



NOTICE OF EXECUTIVE SESSION

**MILLERSBURG CITY COUNCIL
Millersburg City Hall
4222 NE Old Salem Road
Tuesday, May 12, 2020
5:00 P.M.**

An executive session of the Millersburg City Council will be held at the Millersburg City Hall, located at 4222 NE Old Salem Road, Albany, OR 97321, at the above noted time and date, for the purposes of an Executive Session, authorized and identified in the Oregon Revised Statute below:

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.

At the conclusion of the executive session, the City Council may enter into regular session for a decision.

Posted 5/4/2020



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
May 12, 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, May 11.

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 April 14, 2020 City Council Meeting Minutes
 - 2) Approval of April 28, 2020 Special City Council Meeting Minutes
 - 3) Acceptance of Report on City Accounts PayableAction: _____
- E. GUEST PRESENTATIONS
 - 1) Linn County Sheriff's Office Report
- F. PUBLIC COMMENT
- G. COUNCIL MEMBER AND STAFF COMMENTS
 - 1) Report on Resolution of Litigation – Mayor Lepin
 - 2) Donation Request Discussion – Councilor McPhee
- H. CITY MANAGER'S REPORT
 - 1) Project Updates

I. CITY ATTORNEY'S REPORT

- 1) Review Draft Fuel Tax Resolution – Discussion Only

J. UNFINISHED BUSINESS

K. NEW BUSINESS

- 1) Cost of Living Adjustment (COLA)

Action: _____

- 2) Stormwater Intergovernmental Agreement (IGA) with City of Albany

Action: _____

- 3) Adoption of 2020-2024 Capital Improvements Program (CIP)

Action: _____

L. CLOSING PUBLIC COMMENT

M. CLOSING COUNCIL COMMENT

N. ADJOURNMENT

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

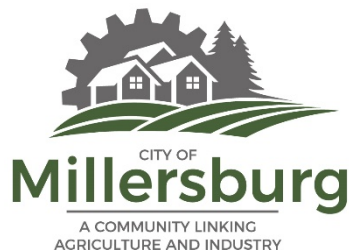
Upcoming Meetings & Events:

May 19, 2020 @ 6:00 p.m. – Planning Commission Public Hearing

May 26, 2020 @ 4:00 p.m. – City Council Work Session

June 9, 2020 @ 6:30 p.m. – City Council Meeting & Public Hearing

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



**CITY OF MILLERSBURG
CITY COUNCIL MEETING**

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

A. CALL TO ORDER Mayor Lepin called the meeting to order @ 6:32 p.m.

Chair Lepin and City Manager Kreitman went over the process for the virtual meeting.

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
Albany Fire Department – Chief Shane Wooten

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

E. 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 Payable

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

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

F. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Report
Lieutenant Brandon Fountain reviewed the March LCSO report.
- 2) Albany Fire Department Quarterly Report
Shane Wooten, Albany Fire Department Chief, provided the quarterly report for January-March 2020. Councilor McPhee asked for an update

regarding the Ambulance Service Area change. City Manager Kreitman said the change is still in process but has slowed due to the pandemic.

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

1) Website Business Directory

Mayor Lepin addressed the Council regarding the need for the Business Directory feature for the new website offered by Municode and asked for the Council to reconsider approval of this feature. The Council unanimously agreed with the addition with a request to review the feature in a year to see if it is successful and used.

I. CITY MANAGER'S REPORT

1) Project Updates

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

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

1) Fire Station Architectural Services Contract Award

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

Action: **Motion to Approve the City Manager to Enter into the Design Services Agreement with Soderstrom Architecture 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) Parks Master Plan Adoption

Assistant City Manager/City Engineer Booth gave a brief background and presented the staff report. In addition she noted that the projects in the Parks Master Plan would be pulled into the 2020-2021 Budget.

Council had considerable discussion regarding the trails shown in the Parks Master Plan as modified in the March Council meeting. Council also discussed the concern that the alignment of the west extension of Zuhlke Lane is shown as both a future street and trail in the Transportation System Plan, as discussed at the March Council meeting. Councilor Cowan asked for confirmation that if we required only easements initially, and if we decide not to put the road in, we have right-of-way to change into a trail.

Booth confirmed that the document is a guide for the City, but the City is not locked into building on any certain project on any certain schedule and can revise included projects in the future.

Action: **Motion to Adopt the Parks Master Plan, as Written, Resolution 2020-05, and Eliminating the Portion of the Shared Use Path Along Zuhlke Lane Alignment and to Add a Note in the Parks Master Plan that Recommends that the Transportation System Plan be Modified to Reflect the Trails in the Parks Master Plan made by Councilor Scott McPhee; seconded by Councilor John Sullivan.**

Resolution 2020-05

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

Motion PASSED: 5/0

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL COMMENT

None

O. ADJOURNMENT. Meeting adjourned at 8:26 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

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.



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

Millersburg City Hall
4222 NE Old Salem Road, Albany OR 97321
April 28, 2020 @ 4:00 p.m.

- A. CALL TO ORDER Mayor Lepin called the meeting to order @ 4:08 p.m.
- B. ROLL CALL
Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Scott McPhee, John Sullivan
Councilors Absent: Dave Harms
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder; Matt Strait, City Planner
- C. CHANGES AND ADDITIONS TO THE AGENDA
- D. PUBLIC COMMENT
- E. PUBLIC HEARING
Mayor Lepin opened the public hearing 4:11 p.m. He briefly discussed the process then introduced the City Planner, Matt Straite.
- 1) Accessory Dwelling Units
City Planner Matt Straite gave the staff presentation. He entered the letter from the Fair Housing Council into the record and discussed the letter and his response to the memo to the Council. Councilor Cowan asked some questions about the foundation provision. Councilor Sullivan expressed concern about the provision allowing an ADU in the front yard with a conditional use permit. After additional discussion regarding the foundation criteria, Councilor Cowan requested a change to the draft code to add language that foundations for ADUs should be similar to the primary home. The Council agreed to the change. Councilor McPhee discussed the front yard option, and the Council agreed to remove that language.

Mayor Lepin closed the public hearing closed 4:42 p.m.

Action: **Motion to Recommend Approval of Application DC 20-02 Amending Development Code by Adding Section 6.110 of the Millersburg Land Use Development Code Ordinance as Revised in the Meeting and Adoption of Ordinance 171-20 with an Emergency Provision that Will Have the Ordinance Take Effect Immediately made by Councilor John Sullivan; seconded by Councilor Scott McPhee.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye

Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor John Sullivan: Aye

Motion PASSED: 4/0

F. COUNCIL MEMBER AND STAFF COMMENTS

None

G. CLOSING PUBLIC COMMENT

No public in attendance.

H. ADJOURNMENT

Meeting adjourned at 5:04 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

April 28, 2020 @ 6:00 p.m. – Budget Committee Meeting
May 5, 2020 @ 6:00 p.m. – Budget Committee Meeting (tentative)
May 12, 2020 @ 6:30 p.m. – City Council Meeting
May 19, 2020 @ 6:00 p.m. – Planning Commission Meeting

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**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
25	ADS. LLC, PO Box 74008582, Chicago, IL, 60674-8582								
12814.0320	03/28/20	ADS, Jan-March invoice	04/28/20	\$1,452.00	\$1,452.00	04-1305	O&M COLLECTION SYS	\$198,000.00	\$174,625.78
					\$1,452.00				
43	Aflac, 1932 Wynnton Road, Columbus, GA,								
327336	04/11/20	AFLAC through April 2020	05/01/20	\$73.62	\$73.62	01-9210	Payroll Taxes Payable	\$0.00	(\$23,644.53)
					\$73.62				
828	Astrid Hesberg								
04172020	04/01/20	Astrid Hesberg - Mileage Reimbursement	04/01/20	\$32.24	\$32.24	01-1351	MILEAGE	\$1,600.00	\$981.52
					\$32.24				
539	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321								
3144996	03/13/20	Barrett Business Services - Week Ending 3/8/20 - Astrid Hesberg	04/13/20	\$374.40	\$374.40	01-1332	CONTRACTED SERVIC	\$162,625.00	\$42,213.57
3145346	03/20/20	Barrett Business Services - Week Ending 3/15/20 - Astrid Hesberg	04/20/20	\$585.00	\$585.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$42,213.57
3144344	03/06/20	Barrett Business Services - Week Ending 3/1/20 - Mark Yeager	04/06/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$28,798.50
3144996	03/13/20	Barrett Business Services - Week Ending 3/8/20 - Mark Yeager	04/13/20	\$390.00	\$390.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$28,798.50
3144996	03/13/20	Barrett Business Services - Week Ending 3/8/20 - Jennifer Richardson	04/13/20	\$487.50	\$487.50	04-1313	RATE AND SDC STUDY	\$0.00	(\$13,882.69)
3145346	03/20/20	Barrett Business Services - Week Ending 3/15/20 - Jennifer Richardson	04/20/20	\$438.75	\$438.75	04-1313	RATE AND SDC STUDY	\$0.00	(\$13,882.69)
					\$2,535.65				
714	Cable Huston LLP, 1455 SW Broadway, Suite 1500, Portland, OR, 97201								
98092	04/16/20	Cable Huston MS4 Permit through Dec 2019	05/16/20	\$1,859.48	\$1,859.48	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$28,798.50
					\$1,859.48				
866	Carleen Zehr								
04072020	04/17/20	Reservation Cancellation - Carleen Zehr	04/17/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$945.00
					\$100.00				
466	CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869								
704841CH016	04/06/20	CH2M Hill - Engineer support through March 2020	05/06/20	\$1,841.11	\$1,841.11	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$1,506.28
704841CH016	04/06/20	CH2M Hill - Engineer support through March 2020	05/06/20	\$8,632.16	\$8,632.16	02-1301	20% CONSULTANTS EN	\$20,000.00	(\$24,939.78)
704841CH016	04/06/20	CH2M Hill - Engineer support through March 2020	05/06/20	\$1,100.73	\$1,100.73	04-1301	20% CONSULTANTS - E	\$20,000.00	\$14,083.63
704841CH016	04/06/20	CH2M Hill - Engineer support through March 2020	05/06/20	\$322.63	\$322.63	05-1301	20% CONSULTANT - EN	\$20,000.00	\$13,758.77
704841CH016	04/06/20	CH2M Hill - Engineer support through March 2020	05/06/20	\$161.32	\$161.32	05-1301	20% CONSULTANT - EN	\$20,000.00	\$13,758.77

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		0-200402-06	04/02/20	Linn County Print and Supplies - envelopes	05/02/20	\$1,237.50	\$1,237.50	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49
							\$1,237.50				
12	Linn County Sheriff's Office, 1115 Jackson Street SE, Albany, OR, 97322										
	4th Quarter 2020	04/07/20		Linn County Sheriff - FY 19/20 4th Quarter Law Enforcement Service	04/07/20	\$32,520.25	\$32,520.25	01-4302	LINN COUNTY CONTRA	\$129,182.00	\$31,621.25
							\$32,520.25				
862	Lori Conrad										
	04072020	04/17/20		Park Cancellation - Lori Conrad	04/17/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$945.00
							\$100.00				
836	LS Networks, 921 SW Washington ST Suite 370, Portland, OR, 97205-2824										
	INV46782	04/01/20		LS Networks - Internet and Phone Service through April 2020	05/01/20	\$695.80	\$695.80	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31
							\$695.80				
865	Mary Ann Spitz										
	04072020	04/17/20		Reservation Cancellation - Mary Ann Spitz	04/17/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$945.00
							\$100.00				
585	MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553										
	8794	04/10/20		MorganCPS Group - Planning through March 2020	05/10/20	\$9,460.00	\$9,460.00	01-1353	CONSULTANTS - PLAN	\$100,000.00	\$40,905.00
							\$9,460.00				
708	Oregon Department of Revenue, PO Box 14800, Salem, OR, 97309-0920										
	03/31/2020	04/17/20		Oregon Department of Revenue - Transit Tax	04/17/20	\$121.30	\$121.30	01-9210	Payroll Taxes Payable	\$0.00	(\$23,644.53)
							\$121.30				
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001										
	04/15/2020	04/17/20		Pacific Power - 14932751-006 6	04/17/20	\$981.97	\$981.97	01-1317	CITY HALL UTILITIES	\$32,200.00	\$14,372.31
	04/15/2020	04/17/20		Pacific Power - 14932751-006 6	04/17/20	\$68.09	\$68.09	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01
	04/15/2020	04/17/20		Pacific Power - 14932751-006 6	04/17/20	\$3,229.18	\$3,229.18	02-1323	STREET LIGHTS POWE	\$42,000.00	\$13,386.37
	04/15/2020	04/17/20		Pacific Power - 14932751-006 6	04/17/20	\$1,307.86	\$1,307.86	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$2,533.20)
							\$5,587.10				
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001										
	04/20/2020	04/17/20		Pacific Power - 14932751-007 4	04/17/20	\$56.83	\$56.83	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$2,533.20)
							\$56.83				
6	Petro Card, PO Box 34243, Seattle, WA, 98124-1243										
	C564988	03/31/20		Petro Card - through March 2020	04/18/20	\$151.71	\$151.71	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01
							\$151.71				
41	Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167										

**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
		05012020	05/01/20	Providence - through May 2020	05/31/20	\$7,346.90	\$7,346.90	01-1211	MEDICAL INSURANCE	\$89,250.00	\$24,141.30
							\$7,346.90				
864	Rexius, PO Box 22838, Eugene, OR, 97402										
725088		04/08/20		Rexius - Fiberex blown	05/08/20	\$1,760.00	\$1,760.00	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01
725089		04/08/20		Rexius - Fiberex blown	05/08/20	\$1,760.00	\$1,760.00	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01
725483		04/09/20		Rexius - Fiberex blown	05/09/20	\$1,760.00	\$1,760.00	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$28,948.01
							\$5,280.00				
738	Sharon Hager										
115554906		04/17/20		Sharon Hager - Parks and Rec Reimbursement	04/17/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,248.00
							\$200.00				
652	Wheat LLC, 1141 Chemawa Rd N, Keizer, OR, 97321										
5828		03/31/20		Wheat LLC, Street Sweeping through March 2020	04/30/20	\$1,975.77	\$1,975.77	02-1319	STREET SWEEPING	\$25,000.00	\$7,218.07
							\$1,975.77				
							\$157,103.75				
							Total Bills To Pay:				

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
607 Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566		072204212020	04/21/20	Business Connections - after hours phone through April 2020	05/11/20	\$42.95	\$42.95	01-1317	CITY HALL UTILITIES	\$32,200.00	\$12,202.00
							\$42.95				
773 CH2MHILL OMI, Department 1267, Denver, CO, 80291-1267		351259-032	04/22/20	CH2MHILL OMI - Out of scope letter through April 2020	03/22/20	\$666.50	\$666.50	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$4,098.60
							\$666.50				
728 Conservation Technix, Inc., PO Box 885, Orinda, CA, 94563		905	04/29/20	Conservation Technix - Park Master Plan through April 2020	05/29/20	\$579.94	\$579.94	01-2303	PARKS MASTER PLAN	\$25,000.00	(\$1,080.56)
							\$579.94				
251 Dustin Patton		05012020	05/01/20	Dustin Patton - Cell Phone Reimbursement	05/01/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$12,202.00
							\$35.00				
765 Handy Hands Landscape C&M LLC, 31410 HWY 34, Tangent, OR, 97389		March 2020	04/22/20	Handy Hands Landscape - City Hall and Fire Station Landscape through March 2020	05/22/20	\$1,280.00	\$1,280.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$30,577.74
March 2020 2	04/22/20	Handy Hands Landscape - City Rental through March 2020	05/22/20	\$480.00	\$480.00	01-1357	RENTAL PROPERTY	\$5,000.00	(\$18,337.92)		
							\$1,760.00				
566 Jake Gabell		05012020	04/30/20	Cell Phone Reimbursement - Jake Gabell	04/30/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$32,200.00	\$12,202.00
							\$35.00				
867 Jazmin Moran		01-2102	05/01/20	Park Shelter Rental Refund - Jazmin Moran	05/01/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$1,445.00
							\$100.00				
10 John Deere Financial, PO Box 4450, Carol Stream, IL, 60197-4450		5122225	04/21/20	John Deere Financial - Shop equipment maintenance	05/21/20	\$704.92	\$704.92	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$22,941.74
							\$704.92				
20 Koontz, Blasquez & Co., P.C., PO Box 605, Albany, OR, 97321		6586	04/20/20	Koontz, Blasquez & Associates - Payroll services through April 2020	05/20/20	\$192.00	\$192.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$30,577.74
							\$192.00				
39 LifeMap Billing, PO Box 6840, Portland, OR, 97228-6840		IN0555738	04/18/20	Lifemap - insurance through May 2020	05/07/20	\$156.54	\$156.54	01-1212	DISABILITY INSURANC	\$3,424.00	\$1,858.60
							\$156.54				

**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
869 Municipal Code Corporation, PO Box 2235, Tallahassee, FL, 32316		00341594	04/20/20	Municipal Code Corporation - Website 50% contract due	05/20/20	\$5,625.00	\$5,625.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$30,577.74
							\$5,625.00				
53 Oregon Cascades West COG, 1400 Queen Ave. SE Suite 201, Albany, OR, 97322		Qtr 3 2020	04/23/20	Oregon Cascade West COG - Docking Stations	05/23/20	\$370.00	\$370.00	01-1331	MAINT: OFFICE EQUIP	\$16,000.00	\$11,186.56
Qtr 3 2020	04/23/20	Oregon Cascade West COG - IT through March 2020		05/23/20	\$593.53	\$593.53	01-1332	CONTRACTED SERVIC	\$162,625.00	\$30,577.74	
							\$963.53				
842 PAC/WEST, 8600 SW St. Helens Drive, Wilisonville, OR, 97070		6322	04/30/20	PAC/WEST through April 2020	05/30/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$30,000.00	(\$6,700.00)
							\$3,500.00				
700 US Bank, P.O. Box 790428, St Louis, MO, 63179-0428		04-20-2020	04/20/20	Amazon - Trash Banks for Litter Pickup	05/20/20	\$64.00	\$64.00	01-1309	CITY HALL MAINTENAN	\$22,000.00	\$17,980.16
04-20-2020	04/20/20	Verizon Wireless - Emergency Phone		05/20/20	\$36.14	\$36.14	01-1317	CITY HALL UTILITIES	\$32,200.00	\$12,202.00	
04-20-2020	04/20/20	Comcast Cable - Telephone and Internet		05/20/20	\$303.01	\$303.01	01-1317	CITY HALL UTILITIES	\$32,200.00	\$12,202.00	
04-20-2020	04/20/20	Republic Services - City Hall		05/20/20	\$40.44	\$40.44	01-1317	CITY HALL UTILITIES	\$32,200.00	\$12,202.00	
04-20-2020	04/20/20	Garten Services - Monthly mailings		05/20/20	\$211.29	\$211.29	01-1327	POSTAGE AND SHIPPI	\$1,100.00	(\$3,023.41)	
04-20-2020	04/20/20	Site 5 - Website Hosting		05/20/20	\$15.95	\$15.95	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,928.28)	
04-20-2020	04/20/20	Touch of Milk - Hand sanitizer COVID 19		05/20/20	\$219.95	\$219.95	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,928.28)	
04-20-2020	04/20/20	Carson Equipment - VitalOxide Sanitizer - COVID 19		05/20/20	\$1,605.92	\$1,605.92	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,928.28)	
04-20-2020	04/20/20	Earth2O - City Hall water		05/20/20	\$51.18	\$51.18	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,928.28)	
04-20-2020	04/20/20	Shred-It - City Hall Shred		05/20/20	\$45.20	\$45.20	01-1332	CONTRACTED SERVIC	\$162,625.00	\$30,577.74	
04-20-2020	04/20/20	Verizon Wireless - Park iPad		05/20/20	\$40.01	\$40.01	01-2301	PARKS & RECREATION	\$15,000.00	\$7,007.99	
04-20-2020	04/20/20	Home Depot - Fencing for Park - COVID 19		05/20/20	\$59.96	\$59.96	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$22,941.74	
04-20-2020	04/20/20	Home Depot - Fencing for Park - COVID 19		05/20/20	\$263.91	\$263.91	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$22,941.74	
04-20-2020	04/20/20	Republic Services - City Park		05/20/20	\$985.18	\$985.18	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$22,941.74	
04-20-2020	04/20/20	Republic Services - Fire Sation		05/20/20	\$169.12	\$169.12	01-4303	UTILITIES - FIRE STATI	\$7,000.00	\$1,803.56	
04-20-2020	04/20/20	Century Link - Sewer Data Line		05/20/20	\$55.46	\$55.46	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$4,453.35)	
							\$4,166.72				
328 Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321		10110	04/30/20	Valley Merchant Police - Gate locking through April 2020	05/30/20	\$285.00	\$285.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$30,577.74
							\$285.00				
223 Wallace W. Lien, P.C., P.O. Box 5730, Salem, OR, 97304		04-25-2020	04/25/20	Wallace W. Lien - Legal services through April 2020	05/25/20	\$2,100.00	\$2,100.00	01-1339	LEGAL SERVICES	\$170,000.00	\$10,199.70
							\$2,100.00				

**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	
							\$12,057.95					
48	Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838											
4045520812		03/31/20	Cintas through March 2020		04/10/20	\$93.27	\$93.27	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
							\$93.27					
659	David Evans & Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340											
464017		04/14/20	David Evans & Associates - PCPI through March 2020		05/14/20	\$2,786.06	\$2,786.06	02-1303	PCPI EXPENSE	\$30,000.00	\$5,732.50	
464017		04/14/20	David Evans & Associates - PCPI through March 2020		05/14/20	\$2,321.73	\$2,321.73	03-1303	PCPI	\$25,000.00	\$4,777.07	
464017		04/14/20	David Evans & Associates - PCPI through March 2020		05/14/20	\$1,857.38	\$1,857.38	04-1303	SEWER PCPI	\$20,000.00	\$3,821.65	
464017		04/14/20	David Evans & Associates - PCPI through March 2020		05/14/20	\$1,393.04	\$1,393.04	05-1303	PCPI EXPENSE	\$15,000.00	\$2,866.21	
							\$8,358.21					
242	Dick Welker Construction Inc., PO Box 1032, Albany, OR, 97321											
3460		04/13/20	Dick Welker Construction Inc. - Lateralal Locates		05/13/20	\$500.00	\$500.00	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$2,533.20)	
							\$500.00					
863	Gabe Garber											
04072020		04/07/20	Park Reservation Cancellation - Gabe Garber		04/07/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$945.00	
							\$100.00					
749	Galardi Consulting, LLC, 7327 SW Barnes Rd #224, Portland, OR, 97225											
M-5		04/11/20	Galardi Consulting LLC - Utility Rate Study through April 2020		05/11/20	\$4,000.00	\$4,000.00	02-1314	SDC STUDY	\$5,000.00	\$5,000.00	
M-5		04/11/20	Galardi Consulting LLC - Utility Rate Study through April 2020		05/11/20	\$4,000.00	\$4,000.00	03-1313	SDC AND RATE STUDY	\$10,000.00	\$10,000.00	
M-5		04/11/20	Galardi Consulting LLC - Utility Rate Study through April 2020		05/11/20	\$4,400.00	\$4,400.00	04-1313	RATE AND SDC STUDY	\$0.00	(\$13,882.69)	
M-5		04/11/20	Galardi Consulting LLC - Utility Rate Study through April 2020		05/11/20	\$4,400.00	\$4,400.00	05-1313	RATE AND SDC STUDY	\$0.00	(\$6,448.34)	
							\$16,800.00					
270	Linn County Assessment and Taxation, PO Box 100, Albany, OR, 97321											
4/13/2020		04/17/20	Linn County Assessment and Taxation - Top 20 City Data		04/17/20	\$35.00	\$35.00	01-1330	MATERIALS & SUPPLIE	\$15,000.00	\$330.49	
							\$35.00					
19	Linn County Planning and Building, PO Box 100, Albany, OR, 97321											
March 2020		04/03/20	Linn County Planning and Building - March 2020 invoice		05/03/20	\$48,273.17	\$48,273.17	01-5332	PMNT TO LINN CO BUIL	\$340,000.00	\$29,713.80	
							\$48,273.17					
697	Linn County Print & Supplies, 330 3rd Avenue SW, Albany, OR, 97321											

**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										
3146216		03/27/20	Barrett Business Services - Astrid Hesberg Week ending 3/22/20	04/27/20	\$707.85	\$707.85	01-1332	CONTRACTED SERVIC	\$162,625.00	\$26,243.69	
3146776		04/03/20	Astrid Hesberg - Week ending 3/29/20	05/03/20	\$608.40	\$608.40	01-1332	CONTRACTED SERVIC	\$162,625.00	\$26,243.69	
3147185		04/10/20	Astrid Hesberg - Week ending 4/05/20	05/10/20	\$655.20	\$655.20	01-1332	CONTRACTED SERVIC	\$162,625.00	\$26,243.69	
3147778		04/17/20	Astrid Hesberg - Week ending 4/12/20	05/17/20	\$631.80	\$631.80	01-1332	CONTRACTED SERVIC	\$162,625.00	\$26,243.69	
3148218		04/24/20	Astrid Hesberg - Week ending 4/19/20	05/24/20	\$678.60	\$678.60	01-1332	CONTRACTED SERVIC	\$162,625.00	\$26,243.69	
3145575		03/20/20	Barrett Business Services - Mark Yeager Week ending 3/15/20	04/20/20	\$520.00	\$520.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$25,509.02	
3147778		04/17/20	Mark Yeager - Week ending 4/12/20	05/17/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$25,509.02	
3146776		04/03/20	Jennifer Richardson - Week ending 3/29/20	05/03/20	\$146.25	\$146.25	04-1313	RATE AND SDC STUDY	\$0.00	(\$20,378.94)	
3147185		04/10/20	Jennifer Richardson - Week ending 4/05/20	05/10/20	\$487.50	\$487.50	04-1313	RATE AND SDC STUDY	\$0.00	(\$20,378.94)	
3147778		04/17/20	Jennifer Richardson - Week ending 4/12/20	05/17/20	\$536.25	\$536.25	04-1313	RATE AND SDC STUDY	\$0.00	(\$20,378.94)	
						\$5,231.85					
237	Cascade Outdoor Power Equipment, , , ,										
17343		04/08/20	Cascade Outdoor Power Equipment - Gatorline	05/08/20	\$63.95	\$63.95	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$22,817.31	
						\$63.95					
50	City of Albany, PO Box 490, Albany, OR, 97321										
1609		04/07/20	City of Albany - Call a Ride - 2rd Quarter FY 19/20	05/15/20	\$1,266.00	\$1,266.00	01-1324	CALL-A-RIDE	\$3,000.00	(\$1,884.00)	
1610		04/07/20	City of Albany - Call a Ride - 3rd Quarter FY 19/20	05/15/20	\$1,056.00	\$1,056.00	01-1324	CALL-A-RIDE	\$3,000.00	(\$1,884.00)	
1620		05/01/20	City of Albany - Fire Protection Final FY 19/20 Payment	06/15/20	\$316,572.86	\$316,572.86	01-4301	CONTRACTED FIRE SE	\$1,410,000.00	\$3,708.55	
1620		05/01/20	City of Albany - Fire FY 19/20 Payment	06/15/20	\$35,000.00	\$35,000.00	01-4402	EQUIPMENT REPLACE	\$35,000.00	\$0.00	
1370 CREDIT		03/30/20	City of Albany - Sewer Bill - 2nd Quarter FY 19/20 - Energy Trust Rebates	04/29/20	(\$21,936.80)	(\$21,936.80)	04-1123	Misc Revenue	\$0.00	(\$21,936.80)	
1370		03/30/20	City of Albany - Sewer Bill - 2nd Quarter FY 19/20	04/29/20	\$10,580.96	\$10,580.96	04-1304	O&M SEWER PLANT	\$256,000.00	\$118,232.48	
1370		03/30/20	City of Albany - Sewer Bill - 2nd Quarter FY 19/20	04/29/20	\$34,912.37	\$34,912.37	04-1304	O&M SEWER PLANT	\$256,000.00	\$118,232.48	
1370		03/30/20	City of Albany - Sewer Bill - 2nd Quarter FY 19/20	04/29/20	\$4,143.43	\$4,143.43	04-1305	O&M COLLECTION SYS	\$198,000.00	\$169,030.35	
1371		03/30/20	City of Albany - CH2M Litigation Costs- 2nd Quarter FY 19/20	04/29/20	\$23,527.54	\$23,527.54	04-1315	ALBANY-MILLERSBURG	\$50,000.00	\$12,451.61	
1370		03/30/20	City of Albany - Sewer Bill - 2nd Quarter FY 19/20	04/29/20	\$2,956.78	\$2,956.78	04-1409	WETLANDS/WASTEWA	\$60,000.00	\$42,893.50	
1372		04/29/20	City of Albany - Water Bill 2nd Quarter FY 19/20	05/29/20	\$18,420.28	\$18,420.28	05-1304	O&M TRANSMISSION LI	\$104,000.00	\$28,055.75	
1372		04/29/20	City of Albany - Water Bill 2nd Quarter FY 19/20	05/29/20	\$53,289.60	\$53,289.60	05-1305	O&M Water Treatment PI	\$350,000.00	\$195,049.20	
						\$479,789.02					



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: April

TRAFFIC CITATIONS: _____	8
TRAFFIC WARNINGS: _____	11
TRAFFIC CRASHES: _____	0
ADULTS CITED/VIOLATIONS: _____	2
ADULTS ARRESTED : _____	3
JUVENILES CITED/VIOLATIONS: _____	0
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	129

TOTAL HOURS SPENT: MILLERSBURG 180

CONTRACT HOURS= 153 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: May 7, 2020 for Council Meeting May 12, 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.

David Evans Contract Amendment:

In June of 2018, the City of Millersburg entered into a contract with David Evans and Associates for construction inspection services. In June of 2019, the contract was amended to extend these services through June of 2020. City staff are currently negotiating an amendment to extend the contract for an additional year. This amendment will also include a task for Owner's Representative services for the Fire Station Project. The anticipated amendment amount is approximately \$32,000 for construction inspection and \$38,000 for Owner's Rep services, for an approximate total of \$70,000. These costs have been included in the proposed 2020-21 budget.

It is important to note that additional costs for ongoing Owner's Rep services to complete the Fire Station Project will be required in FY 2021-22. These costs will be addressed in subsequent budgets and contract amendments.

Per the adopted City Purchasing Code, the City Manager may award this contract amendment because it is below \$100,000 and included in the adopted budget. However, if Council would prefer, the amendment can be presented at the June 9, 2020 Council meeting.

Jacobs Contract Amendment:

The City of Millersburg's current contract with Jacobs Engineering (CH2M) for on-call engineering services expires at the end of June 2020. In order to support ongoing projects and engineering consultation needs, and based on Jacobs staff familiarity/experience with the City of Millersburg as well as continued personnel availability, it is proposed that the contract be amended for an additional year with a not-to-exceed contract amount of \$100,000 for FY 2020-21. These costs have been included in the proposed 2020-21 budget.

Per the adopted City Purchasing Code, the City Manager may award this contract amendment because it is below \$100,000 and included in the adopted budget. However, if Council would prefer, the amendment can be presented at the June 9, 2020 Council meeting.

System Development Charges

The draft System Development Charges (SDC) methodology was posted to the City's website on April 10, 2020. On June 10, 2020 a Special Council Meeting will be held to conduct a public hearing and the SDC methodology and fees can be adopted at the regular Council meeting on July 14, 2020.

Since April 10, staff have been working with our consultant to finalize formatting of the document and refine the project lists and calculations. This has resulted in some changes to the proposed SDC amounts. The SDC methodology and proposed changes will be reviewed at the Council work session on May 26, 2020.

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

Summary of SDCs	Current	Revised
Transportation	\$3,542	\$6,382
Water	\$3,933	\$3,293
Sewer	\$2,658	\$4,655
Stormwater		\$660
Parks	\$1,200	\$1,200
Total	\$11,333	\$16,190

City	SDCs effective	Total SDC	Median Home Cost (MHC)*	SDC to MHC
Millersburg	Revised May 4	\$16,190	\$384,700	4.2%
Albany	7/1/2019	\$12,247	\$275,200	4.5%
Philomath	1/1/2019	\$26,172	\$311,200	8.4%
Lebanon	7/1/2019	\$12,445	\$220,500	5.6%
Sweet Home	2/25/2005	\$1,839	\$206,800	0.9%
Jefferson	7/1/2019	\$13,132	\$243,300	5.4%
Salem	7/1/2019	\$16,963	\$282,600	6.0%
Corvallis	4/1/2020	\$17,024	\$378,300	4.5%

*MHC values from <https://www.bestplaces.net/housing/city/oregon/millersburg>

Water and Sewer Rates:

Water and Sewer Rate structure changes were delayed due to COVID-19. See below for the proposed new timeline.

- May 26 - Finalized rate structures (both water and sewer) will be presented to Council at the May work session.
- Public outreach will be conducted in the following ways:
 - *Early June* - Information will be posted to the City website.
 - *Early June* - A flyer will be sent out in utility bills (the flyer will provide information as well as advertise an open house in late July or early August).

- *Late July/early August* – Conduct open house. The purpose of the open house is to communicate, educate, and provide information to residents about the proposed changes. At this time, it is anticipated that the open house will be conducted in person. However, if COVID-19 restrictions prevent this, a virtual open house will be conducted.
- *September 8* – Council meeting to conduct a public hearing.
- *October 13* – Adopt the rate plan, including new rate structures and planned increases over the next 10 years at regular Council meeting.
- *Late 2020 or early 2021* – rate structure changes become effective.

Parks Commission:

The application process for Parks Commission members was opened on May 7, 2020, utilizing the application form and supplemental questions discussed at the March City Council meeting. Applications will be accepted through July 7 and presented to the Council for consideration of appointment at the July 14 City Council meeting. The process is advertised on the City website and posted to Nextdoor. In addition, staff have reached out to all prior Parks Committee members and other residents who have expressed interest in the Parks Commission to make them aware that we are now soliciting applications.

ID	Task Mode	Task Name	Duration	Start	Finish	Pred	Resource Names	February					
								1/21	1/28	2/4	2/11		
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	127 days	Mon 1/20/20	Tue 7/14/20								
8		Update streets and traffic section of code	112 days	Mon 3/9/20	Tue 8/11/20		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		Tue 1/23/18									
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	70 days	Wed 2/5/20	Tue 5/12/20		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	172 days	Thu 1/2/20	Mon 8/31/20		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	172 days	Thu 1/2/20	Fri 8/28/20		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	Fri 5/8/20	Fri 7/10/20		Janelle						
58		Design	207 days	Thu 4/30/20	Fri 2/12/21		Kevin,Janelle						

Project: Task List
Date: Wed 5/6/20

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

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
59		Construction	266 days	Mon 3/15/21	Mon 3/21/22		Kevin,Janelle
60							
61		Parks	261 days	Thu 1/2/20	Thu 12/31/20		
62		Parks Master Plan	74 days	Thu 1/2/20	Tue 4/14/20		Janelle
63		Consider coating of walls and floors in restrooms			Tue 6/30/20		Sean
64							
65		Utilities	260 days	Thu 1/2/20	Wed 12/30/20		Kevin,Janelle,consultant
66		Implementation of new utility billing system	127 days	Thu 1/2/20	Fri 6/26/20		Kim
67		Rate analysis and update	238 days	Thu 1/2/20	Mon 11/30/20		Janelle
68		Water	204 days	Thu 1/2/20	Tue 10/13/20		
69		Sewer	204 days	Thu 1/2/20	Tue 10/13/20		
70		Stormwater?	152 days	Fri 5/1/20	Mon 11/30/20		
71		SDC analysis and update	129 days	Thu 1/2/20	Tue 6/30/20		Janelle
72		Water	139 days	Thu 1/2/20	Tue 7/14/20		
73		Sewer	139 days	Thu 1/2/20	Tue 7/14/20		
74		Streets	139 days	Thu 1/2/20	Tue 7/14/20		
75		Stormwater	139 days	Thu 1/2/20	Tue 7/14/20		
76		Parks	150 days	Mon 4/6/20	Fri 10/30/20		
77							
78		Transportation/Streets	260 days	Thu 1/2/20	Wed 12/30/20		
79		Manhole Surface Repair	64 days	Thu 1/2/20	Tue 3/31/20		
80		Kathryn Lane Repair	261 days	Thu 1/2/20	Thu 12/31/20		
81		Woods Road Repair and Overlay	217 days	Thu 1/2/20	Fri 10/30/20		
82		Surface Treatment - Sweetwater and Morningstar Subdivisions	211 days	Fri 1/10/20	Fri 10/30/20		
83		Crack Sealing - SE Area	155 days	Mon 3/30/20	Fri 10/30/20		
84		Thermoplastic Stop Bars and Legends	129 days	Thu 1/2/20	Tue 6/30/20		
85		Beauty Strips Along Woods Road North	159 days	Mon 5/25/20	Thu 12/31/20		
86							
87		Stormwater	260 days	Thu 1/2/20	Wed 12/30/20		
88		Crooks Creek north trib project	295 days	Mon 7/27/20	Fri 9/10/21		
89		Have Millersburg storm drain facilities added to Albany GIS system through IGA	129 days	Thu 1/2/20	Tue 6/30/20		Janelle
90		Becker Ridge Detention Ponds Modifications	135 days	Mon 4/27/20	Fri 10/30/20		Janelle
91		Erosion Control Permit Program	129 days	Thu 1/2/20	Tue 6/30/20		Janelle
92		Develop inspection and maintenance program	129 days	Thu 1/2/20	Tue 6/30/20		Janelle
93							
94		Water	261 days	Thu 1/2/20	Thu 12/31/20		
95		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
96		Water master plan - submit finance component	129 days	Thu 1/2/20	Tue 6/30/20		Janelle
97							
98		Sewer	261 days	Thu 1/2/20	Thu 12/31/20		
99		Manhole grouting	112 days	Mon 1/27/20	Tue 6/30/20		Janelle
100		Burkhart Lift Station pumps replacement	107 days	Mon 2/3/20	Tue 6/30/20		
101		Crooks Creek Lift Station evaluation	129 days	Thu 1/2/20	Tue 6/30/20		
102							
103		Miscellaneous	261 days	Thu 1/2/20	Thu 12/31/20		
104		New website	152 days	Thu 1/2/20	Fri 7/31/20		Kim
105		Post utility rate and SDC info to website once changes are adopted	111 days	Fri 5/29/20	Fri 10/30/20		Janelle, Kim
106		Change city name for addressing	192 days	Thu 1/2/20	Fri 9/25/20		Kevin
107							
108		HR	29 days	Thu 1/2/20	Tue 2/11/20		
109		Update employee manual	114 days	Thu 1/2/20	Tue 6/9/20		Kevin, Forrest

Project: Task List
Date: Wed 5/6/20

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

RESOLUTION 2020-xx

**A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON,
CALLING FOR AN ELECTION ON ESTABLISHMENT OF A MOTOR VEHICLE
FUEL TAX**

WHEREAS, the City of Millersburg recognizes that a quality transportation infrastructure provides numerous local and regional economic benefits; and,

WHEREAS, the City of Millersburg strives to maintain a quality transportation infrastructure through monitoring, maintaining, repairing, and updating City streets; and,

WHEREAS, in order to provide a quality transportation infrastructure and comply with the City of Millersburg's street maintenance and construction schedule, the City needs to expend more revenue than that provided from the State Highway Fund; and,

WHEREAS, in order for the City of Millersburg to continue to provide and maintain a quality transportation infrastructure, the Millersburg City Council has determined that a local fuel tax is needed to provide sufficient revenue for street maintenance, repairs, improvement, construction, and reconstruction; and,

WHEREAS, ORS 319.950 provides that a local fuel tax may not be enacted without prior voter approval; and,

WHEREAS, the Council of the City of Millersburg is adopting this Resolution to allow the voters to decide whether to approve a 3-cent per gallon fuel tax;

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
MILLERSBURG, OREGON,**

Section 1. An election is called to occur in the City of Millersburg for the purpose of submitting to the legal voters of the City of Millersburg the following question:

Should Millersburg impose a 3-cent per gallon fuel tax to pay for City street maintenance, repair, improvement, construction, and reconstruction?

Section 2. Tuesday, November 3, 2020, is designated as the date for holding the election on the question stated in Section 1.

Section 3. The election will be conducted by the Millersburg City Elections Official.

Section 4. The precincts for the election shall include all territory within the City of Millersburg and no other territory.

Section 5. The ballot title to appear on the ballot shall be:

CAPTION:

Motor Vehicle Fuel Tax for the City of Millersburg

QUESTION:

Should Millersburg impose a 3-cent per gallon fuel tax to pay for City street maintenance, repair, improvement, construction, and reconstruction?

SUMMARY:

This measure, if approved, would authorize Millersburg to impose a tax on all motor vehicle fuel sold within the City of Millersburg. All revenue raised from the 3-cent per gallon tax may be used only for the maintenance, repair, improvement, construction, reconstruction, and operations for roads and streets within the City of Millersburg, and any related administrative costs. City streets include bike lanes, sidewalks, and curb ramps. If approved, the measure becomes effective January 1, 2021.

Section 6. The Millersburg City Council adopts the Explanatory Statement for the Voters' Pamphlet attached as Exhibit A.

Section 7. The City Recorder and staff shall take all necessary steps to effectuate this Resolution, including providing public notice and submitting required materials to the County Elections Officer. If the measure is approved, the City will act consistently with the ballot title and explanatory statement.

Duly Adopted by the City Council this 14th day of July, 2020.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg
City Recorder

EXHIBIT A

EXPLANATORY STATEMENT

The measure, if approved, would authorize the City of Millersburg to impose a motor vehicle fuel tax at the rate of 3-cents per gallon for all motor vehicle fuel sold or delivered in Millersburg.

Most street maintenance and repairs in Millersburg are funded by the City's share of State Highway Funds. This funding source has failed to provide sufficient funds for maintenance, repair, improvement, construction, and reconstruction of City streets needed to provide for a quality transportation infrastructure.

All revenue raised from the 3-cent per gallon tax may be used only for maintenance, repair, improvement, construction, reconstruction, and operations for roads and streets within the City of Millersburg, and any related administrative costs. City streets include bike lanes, sidewalks, and curb ramps.

Every \$1.00 spent on preventative street maintenance saves approximately \$3.00 on street rehabilitation and approximately \$40.00 on street reconstruction.

At least 26 cities in Oregon have adopted a local motor vehicle fuel tax.

If approved, this measure becomes effective on January 1, 2021.



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: May 3, 2020, for the May 10, 2020 City Council Meeting
SUBJECT: Cost of Living Wage Increase Consideration

Action Requested: Adoption of Cost of Living Wage Increase (COLA) for 2020 effective July 1, 2020.

Discussion: Based on the Council adopted Benefits and Compensation Policy for staff (excluding the City Manager and Assistant City Manager/City Engineer Position), we are presenting for Council consideration the annual wage adjustments effective July 1 based on the Consumer Price Index (CPI-W) to account for inflation for the period of January 2019 to January 2020 as identified in the policy. The CPI-W for this period was 2.5%. Staff included the cost of living increase in the proposed budget for consideration. However, Council does have the option, based on the policy, to elect an amount lower or higher than the CPI at your discretion.

Budget Impact:

Cost to the City associated with the 2.5% COLA increase was included in the 2020-21 budget for personnel.

Recommendation:

Staff recommends Council consideration for the adoption of a COLA for fiscal year 2020-21.

Attachment(s):

None



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: May 5, for the May 12, 2020 City Council Meeting
SUBJECT: Stormwater Intergovernmental Agreement with the City of Albany

Action Requested:

Approval to sign a new Intergovernmental Agreement (IGA) with the City of Albany for our stormwater collection system mapping on the City of Albany's GIS system and providing locating services.

Discussion:

The attached agreement is for the maintenance of our stormwater system data on City of Albany's GIS system, with location services for our stormwater system infrastructure to be provided by the City of Albany Public Works.

This agreement differs from our water and wastewater agreements in that this IGA is only for the provision of maintaining our stormwater system "data" and providing location information of our stormwater assets on the same GIS system, in which our water and sewer assets reside.

This IGA does not include any maintenance or operation components for our stormwater system, as is the case with our water and sewer IGAs. The city of Millersburg has sole ownership of our stormwater system and will maintain responsibility for the maintenance and operation of the stormwater system, with City maintenance staff and through contracts with private firms.

This IGA is for an initial ten-year period with automatic five-year succeeding renewals subject to the terms of the IGA. The costs associated with the initial and ongoing maintenance on the system will be identified annually with payments made on a quarterly basis to the City of Albany for annual data maintenance and locating services.

Budget Impact:

Funding for data maintenance and locating services is included in the proposed stormwater budget.

Recommendation:

Approval for the City Manager to sign the IGA for Maintenance of Millersburg's Stormwater Infrastructure Data and Stormwater Location Services.

Attachment(s):

- Intergovernmental Agreement for Maintenance of Millersburg's Stormwater Infrastructure Data and Stormwater Location Services

**ALBANY AND MILLERSBURG INTERGOVERNMENTAL AGREEMENT FOR MAINTENANCE OF
MILLERSBURG’S STORMWATER INFRASTRUCTURE DATA AND STORMWATER LOCATION
SERVICES**

THIS AGREEMENT is made and entered into this ____ day of _____ 2020 by and between the City of Albany (Albany), a municipal corporation of the State of Oregon and the City of Millersburg (Millersburg), a municipal corporation of the State of Oregon. The respective Council or designated representative of each City is referred to as “party” or “parties” in this Agreement. This Agreement defines the relationship between and the respective responsibilities of Albany and Millersburg regarding the maintenance of Millersburg’s stormwater infrastructure data.

WITNESSETH:

WHEREAS, Millersburg owns a network of public stormwater infrastructure, collectively referred to as the “Millersburg stormwater system”; and

WHEREAS, Millersburg desires to have the geospatial and mapping data, and infrastructure asset information for its stormwater system maintained electronically; and

WHEREAS, Albany stores, maintains and utilizes similar information on its own stormwater assets.

NOW, THEREFORE, the parties agree that data regarding Millersburg’s stormwater system will be maintained by Albany in accordance with the following terms and conditions:

1. Maintenance of Stormwater System Data.

- (a) **Initial Data:** Millersburg will provide Albany with stormwater system data known to date upon execution of this Agreement. Albany shall enter and maintain data on the stormwater system pipes, manholes, culverts, catch basins, inlets, and other components within Albany’s Geographic Information System (GIS) and computerized maintenance management system (CMMS) programs using the data made available by Millersburg. When necessary, Albany will coordinate with Millersburg to adapt the original data to meet National Association of Sewer Service Companies (NASSCO) standards, software and data normalization requirements.
- (b) **Ongoing Data Updates:** When new stormwater system assets are installed, Millersburg will provide Albany with as-built record drawings for system connections, improvements, pipe replacements or expansions, and other stormwater system improvements within 60 days after completion of the project. Albany will update GIS/CMMS programs using these as-builts. In the case of stormwater system updates that occur outside of new construction, Millersburg will provide as complete a record as possible of the stormwater assets to be added to the database. Millersburg will provide all maintenance event data to Albany to be recorded in the CMMS. Televised pipeline inspections and manhole inspections shall be in accordance with NASSCO standards and compatible for import into the Albany CUES Granite inspection software system.
- (c) **Stormwater System Analysis:** Albany agrees to provide Millersburg reports or other data regarding their stormwater system upon request, including basic system maps. Mapped data will be available on the public GIS portal. Albany does not agree to perform complex mapping services or system data analysis without prior discussion with Millersburg regarding the time and costs of such a project.
- (d) **System Locates (One-call System):** Albany shall respond to requests for stormwater facility location markings based upon Albany GIS mapping of the Millersburg stormwater system and in compliance with OAR Chapter 952, Division 001. Albany’s ability to provide this service is dependent on timely receipt from Millersburg of accurate as-built drawings of Millersburg stormwater facilities.

2. Budgets, Costs, and Billing.

- (a) **Total Fiscal Year Stormwater Data Management Budget:** Albany will prepare and deliver to Millersburg a budget for the next fiscal year’s costs associated with maintenance of Millersburg’s

stormwater data no later than February 1 of each year. Annual costs will include a proportionate share of the software license fees, and costs developed as an estimate of Albany's staff and equipment time that is likely to be spent on Millersburg's stormwater system. Millersburg staff may request a meeting with Albany staff to discuss budget details.

- (b) **Quarterly Billing:** Millersburg will be billed quarterly by Albany in a combined invoice that includes charges for services described above and charges other services Albany provides to Millersburg unrelated to this Agreement. Payments are due within 30 business days after receipt. Late payments shall bear interest at nine (9) percent per annum.

Each quarterly billing will include one-quarter of the annual share of the actual software license fees as described above; and charges based on actual staff and equipment hours spent on Millersburg stormwater locates and on maintaining, manipulating, entering, updating, or otherwise working with the Millersburg stormwater system data.

3. Other Terms and Conditions. The following terms and conditions apply to this Agreement:

- (a) **Term and Termination.** This Agreement begins upon execution and will remain in effect for a 10-year period unless amended or terminated as provided herein. At the end of the 10-year period, this Agreement automatically extends for succeeding 5-year terms subject to the terms herein.
 - (i) **Amendment.** This Agreement may be amended by mutual written agreement, signed by authorized representatives of each party.
 - (ii) **Termination for Breach.** Failure to make a payment when due or other material breach of this Agreement shall be cause for the non-defaulting party to terminate this Agreement. In the event of an election to terminate, the non-defaulting party shall give notice and a 30-day period for the defaulting party to cure the breach. If cure cannot be accomplished within 30 days but is diligently begun, the non-defaulting party may grant additional cure time.
 - (iii) **Migration of Data.** Upon termination of this Agreement, the parties will develop a mutually agreed upon plan to migrate the Millersburg stormwater system data to a recipient designated by Millersburg. Data will be provided in an agreed-upon standard format at the time of termination. In the absence of such an agreed upon plan, the parties shall initiate Dispute Resolution as provided in Section 11(d) below.
- (b) **Withdrawal.** Either party may elect to withdraw from this Agreement by giving written notice of its intent to withdraw to the other party and stating a date for withdrawal that shall not be less than one year from the date of notice.
- (c) **Indemnification.** Millersburg agrees to defend, indemnify, and hold Albany harmless from and against any and all liability, fines, penalties, claims, demands or lawsuits brought by any governmental entity or third party under any theory of law relating to or resulting in any manner from the actions, omissions, or responsibilities of Millersburg arising out of maintenance of the Millersburg stormwater system data or failure to comply with the terms of this Agreement. Likewise, Albany agrees to defend, indemnify, and hold Millersburg harmless from and against any and all liability, fines, penalties, claims, demands, or lawsuits brought by any governmental entity or third party under any theory of law relating to or resulting in any manner from the actions, omissions, or responsibilities of Albany arising out of the maintenance Millersburg stormwater system data or failure to comply with the terms of this Agreement.
- (d) **Dispute Resolution.** If a dispute arises between the parties regarding breach of this Agreement or interpretation or implementation of any term of this Agreement, the parties shall first attempt to resolve the dispute by negotiation, followed by mediation. In the absence of an agreement between the parties, either party may apply to the presiding judge of the Linn County Circuit Court for the appointment of suitable mediator(s) or arbitrator(s), and the persons so appointed shall establish the rules of procedure. If mediation is unsuccessful, the dispute shall be resolved through binding arbitration that shall take place in Linn County, and the prevailing party shall be entitled to such reasonable attorney's fees and costs as may be awarded by the arbitrator.

(e) **References.** References in this Agreement referring to statutes, laws, rules, ordinances, or code sections mean as they may be updated from time to time.

(f) **Notices.** Any notice herein required or permitted to be given shall be given in writing, shall be effective when actually received, and may be given by hand delivery or by United States mail, first class postage prepaid, addressed to the parties as follows:

If to Albany: City Manager
 City of Albany
 P.O. Box 490
 Albany, OR 97321

If to Millersburg: City Manager
 City of Millersburg
 4222 NE Old Salem Road
 Albany, OR 97321

(g) **Parties Bound.** This Agreement shall be binding on and inure to the benefit of Albany and Millersburg and their respective successors and permitted assigns. No party may assign the rights and obligations provided by this Agreement without the other party's prior written consent.

(h) **Enforceability by Third Parties.** This Agreement is expressly not intended for any third party's benefit and is expressly not enforceable by any third party.

(i) **Entire Agreement.** This Agreement, including all attached exhibits, each of which are incorporated into this Agreement by reference, contains the entire Agreement between the parties, and unless otherwise provided in this Agreement, no modification or waiver of any of the provisions, or any future representation, promise or addition shall be binding unless made in writing and signed by both parties.

(j) **Severability.** If a court of competent jurisdiction determines that any of this Agreement's provisions are invalid or otherwise unenforceable, all of the Agreement's remaining provisions shall remain in full force and effect.

(k) **Attorney Fees; Consequential Damages.** In the event action is instituted to enforce any term of this Agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorney fees and expenses incurred in such action as set by the arbitrator or trial court and, in the event of appeal, as set by the appellate court. In no event shall any party to this Agreement be liable for punitive damages except to the extent such damages are awarded to or recoverable by a third party unrelated to the party seeking recovery.

(l) **Execution in Counterparts.** This Agreement may be executed in multiple counterparts, all of which shall constitute one and the same Agreement. Fax and pdf signatures will be valid for all purposes of this Agreement.

(m) **Choice of Law.** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by Oregon law, venue being in Linn County Circuit Court, Oregon.

(n) **Interpretation.** When used in this Agreement, the words "will" and "shall" have the same meaning and the word "or" is not exclusive.

(o) **Waiver.** Failure of either party at any time to require performance of any provision of this Agreement shall not limit the party's right to enforce the provision, nor shall any waiver of any breach of any provision constitute a waiver of the provision unless the waiver is in writing and signed by the waiving party. The waiver by a party of a provision shall not constitute or be deemed to be a waiver of any other provision, nor shall it constitute or be deemed to be a waiver of any subsequent breach of the same or any other provision.

IN WITNESS WHEREOF the parties have caused this document to be executed pursuant to the authority of the respective City Councils by the City Manager of Albany, and the City Manager of Millersburg.

CITY OF MILLERSBURG:

DATED this ____ day of _____ 2020.

Kevin Kreitman, City Manager

ATTEST:

Kim Wollenburg, City Recorder

APPROVED AS TO FORM:

Forrest Reid, Millersburg City Attorney

CITY OF ALBANY:

DATED this ____ day of _____ 2020.

Peter Troedsson, City Manager

ATTEST:

Mary Dibble, City Clerk

APPROVED AS TO FORM:

Sean Kidd, Albany City Attorney



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: May 7, for the May 12, 2020 City Council Meeting
SUBJECT: Adoption of the Capital Improvements Program

Action Requested:
Council approval of the 2020-2024 Capital Improvements Program.

Discussion:
The Capital Improvements Program (CIP) was previously presented and reviewed at the Budget Committee meetings. Minor edits were incorporated to address comments from the Budget Committee and staff. No additional comments were received after the budget meetings. Council approval of the 2020-2024 CIP is requested.

Recommendation: Adoption of the 2020-2024 Capital Improvements Program.

Attachment(s):

- 2020-2024 Capital Improvements Program



CITY OF
Millersburg

A COMMUNITY LINKING
AGRICULTURE AND INDUSTRY

Capital Improvements Program

2020-2024



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Introduction

Strategic Planning and Decisions

The City of Millersburg Strategic Plan consists of a mission statement, vision, and six strategic priorities, which are each supported by goals and objectives. Our mission statement and vision are founded on basic values that guide our decisions.

Mission Statement: Providing a strong industrial base to maintain a quality, small-town atmosphere.

Vision: A community which values its strong industrial base and economic development that supports its ability to maintain a small-town atmosphere by providing funding for excellent services, resulting in a safe and healthy environment for residents.

The six Strategic Priorities are:

1. **Governance** – Millersburg is governed in a way that supports the needs of its growing residential base, businesses, and industry.
2. **Safety** – Provide effective emergency services to the community.
3. **Development** – Development of residential, commercial, and industrial properties as a planned and managed process.
4. **Public Infrastructure** – City infrastructure systems are designed, constructed, and maintained to meet current and future needs.
5. **Recreation** – A community that supports recreational and social activities for all ages.
6. **Environmental Stewardship** – Millersburg promotes sustainability through efficient management of natural resources.

Our principle and vision statements must be upheld by and guide the decision-making process when determining planned projects and expenditures. The visions and values of the Strategic Plan are the basis for the projects proposed in this Capital Improvements Program (CIP).

Financial Planning

The Capital Improvements Program (CIP) is a planning document that identifies capital projects in the next five-year horizon for elected officials, citizens, and staff. The first year of the CIP will be the basis for developing the capital portion of the forthcoming City Budget for the year. This CIP shows the total cost of a project in the year it is funded. Once a project appears in the first year of the CIP and makes it into the budget, it does not appear again in the CIP because the project has moved beyond the planning phase.

How to Use This Report

Each section of the report deals with a major infrastructure service the City provides. You will find separate sections for parks, public facilities, transportation, stormwater, wastewater, and water.

Each project scheduled over the next five years is individually identified. Each project shows the total cost and the sources of money used to pay for it. Each project has a unique CIP identification number attached to it.

The CIP Process

This report is distributed to the City Council and Budget Committee, and copies are made available to the public at City Hall and on the City's website. During the first Budget Committee meeting the proposed project list will be reviewed and an opportunity will be provided to ask questions to clarify issues and information. The CIP will be revised as necessary and the final Program adopted along with the City Budget. This final version is the basis for projects found in the City Budget.

Finances

Paying for Capital Projects

The City has operating and reserve funds which can be used to fund projects, however there is not enough money for all the projects the City needs to do. In most cases the source of money determines which projects get included. For instance, Water Fund revenue can only be spent on water projects. The money each of these funds receives must be spent for the purposes for which the fund was created.

Sources of Funding

The table below shows the relative breakdown of funding sources for all the projects contained in the 2020-2024 CIP.

This chart shows a projection of funds needed for projects in any given year. Any given project can have funding from more than one source. For instance, a sewer upgrade project may be funded by a combination of Sewer Rate revenue and Sewer System Development Charges (SDC) revenue. Each project in this CIP will have funding sources identified.

A fund is an accounting term that denotes a stand-alone operation that has its own set of accounting books. Even though it is part of the City, for financial purposes it operates as a separate service.

Projected Cost Totals by Funding Source

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
GF Beginning Balance Scheduled Transfers	\$1,500,000	\$2,735,000	\$280,000	\$65,000	\$0	\$4,580,000
SDC-I Streets	\$710,000	\$251,000	\$0	\$0	\$0	\$961,000
SDC-R Streets	\$18,000	\$206,000	\$0	\$0	\$0	\$224,000
SDC-I Sewer	\$137,000	\$192,000	\$0	\$0	\$0	\$329,000
SDC-R Sewer	\$0	\$0	\$318,000	\$0	\$0	\$318,000
SDC-I Water	\$104,000	\$149,000	\$0	\$0	\$0	\$253,000
SDC-I Parks	\$350,000	\$0	\$0	\$25,000	\$400,000	\$775,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$45,000	\$45,000
Highway Use Tax	\$153,000	\$96,000	\$75,000	\$85,000	\$0	\$409,000
Highway Use Tax – Bike/Ped	\$14,000	\$0	\$0	\$0	\$0	\$14,000
Street Reserves	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Grants	\$91,000	\$0	\$0	\$0	\$0	\$91,000
Stormwater Reserves	\$19,000	\$48,000	\$0	\$0	\$0	\$67,000
Sewer Rates/Operating Revenues	\$489,000	\$10,000	\$318,000	\$0	\$0	\$817,000
Water Rates/Operating Revenues	\$100,000	\$79,000	\$394,000	\$0	\$0	\$573,000
Settlement Proceeds	\$420,000	\$0	\$0	\$0	\$0	\$420,000
TOTAL:	\$4,160,000	\$3,766,000	\$1,385,000	\$175,000	\$445,000	\$9,991,000

The Five-Year Plan

The following table shows the total cost of projects authorized in each of the next five years for each major category of capital projects.

Occasionally new issues, changing cost and revenue realities, or shifts in City priorities will cause a project, or a number of projects, to be either bumped forward or back in the five-year schedule. Any changes of this nature would be reflected in future CIP documents.

Projected Cost Totals by Category

CATEGORY	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
Parks	\$360,000	\$90,000	\$68,000	\$90,000	\$445,000	\$1,053,000
Public Facilities	\$1,490,000	\$2,500,000	\$0	\$0	\$0	\$3,990,000
Transportation	\$1,041,000	\$553,000	\$75,000	\$85,000	\$0	\$1,754,000
Stormwater	\$19,000	\$193,000	\$212,000	\$0	\$0	\$424,000
Wastewater	\$1,046,000	\$202,000	\$636,000	\$0	\$0	\$1,884,000
Water	\$204,000	\$228,000	\$394,000	\$0	\$0	\$826,000
GRAND TOTALS:	\$4,160,000	\$3,766,000	\$1,385,000	\$175,000	\$445,000	\$9,931,000

Parks

Finding Out What Our Community Wants

Strategy 5 of the Strategic Plan states, “Millersburg is a community that strives to support community recreational and social activities for all ages.” In accordance with this goal the Millersburg City Council formed a Parks Committee in 2017 and began development of a Parks Master Plan in 2018.

The Parks Master Plan was completed and adopted in April 2020. Now that the Parks Master Plan is complete, it will guide the City’s investment in park acquisition, renovation, and facility improvements. A System Development Charge (SDC) study will be completed based on the results of the Parks Master Plan and the current Parks SDC rates will be updated. Parks projects may be funded by a mix of funds from outside grants, private donations, Parks SDCs, and the general fund.

The capital projects from the Parks Master Plan are included in this CIP. The Parks Commission will evaluate the project list and guide implementation of projects going forward.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
GF Operating	\$0	\$0	\$0	\$0	\$0	\$0
GF Beginning Balance	\$10,000	\$90,000	\$68,000	\$65,000	\$0	\$233,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$45,000	\$45,000
SDC-I Parks	\$350,000	\$0	\$0	\$25,000	\$400,000	\$775,000
GRAND TOTALS:	\$360,000	\$90,000	\$68,000	\$90,000	\$445,000	\$1,053,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvements Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2020 – 2021		
1102	CITY PARK TREE REPLACEMENT/LANDSCAPE ENHANCEMENTS	\$10,000
1113	NEW PARK PROPERTY ACQUISITION	\$350,000
Total for FY 2020 – 2021		\$360,000
Plan Year: 2021 – 2022		
1100	CITY PARK ADDITIONAL PAVED ACCESS PATHWAYS	\$25,000
1101	CITY PARK BENCHES REPLACEMENT	\$10,000
1102	CITY PARK TREE REPLACEMENT/LANDSCAPE ENHANCEMENTS	\$25,000
1105	CITY PARK TENNIS COURT RESURFACING	\$30,000
Total for FY 2021 - 2022		\$90,000
Plan Year: 2022 - 2023		
1106	CITY PARK TENNIS COURT LANDSCAPE RENOVATION	\$20,000
1108	ACORN PARK PAVED PATHWAYS	\$15,000
1109	ACORN PARK PLAYGROUND UPGRADES	\$20,000
1110	ACORN PARK ACCESSIBLE BENCHES AND PICNIC TABLES	\$10,000
1112	ACORN PARK PICNIC TABLE PADS	\$3,000
Total for FY 2022 – 2023		\$68,000
Plan Year: 2023 – 2024		
1103	CITY PARK NORTH BALLFIELD RENOVATION	\$50,000
1104	CITY PARK SOUTH BALLFIELD INFIELD MIX	\$15,000
1111	ACORN PARK PICNIC SHELTER	\$25,000
Total for FY 2023 – 2024		\$90,000
Plan Year: 2024 – 2025		
1107	CITY PARK ADDITIONAL SHELTER	\$45,000
1114	NEW PARK PROPERTY ACQUISITION	\$400,000
Total for FY 2024 – 2025		\$445,000
Grand Total for Parks:		\$1,053,000

Plan FY: 2021-2022 CITY PARK ADDITIONAL PAVED ACCESS PATHWAYS
CIP Project #: 1100

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$25,000

This project will add paved access pathways within City Park to improve accessibility for all.

Operating Budget Impact: Minor additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$25,000
	<hr/>
Total:	\$25,000

Plan FY: 2021-2022 CITY PARK BENCH REPLACEMENT
CIP Project #: 1101

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$10,000

This project will replace existing benches at City Park with ADA compliant benches.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$10,000
	<hr/>
Total:	\$10,000

Plan FY: 2020-2021 CITY PARK TREE REPLACEMENT/LANDSCAPE ENHANCEMENTS

CIP Project #: 1102

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$35,000

This project will replace existing trees along east and west sides of the City Park, which are doing poorly or dying and conduct additional landscaping enhancements within the Park. Anticipate \$10,000 in FY 20-21 and \$25,000 in FY 21-22.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$35,000
	<hr/>
Total:	\$35,000

Plan FY: 2023-2024 CITY PARK NORTH BALL FIELD RENOVATION

CIP Project #: 1103

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$50,000

This project will construct drainage improvements in the north ball field at City Park.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$50,000
	<hr/>
Total:	\$50,000

Plan FY: 2023-2024 CITY PARK SOUTH BALL FIELD INFIELD MIX
CIP Project #: 1104

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$15,000

This project will install a new infield mix to improve the condition of the south ball field at City Park.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$15,000
	<hr/>
Total:	\$15,000

Plan FY: 2021-2022 CITY PARK TENNIS COURT RESURFACING
CIP Project #: 1105

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$30,000

This project will resurface the existing tennis court at City Park.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$30,000
	<hr/>
Total:	\$30,000

Plan FY: 2022-2023 CITY PARK TENNIS COURT LANDSCAPE RENOVATION
CIP Project #: 1106

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$20,000

This project will remove existing hedges and vegetation around the tennis court at City Park and replace it with new vegetation to provide better visibility into tennis court area and reduce hedge maintenance needs.

Operating Budget Impact: Long-term reduction in hedge maintenance costs.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$20,000
	<hr/>
Total:	\$20,000

Plan FY: 2024-2025 CITY PARK ADDITIONAL PICNIC SHELTER
CIP Project #: 1107

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$45,000

This project will construct an additional picnic shelter at City Park.

Operating Budget Impact: Additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
PARKS – SDC – IMPROVEMENTS FUND	\$45,000
	<hr/>
Total:	\$45,000

Plan FY: 2022-2023 ACORN PARK PAVED ACCESS PATHWAYS
CIP Project #: 1108

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$15,000

This project will add paved access pathways within Acorn Park to improve accessibility for all.

Operating Budget Impact: Minor additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$15,000
	<hr/>
Total:	\$15,000

Plan FY: 2022-2023 ACORN PARK PLAYGROUND UPGRADES
CIP Project #: 1109

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$20,000

This project will upgrade playground equipment at Acorn Park.

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$20,000
	<hr/>
Total:	\$20,000

Plan FY: 2022-2023 ACORN PARK ACCESSIBLE BENCHES AND PICNIC TABLES
CIP Project #: 1110 and 1112

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$13,000

This project will install accessible benches and picnic tables at Acorn Park, including concrete pads for picnic tables.

Operating Budget Impact: Minor additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF BEGINNING FUND BALANCE	\$13,000
	<hr/>
Total:	\$13,000

Plan FY: 2023-2024 ACORN PARK PICNIC SHELTER (SMALL)
CIP Project #: 1111

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$25,000

This project will construct a new, small picnic shelter at Acorn Park.

Operating Budget Impact: Additional parks maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
PARKS – SDC – IMPROVEMENTS FUND	\$25,000
	<hr/>
Total:	\$25,000

Plan FY: 2020-2021 NEW PARK PROPERTY ACQUISITION
CIP Project #: 1113

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$350,000

This project will acquire new property in the northwest area of the City for a future park.

Operating Budget Impact: Ongoing Park maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
PARKS – SDC – IMPROVEMENTS FUND	\$350,000
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Total:	\$350,000

Plan FY: 2024-2025 NEW PARK PROPERTY ACQUISITION
CIP Project #: 1114

Master Plan: Parks Master Plan **Plan Element:**
Category: Parks and Recreation **Classification:** Parks

Total Cost: \$400,000

This project will acquire new property in the northwest area of the City for a future park.

Operating Budget Impact: Ongoing Park maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
PARKS – SDC – IMPROVEMENTS FUND	\$400,000
	<hr/>
Total:	\$400,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Parks System

CIP #	Phase	Year	Title	Projected Total
1115	0		NEW NEIGHBORHOOD PARK MASTER PLAN AND DEVELOPMENT	\$750,000
1116	0		PICKLEBALL COURT	\$60,000
1117	0		PROPERTY ACQUISITION FOR EXPANSION OF CITY PARK EAST	\$450,000
1118	0		RECONFIGURE CITY PARK LAYOUT TO ACCOMMODATE ADDITIONAL FACILITIES	\$1,250,000
1119	0		ACORN PARK REPLACE GRASS WITH NATIVE GROUNDCOVER IN SHADY AREAS	\$25,000
1120	0		SPORTS FIELDS AND PARKING ON PROPERTY BEHIND CITY HALL	\$1,500,000
1121	0		CITY PARK SPLASH PAD	\$350,000
1124	0		NATURE TRAILS THROUGH WETLAND AREAS	\$300,000
1125	0		MULTI-USE PATH BETWEEN CITY PARK AND CITY HALL	\$350,000
Total for Unfunded Parks System:				\$5,035,000

Grand Total for Unfunded Parks: \$5,035,000

Parks SDC Account Balances and Projections

Parks SDC Tracking			
SDC per EDU = \$1,200	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	23%	77%	
FY 2017-2018			
SDC Revenues			
BOY (per previous auditor workpaper)	331,250		
BOY SDC R/I	76,188	255,063	
SDCs Received (revenue)		151,375	
SDC Revenue R/I	34,816	116,559	
Total SDC R/I Resources for FY	111,004	371,621	
SDC Expenditures			
Parks Capital Improvements	18,984		100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	18,984	0	
SDC Balance EOY R/I	92,020	371,621	
SDC Balance EOY Total	463,641		
FY 2018-2019			
SDC Revenues			
BOY (per previous auditor workpaper)	463,641		
BOY SDC R/I	92,020	371,621	
SDCs Received (revenue)		116,400	
SDC Revenue R/I	26,772	89,628	
Total SDC R/I Resources for FY	118,792	461,249	
SDC Expenditures			
Parks Capital Improvements	0	0	
Parks Master Plan	23,723	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	23,723	0	
SDC Balance EOY R/I	95,069	461,249	
SDC Balance EOY Total	556,318		
FY 2019-2020			
SDC Revenues			
BOY (per previous auditor workpaper)	556,318		
BOY SDC R/I	95,069	461,249	
SDCs Received (revenue)	134,404		\$110,404 collected thru March 30, 2020, projected total collected for year is \$134,404 assuming 20 more SFH building permits
SDC Revenue R/I	30,913	103,491	
Total SDC R/I Resources for FY	125,982	564,740	
SDC Expenditures			
Parks Capital Improvements	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	125,982	564,740	
SDC Balance EOY Total	690,722		projected
Parks SDC Tracking			
SDC per EDU = \$1,200	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	23%	77%	
FY 2020-2021 - PROJECTED			
SDC Revenues			
BOY	690,722		
BOY SDC R/I	125,982	564,740	
SDCs Received (revenue)		48,000	Estimated based on 40 EDUs
SDC Revenue R/I	11,040	36,960	
Total SDC R/I Resources for FY	137,022	601,700	
SDC Expenditures			
New Park Property Acquisition	0	350,000	100% SDC-I in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	0	350,000	
SDC Balance EOY R/I	137,022	251,700	
SDC Balance EOY Total	388,722		projected

Public Facilities

Moving Toward the Future

Emergency Facilities

The City of Millersburg's emergency fire service is provided by the City of Albany through an Intergovernmental Agreement (IGA) for the incorporated limits of the City, which became effective July 1, 2018. To support this service, the City of Millersburg has constructed a temporary fire station to provide a facility within the City of Millersburg from which the City of Albany Fire Department can respond.

It is planned for the temporary station to be in use until a permanent fire station is constructed. The project is now in the early stages of design, with construction anticipated to begin in the spring or summer of 2021.

City Buildings

Millersburg currently has a small number of City buildings, including City Hall and the Maintenance Shop. Staff continue to evaluate the needs of these facilities and equipment replacement programs. Some needs have been identified and are included in this CIP. As these facility needs are further identified, projects will be added to the CIP in future years.

Funding Summary

The following table shows the total amount of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected construction costs in the year the project is proposed. Each year we take the estimated cost of the projects and bring them up to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. The future year costs then have an annual three percent inflation factor added in to estimate the cost in the year proposed.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
Fire Facility Reserve	\$1,425,000	\$2,500,000	\$0	\$0	\$0	\$0
GF Beginning Balance	\$65,000	\$0	\$0	\$0	\$0	\$65,000
GRAND TOTALS:	\$1,490,000	\$2,500,000	\$0	\$0	\$0	\$3,990,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvements Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2020 – 2021		
1004A	PERMANENT FIRE STATION DESIGN	\$425,000
1004B	PERMANENT FIRE STATION CONSTRUCTION	\$1,000,000
1005	REPAIR CONCRETE AT CITY HALL PARKING LOT, ADA RAMP, AND ADD SIDEWALK	\$65,000
Total for FY 2020 – 2021		\$1,490,000
Plan Year: 2021 – 2022		
1004B	PERMANENT FIRE STATION CONSTRUCTION	\$2,500,000
Total for FY 2021 - 2022		\$2,500,000
Plan Year: 2022 - 2023		
	NONE IDENTIFIED	\$0
Total for FY 2022 – 2023		\$0
Plan Year: 2023 – 2024		
	NONE IDENTIFIED	\$0
Total for FY 2023 – 2024		\$0
Plan Year: 2024 – 2025		
	NONE IDENTIFIED	\$0
Total for FY 2024 – 2025		\$0
Grand Total for Public Facilities:		\$3,990,000

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Transportation

Investing in our Infrastructure

The City's transportation system consists of City and Linn County roads. The City maintains approximately 30 lane miles of improved streets, associated signs, three bridges, and one crosswalk with flashing beacons.

Federal regulations require that communities with populations greater than 50,000 and adjacent communities within the "urbanized area" of the larger community form Metropolitan Planning Organizations (MPOs). As a result, in 2013 the Albany Area Metropolitan Planning Organization (AAMPO) was formed with the cities of Albany, Millersburg, Tangent, and Jefferson and Linn and Benton counties. AAMPO provides a platform for Albany and its neighboring communities to work together on regional planning efforts.

In past years, Millersburg's street capital projects have primarily been funded from state gas tax revenues (highway use tax), street SDCs, and the general fund.

Addressing Maintenance Needs

Millersburg's Strategic Plan identifies an objective to develop and implement a proactive maintenance plan for City streets. In 2018 Millersburg invested in an inventory and condition assessment of City streets and a pavement management system. Based on this information, projects and maintenance activities are being prioritized. If the appropriate steps are taken at this time, the life of the streets can be extended, deferring more costly improvements.

Funding Summary

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total costs in the year the project is proposed.

Each year the estimated cost of the projects are brought up to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. The future year costs then have an annual three percent inflation factor added in to estimate the cost in the year proposed.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
General Fund Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
Streets SDC-Improvements	\$710,000	\$251,000	\$0	\$0	\$0	\$961,000
Streets SDC-Reimbursement	\$18,000	\$206,000	\$0	\$0	\$0	\$224,000
Highway Use Tax	\$153,000	\$96,000	\$75,000	\$85,000	\$0	\$409,000
Highway Use Tax – Bike/Ped	\$14,000	\$0	\$0	\$0	\$0	\$14,000
Street Reserves and Street Beginning Fund Balance	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Grant	\$91,000	\$0	\$0	\$0	\$0	\$91,000
<u>GRAND TOTALS:</u>	\$1,041,000	\$553,000	\$75,000	\$85,000	\$0	\$1,754,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvements Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2020 – 2021		
2006	KATHRYN LANE REPAIR	\$55,000
2007	WOODS ROAD REPAIR AND OVERLAY	\$105,000
2010	PROPERTY DEVELOPMENT FOR FUTURE ROADS	\$209,000
2011	SURFACE TREATMENT SWEETWATER AND MORNINGSTAR SUBDIVISIONS	\$97,000
2014	CRACK SEALING SOUTH RESIDENTIAL AREA	\$10,000
2039	WOODS ROAD SHARED USE PATH	\$40,000
2045	BEAUTY STRIPS ALONG WOODS ROAD NORTH	\$21,000
2047	THERMOPLASTIC STOP BARS AND LEGENDS	\$25,000
2050	FIRE STATION AND INDUSTRIAL PROPERTY ACCESS ROAD	\$479,000
Total for FY 2020 – 2021		\$1,041,000
Plan Year: 2021 – 2022		
2039	WOODS ROAD SHARED USE PATH	\$457,000
2040	SURFACE TREATMENT – SE RESIDENTIAL AREA	\$75,000
2041	CRACK SEALING – REMAINDER OF CITY STREETS OVER 10 YRS OLD	\$11,000
2046	STRIPING COLLECTORS AND ARTERIALS	\$10,000
Total for FY 2021 - 2022		\$553,000
Plan Year: 2022 – 2023		
2042	SURFACE TREATMENT – SW RESIDENTIAL AREA	\$75,000
Total for FY 2022 – 2023		\$75,000
Plan Year: 2023 – 2024		
2044	SURFACE TREATMENT – REMAINDER OF CITY	\$75,000
2046	STRIPING COLLECTORS AND ARTERIALS	\$10,000
Total for FY 2023 - 2024		\$85,000
Plan Year: 2024 – 2025		
	NONE	\$0
Total for FY 2024 - 2025		\$0
Grand Total for Transportation:		\$1,754,000

Master Plan: **Plan Element:**
Category: Transportation **Classification:** Street Maintenance

Total Cost: \$75,000

This project will perform preventative maintenance on the streets in the SE residential areas by following up crack sealing with a surface treatment. The combination of these projects will extend the life of these streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$75,000

Total:	\$75,000

Master Plan: **Plan Element:**
Category: Transportation **Classification:** Street Maintenance

Total Cost: \$75,000

This project will perform preventative maintenance on the streets in the SW residential area of the City by following up crack sealing with a surface treatment. The combination of these Projects will extend the life of these streets.

Operating Budget Impact: This project will reduce maintenance costs over the long term by performing preventative maintenance before the pavement becomes further deteriorated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$75,000
Total:	\$75,000

Plan FY: 2020-2021 THERMOPLASTIC STOP BARS AND LEGENDS

CIP Project #: 2047

Master Plan:
Category: Transportation

Plan Element:
Classification: Street Miscellaneous

Total Cost: \$25,000

This project will install thermoplastic stop bars and legends throughout the City. Thermoplastic has a longer life than paint striping, therefore, this project will reduce the long-term maintenance needs for striping.

Operating Budget Impact: This project will reduce maintenance costs over the long term by replacing painted stop bars and legends with thermoplastic.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
HIGHWAY USE TAX	\$25,000
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Total:	\$25,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Street Reconstruction/Improvements Projects

CIP #	Phase	Year	Title	Projected Total
2016	0		MILLERSBURG DRIVE IMPROVEMENTS WEST OF WOODS ROAD	\$1,208,000
2017	0		WOODS ROAD FULL STREET IMPROVEMENTS CONSER TO ALEXANDER	\$911,000
2018	0		WOODS ROAD FULL STREET IMPROVEMENTS NORTH OF ALEXANDER	\$1,458,000
2019	0		PARKER LANE FULL STREET IMPROVEMENTS	\$592,000
2020	0		WAVERLY FULL STREET IMPROVEMENTS	\$456,000
2021	0		AMANDA FULL STREET IMPROVEMENTS	\$287,000
2022	0		BAIN AND TONI FULL STREET IMPROVEMENTS	\$456,000
2023	0		ZUHLKE EXTENSION EAST	\$424,000
2024	0		ZUHLKE EXTENSION WEST	\$1,059,000
2025	0		CONSER ROAD FULL STREET IMPROVEMENTS	\$1,026,000
2027	0		FUTURE ROAD THROUGH CITY INDUSTRIAL PROPERTY	\$3,075,000
Total for Unfunded Street Projects:				\$10,952,000

Bridges

CIP #	Phase	Year	Title	Projected Total
2028	0		BRIDGE REPLACEMENT WAVERLY DRIVE AT COX CREEK	\$2,384,000
Total for Unfunded Bridges:				\$2,384,000

Miscellaneous - Transportation

CIP #	Phase	Year	Title	Projected Total
2029	0		STREET LIGHTING WOODS ROAD AND CONSER ROAD	\$26,000
2030	0		SIGNAL LIGHT CONSER AND OLD SALEM ROADS (SHARED WITH LINN CO.)	\$530,000
2049	0		MILLERSBURG GATEWAY TREATMENTS (NORTH AND SOUTH ENDS OF CITY)	\$32,000
Total for Unfunded Miscellaneous - Transportation:				\$588,000

Pedestrian & Bikeway Projects

CIP #	Phase	Year	Title	Projected Total
2032	0		WIDEN SHOULDER AND PROVIDE BIKE LANES ALONG OLD SALEM ROAD	\$56,000
2033	0		EXTEND BICYCLE LANES ON CONSER WEST TO CITY LIMITS (PAINT ONLY)	\$11,000
2034	0		SIDEWALKS ON SOUTH END OF OLD SALEM RD (SHARED WITH LINN CO.)	\$226,000
2035	0		SIDEWALK ON EAST SIDE OF KATELYN, SOUTH END (440 FT)	\$10,000
2036	0		SIDEWALKS ALONG CONSER (WEST TO CITY LIMITS)	\$282,000
2037	0		PEDESTRIAN WALKWAY FROM CITY HALL TO SOUTH SIDE OF CONSER	\$106,000
2039	0		WOODS ROAD SHARED USE PATH	\$497,000
Total for Unfunded Pedestrian & Bikeway Projects:				\$1,188,000
Grand Total for Unfunded Transportation:				\$15,112,000

Transportation SDC Account Balances and Projections

Transportation SDC Tracking			
SDC per EDU = \$3,542	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	4%	96%	
FY 2017-2018			
SDC Revenues			
BOY (per previous auditor workpaper)	1,110,218		In previous audits, \$410,390 in other restricted funds was included in the SDC balance, for a total of \$1,520,608. The amount in other restricted funds should be subtracted from the SDC BOY balance.
BOY SDC R/I	44,409	1,065,809	
SDCs Received (revenue)	446,592		
SDC Revenue R/I	17,864	428,728	
Total SDC R/I Resources for FY	62,272	1,494,538	
SDC Expenditures			
Solar Speed Signs	20,823	0	100% SDC-R because not listed in 2006/2008 SDC methodology Total amount for FY 17-18 was \$95,305, 78% improvement per 2006/2008 SDC methodology
Woods Road Construction (north end)	20,967	74,338	
Total SDC R/I Expenditures for FY	41,790	74,338	
SDC Balance EOY R/I	20,482	1,420,200	
SDC Balance EOY Total	1,440,682		
FY 2018-2019			
SDC Revenues			
BOY (per previous auditor workpaper)	1,440,682		
BOY SDC R/I	20,482	1,420,200	
SDCs Received (revenue)	340,032		
SDC Revenue R/I	13,601	326,431	
Total SDC R/I Resources for FY	34,084	1,746,630	
SDC Expenditures			
Streets Capital Projects	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	34,084	1,746,630	
SDC Balance EOY Total	1,780,714		
FY 2019-2020			
SDC Revenues			
BOY (per previous auditor workpaper)	1,780,714		\$341,095 collected thru March 30, 2020, projected total collected for year is \$411,935 assuming 20 more SFH building permits
BOY SDC R/I	34,084	1,746,630	
SDCs Received (revenue)	411,935		
SDC Revenue R/I	16,477	395,458	
Total SDC R/I Resources for FY	50,561	2,142,088	
SDC Expenditures			
Street Capital Projects	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	50,561	2,142,088	
SDC Balance EOY Total	2,192,649		projected
Transportation SDC Tracking			
SDC per EDU = \$6,382 (maximum allowed)	SDC-R	SDC-I	Notes
% of total SDC (from 2020 methodology)	34%	66%	
FY 2020-2021 - PROJECTED			
SDC Revenues			
BOY	2,192,649		Estimated based on 40 EDUs
BOY SDC R/I	50,561	2,142,088	
SDCs Received (revenue)	255,280		
SDC Revenue R/I	86,440	168,840	
Total SDC R/I Resources for FY	137,001	2,310,928	
SDC Expenditures			
Access Road for Industrial Property West of RR Tracks	0	209,000	100% SDC-I in 2020 SDC methodology 100% SDC-I in 2020 SDC methodology 55% SDC-I in 2020 SDC methodology (project cost for 20-21 is \$40,000, remainder in following years)
Fire Station and Industrial Property Access Road	0	479,000	
Woods Road Shared Use Path	18,000	22,000	
Total SDC R/I Expenditures for FY	18,000	710,000	
SDC Balance EOY R/I	119,001	1,600,928	
SDC Balance EOY Total	1,719,929		projected

Stormwater

Protecting our Resources

Millersburg receives an average annual rainfall of approximately 42 inches. During rain events, it is important to have infrastructure in place to manage the stormwater runoff. Infrastructure for stormwater includes pipes and ditches and facilities to hold and reduce the peak stormwater discharge in a safe and efficient manner that protects against flooding while also minimizing impacts to the environment.

In order to properly operate and maintain the stormwater system, it is important the City understand how the existing stormwater system performs, plan for future infrastructure needs, adapt to new regulatory requirements and understand new methods and technologies for protecting Millersburg's valuable water resources.

Evaluating Our System and Planning for the Future

In 2018, Millersburg hired a consultant to create a Stormwater Master Plan. The purpose of the plan was to evaluate the stormwater patterns and needs of the City on a holistic level. The Stormwater Master Plan is now used to identify stormwater improvement and maintenance projects, as well as provide valuable information to help guide development within the City. The master plan's project list has been added to this section of the CIP.

One of the stormwater challenges now facing the City is how to respond to new and upcoming regulatory requirements mandated by the Environmental Protection Agency (EPA) and the Oregon Department of Environmental Quality (DEQ). Millersburg currently has an approved five-year plan for complying with the Willamette River Total Maximum Daily Load (TMDL) which is being updated to include additional requirements. Millersburg is also being required to comply with requirements of the National Pollution Discharge Elimination Standards (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II General Permit from DEQ. To comply with the approved TMDL plan and NPDES MS4 Phase II permit, the City will need to make significant changes to our stormwater management practices within the five-year window of this CIP.

Taking steps to address the Funding Challenge

Unlike the street, wastewater, and water utilities, stormwater management and maintenance activities do not currently have a dedicated funding source. Potential sources of funding could include establishing a stormwater utility charge in the future.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
General Fund Beginning Balance	\$0	\$145,000	\$212,000	\$0	\$0	\$357,000
Stormwater Fund Beginning Balance	\$19,000	\$48,000	\$0	\$0	\$0	\$67,000
GRAND TOTALS:	\$19,000	\$193,000	\$212,000	\$0	\$0	\$424,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvements Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2020 – 2021		
3002	BECKER RIDGE DETENTION PONDS MODIFICATIONS	\$19,000
Total for FY 2020 – 2021		\$19,000
Plan Year: 2021 – 2022		
3001	NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	\$193,000
Total for FY 2021 - 2022		\$193,000
Plan Year: 2022 – 2023		
3003	MORNINGSTAR ESTATES OUTFALL MODIFICATION	\$212,000
Total for FY 2022 – 2023		\$212,000
Plan Year: 2023 – 2024		
	NONE IDENTIFIED	\$0
Total for FY 2023 – 2024		\$0
Plan Year: 2024 – 2025		
	NONE IDENTIFIED	\$0
Total for FY 2024 – 2025		\$0
Grand Total for Stormwater:		\$424,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Collection and Conveyance System

CIP #	Phase	Year	Title	Projected Total
3004	0		HOFFMAN ESTATES STORMWATER CAPACITY IMPROVEMENTS	\$163,000
3005	0		UMPQUA LANE DETENTION PIPES MODIFICATION	\$114,000
3006	0		WOODS ROAD DRAINAGE CAPACITY INCREASE	\$581,000
3007	0		CROOKS CREEK SEDIMENTATION STUDY	\$73,000
3008	0		KATHRYN ST AND KNOX BUTTE AVE STORM IMPROVEMENTS SW	\$226,000
3014	0		IN WOODS ROAD EXTENSION	\$1,207,000
3015	0		SW IN ZUHLKE LANE EXTENSION	\$437,000
3016	0		SW IN 54 TH AVENUE EXTENSION	\$308,000
3017	0		SW IN CONSER ROAD IMPROVEMENTS	\$212,000
3018	0		OLD SALEM ROAD BUILD-OUT CAPACITY IMPROVEMENTS OLD	\$735,000
3019	0		SALEM ROAD EXISTING CAPACITY IMPROVEMENTS	\$3,854,000
Total for Unfunded Collection and Conveyance System:				\$7,910,000

Grand Total for Unfunded Stormwater: \$7,910,000

Wastewater

Establishing a Maintenance Program

The City's wastewater system consists of a collection system that is made up of approximately 20 miles of gravity flow pipes, 3 miles of pressure pipes, over 350 manholes, and 5 sewer lift stations. Millersburg is a joint owner with the City of Albany in the Water Reclamation Facility and Talking Water Gardens wetlands; the City of Albany holds the discharge permit with DEQ.

In 2016 and 2017, the City performed a Sanitary Sewer System Master Plan. The Master Plan identified recommended capital improvement projects. The Morningstar and ATI Pump Station Upgrades were completed in 2018 and 2019. Additional recommended projects are included in this CIP. In addition, the Master Plan recommended performing a condition assessment of the collection system.

Millersburg contracts with the City of Albany for operation and maintenance of the sewer collection system through an Intergovernmental Agreement (IGA). The wastewater projects identified in this year's five-year window include those recommended by the City's adopted Sanitary Sewer System Master Plan and needs identified by City of Albany operations staff. Maintenance of the collection system helps reduce infiltration of groundwater and inflow of storm water into the collection system, which can impact capacity requirements within the system and require additional capital improvements for conveyance and treatment of sewer flows. Maintenance activities that consist of cleaning and inspecting of the system are not included in the CIP. Significant repairs required to address unsatisfactory inspection results are included in the CIP.

Future projects will be required to address issues at both the Water Reclamation Facility and Talking Water Gardens. These projects are currently in preliminary planning phases. Some have been incorporated into this CIP and others will be incorporated into future CIPs once more detailed information is available.

Funding Summary

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total project costs in the year the project is proposed.

Each year the estimated cost of the projects is adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. An annual three percent inflation factor is added to estimate future year costs.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
SEWER SDC-R	\$0	\$0	\$318,000	\$0	\$0	\$318,000
SEWER SDC-I	\$137,000	\$192,000	\$0	\$0	\$0	\$329,000
Sewer Rates/Operating Revenues	\$489,000	\$10,000	\$318,000	\$0	\$0	\$817,000
Settlement Proceeds	\$420,000	\$0	\$0	\$0	\$0	\$420,000
<u>GRAND TOTALS:</u>	\$1,046,000	\$202,000	\$636,000	\$0	\$0	\$1,884,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvements Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2020 – 2021		
4009	WRF SOLIDS HANDLING PROJECT	\$356,000
4023	DEWATERING EQUIPMENT REPLACEMENT PROJECT	\$523,000
4024	INFLUENT VFDS	\$10,000
4042	REPAIR MH AT BURKHART FM DISCHARGE	\$20,000
4043	FIRE STATION, OLD SALEM ACCESS ROAD SEWER MAIN	\$137,000
Total for FY 2020 - 2021		\$1,046,000
Plan Year: 2021 – 2022		
4028	SEWER FOR MORNINGSTAR ROAD REALIGNMENT	\$192,000
4024	INFLUENT VFDS	\$10,000
Total for FY 2021 - 2022		\$202,000
Plan Year: 2022 – 2023		
4013	CROOKS CREEK PUMP STATION UPGRADES	\$636,000
Total for FY 2022 - 2023		\$636,000
Plan Year: 2023 – 2024		
	NONE IDENTIFIED	\$0
Total for FY 2023 – 2024		\$0
Plan Year: 2024 – 2025		
	NONE IDENTIFIED	\$0
Total for FY 2024 - 2025		\$0
Grand Total for Wastewater:		\$1,884,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Interceptors/Collectors

CIP #	Phase	Year	Title	Projected Total
4015		0	EXPANSION OF SYSTEM TO UNDER SERVED INDUSTRIAL AREAS	\$129,000
4044		0	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER ROAD	\$180,000
Total for Unfunded Interceptors/Collectors:				\$309,000

Lift Stations

CIP #	Phase	Year	Title	Projected Total
4016		0	ATI PUMP REPLACEMENT	\$69,000
4017		0	MORNINGSTAR PUMP IMPELLER REPLACEMENT	\$34,000
Total for Unfunded Lift Stations:				\$103,000

Water Reclamation Facility

CIP #	Phase	Year	Title	Projected Total
4029		0	INFLUENT PUMP STATION EXPANSION	\$1,772,000
4030		0	HEADWORKS 4 TH CHANNEL EQUIPMENT AND SCREENING EQUIPMENT	\$219,000
4031		0	HEADWORKS GRIT REMOVAL EQUIPMENT	\$343,000
4032		0	VLR NO. 1A	\$157,000
4033		0	VLR NO. 2A	\$381,000
4034		0	VLR NO. 9 – NO. 14	\$2,748,000
4035		0	BLOWER BUILDING #2	\$687,000
4036		0	SECONDARY CLARIFIER #4	\$615,000
4038		0	CHLORINE CONTACT BASIN EXPANSION	\$324,000
4039		0	SLUDGE COMPOSTING AND DEWATERING FACILITIES	\$2,976,000
4041		0	OUTFALL AND DIFFUSER NO. 2	\$565,000
Total for Unfunded Water Reclamation Facility:				\$10,787,000

Talking Water Gardens

CIP #	Phase	Year	Title	Projected Total
4019		0	TALKING WATER GARDENS: COMPLETE ENTRANCE/PARKING LOT LANDSCAPING	\$14,000
4020		0	TALKING WATER GARDENS: COMPLETE BRIDGE IMPROVEMENTS AND LANDSCAPING	\$13,000
4021		0	TALKING WATER GARDENS: REROUTE OVERHEAD POWER LINES	\$42,000
4022		0	TALKING WATER GARDENS: ENTRANCE ROAD IMPROVEMENTS	\$74,000
Total for Unfunded Talking Water Gardens:				\$143,000

Grand Total for Unfunded Wastewater: \$11,342,000

Wastewater SDC Account Balances and Projections

Wastewater SDC Tracking			
SDC per EDU = \$2,658	SDC-R	SDC-I	
% of total SDC (from 2006/2008 methodology)	46%	54%	Notes
FY 2017-2018			
SDC Revenues			
BOY (per previous auditor workpaper)	1,047,542		
BOY SDC R/I	481,869	565,673	
SDCs Received (revenue)	318,034		
SDC Revenue R/I	146,296	171,738	
Total SDC R/I Resources for FY	628,165	737,411	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Capital Projects	2,304	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Sewer Lift Station Projects	625,861	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	628,165	0	
SDC Balance EOY R/I	0	737,411	
SDC Balance EOY Total	737,411		
FY 2018-2019			
SDC Revenues			
BOY (per previous auditor workpaper)	737,411		
BOY SDC R/I	0	737,411	
SDCs Received (revenue)	216,713		
SDC Revenue R/I	99,688	117,025	
Total SDC R/I Resources for FY	99,688	854,436	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Capital Projects	0	0	
WRF Debt Service	66,023	234,080	Total amount for FY 18-19 is \$300,103, 78% improvement per 2006/2008 SDC methodology
Sewer Lift Station Projects	33,665	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	99,688	234,080	
SDC Balance EOY R/I	0	620,356	
SDC Balance EOY Total	620,356		
FY 2019-2020			
SDC Revenues			
BOY (per previous auditor workpaper)	620,356		
BOY SDC R/I	0	620,356	
SDCs Received (revenue)	263,927		\$219,307 collected thru March 30, 2020, projected total collected for year is \$263,927 assuming 20 more SFH building permits
SDC Revenue R/I	121,406	142,521	
Total SDC R/I Resources for FY	121,407	762,876	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Capital Projects	0	0	
WRF Debt Service	67,183	238,194	Total amount for FY 19-20 is \$305,377, 78% improvement per 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	67,183	238,194	
SDC Balance EOY R/I	54,224	524,682	
SDC Balance EOY Total	578,906		projected
Wastewater SDC Tracking			
SDC per EDU = \$4,655 (maximum allowed)	SDC-R	SDC-I	
% of total SDC (from 2020 methodology)	55%	45%	Notes
FY 2020-2021 - PROJECTED			
SDC Revenues			
BOY	578,906		
BOY SDC R/I	54,224	524,682	
SDCs Received (revenue)	186,200		Estimated based on 40 EDUs
SDC Revenue R/I	102,480	83,720	
Total SDC R/I Resources for FY	156,704	608,402	
SDC Expenditures			
WRF Capital Projects	0	0	
Wetland Loan Payment to DEQ	50,000	0	
WRF Debt Service	68,364	242,381	Total amount for FY 20-21 is \$310,745, 78% improvement per 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	118,364	242,381	
SDC Balance EOY R/I	38,340	366,021	
SDC Balance EOY Total	404,361		projected

Water

Maintaining Ongoing Operations

As a result of the City's partnership with Albany in the Albany-Millersburg Water Treatment Plant (A-M WTP) and relatively new distribution system, Millersburg water customers benefit from a safe, reliable source of drinking water, a distribution system with capacity to serve growth, and stable operation and maintenance expenses.

The City's water system consists of a network of pipes, with a reservoir and pump station located at the A-M WTP. The water system is made up of 19 miles of pipes, one pump station, one reservoir, service lines, hydrants, valves, and a water treatment plant. Over 90% of the distribution system consists of ductile iron and HDPE pipe. The remaining less than 10% is asbestos cement (AC) and steel pipe. All of the AC and steel pipe is located along Old Salem Road, south of the Viewcrest interchange. One long-term goal of the City is to eliminate the remaining AC and steel pipe in the system.

Millersburg employs a Direct Responsible Charge (DRC) Operator and contracts with the City of Albany for operation and maintenance of the water distribution system through an Intergovernmental Agreement (IGA). The water projects identified in this plan include those recommended by the City's adopted Water Master Plan and needs identified by City of Albany operations staff; they represent the projects necessary for continued consistent quality water services and to support growth and economic development in the City.

A water rate and SDC study is currently underway. It is anticipated that water rate and SDC increases will be recommended at the completion of the study. This will be an important part of funding the projects listed in this CIP, as well as ongoing operations of the water system. If rate and SDC charges are not raised according to the recommendations, it may not be possible to complete many of the projects listed in the five-year life of the water portion of the CIP and future CIPs will reflect these changes.

Funding Summaries

The following table shows the total value of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected total project costs in the year the project is proposed.

Each year the estimated cost of the projects is adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle. An annual three percent inflation factor is added to estimate future year costs.

Projected Cost Totals

FUNDING SOURCE	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
SDC – Improvement – Water	\$104,000	\$149,000	\$0	\$0	\$0	\$253,000
Water Rates/Operating Revenues	\$100,000	\$79,000	\$394,000	\$0	\$0	\$573,000
<u>GRAND TOTALS:</u>	\$204,000	\$228,000	\$394,000	\$0	\$0	\$826,000

Funded Projects Summary & Detail

The following projects have been identified for inclusion in this five-year Capital Improvements Program.

Each project shown below is explained in detail on the pages that follow. Projects are listed in the fiscal year order they are planned to occur, and in CIP ID# order within a given fiscal year set.

CIP #	Phase Title	Projected Total
Plan Year: 2020 - 2021		
5008	A-M WTP RESERVOIR INSPECTION, CLEANING, AND VALVE	\$75,000
5009	REPLACEMENT LARGE METER REPLACEMENT	\$25,000
5015	FIRE STATION AND INDUSTRIAL PROPERTY ACCESS ROAD WATER MAIN	\$104,000
Total for FY 2020 - 2021		\$204,000
Plan Year: 2021 - 2022		
5004	ABANDON AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK	\$79,000
5012	MORNINGSTAR ROAD REALIGNMENT WATER	\$149,000
Total for FY 2021 - 2022		\$228,000
Plan Year: 2022 - 2023		
5005	ABANDON AC PIPE IN OLD SALEM ROAD SOUTH OF TRUAX CREEK	\$394,000
Total for FY 2022 - 2023		\$394,000
Plan Year: 2023 - 2024		
	NONE IDENTIFIED	\$0
Total for FY 2023 - 2024		\$0
Plan Year: 2024 - 2025		
	NONE IDENTIFIED	\$0
Total for FY 2024 - 2025		\$0
Grand Total for Water:		\$826,000

Master Plan: Water Master Plan **Plan Element:**
Category: Water **Classification:** Water Mains

Total Cost: \$79,000

This project will replace 3 services currently connected to an existing AC pipe with connections to the 20" ductile iron (DI) water main. Approximately 2,800 feet of asbestos cement (AC) pipe will be abandoned.

Replacement services are to 3 industries located on Old Salem Road, north of Truax Creek.

Operating Budget Impact: Abandonment of the AC pipe may reduce the amount of water loss from the system and will reduce the risk of an AC pipe failure.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$79,000
	<hr/>
Total:	\$79,000

Master Plan: Water Master Plan **Plan Element:**
Category: Water **Classification:** Water Mains

Total Cost: \$394,000

This project will replace approximately 15 services currently connected to an existing AC pipe with connections to the 20" ductile iron (DI) water main. Approximately 3,000 feet of asbestos cement (AC) pipe will be abandoned.

Replacement services are located on Old Salem Road, south of Truax Creek.

Operating Budget Impact: Abandonment of the AC pipe may reduce the amount of water loss from the system and will reduce the risk of an AC pipe failure.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$394,000
Total:	\$394,000

Unfunded Projects

The following projects have been identified as needed repairs and/or improvements to the City's infrastructure. In most cases, these projects are the result of a master plan process, which attempts to systematically look at the needs for public infrastructure over the next 10 to 20 years. These projects are considered "Unfunded" because either a source of funding has not been made available, or they will not be implemented within the five-year window this plan covers.

Water

CIP #	Phase	Year	Title	Projected Total
5003		0	A-M WTP INTAKE GENERATOR	\$100,000
5006		0	STEELHEAD MAIN SIZE INCREASE	\$189,000
5011		0	A-M EXPANSION (MEMBRANES)	\$1,742,000
5014		0	SYSTEM EXPANSION UNDER SERVED INDUSTRIAL AREAS	\$404,000
5017		0	JOINT WATER PLANT BUILDOUT EXPANSION	\$1,792,000
5018		0	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER	\$1,112,000
Total for Unfunded Water:				\$4,584,000

Grand Total for Unfunded Water: \$4,584,000

Water SDC Account Balances and Projections

Water SDC Tracking			
SDC per EDU = \$1,921	SDC-R	SDC-I	Notes
% of total SDC (from 2006/2008 methodology)	81%	19%	
FY 2017-2018			
SDC Revenues			
BOY (per previous auditor workpaper)	988,287		
BOY SDC R/I	800,512	187,775	
SDC's received (revenue)		295,832	
SDC Revenue R/I	239,624	56,208	
Total SDC R/I Resources for FY	1,040,136	243,983	
SDC Expenditures			
Water Treatment Plant Capital Projects	40,882	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	40,882	0	
SDC Balance EOY R/I	999,254	243,983	
SDC Balance EOY Total	1,243,237		
FY 2018-2019			
SDC Revenues			
BOY (per previous auditor workpaper)	1,243,237		
BOY SDC R/I	999,254	243,983	
SDC's received (revenue)		216,787	
SDC Revenue R/I	175,597	41,190	
Total SDC R/I Resources for FY	1,174,852	285,172	
SDC Expenditures			
Water Treatment Plant Capital Projects	0	0	
Water Plant Loan, principal payment	362,271	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	362,271	0	
SDC Balance EOY R/I	812,581	285,172	
SDC Balance EOY Total	1,097,753		
FY 2019-2020			
SDC Revenues			
BOY (per previous auditor workpaper)	1,097,753		
BOY SDC R/I	812,581	285,172	
SDC's received (revenue)		212,172	\$173,752 collected thru March 30, 2020, projected total collected for year is \$212,172 assuming 20 more SFH building permits
SDC Revenue R/I	171,859	40,313	
Total SDC R/I Resources for FY	984,440	325,485	
SDC Expenditures			
Water Treatment Plant Capital Projects	0	0	
Water Plant Loan, principal payment	360,000	0	100% SDC-R because not listed in 2006/2008 SDC methodology
Total SDC R/I Expenditures for FY	360,000	0	
SDC Balance EOY R/I	624,440	325,485	
SDC Balance EOY Total	949,925		projected

Water SDC Tracking			
SDC per EDU = \$3,293 (maximum allowed)	SDC-R	SDC-I	Notes
% of total SDC (from 2020 methodology)	59%	41%	
FY 2020-2021 - PROJECTED			
SDC Revenues			
BOY	949,925		
BOY SDC R/I	624,440	325,485	
SDC's received (revenue)		131,720	Estimated based on 40 EDUs
SDC Revenue R/I	77,760	53,960	
Total SDC R/I Resources for FY	702,200	379,445	
SDC Expenditures			
Water Treatment Plant Capital Projects	0	0	
Fire Station and Industrial Property Water Main	0	104,000	100% SDC-I in 2020 SDC methodology
Water Plant Loan, principal payment	369,000	0	100% SDC-R
Total SDC R/I Expenditures for FY	369,000	104,000	
SDC Balance EOY R/I	333,200	275,445	
SDC Balance EOY Total	608,645		projected