand (refill)								\$ 2,000
R		Tennis court resurfacing		\$ 30,000						\$ 30,000
R		Tennis court landscape renovation (hedge removal/new plantings)			\$ 20,000					\$ 20,000
D		Picnic shelter						\$ 45,000		\$ 45,000
R		Basketball court & parking lot striping				\$ 8,000				\$ 8,000
R/D	Acorn Park	Paved pathways (universal access to all amenities)		\$ 15,000						\$ 15,000
R		Playground upgrades		\$ 20,000						\$ 20,000
R		Play safety surface refills (engineered wood chips)		\$ 1,500		\$ 1,500		\$ 1,500		\$ 4,500
D		Accessible benches & picnic tables			\$ 10,000					\$ 10,000
D		Picnic shelter (small)				\$ 25,000				\$ 25,000
R/D		Picnic table pads			\$ 3,000					\$ 3,000
A	Neighborhood Park site	New park acquisition		\$ 350,000						\$ 350,000
A	Neighborhood Park site	New park acquisition					\$ 400,000			\$ 400,000
D	Neighborhood Park site	Neighborhood park master plan & development							\$ 750,000	\$ 750,000
R	Capital repairs	Pavement repairs, tree pruning, drainage, etc.	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 5,000	\$ 20,000
			\$ 15,500	\$ 444,000	\$ 73,000	\$ 102,000	\$ 404,000	\$ 50,000	\$ 755,000	\$ 1,843,500

Unfunded Projects		
City Park	Pickleball court installation	\$ 60,000
	Property acquisition for expansion of City Park (east)	\$ 450,000
	Reconfigure park layout to accommodate 2 baseball fields and a soccer field, and additional parking	\$ 1,250,000
Acorn Park	Consider native groundcover instead of grass in some shady areas	\$ 25,000
Future Sites	Sports fields and parking in property behind City Hall (in coordination with a school)	\$ 1,500,000
	Splash pad installation	\$ 350,000
Trails / Pathways	Woods Road multi-use path	\$ 1,375,000
	Multi-use path south of Conser	\$ 850,000
	Nature trails through wetland areas	\$ 300,000
	Multi-use path between Park and City Hall	\$ 350,000

Code Activity

- A Acquisition
- D Development
- R Renovation / Repair
- R/D Renovation / Development

NOTES:

This CIP identifies planning-level cost estimates and does not assume the value of volunteer or other non-City contributions. Detailed costing may be necessary for projects noted. This CIP is not an official budget and intended as a guiding document for City staff in the preparation of departmental budgets.

IMPLEMENTATION OPTIONS

MAKING IT HAPPEN

A number of strategies exist to improve park service delivery for the City of Millersburg; however, clear decisions must be made in an environment of competing interests and limited resources. A strong community will is necessary to bring many of the projects listed in this Plan to life. The following considerations are presented to offer near-term direction on implementation and as a means to continue dialogue between the City, its residents and its partners.

Additionally, a review of likely funding options is included in Appendix E, which includes local financing, federal and state grant and conservation programs, acquisition methods and others.

VOLUNTEER & COMMUNITY-BASED ACTION

The public process for this Plan has demonstrated that residents want to be involved in improving Millersburg's park system and want to have their energies guided through coordination with the City. Community sponsored park clean-ups, beautification and planting projects, and park patrols should be considered to engage citizens and maintain a strong sense of community pride and ownership in park facilities. Millersburg also could prepare and update a revolving list of potential volunteer-appropriate projects for the website, while also reaching out to local high schools to encourage student projects.

PARTNERSHIP & COLLABORATIVE PROJECTS

Specific projects and goals identified in this Plan demand a high degree of coordination and collaboration between the City and outside agencies.

Internal coordination with city staff can increase the potential of discrete actions toward the implementation of the proposed trail and path network, which relies heavily on street right-of-way enhancements, and in the review of development applications with

consideration toward potential parkland acquisition areas, planned path corridors and the need for easement or set-aside requests.

The City should schedule periodic sessions and facilitate discussions with local youth leagues and staff from the Albany School District for the purposes of sport field planning and consideration for future field space. The projected population growth and the school district's long-term plans for a new school serving Millersburg present an opportunity for joint planning in support of new recreational amenities in the community. As discussions progress for a future school site, the City should also engage the Boys & Girls Club and the YMCA as potential partners in support of expanded recreation program options serving the Millersburg community. .

FUTURE DEVELOPMENT

With the recent and projected growth in residential development in Millersburg, the City should encourage open space and recreational elements be included within future private residential development and trails and sidewalk connections linking new subdivisions to existing or planned open space or park lands.

PARKLAND DONATIONS & DEDICATIONS

Parkland donations from private individuals or conservation organizations could occur to complement the acquisition of park and open space lands in Millersburg. Gift deeds or bequests from philanthropic-minded landowners could allow for lands to come into City ownership upon the death of the owner or as a tax-deductible charitable donation. Parkland dedication by a developer could occur in exchange for Park SDCs or as part of a planned development where public open space is a key design for the layout and marketing of a new residential project. Any potential dedication must be vetted by the City to ensure that such land is located in an area of need or can expand an existing City property and can be developed with site amenities listed in Appendix F.

GRANTS

Several state and federal grant programs are available on a competitive basis, including Oregon State Parks, LWCF and Fast-Act. Pursuing grants is not a panacea for park system funding, since grants are both competitive and often require a significant percentage of local funds to match the request to the granting agency, which depending on the grant program can be as much as 50% of the total project budget. Millersburg should continue to leverage its local resources to the greatest extent by pursuing grants independently and in cooperation with other local partners.

Appropriations from state or federal sources, though rare, can supplement projects with partial funding. State and federal funding allocations are particularly relevant on regional transportation projects, and the likelihood for appropriations could be increased if multiple partners are collaborating on projects.

SYSTEM DEVELOPMENT CHARGES

Park System Development Charges (SDCs) are imposed on new development to meet the increased demand for parks resulting from the new growth. SDCs can only be used for parkland acquisition, planning and/or development. They cannot be used for operations and maintenance of parks and facilities. The City should periodically update its SDC methodology and rate structure, as appropriate, to be best positioned to obtain future acquisition and development financing from residential development. The City should prioritize the usage of Parks SDCs to secure new park properties and finance park or trail development consistent with the priorities within this Plan.

PARKS UTILITY FEE

A parks utility fee is an ongoing fee (often billed monthly) that provides revenue for the needs of the park system. When charged by a city, such a fee can be an additional line item on an existing utility bill. The revenue earned can be used for both operational and capital needs, and it can be pledged to the debt service of revenue bonds. Establishment of a parks utility fee in Oregon requires compliance with legal requirements at both state and local levels. Several jurisdictions across Oregon have implemented and utilized a parks utility fee as supplemental funding to maintain and enhance their park systems. Millersburg could consider enacting a parks utility fee for the purpose of providing for the operation and maintenance of parks and facilities within the City and to ensure adequate resources are available for the sound and timely maintenance of existing recreation amenities.

LOCAL FUNDING

Although a variety of approaches exist to support individual projects or programs, the broader assessment of community needs suggests that additional, dedicated funding may be required to finance upgrades to and growth in the parks system. A short-term bond or levy could be structured to maximize voter support to include parkland acquisitions and development, trail development and general park element upgrades. This will require additional effort by a future Parks and Recreation Commission or citizen group to compile a specific funding package, along with an assessment of potential revenue, political willingness and potential voter support.

PRIVATE GRANTS, DONATIONS & BUSINESS SPONSORSHIPS

Several trusts and private foundations provide funding for park, recreation and open space projects. Grants from these sources are typically allocated through a competitive application process and vary dramatically in size based on the financial resources and funding criteria of the organization. Philanthropic giving is another source of project funding. Efforts in this area may involve cash gifts and include donations through other mechanisms, such as wills or insurance policies. Community fund raising efforts can also support park, recreation or open space facilities and projects. Business sponsorships for programs may be available throughout the year. In-kind contributions are often received, including food, door prizes and equipment/material.

OTHER IMPLEMENTATION TOOLS

Appendix E identifies other implementation tools, such as grants and acquisition tactics, that the City could utilize to further the implementation of the projects noted in the CIP.

APPENDIX A: Community Survey



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

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

SURVEY METHODOLOGY

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

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

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

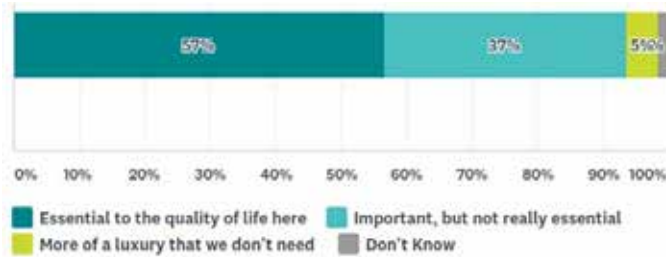
This report includes findings on general community opinions. Since the survey was open to the general public and respondents were not selected through statistical sampling methods, the results are not necessarily representative of all City residents. In particular, the survey was not completed by any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

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

KEY FINDINGS

Millersburg residents strongly value their parks and recreation facilities.

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



Residents visit parks frequently.

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

Residents are generally satisfied with existing parks and recreation facilities.

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

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

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

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

DIFFERENCES BY DEMOGRAPHIC GROUPS

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

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

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

FULL RESULTS

How much do residents value parks and recreation?

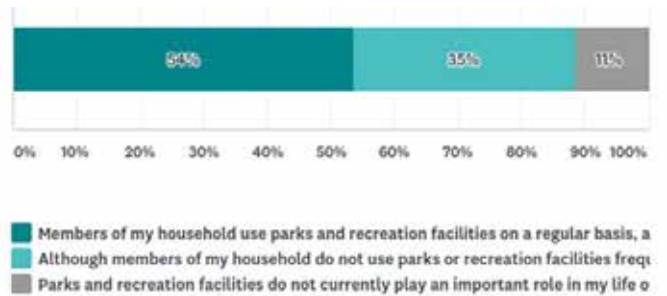
Nearly all residents (94%) feel that local parks, recreation options and open space opportunities are important or essential to the quality of life in Millersburg. Nearly six in ten feel that they are essential; while an additional 37% believe that they are important to quality of life, but not essential.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

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

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

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

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

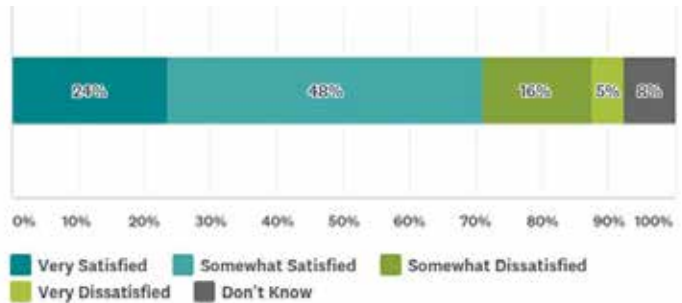


Are residents satisfied with the value they receive from the City of Millersburg?

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

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

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

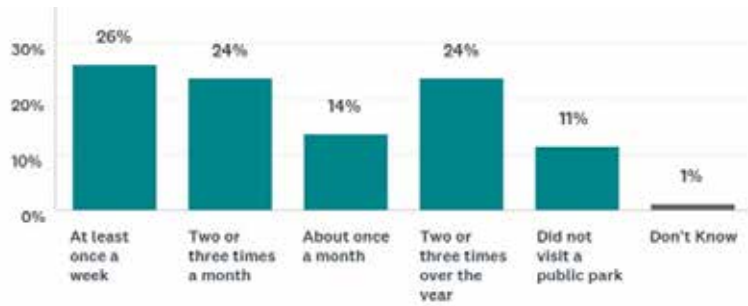


How often do residents use Millersburg’s parks & recreation facilities?

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

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

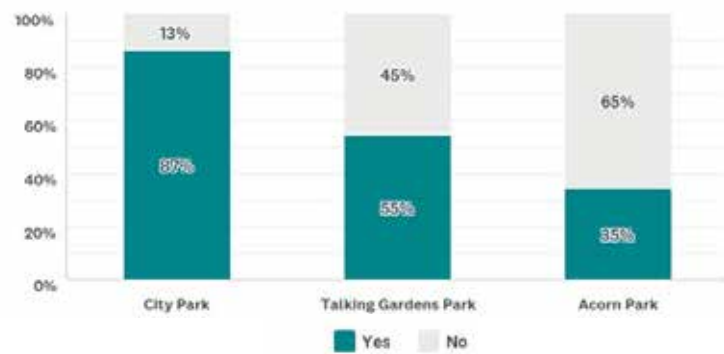
5. How many times over the past year have you or members of your household visited a public park or recreation facility in Millersburg?



Which parks & recreation facilities do residents visit?

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

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



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

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

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



Why do residents visit parks?

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

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

Why don't residents visit more often?

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

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

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

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

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

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

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

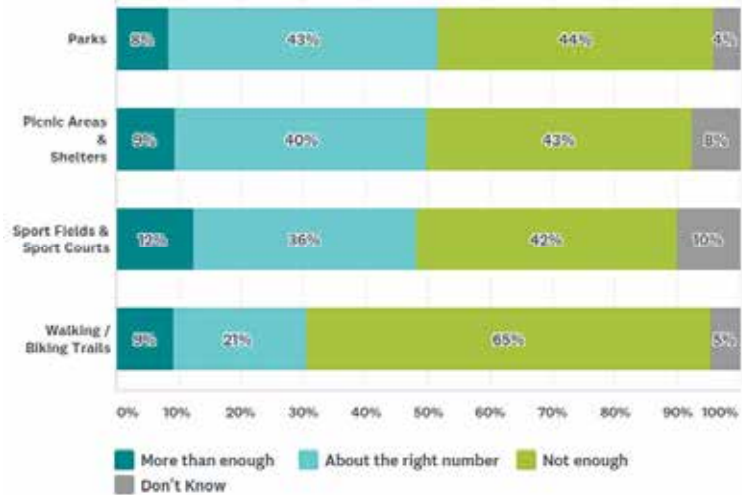
Reason	Percent
None (I/We use them)	28%
Too busy to go to parks and facilities	24%
Parks and facilities are too far from my home	15%
Parks and facilities are not well-maintained	15%
Use parks or facilities provided by another city or organization	14%
Facility, program or equipment is not offered	13%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

Do residents think Millersburg needs more parks and recreation opportunities?

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

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

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

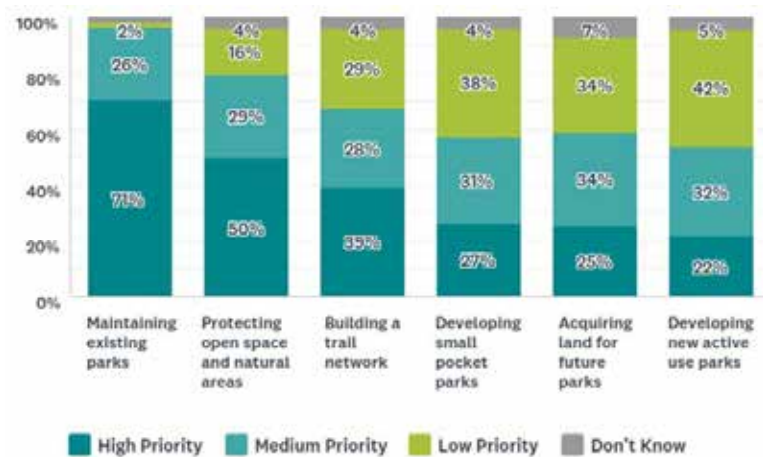


What park and facility improvements would residents prioritize?

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

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

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



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

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

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

When asked which of a set of improvements would best meet the needs of their household, a plurality (41%) of respondents prioritized developing an extended trail system for walking and cycling.

Another 26% prioritized building a larger community park, while 23% felt a smaller neighborhood park near their home would best meet their needs. Only 10% of residents felt undeveloped and natural open spaces would best meet the needs of their household.

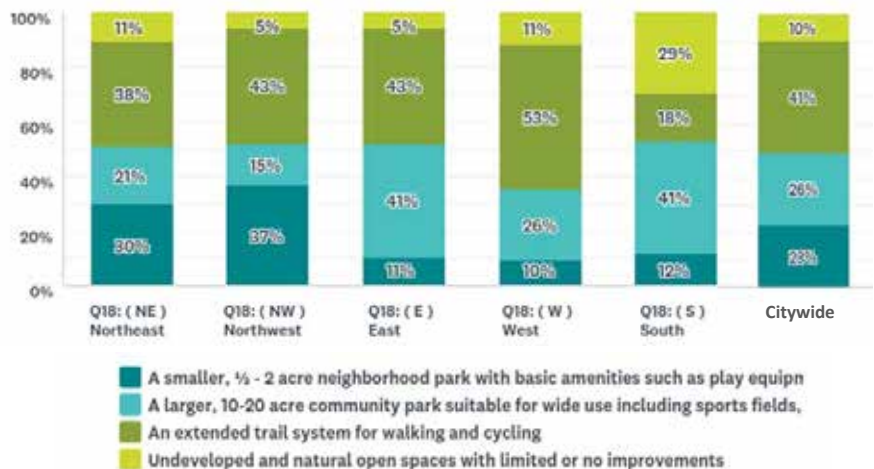
Younger residents were more likely to feel that active use parks would serve their household's needs, as were those with children at home. Residents' priority for building trails and protecting natural areas was similar across age groups.

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

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

* No choices garnered between 70 and 80% support.

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



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

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

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

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



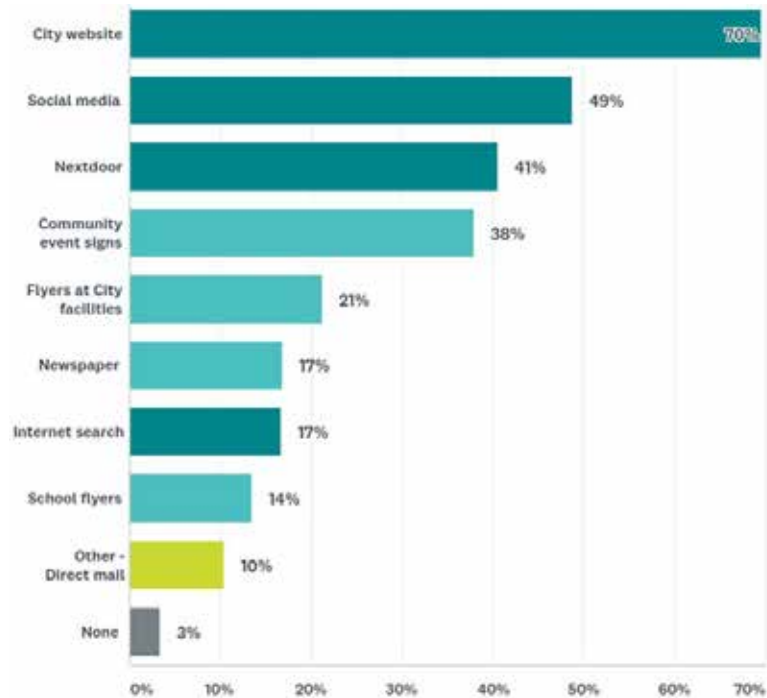
How do residents want to hear about the City’s recreational facilities, programs and events?

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

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

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

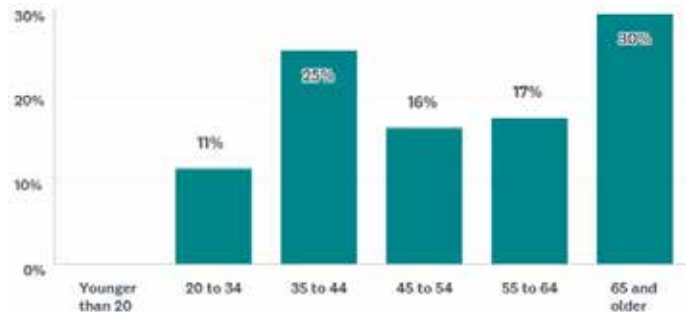
14. Please check ALL the ways you would prefer to learn about Millersburg’s parks, recreation facilities, programs and special events.



Demographics

Age

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



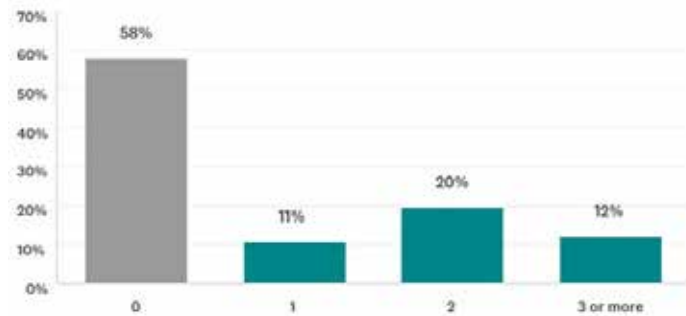
Location of Residence

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



Number of Children in Household

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



ATTACHMENT 1. SURVEY INSTRUMENT



Community Survey on Park, Recreation & Open Space Preferences

Dear Millersburg Community Member:

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

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

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

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

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

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

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

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

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

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

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

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

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

Save a stamp! Take this survey online at the City's website:
www.cityofmillersburg.org
 Or send it back in the self-addressed envelope provided.
 Thank you in advance for participating!

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

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

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

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

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

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

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

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

Community Survey on Park, Recreation & Open Space Preferences



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

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

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

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

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

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

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

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

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

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

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

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

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

16. What is your age?

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

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

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



Thank you for taking the time to complete this survey!

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

Save a stamp! Take this survey online:

www.cityofmillersburg.org

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

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

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

Conservation Technix Inc.
PO Box 12736
Portland, OR 97212

ATTACHMENT 2. OPEN-ENDED SURVEY RESPONSES

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

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

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

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

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

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

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

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

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

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

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

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APPENDIX B: Meeting Notes



MEETING NOTES

PROJECT NUMBER: # 18-115PLN ISSUE DATE: May 13, 2019
 PROJECT NAME: Millersburg Parks Master Plan

RECORDED BY: Steve Duh, Jean Akers
 TO: FILE
 PRESENT: Members of the public
 Members of the Parks Committee & City Council
 City Staff
 Project team members from Conservation Technix

SUBJECT: Citywide Parks Master Plan: Open House #1 Notes (May 7th)

Community members were invited to the first open house for Millersburg Parks Master Plan on Tuesday, May 7, 2019 from 5:00 - 7:00 p.m. at Millersburg City Hall. The project team prepared informational displays covering the major themes of the Parks Master Plan. These displays included Project Overview, Parks & Outdoor Recreation, Trails & Linkages, and Parks Maps.

Attendees were encouraged to talk to project team members, record their comments and complete a written comment card. City staff and project team staff engaged with participants to identify general needs and interests for park and recreation in Millersburg. Approximately 25 people attended the meeting to review materials and provide comment.

PUBLIC COMMENTS

The following represents a summary of the comments received during the evening meeting.

Recreation Opportunities (dot tally)

- 9 - Dog park
- 7 - Picnic shelters / gazebos
- 7 - Trail connections
- 6 - Pool
- 3 - Sport courts and fields
- 4 - Playgrounds
- 4 - Land acquisition for future parks
- 3 - Outdoor exercise areas
- 1 - Adult recreation / fitness programs
- 1 - Youth programs
- 1 - Indoor meeting facility
- 0 - Indoor gym & sport facilities

Comments to Question: What one recreational features would you add to City Park?

- Pickleball courts
- Splash pad (2x)

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-
- Spray Park
 - Dog Park
 - Exercise stations
 - Climbing wall
 - Nature play area
 - Biking/walking paths

 - Acorn Park: swings & flipping bars

Written Comments from Trails & Linkages Display

- Unsafe to walk on Woods Road
- Need sidewalks or path to be safe to walk
- Multi-use trails ++
- Better sidewalks & safe areas to take kids on walks along streets
- Rustic trails
- We have sidewalks
- Keep trails away from residences – thank you
- Our sidewalks provide scenic landscapes – to enjoy without spending \$ on trails
- What about Talking Waters or Ankeny Refuge to enjoy?
- Prefer no access from Old Salem to discourage transients
- Don't give homeless access to our town
- We have sidewalks & bike paths
- Keep trails away from houses
- Dedicated walking paths (wide w/ safe zone from roads)
- Concern about \$\$ and need to save for school down the road
- Maintenance also costs \$\$
- Trails in wetlands can cause bugs in summer & damage habitat. We have paid for sidewalks. Amen.

Map Comments

- No path at/around pond (12 marks)
- Leave wetlands alone!
- New park needed (south of Deciduous/east of Woods)
- Park missed opportunity (south of Millersburg Rd)
- Development and maintenance partnership for dual use of school and park (near City Hall)
- Small park (east of Woods/north of Conser)
- City buys park land from subdivision or HOA when built

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Other Comments

- Encourage private business to build/provide recreational/fitness gyms for youth/elderly residents. Not public or government funds for it. (3 marks)
- Connectivity will be achieved when construction buildout is completed. Sidewalks will provide connections from one area to another
- The liability of walking paths vs. usage is not worth the cost of increased insurance money (4 marks)
- Need a pocket park in NW Millersburg
- Smaller parks like Acorn in other subdivisions would be appreciated. Becker Ridge has none within walking distance
- Concern about access to trails and parks from Old Salem – attracts transients from Loves (1 mark)
- Paths aren't a high priority (1 mark)
- No paths by homes
- More play things at Acorn Park

Comment Card Responses

Individual comment cards were completed by attendees, and the summary of those responses follows.

- Very disappointed in the cities lack of care towards communities priorities. Dog park, kids park. Paths are not needed. The lack of respect towards the most affected area is shocking!
- Becker Ridge Subdivision has a 24 acre parcel under the powerline that is currently owned by the developer of the subdivision, Millersburg Land & Development, Butch Busee. I spoke with Butch and he is willing to give the land to the city or anyone. This space would be perfect for a walking/jogging path, greenspace or community garden.
- A big 'NO' on projected walking path. Wildlife will disappear and area will be trash-ridden. Vandalism will occur and unsupervised minors will roam. Please spend "our money" on needed projects! A big sign now stops entry to area! Citing ordinances about wetlands!
- Focus on community needs! We are a community – opening trails/bike paths will lead to more crime. Fix the roads! Plant trees! Leave wetlands alone! Nature!
- Existing connectivity to Millersburg Park is not suitable from some areas of the city. The construction at the end of Clearwater will improve that. Sidewalks are a much better and safer way to get where you're going than trails are. The trails through wooded areas will bring crime, and other problems. The litter and enforcement problems need to be addressed at the beginning of the planning process. Budget impacts are a very important consideration.

Comments Submitted to City Staff

Just wanted to let you know I oppose the installation of walking trails through the wetlands and on the retention pond in Sweetwater Estates.

Local wildlife will be uprooted and disturbed, those areas are protected and should not be built upon. I live RIGHT on the pond. It's really really wet and inaccessible much of the year. If I knew only nice little families would be the ones to enjoy it I might not mind (I wouldn't love it, as they could see RIGHT in my house).

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BUT we have seen an uptick of presence of homeless in the area with the installation of Loves. They also tend to camp around or near trails and water. (Go visit any of the parks or trails in Albany with water, you will see several). I believe it would almost certainly bring in people trying to illegally “camp” in the area with the addition of easy access in the form of trails.

Lastly, easy access will bring unsupervised children, which makes me uneasy with the water element.

Please use the funds for something different that would also benefit the community. A pool or dog park would get lots of support!

I understand the meeting tonight is to discuss walking trails through wetlands in our neighborhoods. I am in Denver on business and will not be able to be in attendance.

I live across from houses that backup to the detention pond between SweetWater estates and Morningstar, so pretty close proximity.

The idea of having a nice walking path has a nice appeal. However when I think about how it would practically be used, I have huge concerns. There are a lot of people walking dogs who let their dogs off leash as soon as they get to a park, which is against regulations now. I firmly believe this would be seen as a large welcome sign that dogs untethered would be welcome. You also have the issue of a fairly good incline down to the water and I’m afraid there would be small children allowed to go to these paths with little supervision since it is in their neighborhood. Never a good idea when water is right there.

Who is going to maintain these paths? I have had to contact city officials several times year to get any upkeep done at Acorn park. Adding something else that will require maintenance should not be done until you are maintaining what you currently have.

We are also seeing an increase in transients in the neighborhood being drawn in by the truck stop. I’m afraid this would just be seen as a great place to camp out. Shopping carts have already started to arrive which was really shocking to me.

There is no one enforcing any regulations we have now and I’m afraid this could just add to the problems we have seen growing over the years.

Begin to get control of what we have now and then look at adding these paths.

It was been brought to our attention that the city is talking about building walking trails throughout the wetlands and around the retention pond. We are against the idea, especially the path around the retention pond. We live on the pond and do not relish the idea of walkers invading our privacy. The project is a waste of taxpayers money and will disturb the local wildlife. There are many sidewalks and streets in Millersburg for walkers. We agree with Scott Simpson's 10 Reasons NOT to Build a Path Around the Retention Pond. As far as we are concerned, there are too many negatives to support such a plan. Thank you for considering our concerns. We are not able to attend the meeting tonight but wanted to voice our opinion of the idea.

A few of the neighbors here on Sonora have a concern about the tall grass that is growing behind our properties in between Sonora and Tuscan. A few of us have been trying to keep it cut down behind our own properties but it is so overgrown that the height is some places is now as tall as our fences. I know it is up to the property owner or the developer to have that taken care of but we are having problems with rats and mice as well as it being a place for someone to hide. It was mowed somewhat last year once but it is really an eye sore.

Other concern is this manufactured home park that is being considered off of Millersburg Drive. We in particular do not want to see that go in. We moved from Albany 2 years ago and we lived in a close vicinity of one of these and it was not good. It seemed to be a haven for problems for the police etc. I

Citywide Parks Master Plan: Open House #1 Notes (May 7th)

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know that the people that are living on Sedona in direct line with this are not happy. We all moved out here to be able to sort of still be in the country and have that type of feel to it. The more and more that are built here only makes it lose its country, quiet feel. So far from where we are we have not had a quiet day yet with all the building that has gone on with constant trucks and noise. The last 2 days we have seen deer over by the containment pond at the end of Sonora and it was really nice to still have that open feel to it. The manufactured park will bring down all of our property values even though some don't think so but you can't control what kind of units will be put in there.

I noticed on the survey also that there is consideration of walking pathways through the areas around where we are. We don't like this idea either. You will end up with homeless people getting into those areas with tents etc. and who knows what else. Please try to leave our little town as it is not just keep going and going with building. The population has already increased quite a bit and more and more car traffic of which hardly anyone likes to stop at stop signs.

We are writing to express our views against the use of our citizens tax money in this manner. This area has not been maintained by city as long as we have lived here. I have watched your maintenance crew struggle to even access the far side (North) of the pond.

I would like you to research your planning commission and council meeting minutes as to why they said no previously to a trail and parklike setting a few years back as discussed when Conser Development Company offered the same land and idea. I see no reason to flip now and think it is a great idea. The reasons you cited against at that time are no different now.

- Too expensive to maintain
- Disruption of wildlife and natural habitat
- Easy access for vagrants and homeless camps
- Danger of children around the pond.

The other retention ponds not as large have fences around them for safety. If that becomes a liability issue; a fence is another huge expense.

The neighborhood now has access to the pond and able to watch the wildlife. We now have a duck with baby chicks.

This is the Millersburg that our neighborhood is fond of and we would like to keep it that way.

Every effort has been made to accurately record this meeting. If any errors or omissions are noted, please provide written response within five days of receipt.

cc: Janelle Booth
File



MEETING NOTES

PROJECT NUMBER: # 18-115PLN ISSUE DATE: September 30, 2019
 PROJECT NAME: Millersburg Parks Master Plan

RECORDED BY: Steve Duh
 TO: FILE
 PRESENT: Members of the public
 Members of the Parks Committee
 City Staff
 Project team members from Conservation Technix

SUBJECT: Citywide Parks Master Plan: Open House #2 Notes (September 25th)

Community members were invited to the first open house for Millersburg Parks Master Plan on Wednesday, September 25, 2019 from 6:00 - 7:30 p.m. at Millersburg City Hall. The project team prepared informational displays covering the major themes of the Parks Master Plan. These displays included Project Overview, Parks & Outdoor Recreation, Trails, Investment Priorities and Parks Maps.

Attendees were encouraged to talk to project team members, record their comments and complete a written comment card. City staff and project team staff engaged with participants to identify general needs and interests for park and recreation in Millersburg. Four people attended the meeting to review materials and provide comment.

PUBLIC COMMENTS

The following represents a summary of the comments received during the evening meeting.

Investment Priorities (dot tally)

- 3 – Pickleball courts
- 2 – Recreational trail connections
- 1 – Additional picnic shelter at City Park
- 1 – Splash pad at City Park

Written Comments from Potential Improvements Display

- Add a few pocket parks with residential development areas

Other Comments

- Add Pickleball courts
- Keep maintaining parks we have
- Off-leash dog area and/or shared use or temporary use space at City Park
- Have a cleaning deposit part of the shelter rental fee

Every effort has been made to accurately record this meeting. If any errors or omissions are noted, please provide written response within five days of receipt.

cc: Janelle Booth

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APPENDIX C: Stakeholder Notes



GROUP STAKEHOLDER DISCUSSION NOTES

Project Name:	Millersburg Park System Master Plan	Project No.:	Proj-# 18-115PLN
Location:	City Hall	Interview Date:	April 9, 2019
Notes by:	Steve Duh	Time:	2:00 pm
Stakeholder:	Ryan Lamm, Boys & Girls Club		Sean Shearer, City of Millersburg
	John Andersen, Boys & Girls Club		Janelle Booth, City of Millersburg
	Beth Henkel, Junior Baseball Organization		Kevin Kreitman, City of Millersburg
			Steve Duh, Conservation Technix
Subject:	Park and Recreation Opportunities		

PURPOSE

To discuss existing challenges and future demands and needs for sports facilities and recreation programming in the greater Millersburg area with representatives from the Boys & Girls Club and JBO. This meeting took place on April 9, 2019 at Millersburg City Hall from 2:00 – 3:00 pm.

DISCUSSION

The discussion began with a brief introduction of participants and an overview of the City's plan update process and the need for community input regarding specific elements of the park and recreation system. A set of questions were used to initiate a discussion of each organization's perspective and to consider their current and future status regarding facilities and programming.

Organization Backgrounds & Needs

- Junior Baseball Organization (JBO) serves youth in 3rd to 8th grade. It was formerly a program of the Boys & Girls Club. The program now has 10 teams, 120 kids, and 42 are from Millersburg. There is interest in having more fields in Millersburg. The largest number of players today are in 3rd grade. JBO uses fields at Central Elementary, Calapooia Middle School and Millersburg Park. Younger kids are served by Little League, and the Boys & Girls Club offers recreational ball.
- Little League has been struggling with their numbers and with maintaining a roster of volunteer coaches. Kids playing in Little League naturally shift to JBO as they get older.
- Boys & Girls Club offers a wide range of youth programs and activities. In the spring, these include volleyball, basketball (K-3rd), softball (3rd-8th), T-ball & pitching machine baseball (5-8 yr olds). In the fall,

Interview Notes (continued)

programs include volleyball, basketball and baseball. The Boys & Girls Club uses school facilities for practices and the Boys & Girls Club for games. It also has 3 full size and 2 smaller gyms for indoor programs. They do not want to compete with other sport programs, but they want to have better coordination for field usage.

- The Boys & Girls Club also offers many other programs including after school programs and a free dental clinic open to all. For 2017, there were 84 kids from Millersburg using Boys & Girls Club programs. In 2018, it was over 100.
- The Boys & Girls Club is leaning toward satellite clubs rather than a stand-alone club. They have interest in satellite operations in the schools and with trying to improve access for pick-up and drop-off. They are targeting 6 schools with free & reduced lunch populations that are 60% plus. For example, at Waverly, there are 270 kids, and 85% are on free & reduced lunch. There are also greater needs in the Hispanic community, and the Boys & Girls Club needs to do more to build relationships. In the Greater Albany School District, the student population is 26% Latino, but the Boys & Girls Club serves only 14% (up from 7% in the recent past).

Other Demands

- Adult sport leagues are generally scheduled to play after the kids play (evenings and weekends). There is heavy usage by adult leagues at Timber Ridge School and Bryant Park.
- Volleyball can use 4-5 more courts
- Lacrosse, rugby and futsal are growing; they are being played at Waverly

Future Vision

- To have a facility for the community that includes turf fields, concessions, restrooms, batting cages, overlaid fields for multiple use.
- Volleyball works great for the Boys & Girls Club; they are in a good location between Portland and Eugene markets. With more courts, they could support tournaments pulling from Lebanon, Albany and Corvallis.
- More summertime, outdoor structured events and programs. Transportation is the big challenge. Kids might attend programs locally if something is organized. (At the Boys & Girls Club, they have about 750 participants during the school year, but the numbers drop to 150-200 in the summer. Kids are staying home).
- The City of Millersburg might be able to accommodate summertime programming at City Park and access to the shelter and restroom.

-- End of Notes --



STAKEHOLDER INTERVIEW NOTES

Project Name: Millersburg Park System Master Plan **Project No.:** Proj-# 18-115PLN
Location: Phone Interview **Interview Date:** May 3, 2019 **Time:** 4:00 pm
Notes by: Jean Akers
Stakeholder: Russ Allen, GAPS Business Director

Subject: **Park and Recreation Opportunities**

As part of the Park System Master Plan, public outreach was extended to targeted stakeholders who had significant involvement in the community's recreation facilities and programming. The consultant team interviewed Russ Allen, the Business Director at the Greater Albany Public Schools (GAPS) to collect his input on current practices, opportunities for recreation in the region, and his perspective on how Millersburg and GAPS might collaborate in future recreational programming and facilities.

The notes below capture the content of Russ' May 3rd interview and his follow-up May 6th email.

What are the current roles and relationships between the Greater Albany Public Schools partnering with Millersburg in providing facilities and programming for recreation in the community?

- Currently, there are no school district facilities in Millersburg.
- There are no known issues with any potential partnering; the relationship is positive and functioning.
- Since Millersburg has no formal parks and recreation department, there have not been any formal requests for use of facilities. They have partnered with the playground at Tangent.
- Gym use is provided at a reduced rate for the City of Albany's park and recreation programs for youth activities and GAPS would offer the same rates to Millersburg.

Describe the current state of GAPS recreation facilities that serve Millersburg/Albany area residents

- Gym space is often dominantly used by the Boys & Girls Club which can make it difficult for other groups to gain access. The Albany Boys & Girls Club contributed \$1 million for one gym and then received 20-25 years of credits applied towards facility fees. However, they are not a priority user so others have the same right for reserving use.
- GAPS now has a designated staff person for coordinating gym space and reservations making it easier for groups to book time.
- Gym space is the biggest issue for finding available space for outside group programming. The GAPS use their own gyms and allow for outside group uses after school hours. Boys & Girls Club use their own gym and book time in GAPS gyms.
- Rates for reserving gyms and outdoor fields are determined by types of user: non-profit vs. commercial and youth vs. adult programs.

Interview Notes (continued)

- The GAPS scheduling time table has two separate structures. (from Russ' email content)

Community Events: We ask that they tentatively schedule no earlier than 6 months in advance, with the understanding that the school may be able to bump them out. (If the event is during the school year.) (This only happens once in a great while.) Once the event is about 3 months out, plans can finalize and move forward.

Sporting Events: Sporting teams can schedule one "season" in advance. This is based on a quarterly season. (Winter, Spring, Summer, Fall). If a sport group over books to try to retain space because they do not know how many groups they will have, times will be negotiated based on other team needs. Otherwise, first come first serve.

What future recreation facility could provide the most value for the Millersburg/GASD area?

- The existing two GAPS turf fields are a limitation and must first provide for school athletics.
- Outdoor practice fields can be reserved but use is rarely formalized and ends up being first come first serve.
- There are no "field police" for use after school. If no reservation has been made and no fees paid, there are no rights granted for particular users and their use. Enforcement of reservations becomes self-policed.

What future direction should Millersburg consider for engaging recreation programming with the GAPS?

- Millersburg would need to formalize their programming and make official requests for facility use.
- The future need for a school in Millersburg (if/when bond passes) could provide an opportunity for Millersburg to co-locate park/recreation facilities with the future school site.
- The future school should provide gym space and all-weather sports fields with lighting since there are never enough of these facilities as the community grows.

-- End of Notes --



STAKEHOLDER INTERVIEW NOTES

Project Name: Millersburg Park System Master Plan **Project No.:** Proj-# 18-115PLN
Location: Phone Interview **Interview Date:** April 23, 2019 **Time:** 10:00 am
Notes by: Jean Akers
Stakeholder: Derick Olson, YMCA Sports Director

Subject: **Park and Recreation Opportunities**

As part of the Park System Master Plan, public outreach was extended to targeted stakeholders who had significant involvement in the community's recreation facilities and programming. The consultant team interviewed Derick Olson, the Mid-Willamette YMCA Sports Director to collect his input on trends and opportunities for recreation in the region and his perspective on how Millersburg could participate in future recreational programming and facilities.

The notes below capture the content of Derick's April 8th email and a follow-up April 23rd phone interview.

What has been the trend in participation for your programs?

- Over the last year or two, I have consistently had at least two teams (up to 4 or 5) from the Millersburg area that have been wanting to have practices in Millersburg (or at Clover Ridge for basketball since it is the closest gym we have access to out there).
- For flag football, we have been able to use the park out there, and I think parents have really appreciated having practices closer to home.

What facilities, programs, or activities do you see most needed in the community?

- I think gym space is one of the toughest things. Not only have I struggled to get gym space, but have had other organizations and high schools asking for gym use because they can't find. I just don't think there is enough gyms in the area. I think everyone gets by, but I am pretty sure more gyms or some sort of indoor recreational center would be beneficial for the whole community.
- Contracts for scheduled indoor gym uses currently exist with Boys and Girls Club and are mostly at capacity. Boys and Girls Club have lots more kids.
- Some multi-purpose rooms (like cafeterias) have occasional availability that can be used for indoor recreational programs.
- During the winter season (January-April) there is more demand than supply for indoor gym space.
- Millersburg recreation programs could use more flag football coaches.

Interview Notes (continued)

Describe the current state of athletic fields that serve Millersburg/Albany area residents

- As mentioned prior, gym space is tough for a lot of organizations and small clubs. Boys and Girls club have rights to all school gyms (maybe with the exception of High Schools), which can make it tough for myself (at the Y), and other organizations to find space. Same is similar for fields. Even with Parks and Recs having fields, the ones that are playable are almost always spoken for making access difficult. Luckily, over the 7 years I have been here at the YMCA, I have made some connections that have helped me get facility usage, but it is still a struggle at times, and I know it is for other small non-profits or sports clubs looking for space.

What future recreation facility could provide the most value for the Millersburg area?

- One full-sized football field would be great. It could fit 2 youth soccer or 3 flag football fields. Millersburg mostly has a demand for youth sports so versatile field space is critical.

How would I describe my current relationship with the city?

- I think you guys have been pretty accommodating for any Y sports. I have had coaches ask about practicing out there, and seems you guys have been more than happy to let them practice at the park, so that is appreciated by myself and your Millersburg families.
- I am always open to collaborative programs/projects, co-sponsors or whatever. Being a non-profit, money is always a challenge, but always willing to see if we can help in other ways especially when something is beneficial to all.

-- End of Notes --



STAKEHOLDER DISCUSSION NOTES

Project Name:	Millersburg Park System Master Plan	Project No.:	Proj-# 18-115PLN
Location:	City Hall	Interview Date:	September 25, 2019
Notes by:	Steve Duh	Time:	4:00 pm
Stakeholder:	Bob Brunson		Janelle Booth, City of Millersburg
	Craig Ziegenhagel		Kevin Kreitman, City of Millersburg
	Darrel Ireland		Steve Duh, Conservation Technix
	Don Dixon		
Subject:	Discussion of City Park with Adjacent Neighbors		

PURPOSE

To discuss comments and concerns about City Park with neighbors who live adjacent to the park.

DISCUSSION & COMMENTS

The discussion began with a brief introduction of participants and an overview of the City's plan update process and interest in hearing from adjacent neighbors about their experiences with City Park. A set of questions were used to initiate a discussion.

City Park Maintenance Comments

- Always have to fight blackberry vines
- Trees overhang onto adjacent neighbor's property
- Fencing – commercial slat fencing; adjacent owners will have own fence priorities
- Recommended/preferred low groundcover along fence line, evergreen, no leaves
- Maintenance is reactionary (i.e., stuff is done prior to Celebration – horseshoe pits, pruning – but not done when it is needed during the year)
- Personnel issue – in past, with one employee, the park looked better. Maintenance – focus on things that affect citizens on a fairly regular basis (replacing dog waste bags), have a daily check list (look for broken glass, needles, walk the park)
- City growth has resulted in less staff time to focus on City Park
- Overall maintenance program for the park needs 'a plan' – with a daily, weekly schedule and needs careful oversight.

Interview Notes (continued)

City Park Programming

- Define who/what City Park is for: special events, youth sports, adult sports. Maybe better define for more permanency
- Adult softball has been problem at times with players staying late, breaking glass and being noisy. The City should pull their alcohol permit if there continue to be issues.
- Players are parking on both sides of Zuhlke. Need to enforce tree branch trimming along the roadside for proper height
- The sheriff should be more visible when people are in the park and do walk throughs more often
- The park is not always a good neighbor, and park users are not always good neighbors (fencing damage from users)
- Coordinate with neighbors for certain maintenance work, such as planned bark spraying or pruning
- Set an acquisition standard for the city, seems like Millersburg has more parkland per capita than a lot of other small towns.
- With every new development, there is a lost opportunity to connect the neighborhoods with trails
- Against adding a picnic shelter at the south end of the park and concerned about impacts from events
- City should focus on maintenance at existing park before considering expanding park system

Other Areas of Focus for the City

- Pickleball
- Exercise stations
- Infrastructure to support existing activities. Build the parks for Millersburg residents as first thought. If other groups use the parks, so be it, but don't build them for the other groups' benefits.
- Stripe/mark bike lanes

Additional written comments were provided during the meeting and are attached.

-- End of Notes --

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APPENDIX D: Recreation Trends

The following summaries from recognized park and recreation resources provide background on national, state and local trends that may reflect potential recreational activities and facilities for future consideration in Millersburg's park system. Examining current recreation trends can help inform potential park and recreation improvements and opportunities that may enhance the community and create a more vibrant parks system as it moves into the future.

National Recreation and Parks Association (NRPA) PRORAGIS

In 2013, the National Recreation and Parks Association (NRPA) issued its first report using PRORAGIS, a geographic information system, to establish industry trends. The 2013 report gathered data from 383 park and recreation agencies across the country and compared changes over the last three years. According to the report, park and recreation agencies typically provide management of park and open space lands and operate recreational facilities and programs. Within these areas of responsibility, some growth occurred from 2010 to 2012 among the agencies participating in the survey, including conducting major special events, maintaining public jurisdiction areas and administering community gardens.

The NRPA report indicated that public park and recreation service providers continue to suffer from reduced funding levels. Agencies receiving higher funding levels generally experienced greater reductions, while smaller agencies (in smaller communities) were more stable over the last three years. Recreation programming experienced a significant drop in attendance from 2010 to 2011. While a slight rebound had begun in 2012, the NRPA 2013 report indicates that program offerings have declined in every major category since 2010.

The State of the Industry Report

Recreation Management magazine's 2017 State of the Industry Report summarizes the opinions and information Recreation Management magazine's 2018 State of the Managed Recreation Industry report summarizes the opinions and information provided by a wide range of professionals (with an average 21.3 years of experience) working in the recreation, sports and fitness facilities. The 2018 report indicated that many (86.6%) recreation, sports and fitness facility owners form partnerships with other organizations, as a means of expanding their reach, offering additional programming opportunities or as a way to share resources and increase funding. Local schools are shown as the most common partner (61.3%) for all facility types. Parks and recreation organizations (95.8%) were the most likely to report that they had partnered with outside organizations.

Survey respondents from urban communities are more optimistic about positive changes to revenues, while rural respondents are not. In 2018, 41 percent of respondents said that revenues increased from 2016 to 2017, while 11.1% reported a decrease. Looking forward from 2018 to 2019, 50 percent of urban respondents expect revenues to increase, and just 4.3 percent project a decrease.

In last year's report, parks respondents had reported increases in their average operating expenditures with operating costs that grew by 58% between fiscal 2013 and fiscal 2016. After a significant increase in operating expenditures in fiscal 2016, costs have fallen again in 2017, and are expected to rise more steadily over the next two years, though not to the high reported last year. From 2017 to 2018, respondents said they expect their operating

expenses to increase by 1.7 percent, followed by a further increase of 4.9 percent projected in fiscal 2019. The greatest decrease (16.8%) in average operating costs from 2016 to 2017 was reported by parks and recreation respondents.

Relative to costs and revenues, few facilities covered by the survey reported that they cover more than 90 percent of their operating costs via revenue. The percentage recovered varied with type of organization with the average percentage of costs recovered for all respondents hovering near 50%. For parks, the cost recovery rate increased from 43.4 % to 43.9 % from 2017 to 2018.

Over the past decades, public parks and recreation departments and districts have faced a growing expectation that facilities can be run like businesses. Many local facilities are expected to recover much of their operating costs via revenues. While this is the business model for for-profit facilities like health clubs, it's a relatively recent development for publicly owned facilities, which have typically been subsidized via tax dollars and other funding sources. Most recreation providers (80.5%) have been taking actions to reduce expenditures. Cost recovery actions typically involve reduction in expenses with improving energy efficiency as the most common action (48.3% of respondents). Increased fees and staffing cost reductions and putting off construction or renovation plans were reported as other common methods for reducing operating costs.

Utilization of recreation facilities has shown steady increases by the majority of respondents. Looking forward, more than half of respondents expect to see further increases in the number of people using their facilities. The expectation is that this trend will continue in the next two years.

This year saw a fairly significant drop in the average number of people employed at the organizations covered by the survey. After several years of steady growth, to a high of 147.6 employees in 2017, the average number of employees dropped by 21.7% in the past year. On average, this year's survey respondents employ 28.2 full-time workers, 39.8 part-time employees, 44.8 seasonal workers, 43.2 volunteers, and 9.1 employees of some other designation. In 2018, more than three-quarters (77.7%) of respondents said they plan to maintain existing staff levels, up from 57% in 2017.

A majority of respondents (83.2%) require certifications for some of their staff members to help measure and verify specific types of professional knowledge and skill. Of those respondents that require certification, the most common types of certification required included CPR/AED/First Aid (required by 90.3% of those who said they require some staff members to be certified), background checks (83.4%), and lifeguard certification (56.3%).

Over the past five years, the percentage of respondents who indicate that they have plans for construction, whether new facilities or additions or renovations to their existing facilities, has grown steadily, from 62.7 percent in 2013 to 69.5 percent in 2018. Construction plans of all kinds are most common among camps and parks. For camp respondents, 47.1 percent are planning new facilities, 45.9 percent are planning additions, and 60 percent are planning renovations. They were followed by parks, 33.9 percent of whom have plans for new construction, 32.6 percent for additions, and 57.7 percent for renovations.

Parks saw modest increases to their construction budgets from 2016 to 2018, with respondents expecting to see increases of 13.5%. Public organizations saw the sharpest increase to their construction budgets from 2016 to 2018, with an increase of 28.7 percent, from \$3,877,000 in 2016 to \$4,990,000 in 2018.

Parks respondents were more likely than other facility types to include: playgrounds (86.7% of parks respondents had playgrounds); park shelters (80%); park restroom structures (75.6%); outdoor sports courts (74.4%); community and multipurpose centers (58.4%); bike trails (46.4%); skate parks (41.1%); dog parks (38.8%); community gardens (33.7%); disc golf courses (32.9%); fitness trails and outdoor fitness equipment (32.6%); splash play areas (30.7%); golf courses (19.9%); ice rinks (17.6%); waterparks (16.8%); and bike/BMX parks (11.4%).

Park respondents (56.2%) reported plans to add features at their facilities. The top 10 planned features for all facility types include:

1. Splash play areas (23.6%)
2. Synthetic turf sports fields (17%)
3. Fitness trails and/or outdoor fitness equipment (16.4%)
4. Fitness centers (16.3%)
5. Walking/hiking trails (15.5%)
6. Playgrounds (15.2%)
7. Park shelters (13.6%)
8. Dog parks (13.5%)
9. Exercise studios (12.9%)
10. Disc golf courses (12.9%)

Respondents from community centers, parks and health clubs were the most likely to report that they had plans to add programs at their facilities over the next few years. The 10 most commonly planned program additions in 2018 include:

1. Fitness programs (planned by 25.9% of those who will be adding programs)
2. Educational programs (25.7%)
3. Mind-body balance programs (23.3%)
4. Teen programs (22.7%)
5. Environmental education (20.7%)
6. Day camps and summer camps (20.3%)
7. Special needs programs (18.9%)
8. Adult sports teams (18.5%)
9. Holidays and other special events (18.3%)
10. Individual sports activities (17.5%)

While in general, overall budgets are the top concern for most respondents, equipment and facility maintenance lead the issues of budgetary challenges with staffing as the second most common concern. Marketing, safety/risk management, and creating new and innovative programming are continuing challenges for facility managers. Current concerns on the rise in 2018 include older adult fitness and wellness, legislative issues, environmental and conservation issues and social equity and access.

The Outdoor Participation Report

According to 2018 Outdoor Participation Report, published by the Outdoor Foundation in Boulder, Colorado, more than 146.1 million Americans (49%) participated in an outdoor activity at least once in 2017. These outdoor participants went on a total of 10.9 billion outdoor outings, a decrease from 11.0 billion in 2016. Participation in outdoor recreation, team sports and indoor fitness activities vary by an individual's age. Recent trend highlights include the following:

- Twenty percent (20%) of outdoor enthusiasts participated in outdoor activities at least twice per week.
- Running, including jogging and trail running, was the most popular activity among Americans when measured by number of participants and by number of total annual outings.
- Nineteen percent (19%) outdoor participants lived in the South Atlantic region of the US, making its population the most active in outdoor activities.
- Walking for fitness was the most popular crossover activity where 45.8% of all outdoor participants also walked.
- Data shows that adults who were introduced to the outdoors as children were more likely to participate in outdoor activities during adulthood than those who were not exposed to the outdoors as children.
- The biggest motivator for outdoor participation was getting exercise.

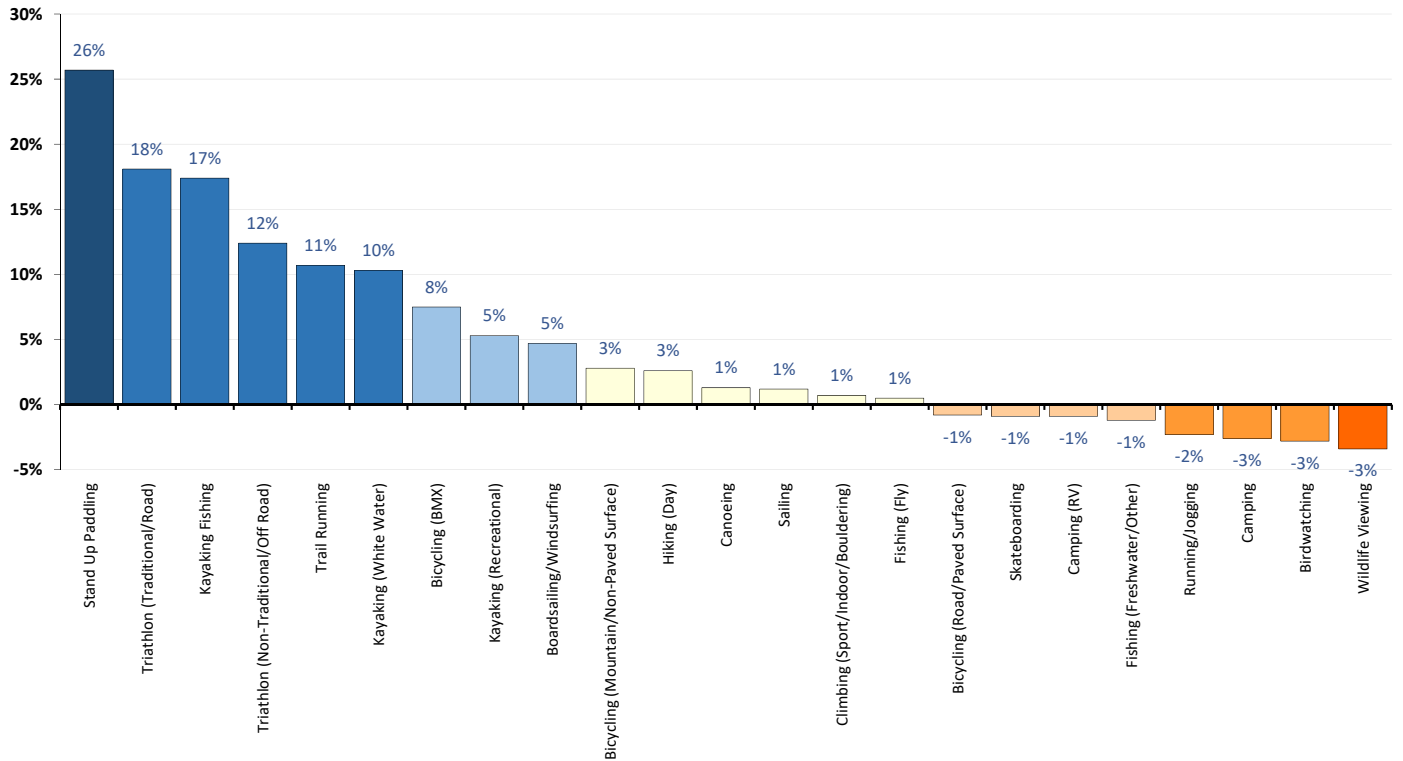


Figure D1. 3-Year Change in Outdoor Recreation Participation of Youth (6-24)

Favorite activities and participation rates range with demographics. In 2017, the average participant had 15 years of experience enjoying outdoor recreation. The data shows, as would be expected, that the amount of experience increased as the participant aged. Those ages 45 and up averaged 25 years as outdoor participants.

Sports, Fitness & Leisure Activities Topline Participation Report

Prepared by a partnership of the Sports and Fitness Industry Association (SFIA) and the Physical Activity Council (PAC), this 2018 participation report establishes levels of activity and identifies key trends in sports, fitness, and recreation in the US. The largest focus of activities continues to be toward fitness sports. Winter sports gained the most of all categories, increasing 2% over the last year. The interest in activities has started moving toward outdoor recreation. The top aspirational activity for all age segments was outside, ranging from camping to biking to birdwatching.

Fitness sports/activities continues to have the highest participation rates; having 64% of the US population ages 6 and over engaging in activities like running/jogging, high intensity/impact training, row machines, and swimming. Outdoor activities remained second but was flat from 2016; seeing a increase in day hiking and backpacking, but lost participants in canoeing and adventure racing.

While age clearly affects how often someone participates, what they do can also be age dependent. Young kids, ages 6 to 17, who tend to be more active overall, focus on team sports and outdoor activities. While Boomers prefer fitness activities, especially low impact such as aquatic exercise, cycling, and walking. Millennials are more likely than the other generations to participate in water sports, such as stand up paddling, boardsailing, and surfing.

Inactivity rates remain higher than 10 years ago despite the promotion of the benefits of an active lifestyle. Over a quarter of the US population (ages 6 and over) did not participate in even the lowest caloric activity in 2017. Trends continue to show how income affects inactivity. Generally, the affluent are getting more active while the less affluent are becoming more inactive.

Despite aspirations to become more active, the biggest influence on engaging more participants is having a friend or family member to take part in the physical activity. First time participation depends on who you are doing it with more than if you have the time.

National Survey on Recreation and the Environment

The National Survey on Recreation and the Environment (NSRE) is a comprehensive survey that has been collecting data and producing reports about the recreation activities, environmental attitudes and natural resource values of Americans since the 1980s. The NSRE core focus is on outdoor activity participation and personal demographics. The most recent 2012 NSRE reports the total number of people participating in outdoor activities between 2000 and 2007 grew by 4.4% while the number of days of participation increased by approximately 25 percent. Walking for pleasure grew by 14% and continues to lead as the top favorite outdoor activity.

Nature-based activities, those associated with wildlife and natural settings, showed a discernible growth in the number of people (an increase in 3.1% participation rate) and the number of days of participation. American's participation in nature-based outdoor recreation is increasing with viewing, photographing, or otherwise observing nature clearly measured as the fastest growing type of nature-based recreation activity.

Americans Engagement with Parks Survey (from NRPA)

The vast offerings of the local park and recreation agency improve the lives of people throughout our nation. From the fact that Americans on average visit their local park and recreation facilities approximately 29 times a year to the majority of Americans identifying parks and recreation as an important service provided by their local government, the general public is an untapped advocate to spread the public park and recreation story.

This annual study probes Americans' usage of parks, the key reasons that drive their use and the greatest challenges preventing greater usage. Each year, the study probes the importance of public parks in Americans' lives, including how parks compare to other services and offerings of local governments. The survey of 1,000 American adults looks at frequency and drivers of parks/recreation facilities visits and the barriers to that prevent greater enjoyment. Survey respondents also indicate the importance of park and recreation plays in their decisions at the voting booth and their level of support for greater funding.

Key Findings:

- Americans on average visit their local park and recreation facilities approximately 29 times a year, with 3 in 5 saying their most recent visit was within the past month.
- Three in four Americans agree that the NRPA Three Pillars of Conservation, Health and Wellness, and Social Equity represent what they see as the priorities for their local park and recreation agency.
- Nine in 10 Americans agree that parks and recreation are important services delivered by their local government.
- Seven in 10 Americans say they are more likely to vote for local politicians who make park and recreation funding a priority.
- Three-quarters of Americans support increased local government spending for park and recreation agencies with solid support for a nearly 30 percent increase in funding for local park and recreation agencies.

Oregon State Outdoor Recreation Trends

The 2019-2023 Statewide Comprehensive Outdoor Recreation Plan (SCORP), entitled Outdoor Recreation in Oregon: Responding to Demographic and Societal Change, constitutes Oregon’s basic five-year plan for outdoor recreation. The plan addresses five important demographic and societal changes facing outdoor recreation providers in the coming years including:

1. An aging population;
2. An increasingly diverse population;
3. Lack of youth engagement in outdoor recreation;
4. An underserved low-income population; and
5. The health benefits of physical activity.

As part of developing the SCORP, the Oregon Parks and Recreation Department (OPRD) conducted a statewide survey of Oregon residents regarding their 2017 outdoor recreation participation in Oregon, as well as their opinions about park and recreation management. This data can help local park and recreation providers better understand public opinions and the preferences of outdoor recreation participants.

Fifty six (56) recreation activities were identified as important recreation activity types. These activities were grouped into eight (8) categories including Non-motorized Trail or Related Activities, Motorized Activities, Non-motorized Snow Activities, Outdoor Leisure and Sporting Activities, Nature Study Activities, Vehicle-based Camping Activities, Hunting and Fishing Activities, and Non-motorized Water-based and Beach Activities. The top three activities with the largest annual user occasions include Walking on local streets / sidewalks (313 million); Walking on local trails / paths (113 million); and Dog walking / going to dog parks / off-leash areas (78 million).

Activity	Total (millions)
Walking on local streets / sidewalks	313
Walking on local trails / paths	113
Relaxing, hanging out, escaping heat / noise, etc.	93
Dog walking / going to dog parks / off-leash areas	78
Taking your children or grandchildren to a playground	57
Sightseeing / driving or motorcycling for pleasure	55
Bicycling on roads, streets / sidewalks	51
Walking / day hiking on non-local trails / paths	44
Jogging / running on streets / sidewalks	37
Bicycling on paved trails	26

Figure D-2. User Occasions for Oregon Residents in Outdoor Activities

Activity	Percent
Walking on local streets / sidewalks	83%
Walking on local trails / paths	74%
Sightseeing / driving or motorcycling for pleasure	59%
Relaxing, hanging out, escaping heat / noise, etc.	59%
Beach activities – ocean	57%
Walking / day hiking on non-local trails / paths	55%
Attending outdoor concerts, fairs, festivals	50%
Visiting historic sites / history-themed parks	49%
Picnicking	49%
Beach activities - lakes, reservoirs, rivers	40%

Figure D-3. Participation Rates for Oregon Residents in Outdoor Activities

Activity	Times / Year
Walking on local streets / sidewalks	204
Walking on local trails / paths	75
Relaxing, hanging out, escaping heat / noise, etc.	60
Dog walking / going to dog parks / off-leash areas	51
Taking your children or grandchildren to a playground	37
Sightseeing / driving or motorcycling for pleasure	36
Bycycling on roads, streets / sidewalks	34
Walking / day hiking on non-local trails / paths	29
Jogging / running on streets / sidewalks	24
Bicycling on paved trails	17

Figure D-4. Frequency per Household for Oregon Residents in Outdoor Activities

The survey also asked about priorities for local community needs revealing the top six (6) local (close to home) needs as

- Cleaner restrooms.
- Soft surface walking trails.
- More restrooms.
- Playgrounds with natural materials (Natural Play Areas).
- Nature and wildlife viewing areas.
- Public access to waterways.

When asked about recreation priorities for dispersed recreation opportunities, survey respondents indicated their top priorities as

- Cleaner restrooms.
- Soft surface walking trails.
- Nature and wildlife viewing areas.
- More restrooms.
- Public access to waterways.
- More places and benches to observe nature and others.
- Picnic areas and shelters for small visitor groups.

Outdoor recreation participants were asked what their local parks and recreation agency could do to improve/increase participation and value. Across the state, providing more free-of-charge recreation opportunities was the most important action, with ensuring clean and well-maintained parks and facilities, and developing walking / hiking trails closer to home also high in importance.

OPRD also conducted a statewide survey of Oregon public recreation providers to determine outdoor recreation funding priorities for OPRD grant programs and identify top management issues and challenges faced by public recreation providers. The survey showed that across the state within urban growth boundaries, the most important funding need was for community trail systems; restrooms; children's playgrounds and play areas built with manufactured structures like swing sets, slides, and climbing apparatuses; picnic areas and shelters for small visitor groups; trails connected to public lands; and picnicking/day use and facilities. In rural areas across the state, the most important funding need was for restrooms, RV/ trailer campgrounds and facilities, day-use hiking trails, connecting trails into large trail systems, interpretive displays, and tent campgrounds and facilities (car camping). Creating

new park and recreation facilities was the greatest maintenance/management challenge for urban and urban growth areas. Other pressing issues were maintaining existing local parks in the community, addressing Americans with Disabilities Act (ADA) issues, and providing safe walking and biking routes to parks and trails. More rural, dispersed setting park providers faced challenges maintaining existing park and recreation facilities. Adequate funding was lacking by most park and recreation providers for renovation, rehabilitation; updating facilities for universal access (ADA compliance); growing homeless population pressures, responding to new recreation trends and technology. In many cases, park and recreation providers were concerned that inadequate funding would increase safety and security issues associated with public use of park and recreation facilities and services.

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APPENDIX E: Implementation Tools

The City of Millersburg possesses a range of local funding tools that could be accessed for the benefit of growing, developing and maintaining its parks and recreation system. The sources listed below represent likely potential sources, but some also may be dedicated for other local purposes which limit applicability and usage. Therefore, discussions with city leadership is critical to assess the political landscape to modify or expand the use of existing city revenue sources in favor of parks and recreation programs.

LOCAL FUNDING OPTIONS

General Obligation Bond

These are voter-approved bonds with the authority to levy an assessment on real and personal property. The money can only be used for capital construction and improvements, but not for maintenance. This property tax is levied for a specified period of time (usually 15-20 years). Passage requires a simple majority in November and May elections, unless during a special election, in which case a double majority (a majority of registered voters must vote and a majority of those voting must approve the measure) is required.

Park Utility Fee

A park utility fee provides dedicated funds to help offset the cost of park maintenance and could free up general fund dollars for other capital project uses. Most city residents pay water and sewer utility fees. Park utility fees apply the same concepts to city parks, and a fee is assessed to all businesses and households. The monthly fee would be paid upon connection to the water and sewer system. Millersburg does not assess a park utility fee.

System Development Charges

Millersburg currently assesses a parks system development charge (SDC). SDCs are charged for new residential development to help finance the demand for park facilities created by the new growth.

Fuel Tax

Oregon gas taxes are collected as a fixed amount per gallon of gasoline purchased. The Oregon Highway Trust Fund collects fuel taxes, and a portion is paid to cities annually on a per-capita basis. By statute, revenues can be used for any road-related purpose, which may include sidewalk repairs, ADA upgrades, bike routes and other transportation-oriented park and trail enhancements.

FEDERAL / STATE GRANTS & CONSERVATION PROGRAMS

Rivers, Trails and Conservation Assistance Program - National Park Service

The Rivers, Trails and Conservation Assistance Program, also known as the Rivers & Trails Program or RTCA, is a community resource administered by the National Park Service and federal government agencies so they can conserve rivers, preserve open space and develop trails and greenways. The RTCA program implements the natural resource conservation and outdoor recreation mission of NPS in communities across America.

Urban and Community Forestry Small Projects and Scholarship Fund - Oregon Department of Forestry

The purpose of the Oregon Department of Forestry's Urban and Community Forestry Assistance Program's Small Projects and Scholarship Fund (UCF-SPSF) is to cover the small, yet sometimes prohibitive, administrative and material expenses directly related to community forestry projects encountered by smaller volunteer groups and cities across Oregon. Applications must be received by the end of each quarter for consideration.

North American Wetlands Conservation Act Grants Program - US Fish & Wildlife Service

The North American Wetlands Conservation Act of 1989 provides matching grants to organizations and individuals who have developed partnerships to carry out wetland conservation projects in the United States, Canada, and Mexico for the benefit of wetlands-associated migratory birds and other wildlife. Both are Two competitive grants programs exist (Standard and a Small Grants Program) and require that grant requests be matched by partner contributions at no less than a 1-to-1 ratio. Funds from U.S. Federal sources may contribute towards a project, but are not eligible as match.

The Standard Grants Program supports projects in Canada, the United States, and Mexico that involve long-term protection, restoration, and/or enhancement of wetlands and associated uplands habitats. In Mexico, partners may also conduct projects involving technical training, environmental education and outreach, organizational infrastructure development, and sustainable-use studies.

The Small Grants Program operates only in the United States; it supports the same type of projects and adheres to the same selection criteria and administrative guidelines as the U.S. Standard Grants Program. However, project activities are usually smaller in scope and involve fewer project dollars. Grant requests may not exceed \$75,000, and funding priority is given to grantees or partners new to the Act's Grants Program.

Local Government Grant - Oregon Parks and Recreation

Local government agencies who are obligated by state law to provide public recreation facilities are eligible for OPR's Local Government Grants, and these are limited to public outdoor park and recreation areas and facilities. Eligible projects involve land acquisition, development and major rehabilitation projects that are consistent with the outdoor recreation goals and objectives contained in the Statewide Comprehensive Outdoor Recreation Plan.

Land and Water Conservation Fund (LWCF) Grant - Oregon Parks and Recreation

LWCF grants are available through OPR to either acquire land for public outdoor recreation or to develop basic outdoor recreation facilities. Projects must be consistent with the outdoor recreation goals and objectives stated in the Statewide Comprehensive Outdoor Recreation Plan and elements of local comprehensive land use plans and park master plans. A 50% match is required from all successful applicants of non-federal funds, in-kind services and/or materials.

Recreational Trails Program Grant - Oregon Parks and Recreation

Recreational Trails Grants are national grants administered by OPRD for recreational trail-related projects, such as hiking, running, bicycling, off-road motorcycling, and all-terrain vehicle riding. Yearly grants are awarded based on available federal funding. RTP funding is primarily for recreational trail projects, rather than utilitarian transportation-based projects. Funding is divided into 30% motorized trail use, 30% non-motorized trail use and 40% diverse trail use. A 20% minimum project match is required.

Bicycle & Pedestrian Program Grants - Oregon Department of Transportation

The Pedestrian and Bicycle Grant Program is a competitive grant program that provides approximately \$5 million dollars every two years to Oregon cities, counties and ODOT regional and district offices for design and construction of pedestrian and bicycle facilities. Proposed facilities must be within public rights-of-way. Grants are awarded by the Oregon Bicycle and Pedestrian Advisory Committee. Project types include sidewalk infill, ADA upgrades, street crossings, intersection improvements, minor widening for bike lanes.

Fixing America's Surface Transportation Act (FAST Act) - Oregon Department of Transportation

The FAST Act, which replaced Moving Ahead for Progress in the 21st Century Act (MAP-21) in 2015, provides long-term funding certainty for surface transportation projects, meaning states and local governments can move forward with critical transportation projects with the confidence that they will have a Federal partner over the long term (at least five years). The law makes changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects and providing new safety tools.

Oregon Watershed Enhancement Board Grant

The Oregon Watershed Enhancement Board focuses on projects that approach natural resources management from a whole-watershed perspective. OWEB encourages projects that foster interagency cooperation, include other sources of funding, provide for local stakeholder involvement, include youth and volunteers and promote learning about watershed concepts. There are five general categories of projects eligible for OWEB funding: watershed management (restoration and acquisition), resource monitoring and assessment, watershed education and outreach, Watershed council support and technical assistance.

OTHER METHODS & FUNDING SOURCES

Private Grants, Donations & Gifts

Many trusts and private foundations provide funding for park, recreation and open space projects. Grants from these sources are typically allocated through a competitive application process and vary dramatically in size based on the financial resources and funding criteria of the organization. Philanthropic giving is another source of project funding. Efforts in this area may involve cash gifts and include donations through other mechanisms such as wills or insurance policies. Community fund raising efforts can also support park, recreation or open space facilities and projects.

Business Sponsorships/Donations

Business sponsorships for programs may be available throughout the year. In-kind contributions are often received, including food, door prizes and equipment/material.

Meyer Memorial Trust

The Meyer Memorial Trust seeks opportunities to make program-related investments in Oregon and Clark County, WA. General Purpose Grants support projects related to arts and humanities, education, health, social welfare, and a variety of other activities. Proposals may be submitted at any time under this program, and there is no limitation on the size or duration of these grants.

Wells Fargo: National Fish and Wildlife Foundation (NFWF): Environmental Grant Program

This program builds partnerships with local environmental nonprofits that have projects that focus on strengthening the resiliency of our communities. This includes efforts focused on climate mitigation and adaptation, sustainable agriculture and forestry, water quality, land conservation, and support for building healthy urban ecosystems. The programs operate as a closed RFP, invitation-only process where Wells Fargo engages specific organizations whose work aligns with their giving priorities.

REI in the Community - Non-Profit Partnerships and Grants

Partnerships begin with store teams who may connect with nonprofits by promoting or partnering for events and service projects, raising visibility with REI customers, offering product donations, and inviting and selecting organizations for an REI grant.

Kaiser Permanente Healthy Environments - Community Benefit Programs

These programs work with community-based organizations, public agencies, businesses and residents to translate their vision for healthy communities into visible, concrete changes — and ultimately healthier neighborhoods. Kaiser has several assistance programs that encompass support for Environmental Stewardship, Community Health Initiatives, Every Body Walk!, and Physical Activity Guiding Principles.

Interagency Agreements

State law provides for interagency cooperative efforts between units of government. Joint acquisition, development and/or use of park and open space facilities may be provided between parks, school districts, other municipalities and utility providers.

ACQUISITION TOOLS & METHODS

Direct Purchase Methods

Market Value Purchase

Through a written purchase and sale agreement, the city purchases land at the present market value based on an independent appraisal. Timing, payment of real estate taxes and other contingencies are negotiable.

Partial Value Purchase (or Bargain Sale)

In a bargain sale, the landowner agrees to sell for less than the property's fair market value. A landowner's decision to proceed with a bargain sale is unique and personal; landowners with a strong sense of civic pride, long community history or concerns about capital gains are possible candidates for this approach. In addition to cash proceeds upon closing, the landowner may be entitled to a charitable income tax deduction based on the difference between the land's fair market value and its sale price.

Life Estates & Bequests

In the event a landowner wishes to remain on the property for a long period of time or until death, several variations on a sale agreement exist. In a life estate agreement, the landowner may continue to live on the land by donating a remainder interest and retaining a “reserved life estate.” Specifically, the landowner donates or sells the property to the city, but reserves the right for the seller or any other named person to continue to live on and use the property. When the owner or other specified person dies or releases his/her life interest, full title and control over the property will be transferred to the city. By donating a remainder interest, the landowner may be eligible for a tax deduction when the gift is made. In a bequest, the landowner designates in a will or trust document that the property is to be transferred to the city upon death. While a life estate offers the city some degree of title control during the life of the landowner, a bequest does not. Unless the intent to bequest is disclosed to and known by the city in advance, no guarantees exist with regard to the condition of the property upon transfer or to any liabilities that may exist.

Option to Purchase Agreement

This is a binding contract between a landowner and the city that would only apply according to the conditions of the option and limits the seller’s power to revoke an offer. Once in place and signed, the Option Agreement may be triggered at a future, specified date or upon the completion of designated conditions. Option Agreements can be made for any time duration and can include all of the language pertinent to closing a property sale.

Right of First Refusal

In this agreement, the landowner grants the city the first chance to purchase the property once the landowner wishes to sell. The agreement does not establish the sale price for the property, and the landowner is free to refuse to sell it for the price offered by the city. This is the weakest form of agreement between an owner and a prospective buyer.

Conservation Easements

Through a conservation easement, a landowner voluntarily agrees to sell or donate certain rights associated with his or her property – often the right to subdivide or develop – and a private organization or public agency agrees to hold the right to enforce the landowner’s promise not to exercise those rights. In essence, the rights are forfeited and no longer exist. This is a legal agreement between the landowner and the city (or private organization) that permanently limits uses of the land in order to conserve a portion of the property for public use or protection. Typically, this approach is used to provide trail corridors where only a small portion of the land is needed or for the strategic protection of natural resources and habitat. The landowner still owns the property, but the use of the land is restricted. Conservation easements may result in an income tax deduction and reduced property taxes and estate taxes. The preservation and protection of habitat or resources lands may best be coordinated with the local land trust or conservancy, since that organization will likely have staff resources, a systematic planning approach and access to non-governmental funds to facilitate aggressive or large scale transactions.

Landowner Incentive Measures

Density Bonuses

Density bonuses are a planning tool used to encourage a variety of public land use objectives, usually in urban areas. They offer the incentive of being able to develop at densities beyond current regulations in one area, in return for concessions in another. Density bonuses are applied to a single parcel or development. An example is allowing developers of multi-family units to build at higher densities if they provide a certain number of low-income units or public open space. For density bonuses to work, market forces must support densities at a higher level than current regulations.

Transfer of Development Rights

The transfer of development rights (TDR) is an incentive-based planning tool that allows land owners to trade the right to develop property to its fullest extent in one area for the right to develop beyond existing regulations in another area. Local governments may establish the specific areas in which development may be limited or restricted and the areas in which development beyond regulation may be allowed. Usually, but not always, the “sending” and “receiving” property are under common ownership. Some programs allow for different ownership, which, in effect, establishes a market for development rights to be bought and sold.

IRC 1031 Exchange

If the landowner owns business or investment property, an IRC Section 1031 Exchange can facilitate the exchange of like-kind property solely for business or investment purposes. No capital gain or loss is recognized under Internal Revenue Code Section 1031 (see www.irc.gov for more details).

Other Land Protection Options**Land Trusts & Conservancies**

Land trusts are private non-profit organizations that acquire and protect special open spaces and are traditionally not associated with any government agency. The Greenbelt Land Trust is the local land trust serving the Millersburg area. Other national organizations with local representation include the Nature Conservancy, Trust for Public Land and the Wetlands Conservancy.

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APPENDIX F: Site Acquisition & Development Standards

ACQUISITION GUIDELINES

Planning and land acquisition for future parks is a recognized component in land use and urban growth management, since the provision of parks and open space is considered essential to the livability of urban areas. For the recreation resource planner, the land acquisition process is an important task for ensuring the availability of future recreation resources for the majority of the community. The established planning goals for a community's comprehensive plan recognize the development of parks and retention of open space with conservation values as a tool for managing the effects of increased density and fostering livability.

DISTRIBUTION EQUITY (LOCATION/GAPS)

Equitable distribution of public park facilities is a community goal (articulated in the Park System Master Plan). GIS mapping and analysis documented and tracked the existing public park inventory and areas where public parks are lacking in search for park land acquisition targets. Park acquisition should be prioritized in underserved areas where households are more than ½-mile from a developed park.

SPECIFIC SITE SUITABILITY FOR DEVELOPED/ACTIVE PARKS

According to the 2017 Parks Master Plan, the minimum size for a typical neighborhood park is 3 acres to allow for the accommodation of the desired range of recreational amenities. While existing neighborhood parks may range from 1.5 to 10 acres in size, some basic location and land characteristics influence how accessible, “developable” and convenient a potential site might be for a future public park. Evaluating a potential land parcel should include consideration of the following property features:

- Access and visibility to the property. An adequate amount of public right-of-way is needed to allow for creating bike/pedestrian pathways, at a minimum, and either on-street parking or a parking lot for park visitors who must drive a vehicle.
- Existing publicly owned lands, easements and right-of-way. Are there existing lands under public ownership that could be converted to public park use? What other public amenities are proximate and complementary to a future park development (e.g., schools, police stations, etc.)?
- Connectivity to trails, schools, parks, neighborhoods and connectivity of the trail links. Connections to and from related land uses can add value to a potential park location.
- Environmental constraints, field assessment (does not include Environmental Assessment level detail), regulatory and permitting requirements and GIS data for critical areas. Sensitive environmental lands should be protected, but often they are not the best sites for development of recreational amenities for public parks. Protected and conserved lands can provide complementary value to public parks, while the public park land can create a buffer for the conserved land.
- Topography. Existing landforms, whether flat or hilly, will influence the park's design and best fit for provision of recreational facilities.
- Technical analysis of park standards and development costs should be evaluated to help provide realistic site development costs. For example, existing road improvements within the public right-of-way or lack of public water and sewer may trigger additional park development costs.

Within identified neighborhoods that may lack or have limited access to public parks, potential properties should be evaluated for suitable site conditions for the development of future recreational amenities and/or access to natural resources and water.

Neighborhood/Community Park Site Suitability Criteria:

- Access / visibility
- Parcel size / configuration
- Contiguous public land / connectivity
- Extent of sensitive areas
- Cost factors (acquisition, development & maintenance.)
- Compatibility with surrounding uses
- Vacant land preference

Trail Site Suitability Criteria:

- Development feasibility
- Continuity / connectivity (“safe routes”)
- Natural, cultural, historic value
- Public ROW access
- Land costs / value

Urban Natural Areas Site Suitability Criteria:

- Ecological, cultural, historic value
- Continuity / connectivity
- Public right of way access
- Development pressure (threat of conversion)
- Acquisition costs, donations, grants, third-party support (i.e., land trusts), etc.

SITE-SPECIFIC CONCERNS

Once a targeted park land acquisition has been identified and evaluated with consideration to its potential suitability as a future public park, more specific assessments should be conducted to ensure a measure of known development variables for future park use.

A boundary survey and review of the title is important to identify an existing encroachments, encumbrances or entitlements that need to be addressed or corrected prior to closing.

Environmental constraints, such as wetlands, waterways, other sensitive habitats and any associated buffers, should be identified to determine their impact on developable park spaces.

An environmental site assessment should be conducted to identify environmental conditions that could have resulted from a past release of hazardous substances and determine any potential mitigation requirements to protect public health. Additionally, environmental law typically leaves the burden of responsibility on the property owner, so conducting an environmental site assessment is important to protect the City’s liability.

An archeological assessment to review potential cultural resources may also help bring to light future park development costs and variables.

Any underground tanks, wells, septic systems and existing structures should be evaluated for the need to remove, decommission, or demolish after closing of land sale.

DESIGN STANDARDS FOR ENVIRONMENTAL SITE ASSESSMENT

Considering a current use of a property is typically not sufficient for evaluating potential environmental concerns. For example, a vacant lot may previously have been used for agricultural purposes and may contain pesticide residues in the soil, or a current retail building formerly may have housed an auto repair business with underground tanks. Additionally, properties that are considered low-risk, such as a residence, could have a leaking underground heating oil tank or other concerns. Therefore, conducting an environmental site assessment is an important step in purchasing and managing property.

Prior to purchasing or accepting ownership of a property, the City should conduct an environmental site assessment to determine if contaminated soil, sediment or groundwater could be present. This process typically begins with a Phase I Environmental Site Assessment (ESA) per ASTM E1527-13 to identify environmental conditions or other business risk issues that could impact site development, pose a liability to the City, or present a risk to human health or the environment. Depending on the results of the Phase I ESA, a subsequent Phase II ESA may be warranted to sample and test soil, sediment or groundwater for the presence of contamination.

For property currently owned by the City, conducting an ESA prior to redevelopment can help to identify issues that could affect building design or result in construction delays.

For property that will be leased by the City, conducting a baseline environmental assessment may be warranted to establish initial conditions prior to the City occupying the site.

PRESERVING FUNDING ELIGIBILITY

Public outdoor park and recreation areas and facilities are eligible for funding assistance through the Oregon Local Government Grant Program (LGGP). Land acquisition projects must be consistent with the outdoor recreation goals and objectives contained in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or the recreation elements of local comprehensive plans and local master plans. Acquisition of land and waters for public outdoor recreation areas and facilities, including new areas or additions to existing parks, forests, wildlife areas, open spaces and other similar areas dedicated to outdoor recreation are eligible for assistance through the LGGP. To be eligible in the LGGP, the acquisition procedures set forth by the Oregon Parks and Recreation Department (OPRD) should be closely followed. The grant funding program requires a percent match based on the population size of the eligible jurisdiction.

DESIGN & DEVELOPMENT GUIDELINES

With planned park upgrades and the potential for development of park acquisitions, Millersburg would benefit from park design and facility standards that help unify the system's amenities, operations and maintenance going into the future. Standards can begin with the adoption of typical bench details and expand to incorporate graphic sign styles, materials, colors and specific site furnishings. With the desire for Millersburg to create a unifying identity and enhance park maintenance efficiencies, guidelines for park standards should be planned, endorsed and implemented.

If the City should annex its urban reserve area, the acquisition and development of additional parks will be necessary. There may be opportunities to partner with residential development projects for providing new parks to be dedicated to the City upon completion. The establishment of park design and development standards with predetermined requirements for consistency and quality of site amenities would ensure that new parks could readily fit within on-going park operations and maintenance.

All newly developed parks and trails shall adhere to the Final Guidelines for Outdoor Developed Areas as set forth by the United States Access Board.

DESIGN STANDARDS FOR PARKS

Public park space should be clearly identifiable and provide a safe and secure environment for outdoor recreation and enjoyment. To help communicate the identity, amenities and uses within the park, some unified design standards should be applied. These standards are intended to help with public access, communication of safety and appropriate behaviors, and efficiency in operations and maintenance without creating a park system of identical "cloned" urban parks. Standardizing the designs for park signage, benches, picnic tables, drinking fountains, lighting, bollards, irrigation systems and fencing can allow for easier and less expensive procurement, installation, maintenance and replacement. The visual character of unified park amenities can quickly convey to the park visitor that the space is part of an overall system of public spaces where they are welcome.

While sharing standard site furnishings and signage styles helps unify the system identity, each individual park should have its own unique character. The shape and size of the land, the layout of circulation and location of key features, the styles, types and colors of play equipment, the architecture of restrooms, picnic and other park structures should be specific to that park. Even though each park contains some standardized site furnishings, each park site master plan design should strive to create a sense of place that highlights the character of that park in its local context and for its primary purpose (such as passive park with natural area or active sports-oriented facility).

The following tables highlight the range and considerations of various amenities that may be provided within urban parks (community, neighborhood and mini parks) and can provide guidance for negotiating facility development opportunities in situations when private entities propose park development in-lieu of payment or for other, alternative arrangements, such as density bonuses.

Figure F1. Minimum Site Design Considerations for Pocket Parks

Amenity	Considerations - where feasible
Playground	<ul style="list-style-type: none"> ▪ Minimum 2,000 sq.ft. play area ▪ Play equipment should be age-specific targeting pre-school and elementary school children ▪ Playground should be ADA-compliant
Paved Access	<ul style="list-style-type: none"> ▪ ADA compliant surfacing for barrier-free access
Picnic Tables	<ul style="list-style-type: none"> ▪ Use standard ADA compliant picnic table style
Drinking Fountain	<ul style="list-style-type: none"> ▪ Provide ADA-compliant standard fixture
Benches	<ul style="list-style-type: none"> ▪ Use standard ADA compliant bench style
Grass Area	<ul style="list-style-type: none"> ▪ Open play space with sun exposure; 800-1,000 sq.ft. minimum size; irrigated
Trees	<ul style="list-style-type: none"> ▪ Provide shade for portion of playground area ▪ Provide tree canopy for >40% of park space
Bicycle Racks	<ul style="list-style-type: none"> ▪ Accommodate 2-bike minimum
Trash Receptacles & Dog Waste Disposal Stations	<ul style="list-style-type: none"> ▪ Minimum of 1 located at entry

Figure F2. Minimum Site Design Considerations for Neighborhood Parks

Amenity	Considerations - where feasible
Playground	<ul style="list-style-type: none"> ▪ Minimum of 4,000 sq.ft. play area ▪ Equipment should be suitable for and developmentally-appropriate for toddlers and elementary school-aged children ▪ Playground should be ADA Accessible and play equipment should be ADA Compliant
Loop Walking Path	<ul style="list-style-type: none"> ▪ Minimum 8' wide ▪ ADA-compliant surface to accessible elements (benches, tables, play area) ▪ Pathway slope not to exceed 5% grade or no more than 8% for more than 30 lineal feet without switchbacks or railings
Picnic Tables	<ul style="list-style-type: none"> ▪ Minimum of 2, Use standard ADA compliant picnic table style
Drinking Fountain	<ul style="list-style-type: none"> ▪ Provide ADA-compliant standard fixture
Benches	<ul style="list-style-type: none"> ▪ Minimum of 2, Use standard ADA compliant bench style
Open Turf Area	<ul style="list-style-type: none"> ▪ Provide at least 15% of total lawn area with irrigation, preferably adjacent to the play area
Trees & Landscaping	<ul style="list-style-type: none"> ▪ Provide shade for portion of playground area ▪ New trees and shrubs should be irrigated for a minimum of 2 years until established
Bicycle Racks	<ul style="list-style-type: none"> ▪ Minimum of 2, with capacity to serve 4 bikes
Trash Receptacles & Dog Waste Disposal Stations	<ul style="list-style-type: none"> ▪ Minimum of 1

For community parks, any or all of the following outdoor recreation features should be considered in addition to the same amenities provided in neighborhood parks.

Figure F3. Minimum Site Design Considerations for Community Parks

Amenity	Considerations - where feasible
Parking	<ul style="list-style-type: none"> ▪ Based on types of amenities and their parking quantity requirements ▪ Include requisite number of handicapped parking stalls at appropriate locations ▪ Consider need for parking provision at multiple access points, where appropriate
Loop Walking Path	<ul style="list-style-type: none"> ▪ Provide a perimeter trail in addition to pathways accessing all major park amenities
Multiple Access Points	<ul style="list-style-type: none"> ▪ Provide connectivity to neighborhoods and public rights-of-way
Restrooms	<ul style="list-style-type: none"> ▪ Provide ADA-compliant standardized design facilities
Picnic Shelter	<ul style="list-style-type: none"> ▪ Provide minimum of 1 group picnic shelter
Sports fields	<ul style="list-style-type: none"> ▪ Type and quantity dependent on available space and current public demand for each sport facility
Sports courts	<ul style="list-style-type: none"> ▪ Type and quantity dependent on available space and current public demand for each sport facility
Tree Canopy	<ul style="list-style-type: none"> ▪ Target a 25-45% tree canopy dependent on other park amenities and feasibility
Open Grass Area	<ul style="list-style-type: none"> ▪ Open play area with sun exposure ▪ Minimum target of 1 acre
Natural Areas	<ul style="list-style-type: none"> ▪ Based on existing and restored environmental characteristics
Off-leash Dog Area	<ul style="list-style-type: none"> ▪ Minimum target of 1 acre ▪ Fenced enclosure with double-gate access ▪ Provide doggy waste dispenser and trash receptacle at entrance

Figure F4. Design Considerations for Other Park Amenities

Amenity	Considerations
Picnic Shelter	<ul style="list-style-type: none"> ▪ Minimum of 400 sq.ft.
Sport field	<ul style="list-style-type: none"> ▪ Practice level for youth soccer, T-ball, baseball and/or softball
Sport court	<ul style="list-style-type: none"> ▪ ½ court basketball court
Tennis court	
Alternative recreation court	<ul style="list-style-type: none"> ▪ Such as bocce ball, pickleball, horseshoes, lawn bowling
Skate spot	<ul style="list-style-type: none"> ▪ 600 to 1,200 sq.ft. with small ramps, bowls or features for beginners
Disc golf course	<ul style="list-style-type: none"> ▪ Minimum 9 baskets
Sprayground	
Natural area	
Water feature	<ul style="list-style-type: none"> ▪ Such as a passive water-based amenity that provides a visual focal point, i.e. fountains, ponds, or waterfalls
Restroom	
Drinking fountain	
Utilities	<ul style="list-style-type: none"> ▪ Automatic Irrigation, Electricity, Water
Parking	

DESIGN STANDARDS FOR OPEN SPACE AND NATURAL AREAS

Open space and natural areas are primarily intended to conserve places with ecological sensitivity or natural landscape value. Most natural areas have some space where low-impact recreational uses and trails can be accommodated without reducing the environmental integrity of the land or water resource. Since the open space can range from wetlands and riparian corridors to fields and forests, design standards are not applied uniformly across the site. Each natural landscape is treated according to its level of sensitivity, need for conservation/restoration and tolerance for outdoor recreational use. However, where passive recreation opportunities such as trails can be provided, the standardized designs for park benches, picnic tables, signs and other site amenities should be applied.

DESIGN STANDARDS FOR SPECIAL USE FACILITIES

Consideration should be given in the design and renovation of any special use facility as to how and how much the site and its amenities should be identifiable within the park system through the application of standardized park signage and site furnishings. For example, a future sport field complex could accommodate some of the standardized park benches, picnic tables and signage, but it would also require its own specialized features, such as bleachers, backstops, field lighting, score boards and other equipment, that are unique to the facility. Each master plan design for new facilities should give careful consideration as to how a unique sense of place and identity is conveyed while still communicating that the facility is part of a system of outdoor recreation accommodation provided by the City of Millersburg.

DESIGN STANDARDS FOR TRAILS

A successful trail system is integrated with other transportation alternatives to include a range of trail, sidewalk, bike path and connection opportunities designed to the human scale. The typical recreational trail hierarchy is aligned from regional shared-use trails to local neighborhood paths and park trails. Trail systems can also incorporate specially designated trails for single track mountain biking, primitive hiking and equestrian uses.

Designing the actual physical trail starts with overall purpose of the trail, connecting travelers from one location to another (point A to point B) or through a particular environment (loop trail through a park). With a clear purpose for the trail, an appropriate alignment can then be determined to help provide the desired outdoor recreation experience or transportation value. For example, regional multi-use shared trails should be designed to a minimum width of 10 feet. In expanding urban centers, providing a 16-foot trail width can help accommodate significant bike and pedestrian use as the community grows and linkages to public transit enable increased trail usage. The most heavily used urban trails benefit from the installation of permanent pavement to withstand heavy traffic in a variety of weather conditions.

It should be noted that changes in transportation engineering and trail construction methods may warrant the need to update trail design standards over time, which are currently part of Millersburg's Engineering Design Manual. Trail widths and surfacing types will vary across the trail hierarchy. Site furnishings along the trail are one method for standardizing trails as part of the outdoor recreation system provided by Millersburg. The same benches, picnic tables, bollards and other site furnishings used throughout Millersburg's park system could be installed along its trails to help unify the sense of place, reduce procurement costs and simplify maintenance.

The unifying standard for Millersburg's trail system can be visually expressed through a designed wayfinding plan. Linked with the graphic character for Dry Canyon and park system wayfinding, the trail signage should provide identification, direction, destination, travel information and safety messaging, while clearly reinforcing Millersburg's sense of place.

Trails should be constructed according to City specifications. It is recommended that trail layout and surfacing materials be approved by the City and meet the following general requirements:

- Trail width should be a minimum of 8 feet wide
- Surfacing should be appropriate to the location; paved asphalt or concrete is recommended for upland areas, and wood chip, crusher waste or boardwalks are appropriate in lowland, wet or sensitive areas (City codes shall apply)
- Hard-surfaced trails should comply with ADAAG guidelines for slope and cross-slope; soft-surfaced trails should include properly placed and designed water bars or other surface water management techniques to minimize run-off and erosion.
- Entry signage should be provided at trailheads or access points, and boundary signage should be placed, as appropriate, to demarcate sensitive edges or private property boundaries.
- Trash receptacles should be provided at trailheads.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The inventory assessment highlighted an opportunity to consider incorporating crime prevention through environmental design (CPTED) principles to enhance park and trail safety and facilitate the monitoring of park uses and behaviors. CPTED applies four principles that are used to deter criminal behavior in outdoor environments:

- Natural surveillance
- Natural access control
- Territorial reinforcement
- Maintenance

CPTED natural surveillance (“see and be seen”) asserts that sight lines for better visibility can deter undesirable behavior and increase the perceptions of safety and comfort by park patrons. Lowering understory vegetation or raising lower tree branches through intentional vegetation management can provide more clear lines of sight in and around trails and other areas of use. Providing clear visibility and reducing blind corners can also improve safety by limiting conflicts between different users (e.g. runners, cyclists, dog walkers), where unanticipated encounters may result in crashes or entanglements.

Natural access control in park design is often very subtle. Controlling where vehicles enter and exit park facilities through designed barriers, bollards, boulders, and post and cable fencing can protect park users and minimize park property damage from misguided vehicular traffic. Walkways, lighting, fencing and landscaping provide explicit direction for park users. The flow of users through a park will help decrease the opportunity for crime and improve clarity for the intended park behaviors.

Territorial reinforcement comes through clear demarcation of boundaries. For public parks, those boundaries between public and private lands, safe and unsafe areas, and special use, limited access or reserved sites can be delineated with the appropriate placement of fencing, signs, landscaping or other physical or visual design techniques.

Finally, clearly visible, high-quality maintenance is an important element of CPTED, as well as general public safety. CPTED recognizes the “broken window” theory where neglected and poorly maintained amenities are more attractive targets for vandalism or other criminal activity. Deferred maintenance can also result in park amenities that put users at risk. Broken pavement, worn decking, uneven playing fields and missing play safety surfacing can create injuries. Overall attention to CPTED principles can help ensure safer public park environments.

MAINTENANCE AND OPERATIONS STANDARDS

GENERAL STANDARDS

Grounds

- Grounds are mowed and trimmed.
- Park is free of litter, debris and hazards.

Walkways & Paths

- Walkways have a uniform surface and are level with the ground and free of trip hazards.
- Walkways are free of litter and debris.
- Walkways have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires, etc.
- Walkways are neatly edged.
- Walkways are clear of weeds and grass growth in cracks and expansion joints.

Signage

- Park identification signs are secure and properly installed in a noticeable location.
- Handicap parking signs (as applicable) are secure, visible and to city and state standards.
- Signs are clean, painted and free of protrusions.

Ornamental Plants & Landscaping

- Plants are healthy.
- Plant beds are free of litter, debris, and weeds.
- Plant selection is appropriate for season and area usage.

PLAYGROUNDS

Play Equipment

- Play equipment and surrounding play areas meet ASTM and National Playground Safety Institute standards.
- Play equipment and hardware is intact, and safety inspections are conducted regularly.
- Play equipment is free of graffiti.
- Age appropriateness for the play equipment is noted with proper signage.
- Shade structure is secure and free from tears, if applicable.

Surfacing

- Fall surface is clean, level and free of litter and debris.
- Fall surface meets ASTM and National Playground Safety Institute standards.
- Fall surface is well drained.
- Rubber cushion surfaces are free of holes and tears.
- Rubber cushion surfaces are secure to the base material and curbing.

Borders

- Playground borders are well defined and intact.
- Playground borders meet ASTM and National Playground Safety Institute standards.

Decks

- Planks are intact, smooth, structurally sound, free of splinters and have no cracks greater than ¼ inch.
- Nails, bolts or screws are flush with the surface.
- Planks are level with no excessive warping.

FIXTURES

Benches

- Slats are smooth and structurally sound.
- Hardware is intact and structurally sound.
- Nails, bolts or screws are flush with the surface.
- Seats and backing are smooth with no protrusions and have no exposed sharp edges or pointed corners.

Tables

- Tables are clean, free of rust, mildew and graffiti.
- Table hardware is intact.
- Table frames are intact and slats are properly secured.
- Table seats and tops are smooth with no protrusions and have no exposed sharp edges or pointed corners.

Trash Receptacles

- Receptacles are clean; Area around trash receptacles is clean and free of trash and debris.
- Wood receptacles are painted and free of damage or missing parts; hardware for wood receptacles is intact.
- Concrete receptacles are intact and free of cracks or damage.

SPORT COURTS

Surfacing

- Surface is smooth, level and well drained with no standing water.
- Surface is free of large cracks, holes and trip hazards.
- Surface is painted and striped as per court specifications.
- Worn painted surfaces do not exceed 20% of total court surface.
- Surface is free of litter, debris, gravel and graffiti.

Goals and Backboards

- Goals and backboards are level with hardware intact and painted as appropriate.
- Nylon nets are properly hung and are not torn or tattered.
- Support poles are secure in the ground and straight.

RESTROOMS

- Restrooms are clean, sanitary and properly stocked with paper products.
- Lights and ventilation systems are operational.
- Toilets, water faucets, stall doors and hand air dryers are operational.
- Restrooms are free of graffiti.
- Restroom doors are properly marked according to gender.
- Restrooms have clean trash receptacles.
- Restroom doors and locks are operational.
- Restrooms are in compliance with the requirements of the Americans with Disabilities Act.

ADDITIONAL RESOURCES

Consultant's Guide to Park Design and Development; Park and Recreation Department, City of San Diego, CA
<http://www.sandiego.gov/park-and-recreation/pdf/consultantguide.pdf>

Design Standards for Park and Trail Development (Specifications); Park and Recreation Department, City of Bellingham, WA

<http://www.cob.org/government/rules/guidelines/park-design-standards.aspx>

Accessible Recreation Facilities Guidelines - Access Board

<https://www.access-board.gov/attachments/article/1637/outdoor-guide.pdf>

Handbook for Public Playground Safety - National Product Safety Commission

<http://www.cpsc.gov/cpsc/pub/pubs/325.pdf>



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



Approved at the January 14, 2020 City Council Meeting

Amendment Approved at the April 14, 2020 City Council Meeting

December 10, 2019 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. Councilor Scott Cowan departed at approximately 7:50 p.m. to attend a emergency.

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 – Lieutenant Michelle Duncan

C. PLEDGE OF ALLEGIANCE

D. SWEARING IN OF COUNCILOR

E. CHANGES AND ADDITIONS TO THE AGENDA

Mayor Lepin discussed revisions to order of items and clarified items on the agenda, including the process during public comment.

F. CONSENT AGENDA

- 1) Approval of November 12, 2019 City Council Meeting Minutes
- 2) Approval of November 21, 2019 Special City Council Meeting 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

G. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Report
Lieutenant Michelle Duncan reviewed November's LCSO report. She reminded residents to make sure their garage doors are closed and to lock vehicles and do not store valuables even in locked cars.

2) Recognition of Service – Ed Perlenfein

Mayor Lepin spoke about Mr. Perlenfein's service to the City over the past forty years. Current Planning Commissioner Steve Vogler made a brief comment. Mr. Perlenfein recognized the efforts of past contributors to the history and growth of the City.

H. PUBLIC HEARING

1) Sewer Rate Increase

Mayor Lepin went over the process for the public hearing then opened the public hearing at 6:51 p.m.

Mayor Lepin asked about conflict of interest among the Council. None noted. Mayor then recognized and asked that a letter received from Craig Ziegenhagel on December 9, 2019 be introduced into the record. Assistant City Manager/City Engineer Booth reviewed the staff report and provided a power point presentation on the history of sewer rate increases and how the City got to the point it is today with the need for an increase. After she did presentation, Mayor Lepin opened to public comment.

Doug Iverson, 2113 Summit Drive, went over the history of the past City increases and how they accumulated over the years noting that rates went up over 110% in just sewer alone. He spoke about the history of COLA increases. He mentioned putting in small amount of increases over the years in the new billing system so it doesn't fall through the cracks.

Jim Zolotoff, 2121 Millersburg Drive, asked about Millersburg Drive and who pays for the repairs to roads. He asked why the developers aren't paying for all of the repairs to the sewer systems with all of the new homes.

Kathy Strathern, 4322 NE Katelyn Way, asked about the future adjustment to the sewer usage based on winter water usage and how that will affect sewer rates. She also asked where wastewater went.

Mayor Lepin closed the public hearing at 7:18 p.m.

Assistant City Manager/City Engineer Booth responded to the questions and comments from residents, including how developers are charged. City Manager Kreitman discussed the use of general fund dollars. He said general funds have not been used to supplement the water and sewer accounts for quite some time, and Council has elected not to do that even if it is allowed by law, to ensure the City maintains a healthy general fund balance for situations that arise such as stormwater and TMDL requirements.

During the discussion among the Council, Mayor Lepin clarified this was a time for comment but not a decision-making time which would happen in January.

Councilor Cowan spoke about the history of the City water and sewer rates prior to the current arrangement with the City of Albany and the level of increases over that time. Councilor McPhee noted that, for some residents, first sewer rates would go up then they would go down once the restructure

happens and clarified that there might be water rate increases that balance out the costs so there might not be a significant decrease in sewer rates for some residents. He also noted, along with Mayor Lepin, that there are some regulatory costs coming to hit the City. Councilor Harms reminded everyone that the City is starting out behind given the increases that should have happened but did not in prior years.

City Manager Kreitman followed up by stating that the City has a fairly new system so some operations costs are less than Albany's as parts of their system is over 100 years old.

Mayor Lepin recessed meeting at 7:44 p.m.

Mayor Lepin recalled the meeting at 7:56 p.m.

I. PUBLIC COMMENT

None

J. COUNCIL MEMBER AND STAFF COMMENTS

1) Mayor – Manager's Compensation

Mayor Lepin discussed work accomplished as a result of City Manager Kreitman and Assistant City Manager/City Engineer Booth's leadership.

Action: **Motion to Increase Salaries by 5% of City Manager Kreitman and Assistant City Manager/City Engineer Booth with City Manager Kreitman effective January 1 and Assistant City Manager/City Engineer Booth effective February 1 made by Mayor Jim Lepin; seconded by Councilor Dave Harms**

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

Motion PASSED: 4/0

2) Mayor – Council Committee Assignments

Mayor Lepin explained the various committees Millersburg belongs to and the open positions. He asked new Councilor John Sullivan who agreed to fill the spots vacated by Councilor Miller. Councilor Harms said he'd be a Council liaison for the Millersburg Celebration.

3) Mayor – COG/CSC Merger

Mayor Lepin briefed the council on the Community Services Consortium and Council of Governments merger. Both organizations are losing their administrators and it was suggested they combine for more effective provision of services. No impact on Millersburg except the possibility that some residents will receive improved services.

K. 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, including a

submission of ideas by a resident. Mayor Lepin said he likes the idea of Tree City and labeling trees but doesn't want to expend funds or see staff tackle it right now—would like to see it turned into a volunteer activity. Rest of the Council agreed.

L. CITY ATTORNEY'S REPORT

None

M. UNFINISHED BUSINESS

None

N. NEW BUSINESS

1) Commission/Committee Appointments – Resolution 2019-21

Mayor Lepin introduced the material, asking for the Council to consider the two resumes received for the position. Mayor Lepin asked for staff to provide an orientation to Mr. Raum.

Action: **Motion to Approve Resolution Appointing Planning Commission, with Addition of Mark Raum to Planning Commission and Events Planning Committee made by Councilor Scott McPhee; seconded by Councilor Dave Harms.** Resolution 2019-21

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

Motion PASSED: 4/0

2) Stormwater Systems Development Charges Proposal – Galardi

Assistant City Manager/City Engineer Booth went over staff report.

Action: **Motion to Approve Stormwater Systems Development Charges Proposal by Galardi Consulting made by Councilor Scott McPhee; seconded by Councilor John Sullivan.**

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

Motion PASSED: 4/0

3) Sale of City Property (moved to Agenda Item #1)

City Manager Kreitman went over staff report and presentation on property sale, including the granting of easements. City Manager Kreitman noted some issues with regard to encroachment from an adjacent business onto City property. There was discussion regarding the options for an adjustment that could address the encroaching property or require him to remove his material. There followed lengthy discussion regarding how to address the encroachment and how to ensure the sale goes through.

Action: **Motion to Authorize Kevin to sign the documents to transfer by easement and eventually through a deed to Pacificorp the approximate 4.5**

acres of land and secondly, authorizing the repayment of approximately \$11,500 in funds to Paul Kuehne for revenue he will lose as a result of his not being able to harvest his crop and lastly authorizing staff to contact the owner of the scrap metal yard to see what we can do regarding remediation of that 6,000 square feet encroachment made by Councilor Scott McPhee; seconded by Councilor John Sullivan.

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

Motion PASSED: 4/0

4) Surface Water Code – Ordinance 166

Assistant City Manager/City Engineer Booth went over staff report.

Action: **Motion to Adopt Ordinance Amending the Millersburg Municipal Code by Adopting Title 12, Surface Water Code Made by Councilor Scott McPhee; seconded by Councilor John Sullivan.**

Ordinance 166

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

Motion PASSED: 4/0

5) Engineering Standards – Resolution 2019-22

Assistant City Manager/City Engineer Booth went over staff report.

Action: **Motion to Approve Resolution Adopting Engineering Standards made by Councilor Dave Harms; seconded by Councilor Scott McPhee.**

Resolution 2019-22

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

Motion PASSED: 4/0

6) Linn County Sheriff's Office IGA

Mayor Lepin went over information on intergovernmental agreement..

Action: **Motion to Approve Intergovernmental Agreement with the Linn County Sheriff's Office and Authorize the City Manager to Sign made by Councilor Scott McPhee; seconded by Councilor John Sullivan.**

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

Motion PASSED: 4/0

O. CLOSING PUBLIC COMMENT
None

P. CLOSING COUNCIL COMMENT

1) City Manager Kreitman asked the Council about closing the City Hall at noon on Christmas Eve to allow staff to enjoy the holiday with their families.

Action: **Motion to Authorize the Closing of City Hall at Noon on December 24, 2019 made by Councilor Dave Harms; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 4/0

Q. ADJOURNMENT

Meeting adjourned at 8:45 p.m.

Amendment approved April 14, 2020 and respectfully submitted by:

Kimberly Wollenburg
City Recorder

Reviewed by:

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

December 17, 2019 @ 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.



**CITY OF MILLERSBURG
CITY COUNCIL MEETING & PUBLIC HEARING MINUTES**

Millersburg City Hall
4222 NE Old Salem Road, Albany OR 97321
March 10, 2020 @ 6:30 p.m.

- A. CALL TO ORDER Mayor Lepin called the meeting to order @ 6:32 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 – Lieutenant Brandon Fountain
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA
Mayor Lepin mentioned the potential of adjourning into an Executive Session after the regular Council meeting and public hearing per ORS 192.660(2)(h): Consultation with legal counsel regarding the legal rights and duties of a public body with regard to current litigation or litigation to be filed.
- E. CONSENT AGENDA
1) Approval of February 11, 2020 City Council Meeting Minutes
2) Acceptance of Council Approval Report for City Bills
Councilor Sullivan noted a correction to the minutes that the proposed fuel tax rate is 3 cents per gallon not the 3% noted in the draft minutes.
Action: **Motion to Accept Consent Agenda, with Amendment to Minutes as Noted, made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**
- | | |
|---------------------------------|------------|
| 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
Lieutenant Brandon Fountain reviewed the February LCSO report.

2) Boys and Girls Club Presentation

John Andersen, Executive Director with the Boys & Girls Club, spoke about some current issues with getting broader student access and things the Club is working on to address this. He also spoke about and shared a flyer for a sports kid's camp at the Millersburg Park in July.

G. PUBLIC COMMENT

None

H. PUBLIC HEARING

Mayor Lepin opened the public hearing 6:46 p.m. He briefly discussed the process then introduced the City Planner, Matt Straite.

1) Accessory Structures

City Planner Matt Straite gave the staff presentation. The Council extensively discussed the size of setbacks related to clarification of those backing up to a road/street. Additionally, there was extensive discussion and revisions regarding setbacks, lot size, and building height.

Mayor Lepin closed the public hearing closed 8:02 p.m.

Action: **Motion to Recommend Approval of Application DC 20-01 Amending Development Code by Revising Section 6.110 of the Millersburg Land Use Development Code Ordinance as Amended made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

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

Motion PASSED: 5/0

After discussion, City Attorney Reid determined that the form of the first motion did not adopt the Ordinance as required.

Action: **Motion to Repeal first Motion made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

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

Motion PASSED: 5/0

Action: **Motion to Adopt Ordinance Amending Development Code by Revising Section 6.110 of the Millersburg Land Use Development Code Ordinance with Modifications as Stated and Noted by City Planner as Amended made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

Ordinance 170-20

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

Motion PASSED: 5/0

Mayor Lepin opened the public hearing on the sale of property at 8:17 p.m.

2) Sale of Property

City Attorney Reid reviewed the details of the sale with the Council.

Mayor Lepin Hearing closed at 8:20 p.m.

Discussion followed regarding contact with the property owner who abuts the property being sold. City Manager Kreitman said he would approach the adjacent property owner regarding the encroachment then discuss with the Council. He then gave brief background regarding the encroachment. There was some additional discussion on the .15 acres.

Action: **Motion to Affirm the Continuation of the Sale of City Property to Pacificorp 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

I. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin noted that the volunteer recognition open house that was scheduled for March 19 is being postponed due to minimizing COVID-19 risk.
- 2) Councilor Cowan noted that the Albany Fire Department has taken a lot of steps to mitigate any potential problems and are prepared if the virus comes into our community.
- 3) City Manager Kreitman asked if the Councilors still wanted to continue with the March 17 "Meet the Councilors" event. He also noted the various things the City and staff are doing to prevent the passing of the virus. He shared that with the updates to the fiber in City Hall, to the phone system, and other updates, the City has the capability to hold virtual meetings if needed. The Council agreed to push the "Meet the Councilors" event back.

J. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth went over the project updates staff report, discussing various projects.

Mayor Lepin noted there were some things that needed to also come up such as the fuel tax. There was discussions regarding placing that item on the March 24 work session. He asked the Council members who cannot attend on March 24 to provide their input to City Attorney Reid.

City Manager Kreitman mentioned the City requested the janitorial service to do additional cleaning during the week to address the areas most visited by visitors.

K. CITY ATTORNEY'S REPORT

None

L. UNFINISHED BUSINESS

1) City Website

City Manager Kreitman gave a brief background and reviewed the revised costs.

Action: **Motion to Approve the Selection of Municode to Create and Host a New Millersburg Website, 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

2) Internal Controls Policy and Procedures – Resolution 2020-03

City Manager Kreitman gave a brief background and noted the policy was reviewed by the auditing firm and approved.

Action: **Motion to Approve Resolution Adopting Policy and Procedures for Internal Controls, made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Resolution 2020-03

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. NEW BUSINESS

1) Enterprise Zone Application (Ti Squared) – Resolution 2020-04

Mayor Lepin discussed the request.

Action: **Motion to Adopt 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. made by Councilor Scott McPhee; seconded by Councilor Scott Cowan.** Resolution 2020-04

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

Motion PASSED: 5/0

2) Health Insurance – Information Only

City Manager Kreitman briefed that the City had received a notice from the City's health insurer regarding some rate increases for April renewal. He reviewed the increases and background on last year's increase and change, as addressed in the staff report.

3) Parks Commission – Discussion Only

Assistant City Manager/City Engineer Booth reviewed the staff report and asked for input from the Council regarding how they want to see the Parks Commission structured. The Council agreed to quarterly meetings of the Commission. They also agreed that seeking representation from various areas within the City is important but that representation from different areas of the City would not be a requirement in the structure of the Commission. The Council supported the proposed questions with Councilor McPhee recommending the addition of asking what applicants are doing in current parks and add a question regarding involvement with sports, clubs, and organizations. The process will be to take applications starting now and appoint at the April meeting.

Recess at 9:11 p.m.

Back at 9:15 p.m.

4) Master Plan Documents Paths and Trails – Discussion Only

Assistant City Manager/City Engineer Booth went over the staff report and the differences between what is in TSP and what is in Parks Master Plan (PMP). There was lengthy discussion regarding the proposed trails and their locations. Councilor Cowan suggested to keep the trail around the Sweetwater pond that is shown in the TSP on Zuhlke that goes all the way to the City Hall. No objections by the Councilors were made to this suggestion. Councilor McPhee asked if the trail should be a bike path instead of shared use path and expressed concerns that showing both a road and path/trail in the same location could cause confusion with required right-of-way in the future. The Council agreed with changing the trails shown in the Parks Master Plan to match the TSP to match the Parks Master Plan with the changes discussed in the meeting. The Council also indicated they would like to consider updating the TSP to reflect the changes discussed in the meeting, including adding a note regarding the road and path/trail projects shown in the Zuhlke Road alignment. Assistant City Manager/City Engineer Booth noted she will find more information about updating the Transportation System Plan (TSP) and bring that back to Council.

N. CLOSING PUBLIC COMMENT

None

O. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin shared that he had received some information from the Morning Star Grange regarding their request for April to be proclaimed as Grange month.
- 2) City Manager Kreitman noted that the City Recorder sent out donation and sponsorship application and guidance documents to those organizations who have requested funds from the City Council in the past.
- 3) Councilor Cowan said there were good conversations about the growth of the City.

P. ADJOURNMENT

Council considered the possibility of holding an executive session. Decision was made to hold a separate meeting on March 17, 2020. Meeting adjourned at 9:45 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

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

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
824 Anthony Saville		04012020	04/03/20	Anthony Saville - Parks Citizen Reimbursement	04/03/20	\$60.00	\$60.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$60.00				
654 Ashlie Howe		04012020	04/03/20	Ashley Howe - Parks Citizen Reimbursement	04/03/20	\$32.00	\$32.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$32.00				
859 Brad Kidd		04012020	04/03/20	Brad Kidd - Parks Citizen Reimbursement	04/03/20	\$60.00	\$60.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$60.00				
607 Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566		072203232020	03/23/20	Business Connections through March 2020	04/10/20	\$42.95	\$42.95	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31
							\$42.95				
130 Carlye Schrader		04012020	04/03/20	Carlye Schrader - Parks Citizen Reimbursement	04/03/20	\$116.00	\$116.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$116.00				
466 CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869		704841CH015	03/23/20	CH2M Hill Engineer through March 2020	04/23/20	\$5,103.39	\$5,103.39	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$1,506.28
		704841CH015	03/23/20	CH2M Hill Engineer through March 2020	04/23/20	\$329.33	\$329.33	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$1,506.28
		704841CH015	03/23/20	CH2M Hill Engineer through March 2020	04/23/20	\$340.59	\$340.59	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$1,506.28
		704841CH015	03/23/20	CH2M Hill Engineer through March 2020	04/23/20	\$608.34	\$608.34	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$1,506.28
		704841CH015	03/23/20	CH2M Hill Engineer through March 2020	04/23/20	\$250.46	\$250.46	04-1301	20% CONSULTANTS - E	\$20,000.00	\$14,083.63
		704841CH015	03/23/20	CH2M Hill Engineer through March 2020	04/23/20	\$161.32	\$161.32	05-1301	20% CONSULTANT - EN	\$20,000.00	\$13,758.77
		704841CH015	03/23/20	CH2M Hill Engineer through March 2020	04/23/20	\$161.32	\$161.32	05-1301	20% CONSULTANT - EN	\$20,000.00	\$13,758.77
							\$6,954.75				
721 Charles Whitney		04012020	04/03/20	Charles Whitney - Parks Citizen Reimbursement	04/03/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$200.00				
733 Cynthia Sue Burgey-Mason		04012020	04/03/20	Cynthia Sue Burgey-Mason - Parks Citizen Reimbursement	04/03/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$200.00				
327 De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602		67327586	03/18/20	De Lage Landen Financial Services - printer lease through April 2020	05/01/20	\$374.55	\$374.55	01-1332	CONTRACTED SERVIC	\$162,625.00	\$42,213.57
							\$374.55				

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
242 Dick Welker Construction Inc., PO Box 1032, Albany, OR, 97321		3447	03/30/20	Dick Welker Const - Grout infiltration	04/30/20	\$1,000.00	\$1,000.00	04-1305	O&M COLLECTION SYS	\$198,000.00	\$174,625.78
							\$1,000.00				
251 Dustin Patton		04012020	04/03/20	Dustin Patton - Cell Phone Reimbursement	04/03/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31
							\$35.00				
16 Forrest Reid, PO Box 329, Tangent, OR, 97389		March 2020	04/01/20	Forrest Reid though March 2020	04/01/20	\$9,150.00	\$9,150.00	01-1339	LEGAL SERVICES	\$170,000.00	\$12,299.70
							\$9,150.00				
1 Greater Albany Public School District 8J, 718 Seventh Avenue SW, Albany, OR,		04012020	04/01/20	Greater Albany Public School District - School Excise Tax	04/01/20	\$173,245.55	\$173,245.55	01-5331	PMNT TO GAPS	\$297,000.00	(\$89,507.89)
							\$173,245.55				
566 Jake Gabell		04012020	04/01/20	Jake Gabell - Cell Phone Reimbursement	04/01/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31
							\$35.00				
569 Janelle Booth		04012020	04/01/20	Janelle Booth - Cell Phone Reimbursement	04/01/20	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31
							\$105.00				
536 Julianne Folin		04012020	04/03/20	Julianne Folin - Parks Citizen Reimbursement	04/03/20	\$96.00	\$96.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$96.00				
648 Kelsey Marie Cordier		04012020	04/03/20	Kelsey Marie Cordier - Parks Citizen Reimbursement	04/03/20	\$16.00	\$16.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$16.00				
561 Kimberly Wollenburg		04012020	04/03/20	Kimberly Wollenburg - Cell Phone Reimbursement	04/03/20	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31
							\$105.00				
20 Koontz, Blasquez & Co., P.C., PO Box 605, Albany, OR, 97321		65522	03/20/20	Koontz, Blasquez & Associates - March 2020 Payroll Services	04/20/20	\$96.00	\$96.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$42,213.57
							\$96.00				
707 Megan Garland		04012020	04/03/20	Megan Garland - Parks Citizen Reimbursement	04/03/20	\$128.00	\$128.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00

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	
							\$128.00					
27	Metereaders, LLC., PO Box 1902, Lake Oswego, OR, 97035	9226	03/26/20	Metereaders - March 2020	04/26/20	\$1,040.55	\$1,040.55	05-1304	O&M TRANSMISSION LI	\$104,000.00	\$46,476.03	
							\$1,040.55					
55	Mid-Valley Newspapers, PO Box 742548, Cincinnati, OH, 45274-2548	121243-1	03/29/20	Mid-Valley Newspapers	04/15/20	\$1,271.60	\$1,271.60	01-1306	BIDS PUBLICATION	\$1,000.00	(\$1,434.08)	
							\$1,271.60					
454	Nicole Neuschwander	04012020	04/03/20	Nicole Neuschwander - Parks Citizen Reimbursement	04/03/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00	
							\$200.00					
842	PAC/WEST, 8600 SW St. Helens Drive, Wilsonville, OR, 97070	6222	03/31/20	PAC/WEST though March 2020	04/30/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$30,000.00	(\$3,200.00)	
							\$3,500.00					
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001	03272020	03/27/20	Pacific Power - Rental Property power	04/14/20	\$75.37	\$75.37	01-1357	RENTAL PROPERTY	\$5,000.00	(\$17,857.92)	
		04142020	03/27/20	Pacific Power - Fire Station	04/14/20	\$544.16	\$544.16	01-4303	UTILITIES - FIRE STATI	\$7,000.00	\$1,972.68	
							\$619.53					
861	Scott McPhee	04012020	04/08/20	Scott McPhee - Parks Citizen Reimbursement	04/08/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00	
							\$200.00					
13	Sean Shearer	04012020	04/03/20	Sean Shearer - Cell Phone Reimbursement	04/03/20	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31	
							\$105.00					
36	US Bank, PO Box 790408, St. Louis, MO, 63179-0408	03202020	03/20/20	Lifemap Assurance	04/20/20	\$156.54	\$156.54	01-1212	DISABILITY INSURANC	\$3,424.00	\$2,015.14	
		03202020	03/20/20	Republic Services - city hall	04/20/20	\$106.92	\$106.92	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31	
		03202020	03/20/20	City Hall Emergency phone	04/20/20	\$47.03	\$47.03	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31	
		03202020	03/20/20	Comcast - City Hall phones and internet	04/20/20	\$303.01	\$303.01	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31	
		03202020	03/20/20	Discount Mugs	04/20/20	\$868.80	\$868.80	01-1320	COMMUNITY SUPPORT	\$22,600.00	\$4,848.25	
		03202020	03/20/20	Vista Print	04/20/20	\$207.80	\$207.80	01-1320	COMMUNITY SUPPORT	\$22,600.00	\$4,848.25	
		03202020	03/20/20	Amazon	04/20/20	\$75.15	\$75.15	01-1320	COMMUNITY SUPPORT	\$22,600.00	\$4,848.25	
		03202020	03/20/20	Garten Services - postage for March 2020	04/20/20	\$92.50	\$92.50	01-1327	POSTAGE AND SHIPPI	\$1,100.00	(\$2,812.12)	
		03202020	03/20/20	Staples	04/20/20	\$31.47	\$31.47	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
		03202020	03/20/20	Staples - paper	04/20/20	\$152.05	\$152.05	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
		03202020	03/20/20	Earth2O - City Hall water	04/20/20	\$51.18	\$51.18	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
		03202020	03/20/20	Amazon - Cell phone accessories	04/20/20	\$20.98	\$20.98	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	

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	
03202020	03/20/20	Staples	04/20/20	\$20.16	\$20.16	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Amazon	04/20/20	\$0.99	\$0.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Staples	04/20/20	\$25.35	\$25.35	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Staples	04/20/20	\$56.96	\$56.96	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Site 5 - Monthly webhosting	04/20/20	\$15.95	\$15.95	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Staples	04/20/20	\$22.65	\$22.65	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Amazon Digital	04/20/20	\$7.99	\$7.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Prime Video	04/20/20	\$3.99	\$3.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Prime Video	04/20/20	\$3.99	\$3.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Online Lables	04/20/20	\$34.93	\$34.93	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Emergency Medical Products	04/20/20	\$64.46	\$64.46	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	Keurig	04/20/20	\$36.35	\$36.35	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
03202020	03/20/20	CONTRACTED SERVICES	04/20/20	\$45.20	\$45.20	01-1332	CONTRACTED SERVIC	\$162,625.00	\$42,213.57	
03202020	03/20/20	Costco - food for meetings	04/20/20	\$82.22	\$82.22	01-1334	EDUCATION & TRAININ	\$2,000.00	\$1,159.54	
03202020	03/20/20	Big Town Hearo - food for meeting	04/20/20	\$33.75	\$33.75	01-1334	EDUCATION & TRAININ	\$2,000.00	\$1,159.54	
03202020	03/20/20	Brick and Mortar Café	04/20/20	\$46.50	\$46.50	01-1335	MEETINGS & TRAINING	\$8,000.00	\$5,227.17	
03202020	03/20/20	Fred Meyer	04/20/20	\$11.25	\$11.25	01-1335	MEETINGS & TRAINING	\$8,000.00	\$5,227.17	
03202020	03/20/20	BNP Media	04/20/20	\$108.00	\$108.00	01-1336	DUES & SUBSCRIPTIO	\$9,000.00	(\$2,588.35)	
03202020	03/20/20	Home Depot- Park Supplies	04/20/20	\$4.11	\$4.11	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01	
03202020	03/20/20	Home Depot- Park Supplies	04/20/20	\$22.40	\$22.40	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01	
03202020	03/20/20	Amazon - Park Supplies	04/20/20	\$59.50	\$59.50	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01	
03202020	03/20/20	Amazon - Park Supplies	04/20/20	\$55.99	\$55.99	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01	
03202020	03/20/20	Republic Services - City Park	04/20/20	\$345.02	\$345.02	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01	
03202020	03/20/20	Century Link	04/20/20	\$54.25	\$54.25	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$2,533.20)	
					\$3,275.39					
223	Wallace W. Lien, P.C., P.O. Box 5730, Salem, OR, 97304									
03252020	03/25/20	Wallace Lien - though March 2020	04/25/20	\$1,855.00	\$1,855.00	01-1339	LEGAL SERVICES	\$170,000.00	\$12,299.70	
					\$1,855.00					
786	Witherspoon Industries LLC, PO Box 1047, Lebanon, OR, 97355									
3769	03/28/20	Witherspoon Industries - Janitorial through March 2020	04/28/20	\$1,296.18	\$1,296.18	01-1332	CONTRACTED SERVIC	\$162,625.00	\$42,213.57	
					\$1,296.18					
85	Xterma Pest Control, Inc., P.O. Box 321, Sweet Home, OR, 97386									
COM0320 50	03/27/20	Xterma - Quarterly pest control	04/07/20	\$50.00	\$50.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$42,213.57	
					\$50.00					

RESOLUTION NO. 2020-04

A RESOLUTION ADOPTING THE CITY OF MILLERSBURG PARKS MASTER PLAN DATED APRIL 2020 AND INCORPORATING ITS ANALYSIS INTO FUTURE GROWTH AND PLANNING DECISIONS FOR THE CITY OF MILLERSBURG

WHEREAS, the City of Millersburg needs a clear understanding of existing parks conditions, operation and maintenance recommendations, and an outline of parks projects to address both existing and future system capacity needs; and,

WHEREAS, a Parks Master Plan includes an evaluation of the existing parks, recommendations for operations and maintenance of existing parks, and a list of Capital Improvement Projects (CIPs); and,

WHEREAS, in 2018 the Millersburg City Council authorized the hiring of Conservation Technix, Inc. to prepare a Parks Master Plan for the City of Millersburg; and,

WHEREAS, Conservation Technix, Inc. has delivered to the City of Millersburg the City of Millersburg Parks Master Plan dated April 2020, which is specific to the City of Millersburg's development of parks facilities and includes a list of Capital Improvement Projects; and,

WHEREAS, the City of Millersburg Parks Master Plan dated April 2020 provides recommendations for future planning decisions of the City of Millersburg;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG AS FOLLOWS: The City of Millersburg hereby adopts the City of Millersburg Parks Master Plan prepared by Conservation Technix, Inc. and dated April 2020;

FURTHERMORE, the City of Millersburg will use the City of Millersburg Parks Master Plan dated April 2020 in future growth and planning decisions for the City of Millersburg.

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

Duly passed by the City Council this 14th day of April, 2020.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg
City Recorder