



# Agenda

## CITY OF MILLERSBURG City Council Regular Meeting & PUBLIC HEARING

Electronic Meeting  
July 14, 2020 @ 6:30 PM

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

**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, July 13.**

**Meeting link to join via computer:**

**<https://aspenuc.accessionmeeting.com/j/1161717173>**

**Phone number to join meeting: 503-212-9900**

**Meeting ID: 116 171 7173**

### **CALL TO ORDER**

### **ROLL CALL**

### **CHANGES AND ADDITIONS TO THE AGENDA**

### **CONSENT AGENDA**

Action: \_\_\_\_\_

- 1) Approval of June 9, 2020 City Council Meeting and Public Hearing Minutes
- 2) Approval of June 10, 2020 City Council Public Hearing Minutes
- 3) Acceptance of Report on City Accounts Payable

### **GUEST PRESENTATIONS**

- 4) Monthly Linn County Sheriff's Report\_Detail
- 5) Albany Fire Department Quarterly Report

### **PUBLIC COMMENT**

*The public has the opportunity to address the Council during "Public Comment" while in the virtual meeting by virtually signaling by unmuting first then those who call in will be acknowledged, or if the public prefers, may send written comments by email to [cityclerk@cityofmillersburg.org](mailto:cityclerk@cityofmillersburg.org). Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.*

### **COUNCIL MEMBER AND STAFF COMMENTS**

- 6) Connection Charges - Mayor Lepin
- 7) Rail Crossing - Millersburg Drive - Mayor Lepin

8) AMEDC Update - Mayor Lepin

**CITY MANAGER'S REPORT**

9) Project Updates

**CITY ATTORNEY'S REPORT**

10) Oregon Legislative Impacts - Land Use Reviews

11) Payment of Fee in Lieu of Gathering Signatures - November 2020 Elections - Resolution 2020-16

**UNFINISHED BUSINESS**

12) Fuel Tax

Action:\_\_\_\_\_

**NEW BUSINESS**

13) ATI Enterprise Zone Application - Resolutions 2020-09 & 2020-10

Action:\_\_\_\_\_

14) Appointment of Planning Commission Members and Establishment of Parks Commission and Appointment of Members - Resolutions 2020-11, 12

Action:\_\_\_\_\_

15) Systems Development Charges - Resolutions 2020-13, 14, 15

Action:\_\_\_\_\_

16) Annual Liquor License Renewals

Action:\_\_\_\_\_

17) Alyrica Franchise Agreement

Action:\_\_\_\_\_

**CLOSING PUBLIC COMMENT**

**CLOSING COUNCIL COMMENT**

**ADJOURNMENT**

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

**Upcoming Meetings & Events:**

July 21, 2020 @ 6:00 p.m. - Planning Commission Meeting (tentative)

July 28, 2020 @ 4:00 p.m. - City Council Work Session (tentative)

August 11, 2020 @ 6:30 p.m. - City Council Meeting

## **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.*

*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.*



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

**Rules of Conduct for Public Hearings**

Item 1)

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
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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  
June 9, 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, June 8.**

**Meeting link to join via computer:**

<https://aspenuc.accessionmeeting.com/j/1161717173>

**Phone number to join meeting: 503-212-9900**

**Meeting ID: 116 171 7173**

- A. CALL TO ORDER Mayor Lepin called the meeting to order @ 6:30 p.m.
- B. ROLL CALL
  - Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan
  - Councilors Absent: None
  - Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder
  - Presenters: Linn County Sheriff's Office – Lieutenant Brandon Fountain
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA
- E. CONSENT AGENDA
  - 1) Approval of May 12, 2020 City Council Meeting Minutes
  - 2) Approval of May 26, 2020 City Council Work Session Minutes
  - 3) Acceptance of Report on City Accounts Payable

Action: **Motion to Accept Consent Agenda as Revised During the Meeting, 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. PRESENTATIONS

##### 1) Linn County Sheriff's Office Report

Brandon Fountain reviewed the May LCSO report. Mayor Lepin and Councilor Cowan expressed some concern regarding the increase in crime. Lieutenant Fountain noted that the City of Millersburg is attractive right now to crime because of all of the construction. There was some discussion regarding the focused patrols on areas of concern for speeding and other traffic violations. In addition, the Council noted the number of warnings given to owners with unleashed dogs in the City park.

#### G. PUBLIC HEARINGS

##### 1) State Sharing Revenue Funds

- i. Resolution 2020-06 – Certifying Eligibility to Receive State Sharing Revenue Funds
- ii. Resolution 2020-07 – Election to Receive State Sharing Revenue Funds

Mayor Lepin opened the public hearing on uses of State Shared Revenue funds @ 6:48 p.m.

As no public was present and no discussion was needed, Mayor Lepin closed the public hearing @ 6:51 p.m.

Action: **Motion to Approve Resolutions 2020-06 and 2020-07**

**Regarding the Certification and Election for the City of Millersburg to receive State Sharing Revenue Funds made by Councilor Scott McPhee; seconded by Councilor Dave Harms.**

**Resolutions 2020-06 & 07**

**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) FY 2020-21 Budget - Resolution 2020-08 – Adopting Budget & Making Appropriations

Mayor Lepin opened the public hearing on the adoption of the FY 2020-21 Budget as approved by the Budget Committee @ 6:54 p.m. After staff reviewed some minor changes to the budget, particular to streets and the office assistant position, Mayor Lepin asked for public comment. No public was present.

Mayor Lepin closed the public hearing @ 6:57 p.m. Councilor McPhee noted an error regarding the data for the final proposed general fund expenditures. It was determined the error was in the calculations in the spreadsheet. The budget was corrected during the

meeting. While the funds would not be paid out for 2020 events, the Council decided to keep the funds budgeted for the Northwest Arts & Air Festival and Linn County Fair as approved. Should the events be scheduled for 2021, this will allow the Council to consider funding requests in the fiscal year received.

Action: **Motion to Approve Resolution 2020-08 Adopting the Proposed Budget as Modified for FY 2020-21 and Making Appropriations made by Councilor Scott McPhee; seconded by Councilor Scott McPhee; seconded by Council John Sullivan.**

**Resolution 2020-08**

<b>Mayor Jim Lepin:</b>	<b>Aye</b>
<b>Councilor Scott Cowan:</b>	<b>Aye</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>
<b>Councilor Scott McPhee:</b>	<b>Aye</b>
<b>Councilor John Sullivan:</b>	<b>Aye</b>

Motion PASSED: 5/0

H. PUBLIC COMMENT

None/No public present.

I. COUNCIL MEMBER AND STAFF COMMENTS

None

J. CITY MANAGER'S REPORT

1) Project Updates

City Manager Kreitman briefly discussed the new Vehicle Policy and COVID-19 Policy. Next, he reviewed the guidelines from the Governor's new Executive Order related to the City park, opening City Hall, and whether to return to having meetings in person at City Hall and the challenges of how to afford residents the opportunity to participate in person while maintaining required physical distancing. There was some discussion among the Council on the issue of continuing to hold virtual meetings or beginning to have meetings in City Hall. The Council decided to continue with the virtual meetings until such time as restrictions are reduced, for the safety of residents, Council, and staff.

City Manager Kreitman announced an upcoming vacancy on the Planning Commission. After discussion, the Council directed staff to speak to a previous applicant to determine whether the applicant is still interested in the appointment and bring response to the July Council meeting.

Assistant City Manager/City Engineer Booth reviewed the remainder of the Project Updates staff report.

The Council had a lengthy discussion regarding the process for updating draft minutes and the level of detail/content of the minutes requesting the minutes reflect the discussion. The Council supported increasing the level of detail in the minutes regarding discussions, but not to the point of documenting all statements, including who said what.

## K. CITY ATTORNEY'S REPORT

## 1) City Property Farm Leases, Parcels 1 and 2

City Attorney Reid reviewed the process used for the leasing of the City's farmland. He shared that only one bid at about \$268 per acre for both parcels was received – by Paul Kuehne, Creekside Farms, who currently leases the farmland. He additionally discussed approximately 8 acres historically farmed by Mill-Rite Farms and lease paid by them to the City. The new agreement for Parcel 2 permits Creekside Farms to sub-lease to Mill-Rite Farms for that section of Parcel 2. The Council supports the sub-lease provision in leases.

Councilor Sullivan abstained from the vote due to his familial relationship with principle of Mill-Rite Farms.

Action: **Motion to Accept the One Year Land Lease Agreement for Parcels 1 and 2 to Creekside Farms and Authorizing the City Manager to Sign Said One Year Lease Agreements made by Councilor Scott Cowan; seconded by Councilor Dave Harms.**

<b>Mayor Jim Lepin:</b>	<b>Aye</b>
<b>Councilor Scott Cowan:</b>	<b>Aye</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>
<b>Councilor Scott McPhee:</b>	<b>Aye</b>
<b>Councilor John Sullivan:</b>	<b>Abstained</b>

Motion PASSED: 4/0

## 2) Revised Draft Fuel Tax Resolution – Discussion Only

City Attorney Reid provided a brief background to the discussion and shared the proposed resolution as revised for an increase from the proposed 3% to 5%. There was some discussion regarding the process for defining what fuel should be taxed which will not be determined until after the fuel tax is passed. The Council also discussed the need and process for community input and planning to ensure this is communicated to the public and media with a clear and consistent message. The Council decided this would be decided during the July 14 City Council meeting.

## L. UNFINISHED BUSINESS

None

## M. NEW BUSINESS

## 1) Office Assistant Position

City Manager Kreitman reviewed staff report regarding proposed movement of Office Assistant position from a contracted position to a regular part-time City position.

Action: **Motion to Adopt the Proposed Office Assistant Job Description and Approve the Move of the Contracted Office Assistant Position to a Regular Part-Time Office Assistant City Position made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

<b>Mayor Jim Lepin:</b>	<b>Aye</b>
<b>Councilor Scott Cowan:</b>	<b>Aye</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>
<b>Councilor Scott McPhee:</b>	<b>Aye</b>

**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

- 2) Municipal Code Chapter 15.16 (System Development Charges) Amendment  
Assistant City Manager/City Engineer Booth reviewed the reason for the change to provide minor clarification to the code and noted this does not adopt any changes to the systems development charges methodology or fees.

Action: **Motion to Adopt Ordinance 172-20 Amending the Millersburg Municipal Code by Revising Chapter 15.16, System Development Charges made by Councilor Scott McPhee; seconded by Councilor John Sullivan.**

**Ordinance 172-20**

**Mayor Jim Lepin: Aye**

**Councilor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**

**Councilor Scott McPhee: Aye**

**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

- 3) Woods Road Repair and Overlay Project  
Assistant City Manager/City Engineer Booth briefly reviewed the results from the bid and noted the costs for the work came in higher than anticipated. She shared that the City received a grant of \$91,000 and asked the Council to approve the project award for up to \$169,000, giving staff the authority to consider reducing the scope of the project to reduce the project cost. There was some discussion regarding the fact that there were only two bidders and the pool of bidders may have been limited due to including items in the scope that are not solely paving which may have led to increased pricing. The Council asked about delaying to go out for bids. Assistant City Manager/City Engineer Booth said that going out again could happen but it would push off the construction past the construction season which means it would likely get done next year. The Council decided to move forward with project.

Action: **Motion to Approve the Award of the Woods Road and Overlay Project to K&E Paying for up to \$169,550 and Authorize City Staff to Enter into Negotiations to Determine Final Project Amount 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

- 4) Municipal Code Chapter 12.10 (Ditches, Waterways, and Watercourses) Amendment  
Assistant City Manager/City Engineer Booth reviewed staff report noting the changes that would allow the City to keep ditches, waterways, and watercourses clear.

Action: **Motion to Adopt Ordinance 173-20 Amending the Millersburg Municipal Code by Revising Chapter 12.10**

**made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

**Ordinance 173-20**

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

Motion PASSED: 5/0

**N. CLOSING PUBLIC COMMENT**

None – no public present.

**O. CLOSING COUNCIL COMMENT**

- 1) Councilor Cowan provided an update to the Council regarding the progress of the Millersburg Fire Station 15 project. The team met with the architects and will continue to review architectural designs and the project is moving forward. The team anticipates bringing something to Council to review in near future. The Mayor asked a question about the sizing of the planned conference room.
- 2) Mayor Lepin asked if anyone had filed yet for Council elections. There followed lengthy discussion regarding the process and whether the City should suspend the requirement for ten signatures. City Attorney Reid will investigate this further.
- 3) Mayor Lepin recognized and offered his appreciation to Assistant City Manager/City Engineer Booth for her efforts. This was echoed by the Council.

**P. ADJOURNMENT** Mayor Lepin adjourned the meeting @ 8:57 p.m.

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

Upcoming Meetings & Events:

June 10, 2020 @ 6:30 p.m. – Public Hearing – Modifications and Adoption\_Calculating System Development Charges

*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.*



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**CITY OF MILLERSBURG  
CITY COUNCIL MEETING**  
via Virtual Meeting  
June 10, 2020 @ 6:30 p.m.

**Agenda**

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- A. CALL TO ORDER Mayor Lepin called the meeting to order @ 6:30 p.m.
- B. ROLL CALL
  - Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee
  - Councilors Absent: Councilor John Sullivan
  - Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder
  - Guests Present: Deb Galardi, Galardi Consulting Group; Jeni Richardson, Consultant
- C. CHANGES AND ADDITIONS TO THE AGENDA
- D. PUBLIC COMMENT
  - None – no public present
- E. PUBLIC HEARING

Mayor Lepin opened the public hearing @ 6:40 p.m.

- 1) Modifications and Adoption of Methodology for Calculating Systems Development Charges

Assistant City Manager/City Engineer Booth noted that the provided staff report and presentation from consultant is the same as what was provided to the Council during the May 25, 2020 work session. Mayor Lepin asked if the Council wanted to review the material again.

As no public was present, Mayor Lepin closed the public hearing @ 6:42 p.m.

Councilor Cowan asked if staff has received any feedback regarding this issue. Assistant City Manager/City Engineer said that staff has received no contact or questions.

F. COUNCIL MEMBER AND STAFF COMMENTS

- 1) City Manager Kreitman discussed some revisions to the meeting agendas so the public is better informed about how the virtual meetings work to allow them the opportunity to participate and comment. He also responded regarding a question about how the City of Albany is handling meetings and verified they are still doing them virtually.
- 2) Councilor McPhee asked if an out of town vendor delivered fuel into the City of Millersburg to a business, would the fuel be taxed. City Attorney Reid confirmed that yes, those businesses would be taxed and this is handled by the Oregon Department of Transportation (ODOT). There was some discussion whether tax would be waived for agricultural needs. City Attorney Reid noted he would confirm.

G. CLOSING PUBLIC COMMENT

None – no public present.

H. CLOSING COUNCIL COMMENT

None

I. ADJOURNMENT Mayor Lepin adjourned the meeting @ 6:52 p.m.

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

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DRAFT



**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	<b>Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>										
3149273	05/08/20	Barrett Business Services - Week ending 5/3/2020, Astrid Hesberg			06/08/20	\$432.90	\$432.90	01-1332	CONTRACTED SERVIC	\$162,625.00	\$22,468.47
3149273	05/08/20	Barrett Business Services - Week ending 5/3/2020, Jennifer Richardson			06/08/20	\$292.50	\$292.50	04-1313	RATE AND SDC STUDY	\$0.00	(\$21,207.69)
						<b>\$725.40</b>					
237	<b>Cascade Outdoor Power Equipment, 1215 Airway Road, Lebanon, OR,</b>										
17477	05/20/20	Cascade Outdoor Power Equipment - Chain			05/20/20	\$49.90	\$49.90	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$22,691.38
						<b>\$49.90</b>					
773	<b>CH2MHILL OMI, Department 1267, Denver, CO, 80291-1267</b>										
351259-034	05/08/20	CH2M Hill OMI - Out od Scept Letter through May 2020			06/08/20	\$666.50	\$666.50	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$4,098.60
						<b>\$666.50</b>					
<b>Total Bills To Pay:</b>						<b>\$1,441.80</b>					

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>791 Amy Curtis</b>		114891115	06/09/20	Amy Curtis - Recreation Reimbursement	06/09/20	\$96.00	\$96.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,007.99
						<b>\$96.00</b>					
<b>887 Audrey Raschein</b>		Park 2020	06/09/20	Audrey Raschein - Park Shelter Refund	06/09/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$6,000.00	\$1,795.00
						<b>\$75.00</b>					
<b>539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>		3150801	05/29/20	Barrett Business Services - Week ending 5/29/2020 Astrid Hesberg	06/29/20	\$561.60	\$561.60	01-1332	CONTRACTED SERVIC	\$162,625.00	\$21,323.37
3150801	05/29/20	Barrett Business Services - Week ending 5/29/2020 Nicholas Bohanan	06/29/20	\$676.00	\$676.00	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$20,672.86		
3150963	05/29/20	Barrett Business Services - Week ending 5/24/2020 Mark Yeager	06/29/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$20,119.02		
3150537	05/29/20	Barrett Business Services - Week ending 5/17/2020 Jennifer Richardson	06/29/20	\$536.25	\$536.25	04-1313	RATE AND SDC STUDY	\$0.00	(\$21,500.19)		
3150547	05/29/20	Barrett Business Services - Week ending 5/10/2020 Jennifer Richardson	06/29/20	\$292.50	\$292.50	04-1313	RATE AND SDC STUDY	\$0.00	(\$21,500.19)		
3150801	05/29/20	Barrett Business Services - Week ending 5/29/2020 Jennifer Richardson	06/29/20	\$1,170.00	\$1,170.00	04-1313	RATE AND SDC STUDY	\$0.00	(\$21,500.19)		
						<b>\$3,496.35</b>					
<b>506 Brittany Graves,</b>		114747301	06/09/20	Brittany Graves - Recreation Reimbursement	06/09/20	\$80.00	\$80.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,007.99
						<b>\$80.00</b>					
<b>376 Brittney Minnick</b>		83188033	06/09/20	Brittney Minnick - Recreation Reimbursement	06/09/20	\$76.00	\$76.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,007.99
						<b>\$76.00</b>					
<b>794 Capital Valuation Group, Ltd, PO Box 2108, Salem, OR, 97308</b>		200503.DLG	06/08/20	Capital Valuation Group - Appraisal fee	07/08/20	\$1,000.00	\$1,000.00	01-1339	LEGAL SERVICES	\$170,000.00	(\$27,615.30)
						<b>\$1,000.00</b>					
<b>885 Delbert Hice</b>		Park 2020	06/09/20	Delbert Hice - Park Shelter Refund	06/09/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$6,000.00	\$1,795.00
						<b>\$75.00</b>					
<b>749 Galardi Consulting, LLC, 7327 SW Barnes Rd #224, Portland, OR, 97225</b>		M-6	06/07/20	Galardi Consulting LLC - Rate and SDC study through April 2020	07/07/20	\$1,591.00	\$1,591.00	02-1314	SDC STUDY	\$5,000.00	\$1,000.00
M-6	06/07/20	Galardi Consulting LLC - Rate and SDC study through April 2020	07/07/20	\$1,591.00	\$1,591.00	03-1313	SDC AND RATE STUDY	\$10,000.00	\$6,000.00		
M-6	06/07/20	Galardi Consulting LLC - Rate and SDC study through April 2020	07/07/20	\$1,591.00	\$1,591.00	04-1313	RATE AND SDC STUDY	\$0.00	(\$21,500.19)		

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		M-6	06/07/20	Galardi Consulting LLC - Rate and SDC study through April 2020	07/07/20	\$1,592.00	\$1,592.00	05-1313	RATE AND SDC STUDY	\$0.00	(\$10,848.34)
		<b>\$6,365.00</b>									
<b>343</b>	<b>Jason Katzenstein</b>										
		114831420	06/09/20	Jason Katzenstein - Recreation Reimbursement	06/09/20	\$52.00	\$52.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,007.99
		<b>\$52.00</b>									
<b>884</b>	<b>Ken Austin</b>										
		Park 2020	06/09/20	Ken Austin - Park Shelter Reservation Refund	06/09/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$1,795.00
		<b>\$100.00</b>									
<b>20</b>	<b>Koontz, Blasquez &amp; Co., P.C., PO Box 605, Albany, OR, 97321</b>										
		66184	06/01/20	Koontz, Blasquez and Associates - Payroll Services through May 2020	07/01/20	\$96.00	\$96.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$21,323.37
		<b>\$96.00</b>									
<b>55</b>	<b>Mid-Valley Newspapers, PO Box 742548, Cincinnati, OH, 45274-2548</b>										
		123673	06/09/20	Mid-Valley Newspapers - Woods Road Bid	06/09/20	\$438.40	\$438.40	01-1306	BIDS PUBLICATION	\$1,000.00	(\$1,434.08)
		124236	06/09/20	Mid-Valley Newspapers - Farmlands Bids	06/09/20	\$603.60	\$603.60	01-1306	BIDS PUBLICATION	\$1,000.00	(\$1,434.08)
		124590	06/09/20	Mid-Valley Newspapers - Farmlands Bids	06/09/20	\$334.80	\$334.80	01-1306	BIDS PUBLICATION	\$1,000.00	(\$1,434.08)
		<b>\$1,376.80</b>									
<b>761</b>	<b>Mike's Heating and Air, PO BOX 748, Albany, OR, 97321</b>										
		17282	06/09/20	Mike's Heating and Air - Install Proposal 7394	06/09/20	\$4,238.50	\$4,238.50	01-1401	CITY HALL IMPROVEM	\$130,000.00	\$21,014.42
		<b>\$4,238.50</b>									
<b>617</b>	<b>Pacific Office Automation, 14747 NW Greenbriar Pkwy, Beaverton, OR, 97006</b>										
		772593	05/31/20	Pacific Office - Printer Lease	06/30/20	\$91.79	\$91.79	01-1332	CONTRACTED SERVIC	\$162,625.00	\$21,323.37
		<b>\$91.79</b>									
<b>23</b>	<b>Pacific Power, PO Box 26000, Portland, OR, 97256-0001</b>										
		6/15/2020	06/09/20	Pacific Power through May 2020	06/15/20	\$683.42	\$683.42	01-1317	CITY HALL UTILITIES	\$32,200.00	\$9,226.54
		6/15/2020	06/09/20	Pacific Power through May 2020	06/15/20	\$63.95	\$63.95	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$20,672.86
		6/15/2020	06/09/20	Pacific Power through May 2020	06/15/20	\$3,327.42	\$3,327.42	02-1323	STREET LIGHTS POWE	\$42,000.00	\$6,812.94
		6/15/2020	06/09/20	Pacific Power through May 2020	06/15/20	\$1,235.04	\$1,235.04	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$5,823.73)
		6/18/2020	06/09/20	Pacific Power - Liftstation through May 2020	06/18/20	\$49.92	\$49.92	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$5,823.73)
		<b>\$5,359.75</b>									
<b>6</b>	<b>Petro Card, PO Box 34243, Seattle, WA, 98124-1243</b>										
		C588022	05/31/20	Petro Card - Fuel through May 2020	06/12/20	\$81.31	\$81.31	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$20,672.86
		<b>\$81.31</b>									
<b>122</b>	<b>Ron Decker</b>										
		19943499	06/09/20	Ron Decker - Recreation Reimbursement	06/09/20	\$133.20	\$133.20	01-2301	PARKS & RECREATION	\$15,000.00	\$7

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$133.20</b>					
<b>127</b>	<b>Scio Middle School, 33875 NW 1st Street, Scio, OR, 97351</b>											
Park 2020		06/09/20	Scio Middle School - Park Shelter Refund	06/09/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$1,795.00		
							<b>\$100.00</b>					
<b>657</b>	<b>Shelly Wright</b>											
82998594		06/09/20	Shelly Wright - Recreation Reimbursement	06/09/20	\$92.00	\$92.00	01-2301	PARKS & RECREATION	\$15,000.00	\$7,007.99		
							<b>\$92.00</b>					
<b>686</b>	<b>Wheat LLC, 1141 Chemawa Road, Keizer, OR, 97303</b>											
5896		05/31/20	Wheat LLC - Street Sweeping through May 2020	06/30/20	\$1,975.77	\$1,975.77	02-1319	STREET SWEEPING	\$25,000.00	\$3,266.53		
							<b>\$1,975.77</b>					
<b>786</b>	<b>Witherspoon Industries LLC, PO Box 1047, Lebanon, OR, 97355</b>											
3879		05/31/20	Witherspoon Industries LLS - Janitorial through May 2020	06/30/20	\$925.00	\$925.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$21,323.37		
							<b>\$925.00</b>					
<b>Total Bills To Pay:</b>							<b>\$25,885.47</b>					

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>601</b>	<b>Aaron Hoffine</b>										
		Park 2020	06/16/20	Aaron Hoffine - Park Shelter Refund	06/16/20	\$215.00	\$215.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,145.00
							<b>\$215.00</b>				
<b>43</b>	<b>Aflac, 1932 Wynnton Road, Columbus, GA,</b>										
		167381	06/11/20	AFLAC - through June 2020	07/11/20	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$11,340.89)
							<b>\$49.08</b>				
<b>791</b>	<b>Amy Curtis</b>										
		7194549	06/16/20	Amy Curtis - Parks and Rec Reimbursement	06/16/20	\$52.00	\$52.00	01-2301	PARKS & RECREATION	\$15,000.00	\$6,806.79
							<b>\$52.00</b>				
<b>539</b>	<b>Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>										
		3151273	06/05/20	Barrett Business Service - Week ending 5/31/20 - Astrid Hesberg	07/05/20	\$596.70	\$596.70	01-1332	CONTRACTED SERVIC	\$162,625.00	\$19,648.98
		3151761	06/12/20	Barrett Business Services - Week ending 6/7/2020	07/12/20	\$362.70	\$362.70	01-1332	CONTRACTED SERVIC	\$162,625.00	\$19,648.98
		3151273	06/05/20	Barrett Business Service - Week ending 5/31/20 - Nicholas Bohanan	07/05/20	\$540.80	\$540.80	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$19,851.60
		3151761	06/12/20	Barrett Business Services - Week ending 6/7/2020	07/12/20	\$663.32	\$663.32	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$19,851.60
		3151273	06/05/20	Barrett Business Service - Week ending 5/31/20 - Mark Yeager	07/05/20	\$520.00	\$520.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$19,859.02
		3151761	06/12/20	Barrett Business Services - Week ending 6/7/2020	07/12/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$19,859.02
		3151273	06/05/20	Barrett Business Service - Week ending 5/31/20 - Jennifer Richardson	07/05/20	\$341.25	\$341.25	04-1313	RATE AND SDC STUDY	\$0.00	(\$25,089.94)
							<b>\$3,284.77</b>				
<b>694</b>	<b>Capitol Dental Care, 3000 Market Street SE, Salem, OR, 97301</b>										
		Park 2020	06/16/20	Capitol Dental Care - Park Shelter Refund	06/16/20	\$210.00	\$210.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,145.00
							<b>\$210.00</b>				
<b>48</b>	<b>Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838</b>										
		4052602609	06/09/20	Cintas through June 2020	06/19/20	\$93.27	\$93.27	01-1309	CITY HALL MAINTENAN	\$22,000.00	\$17,886.89
							<b>\$93.27</b>				
<b>50</b>	<b>City of Albany, PO Box 490, Albany, OR, 97321</b>										
		1682 Credit	06/16/20	City of Albany - Quarter 3 Energy Trust Rebate	06/16/20	(\$8,264.40)	(\$8,264.40)	04-1123	Misc Revenue	\$0.00	(\$21,936.80)
		1682	06/11/20	City of Albany - Quarter 3	07/11/20	\$33,665.41	\$33,665.41	04-1304	O&M SEWER PLANT	\$256,000.00	\$118,232.48
		1682	06/11/20	City of Albany - Quarter 3	07/11/20	\$7,403.43	\$7,403.43	04-1304	O&M SEWER PLANT	\$256,000.00	\$118,232.48
		1682	06/11/20	City of Albany - Quarter 3	07/11/20	\$2,041.52	\$2,041.52	04-1305	O&M COLLECTION SYS	\$198,000.00	\$169,030.35
		1682	06/11/20	City of Albany - Quarter 3	07/11/20	\$53,764.79	\$53,764.79	04-1305	O&M COLLECTION SYS	\$198,000.00	\$169,030.35
		1684	06/11/20	City of Albany - Quarter 3	07/11/20	\$23,375.21	\$23,375.21	04-1315	ALBANY-MILLERSBURG	\$50,000.00	\$12,451.61
		1682	06/11/20	City of Albany - Quarter 3	07/11/20	\$555.51	\$555.51	04-1409	WETLANDS/WASTEWA	\$60,000.00	\$42,451.61
		1681	05/12/20	City of Albany - Quarter 3	06/12/20	\$29,350.16	\$29,350.16	05-1304	O&M TRANSMISSION LI	\$104,000.00	\$27,451.61

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		1681	05/12/20	City of Albany - Quarter 3	06/12/20	\$44,998.80	\$44,998.80	05-1305	O&M Water Treatment PI	\$350,000.00	\$195,049.20
		1681	05/12/20	City of Albany - Quarter 3	06/12/20	\$249.63	\$249.63	05-1408	WATER RECLAMATION	\$175,000.00	\$169,803.89
							<b>\$187,140.06</b>				
<b>765</b>	<b>Handy Hands Landscape C&amp;M LLC, 31410 HWY 34, Tangent, OR, 97389</b>										
May 2020			06/01/20	Handy Hands Landscape - City Hall and Fire Station	07/01/20	\$1,280.00	\$1,280.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$19,648.98
May 2020 2			06/01/20	Handy Hands Landscape - City property	07/01/20	\$480.00	\$480.00	01-1357	RENTAL PROPERTY	\$5,000.00	(\$18,879.27)
							<b>\$1,760.00</b>				
<b>19</b>	<b>Linn County Planning and Building, PO Box 100, Albany, OR, 97321</b>										
May 2020			06/16/20	Linn County Planning and Building - May 2020	06/16/20	\$15,995.10	\$15,995.10	01-5332	PMNT TO LINN CO BUIL	\$340,000.00	(\$44,887.07)
							<b>\$15,995.10</b>				
<b>836</b>	<b>LS Networks, 921 SW Washington ST Suite 370, Portland, OR, 97205-2824</b>										
INV48750			06/01/20	LS Network - Internet and Phone through June 2020	07/01/20	\$695.80	\$695.80	01-1317	CITY HALL UTILITIES	\$32,200.00	\$8,543.12
							<b>\$695.80</b>				
<b>761</b>	<b>Mike's Heating and Air, PO BOX 748, Albany, OR, 97321</b>										
156314			06/10/20	MAINT: OFFICE EQUIPMENT	06/10/20	\$1,012.00	\$1,012.00	01-1331	MAINT: OFFICE EQUIP	\$16,000.00	\$7,957.51
							<b>\$1,012.00</b>				
<b>585</b>	<b>MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553</b>										
8807			06/09/20	MorganCPS Group - Planning Consulting through May 2020	07/09/20	\$5,600.00	\$5,600.00	01-1353	CONSULTANTS - PLAN	\$100,000.00	\$24,165.00
							<b>\$5,600.00</b>				
<b>23</b>	<b>Pacific Power, PO Box 26000, Portland, OR, 97256-0001</b>										
June 22 2020			06/04/20	Pacific Power - City Property	06/22/20	\$29.65	\$29.65	01-1357	RENTAL PROPERTY	\$5,000.00	(\$18,879.27)
							<b>\$29.65</b>				
<b>23</b>	<b>Pacific Power, PO Box 26000, Portland, OR, 97256-0001</b>										
June 25 2020			06/09/20	Pacific Power - Lift Station	06/25/20	\$54.80	\$54.80	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$7,108.69)
							<b>\$54.80</b>				
<b>41</b>	<b>Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167</b>										
7/1/2020			06/10/20	Providence Health through June 2020	07/01/20	\$7,346.90	\$7,346.90	01-1211	MEDICAL INSURANCE	\$89,250.00	\$9,037.50
							<b>\$7,346.90</b>				
<b>283</b>	<b>Viper Northwest, 1216 Jackson St SE, Albany, OR, 97322</b>										
Park 2020			06/16/20	Viper Northwest - Park Shelter Refund	06/16/20	\$215.00	\$215.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,145.00
							<b>\$215.00</b>				

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<b>135 Boys &amp; Girls Club of Albany, 1215 SE Hill Street, Albany, OR, 97322</b>		Park 2020	06/19/20	Boys and Girls Club - Park Shelter Refund	06/19/20	\$215.00	\$215.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$215.00</b>				
<b>900 Burt Swanson, 2425 NE Millersburg Drive, Albany, OR,</b>		Park 2020	06/19/20	Burt Swanson - Park Shelter Refund	06/19/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$75.00</b>				
<b>889 Dell Siddall</b>		Park 2020	06/19/20	Dell Siddall - Park Shelter Refund	06/19/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$100.00</b>				
<b>895 Ellen Huff</b>		Park 2020	06/19/20	Ellen Huff - Park Shelter Refund	06/19/20	\$35.00	\$35.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$35.00</b>				
<b>897 Frank Delp</b>		Park 2020	06/19/20	Frank Delp - Park Shelter Refund	06/19/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$75.00</b>				
<b>899 Gloria Egan</b>		Park 2020	06/19/20	Gloria Egan - Park Shelter Refund	06/19/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$100.00</b>				
<b>1 Greater Albany Public School District 8J, 1005 NW Springhill Drive, Albany, OR, 97321</b>		Park 2020	06/19/20	GAPS - Park Shelter Refund	06/19/20	\$110.00	\$110.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$110.00</b>				
<b>892 Greg Cox</b>		Park 2020	06/19/20	Greg Cox - Park Shelter Refund	06/19/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$100.00</b>				
<b>898 Jim Claflin</b>		Park 2020	06/19/20	Jim Claflin - Park Shelter Refund	06/19/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$75.00</b>				
<b>894 LeRoy Haven</b>		Park 2020	06/19/20	LeRoy Haven - Park Shelter Refund	06/19/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$100.00</b>				
<b>890 Linda Lesmeister</b>		Park 2020	06/19/20	Linda Lesmeister - Park Shelter Refund	06/19/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00
							<b>\$100.00</b>				
<b>891 Norma Newton</b>		Park 2020	06/19/20	Norma Newton - Park Shelter Refund	06/19/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00

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							<b>\$75.00</b>					
<b>352</b>	<b>Ross Christensen</b>	Park 2020	06/19/20	Ross Christensen - Park Shelter Refund	06/19/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00	
							<b>\$75.00</b>					
<b>888</b>	<b>Tamara White</b>	Park 2020	06/19/20	Tamara White - Park Shelter Refund	06/19/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00	
							<b>\$75.00</b>					
<b>896</b>	<b>Verni Knight</b>	Park 2020	06/19/20	Verni Knight - Park Shelter Refund	06/19/20	\$100.00	\$100.00	01-2102	PARK SHELTER USER	\$6,000.00	\$2,785.00	
							<b>\$100.00</b>					
<b>Total Bills To Pay:</b>							<b>\$1,410.00</b>					



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<b>197</b>	<b>Albany Lock &amp; Key, 217 Main SE, Albany, OR, 97321</b>	68052	06/16/20	Albany Lock and Key - 5 keys made	06/16/20	\$30.00	\$30.00	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,818.52)
							<b>\$30.00</b>				
<b>539</b>	<b>Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>	3152298	06/19/20	Barrett Business Services - week ennding 6/14/20 - Nicholas Bohanan	07/19/20	\$682.34	\$682.34	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$18,647.48
		3152298	06/19/20	Barrett Business Services - week ennding 6/14/20 - Mark Yeager	07/19/20	\$390.00	\$390.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$19,079.02
							<b>\$1,072.34</b>				
<b>714</b>	<b>Cable Huston LLP, 1455 SW Broadway, Suite 1500, Portland, OR, 97201</b>	99882	06/17/20	Cable Huston MS4 support through 5/26/20	07/17/20	\$4,174.58	\$4,174.58	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$19,079.02
							<b>\$4,174.58</b>				
<b>466</b>	<b>CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869</b>	704841CH018	06/17/20	CH2M Hill - Engineer Support through May 2020	07/17/20	\$1,297.57	\$1,297.57	01-1354	CONSULTANTS - ENGI	\$20,000.00	(\$2,135.60)
		704841CH018	06/17/20	CH2M Hill - Engineer Support through May 2020	07/17/20	\$3,957.80	\$3,957.80	02-1301	20% CONSULTANTS EN	\$20,000.00	(\$42,047.80)
		704841CH018	06/17/20	CH2M Hill - Engineer Support through May 2020	07/17/20	\$682.18	\$682.18	02-1301	20% CONSULTANTS EN	\$20,000.00	(\$42,047.80)
		704841CH018	06/17/20	CH2M Hill - Engineer Support through May 2020	07/17/20	\$7,357.05	\$7,357.05	02-1413	PROPERTY DEV FOR F	\$25,000.00	\$13,332.49
		704841CH018	06/17/20	CH2M Hill - Engineer Support through May 2020	07/17/20	\$279.94	\$279.94	04-1301	20% CONSULTANTS - E	\$20,000.00	\$12,877.43
							<b>\$13,574.54</b>				
<b>773</b>	<b>CH2MHILL OMI, Department 1267, Denver, CO, 80291-1267</b>	351259-035	06/05/20	CH2M Hill OMI - DRC Services for June 2020	07/05/20	\$666.50	\$666.50	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$3,432.10
							<b>\$666.50</b>				
<b>659</b>	<b>David Evans &amp; Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340</b>	467667	06/19/20	David Evans and Associates - PCPI through May 2020	07/17/20	\$2,013.30	\$2,013.30	02-1303	PCPI EXPENSE	\$30,000.00	\$836.67
		467667	06/19/20	David Evans and Associates - PCPI through May 2020	07/17/20	\$1,677.76	\$1,677.76	03-1303	PCPI	\$25,000.00	\$697.20
		467667	06/19/20	David Evans and Associates - PCPI through May 2020	07/17/20	\$1,342.21	\$1,342.21	04-1303	SEWER PCPI	\$20,000.00	\$557.76
		467667	06/19/20	David Evans and Associates - PCPI through May 2020	07/17/20	\$1,006.66	\$1,006.66	05-1303	PCPI EXPENSE	\$15,000.00	\$418.29
							<b>\$6,039.93</b>				
<b>566</b>	<b>Jake Gabell</b>	6/18/20	06/23/20	Jake Gabell - Mileage through June 2020	06/23/20	\$37.38	\$37.38	01-1351	MILEAGE	\$1,600.00	\$949.28
							<b>\$37.38</b>				



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<b>539</b>	<b>Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>										
3152818		06/26/20	Barrett Business Services - Week ending 6/21/20 - Astrid Hesberg	07/26/20	\$456.30	\$456.30	01-1332	CONTRACTED SERVIC	\$162,625.00	\$15,796.58	
3152818		06/26/20	Barrett Business Services - Week ending 6/21/20 - Nicholas Bohanan	07/26/20	\$578.82	\$578.82	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02	
3152818		06/26/20	Barrett Business Services - Week ending 6/21/20 - Mark Yeager	07/26/20	\$780.00	\$780.00	03-1312	MUNICIPAL SEPARATE	\$40,000.00	\$14,514.44	
						<b>\$1,815.12</b>					
<b>607</b>	<b>Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566</b>										
072206222020		06/22/20	Business Connections through June 2020	07/10/20	\$42.95	\$42.95	01-1317	CITY HALL UTILITIES	\$32,200.00	\$7,847.32	
						<b>\$42.95</b>					
<b>364</b>	<b>Davis Glass, 230 2nd Ave SE, Albany, OR, 97321</b>										
43569		06/30/20	Davis Glass - COVID 19, Sneeze Guard at City Hall	06/30/20	\$2,375.00	\$2,375.00	01-1401	CITY HALL IMPROVEM	\$130,000.00	\$16,775.92	
						<b>\$2,375.00</b>					
<b>660</b>	<b>Element Graphics, 250 NW Tyler Avenue, Corvallis, OR, 97330</b>										
O1003885		06/24/20	Element Graphics - COVID 19, Park Signage	07/24/20	\$2,406.50	\$2,406.50	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02	
						<b>\$2,406.50</b>					
<b>16</b>	<b>Forrest Reid, PO Box 329, Tangent, OR, 97389</b>										
06/30/2020		06/30/20	Forrest Reid - City Attorney through June 2020	06/30/20	\$15,575.00	\$15,575.00	01-1339	LEGAL SERVICES	\$170,000.00	(\$28,615.30)	
						<b>\$15,575.00</b>					
<b>20</b>	<b>Koontz, Blasquez &amp; Co., P.C., PO Box 605, Albany, OR, 97321</b>										
66381		06/20/20	Koontz, Blasquez & Associates - Payroll Services through June 2020	07/20/20	\$96.00	\$96.00	01-1332	CONTRACTED SERVIC	\$162,625.00	\$15,796.58	
						<b>\$96.00</b>					
<b>55</b>	<b>MidValley Newspapers, PO Box 742548, Cincinnati, OH, 45274-2548</b>										
06/28/2020		06/28/20	Mid Valley Newspapers - June publice notices	07/15/20	\$703.20	\$703.20	01-1306	BIDS PUBLICATION	\$1,000.00	(\$2,810.88)	
						<b>\$703.20</b>					
<b>842</b>	<b>PAC/WEST, 8600 SW St. Helens Drive, Wilisonville, OR, 97070</b>										
6423		06/29/20	PAC/WEST through June 2020	07/29/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$30,000.00	(\$10,200.00)	
						<b>\$3,500.00</b>					
<b>23</b>	<b>Pacific Power, PO Box 26000, Portland, OR, 97256-0001</b>										
07/13/2020		06/24/20	Pacific Power - Fire Station June	07/13/20	\$120.89	\$120.89	01-4303	UTILITIES - FIRE STATI	\$7,000.00	\$916.71	
						<b>\$120.89</b>					
<b>700</b>	<b>US Bank, P.O. Box 790428, St Louis, MO, 63179-0428</b>										
06/22/2020		06/20/20	LifeMap - Monthly disability insurance	07/20/20	\$156.54	\$156.54	01-1212	DISABILITY INSURANC	\$3,424.00	\$1,702.06	
06/22/2020		06/20/20	Republic Services - City Hall Station Trash Pickup	07/20/20	\$40.44	\$40.44	01-1317	CITY HALL UTILITIES	\$32,200.00	\$7,233.00	

**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
06/22/2020	06/20/20	Verizon Wireless - Emergency phone	07/20/20	\$36.14	\$36.14	01-1317	CITY HALL UTILITIES	\$32,200.00	\$7,847.32
06/22/2020	06/20/20	Republic Services - City Hall Trash Pickup	07/20/20	\$106.92	\$106.92	01-1317	CITY HALL UTILITIES	\$32,200.00	\$7,847.32
06/22/2020	06/20/20	Garten - monthly mailings	07/20/20	\$98.77	\$98.77	01-1327	POSTAGE AND SHIPPI	\$1,100.00	(\$3,408.97)
06/22/2020	06/20/20	Earth2O - Water in June	07/20/20	\$37.58	\$37.58	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	Adobe Subscription	07/20/20	\$20.99	\$20.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	Staples Office Supplies	07/20/20	\$26.44	\$26.44	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	Staples Office Supplies	07/20/20	\$19.16	\$19.16	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	Amazon Office Supplies	07/20/20	\$50.96	\$50.96	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	Adobe Subscription	07/20/20	\$20.99	\$20.99	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	Staples office supplies	07/20/20	\$42.28	\$42.28	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	Site5 Website - monthly fee	07/20/20	\$15.95	\$15.95	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	Gerber Collision - Repair to private vehicle, incident with city equipment	07/20/20	\$923.20	\$923.20	01-1330	MATERIALS & SUPPLIE	\$15,000.00	(\$2,848.52)
06/22/2020	06/20/20	IR Thermometer - COVID 19	07/20/20	\$120.49	\$120.49	01-1331	MAINT: OFFICE EQUIP	\$16,000.00	\$6,945.51
06/22/2020	06/20/20	IR Thermometer - COVID 19	07/20/20	\$164.98	\$164.98	01-1331	MAINT: OFFICE EQUIP	\$16,000.00	\$6,945.51
06/22/2020	06/20/20	Shred-It - monthly shredding service	07/20/20	\$44.20	\$44.20	01-1332	CONTRACTED SERVIC	\$162,625.00	\$15,796.58
06/22/2020	06/20/20	Verizon Wireless - Parks iPad	07/20/20	\$40.01	\$40.01	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Home Depot - COVID 19	07/20/20	\$14.92	\$14.92	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Costco, COVID 19 - Generator	07/20/20	\$499.99	\$499.99	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Home Depot - parks supplies	07/20/20	\$40.25	\$40.25	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	R and R	07/20/20	\$1,400.00	\$1,400.00	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Republic Services - City ParkTrash Pickup	07/20/20	\$200.60	\$200.60	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Home Depot - COVID 19 steel posts	07/20/20	\$53.94	\$53.94	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Home Depot - Paint	07/20/20	\$11.96	\$11.96	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Republic Services - City Park Trash Pickup	07/20/20	\$200.60	\$200.60	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Lowes - Sinage, COVID 19	07/20/20	\$41.40	\$41.40	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Lowes - Sinage, COVID 19	07/20/20	\$29.96	\$29.96	01-2302	PARK SUPPLIES & MAI	\$70,000.00	\$17,494.02
06/22/2020	06/20/20	Republic Services - Fire Station Trash Pickup	07/20/20	\$169.12	\$169.12	01-4303	UTILITIES - FIRE STATI	\$7,000.00	\$916.71
06/22/2020	06/20/20	Century Link - Final Bill	07/20/20	\$8.59	\$8.59	04-1328	SEWER MISCELLANEO	\$10,000.00	(\$7,163.49)
06/22/2020	06/20/20	OR Health Authority - Annual Fee	07/20/20	\$1,200.00	\$1,200.00	05-1304	O&M TRANSMISSION LI	\$104,000.00	(\$2,334.96)
					<b>\$5,837.37</b>				
<b>223</b>	<b>Wallace W. Lien, P.C., P.O. Box 5730, Salem, OR, 97304</b>								
6/25/20	06/25/20	Wallace Lien - Land Use Attorney through June 2020	07/25/20	\$5,565.00	\$5,565.00	01-1339	LEGAL SERVICES	\$170,000.00	(\$28,615.30)
					<b>\$5,565.00</b>				

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>136 ABC House, PO Box 68, Albany, OR, 97321</b>		July 2020	07/09/20	ABC House - FY 20/21 Donation	07/09/20	\$5,000.00	\$5,000.00	01-1320	COMMUNITY SUPPORT	\$22,500.00	\$11,500.00
							<b>\$5,000.00</b>				
<b>25 ADS. LLC, PO Box 74008582, Chicago, IL, 60674-8582</b>		12814.0620	06/27/20	ADS - Amendment 13	07/27/20	\$1,452.00	\$1,452.00	04-1305	O&M COLLECTION SYS	\$223,000.00	\$221,548.00
							<b>\$1,452.00</b>				
<b>197 Albany Lock &amp; Key, 217 Main SE, Albany, OR, 97321</b>		68107	07/07/20	Albany Lock and Key - new padlocks	07/07/20	\$255.00	\$255.00	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$24,555.31
							<b>\$255.00</b>				
<b>539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>		3153417	07/02/20	Barrett Business Services - week ending 6/28/20 - Astrid Hesberg	08/02/20	\$362.70	\$362.70	01-1332	CONTRACTED SERVIC	\$81,440.00	\$79,527.30
		3153417	07/02/20	Barrett Business Services - week ending 6/28/20 - Nicholas Bohanan	08/02/20	\$771.06	\$771.06	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$77,327.58
							<b>\$1,133.76</b>				
<b>135 Boys &amp; Girls Club of Albany, 1215 SE Hill Street, Albany, OR, 97322</b>		July 2020	07/09/20	Boys and Girls Club - FY 20/21 Donation	07/09/20	\$5,000.00	\$5,000.00	01-1320	COMMUNITY SUPPORT	\$22,500.00	\$11,500.00
							<b>\$5,000.00</b>				
<b>48 Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838</b>		4055190362	07/07/20	Cintas - City Hall	07/07/20	\$93.27	\$93.27	01-1309	City Hall Building	\$40,400.00	\$40,306.73
		4055190362	07/07/20	Cintas - Paper towles	07/07/20	\$355.20	\$355.20	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$77,327.58
							<b>\$448.47</b>				
<b>251 Dustin Patton</b>		07012020	07/01/20	Dustin Patton - Cell Phone Reimbursement	07/01/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$19,037.92
							<b>\$35.00</b>				
<b>335 EC Electrical Construction Co, PO Box 35146, #43035, Seattle, WA, 98124-5146</b>		196260	06/25/20	EC Electric - Troubleshoot tripped light circuit	07/25/20	\$115.00	\$115.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$79,527.30
							<b>\$115.00</b>				
<b>1 Greater Albany Public School District 8J, 718 Seventh Avenue SW, Albany, OR,</b>		July 2020	07/01/20	GAPS - Construction Excise Tax	07/30/20	\$32,744.94	\$32,744.94	01-5331	PMNT TO GAPS	\$223,000.00	\$190,255.06
							<b>\$32,744.94</b>				
<b>566 Jake Gabell</b>		07012020	07/01/20	Jake Gabell - Cell phone reimbursement	07/01/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$19,037.92
							<b>\$35.00</b>				
<b>569 Janelle Booth</b>		07012020	07/09/20	Janelle Booth - Cell Phone Reimbursement	07/09/20	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$19,037.92

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$105.00</b>					
<b>561</b>	<b>Kimberly Wollenburg</b>											
07012020		07/09/20		Kimberly Wollenburg - Cell Phone Reimbursement	07/09/20	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$19,037.92	
07012020		07/09/20		Kimberly Wollenburg - Reimbursement for Bluetooth Headset	07/09/20	\$79.99	\$79.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$24,555.31	
							<b>\$184.99</b>					
<b>149</b>	<b>League of Oregon Cities, 1201 Court St NE Ste 200, Salem, OR, 97301</b>											
2020-200312		07/01/20		League of Oregon Cities - Annual membership	07/01/20	\$2,303.82	\$2,303.82	01-1336	DUES & SUBSCRIPTIO	\$14,000.00	\$8,506.38	
							<b>\$2,303.82</b>					
<b>19</b>	<b>Linn County Planning and Building, PO Box 100, Albany, OR, 97321</b>											
June 2020		07/06/20		Linn County Planning and Building - June 2020	07/06/20	\$6,548.56	\$6,548.56	01-5332	PMNT TO LINN CO BUIL	\$255,000.00	\$248,451.44	
							<b>\$6,548.56</b>					
<b>139</b>	<b>Meals on Wheels, 1400 Queen Ave SE, Albany, OR, 97322</b>											
July 2020		07/09/20		Meal on Wheels - FY 20/21 Donation	07/09/20	\$1,000.00	\$1,000.00	01-1320	COMMUNITY SUPPORT	\$22,500.00	\$11,500.00	
							<b>\$1,000.00</b>					
<b>807</b>	<b>Northwest Tractor Services LLC, 6639 NE Noel Ln, Albany, OR, 97321</b>											
1144		07/03/20		Northwest Tractor Services - Field cutting	08/02/20	\$375.00	\$375.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$79,527.30	
							<b>\$375.00</b>					
<b>53</b>	<b>Oregon Cascades West COG, 1400 Queen Ave. SE Suite 201, Albany, OR, 97322</b>											
FY20-21DUES		07/09/20		Oregon Cascade West COG - Annual Membership Dues	07/09/20	\$3,189.80	\$3,189.80	01-1336	DUES & SUBSCRIPTIO	\$14,000.00	\$8,506.38	
							<b>\$3,189.80</b>					
<b>23</b>	<b>Pacific Power, PO Box 26000, Portland, OR, 97256-0001</b>											
7/14/2020		07/01/20		Pacific Power - through June 2020	07/14/20	\$577.08	\$577.08	01-1317	CITY HALL UTILITIES	\$20,000.00	\$19,037.92	
7/14/2020		07/01/20		Pacific Power - through June 2020	07/14/20	\$13.15	\$13.15	01-1357	RENTAL PROPERTY	\$12,000.00	\$11,986.85	
7/14/2020		07/01/20		Pacific Power - through June 2020	07/14/20	\$64.26	\$64.26	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$77,327.58	
7/14/2020		07/01/20		Pacific Power - through June 2020	07/14/20	\$227.69	\$227.69	01-4303	UTILITIES - FIRE STATI	\$8,000.00	\$7,772.31	
7/14/2020		07/01/20		Pacific Power - through June 2020	07/14/20	\$3,330.43	\$3,330.43	02-1323	STREET LIGHTS POWE	\$42,000.00	\$38,669.57	
7/14/2020		07/01/20		Pacific Power - through June 2020	07/14/20	\$1,186.65	\$1,186.65	04-1328	SEWER MISCELLANEO	\$10,000.00	\$8,813.35	
							<b>\$5,399.26</b>					
<b>6</b>	<b>Petro Card, PO Box 34243, Seattle, WA, 98124-1243</b>											
C600499		06/30/20		Petro Card - through June 2020	07/12/20	\$196.90	\$196.90	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$77,327.58	
							<b>\$196.90</b>					
<b>568</b>	<b>R &amp; R Tree Service, Inc., 1710 Commercial St NE, Salem, OR, 97301</b>											
RO265790		06/30/20		R&R Tree Service - Limb and wood removal	07/30/20	\$3,000.00	\$3,000.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$77,327.58	





# 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: June**

TRAFFIC CITATIONS: _____	13
TRAFFIC WARNINGS: _____	9
TRAFFIC CRASHES: _____	1
ADULTS CITED/VIOLATIONS: _____	0
ADULTS ARRESTED : _____	4
JUVENILES CITED/VIOLATIONS: _____	0
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	158

**TOTAL HOURS SPENT: MILLERSBURG 181**

**CONTRACT HOURS= 153 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Greg Klein**





**MONTHLY BULLETIN OF DISPATCHED  
CALLS AND CASES  
FOR CONTRACT CITIES**

Item 4)

This Report Encompasses: 6/ 1/20 to 6/30/20

Total Incidents This Month: **158**

Incident Information:	Description
<p>CAD# 2020079500 TIME: 6/1/2020 12:46:03AM CASE# CAD Only MILB EXTRA PATROL</p>	<p>EXTRA PATROL Reported at Block of 4300 NE CASTILLO DR ALB</p> <hr/> <p>Extra patrol in neighborhoods</p>
<p>CAD# 2020079502 TIME: 6/1/2020 12:54:26AM CASE# CAD Only MILB CAD CALL COMPLETE</p>	<p>SECURITY CHECK Reported at Block of 5600 NE NESTUCCA AVE ALB</p> <hr/> <p>Open garage door.</p>
<p>CAD# 2020079519 TIME: 6/1/2020 1:43:05AM CASE# CAD Only MILB EXTRA PATROL</p>	<p>SECURITY CHECK Reported at Block of 5200 NE OLD SALEM RD/NE WESTERN WAY ALB</p> <hr/> <p>No Public Narrative.</p>
<p>CAD# 2020079545 TIME: 6/1/2020 3:23:05AM CASE# CAD Only MILB CAD CALL COMPLETE</p>	<p>FOOT PATROL Reported at Block of 6400 NE OLD SALEM RD ALB</p> <hr/> <p>Nothing suspicious to report.</p>
<p>CAD# 2020079557 TIME: 6/1/2020 4:47:52AM CASE# CAD Only MILB CAD CALL COMPLETE</p>	<p>BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB</p> <hr/> <p></p>

**Incident Information:**

**Description**

Item 4)

CAD# 2020079558  
 TIME: 6/1/2020 4:49:11AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB

CAD# 2020079650  
 TIME: 6/1/2020 9:32:54AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 6400 NE OLD SALEM RD ALB

stray dog reclaimed by owner

CAD# 2020079842  
 TIME: 6/1/2020 3:11:37PM  
 CASE# CAD Only  
 MILB

INFORMATION ONLY REPORT Reported at Block of 2500 NE OLD SALEM RD/OFF 235 S 15 RAMP ALB

No Public Narrative.

CAD# 2020080018  
 TIME: 6/1/2020 8:58:22PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 6200 NE CANYON CT ALB

No Public Narrative.

CAD# 2020080228  
 TIME: 6/2/2020 10:23:28AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

HIT AND RUN Reported at Block of 3400 NE CLEARWATER DR/NE OLD SALEM RD ALB

Caller reported his vehicle was dented, but does not know when or where it happened.

CAD# 2020080259  
 TIME: 6/2/2020 11:13:09AM  
 CASE# 2001671  
 MILB  
 REPORT TAKEN

Report Filed. SODOMY 1 - FORCIBLE Reported At Block Of 2400 NE DECIDUOUS AVE Occurred between 1112 hours on 6/2/2020 and 1113 hours on 6/2/2020 . Reported: 6/2/2020

Caller reported a possible sexual assault at a care home, the matter is being investigated. Report to follow.

**Incident Information:****Description**

Item 4)

CAD# 2020080335  
TIME: 6/2/2020 1:37:00PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 3300 NE OLD SALEM RD ALB

CAD# 2020080374  
TIME: 6/2/2020 2:41:08PM  
CASE# CAD Only  
MILB  
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 3900 NE OLD SALEM RD ALB

CAD# 2020080434  
TIME: 6/2/2020 4:45:02PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 1100 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020080722  
TIME: 6/3/2020 6:54:14AM  
CASE# CAD Only  
MILB

TRANSFER 911 INFO - LAW CALL Reported at Block of 1600 NE OLD SALEM RD ALB

CAD# 2020080810  
TIME: 6/3/2020 9:58:25AM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 3300 NE NEHALEM AVE ALB

Caller requested a welfare check on a possibly suicidal person. Deputies responded and found the person safe and sleeping.

CAD# 2020080948  
TIME: 6/3/2020 1:46:46PM  
CASE# CAD Only  
MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 4800 NE OBSIDIAN AVE ALB

**Incident Information:****Description**

Item 4)

CAD# 2020080982  
TIME: 6/3/2020 2:43:17PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

ABANDON VEHICLE Reported at Block of 4300 NE AZTEC LOOP ALB

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Parking complaint.

CAD# 2020081045  
TIME: 6/3/2020 4:04:03PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 900 NE OLD SALEM RD ALB

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Follow-up on open case.

CAD# 2020081085  
TIME: 6/3/2020 5:24:20PM  
CASE# CAD Only  
MILB  
NO REPORT

TRESPASS Reported at Block of 3000 NE ALEXANDER LN ALB

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report of kids playing on play structure at location. deputies checked twice and no report activity occurring. nfa

CAD# 2020081131  
TIME: 6/3/2020 6:58:46PM  
CASE# CAD Only  
MILB  
EXTRA PATROL

EXTRA PATROL Reported at Block of 3300 NE CONSER RD ALB

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extra patrol

CAD# 2020081144  
TIME: 6/3/2020 7:18:28PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 2500 NE MILLERSBURG DR/NE WOODS RD ALB

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Report of dog on the loose, owner was looking for dog and was able to catch it.

CAD# 2020081152  
TIME: 6/3/2020 7:29:36PM  
CASE# CAD Only  
MILB  
CITE MOVING VIOLATION

TRAFFIC STOP Reported at Block of 2500 NE MILLERSBURG DR/NE WOODS RD ALB

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Operator cited for flr to obey tcd.

**Incident Information:****Description**

Item 4)

CAD# 2020081238  
TIME: 6/3/2020 11:03:21PM  
CASE# CAD Only  
MILB  
EXTRA PATROL

BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB

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all appears fine and dandy

CAD# 2020081240  
TIME: 6/3/2020 11:12:29PM  
CASE# CAD Only  
MILB  
EXTRA PATROL

BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB

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ALL APPEARS FINE AND DANDY

CAD# 2020081244  
TIME: 6/3/2020 11:28:03PM  
CASE# CAD Only  
MILB  
EXTRA PATROL

EXTRA PATROL Reported at Block of 6400 NE OLD SALEM RD ALB

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Checked local truck stop for anything suspicious.

CAD# 2020081251  
TIME: 6/3/2020 11:39:40PM  
CASE# CAD Only  
MILB  
EXTRA PATROL

EXTRA PATROL Reported at Block of 2100 NE EVERGREEN AVE ALB

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Neighborhood checks, two open garage doors found.

CAD# 2020081259  
TIME: 6/3/2020 11:52:21PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 6200 NE MESA CT ALB

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Open garage door, homeowner refused to check if anything was missing prior to me leaving.

CAD# 2020081262  
TIME: 6/3/2020 11:58:27PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 2700 NE TUSCAN LOOP ALB

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Open garge door, owner checked garage.

**Incident Information:****Description**

Item 4)

CAD# 2020081284  
 TIME: 6/4/2020 1:22:05AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 6400 NE OLD SALEM RD ALB

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Welfare check, vehicle was parked in the city, sent to APD

CAD# 2020081289  
 TIME: 6/4/2020 1:41:41AM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

SECURITY CHECK Reported at Block of 5800 NE OLD SALEM RD ALB

---

Nothing suspicious, security check.

CAD# 2020081291  
 TIME: 6/4/2020 1:48:23AM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 5800 NE TUSCAN LOOP ALB

---

Extra patrol, nothing suspicious

CAD# 2020081294  
 TIME: 6/4/2020 2:04:36AM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

FOOT PATROL Reported at Block of 2600 NE OLD SALEM RD ALB

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Security Check/foot patrol at cemetery

CAD# 2020081309  
 TIME: 6/4/2020 3:28:39AM  
 CASE# CAD Only  
 MILB  
 WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 1900 NE OLD SALEM RD ALB

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59/40

CAD# 2020081316  
 TIME: 6/4/2020 4:16:25AM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

FOOT PATROL Reported at Block of 3000 NE ALEXANDER LN ALB

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Foot patrol at park

**Incident Information:**

**Description**

Item 4)

CAD# 2020081349  
 TIME: 6/4/2020 8:22:18AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 5300 NE UMPQUA LN ALB

Vehicle owner is aware of its location.

CAD# 2020081353  
 TIME: 6/4/2020 8:25:26AM  
 CASE# CAD Only  
 MILB  
 CITATION ISSUED

DOG COMPLAINT Reported at Block of 3400 NE ALEXANDER LN ALB

cited dog owner for failure to license dog

CAD# 2020081367  
 TIME: 6/4/2020 9:15:04AM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE TRASK LN ALB

No Public Narrative.

CAD# 2020081673  
 TIME: 6/4/2020 7:00:40PM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 5700 NE UMPQUA LN/NE CLEARWATER DR ALB

Extra patrol through the neighborhoods

CAD# 2020081768  
 TIME: 6/4/2020 10:25:08PM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 4200 NE WOODS RD ALB

No Public Narrative.

CAD# 2020081783  
 TIME: 6/4/2020 10:50:01PM  
 CASE# CAD Only  
 MILB  
 CITATION ISSUED

OUT WITH A VEHICLE Reported at Block of 38600 NE MORNINGSTAR RD/NE MILLERSBURG DR ALB

Deputy went out with a vehicle, operator was cited for DWS - violation.

**Incident Information:****Description**

Item 4)

CAD# 2020081808  
 TIME: 6/4/2020 11:41:27PM  
 CASE# CAD Only  
 MILB  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 2600 NE OLD SALEM RD/NYGREN RD ALB

Operator was having troubles with tail lights. Advised he would be fixing the problem and was provided a warning.

CAD# 2020081815  
 TIME: 6/4/2020 11:53:52PM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB

All appears secure

CAD# 2020081824  
 TIME: 6/5/2020 12:13:04AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUICIDAL SUBJECT Reported at Block of 3300 NE NEHALEM AVE ALB

Report of suicidal subject.

CAD# 2020081845  
 TIME: 6/5/2020 1:18:27AM  
 CASE# CAD Only  
 MILB  
 FALSE ALARM POLICE

ALARM LAW ONLY Reported at Block of 3500 NE STEELHEAD RUN DR ALB

Apparent false alarm.

CAD# 2020082018  
 TIME: 6/5/2020 11:58:29AM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

No Public Narrative.

CAD# 2020082034  
 TIME: 6/5/2020 12:20:51PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 900 NE OLD SALEM RD ALB

No Public Narrative.



## Incident Information:

## Description

Item 4)

CAD# 2020082036  
 TIME: 6/5/2020 12:23:31PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ABANDON VEHICLE Reported at Block of 6300 NE MEGAN ST ALB

Caller reported an abandoned vehicle. The owners were located and they stated they just dont use the car very often.

CAD# 2020082057  
 TIME: 6/5/2020 1:11:23PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ABANDON VEHICLE Reported at Block of 2400 NE EVERGREEN AVE ALB

Caller reported an abandoned vehicle. It was checked on and the owner stated they are working on moving it.

CAD# 2020082209  
 TIME: 6/5/2020 5:20:46PM  
 CASE# CAD Only  
 MILB  
 CITE CELLPHONE VIOLATION

TRAFFIC STOP Reported at Block of 3300 NE CONSER RD ALB

issued a driver a citation for using his phone while driving, and driving without insurance.

CAD# 2020082467  
 TIME: 6/6/2020 4:23:41AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 6500 NE NOEL LN ALB

vehicle parked in odd place within subdivision, not registered to area. No one in the vehicle or on foot in the area, no criminal activity located.

CAD# 2020082500  
 TIME: 6/6/2020 7:37:16AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 3900 NE WESTERN WAY ALB

No Public Narrative.

CAD# 2020082541  
 TIME: 6/6/2020 9:31:02AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 5500 NE UMPQUA LN ALB

Deputy located an open front door with nobody around. Owner had left door open by mistake.

## Incident Information:

## Description

Item 4)

CAD# 2020082568  
 TIME: 6/6/2020 11:00:58AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 2800 NE OLD SALEM RD ALB

Deputy performed extra patrol at wastewater treatment plant.

CAD# 2020082598  
 TIME: 6/6/2020 12:07:59PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 6400 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020082602  
 TIME: 6/6/2020 12:12:09PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 800 NE OLD SALEM RD ALB

Deputy performed extra patrol at pacific power. Nothing suspicious was found.

CAD# 2020082830  
 TIME: 6/6/2020 8:48:06PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

MVC NON INJURY Reported at Block of 6400 NE OLD SALEM RD ALB

Minor accident on private property. Both drivers exchanged information.

CAD# 2020083089  
 TIME: 6/7/2020 12:22:53PM  
 CASE# CAD Only  
 MILB  
 CITE CELLPHONE VIOLATION

TRAFFIC STOP Reported at Block of 4100 NE WAVERLY DR/NE CONSER RD ALB

I issued a driver a citation for using his phone while driving.

CAD# 2020083135  
 TIME: 6/7/2020 2:18:00PM  
 CASE# CAD Only  
 MILB  
 WARNING ISSUED

TRAFFIC STOP Reported at Block of 3300 NE OLD SALEM RD/NE ARNOLD LN ALB

Driver warned for moving violation.

**Incident Information:**

**Description**

Item 4)

CAD# 2020083272  
 TIME: 6/7/2020 7:08:50PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3100 NE ALEXANDER LN ALB

CAD# 2020083275  
 TIME: 6/7/2020 7:13:36PM  
 CASE# 2001741  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: RECKLESS DRIVING CRCC Reported At Block Of 5000 NE NORTH PARK CT Occurred between 1913 hours on 6/7/2020 and 1913 hours on

I found several neighbors upset by "burnouts" and driving that recklessly endangered 3 children in the neighborhood. Investigation to continue.

CAD# 2020083289  
 TIME: 6/7/2020 7:57:01PM  
 CASE# 2001742  
 MILB  
 REPORT TAKEN

Report Filed. AOA-OTHER Reported At Block Of 3300 NE NEHALEM AVE Occurred between 1956 hours on 6/7/2020 and 1957 hours on 6/7/2020 . Reported: 6/7/2020 Officer

No Public Narrative.

CAD# 2020083309  
 TIME: 6/7/2020 9:29:37PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

DISTURBANCE Reported at Block of 6400 NE OLD SALEM RD ALB

Female having mental issues yelling at B/F. She states he is not her B/F. He is upset and has disconnected G/F camp trailer and has left, leaving both the G/F and camp trailer behind.

CAD# 2020083312  
 TIME: 6/7/2020 9:54:33PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 2400 NE SUMMIT DR ALB

CAD# 2020083430  
 TIME: 6/8/2020 6:13:12AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 6500 NE OLD SALEM RD ALB

911 hang up call. Deputies responded and found a female having a medical problem. Medics transported the female to the hospital.

**Incident Information:****Description**

Item 4)

CAD# 2020083433  
TIME: 6/8/2020 6:28:26AM  
CASE# CAD Only  
MILB

SUSPICIOUS CIRCUMSTANCE Reported at Block of 6400 NE OLD SALEM RD ALB

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No Public Narrative.

CAD# 2020083622  
TIME: 6/8/2020 1:36:58PM  
CASE# 2001752  
MILB  
  
CITATION ISSUED

Report Filed. DOG AS PUBLIC NUISANCE Reported At Block Of 2400 NE MILLERSBURG DR Occurred between 0000 hours on 6/8/2020 and 0000 hours on 6/8/2020 . Reported:

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No Public Narrative.

CAD# 2020083654  
TIME: 6/8/2020 2:20:59PM  
CASE# CAD Only  
MILB

NON 911 ISSUE Reported at Block of 3800 NE WESTERN WAY ALB

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CAD# 2020083885  
TIME: 6/9/2020 1:45:22AM  
CASE# CAD Only  
MILB  
  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 900 NE OLD SALEM RD ALB

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Security check.

CAD# 2020083893  
TIME: 6/9/2020 2:43:51AM  
CASE# CAD Only  
MILB  
  
EXTRA PATROL

EXTRA PATROL Reported at Block of 4200 NE OLD SALEM RD ALB

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Extra patrol in neighborhoods.

CAD# 2020084028  
TIME: 6/9/2020 10:30:57AM  
CASE# CAD Only  
MILB  
  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 2500 NE MILLERSBURG DR ALB

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Subject was looking for an acquaintance and was at wrong residence.

**Incident Information:****Description**

Item 4)

CAD# 2020084289  
TIME: 6/9/2020 6:39:40PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 6000 NE TUSCAN LOOP ALB

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Complaint of trailer parked at location.

CAD# 2020084290  
TIME: 6/9/2020 6:45:48PM  
CASE# CAD Only  
MILB  
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 000 NE NYGREN RD/NE OLD SALEM RD ALB

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Operator warned for unsignaled turn.

CAD# 2020084297  
TIME: 6/9/2020 7:02:56PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 5800 NE TUSCAN LOOP ALB

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No Public Narrative.

CAD# 2020084300  
TIME: 6/9/2020 7:10:34PM  
CASE# CAD Only  
MILB  
EXTRA PATROL

EXTRA PATROL Reported at Block of 2600 NE SONORA DR ALB

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CAD# 2020084471  
TIME: 6/10/2020 5:37:06AM  
CASE# CAD Only  
MILB

EXTRA PATROL Reported at Block of 6400 NE OLD SALEM RD ALB

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No Public Narrative.

CAD# 2020084504  
TIME: 6/10/2020 7:36:01AM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 3200 NE OLD SALEM RD ALB

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Follow up on prior case.

**Incident Information:**

**Description**

Item 4)

CAD# 2020084534  
 TIME: 6/10/2020 8:39:45AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 3000 NE ALEXANDER LN ALB

extra patrol for dog violations. None observed

CAD# 2020084558  
 TIME: 6/10/2020 9:36:00AM  
 CASE# CAD Only  
 MILB  
 CITE CELLPHONE VIOLATION

TRAFFIC STOP Reported at Block of 2600 NE OLD SALEM RD ALB

Driver was issued a citation for using her cell phone while driving through Millersburg.

CAD# 2020084753  
 TIME: 6/10/2020 3:40:44PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 2600 NE OLD SALEM RD ALB

Caller reported an erratic driver.

CAD# 2020084834  
 TIME: 6/10/2020 6:24:42PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

LITTERING VIOLATION Reported at Block of 3400 NE OLD SALEM RD ALB

Vehicle was pulled over on side of road. All was okay

CAD# 2020084967  
 TIME: 6/10/2020 11:52:47PM  
 CASE# CAD Only  
 MILB  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 6400 NE OLD SALEM RD ALB

Vehicle stopped for terminated insurance. Operator issued a citation for DWS-V, Driving Uninsured, and warned for Failure to Register Vehicle.

CAD# 2020085072  
 TIME: 6/11/2020 7:00:32AM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

No Public Narrative.

**Incident Information:**

**Description**

Item 4)

CAD# 2020085093  
 TIME: 6/11/2020 7:57:02AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

PARK PATROL Reported at Block of 3000 NE ALEXANDER LN ALB

Deputies performed park patrol at the millersburg park in the morning hours.

CAD# 2020085310  
 TIME: 6/11/2020 2:49:40PM  
 CASE# CAD Only  
 MILB  
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 2500 NE MILLERSBURG DR/NE WOODS RD ALB

Driver was issued citation illegally altered/obstructed license plate.

CAD# 2020085565  
 TIME: 6/11/2020 11:18:05PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 3800 NE PALM HARBOR DR ALB

714- All secure. Nothing appears out of place. Cad

CAD# 2020085714  
 TIME: 6/12/2020 10:34:21AM  
 CASE# CAD Only  
 MILB

SUSPICIOUS CIRCUMSTANCE Reported at Block of 3100 NE KNOX BUTTE AVE ALB

CAD# 2020085801  
 TIME: 6/12/2020 1:37:44PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 900 NE OLD SALEM RD ALB

Follow-up on open case

CAD# 2020085843  
 TIME: 6/12/2020 2:36:50PM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 5900 NE OLD SALEM RD ALB

Extra patrol in neighborhoods and traffic stops

**Incident Information:**

**Description**

Item 4)

CAD# 2020085867  
 TIME: 6/12/2020 3:28:35PM  
 CASE# CAD Only  
 MILB  
 CITE SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 2000 NE OLD SALEM RD ALB

Operator cited for 50/40, given break on speed.

CAD# 2020085885  
 TIME: 6/12/2020 3:51:14PM  
 CASE# CAD Only  
 MILB  
 WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 1800 NE OLD SALEM RD ALB

Operator warned for speed.

CAD# 2020085894  
 TIME: 6/12/2020 4:02:50PM  
 CASE# CAD Only  
 MILB  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 2000 NE OLD SALEM RD ALB

Operator warned for brake light out.

CAD# 2020086050  
 TIME: 6/12/2020 8:49:15PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 3200 NE OLD SALEM RD ALB

Dog crate abandoned at location, caller thought someone may have abandoned dog. No dog in area. NFA

CAD# 2020086183  
 TIME: 6/13/2020 1:32:42AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 5600 NE OLD SALEM RD/NE CLEARWATER DR ALB

No Public Narrative.

CAD# 2020086533  
 TIME: 6/13/2020 6:40:57PM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 5600 NE WILSON AVE ALB

NOTHING SUSPICIOUS



**Incident Information:****Description**

Item 4)

CAD# 2020086543  
TIME: 6/13/2020 7:05:46PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

TRAFFIC HAZARD Reported at Block of 3200 NE MILLERSBURG DR ALB

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Vehicle parked in roadway, moved

CAD# 2020086554  
TIME: 6/13/2020 7:40:59PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

MVC NON INJURY Reported at Block of 6400 NE OLD SALEM RD ALB

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Driver exchange crash, no police needed.

CAD# 2020086575  
TIME: 6/13/2020 8:55:07PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 5800 NE TUSCAN LOOP ALB

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Suspicious vehicle.

CAD# 2020086656  
TIME: 6/14/2020 12:03:53AM  
CASE# CAD Only  
MILB  
EXTRA PATROL

EXTRA PATROL Reported at Block of 4100 NE CASTILLO DR ALB

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Nothing suspicious found

CAD# 2020086713  
TIME: 6/14/2020 3:20:46AM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 3500 NE OLD SALEM RD ALB

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No Public Narrative.

CAD# 2020086718  
TIME: 6/14/2020 3:28:17AM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB

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**Incident Information:****Description**

Item 4)

CAD# 2020086720  
 TIME: 6/14/2020 3:30:38AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB

CAD# 2020086722  
 TIME: 6/14/2020 3:38:50AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB

Business owner wanted business checked.

CAD# 2020086979  
 TIME: 6/14/2020 4:04:00PM  
 CASE# 2001830  
 MILB  
 REPORT TAKEN

Report Filed. UNLAW ENTRY MOTOR VEHICLE Reported At Block Of 6400 NE OLD SALEM RD Occurred between 1604 hours on 6/14/2020 and 1604 hours on 6/14/2020 .

Unknown persons entered work yard and broke two vehicle windows.

CAD# 2020087326  
 TIME: 6/15/2020 11:37:53AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 5800 NE TUSCAN LOOP ALB

Caller reported a possible attempt at stealing his identity.

CAD# 2020087350  
 TIME: 6/15/2020 12:29:09PM  
 CASE# 2001837  
 MILB  
 REPORT TAKEN

Report Filed. INFO-NARCOTICS INFO Reported At Block Of 3700 NE PALM HARBOR DR Occurred between 1228 hours on 6/15/2020 and 1229 hours on 6/15/2020 . Reported:

Medics located Meth on a subject they were responding to a possible OD. Meth was seized and entered into evidence. Report to follow.

CAD# 2020087581  
 TIME: 6/15/2020 8:22:43PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 3000 NE KATHRYN ST ALB

No Public Narrative.

**Incident Information:****Description**

Item 4)

CAD# 2020087603  
 TIME: 6/15/2020 9:25:10PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 3500 NE STEELHEAD RUN DR ALB

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business alarm. Deputy checked property and found it secure.

CAD# 2020087625  
 TIME: 6/15/2020 10:42:38PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 2200 NE EVERGREEN AVE ALB

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Unknown cause of alarm activation.

CAD# 2020087734  
 TIME: 6/16/2020 8:08:00AM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

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No Public Narrative.

CAD# 2020087947  
 TIME: 6/16/2020 4:03:33PM  
 CASE# 2001850  
 MILB  
 REPORT TAKEN

Report Filed. SEX ABUSE 1 - PHYSICAL MOLEST Reported At Block Of 2400 NE MILLERSBURG DR Occurred between 0001 hours on 1/1/2007 and 1352 hours on 6/3/2020

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No Public Narrative.

CAD# 2020088448  
 TIME: 6/17/2020 2:49:09PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

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CAD# 2020088854  
 TIME: 6/18/2020 10:43:42AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 3500 NE STEELHEAD RUN DR ALB

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ongoing civil issue between co-owners of a business. this issue is being resolved in court

## Incident Information:

## Description

Item 4)

CAD# 2020089171  
 TIME: 6/18/2020 7:07:27PM  
 CASE# CAD Only  
 MILB  
 UTL GOA

DISTURBANCE Reported at Block of 1100 NE OLD SALEM RD ALB

Report of disturbance.

CAD# 2020089188  
 TIME: 6/18/2020 7:33:55PM  
 CASE# CAD Only  
 MILB  
 UTL GOA

TRAFFIC COMPLAINT Reported at Block of 2900 NE ANTHONY LN ALB

UTL

CAD# 2020089397  
 TIME: 6/19/2020 4:51:29AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 3900 NE WESTERN WAY ALB

EMPLOYEE ERROR

CAD# 2020089530  
 TIME: 6/19/2020 11:30:36AM  
 CASE# CAD Only  
 MILB  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 2700 NE TUSCAN LN/NE SONORA DR ALB

Driver was stopped for not having a valid license after deputy positively identified the male. The male also had no insurance. **The male was issued a citation.**

CAD# 2020090178  
 TIME: 6/20/2020 11:09:10AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

NOISE DISTURBANCE Reported at Block of 4200 NE OLD SALEM RD ALB

A deputy answered question regarding Mill City noise ordinance.

CAD# 2020090407  
 TIME: 6/20/2020 6:40:14PM  
 CASE# 2001909  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: WARRANT SERVICE Reported At Block Of 1600 NE OLD SALEM RD Occurred between 1840 hours on 6/20/2020 and 1840 hours on

30 year old Kirk ALVEREZ of Salem was contacted during a traffic stop. He was arrested on an outstanding warrant for his arrest. He was issued a summons to appear at Marion County Circuit Court and released.

**Incident Information:****Description**

Item 4)

CAD# 2020090514  
 TIME: 6/20/2020 10:29:56PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

TRESPASS Reported at Block of 6400 NE OLD SALEM RD ALB

An adult female was trespassed from the Loves Truck Fuel Station. She was given a courtesy ride to the Helping Hands Shelter in Albany.

CAD# 2020090531  
 TIME: 6/20/2020 11:03:15PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 6400 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020091284  
 TIME: 6/22/2020 11:19:48AM  
 CASE# 2001930  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: FRAUD Reported At Block Of 3200 NE LAUREN AVE Occurred between 1119 hours on 6/22/2020 and 1119 hours on 6/22/2020 . Reported:

Deputies responded to a report of an identity theft.

CAD# 2020091334  
 TIME: 6/22/2020 12:47:35PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 1600 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020091474  
 TIME: 6/22/2020 3:57:35PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 3400 NE LAUREN AVE ALB

Extra patrol request.

CAD# 2020091584  
 TIME: 6/22/2020 7:11:54PM  
 CASE# 2001938  
 MILB  
 REPORT TAKEN

Report Filed. THEFT 2 - FROM BUILDING Reported At Block Of 6400 NE OLD SALEM RD Occurred between 1907 hours on 6/22/2020 and 1911 hours on 6/22/2020 . Reported:

\$415 leaf blower stolen.

**Incident Information:****Description**

Item 4)

CAD# 2020091748  
TIME: 6/23/2020 12:41:35AM  
CASE# CAD Only  
MILB

INFORMATION ONLY REPORT Reported at Block of 6400 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020091778  
TIME: 6/23/2020 2:58:38AM  
CASE# CAD Only  
MILB  
FALSE ALARM POLICE

ALARM LAW ONLY Reported at Block of 3000 NE ARNOLD LN ALB

Nothing appeared suspicious, unknown reason for activation.

CAD# 2020091879  
TIME: 6/23/2020 9:55:13AM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

COUNTER TRAFFIC Reported at Block of 3000 NE MALACHI WAY ALB

Caller had questions regarding civil issues with family members.

CAD# 2020092106  
TIME: 6/23/2020 3:06:36PM  
CASE# CAD Only  
MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 6200 NE CANYON CT ALB

No Public Narrative.

CAD# 2020092174  
TIME: 6/23/2020 4:39:19PM  
CASE# CAD Only  
MILB

TRANSFER 911 INFO - LAW CALL Reported at Block of 6400 NE OLD SALEM RD ALB

CAD# 2020092206  
TIME: 6/23/2020 5:37:47PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 2900 NE TRASK LN ALB

Suspicious vehicle, builder taking photos.

**Incident Information:****Description**

Item 4)

CAD# 2020092790  
 TIME: 6/24/2020 4:28:13PM  
 CASE# CAD Only  
 MILB

911 HANG UP CALL Reported at Block of 3000 NE KATHRYN ST ALB

No Public Narrative.

CAD# 2020092811  
 TIME: 6/24/2020 5:07:40PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 3000 NE YELLOWSTONE PL ALB

No Public Narrative.

CAD# 2020093025  
 TIME: 6/25/2020 1:04:05AM  
 CASE# CAD Only  
 MILB  
 CALL HANDLED BY DISPATCHER

TRANSFER 911 INFO - LAW CALL Reported at Block of 6600 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020093028  
 TIME: 6/25/2020 1:07:13AM  
 CASE# 2001971  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: DUII Reported At Block Of 2800 NE OLD SALEM RD Occurred between 0107 hours on 6/25/2020 and 0107 hours on 6/25/2020 . Reported:

Paul Michael Johnson, 50 year old male from Washington arrested for DUII and Reckless Driving. Mr. Johnson also had a warrant out of Washington state for failing to report as a sex offender. He was lodged at the Linn County Jail.

CAD# 2020093087  
 TIME: 6/25/2020 4:29:17AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 3700 NE PALM HARBOR DR ALB

No Public Narrative.

CAD# 2020093133  
 TIME: 6/25/2020 7:59:55AM  
 CASE# 2001974  
 MILB  
 REPORT TAKEN

Report Filed. INFO-NARCOTICS INFO Reported At Block Of 4800 NE WAVERLY DR Occurred between 0758 hours on 6/25/2020 and 0759 hours on 6/25/2020 . Reported:

Numerous deputies assisted the Narcotics Team serve a search warrant on a residence . Numerous arrests were made, and more are pending. Additionally, a large amount of property, vehicles, cash, and drugs were seized pursuant to the search warrant.

**Incident Information:**

**Description**

Item 4)

CAD# 2020093509  
 TIME: 6/25/2020 6:12:46PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 2800 NE OLD SALEM RD ALB

caller reporting vehicle partially blocking company gate.

CAD# 2020093637  
 TIME: 6/25/2020 10:23:11PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 2200 NE MILLERSBURG DR ALB

caller voicing support of law enforcement in light of a sign posted in the neighborhood that reflected anti-police sentiment.

CAD# 2020093740  
 TIME: 6/26/2020 5:35:44AM  
 CASE# CAD Only  
 MILB  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 3000 NE OLD SALEM RD ALB

Oper warned for use of prohibited lighting.

CAD# 2020093756  
 TIME: 6/26/2020 7:28:57AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 2300 NE EVERGREEN AVE ALB

Deputies responded to a 911 hangup. Accidental dial.

CAD# 2020093910  
 TIME: 6/26/2020 1:06:46PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 2800 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020094068  
 TIME: 6/26/2020 5:20:05PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 3000 NE ARNOLD LN ALB

No Public Narrative.



**Incident Information:****Description**

Item 4)

CAD# 2020094837  
TIME: 6/27/2020 9:50:04PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 4800 NE WAVERLY DR ALB

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Open case follow-up

CAD# 2020094848  
TIME: 6/27/2020 10:05:27PM  
CASE# CAD Only  
MILB

**FIREWORK COMPLAINT** Reported at Block of 4100 NE WOODS RD/NE CONSER RD ALB

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CAD# 2020094941  
TIME: 6/28/2020 12:32:11AM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

**FIREWORK COMPLAINT** Reported at Block of 3200 NE SALEM AVE ALB

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Deputy checked the area, UTL any fireworks or evidence thereof.

CAD# 2020095113  
TIME: 6/28/2020 12:40:19PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

THEFT Reported at Block of 6400 NE OLD SALEM RD ALB

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Caller information documented.

CAD# 2020095130  
TIME: 6/28/2020 1:24:34PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

TRESPASS Reported at Block of 4800 NE WAVERLY DR ALB

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Trespass complaint where the involved person left on his own .

CAD# 2020095216  
TIME: 6/28/2020 4:15:43PM  
CASE# CAD Only  
MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

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**Incident Information:**

**Description**

Item 4)

CAD# 2020095256  
 TIME: 6/28/2020 5:29:53PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 2500 NE RIVERSTONE LOOP/NE WOODS RD ALB  


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 No Public Narrative.

CAD# 2020095337  
 TIME: 6/28/2020 8:15:20PM  
 CASE# CAD Only  
 MILB  
 NO REPORT

FOLLOW UP Reported at Block of 3500 NE STEELHEAD RUN DR ALB  


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 No Public Narrative.

CAD# 2020095649  
 TIME: 6/29/2020 11:48:59AM  
 CASE# CAD Only  
 MILB  
 CALL TRANSFERRED TO OTI

ALARM LAW ONLY Reported at Block of 1600 NE OLD SALEM RD ALB  


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CAD# 2020095650  
 TIME: 6/29/2020 11:50:17AM  
 CASE# CAD Only  
 MILB

ALARM LAW ONLY Reported at Block of 1600 NE OLD SALEM RD ALB  


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 No Public Narrative.

CAD# 2020095737  
 TIME: 6/29/2020 2:18:16PM  
 CASE# 2002023  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: THEFT Reported At Block Of 3000 NE KATHRYN ST Occurred between 1418 hours on 6/29/2020 and 1418 hours on 6/29/2020 . Reported:

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Business owner reported approximately 25-30 pallets stolen from their parking lot.

CAD# 2020096146  
 TIME: 6/30/2020 9:04:57AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 1600 NE OLD SALEM RD ALB  


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False alarm, contractors set alarm off.

**Incident Information:**

**Description**

Item 4)

CAD# 2020096182  
TIME: 6/30/2020 10:23:58AM  
CASE# CAD Only  
MILB

911 HANG UP CALL Reported at Block of 6400 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020096251  
TIME: 6/30/2020 12:48:01PM  
CASE# CAD Only  
MILB

TRAFFIC STOP Reported at Block of 3400 NE ALEXANDER LN/NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020096266  
TIME: 6/30/2020 1:12:16PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

**FIREWORK COMPLAINT** Reported at Block of 2900 NE MILLERSBURG DR ALB

report of illegal fireworks, unable to locate



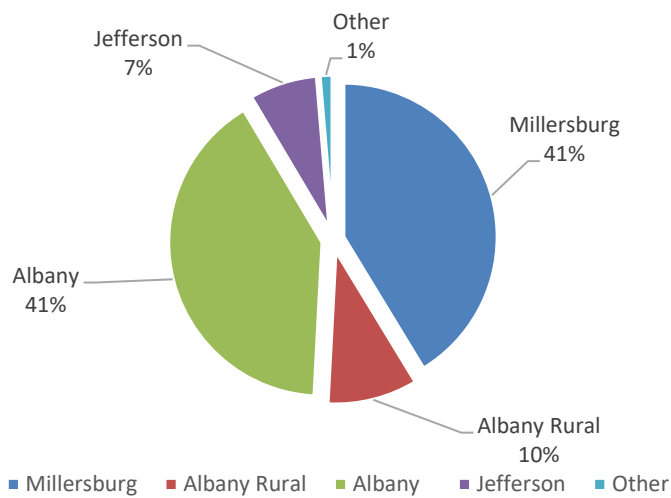
# CITY OF MILLERSBURG FISCAL YEAR 2020



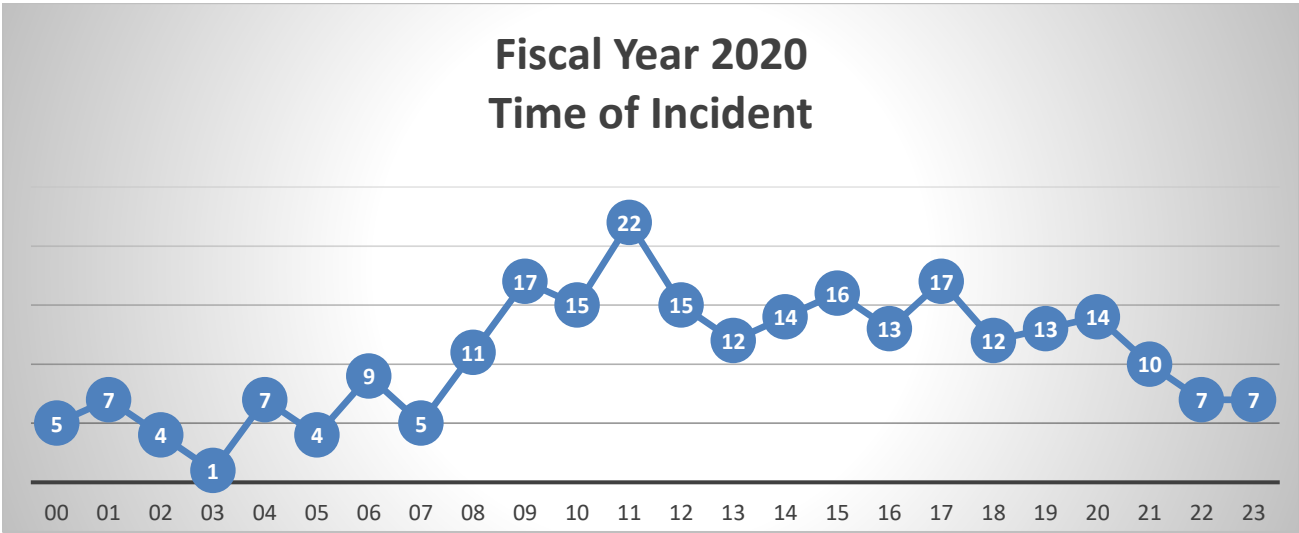
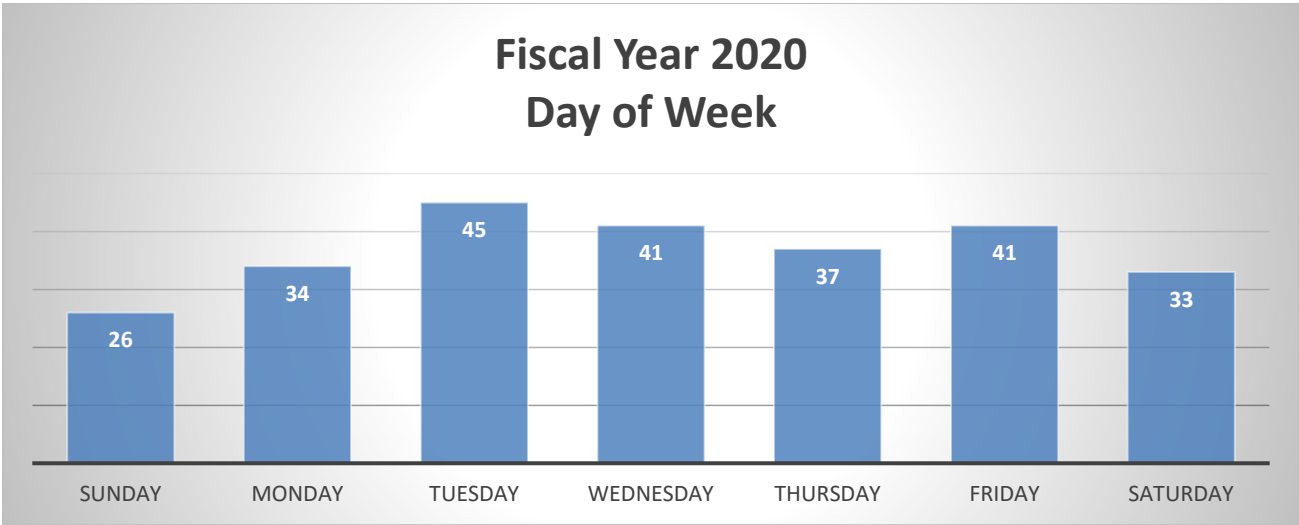
Millersburg Total Responses Fiscal Year 2020	
Month	Count
July	18
August	26
September	15
October	30
November	14
December	23
January	24
February	28
March	28
April	18
May	16
June	17
<b>Fiscal Year End</b>	<b>257</b>

Average Total Response Time 911 Call Received to Arrival on Scene Fiscal Year 2020
All Incidents <b>7:41</b>
Structure Fires <b>5:58</b>

E15 Call Assignment Distribution  
Fiscal Year 2020



<i>Type of Incident Fiscal Year 2020</i>	Count
LIFT ASSIST	53
SICK PERSON	30
FALL	27
FIRE ALARM ACTIVATION	26
UNCONSCIOUS FAINTING	13
BREATHING PROBLEMS	11
UNKNOWN MEDICAL PROBLEM	8
BURN COMPLAINT	8
CHEST PAIN	8
SEIZURE	7
MVC INJURY	7
STRUCTURE FIRE	6
PD CODE 1 EMS RESPONSE	6
TRAUMA INJURY	6
CARDIAC ARREST	5
PUBLIC ASSISTANCE	5
STROKE	4
HEART PROBLEMS	4
ALLERGERIC REACTION	3
TREE FIRE	2
HEMORRHAGE BLEED	2
PD CODE 3 EMS RESPONSE	2
DIABETIC PROBLEM	2
CARBON MONOXIDE	2
SMALL MISC FIRE	2
CAR FIRE	1
TRUCK FIRE	1
CHOKING	1
OD INGESTION POISONING	1
ABDOMINAL PAIN	1
ODOR INVESTIGATION	1
SMALL NATURAL COVER FIRE	1
HAZMAT INCIDENT	1
<b>Grand Total</b>	<b>257</b>



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

TO: Millersburg City Council  
 VIA: Kevin Kreitman, City Manager  
 FROM: City Staff  
 DATE: July 9, 2020 for Council Meeting July 14, 2020  
 SUBJECT: Project Updates Memo



### **Monthly Update on Projects:**

Staff are currently in the process of implementing many projects and activities in the City to address objectives of the Strategic Plan, direction from Council, and needs staff have identified. In order to facilitate tracking these tasks, a Gantt chart has been developed. As staff continues to work on these tasks, the Gantt chart will be periodically updated and provided for Council and public information. The most recent version of the Gantt chart is attached to this memo. Tasks in blue are complete, tasks in yellow are in progress, and tasks that are not colored have not been started.

There are many tasks currently in progress. An overview of several specific tasks is provided below.

### **Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA):**

As Council has previously discussed in reviewing our Urban Growth Boundary, Planning Director John Morgan has shared that we need to complete the BLI and HNA which have been placed in the budget. John reached out to the company who just completed the City of Albany's BLI and HNA for a quote for developing the documents necessary for Millersburg. Based on the quotes received, John also reached out to Eco Northwest. They have recently completed a significant amount of work associated with the intermodal site and their proposal cost is significantly lower, although slightly over what is currently budgeted for the two projects.

Eco Northwest's proposal is based on time and materials, with a not to exceed amount of \$23,000, and actual costs are likely to come in under the \$23,000 quote. John, and staff have reviewed the proposed scope of work and City Attorney Forrest has reviewed proposal from a legal prospective. We recommend moving forward with Eco Northwest for the work. There would be some public meetings required that are associated with plans that John feels he can handle and would not require Eco Northwest's participation. Should Council wish to include Eco Northwest's participation in the public meetings we would need add that to the scope and budget additional funds.

Finally, as part of our Development Code update, there will be an associated Comprehensive Plan Map amendment. Eco Northwest is recommending the map amendment adoption be completed prior to initiating the BLI and HNA. Given Eco Northwest's comment on this item, if Council is in agreement, we would place the contract with Eco Northwest for the BLI and HNA on the August Council agenda for your consideration.

**Linn County Old Salem Road Sidewalk Project:**

A verbal update on this project will be provided during the meeting.

**Fire Station Project:**

Design and engineering for the station is continuing to move forward with two variations on a proposed floor plan being shared with Albany Fire Department personnel for feedback. The proposed floor plans are attached, and we will discuss further during the meeting. Seismic and geological surveys have been completed on-site, and we are awaiting the reports. Design of the roads, associated infrastructure required for the fire station site and the industrial park is also moving forward. Upon finalization of the proposed floor plans, renderings of the facility will be presented for Council and community feedback.

**Slurry Seal Project:**

The City of Millersburg has contracted with Pave Northwest, Inc. of Marcola, OR to perform pavement rehabilitation, specifically slurry sealing, on streets within the Morningstar and Sweetwater subdivisions. Slurry sealing is a preventative maintenance process that will prolong the life of the street by sealing the street surface and providing a new wearing surface.

The work is scheduled for July 13-15. On the date of the work, streets will be closed to all except emergency vehicle traffic, and no items will be allowed to remain on the streets. Pave Northwest has notified the residents on these streets by distributing door hangers, including colored maps showing which streets will be surfaced on which day, and placing "no parking" signs on Thursday 7/9. Staff and law enforcement will do everything we can to make sure owners remove vehicles from the streets prior to the work. If it becomes necessary to remove a vehicle, and the owner cannot be reached, LCSO will handle the towing.

**Park Activities:**

Boys and Girls Club camps in Millersburg City Park began the first full week of July. For the first week of camp, twenty K-2nd graders and 18 3rd-5th graders were signed up, which the Boys and Girls Club felt was a great turnout.

Junior Baseball Organization (JBO) has been able to conduct a truncated season for some of their teams. They will have practices and games in the park through July. The JBO organizer and parents have expressed their appreciation and gratitude to the City of Millersburg for the opportunity to use the fields this year.

Both organizations have provided and are complying with a COVID-19 plan meeting all state requirements.



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		<b>Millersburg Tasks</b>					
2							
3		<b>Charter and Council</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
4		Update of charter	261 days	Thu 1/2/20	Thu 12/31/20		Kevin,Forrest
5							
6		<b>Ordinances and Code</b>	<b>390 days</b>	<b>Thu 1/2/20</b>	<b>Wed 6/30/21</b>		
7		Update code/resolutions for current billing cycle	127 days	Mon 1/20/20	Tue 7/14/20		
8		Update streets and traffic section of code	136 days	Mon 3/9/20	Mon 9/14/20		Janelle
9		Update parks section of code	0 days	Tue 2/11/20	Tue 2/11/20		Janelle
10		Comprehensive Plan Update	390 days	Thu 1/2/20	Wed 6/30/21		Matt,John
11							
12		<b>Policies, Procedures, and Standards</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
13		Fleet policy and best practices for vehicles					Kevin,Janelle
14		Computer/electronics use policy					Kevin,Janelle
15		Equipment use policy					Kevin,Janelle
16		Billing policies					Kim
17							
18		<b>Safety procedures and training</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
19		Safety manual					Kevin,Janelle
20		Staff training plans	261 days	Thu 1/2/20	Thu 12/31/20		Kevin,Janelle
21		Ergo evaluations	261 days	Thu 1/2/20	Thu 12/31/20		Kevin,Janelle
22							
23		<b>Budget</b>		<b>Tue 1/23/18</b>			
24		<b>2020-2021 Budget</b>	<b>112 days</b>	<b>Mon 1/27/20</b>	<b>Tue 6/30/20</b>		<b>Jake,Kevin,Janelle</b>
25		Develop proposed budget	67 days	Mon 1/27/20	Tue 4/28/20		
26		Adopt budget	31 days	Tue 4/28/20	Tue 6/9/20		
27		CIP update	70 days	Wed 2/5/20	Tue 5/12/20		Janelle
28							
29		<b>Equipment life/replacement costs tracking</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
30		City Hall Equipment					
31		Parks/Maintenance Equipment					
32		Fire Station					
33							
34		<b>City Hall work</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
35		East Conference Room reorganization	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		<b>Planning, Building, and Development</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		
40		Complete Land Use Development Code Revision	194.25 day	Thu 1/2/20	Wed 9/30/20		John Morgan
41		<b>Consider UGB expansion</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		<b>John,Kevin,Janelle</b>
42		Buildable Lands Inventory	239 days	Mon 2/3/20	Thu 12/31/20		
43		Housing Needs Analysis	239 days	Mon 2/3/20	Thu 12/31/20		
44		Implementation of Caselle community development mod	126 days	Mon 6/8/20	Mon 11/30/20		Kevin,Janelle
45							
46		<b>Economic Development</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		
47		Consider business license					Kevin
48		Consider fuel tax	79 days	Tue 4/28/20	Fri 8/14/20		Kevin
49		Consider transient room tax					Kevin
50		City property conceptual layout/Industrial Park	172 days	Thu 1/2/20	Fri 8/28/20		Kevin,Janelle
51		Design of utilities and access to city property west of track	150 days	Mon 2/3/20	Fri 8/28/20		Janelle
52		Wetland delineation for city owned property	110 days	Mon 1/27/20	Fri 6/26/20		Janelle
53							
54		<b>Fire Station</b>	<b>651 days</b>	<b>Thu 1/2/20</b>	<b>Thu 6/30/22</b>		
55		Develop RFQ to select design firm	12 days	Thu 1/2/20	Fri 1/17/20		Kevin,Janelle
56		Select design firm and negotiate contract	63 days	Fri 1/17/20	Tue 4/14/20		Kevin,Janelle
57		Site Survey	17 days	Fri 5/8/20	Mon 6/1/20		Janelle
58		Design	207 days	Thu 4/30/20	Fri 2/12/21		Kevin,Janelle

Project: Task List  
Date: Thu 7/9/20

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

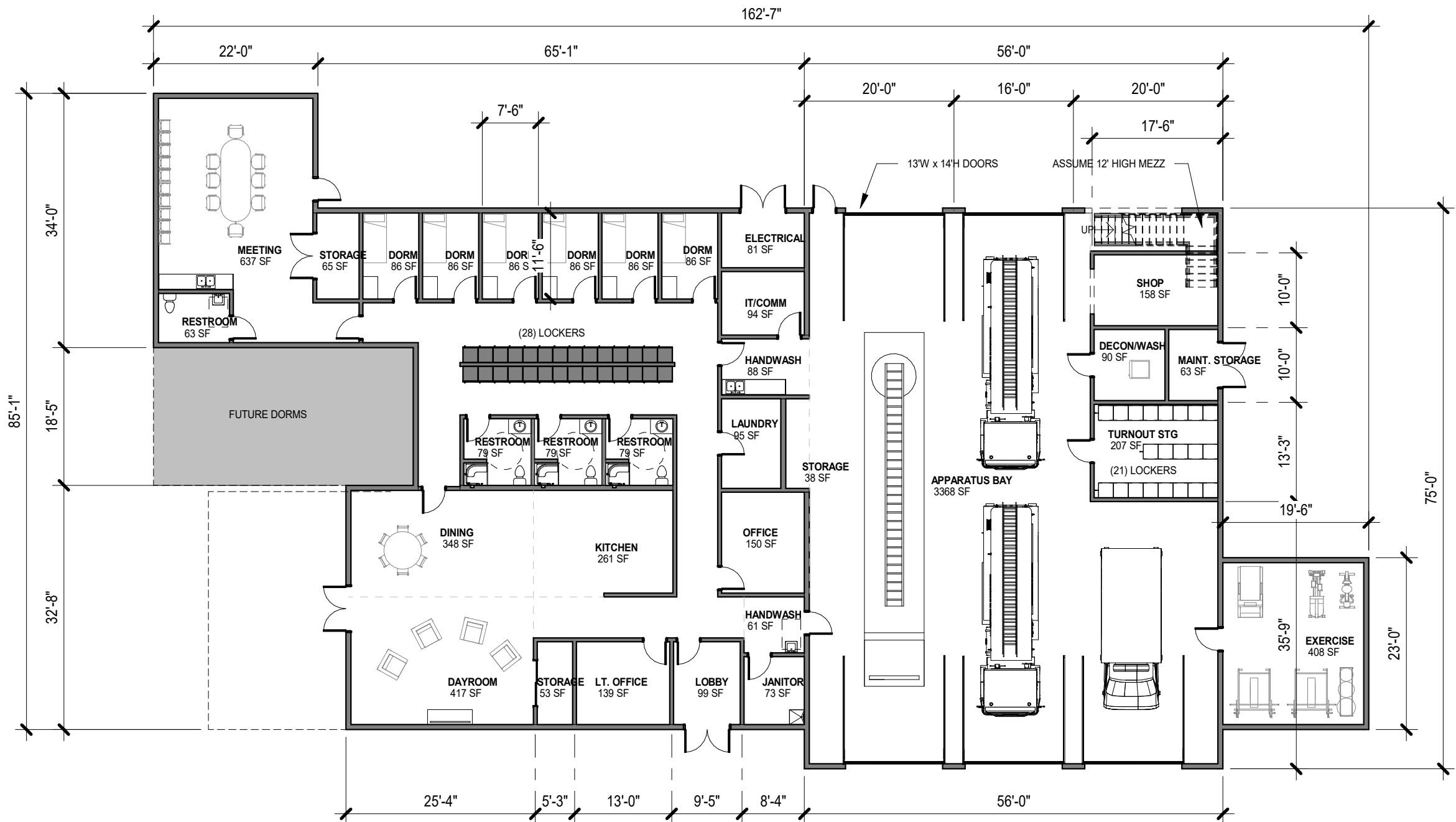


ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names
59		Construction	266 days	Mon 3/15/21	Mon 3/21/22	Kevin,Janelle
60						
61		<b>Parks</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>	
62		Parks Master Plan	74 days	Thu 1/2/20	Tue 4/14/20	Janelle
63		Consider coating of walls and floors in restrooms			Fri 8/28/20	Sean
64						
65		<b>Utilities</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>	<b>Kevin,Janelle,consultant</b>
66		Implementation of new utility billing system	172 days	Thu 1/2/20	Fri 8/28/20	Kim
67		<b>Rate analysis and update</b>	<b>238 days</b>	<b>Thu 1/2/20</b>	<b>Mon 11/30/20</b>	<b>Janelle</b>
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		<b>SDC analysis and update</b>	<b>129 days</b>	<b>Thu 1/2/20</b>	<b>Tue 6/30/20</b>	<b>Janelle</b>
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		<b>Transportation/Streets</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>	
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	172 days	Thu 1/2/20	Fri 8/28/20	
85		Beauty Strips Along Woods Road North	159 days	Mon 5/25/20	Thu 12/31/20	
86						
87		<b>Stormwater</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>	
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	172 days	Thu 1/2/20	Fri 8/28/20	Janelle
90		Becker Ridge Detention Ponds Modifications	135 days	Mon 4/27/20	Fri 10/30/20	Janelle
91		Erosion Control Permit Program	172 days	Thu 1/2/20	Fri 8/28/20	Janelle
92		Develop inspection and maintenance program	172 days	Thu 1/2/20	Fri 8/28/20	Janelle
93						
94		<b>Water</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>	
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	172 days	Thu 1/2/20	Fri 8/28/20	Janelle
97						
98		<b>Sewer</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>	
99		Manhole grouting	112 days	Mon 1/27/20	Tue 6/30/20	Janelle
100		Burkhart Lift Station pumps replacement	130 days	Mon 2/3/20	Fri 7/31/20	
101		Crooks Creek Lift Station evaluation	172 days	Thu 1/2/20	Fri 8/28/20	
102						
103		<b>Miscellaneous</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>	
104		New website	172 days	Thu 1/2/20	Fri 8/28/20	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	217 days	Thu 1/2/20	Fri 10/30/20	Kevin
107						
108		<b>HR</b>	<b>29 days</b>	<b>Thu 1/2/20</b>	<b>Tue 2/11/20</b>	
109		Update employee manual	159 days	Thu 1/2/20	Tue 8/11/20	Kevin,Forrest

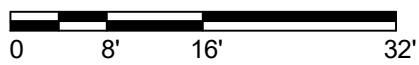
Project: Task List  
Date: Thu 7/9/20

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

ADMIN: 1,280 SF  
FIRE APPRATUS /SUPPORT: 4,670 SF  
LIVING QUARTERS: 3,625 SF



TOTAL AREA: 9,580 SF



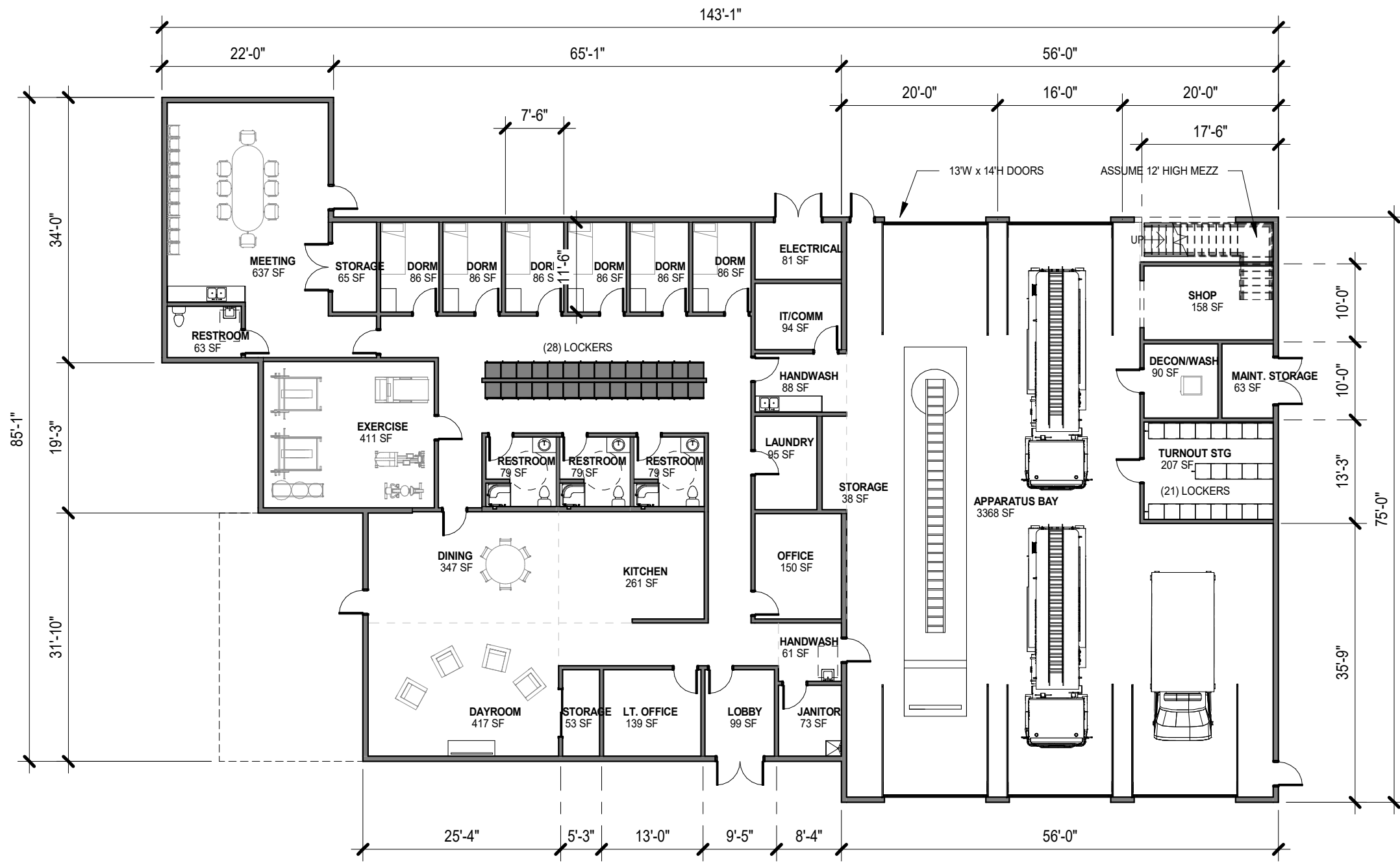
Schematic Floor Plan

Station 15 - Option 1b  
Millersburg Fire

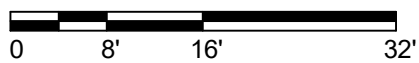
SD-01b

7/2/20  
Soderstrom Architects

ADMIN: 1,280 SF  
 FIRE APPRATUS /SUPPORT: 4,670 SF  
 LIVING QUARTERS: 3,600 SF



TOTAL AREA: 9,555 SF



Schematic Floor Plan

**Station 15 - Option 1a**  
 Millersburg Fire

SD-01b

7/2/20  
**Soderstrom Architects**

**RESOLUTION 2020-16****A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON,  
FINDING THAT DUE TO THE CURRENT COVID-19 PANDEMIC,  
IT IS NECESSARY FOR THE CONDUCT OF MUNICIPAL AFFAIRS  
TO ALLOW PAYMENT OF A \$10 FEE AS AN ADDITIONAL METHOD  
OF NOMINATION FOR COUNCILORS**

**WHEREAS**, the City of Millersburg recognizes the existence of the Covid-19 pandemic; and,

**WHEREAS**, the City of Millersburg recognizes that current federal, state, and local guidance is to maintain social distancing of at least 6 feet; and,

**WHEREAS**, on July 13, 2020, the Oregon Governor imposed additional restrictions regarding social contact and interaction between/among individuals; and,

**WHEREAS**, the Millersburg City Charter Section 9(2) and the Millersburg Municipal Code 2.20.010(5) both recognize the person seeking nomination to the City Council must provide a petition or application signed by not fewer than 10 electors; and,

**WHEREAS**, this Council recognizes that Millersburg City Charter Section (6) provides that “This Charter shall be liberally construed to the end that the City may have all power necessary or convenient for the conduct of its municipal affairs”; and,

**WHEREAS**, this Council recognizes that on November 3, 2020, an election will occur for the elected position of City of Millersburg Councilors; and,

**WHEREAS**, the City of Millersburg encourages individuals to seek election to the Millersburg City Council; and,

**WHEREAS**, the City recognizes social distancing may be difficult for individuals who are obtaining signatures required for nomination to the City Council;

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

It is necessary or convenient for the conduct of its November 3, 2020, elections, that City Council candidates, in lieu of providing a petition or application signed by not fewer than 10 electors, may pay a \$10 filing fee to the City of Millersburg in order for that person to be placed on the ballot for the position of Councilman; and,

**FURTHERMORE**, this \$10 filing fee provision is only applicable to the November 3, 2020 election, and is in addition to, but does not exclude a candidate from providing a petition or application signed by not fewer than 10 electors.

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

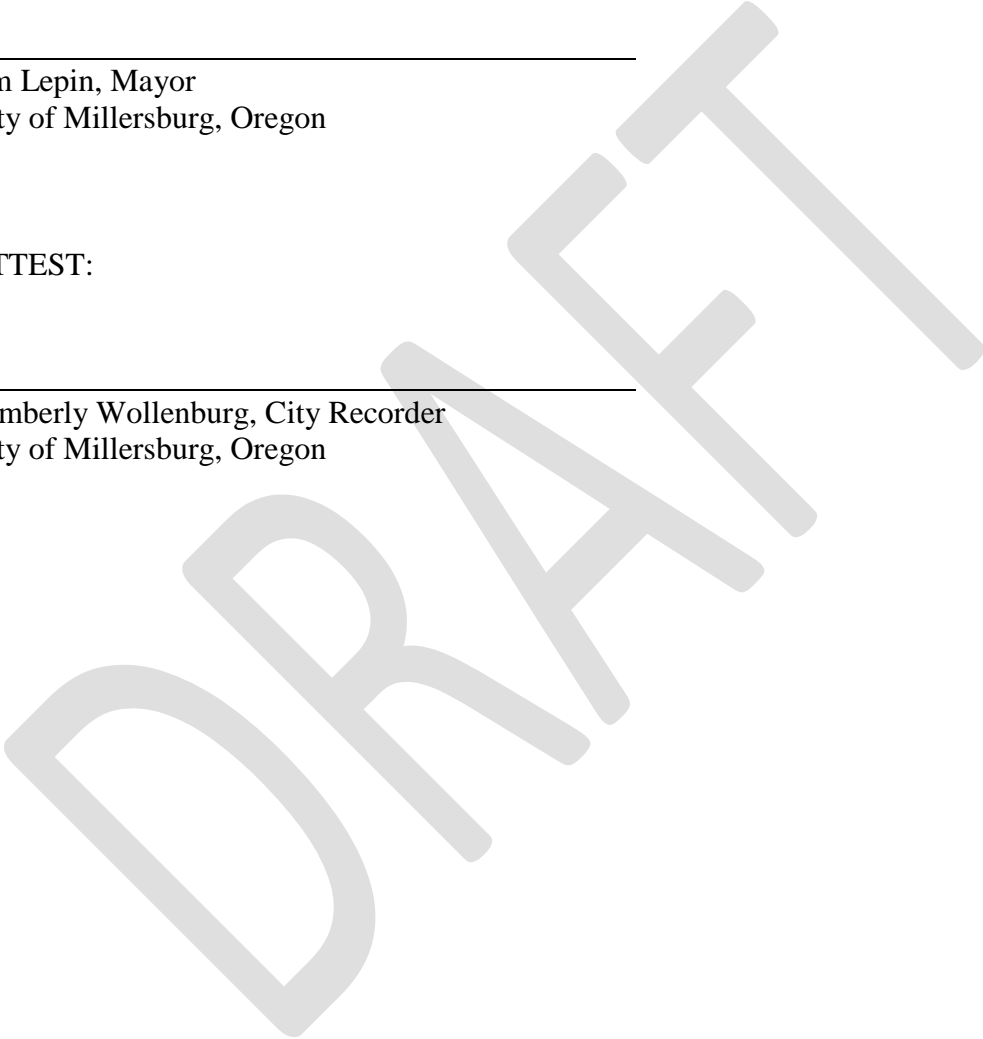
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Jim Lepin, Mayor  
City of Millersburg, Oregon

ATTEST:

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Kimberly Wollenburg, City Recorder  
City of Millersburg, Oregon



**RESOLUTION 2020-\_\_\_\_\_**

**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 up-dating 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 5-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 5-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 5-cent per gallon fuel tax to pay for City street maintenance, repair, improvement, and construction?

**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 5-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 July 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 5-cents per gallon for all motor vehicle fuel sold or delivered within the City of 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.

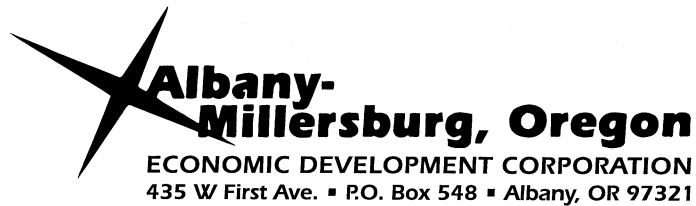
All revenue raised from the 5-cent per gallon tax may only be used for maintenance, repair, improvement, construction, reconstruction, and operations for roads and streets within the City of Millersburg, and any related administrative costs. City streets include bike-lanes, sidewalks, and curb ramps.

Every \$1.00 spent on preventative street maintenance saves approximately \$3.00 on street rehabilitation and approximately \$40.00 on street reconstruction costs, based on industry construction estimates.

In Oregon, 27 cities and 2 counties have adopted a local motor vehicle fuel tax.

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





## Memo

Date: July 6, 2020

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

From: John Pascone, President

Subject: ATI Enterprise Zone Application and Action  
 Resolution Waiving Employment Requirement  
 And Extended Abatement Agreement

ATI Specialty Products is planning on making an investment in Millersburg of \$39.4 million which includes building improvements and installing new equipment. The investment is to improve output and efficiency. They have completed an Enterprise Zone Authorization Application dated June 8, 2020.

Enterprise Zone regulations allow waiving the normal 10% employment increase for large investments of \$25 million or more. Recognizing that large investments meant to increase output and efficiency do not always increase employment but is still desirable.

Also, the regular property tax exemption is for 3 years. But for companies that agree to hire and pay wages and benefits in excess of 150% of Linn County's Average Annual Wage, the firm can qualify for an additional 2 years. The current required wage number can be found in the agreement.

Attached are 2 draft resolutions which need to be passed by each co-sponsor. The zone manager (me) and the county assessor's representative (Mark Wilkinson) cannot officially approve the company's application until the resolutions are approved by the co-sponsors.

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

Thank you,

John

**RESOLUTION 2020-09**

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

**WHEREAS**, ATI Millersburg is expanding and investing in facility modifications and equipment;  
and,

**WHEREAS**, ATI Millersburg intends to maintain at least 700 employees (as required by a separate  
Resolution), and if they do add new employees, they will be paid as required and described in the  
next paragraph; and,

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

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

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

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

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

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

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

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

Attest:

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

**RESOLUTION 2020-10**

**A RESOLUTION FOR WAIVING EMPLOYMENT REQUIREMENT ON A STANDARD TAX EXEMPTION ON INVESTMENTS (MADE OVER ONE TO THREE YEARS) COSTING \$25 MILLION OR MORE IN AN OREGON ENTERPRISE ZONE**

**WHEREAS**, ATI Millersburg intends to invest an estimated \$ 39.4 million in capital improvements for facility modifications and equipment in Millersburg, Oregon, starting in July 2020; and,

**WHEREAS**, the facilities are located within the Linn County Enterprise Zone, which is sponsored by Linn County and the City of Millersburg; and,

**WHEREAS**, ATI Millersburg has applied for authorization in the enterprise zone for the investment; and,

**WHEREAS**, under ORS 285C.155 and 285C.200(2) the enterprise zone sponsor may provide by resolution for authorization of an eligible business firm, such that it may qualify for the exemption on qualified property in the zone without increasing zone employment as normally required, if the firm’s total investment in qualified property costs \$25 million or more, and it maintains a minimum number of full-time employees in the zone (as established by the zone sponsor), and it satisfies other reasonable requirements as the zone sponsor may also establish; and,

**WHEREAS**, ATI Millersburg has 819 full-time employees throughout the Linn County Enterprise Zone as averaged over the past 12 months;

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG, OREGON**, that: ATI Millersburg is hereby authorized to qualify in accordance with ORS 285C.200 for purposes of the exemption on qualified property under ORS 285C.175, provided that:  
1) The investment at the facility in qualified property, for which the exemption is claimed over one to three years, costs \$25 million or more in total; and,  
2) The number of full-time, year-round employees of ATI Millersburg in the Linn County Enterprise Zone is maintained at or above 700, on average, for each calendar year of the exemption period.

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

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

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

Attest:

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

## Agreement for Oregon Enterprise Zone Extended Abatement

### AGREEMENT WITH THE LINN COUNTY ENTERPRISE ZONE SPONSORS TO EXTEND PROPERTY TAX EXEMPTION TO FIVE CONSECUTIVE YEARS IN TOTAL FOR CAPITAL INVESTMENT BY ATI Millersburg

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

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

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

#### CONFIRMATION OF STATUTORY PROVISIONS

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

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

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

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

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

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

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

LOCAL ADDITIONAL REQUIREMENTS

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

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

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

\_\_\_\_\_  
Date

ACCEPTING FOR ATI Millersburg

\_\_\_\_\_

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



TO: Millersburg City Council

FROM: Kevin Kreitman

DATE: July 2, 2020, for the July 14, 2020 City Council Meeting

SUBJECT: Planning Commission and Park Commission Appointments

Action Requested:

Approval and appointment to vacant Planning Commission positions and action for new Parks Commission.

Discussion:

Two vacancies currently exist on the City's Planning Commission with the resignations of Dennis Gunner and Jimmie Kirkendall. Public notice of these two vacancies was posted on the City's website. Attached are copies of the applications received for the two Planning Commission vacancies for Council consideration and action. Since the appointments would be completing assigned terms, staff recommends Council identify the position they are appointing each member to fill based on their terms ending December 31, 2022 (Positions 6 and 7). Applicants would be considered for subsequent reappointment.

In March Council directed staff to advertise for the creation of a Parks Commission with the intent to make appointments at the July City Council meeting. To date the City has received applications from five candidates. Given the current impacts of COVID-19 and the restrictions on in-person meetings, staff recommends two options Council may want to consider regarding the Parks Commission:

Option 1 – Council could hold the current applications for the Parks Commission, and continue to accept applications until the November Council meeting when Council appoints and reappoints members to existing commissions and committees. Appointments would be effective January 2021 and hopefully at that point we will be in a position where live meetings can occur.

Option 2 – Council could consider applications as received and make appointments at this time. In this case staff would recommend that as stated above, given the restrictions on in-person meetings and that this is a new Commission, the first meeting be delayed until January 2021 to hopefully allow for their first meeting to be scheduled as an in-person meeting to facilitate commission member interaction.

The Park Commission positions are all new appointments, which are currently proposed to begin mid-year. The length of individual terms is to be offset three year rotating terms. Given these conditions, staff recommends the appointment of two members to an initial one and a half (1½) year term, who would be considered for reappointment to a new three-year term effective January 2022; two members for an initial two and a half (2½) year term, who would be considered for a new three-year term effective January 2023; and one

appointment for a three and a half (3½) year term, who would be considered for reappointment to new three-year term effective January 2024.

Recommendation:

Council consideration of the following appointments to the Planning Commission and direction for appointments to the Parks Commission:

**Planning Commission**

Monte Ayers  
Caryl Thomas

**Parks Commission**

Don Dixon  
Allison Haley  
Jaime Oakeson-Hotrum  
Connie Lepin  
Talley Richardson  
Caryl Thomas

Attachment(s):

- Resolution 2020-11 appointing new Planning Commission Members
- Resolution 2020-12 Establishment of a Parks Commission and Appointing Members

**RESOLUTION NO. 2020-11**

**A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON,  
APPOINTING PLANNING COMMISSION MEMBER(S)**

**WHEREAS**, the City of Millersburg is authorized to create a City Planning Commission and appoint seven members thereto, in addition to the Mayor and City Attorney who shall serve as ex-officio non-voting members; and,

**WHEREAS**, two current Planning Commission members resigned effective June 2020; and,

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

The Council of the City of Millersburg hereby appoints the following as member(s) of the Millersburg Planning Commission:

\_\_\_\_\_  
\_\_\_\_\_

**FURTHERMORE**, the newly appointed Planning Commission member(s) shall serve a three-year term beginning July, 2020.

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

**Duly passed** by the City Council this 14<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
Jim Lepin, Mayor  
City of Millersburg, Oregon

ATTEST:

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



**RESOLUTION 2020-12****CREATION OF CITY OF MILLERSBURG PARKS COMMISSION  
AND APPOINTING MEMBERS**

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

**WHEREAS**, Resolution 2017-15 was repealed by Resolution 2018-25 Approving Creation of City of Millersburg Parks Committee; and,

**WHEREAS**, Resolution 2018-25 called for formation of a Parks Commission following adoption of the Parks Master Plan; and,

**WHEREAS**, the Parks Master Plan was adopted on April 14, 2020; and,

**WHEREAS**, Resolution 2018-25 is no longer needed as a governing document by the City of Millersburg;

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

Resolution 2018-25 is repealed; and,

**FURTHERMORE**, the Parks Commission of the City of Millersburg is hereby established; and,

**FURTHERMORE**, the Parks Commission shall consist of five (5) members; and,

**FURTHERMORE**, each member shall serve an off-set, rotating three-year term; and,

**FURTHERMORE**, the Parks Commission shall provide advice to the City Council about major programs, activities, and policies related to parks and recreational activities in the community; and,

**FURTHERMORE**, the Parks Commission shall oversee the implementation of the Parks Master Plan and recommend development of facilities in the City's parks system to the City Council; and,

**FURTHERMORE**, the Mayor makes recommendations to the Council for confirmation of appointments; and,

**FURTHERMORE**, the Parks Committee shall select a Chair and Vice-Chair from among their members; and,

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

**FURTHERMORE**, the following members are hereby appointed to the Millersburg Parks Commission:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

; and,

**FURTHERMORE**, the Millersburg Parks Commission is directed, at its first meeting, to draw lots to establish assignment of a position number (1-5) to each of the five Parks Commission members; and,

**FURTHERMORE**, Parks Commission members #1-2 shall serve a one and one-half year term beginning July, 2020; Parks Commission members #3-4 shall serve a two and one-half year term beginning July, 2020; and Parks Commission member #5 shall serve a three and one-half year term beginning July, 2020.

**Adopted** this 14th day of July, 2020.

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

ATTEST

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



TO: Millersburg City Council  
 VIA: Kevin Kreitman, City Manager  
 FROM: Janelle Booth, Assistant City Manager/City Engineer  
 DATE: July 2, 2020 for the July 14, 2020 City Council Meeting  
 SUBJECT: Adoption of Systems Development Charges (SDCs)

Action Requested:

Adoption of Systems Development Charge (SDC) methodology and fees, including proposed changes to project list and fee schedules from the June 10<sup>th</sup> public hearing.

Discussion:

The City held a public hearing on June 10, 2020 regarding the adoption Millersburg's SDC study revising the methodology and fees for transportation, water, wastewater, and stormwater. As previously shared, since the draft methodology was posted on April 10, formatting and minor grammatical edits were made to the report. In addition, the project lists were revised to include more recently identified projects. Based on the additional projects, the SDC rates and schedules for each system were updated. Additional modifications to the SDC schedules also include the addition of certain development classes (e.g., accessory dwelling units) and revision of some sewer equivalent dwelling unit (EDU) assumptions.

The methodology, when applied to the revised project lists, establish maximum allowable fees. The revised maximum allowable SDCs for a typical residential dwelling unit, based on the changes described above, are shown in the table below, along with comparisons to other nearby communities. As a note, Parks SDCs are not being revised at this time.

<b>Summary of SDCs</b>	<b>Current</b>	<b>Revised</b>
Transportation	\$3,542	\$6,381
Water	\$3,933	\$3,295
Wastewater	\$2,658	\$4,655
Stormwater		\$660
Parks	\$1,200	\$1,200
<b>Total</b>	<b>\$11,333</b>	<b>\$16,191</b>

<b>City</b>	<b>SDCs effective</b>	<b>Total SDC</b>	<b>Median Home Cost (MHC)*</b>	<b>SDC to MHC</b>
<b>Millersburg</b>	<b>Revised July 14</b>	<b>\$16,189</b>	<b>\$384,700</b>	<b>4.2%</b>
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>

No public comment has been received to date, including before or during the June 10, 2020 public hearing.

Recommendation:

Staff recommends Council adoption of the proposed SDC methodology, updated project lists, and updated SDC fees.

Attachment(s):

- Resolution 2020-13, Adopting System Development Charge Methodology
  - Exhibit A, Methodology Report Wastewater, Water, Transportation, and Stormwater System Development Charges
- Resolution 2020-14, Adopting an SDC Capital Projects List
  - Exhibit A, SDC Capital Project List
- Resolution 2020-15, Adopting a Fee Schedule for System Development Charges
  - Exhibit A, SDC Fee Schedules

**RESOLUTION 2020-13**

**A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON,  
ADOPTING A METHODOLOGY FOR CALCULATING SYSTEMS DEVELOPMENT  
CHARGES**

**WHEREAS**, to provide the necessary funding for capital improvements identified in City master plan documents for wastewater, water, transportation, and stormwater, the Council began the process of updating the City's Systems Development Charge (SDC) program; and,

**WHEREAS**, the Council adopted Ordinance No. 164 – Amending the Millersburg Municipal Code by Adopting Chapter 15.16, Systems Development Charges on October 8, 2019, and Ordinance No. 172-20 – Amending the Millersburg Municipal Code by Revising Chapter 15.16, Systems Development Charges (the “Ordinances”) on June 9, 2020, to be effective July 9, 2020; and,

**WHEREAS**, pursuant to the Ordinances and ORS 223.304, the City must adopt a methodology to establish reimbursement fees and improvement fees for collection and expenditure as part of the City SDC program; and,

**WHEREAS**, in May, 2018, the City began the process of developing a new SDC methodology and sought input from interested stakeholders through meetings and notifications; and,

**WHEREAS**, the City published a draft SDC methodology report for public review in April 2020, at least 60 days prior to a public hearing on the draft methodology and received no substantive comments,

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

1. The Council finds that the assumptions and methods for calculating water, sewer, street, and stormwater SDCs described in the attached Exhibit A, Methodology Report Wastewater, Water, Transportation, and Stormwater System Development Charges are in the public interest and necessary to serve future needs of the residents of the City; and,
2. Resolution No. 2006-2, Adopting a Methodology for Implementation of System Development Charges for the City of Millersburg, is hereby repealed; and,
3. The *Methodology Report Wastewater, Water, Transportation, and Stormwater System Development Charges*, attached as Exhibit A, is hereby adopted.

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

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

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Jim Lepin, Mayor  
City of Millersburg, Oregon

ATTEST:

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Kimberly Wollenburg  
City Recorder





DRAFT Methodology Report

# Wastewater, Water, Transportation and Stormwater System Development Charges

Prepared for CITY OF MILLERSBURG | June 26, 2020



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## SECTION 1

# Introduction

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Oregon legislation establishes guidelines for the calculation of system development charges (SDCs). Within these guidelines, local governments have latitude in selecting technical approaches and establishing policies related to the development and administration of SDCs. A discussion of this legislation follows.

In conformance with state law and industry standard practices, the recommended SDC methodologies for the City of Millersburg's wastewater, water, transportation, and stormwater SDCs for are presented in subsequent sections of this report.

## SDC Legislation in Oregon

In the 1989 Oregon state legislative session, a bill was passed that created a uniform framework for the imposition of SDCs statewide. This legislation (Oregon Revised Statute [ORS] 223.297-223.314), which became effective on July 1, 1991, (with subsequent amendments), authorizes local governments to assess SDCs for the following types of capital improvements:

- Drainage and flood control
- Water supply, treatment, and distribution
- Wastewater collection, transmission, treatment, and disposal
- Transportation
- Parks and recreation

The legislation provides guidelines on the calculation and modification of SDCs, accounting requirements to track SDC revenues and expenditures, and the adoption of administrative review procedures.

## SDC Structure

SDCs can be developed around two concepts: (1) a reimbursement fee, and (2) an improvement fee, or a combination of the two. The **reimbursement fee** is based on the costs of capital improvements *already constructed or under construction*. The legislation requires the reimbursement fee to be established or modified by an ordinance or resolution setting forth the methodology used to calculate the charge. This methodology must consider the cost of existing facilities, prior contributions by existing users, gifts or grants from federal or state government or private persons, the value of unused capacity available for future system users, rate-making principles employed to finance the capital improvements, and other relevant factors. The objective of the methodology must be that future system users contribute no more than an equitable share of the capital costs of *existing* facilities. Use of reimbursement fee revenues are restricted only to capital expenditures for the specific system which they are assessed, including debt service.

The methodology for establishing or modifying an **improvement fee** must be specified in an ordinance or resolution that demonstrates consideration of the *projected costs of capital improvements identified in an adopted plan and list*, that are needed to increase capacity in the system to meet the demands of new or expanded development. Use of revenues generated through improvement fees are dedicated to capacity-increasing capital improvements or the repayment of debt on such improvements. An increase in capacity is established if an improvement increases the level of service provided by existing facilities or provides new facilities.

In many systems, growth needs will be met through a combination of existing available capacity and future capacity-enhancing improvements. Therefore, the law provides for a **combined fee** (reimbursement plus improvement component).

### Credits

The legislation requires that a credit be provided against the improvement fee for the construction of “qualified public improvements” by a developer or other private party. Qualified public improvements are improvements that are required as a condition of development approval, identified in the system’s capital improvement program, and either (1) not located on or contiguous to the property being developed, or (2) located in whole or in part, on or contiguous to, property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

### Update and Review

The methodology for establishing or modifying improvement or reimbursement fees shall be available for public inspection. The local government must maintain a list of persons who have made a written request for notification prior to the adoption or amendment of such fees. The legislation includes provisions regarding notification of hearings and filing for reviews. “Periodic application of an adopted specific cost index or... modification to any of the factors related to the rate that are incorporated in the established methodology” are not considered “modifications” to the SDC methodology. As such, the local government is not required to adhere to the notification provisions under these circumstances. The criteria for making adjustments to the SDC rate, which do not constitute a change in the methodology, are further defined as follows:

- “Factors related to the rate” are limited to changes to costs in materials, labor, or real property as applied to projects in the required project list.
- The cost index must consider average change in costs in materials, labor, or real property and must be an index published for purposes other than SDC rate setting.

The notification requirements for changes to the fees that *do* represent a modification to the methodology are 90-day written notice prior to first public hearing, with the SDC methodology available for review 60 days prior to public hearing.

### Other Provisions

Other provisions of the legislation require:

- Preparation of a capital improvement program or comparable plan (prior to the establishment of a SDC), that includes a list of the improvements that the jurisdiction intends to fund in whole or in part with SDC revenues and the estimated timing, cost, and eligible portion of each improvement.
- Deposit of SDC revenues into dedicated accounts and annual accounting of revenues and expenditures, including a list of the amount spent on each project funded, in whole or in part, by SDC revenues.
- Creation of an administrative appeals procedure, in accordance with the legislation, whereby a citizen or other interested party may challenge an expenditure of SDC revenues.

The methodology presented in the following sections has been prepared in accordance with Oregon SDC requirements.

*Note: The calculations contained in this report were produced using numbers that extend beyond the decimal places shown in the tables presented, so slight variations exist due to rounding. These variations are not material.*

## SECTION 2

## Wastewater SDC Methodology

---

The general methodology used to calculate wastewater SDCs begins with an analysis of system planning and design criteria to determine growth's capacity needs, and how those needs will be met through existing system available capacity and capacity expansion. Then, the capacity to serve growth is valued to determine the "cost basis" for the SDCs, which is then divided by the total growth capacity units to determine the system-wide unit costs of capacity. The final step is to determine the SDC schedule, which identifies how different users of the system will be charged, based on their estimated capacity requirements.

### Determine Capacity Needs

The primary relevant design criteria for the system include the following:

- **Average Annual Flow (AAF):** the average flow at the Water Reclamation Facility (WRF) during the year.
- **Peak Wet Weather Flow (PWWF):** the peak flow modeled for the collection system, which includes base wastewater flow (BWF), groundwater infiltration, and rainfall derived infiltration and inflow. PWWF is used to evaluate capacity needs for the collection system, as well as certain components of the treatment facilities (influent pump station, secondary clarifiers, disinfection and outfall).
- **Maximum Month Dry Weather Flow (MMDWF):** the maximum month flow at the WRF during the dry weather season, usually defined as May through October. MMDWF is used to evaluate capacity for tertiary filters in the wastewater treatment process.
- **Maximum Month Biochemical Oxygen Demand (MMBOD):** The quantity of oxygen used in the biochemical oxidation of organic matter in a specified time and at a specified temperature. BOD is a measurement of wastewater strength and is used to evaluate capacity for secondary treatment (aeration basins or vertical loop reactors (VLRs)).
- **Maximum Month Total Suspended Solids (MMTSS):** Solids in the wastewater that are removable by laboratory filtering and approximate the quantity of solids that are available to be removed from the wastewater through sedimentation. TSS is a measurement of wastewater strength and is used to evaluate capacity for sludge management and dewatering facilities.

**Table 2-1 (next page)** summarizes flows and loads under existing conditions and projected design flows and loads at buildout. The difference between the buildout capacity requirements and existing conditions is the total projected growth need over the planning period.

**Table 2-1**  
 City of Millersburg Wastewater SDC  
 Wastewater System Planning Assumptions<sup>1</sup>

Capacity Parameter	Existing Conditions	Buildout Design	Growth (Buildout minus Existing)
<b>Flow (mgd)</b>			
Average Annual Flow <sup>1</sup>	0.3	1.5	1.2
Peak Wet Weather Flow <sup>1</sup>	2.0	4.0	2.0
Peak Wet Weather Design Flow <sup>2</sup>	2.0	6.8	4.8
<b>Loadings (lbs/day)<sup>2</sup></b>			
BOD Maximum Month	509	2,460	1,951
TSS Maximum Month	612	3,310	2,698

<sup>1</sup>City of Millersburg Sanitary Sewer System Master Plan

<sup>2</sup>From City of Albany planning documents.

Albany has provided wastewater treatment service to Millersburg through an intergovernmental agreement since 1979. Millersburg's wastewater is transported to the Albany WRF for processing and discharge through Albany's wastewater discharge permit. Since this SDC methodology has been developed for Millersburg specifically, both costs and capacities presented in this report reflect Millersburg's share only.

### Available Capacity

The total capacity needs of growth will be met in part by existing system available capacity, as well as future capacity expansion. **Table 2-2** (next page) provides a summary of the existing capacities by major treatment function and for each of the City's lift stations and compares the capacity to existing flows and loads in order to determine the portion of available capacity by component and facility.

As with Table 2-1, the capacities and flows and loads shown in Table 2-2 have been adjusted to exclude Albany's share of WRF capacity. As shown in Table 2-2, with the exception of the wetlands, most treatment facilities have some amount of available capacity, as do the lift stations.

**Table 2-2**  
 City of Millersburg Wastewater SDC  
 Treatment and Lift Station Available Capacity Analysis

	Design Criteria	Millersburg Capacity <sup>1</sup>	Existing Flow/Load	Available Capacity	
				Quantity	%
<b>WRF <sup>1</sup></b>					
Preliminary Treatment	PWWF	6.8	2.0	4.7	70%
Secondary Treatment	MMBOD	1,210	509	701	58%
Solids Processing	MMTSS	1,610	612	998	62%
<b>Pump Stations</b>					
Burhart	PWWF	250	127	123	49%
Morningstar	PWWF	951	821	130	14%
ATI	PWWF	1,577	1,227	350	22%

<sup>1</sup> WRF capacity from City of Albany SDC Study

## Develop Cost Basis

As discussed in Section 1, the reimbursement fee is intended to recover the costs associated with the available capacity in the existing system; the improvement fee is based on the costs of capacity-increasing future improvements needed to meet the requirements of growth. The value of capacity needed to serve growth in aggregate within the planning period, is referred to as the “cost basis.”

## Reimbursement Fee

The reimbursement fee is based on the costs of capital improvements already constructed or under construction. In developing the cost basis, the methodology must consider the cost of existing facilities, prior contributions by existing users, gifts or grants from federal or state government or private persons, the value of unused capacity available for future system users, and other relevant factors.

**Table 2-3** (next page) shows the reimbursement fee cost basis calculations based on the appreciated acquisition cost of existing facilities. Contract payment information for bid items related to the more recent (2010-2011) WRF expansion was used to breakdown the total WRF costs by major unit process. The growth share for each facility type is based on the assumptions provided in **Table 2-2**. Based on information from the City of Albany, the wetlands are currently operating at capacity.

As shown in **Table 2-3**, the reimbursement cost basis related to existing system fixed assets is about \$14.9 million.

**Table 2-3**  
City of Millersburg Wastewater SDC  
Reimbursement Fee Cost Basis

Description	Criteria	Appreciated Cost <sup>1</sup>	Growth Share	
			%	\$
<b>WRF</b>		\$11,603,010		
PWWF	PWWF	\$7,909,971	70%	\$5,536,979
MMBOD	MMBOD	\$188,444	58%	\$109,173
MMTSS	MMTSS	\$3,504,595	62%	\$2,172,414
Wetlands	ADWF	\$2,096,240	0%	\$0
Subtotal		\$13,699,250		\$7,818,566
<b>Pumping</b>				
Sewage pump stations				\$0
Burkhart	PWWF	\$60,145	49%	\$29,591
Truax	PWWF	\$48,116	0%	\$0
Morningstar	PWWF	\$734,365	14%	\$100,386
ATI	PWWF	\$702,190	22%	\$155,844
Subtotal		\$1,544,815		\$285,822
<b>Collection</b>				
S-1	PWWF	\$3,637,831	70%	\$2,546,482
S-2	PWWF	\$726,951	70%	\$508,866
S-3	PWWF	\$542,385	70%	\$379,670
S-4	PWWF	\$0	0%	\$0
S-5	PWWF	\$1,036,133	70%	\$725,293
S-6	PWWF	\$1,122,689	70%	\$785,882
S-7	PWWF	\$575,424	70%	\$402,797
S-8	PWWF	\$1,995,995	70%	\$1,397,197
S-9	PWWF	\$85,022	70%	\$59,515
S-10	PWWF	\$0	0%	\$0
Conser Rd	PWWF	\$11,701	0%	\$0
Subtotal		\$9,734,131		\$6,805,701
<b>Total</b>		<b>\$24,978,196</b>		<b>\$14,910,089</b>

<sup>1</sup>Acquisition costs have been adjusted to March 2020 based on Engineering News Record Construction Cost Index for Seattle

## Improvement Fee

The cost of future capacity-increasing improvements (the improvement fee cost basis) is presented in **Tables 2-4 (treatment) and 2-5 (collection system)**. The improvements are based on costs identified in recent system planning documents, updated to March 2020 using inflation factors from the Engineering News Record (ENR) Construction Cost Index (CCI) for Seattle.

Each improvement was reviewed to determine the portion of costs that expand capacity for growth for Millersburg customers versus remedy an existing deficiency or replace existing capacity. An increase in system capacity may be established if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities.

### Treatment

**Table 2-4** presents the planned capital improvements associated with treatment facilities, based on information provided by the City of Albany (specifically, the West Yost Technical Memorandum, August 2018). With the exception of the influent pump station expansion and the sludge facility improvements, 100 percent of the planned improvements provide new capacity required to serve future system growth. The improvement fee cost basis is limited to the portion of the planned capacity expansion needed to serve growth in Millersburg, so facility costs exclude 90 percent associated with Albany's share of capacity. The treatment-related improvement costs for growth total approximately \$9.5 million.

### Collection

Wastewater collection improvements are from the Sanitary Sewer System Master Plan, (CH2M HILL, March 2017). Pump station projects are needed to expand capacity exclusively, so are allocated 100 percent to growth. The collection system assessment is allocated in proportion to growth's share of future PWWF (49 percent). As a result of this process, \$156,073 of planned collection system project costs are included in the improvement fee cost basis.

Overall, the improvement fee cost basis totals about \$10.7 million.



**Table 2-4**  
City of Millersburg Wastewater SDC  
Improvement Fee Cost Basis – Treatment

Project #	Project Description	Millersburg Cost	%	SDC-Eligible	Design Basis	Time Period
				\$		
T-1	Influent Pump Station Expansion	\$1,771,764	93%	\$1,648,000	PWWF	15+ Years
T-2	Headworks 4th Channel Equipment & Screening Equipment	\$219,137	100%	\$219,000	PWWF	15+ Years
T-3	Headworks Grit Removal Equipment	\$342,599	100%	\$343,000	PWWF	15+ Years
T-4	VLR No. 1A	\$156,930	100%	\$157,000	MMBOD	5 Years
T-5	VLR No. 2A	\$381,174	100%	\$381,000	MMBOD	5-15 Years
T-6	Vertical Loop Reactors 9-14	\$2,748,143	100%	\$2,748,000	MMBOD	15+ Years
T-7	Blower Building #2	\$686,772	100%	\$687,000	MMBOD	15+ Years
T-8	Secondary Clarifier #4	\$615,112	100%	\$615,000	PWWF	15+ Years
T-10	Chorine Contact Basin Expansion	\$324,266	100%	\$324,000	PWWF	15+ Years
T-11	Sludge Composting and Dewatering Facilities	\$2,976,063	62%	\$1,845,000	MMTSS	5 Years
T-13	Outfall and Diffuser No. 2	\$565,412	100%	\$565,000	PWWF	15+ Years
<b>Total</b>		<b>\$10,787,372</b>		<b>\$9,532,000</b>		

Source: City of Albany

**Table 2-5**  
City of Millersburg Wastewater SDC  
Improvement Fee Cost Basis - Collection

Project Description	Millersburg	%	SDC-Eligible	Design Basis	Time
	Cost		\$		
ATI Pump Station Pumps Replacement	\$68,113	100%	\$68,113	PWWF	20-year
Morningstar Pump Station Impeller Size Increase	\$33,532	100%	\$33,532	PWWF	20-year
Collection System Assessment	\$111,076	70%	\$77,753	PWWF	2026
System Expansion to Under Served Industrial Areas (NE)	\$129,000	100%	\$129,000	PWWF	10-year
New sewer main in Morningstar Road realignment	\$192,000	100%	\$192,000	PWWF	5-year
New sewer main in Fire Station and Industrial Property Access Rd	\$137,000	100%	\$137,000	PWWF	5-year
System expansion to industrial properties south of Conser Road	\$180,000	100%	\$180,000	PWWF	10-year
Millersburg Drive (Crooks Creek) Lift Station Upgrades	\$636,000	54%	\$342,284	PWWF	5-year
<b>Total</b>	<b>\$1,486,722</b>		<b>\$1,159,682</b>		

Source: City of Millersburg Sanitary Sewer System Master Plan. Costs have been adjusted to March 2020 based on Engineering News Record Construction Cost Index for Seattle.

## Develop Unit Costs

System-wide unit costs of capacity are determined by dividing the reimbursement fee and improvement fee cost bases by the aggregate growth-related capacity requirements from Table 2-1. The system-wide unit costs are multiplied by the capacity requirements per equivalent dwelling unit (EDU) to yield the fees per EDU. **Table 2-6** shows these calculations.

**Table 2-6**  
City of Millersburg Wastewater SDC  
*Unit Cost Calculations*

	System Component			Total
	PWWF	MMBOD	MMTSS	
<b>Cost Basis</b>				
Reimbursement	\$12,628,502	\$109,173	\$2,172,414	\$14,910,089
Improvement	\$4,873,682	\$3,973,000	\$1,845,000	\$10,691,682
Capacity Units	<i>mgd</i>	<i>lbs/day</i>	<i>lbs/day</i>	
Growth capacity	4.8	1,951	2,698	
<b>Unit cost (\$/Capacity Unit)</b>				
Reimbursement	\$2,653,047	\$56	\$805	
Improvement	\$1,023,883	\$2,036	\$684	
Capacity per EDU	0.000755	0.4617	0.5552	
<b>Reimbursement Fee (\$/EDU)</b>	<b>\$2,002</b>	<b>\$26</b>	<b>\$447</b>	<b>\$2,475</b>
<b>Improvement Fee (\$/EDU)</b>	<b>\$773</b>	<b>\$940</b>	<b>\$380</b>	<b>\$2,093</b>

EDU capacity requirements are estimated based on the following assumptions:

- PWWF (755 gallons per day) = AAF per acre (471 gallons per day) from the Master Plan, and estimated acres per EDU of 0.6 (based on current residential water meters and developed acres) X ratio of future PWWF/AAF (2.67) from the Master Plan, and information presented in Table 2-1.
- MMBOD and MMTSS = current MMBOD and MMTSS from Table 2-1 divided by current EDUs (estimated to be 1,102 from billing records).

## Compliance Costs

Local governments are entitled to expend SDC revenue on the costs of complying with the SDC statutes. Compliance costs generally include costs associated with developing the SDC methodology and project list (i.e., a portion of master planning costs). **Table 2-7** shows the calculation of the compliance charge per EDU. SDC study and accounting costs are 100 percent related to new growth, and master planning costs are allocated in proportion to the growth share of future PWWF (70 percent). Growth costs are annualized by dividing the estimated cost for each item by the estimated number of years before update (10 years for

SDC study and master planning). The total annual costs are then divided by the estimated annual number of new EDUs which yields a fee of approximately \$87 per EDU.

**Table 2-7**  
City of Millersburg Wastewater SDC  
*Compliance Charge*

Component	Years	Total	Growth	Annualized
SDC Study	10	\$5,000	100%	\$500
Master Planning	10	\$115,532	70%	\$8,087
Auditing/Accounting	1	\$1,000	100%	\$1,000
Total Annual Costs		\$121,532		\$9,587
Estimated Annual EDUs				110.52
<b>Admin Charge/EDU</b>				<b>\$87</b>

## SDC Schedule

The total SDC per EDU is \$4,655, including the reimbursement and improvement fees (\$2,475 and \$2,093, respectively) and the compliance charge of \$87. The EDU rate is scaled up for commercial customers based on the EDU table provided in **Table 2-8**.

**Table 2-8**  
City of Millersburg Wastewater SDC  
*EDU Assumptions*

	Unit of Measure	Units Per EDU
Residential	Dwelling	1.00
Multifamily	Dwelling	0.80
Mobile home	Dwelling	1.00
Residential care center	Bed	0.50
Accessory Dwelling Unit	Dwelling	0.50
<b>Commercial</b>		
Churches, Lodges	1,000 sf	0.20
Hospitals	Beds	1.00
Hotel, Motel	Sleeping Room	0.50
Schools - High School	Students	0.05
Schools - All Other	Students	0.04
Eating & Drinking Establishments	1,000 sf	1.67
Car Washes	stall	1.00
Laundries	Washer	1.00
Dry cleaners	1,000 sf	3.00
General Commercial - All Other	1,000 sf	0.50
RV Sewage Dump station	tank/station	3.00
<b>Industrial</b>	Per estimated flows and loads	

<sup>1</sup>Combined uses will be estimated based on each component.

Because of the variability and system impact of significant industrial customers, these users are charged based on their individual flows and loads, and the system unit costs of capacity

from **Table 2-6**. For purposes of assessing PWWF costs, each industrial customer will be charged based on their peak day flow. The formula for charging industrial customers as follows:

$$\text{Peak flow (mgd)} \times \$3,676,930 + \text{MMBOD (lbs/day)} \times \$2,092 + \text{MMTSS (lbs/day)} \times \$1,489$$

### **Inflationary Adjustments**

In accordance with Oregon statutes, the SDCs will be adjusted annually based on a standard inflationary index. Specifically, the City plans to use the ENR Seattle Construction Cost Index (CCI) as the basis for adjusting the SDCs annually. All costs in this report have been indexed to the March 2020 ENR CCI for Seattle (11,991).

SECTION 3

# Water SDC Methodology

This section presents the updated water system development charge (SDC) methodology, and calculations based on the City’s recently updated Water System Master Plan (CH2M Hill, December 2017). The general methodology begins with an analysis of system planning and design criteria to determine growth’s capacity needs, and how they will be met through existing system available capacity and capacity expansion. Then, the existing and future facilities needed to serve growth over the planning period are valued to determine the “cost basis” for the SDCs. The cost basis is then spread over the total growth capacity to determine the system wide unit costs of capacity. The final step is to determine the SDC schedule, which identifies how different developments will be charged, based on their estimated capacity requirements.

## Determine Capacity Needs

Table 3-1 shows the relevant planning assumptions for the water system through 2037 (2017 Master Plan period) and beyond, when full water treatment plant capacity is utilized. Capacity requirements are generally evaluated based on the following system design criteria:

- **Maximum Day Demand (MDD)** -- The highest daily recorded rate of water production in a year. Used for allocating source, pumping and delivery facilities.
- **Storage Requirements** – Stored water capacity used for operational (or equalization) and emergency and fire protection needs. Used for allocating storage facility costs.

**Table 3-1**  
City of Millersburg Water SDC  
Capacity Requirements

	MDD (mgd)	Storage (mg)
Current	1.48	2.35
Future - 20 Year (2037)	2.12	2.84
Future – WTP capacity period	6.00	5.65
<i>Growth - 20 Year (2037)</i>	<i>0.64</i>	<i>0.49</i>
<i>Growth – WTP capacity period</i>	<i>4.52</i>	<i>3.30</i>
Growth % - 20 year (2037)	30%	17%
<b>Growth % - WTP capacity period</b>	<b>75%</b>	<b>58%</b>

Source: 20 Year Estimates from Water System Master Plan (CH2M Hill, December 2017); buildout based on share of capacity at Albany-Millersburg Joint Water Project

As shown in Table 3-1, system MDD is currently about 1.5 million gallons per day (mgd). Future MDD is projected to be about 2.1 mgd over the 20-year period. Storage

requirements are 2.35 million gallons (mg) currently, and are projected to increase to 2.8 mg over the Master Plan period.

The City is a joint owner in the Albany-Millersburg Water Treatment Plant (WTP). Facilities included in the joint ownership agreement include the WTP, water intake, pump station and pressure main, finished water reservoir, and the finished water pipeline. Millersburg’s share of the total future plant capacity is 6 mgd, and total planned reservoir capacity is 5.65 mg.

### Available Capacity

The total capacity needs of growth will be met in part by existing system available capacity, as well as future capacity expansion. **Table 3-2** provides a summary of the existing capacities by major function and compares the capacity to existing demands in order to determine the portion of available capacity by component and facility.

**Table 3-2**  
City of Millersburg Water SDC  
*Available Capacity Analysis*

	Millersburg	Existing	Available Capacity	
	Capacity	Flow/Load	Quantity	%
Supply – WTP Membranes (mgd)	2.0	1.48	0.52	26%
Supply – Other WTP (mgd)	6.0	1.48	4.52	75%
Storage (mg)	2.85	2.35	0.50	18%
Distribution (mgd)	6.0	1.48	4.52	75%

As shown in Table 3-2, the production capacity at the WTP is currently limited by membrane capacity of 2.0 mgd. However, other major facilities are sized for the City’s ultimate ownership capacity of 6.0 mgd. Distribution system pipes are assumed to be sized consistent with supply.

### Develop Cost Basis

The capacity needed to serve new development will be met through a combination of existing available system capacity and additional capacity from planned system improvements. As discussed in Section 1, the reimbursement fee is intended to recover the costs associated with the growth-related capacity in the existing system; the improvement fee is based on the costs of capacity-increasing future improvements needed to meet the demands of growth. The value of capacity needed to serve growth in aggregate within the planning period is referred to as the “cost basis”.

### Reimbursement Fee

**Table 3-3** shows the reimbursement fee cost basis calculations based on the appreciated acquisition cost of existing facilities. The growth share for each facility type is based on the assumptions provided in Table 3-2.

**Table 3-3**  
City of Millersburg Water SDC  
Reimbursement Fee Cost Basis

Description	Appreciated	Growth Share	
	Cost <sup>1</sup>	%	\$
<b>Supply</b>			
RWPS & Force Main; WTP; FW Pipeline	\$5,110,925	75%	\$3,850,230
US Filter Membrane System	\$827,046	26%	\$215,032
WTP Reservoir	\$1,700,907	18%	\$298,405
Metering Vault & Piping	\$95,290	75%	\$71,785
Engineering & Other	\$1,953,995	75%	\$1,472,010
Subtotal	\$9,688,163		\$5,907,462
<b>Distribution</b>			
Contract 1	\$1,763,061	75%	\$1,328,173
Contract 2	\$402,877	75%	\$303,501
Contract 3	\$599,754	75%	\$451,815
Contract 4	\$1,086,812	75%	\$818,732
Contract 5	\$241,949	75%	\$182,268
Old Salem Rd. Waterline Imp.		0%	\$0
Knox Butte Ave. Waterline Rep	\$167,125	75%	\$125,901
Water Main Completion Project (A, B, D)	\$1,301,045	75%	\$980,121
Tank Farm Road	\$322,768	75%	\$243,152
Subtotal	\$5,885,391		\$4,433,661
<b>Total</b>	<b>\$15,573,554</b>		<b>\$10,341,123</b>

<sup>1</sup>Acquisition costs have been adjusted to March 2020 based on Engineering News Record Construction Cost Index for Seattle

As show in Table 3-2, of the total asset value of \$15.6 million, approximately \$10.3 million is associated with meeting the capacity requirements of future development, and therefore included in the reimbursement fee cost basis.

### Improvement Fee

Table 3-4 shows the improvement fee cost basis. Distribution system projects are from the City’s Master Plan, and only one improvement (Steelhead Run upsizing) has been identified for capacity expansion. Water supply improvements include the expansion of Albany-Millersburg (A-M) WTP membrane capacity, as well as additional storage capacity to meet future needs. Water supply improvement costs were provided by the City of Albany based on 2002 construction costs. For purposes of the SDC analysis, costs have been escalated to March 2020 values based on the Engineering News Record (ENR) Construction Cost Index (CCI) for Seattle.

As shown in Table 3-4, the improvement fee cost basis is about \$5.4 million.

**Table 3-4**  
City of Millersburg Water SDC  
Improvement Fee Cost Basis

Project Description	Time Period	Project Cost	Millersburg Share <sup>1</sup>	SDC-Eligible	
				%	\$
<b>Distribution</b>					
Upsize 8" diameter pipe on Steelhead Run	2025	\$180,000	\$189,000	75%	\$142,380
Replace 3 services asbestos cement pipe	2025	\$75,000	\$78,750	0%	\$0
Replace 15 services asbestos cement pipe	2025	\$375,000	\$393,750	0%	\$0
System Expansion to Industrial Areas (NE)	2030	\$404,000	\$404,000	100%	\$404,000
New water main in Morningstar Rd realignment	2025	\$149,000	\$149,000	100%	\$149,000
New water main in Fire Station & Industrial Property Access Rd	2025	\$104,000	\$104,000	100%	\$104,000
System expansion to industrial properties south of Conser Road	2030	\$1,112,000	\$1,112,000	100%	\$1,112,000
	Subtotal	\$2,399,000	\$2,430,500		\$1,911,380
<b>Water Supply</b>					
JWP WTP Expansion	Beyond 2024	\$6,098,048	\$1,742,299	100%	\$1,742,299
JWP Storage Expansion	Beyond 2024	\$3,583,129	\$1,791,564	100%	\$1,791,564
	Subtotal	\$9,681,176	\$3,533,864		\$3,533,864
<b>Total</b>		<b>\$12,080,176</b>	<b>\$5,964,364</b>	<b>91%</b>	<b>\$5,445,244</b>

<sup>1</sup>Costs have been adjusted to March 2020 based on Engineering News Record Construction Cost Index for Seattle; Water Supply costs reflect Millersburg share only.

## Develop Unit Costs

The unit costs of capacity are determined by dividing the respective cost bases by the growth capacity requirements presented in Table 3-1. The system-wide unit costs are multiplied by the capacity requirements per equivalent dwelling unit (EDU) to yield the fees per EDU. **Table 3-5** shows these calculations.

**Table 3-5**  
City of Millersburg Water SDC  
Unit Cost Calculations

	System Component			Total
	Supply	Storage	Distribution	
<b>Cost Basis</b>				
Reimbursement	\$5,609,057	\$298,405	\$4,433,661	\$10,341,123
Improvement	\$1,742,299	\$1,791,564	\$1,911,380	\$5,445,244
Growth capacity (mgd)	4.5	3.3	4.5	
<b>Unit cost (\$/mgd)</b>				
Reimbursement	\$1.24	\$0.09	\$0.98	
Improvement	\$0.39	\$0.54	\$0.42	
Capacity per EDU (gpd)	785	1,317	785	
<b>Reimbursement Fee</b>	<b>\$975</b>	<b>\$119</b>	<b>\$770</b>	<b>\$1,864</b>
<b>Improvement Fee</b>	<b>\$303</b>	<b>\$715</b>	<b>\$332</b>	<b>\$1,350</b>



EDU capacity requirements are estimated based on estimated residential MDD per acre (1,302 gallons per day) from the Master Plan, and estimated acres per EDU of 0.6 (based on current residential meters and developed acres).

Total storage requirements per EDU of 1,317 gallons per day (gpd) reflect storage capacity evaluation criteria from the Master Plan, and the following components:

- System-wide equalization and emergency requirements per EDU of 1,064 (1.15 mg existing need divided by 1,078 existing system-wide EDUs),
- Residential fire requirements per EDU of 253 gpd (0.2 mg existing need divided by residential EDUs of 789).

For purposes of determining the number of EDUs for nonresidential development, the number of meters by meter size is used. The base service unit for the water system is based on the hydraulic capacity of a 3/4-inch meter (30 gpm). The meter equivalents for larger meter sizes represent the equivalent hydraulic capacity relative to 30 gpm capacity. **Table 3-6** shows the meter equivalency factors for each meter size.

Multiplying the capacity requirement per EDU by the unit costs of capacity yields reimbursement and improvement costs per EDU of \$1,864 and \$1,350, respectively, for a total of \$3,214.

## SDC Schedule

**Table 3-6 (next page)** shows the base SDC per residential dwelling unit and nonresidential EDU, based on meter size. The total SDC per EDU is \$3,295, including the compliance charge which is discussed below.

**Table 3-6**  
City of Millersburg Water SDC  
*SDC Schedule*

Meter Size	SDCr	SDCi	Compliance	Total	Equivalency
Single Family	\$1,864	\$1,350	\$80	\$3,295	1.00
Accessory Dwelling Unit	\$932	\$675	\$40	\$1,647	0.50
<b>Nonresidential Meter Size</b>					
3/4"	\$1,864	\$1,350	\$80	\$3,295	1
1"	\$3,107	\$2,250	\$134	\$5,491	1.7
1 1/2"	\$6,214	\$4,500	\$267	\$10,982	3.3
2"	\$9,943	\$7,200	\$428	\$17,571	5.3
3"	\$19,886	\$14,400	\$856	\$35,142	10.7
4"	\$31,072	\$22,500	\$1,337	\$54,910	16.7
6"	\$62,145	\$45,001	\$2,674	\$109,819	33.3
8"	\$99,369	\$71,956	\$4,276	\$175,601	53.3
10"	\$261,008	\$188,004	\$11,230	\$461,242	140.0

### Compliance Costs

Local governments are entitled to include in the SDCs, a charge to recover costs associated with complying with the SDC statutes. Compliance costs include costs related to developing the SDC methodology and project list (i.e., a portion of master planning costs), and annual accounting and budgeting. The estimated compliance cost per EDU is \$80, as shown in Table 3-6 and Table 3-7.

**Table 3-7**  
City of Millersburg Water SDC  
Compliance Charge

Component	Years	Total	Growth	Annualized
SDC Study	10	\$5,000	100%	\$500
Master Planning	10	\$100,000	67%	\$6,672
Auditing/Accounting	1	\$1,500	100	\$1,500
Total Annual Costs		\$106,500		\$8,672
Estimated Annual EDUs				108
<b>Admin Charge/EDU</b>				<b>\$80</b>

### Inflationary Adjustments

In accordance with Oregon statutes, the SDCs will be adjusted annually based on a standard inflationary index. Specifically, the City plans to use the ENR Seattle CCI as the basis for adjusting the SDCs annually. All costs in this report have been indexed to the March 2020 CCI (11,991).

## SECTION 4

## Transportation SDC Methodology

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The updated transportation SDC methodology is structured as a combined reimbursement and improvement SDC. The cost per trip is calculated by dividing the existing and future growth-related capacity costs by the growth in future trips. The transportation SDC for a particular development is then determined by multiplying the cost per trip by the number of trips associated with the development.

### Determine Capacity Needs

To evaluate the roadway capacity needs, the regional travel demand model was utilized to approximate the existing number of trips and future projected trips generated by households and employment in the City. Trip generation data are available from the Albany Area MPO (AAMPO) Regional Transportation Plan (RTP) for base year (2010) and future year (2040). For purposes of the SDC analysis, the trip generation for the base and future year conditions from the AAMPO RTP were adjusted to reflect recent population and employment growth and updated population forecast figures from Portland State University (PSU).

**Table 4-1** (next page) shows model and revised base year and future year household and trip assumptions. The AAMPO model projected total future 2040 PM peak hour trips of 768, based on 751 households and an employment estimate of 3,927. The City has experienced significant growth in recent years, as shown in revised household figures. Future (2040) households are projected based on PSU certified population forecast figures, and assumed persons per household of 2.6.

No changes have been assumed to future employment from the AAMPO forecast. Therefore, additional trips reflected in the revised forecast include only the additional growth from household travel, based on a distribution of dwellings across categories (single family, multifamily, manufactured home), and application of trip rates per unit from the Institute of Traffic Engineers (ITE) *Trip Generation Manual*.

As shown in Table 4-1, the revised growth in trip ends is 1,188, which is 45 percent of total future 2040 trips.

**Table 4-1**  
City of Millersburg Transportation SDC  
*Estimated Vehicle Trip Generation (PM Peak Hour)*

	Model Base (2010)	2015	Current Base	Future (2040)	Growth (Current Base to 2040)
<b>AAMPO Model<sup>1</sup></b>					
Trips	487			768	
Trip Ends (2 X trips)	974			1,536	
Households	508			751	
Employment	2,085			3,927	
<b>Revised</b>					
Households <sup>2</sup>		634	878	1,953	
Employment <sup>3</sup>		2,604	2,604	3,927	
Trips <sup>4</sup>		608	719	1,313	
Trip Ends (2 X trips)		1,216	1,437	2,625	1,188 (45%)

<sup>1</sup>Albany Area MPO Regional Transportation Plan (2018 - 2040)

<sup>2</sup>2015 and 2018 based on American Community Survey data; 2040 based on 5,147 population and 2.6 pphh

<sup>3</sup>2015 from Oregon Employment Department (covered employment)

<sup>4</sup>Additional household trips assume 0.99 trip ends per dwelling (P.M. Peak hour)

## Develop Cost Basis

As discussed in Section 1, the reimbursement fee is intended to recover the costs associated with the available capacity in the existing system; the improvement fee is based on the costs of capacity-increasing future improvements needed to meet the requirements of growth.

## Reimbursement Fee Cost Basis

Table 4-2 shows the calculation of the reimbursement fee cost basis for the City’s transportation system, based on appreciated costs<sup>1</sup>. The City’s construction records were used to identify prior improvements to City-owned streets. The Transportation System Plan (David Evans and Associates, December 2016) did not identify any capacity deficiencies on the City’s roadways. Therefore, the growth share is based on the future growth in trips (systemwide) as a percent of total future trips from Table 4-2.

**Table 4-2**  
City of Millersburg Transportation SDC  
*Reimbursement Fee Cost Basis*

Description	Appreciated Cost	Growth Share	
		%	\$
Millersburg Drive Improvements Phase 1 Old Salem to Woods & 2 Woods to RR	\$3,389,162	45%	\$1,533,793
Alexander Lane Improvements	\$1,634,588	45%	\$739,747
Alexander Lane Crosswalk	\$79,095	45%	\$35,795
54th Avenue Improvements	\$556,432	45%	\$251,818
<b>Total</b>	<b>\$5,659,278</b>		<b>\$2,561,153</b>

Source: City of Millersburg; costs have been adjusted to March 2020 based on Seattle ENR CCI

<sup>1</sup>Original costs of improvements are adjusted for inflation based on the year of construction. Inflation is estimated using the change in the Engineering News Record (ENR) Construction Cost Index (CCI) between year constructed and March 2020.

### Improvement Fee Cost Basis

The cost of future capacity-increasing improvements (the improvement fee cost basis) is based on the SDC project list presented in **Appendix A (Table A-1)**. The improvements are based on the City’s Transportation System Plan (TSP). Costs have been updated to March 2020 using inflation factors from the Engineering News Record (ENR) Construction Cost Index (CCI) for Seattle. The SDCs exclude improvements that are anticipated to be funded by other jurisdictions (e.g., Linn County). The growth share is determined based on the type of improvement, as described below.

#### Roadway Improvements

The projects shown in Table A-1 include upgrades to existing facilities (i.e., widening and extension to modernize or address connectivity issues). The growth share for roadway improvements reflect the system-wide growth in trips over the planning period, as a percentage of total future trips (45 percent).

#### Multimodal Facilities

Growth capacity needs for bike and pedestrian facilities are evaluated based on a planned level of service (LOS) basis. The planned LOS is defined as the quantity of future facilities per capita served.

The following equation shows the calculation of the planned LOS:

$$\frac{\text{Existing}Q + \text{Planned}Q}{\text{FuturePopulationServed}} = \text{PlannedLOS}$$

Where:

*Q* = quantity (miles of bike or pedestrian facilities), and  
 Future Population Served = 5,147

The existing and planned future miles of bike and pedestrian facilities are shown in **Table 4-3**.

**Table 4-3**  
 City of Millersburg Transportation SDC  
 Existing and Future Bike and Pedestrian Facilities

Facility Type	Current (Miles)	Additional (miles)		Future (Miles)
		Stand-Alone Projects	Road Projects	
Multi Use Path <sup>1</sup>	0.0	3.5	0.0	3.5
Bike Lanes <sup>2</sup>	3.2	0.5	1.4	5.1
Sidewalks <sup>2</sup>	4.1	0.7	1.4	6.2

<sup>1</sup>Paths adjacent to roadways only.

<sup>2</sup>On improved and partially improved arterials and collectors

**Table 4-4** presents the existing and planned LOS for bike and pedestrian facilities, based on the existing and planned future facilities presented in Table 4-3 divided by the estimated existing and projected population (in 1,000s). In the case of multi-use paths, the planned

LOS is higher than the existing LOS, which means that there is an existing deficiency (relative to the planned LOS), so a portion (45 percent) of future improvements are needed to serve capacity needs of existing development (equal to existing population divided by future population). The reverse is true for bike and sidewalk improvements (i.e., future LOS is lower than existing LOS), so there are no existing deficiencies, and 100 percent of future bike and sidewalk improvements are SDC-eligible.

**Table 4-4**  
City of Millersburg Transportation SDC  
Existing and Future Bike and Pedestrian LOS

Facility Type	Miles/1,000 People <sup>1</sup>	
	Current	Future
Multi Use Path	0.00	0.67
Bike Lanes	1.39	1.00
Sidewalks	1.78	1.20

<sup>1</sup>Current population = 2,315; future = 5,147

## Develop Unit Costs

Based on the growth trips and SDC cost basis summarized previously, the total cost per growth trip is equal to \$6,421, as shown in Table 4-5, and is comprised of the following components:

$$\$4,265 \text{ (improvement fee)} + \$2,156 \text{ (reimbursement fee)}$$

**Table 4-5**  
City of Millersburg Transportation SDC  
Unit Costs of Capacity (\$/Trip)

	Improvement	Reimbursement	Combined SDC
Cost Basis <sup>1</sup>	\$5,067,474	\$2,561,153	
Growth Trip Ends <sup>2</sup>	1,188	1,188	
<b>SDC per Trip End</b>	<b>\$4,265</b>	<b>\$2,156</b>	<b>\$6,421</b>

<sup>1</sup>From Tables 4-2 and A-1

<sup>2</sup>From Table 4-1

## Compliance Charge

Local governments are entitled to include in the TSDCs, a charge to recover costs associated with complying with the SDC statutes. Compliance costs include costs related to developing and administering the SDC methodology and credit system; as well as annual accounting and other City administration costs.

Table 4-6 shows the calculation of the compliance charge per trip, which is \$25 per trip.

**Table 4-6**  
City of Millersburg Transportation SDC  
Compliance Costs

	Total \$	Amortize (Years)	Annual \$	Growth %	Growth \$
SDC Study	\$5,000	10	\$500	100%	\$500
Accounting, Legal, Planning	\$1,000	1	\$1,000	100%	\$1,000
			<b>Total Cost</b>		\$1,500
			Annual Trip End		59
			<b>Compliance \$/Trip End</b>		\$25

## SDC Schedule

The SDC for an individual development is based on the cost per trip (including the reimbursement, improvement, and compliance fees) and the number of trips (PM peak hour) attributable to a particular development. The number of development trips is computed as follows:

$$\text{Number of Development Trips} = \text{Trip Generation Rate} \times \text{Adjustment Factors} \times \text{Development Units}$$

Table A-2 (in Appendix A) includes the transportation SDC rates and traffic impact assumptions for typical land use categories.

## Trip Generation Rates

Transportation SDCs are based on the number of trips a development is likely to generate, specifically the afternoon “PM peak” trip generation. Traffic is heaviest during weekday afternoon commute times, and road improvements are often needed to accommodate these high traffic flows, so the SDCs reflect these impacts.

The City will use the ITE PM peak trip generation rates to determine the SDCs for individual developments. Use of ITE trip generation data is standard in the transportation industry. ITE trip rates by land use are based on studies from around the country, and in the absence of local data, represent the best available source of trip data for specific land uses. Appendix A provides trip rate assumptions for sample land uses, based on the ITE Trip Generation Manual 10<sup>th</sup> Edition.

In the future, the City will use the most current version of the ITE Trip Generation Manual that is available. Furthermore, for land uses that are not explicitly identified in Table A-2, City staff will make a determination of the appropriate SDC rate, based on the specific use.

## Trip Rate Adjustments

The SDC methodology and Table A-2 include pass-by and diverted linked trip adjustments to trip generation rates.

### **Pass-by Trips**

Pass-by trips refer to trips that occur when a motorist is already on the roadway, as in the case of a traveler stopping by a fast-food restaurant on the way home from work. In this case, the motorist making a stop while “passing by” is counted as a trip generated by the restaurant, but it does not represent a new (or primary) trip on the roadway. Pass-by trip adjustments in the updated methodology are based on published data by land use from the ITE.

### **Diverted Link Trips**

Diverted link trips are another type of non-primary trip. In this case, the motorist will divert from a primary route to access a nearby use (e.g., a vehicle may turn off a major roadway onto an intersecting street to access a land use), and then return to the original route to complete the trip. As with the pass-by trip adjustments, the diverted link trip adjustments included in the SDC methodology are based on reported ITE data.

### **Inflationary Adjustments**

In accordance with Oregon statutes, the SDCs will be adjusted annually based on a standard inflationary index. Specifically, the City plans to use the ENR Seattle CCI as the basis for adjusting the SDCs annually. All costs in this report have been indexed to the March 2020 ENR CCI for Seattle (11,991).



## SECTION 5

## Stormwater SDC Methodology

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This section presents the stormwater system development charge (SDC) methodology, and calculations based on the City's recently completed Stormwater Master Plan (Cardno, January 2019). The general methodology begins with an analysis of system planning and design criteria to determine growth's capacity needs, and how they will be met through existing system available capacity and capacity expansion. Then, the existing and future facilities needed to serve growth over the planning period are valued to determine the "cost basis" for the SDCs. The cost basis is then spread over the total growth capacity to determine the system wide unit costs of capacity. The final step is to determine the SDC schedule, which identifies how different developments will be charged, based on their estimated capacity requirements.

### Determine Capacity Needs

The amount of impervious surface area is the most common method of measuring the volume of runoff, or demand, placed on a stormwater system by its users. Impervious areas are hard surfaces including (but not limited to) rooftops, driveways, walkways, parking lots, and concrete surface, asphalt paving, or compacted gravel that cause more runoff from an area than existed prior to the development. The greater the amount of impervious area on a lot, the greater the amount of runoff generated from that lot. While a number of other factors can influence the amount of runoff, the amount of impervious surface area is generally considered the primary determinant of the volume of runoff and the primary cause of any increase in the rate of runoff. For this reason, impervious area is the most common and equitable billing method used in communities around the country for charging for stormwater service and SDCs.

System-wide capacity required by growth is measured by the additional impervious surface area anticipated in the service area through 2038. Existing and projected future system impervious area (by land use type and in total) is presented in **Table 5-1**, based on information from the Master Plan.

A typical residential lot is estimated to have 4,200 square feet of impervious area, and is used to determine the number of equivalent dwelling units (EDUs) for the system, based on the total existing and future impervious area. As shown in Table 5-1, the growth in EDUs represent about 67 percent of future EDUs based on impervious area.

**Table 5-1**

City of Millersburg Stormwater SDC  
Stormwater System Planning Assumptions<sup>1</sup>

	2018	2038	Growth	
			Amount	%
<b>Population</b>	2,315	5,147	2,832	55%
<b>Impervious Area (sq ft)</b>				
Public	302,351	302,351	-	0%
Community Commercial	167,659	168,895	1,236	1%
Greenway	93,158	93,158	-	0%
Limited Industrial	3,645,941	7,130,562	3,484,621	49%
Limited Industrial/Commercial	1,994,492	3,541,205	1,546,713	44%
Rural Residential 10UC	1,423,439	9,033,360	7,609,921	84%
Rural Residential 2.5UC	1,967,350	9,528,500	7,561,150	79%
Urban Residential	143,376	160,412	17,036	11%
<b>Total</b>	<b>9,737,766</b>	<b>29,958,443</b>	<b>20,220,677</b>	<b>67%</b>
EDUs <sup>2</sup>	2,319	7,133	4,814	67%

<sup>1</sup>City of Millersburg Stormwater Master Plan (Cardno, January 2019)

<sup>2</sup>Based on average impervious area of 4,200 sq. ft. per residential dwelling unit

## Develop Cost Basis

The stormwater SDC methodology is based on an improvement fee only. The City has limited documentation on past stormwater system capacity improvements funded by the City, and based on available data, projects included in the Master Plan replace the infrastructure that otherwise would be included in the reimbursement fee.

## Improvement Fee

Table 5-2 shows the improvement fee cost basis. For purposes of the SDC analysis, costs from the Master Plan have been escalated to March 2020 values based on the Engineering News Record (ENR) Construction Cost Index (CCI) for Seattle. The cost basis includes stand-alone stormwater projects, as well as projects to be constructed as part of road improvements identified in the Transportation System Plan (TSP). For stand-alone projects, the growth share is based on an evaluation of existing and future flows for each project, under the 25-year design storm, as shown in Table 5-3. Projects shown as 0 percent SDC-eligible in Table 5-2 address existing issues where no new development is planned.

For roadway projects, the costs are allocated in proportion to projects on the transportation project list (see Section 4 – Transportation SDC Methodology). As shown in Table 5-2, the improvement fee cost basis is about \$3.0 million.

**Table 5-2**  
City of Millersburg Stormwater SDC  
Improvement Fee Cost Basis<sup>1</sup>

Project Description	Priority	Total Project Cost	Growth Share	
			%	\$
<b>Stand-Alone Stormwater Projects</b>				
North Tributary of Crooks Creek Improvements	High	\$193,254	68%	\$131,552
Becker Ridge Detention Ponds Modification	Medium	\$18,681	1%	\$130
Morningstar Estates Outfall Modification	Medium	\$211,670	0%	\$0
Umpqua Lane Detention Pipes Modification	Low	\$114,196	3%	\$3,396
Woods Road Drainage Capacity Increase	Low	\$580,805	67%	\$386,274
Kathryn St. & Knox Butte Ave. Storm Improvements	Low	\$225,983	0%	\$0
Hoffman Estates Capacity Increase	Low	\$163,009	0%	\$0
Crooks Creek Sedimentation Concerns	Low	\$72,730	0%	\$0
	Subtotal	\$1,580,328		\$521,352
<b>TSP Stormwater Improvements</b>				
Woods Rd. Extension	Low	\$1,207,318	100%	\$1,207,318
Zuhlke Lane Extension	Low	\$436,900	100%	\$436,900
54th Ave. Extension	Low	\$307,544	0%	\$0
Conser Road Improvements	Low	\$211,956	45%	\$95,380
Old Salem Rd Build-Out Capacity Improvements	Low	\$735,083	100%	\$735,083
Old Salem Rd Existing Capacity Improvements	Low	\$385,262	0%	\$0
	Subtotal	\$3,284,063		\$2,474,681
		<b>\$4,864,391</b>	<b>62%</b>	<b>\$2,996,033</b>

<sup>1</sup> Stormwater System Master Plan (Cardno, January 2019); costs have been adjusted to 2020 based on the Engineering News Record Construction Cost index for Seattle.

**Table 5-3**  
City of Millersburg Stormwater SDC  
Capacity Evaluation<sup>1</sup>

Master Plan Project		Existing Flow	Build-Out Flow	Percent Increase in Flow
		<i>cfs</i>	<i>cfs</i>	
1	North Tributary of Crooks Creek Improvements	6.21	19.45	68%
2	Becker Ridge Detention Ponds Modification	18.51	18.64	1%
3	Morningstar Estates Outfall Modification	12.41	12.41	0%
4	Umpqua Lane Detention Pipes Modification	5.22	5.38	3%
5	Woods Road Drainage Capacity Increase	2.79	8.33	67%

<sup>1</sup> Stormwater System Master Plan (Cardno, January 2019)

## Develop Unit Costs

The unit cost of capacity is determined by dividing the cost basis by the growth in EDUs presented in Table 5-1. **Table 5-4** shows this calculation.

**Table 5-4**  
City of Millersburg Stormwater SDC  
*Unit Cost Calculation*

Item	Improvement
Cost Basis	\$2,996,033
Growth (EDUs)	4,814
<b>Cost per Unit</b>	<b>\$622</b>

## Compliance Costs

Local governments are entitled to include in the SDCs, a charge to recover costs associated with complying with the SDC statutes. Compliance costs include costs related to developing the SDC methodology and project list (i.e., a portion of master planning costs), and annual accounting and budgeting. The estimated compliance cost per EDU is \$38, as shown in **Table 5-5**.

**Table 5-5**  
City of Millersburg Stormwater SDC  
*Compliance Charge*

Component	Years	Total	Annualized
SDC Study	10	\$5,000	\$500
Master Planning	10	\$123,000	\$7,576
Auditing/Accounting	1	\$1,000	\$1,000
Total Annual Costs		\$129,000	\$9,076
Estimated Annual EDUs			241
<b>Compliance Charge/EDU</b>			<b>\$38</b>

## SDC Schedule

As shown in **Table 5-6**, the total cost per EDU equal to \$660. As discussed previously, an EDU is equal to 4,200 square feet of impervious area. Single family residential dwellings will be charged uniformly based on the number of dwelling units and the cost per EDU (\$660). Other development will be assessed SDCs based on the calculated number of EDUs (total measured impervious area for the development divided by 4,200 square feet.)

**Table 5-6**  
 City of Millersburg Stormwater SDC  
 SDC Schedule

<b>Meter Size</b>	<b>SDCi</b>	<b>Compliance</b>	<b>Total SDC</b>
<b>Single Family Residential Dwelling Unit</b>	\$622	\$38	\$660
<b>Other Development</b> \$/EDU (4,200 sq. ft).	\$622	\$38	\$660

### **Inflationary Adjustments**

In accordance with Oregon statutes, the SDCs will be adjusted annually based on a standard inflationary index. Specifically, the City plans to use the ENR Seattle CCI as the basis for adjusting the SDCs annually. All costs in this report have been indexed to the March 2020 ENR CCI for Seattle (11,991).

# Appendix A

**Table A-1**  
**City of Millersburg Transportation SDC**  
*TRANSPORTATION SDC Project List*

No.	Street	Description	Priority	2020 Cost	Other Funding	Growth Share	SDC-Eligible Cost
<b>PEDESTRIAN PROJECTS</b>							
P5	Conser Rd Sidewalks	Conser Rd Sidewalks	Medium	\$282,202		100%	\$282,202
P6	Old Salem Rd Sidewalks	Old Salem Rd Sidewalks	Medium	\$225,762	\$225,762	0%	\$0
<b>ST</b>	<b>Total Pedestrian Projects</b>			<b>\$507,964</b>	<b>\$225,762</b>		<b>\$282,202</b>
<b>BICYCLE PROJECTS</b>							
B4	Old Salem Rd	Construct continuous bicycle access from north to south city limits (shoulder widening)	Short	\$56,440	\$56,440	0%	\$0
B5	Conser Rd	Extend bicycle lanes to west city limits (paint only)	Short	\$11,288		100%	\$11,288
<b>ST</b>	<b>Total Bicycle Projects</b>			<b>\$67,729</b>	<b>\$56,440</b>		<b>\$11,288</b>
<b>MULTI-USE PATH PROJECTS (IN ROADWAY ROW)</b>							
B1	Old Salem Rd	Construct a 10- to 12-foot-wide bicycle and ped path from the north city limit to the south city limit	Long	\$3,499,308		55%	\$1,925,401
B3	Woods Rd	Construct 10- to 12-ft wide bicycle and pedestrian path	Long	\$496,676		55%	\$273,283
<b>ST</b>	<b>Total Multi-Use Path Projects</b>			<b>\$3,995,984</b>	<b>\$0</b>		<b>\$2,198,684</b>
<b>ROADWAY IMPROVEMENTS</b>							
S6	Millersburg Dr (west of Woods Dr to city limits)	Reconstruct -upgrade to arterial cross-section (bike lanes, curb, gutter, sidewalk) with development	Medium	\$1,647,692		45%	\$745,677
S7	Reconstruct Morningstar Rd	Reconstruct to arterial cross-section (bike lanes, curb, gutter, sidewalk)	Medium	\$733,726	\$733,726	0%	\$0

No.	Street	Description	Priority	2020 Cost	Other Funding	Growth Share	SDC-Eligible Cost
S8	Reconstruct Woods Rd	Upgrade to arterial cross-section (bike lanes, curb, gutter, sidewalk) Phase I: North of Alexander Ln Phase II: South of Alexander Ln	Medium	\$1,693,214		45%	\$766,278
	Fire Station and Industrial Property Access Road		Short	\$479,000		100%	\$479,000
S9	Realign Conser Rd at Old Salem		Long	\$293,490		45%	\$132,821
S1	Zuhlke Ln Extension Ph. 2	Extend Zuhlke Ln east to connect to Old Salem Rd	Long	\$451,524		100%	\$451,524
<b>Total Roadway &amp; Intersection Improvements</b>				<b>\$5,298,646</b>	<b>\$733,726</b>	49%	<b>\$2,575,300</b>
<b>Total</b>				<b>\$9,870,322</b>	<b>\$1,015,928</b>	57%	<b>\$5,067,474</b>

**Table A-2**  
City of Millersburg Transportation SDC  
Sample TSDCs by Land Use

ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
30	TRUCK TERMINAL	TGSF	0%	0%	1.00	1.87	1.87	\$12,054
110	GENERAL LIGHT INDUSTRIAL	TGSF	0%	0%	1.00	0.63	0.63	\$4,061
130	INDUSTRIAL PARK	TGSF	0%	0%	1.00	0.40	0.40	\$2,578
140	MANUFACTURING	TGSF	0%	0%	1.00	0.67	0.67	\$4,319
150	WAREHOUSING	TGSF	0%	0%	1.00	0.19	0.19	\$1,225
151	MINI WAREHOUSE	TGSF	0%	0%	1.00	0.17	0.17	\$1,096
154	HIGH-CUBE/SHORT-TERM STORAGE WAREHOUSE	TGSF	0%	0%	1.00	0.10	0.10	\$645
160	DATA CENTER	TGSF	0%	0%	1.00	0.09	0.09	\$580
170	UTILITIES	TGSF	0%	0%	1.00	2.27	2.27	\$14,632
180	SPECIALTY TRADE CONTRACTOR	TGSF	0%	0%	1.00	1.97	1.97	\$12,698
210	SINGLE FAMILY DWELLING/TOWNHOME	DU	0%	0%	1.00	0.99	0.99	\$6,381
220	APARTMENTS/CONDOS	DU	0%	0%	1.00	0.56	0.56	\$3,610
	ACCESSORY DWELLING UNIT	DU	0%	0%	1.00	0.50	0.50	\$3,191
240	MANUFACTURED HOUSING	DU	0%	0%	1.00	0.46	0.46	\$2,965
310	HOTEL/MOTEL	ROOM	0%	0%	1.00	0.60	0.60	\$3,867
411	CITY PARK	ACRE	0%	0%	1.00	0.11	0.11	\$709
416	CAMPGROUND/RV PARK	ACRE	0%	0%	1.00	0.98	0.98	\$6,317
430	GOLF COURSE	HOLE	0%	0%	1.00	2.91	2.91	\$18,757
444	THEATER	SEAT	0%	0%	1.00	4.91	4.91	\$31,649
492	HEALTH/FITNESS CLUB	TGSF	0%	0%	1.00	3.45	3.45	\$22,238
491	TENNIS	COURT	0%	0%	1.00	3.82	3.82	\$24,623
495	COMMUNITY CENTER	TGSF	0%	0%	1.00	2.31	2.31	\$14,890
520	ELEMENTARY SCHOOL	STUDENT	0%	0%	1.00	0.17	0.17	\$1,096



ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
536	PRIVATE SCHOOL (K-12)	STUDENT	0%	0%	1.00	0.17	0.17	\$1,096
522	MIDDLE SCHOOL/JUNIOR HIGH SCHOOL	STUDENT	0%	0%	1.00	0.17	0.17	\$1,096
530	HIGH SCHOOL	STUDENT	0%	0%	1.00	0.14	0.14	\$902
540	JUNIOR/COMMUNITY COLLEGE	STUDENT	0%	0%	1.00	0.11	0.11	\$709
560	PLACE OF WORSHIP	TGSF	0%	0%	1.00	0.49	0.49	\$3,158
565	DAY CARE CENTER	STUDENT	56%	0%	0.44	0.79	0.35	\$2,241
590	LIBRARY	PER TGSF	0%	0%	1.00	8.16	8.16	\$52,598
610	HOSPITAL	TGSF	0%	0%	1.00	0.97	0.97	\$6,252
630	CLINIC	TGSF	0%	0%	1.00	3.28	3.28	\$21,142
640	ANIMAL HOSPITAL/VET CLINIC	TGSF	0%	0%	1.00	3.53	3.53	\$22,754
710	GENERAL OFFICE BUILDING	TGSF	0%	0%	1.00	1.15	1.15	\$7,413
720	MEDICAL-DENTAL OFFICE	TGSF	0%	0%	1.00	3.46	3.46	\$22,302
731	DEPARTMENT OF MOTOR VEHICLES	TGSF	0%	0%	1.00	5.20	5.20	\$33,518
732	US POST OFFICE	TGSF	0%	0%	1.00	11.21	11.21	\$72,257
760	RESEARCH & DEVELOPMENT CENTER	TGSF	0%	0%	1.00	0.49	0.49	\$3,158
770	BUSINESS PARK	TGSF	0%	0%	1.00	0.42	0.42	\$2,707
810	TRACTOR SUPPLY STORE	TGSF	0%	0%	1.00	1.40	1.40	\$9,024
811	CONSTRUCTION EQUIPMENT RENTAL STORE BUILDING	TGSF	0%	0%	1.00	0.99	0.99	\$6,381
812	MATERIALS & LUMBER STORE FREE-STANDING	TGSF	0%	0%	1.00	2.06	2.06	\$13,278
813	DISCOUNT SUPERSTORE	TGSF	0%	29%	0.71	4.33	3.07	\$19,816
814	VARIETY/DOLLAR STORE	TGSF	0%	34%	0.66	6.84	4.51	\$29,099
816	HARDWARE/PAINT STORE	TGSF	0%	26%	0.74	2.68	1.98	\$12,783
817	NURSERY (GARDEN CENTER)	TGSF	0%	0%	1.00	6.94	6.94	\$44,734
820	SHOPPING CENTER/RETAIL	TSFGLA	26%	34%	0.40	3.81	1.52	\$9,823

ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
841	AUTOMOBILE SALES	TGSF	0%	0%	1.00	2.43	2.43	\$15,663
843	AUTOMOBILE PARTS SALES	TGSF	0%	43%	0.57	4.91	2.80	\$18,040
848	TIRE STORE	TGSF	0%	28%	0.72	3.98	2.87	\$18,471
850	SUPERMARKET	TGSF	38%	36%	0.26	9.24	2.40	\$15,485
851/853	CONVENIENCE MARKET	TGSF	16%	66%	0.18	49.11	8.84	\$56,979
854	DISCOUNT SUPERMARKET	TGSF	28%	21%	0.51	8.38	4.27	\$27,548
857	DISCOUNT CLUB	TGSF	0%	37%	0.63	4.18	2.63	\$16,974
860	WHOLESALE	TGSF	0%	0%	1.00	1.76	1.76	\$11,345
862	HOME IMPROVEMENT SUPERSTORE	TGSF	0%	42%	0.58	2.33	1.35	\$8,711
863	ELECTRONICS SUPERSTORE	TGSF	0%	40%	0.60	4.26	2.56	\$16,475
864	TOY/CHILDREN'S SUPERSTORE	TGSF	0%	34%	0.66	5.00	3.30	\$21,271
875	DEPARTMENT STORE	TGSF	0%	0%	1.00	1.95	1.95	\$12,569
876	APPAREL STORE	TGSF	0%	0%	1.00	4.12	4.12	\$26,557
879	ARTS AND CRAFTS STORE	TGSF	0%	34%	0.66	6.21	4.10	\$26,419
880	PHARMACY/DRUGSTORE W/OUT DRIVE THRU WINDOW	TGSF	14%	53%	0.33	8.51	2.81	\$18,102
881	PHARMACY/DRUGSTORE WITH DRIVE THRU WINDOW	TGSF	13%	49%	0.38	10.29	3.91	\$25,204
890	FURNITURE STORE	TGSF	0%	53%	0.47	0.52	0.24	\$1,575
911	WALK-IN BANK	TGSF	22%	35%	0.43	12.13	5.22	\$33,621
912	DRIVE-IN BANK	TGSF	22%	35%	0.43	20.45	8.79	\$56,681
918	HAIR SALON	TGSF	0%	0%	1.00	1.45	1.45	\$9,346
920	COPY, PRINT AND EXPRESS SHIP STORE	TGSF	22%	35%	0.43	7.42	3.19	\$20,566
925	DRINKING PLACE	TGSF	26%	43%	0.31	11.36	3.52	\$22,699
931	QUALITY RESTAURANT	TGSF	27%	44%	0.29	7.80	2.26	\$14,580
932	HIGH TURNOVER RESTAURANT	TGSF	26%	43%	0.31	9.77	3.03	\$19,522
934	FAST FOOD RESTAURANT WITH DRIVE-THRU	TGSF	23%	50%	0.27	32.67	8.82	\$56,858

ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
937	COFFEE/DONUT WITH DRIVE-THROUGH	TGSF	0%	89%	0.11	43.38	4.77	\$30,758
936	COFFEE/DONUT WITHOUT DRIVE-THROUGH	TGSF	0%	89%	0.11	36.31	3.99	\$25,745
941	QUICK LUBRICATION VEHICLE SHOP	TGSF	0%	0%	1.00	8.70	8.70	\$56,078
943	AUTOMOBILE PARTS AND SERVICE CENTER	TGSF	0%	0%	1.00	2.26	2.26	\$14,567
944	GASOLINE/SERVICE STATION	FUEL POSITION	35%	42%	0.23	14.03	3.23	\$20,800
945	GAS/SERVICE STATION W/CONVENIENCE MKT	FUEL POSITION	31%	56%	0.13	13.99	1.82	\$11,723
947	SELF SERVICE CAR WASH	WASH STALL	0%	0%	1.00	5.54	5.54	\$35,710
948	AUTOMATED CAR WASH	TGSF	0%	0%	1.00	14.20	14.20	\$91,530
949	CAR WASH AND DETAIL CENTER	WASH STALL	0%	0%	1.00	13.60	13.60	\$87,663
950	TRUCK STOP	TGSF	0%	0%	1.00	22.73	22.73	\$146,513

<sup>1</sup> Discounted by pass-by and diverted link trips

<sup>2</sup> Based on cost per new trip of \$6,446

TGSF = Thousand Gross Square Feet, TSFGLA = Thousand Square Feet Gross Leasable Area, DU = Dwelling Unit

**RESOLUTION 2020-14**

**A RESOLUTION OF THE CITY OF MILLERSBURG, OREGON,  
ADOPTING A SYSTEMS DEVELOPMENT CHARGES  
CAPITAL PROJECTS LIST**

**WHEREAS**, on October 8, 2019 the Council of the City of Millersburg adopted Ordinance No. 164 – Amending the Millersburg Municipal Code by Adopting Chapter 15.16, System Development Charges, and on June 9, 2020, the Council of the City of Millersburg adopted Ordinance No. 172-20 – Amending the Millersburg Municipal Code by Revising Chapter 15.16, Systems Development Charges (the “Ordinances”), which authorize the City to assess and collect Systems Development Charges (“SDCs”); and,

**WHEREAS**, on July 14, 2020, the Council of the City of Millersburg adopted Resolution No. 2020-13 – Adopting a Methodology for Calculating Systems Development Charges; and,

**WHEREAS**, pursuant to ORS 223.309 and Millersburg Municipal Code Section 15.16.090 the Council must adopt a Capital Projects List of the capital improvements to be funded wholly or in part by SDCs; and,

**WHEREAS**, the Capital Projects List must include the estimated costs, timing, and percentage of costs for each improvement that the City intends to fund, in whole or in part, with improvement fee revenues,

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

1. Resolution 2014-9, Amending the Systems Development Charge Program and Adopting ORS 223.309 Capital Improvement List for Parks and Transportation, is hereby repealed, except Exhibit B, Capital Improvement List for parks is not repealed; and,
2. Exhibit A, SDC Project List, shall be adopted as the SDC Capital Projects List for wastewater, water, transportation, and stormwater; and,
3. Pursuant to the Ordinances, the SDC Capital Projects List may be modified at any time by separate resolution adopted by the City Council.

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

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

---

Jim Lepin, Mayor  
City of Millersburg, Oregon

ATTEST:

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Kimberly Wollenburg  
City Recorder

City of Millersburg

Exhibit "A"

SDC Capital Projects List

**Wastewater**

**Table A-1**

City of Millersburg Wastewater SDC  
Improvement Fee Project List – Treatment

Project #	Project Description	Millersburg Cost	SDC-Eligible %	SDC-Eligible \$	Design Basis	Time Period
T-1	Influent Pump Station Expansion	\$1,771,764	93%	\$1,648,00	PWWF	15+ Years
T-2	Headworks 4th Channel Equipment & Screening	\$219,137	100	\$219,000	PWWF	15+ Years
T-3	Headworks Grit Removal Equipment	\$342,599	100	\$343,000	PWWF	15+ Years
T-4	VLR No. 1A	\$156,930	100	\$157,000	MMBO	5 Years
T-5	VLR No. 2A	\$381,174	100	\$381,000	MMBO	5-15 Years
T-6	Vertical Loop Reactors 9-14	\$2,748,143	100	\$2,748,00	MMBO	15+ Years
T-7	Blower Building #2	\$686,772	100	\$687,000	MMBO	15+ Years
T-8	Secondary Clarifier #4	\$615,112	100	\$615,000	PWWF	15+ Years
T-10	Chorine Contact Basin Expansion	\$324,266	100	\$324,000	PWWF	15+ Years
T-11	Sludge Composting and Dewatering Facilities	\$2,976,063	62%	\$1,845,00	MMTSS	5 Years
T-13	Outfall and Diffuser No. 2	\$565,412	100	\$565,000	PWWF	15+ Years
<b>Total</b>		<b>\$10,787,372</b>		<b>\$9,532,00</b>		

Source: City of Albany

**Table A-2**  
 City of Millersburg Wastewater SDC  
 Improvement Fee Project List - Collection

<b>Project Description</b>	<b>Millersburg Cost</b>	<b>SDC-Eligible %</b>	<b>SDC-Eligible \$</b>	<b>Design Basis</b>	<b>Time</b>
ATI Pump Station Pumps Replacement	\$68,113	100%	\$68,113	PWWF	20-year
Morningstar Pump Station Impeller Size Increase	\$33,532	100%	\$33,532	PWWF	20-year
Collection System Assessment	\$111,076	70%	\$77,753	PWWF	2026
System Expansion to Under Served Industrial	\$129,000	100%	\$129,000	PWWF	10-year
New sewer main in Morningstar Road	\$192,000	100%	\$192,000	PWWF	5-year
New sewer main in Fire Station and Industrial	\$137,000	100%	\$137,000	PWWF	5-year
System expansion to industrial properties south of Millersburg Drive (Crooks Creek) Lift Station	\$180,000	100%	\$180,000	PWWF	10-year
	\$636,000	54%	\$342,284	PWWF	5-year
<b>Total</b>	<b>\$1,486,722</b>		<b>\$1,159,682</b>		

Source: City of Millersburg Sanitary Sewer System Master Plan. Costs have been adjusted to March 2020 based on Engineering News Record Construction Cost Index for Seattle.

## Water

**Table B**

City of Millersburg Water SDC  
Improvement Fee Project List

Project Description	Time Period	Project Cost	Millersburg Share <sup>1</sup>	SDC-Eligible %	\$
<b>Distribution</b>					
Upsize 8" diameter pipe on	2025	\$180,000	\$189,000	75%	\$142,380
Replace 3 services asbestos cement	2025	\$75,000	\$78,750	0%	\$0
Replace 15 services asbestos	2025	\$375,000	\$393,750	0%	\$0
System Expansion to Industrial Areas	2030	\$404,000	\$404,000	100%	\$404,000
New water main in Morningstar Rd	2025	\$149,000	\$149,000	100%	\$149,000
New water main in Fire Station &	2025	\$104,000	\$104,000	100%	\$104,000
System expansion to industrial	2030	\$1,112,000	\$1,112,000	100%	\$1,112,000
Subtotal		\$2,399,000	\$2,430,500		\$1,911,380
<b>Water Supply</b>					
JWP WTP Expansion	Beyond	\$6,098,048	\$1,742,299	100%	\$1,742,299
JWP Storage Expansion	Beyond	\$3,583,129	\$1,791,564	100%	\$1,791,564
Subtotal		\$9,681,176	\$3,533,864		\$3,533,864
<b>Total</b>		<b>\$12,080,176</b>	<b>\$5,964,364</b>	<b>91%</b>	<b>\$5,445,244</b>

<sup>1</sup>Costs have been adjusted to March 2020 based on Engineering News Record Construction Cost Index for Seattle; Water Supply costs reflect Millersburg share only.

# Transportation

**Table C**

City of Millersburg Transportation SDC  
Improvement Fee Project List

No.	Street	Description	Priority	2020 Cost	Other Funding	Growth Share	SDC-Eligible Cost
<b>PEDESTRIAN PROJECTS</b>							
P5	Conser Rd Sidewalks	Conser Rd Sidewalks	Medium	\$282,202		100%	\$282,202
P6	Old Salem Rd Sidewalks	Old Salem Rd Sidewalks	Medium	\$225,762	\$225,762	0%	\$0
<b>ST</b>	<b>Total Pedestrian Projects</b>			<b>\$507,964</b>	<b>\$225,762</b>		<b>\$282,202</b>
<b>BICYCLE PROJECTS</b>							
B4	Old Salem Rd	Construct continuous bicycle access from north to south city limits (shoulder widening)	Short	\$56,440	\$56,440	0%	\$0
B5	Conser Rd	Extend bicycle lanes to west city limits (paint only)	Short	\$11,288		100%	\$11,288
<b>ST</b>	<b>Total Bicycle Projects</b>			<b>\$67,729</b>	<b>\$56,440</b>		<b>\$11,288</b>
<b>MULTI-USE PATH PROJECTS (IN ROADWAY ROW)</b>							
B1	Old Salem Rd	Construct a 10- to 12-foot-wide bicycle and ped path from the north city limit to the south city limit	Long	\$3,499,308		55%	\$1,925,401
B3	Woods Rd	Construct 10- to 12-ft wide bicycle and pedestrian path	Long	\$496,676		55%	\$273,283
<b>ST</b>	<b>Total Multi-Use Path Projects</b>			<b>\$3,995,984</b>	<b>\$0</b>		<b>\$2,198,684</b>
<b>ROADWAY IMPROVEMENTS</b>							
S6	Millersburg Dr (west of Woods Dr to city limits)	Reconstruct -upgrade to arterial cross-section (bike lanes, curb, gutter, sidewalk) with development	Medium	\$1,647,692		45%	\$745,677
S7	Reconstruct Morningstar Rd	Reconstruct to arterial cross-section (bike lanes, curb, gutter, sidewalk)	Medium	\$733,726	\$733,726	0%	\$0
S8	Reconstruct Woods Rd	Upgrade to arterial cross-section (bike lanes, curb, gutter, sidewalk) Phase I: North of Alexander Ln Phase II: South of Alexander Ln	Medium	\$1,693,214		45%	\$766,278
	Fire Station and Industrial Property Access Road		Short	\$479,000		100%	\$479,000
S9	Realign Conser Rd at Old Salem		Long	\$293,490		45%	\$132,821
S1	Zuhlke Ln Extension Ph. 2	Extend Zuhlke Ln east to connect to Old Salem Rd	Long	\$451,524		100%	\$451,524
<b>Total Roadway &amp; Intersection Improvements</b>				<b>\$5,298,646</b>	<b>\$733,726</b>	49%	<b>\$2,575,300</b>
<b>Total</b>				<b>\$9,870,322</b>	<b>\$1,015,928</b>	57%	<b>\$5,067,474</b>



## Stormwater

**Table D**

City of Millersburg Stormwater SDC  
Improvement Fee Project List<sup>1</sup>

Project Description	Priority	Total Project Cost	Growth Share	
			%	\$
<b>Stand-Alone Stormwater Projects</b>				
North Tributary of Crooks Creek Improvements	High	\$193,254	68%	\$131,552
Becker Ridge Detention Ponds Modification	Medium	\$18,681	1%	\$130
Morningstar Estates Outfall Modification	Medium	\$211,670	0%	\$0
Umpqua Lane Detention Pipes Modification	Low	\$114,196	3%	\$3,396
Woods Road Drainage Capacity Increase	Low	\$580,805	67%	\$386,274
Kathryn St. & Knox Butte Ave. Storm	Low	\$225,983	0%	\$0
Hoffman Estates Capacity Increase	Low	\$163,009	0%	\$0
Crooks Creek Sedimentation Concerns	Low	\$72,730	0%	\$0
	Subtotal	\$1,580,32		\$521,352
<b>TSP Stormwater Improvements</b>				
Woods Rd. Extension	Low	\$1,207,31	100%	\$1,207,318
Zuhlke Lane Extension	Low	\$436,900	100%	\$436,900
54th Ave. Extension	Low	\$307,544	0%	\$0
Conser Road Improvements	Low	\$211,956	45%	\$95,380
Old Salem Rd Build-Out Capacity	Low	\$735,083	100%	\$735,083
Old Salem Rd Existing Capacity Improvements	Low	\$385,262	0%	\$0
	Subtotal	\$3,284,06		\$2,474,681
		<b>\$4,864,39</b>	<b>62%</b>	<b>\$2,996,033</b>

<sup>1</sup>Stormwater System Master Plan (Cardno, January 2019); costs have been adjusted to 2020 based on the Engineering News Record Construction Cost index for Seattle.

**RESOLUTION 2020-15**

**A RESOLUTION OF THE CITY OF MILLERSBURG,  
OREGON, ADOPTING A FEE SCHEDULE FOR  
SYSTEMS DEVELOPMENT CHARGES**

**WHEREAS**, on October 8, 2019, the Council of the City of Millersburg adopted Ordinance No. 164 – Amending the Millersburg Municipal Code by Adopting Chapter 15.16, System Development Charges, and on June 9, 2020, the Council of the City of Millersburg adopted Ordinance No. 172-20 – Amending the Millersburg Municipal Code by Revising Chapter 15.16, Systems Development Charges (the “Ordinances”), which authorize the City to assess and collect Systems Development Charges (“SDCs”); and,

**WHEREAS**, on July 14, 2020, the Council of the City of Millersburg adopted Resolution No. 2020-13 – Adopting a Methodology for Calculating Systems Development Charges; and,

**WHEREAS**, the Ordinances allow the City to establish SDC fees necessary to serve future public wastewater, water, transportation, and stormwater needs of the residents of the City; and,

**WHEREAS**, the terms “Single-family Dwelling,” “Multi-family Dwelling,” “Mobile Home,” “Accessory Dwelling Unit,” and “Hotel/Motel” are defined in the Millersburg Development Code; and,

**WHEREAS**, the City incurs costs associated with administering the SDC program,

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

1. Resolution 2006-1, Adopting a Methodology for Implementation of System Development Charges for the City of Millersburg Water System and Sewer System, is hereby repealed; and,
2. Resolution 2008-9, Adopting a Public Street Fee System Development Charge, is hereby repealed; and,
3. The City’s SDC and Administrative Costs for the period July 14, 2020 through June 30, 2020 shall be imposed at the full amount allowed under the adopted Methodology and shall be as shown in Appendix A, SDC Fee Schedules for Wastewater, Water, Transportation, and Stormwater.
4. Effective on July 1 of each subsequent year, an annual adjustment to the City’s SDC fees, as set forth in the Methodology, Inflationary Adjustments, shall be applied to the then-current SDC amounts and the resulting fees imposed.

5. Effective on July 1 of each subsequent year, the Administrative Costs will also be adjusted to reflect current costs by the City of Millersburg to collect wastewater, water, transportation, and stormwater fees.

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

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

---

Jim Lepin, Mayor  
City of Millersburg, Oregon

ATTEST:

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Kimberly Wollenburg  
City Recorder

City of Millersburg

Exhibit "A"

SDC Fee Schedules

**Wastewater**

The total wastewater SDC per EDU is **\$4,655**. The EDU rate is scaled for customers based on the EDU table provided in **Table 1**.

**Table 1**  
City of Millersburg Wastewater SDC  
SDC Schedule

	<b>Unit of Measure</b>	<b>Units Per EDU</b>
Residential	Dwelling	1.00
Multifamily	Dwelling	0.80
Mobile home	Dwelling	1.00
Residential care center	Bed	0.50
Accessory Dwelling Unit	Dwelling	0.50
<b>Commercial</b>		
Churches, Lodges	1,000 sf	0.20
Hospitals	Beds	1.00
Hotel, Motel	Sleeping Room	0.50
Schools - High School	Students	0.05
Schools - All Other	Students	0.04
Eating & Drinking Establishments	1,000 sf	1.67
Car Washes	stall	1.00
Laundries	Washer	1.00
Dry cleaners	1,000 sf	3.00
General Commercial - All Other	1,000 sf	0.50
RV Sewage Dump station	tank/station	3.00
<b>Industrial</b>	Per estimated flows and loads	

<sup>1</sup>Combined uses will be estimated based on each component.

Because of the variability and system impact of significant industrial customers, these users are charged based on their individual flows and loads. Each industrial customer will be charged based on their peak day flow. The formula for charging industrial customers as follows:

$$Peak\ flow\ (mgd) \times \$3,676,930 + MMBOD\ (lbs/day) \times \$2,092 + MMTSS\ (lbs/day) \times \$1,489 + EDUs \times \$87$$

Where EDUs calculated based on sum of customer's flow, BOD, and TSS components divided by \$4,568

## Water

The total water SDC per EDU is **\$3,295**. The EDU rate is scaled for customers based on the EDU table provided in **Table 2**.

**Table 2**

City of Millersburg Water SDC  
SDC Schedule

<b>Meter Size</b>	<b>Total</b>	<b>Equivalency</b>
Single Family	\$3,293	1.00
Accessory Dwelling Unit	\$1,647	0.50
<b>Nonresidential Meter</b>		
3/4"	\$3,293	1
1"	\$5,489	1.7
1 1/2"	\$10,978	3.3
2"	\$17,565	5.3
3"	\$35,130	10.7
4"	\$54,890	16.7
6"	\$109,780	33.3
8"	\$175,538	53.3
10"	\$461,077	140.0

## Transportation

The total transportation SDC per trip is **\$6,446**. The EDU rate is scaled for customers based on Table 3.

**Table 3**  
City of Millersburg Transportation SDC

### Transportation SDCs by Land Use

ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
30	TRUCK TERMINAL	TGSF	0%	0%	1.00	1.87	1.87	\$12,054
110	GENERAL LIGHT INDUSTRIAL	TGSF	0%	0%	1.00	0.63	0.63	\$4,061
130	INDUSTRIAL PARK	TGSF	0%	0%	1.00	0.40	0.40	\$2,578
140	MANUFACTURING	TGSF	0%	0%	1.00	0.67	0.67	\$4,319
150	WAREHOUSING	TGSF	0%	0%	1.00	0.19	0.19	\$1,225
151	MINI WAREHOUSE	TGSF	0%	0%	1.00	0.17	0.17	\$1,096
154	HIGH-CUBE/SHORT-TERM STORAGE WAREHOUSE	TGSF	0%	0%	1.00	0.10	0.10	\$645
160	DATA CENTER	TGSF	0%	0%	1.00	0.09	0.09	\$580
170	UTILITIES	TGSF	0%	0%	1.00	2.27	2.27	\$14,632
180	SPECIALTY TRADE CONTRACTOR	TGSF	0%	0%	1.00	1.97	1.97	\$12,698
<b>210</b>	<b>SINGLE FAMILY DWELLING/TOWNHOME</b>	<b>DU</b>	<b>0%</b>	<b>0%</b>	<b>1.00</b>	<b>0.99</b>	<b>0.99</b>	<b>\$6,381</b>
220	APARTMENTS/CONDOS	DU	0%	0%	1.00	0.56	0.56	\$3,610
	ACCESSORY DWELLING UNIT	DU	0%	0%	1.00	0.50	0.50	\$3,191
240	MANUFACTURED HOUSING	DU	0%	0%	1.00	0.46	0.46	\$2,965
310	HOTEL/MOTEL	ROOM	0%	0%	1.00	0.60	0.60	\$3,867

ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
411	CITY PARK	ACRE	0%	0%	1.00	0.11	0.11	\$709
416	CAMPGROUND/RV PARK	ACRE	0%	0%	1.00	0.98	0.98	\$6,317
430	GOLF COURSE	HOLE	0%	0%	1.00	2.91	2.91	\$18,757
444	THEATER	SEAT	0%	0%	1.00	4.91	4.91	\$31,649
492	HEALTH/FITNESS CLUB	TGSF	0%	0%	1.00	3.45	3.45	\$22,238
491	TENNIS	COURT	0%	0%	1.00	3.82	3.82	\$24,623
495	COMMUNITY CENTER	TGSF	0%	0%	1.00	2.31	2.31	\$14,890
520	ELEMENTARY SCHOOL	STUDENT	0%	0%	1.00	0.17	0.17	\$1,096
536	PRIVATE SCHOOL (K-12)	STUDENT	0%	0%	1.00	0.17	0.17	\$1,096
522	MIDDLE SCHOOL/JUNIOR HIGH SCHOOL	STUDENT	0%	0%	1.00	0.17	0.17	\$1,096
530	HIGH SCHOOL	STUDENT	0%	0%	1.00	0.14	0.14	\$902
540	JUNIOR/COMMUNITY COLLEGE	STUDENT	0%	0%	1.00	0.11	0.11	\$709
560	PLACE OF WORSHIP	TGSF	0%	0%	1.00	0.49	0.49	\$3,158
565	DAY CARE CENTER	STUDENT	56%	0%	0.44	0.79	0.35	\$2,241
590	LIBRARY	PER TGSF	0%	0%	1.00	8.16	8.16	\$52,598
610	HOSPITAL	TGSF	0%	0%	1.00	0.97	0.97	\$6,252
630	CLINIC	TGSF	0%	0%	1.00	3.28	3.28	\$21,142
640	ANIMAL HOSPITAL/VET CLINIC	TGSF	0%	0%	1.00	3.53	3.53	\$22,754
710	GENERAL OFFICE BUILDING	TGSF	0%	0%	1.00	1.15	1.15	\$7,413
720	MEDICAL-DENTAL OFFICE	TGSF	0%	0%	1.00	3.46	3.46	\$22,302
731	DEPARTMENT OF MOTOR VEHICLES	TGSF	0%	0%	1.00	5.20	5.20	\$33,518

ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
732	US POST OFFICE	TGSF	0%	0%	1.00	11.21	11.21	\$72,257
760	RESEARCH & DEVELOPMENT CENTER	TGSF	0%	0%	1.00	0.49	0.49	\$3,158
770	BUSINESS PARK	TGSF	0%	0%	1.00	0.42	0.42	\$2,707
810	TRACTOR SUPPLY STORE	TGSF	0%	0%	1.00	1.40	1.40	\$9,024
811	CONSTRUCTION EQUIPMENT RENTAL STORE	TGSF	0%	0%	1.00	0.99	0.99	\$6,381
812	BUILDING MATERIALS & LUMBER STORE	TGSF	0%	0%	1.00	2.06	2.06	\$13,278
813	FREE-STANDING DISCOUNT SUPERSTORE	TGSF	0%	29%	0.71	4.33	3.07	\$19,816
814	VARIETY/DOLLAR STORE	TGSF	0%	34%	0.66	6.84	4.51	\$29,099
816	HARDWARE/PAINT STORE	TGSF	0%	26%	0.74	2.68	1.98	\$12,783
817	NURSERY (GARDEN CENTER)	TGSF	0%	0%	1.00	6.94	6.94	\$44,734
820	SHOPPING CENTER/RETAIL	TSFGLA	26%	34%	0.40	3.81	1.52	\$9,823
841	AUTOMOBILE SALES	TGSF	0%	0%	1.00	2.43	2.43	\$15,663
843	AUTOMOBILE PARTS SALES	TGSF	0%	43%	0.57	4.91	2.80	\$18,040
848	TIRE STORE	TGSF	0%	28%	0.72	3.98	2.87	\$18,471
850	SUPERMARKET	TGSF	38%	36%	0.26	9.24	2.40	\$15,485
851/853	CONVENIENCE MARKET	TGSF	16%	66%	0.18	49.11	8.84	\$56,979
854	DISCOUNT SUPERMARKET	TGSF	28%	21%	0.51	8.38	4.27	\$27,548
857	DISCOUNT CLUB	TGSF	0%	37%	0.63	4.18	2.63	\$16,974



ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
860	WHOLESALE	TGSF	0%	0%	1.00	1.76	1.76	\$11,345
862	HOME IMPROVEMENT SUPERSTORE	TGSF	0%	42%	0.58	2.33	1.35	\$8,711
863	ELECTRONICS SUPERSTORE	TGSF	0%	40%	0.60	4.26	2.56	\$16,475
864	TOY/CHILDREN'S SUPERSTORE	TGSF	0%	34%	0.66	5.00	3.30	\$21,271
875	DEPARTMENT STORE	TGSF	0%	0%	1.00	1.95	1.95	\$12,569
876	APPAREL STORE	TGSF	0%	0%	1.00	4.12	4.12	\$26,557
879	ARTS AND CRAFTS STORE	TGSF	0%	34%	0.66	6.21	4.10	\$26,419
880	PHARMACY/ DRUGSTORE W/OUT DRIVE THRU WINDOW	TGSF	14%	53%	0.33	8.51	2.81	\$18,102
881	PHARMACY/DRUGSTORE WITH DRIVE THRU WINDOW	TGSF	13%	49%	0.38	10.29	3.91	\$25,204
890	FURNITURE STORE	TGSF	0%	53%	0.47	0.52	0.24	\$1,575
911	WALK-IN BANK	TGSF	22%	35%	0.43	12.13	5.22	\$33,621
912	DRIVE-IN BANK	TGSF	22%	35%	0.43	20.45	8.79	\$56,681
918	HAIR SALON	TGSF	0%	0%	1.00	1.45	1.45	\$9,346
920	COPY, PRINT AND EXPRESS SHIP STORE	TGSF	22%	35%	0.43	7.42	3.19	\$20,566
925	DRINKING PLACE	TGSF	26%	43%	0.31	11.36	3.52	\$22,699
931	QUALITY RESTAURANT	TGSF	27%	44%	0.29	7.80	2.26	\$14,580
932	HIGH TURNOVER RESTAURANT	TGSF	26%	43%	0.31	9.77	3.03	\$19,522
934	FAST FOOD RESTAURANT WITH DRIVE-THRU	TGSF	23%	50%	0.27	32.67	8.82	\$56,858
937	COFFEE/DONUT WITH DRIVE-THROUGH	TGSF	0%	89%	0.11	43.38	4.77	\$30,758

ITE Code	Description	Unit of Measure	Diverted Factor	Pass-by Factor	Total Trip Adj. Factor <sup>1</sup>	PM Peak Rate	Adj. Trip Rate	SDC per Unit <sup>2</sup>
936	COFFEE/DONUT WITHOUT DRIVE-THROUGH	TGSF	0%	89%	0.11	36.31	3.99	\$25,745
941	QUICK LUBRICATION VEHICLE SHOP	TGSF	0%	0%	1.00	8.70	8.70	\$56,078
943	AUTOMOBILE PARTS AND SERVICE CENTER	TGSF	0%	0%	1.00	2.26	2.26	\$14,567
944	GASOLINE/SERVICE STATION	FUEL POSITION	35%	42%	0.23	14.03	3.23	\$20,800
945	GAS/SERVICE STATION W/CONVENIENCE MKT	FUEL POSITION	31%	56%	0.13	13.99	1.82	\$11,723
947	SELF SERVICE CAR WASH	WASH STALL	0%	0%	1.00	5.54	5.54	\$35,710
948	AUTOMATED CAR WASH	TGSF	0%	0%	1.00	14.20	14.20	\$91,530
949	CAR WASH AND DETAIL CENTER	WASH STALL	0%	0%	1.00	13.60	13.60	\$87,663
950	TRUCK STOP	TGSF	0%	0%	1.00	22.73	22.73	\$146,513

<sup>1</sup> Discounted by pass-by and diverted link trips

<sup>2</sup> Based on cost per new trip of \$6,446

TGSF = Thousand Gross Square Feet, TSFGLA = Thousand Square Feet Gross Leasable Area, DU = Dwelling Unit

## Stormwater

The total stormwater SDC per EDU is **\$660**. The EDU rate is scaled for customers based on the EDU table provided in **Table 4**.

An EDU is equal to 4,200 square feet of impervious area. Single family residential dwellings will be charged uniformly based on the number of dwelling units and the cost per EDU (\$660). Other development will be assessed SDCs based on the calculated number of EDUs (total measured impervious area for the development divided by 4,200 square feet.)

**Table 4**

City of Millersburg Stormwater SDC  
SDC Schedule

<b>Meter Size</b>	<b>Total SDC</b>
<b>Single Family Residential</b>	\$660
<b>Other Development</b> \$/EDU (4,200 sq. ft).	\$660



TO: Millersburg City Council  
VIA: Kevin Kreitman, City Manager  
FROM: Kimberly Wollenburg, City Recorder  
DATE: June 17, 2020 for the July 14, 2020 City Council Meeting  
SUBJECT: Annual Liquor License Renewals

Action Requested:

Council approval for the following annual liquor license renewals.

Discussion:

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

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

The Linn County Sheriff's Office was contacted June 5, 2020 for input. They had nothing negative to report.

Budget Impact:

Revenue of \$75

Humpty's

Item 16)

Licensee(s): MASON, PATRICK A (Exempt)

License: 294580

Premises: 51686

<b>Payment #1 to OLCC:</b> <i>Make check or money order payable to OLCC. PLEASE NOTE, FEES HAVE INCREASED. Do not mail cash. Send your application and payment to OLCC License Renewals; PO Box 22297; Milwaukie, OR 97269.</i>	Dollar Amount (\$)
If completed renewal application is postmarked by 06/10/2020 pay this amount.	✓ \$200.00
If completed renewal application is postmarked after 06/10/2020 but on or before 06/30/2020 pay this amount.	\$250.00
If completed renewal application is postmarked after 06/30/2020 pay this amount.	\$280.00

<b>Payment #2 to Local Government:</b> <i>Make check or money order payable to City/County listed below if a fee is required. Do not mail cash.</i>	
Local government City of Millersburg located at 4222 NE Old Salem Rd ; Albany, OR 97321 requires a \$15.00 processing fee. Send a copy of your completed application with this fee. Have you paid this processing fee? We will not process your application until this has been paid.	<input checked="" type="checkbox"/> YES

**MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER**

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

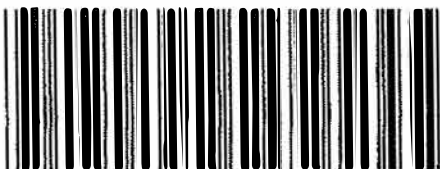
**SOCIAL SECURITY NUMBER AUTHORIZATION**

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471 311 and OAR 845-005-0112(6). Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above. You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

<b>Signature Section:</b> <i>Who must sign -- One member of an LLC. One officer of a corporation. One partner in a limited partnership. Each person if licensed as individuals.</i>						
Print Name	Social Security Number	Date of Birth	Sex M/F	Today's date	Signature	SSN Authorization
Tami Mason				4-27-20	Tami Mason	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Patrick A. Mason				4-24-20	Patrick A. Mason	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



**Oregon Liquor Control Commission**  
 PO Box 22297, Milwaukie, OR 97269 1-800-452-6522  
**License Renewal Application**

Item 16)

## Your Due Date For Renewal is June 10, 2020.

<b>License Type: OFF-PREMISES SALES</b>	<b>District: 3</b>	<b>License: 294580</b>	<b>Premises: 51686</b>	<b>Code: 227</b>
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MASON, PATRICK A  
 PO BOX 134  
 GRANDVIEW, WA 98930

*Licensee(s)*

MASON, PATRICK A  
 MASON, TAMI J

*Tradename*

**FIREHOUSE CORNER DELI &  
 MARKET**  
 4050 OLD SALEM RD NE  
 ALBANY OR 97321

<b>Operational Questions:</b>											
(1) List contact information for the business.	Phone Number: <u>541 926 7773</u> Email: <u>firehousecorner@outlook.com</u>										
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="5"><i>N/A</i></td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	<i>N/A</i>				
Name	Offense	Date	City/State	Result							
<i>N/A</i>											
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES & EXPLAIN:										
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES & EXPLAIN:										
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES										

**IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2020. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.**

Love's Item 16

Licensee(s): LOVE'S TRAVEL STOPS & COUNTRY STORES INC

License: 294228

Premises: 37889

### CONFIDENTIAL

#### Payment #1 to OLCC:

Make check or money order payable to OLCC. PLEASE NOTE, FEES HAVE INCREASED. Do not mail cash. Send your application and payment to OLCC License Renewals; PO Box 22297; Milwaukie, OR 97269.

Dollar Amount (\$)

If completed renewal application is postmarked by 06/10/2020 pay this amount.	\$200.00
If completed renewal application is postmarked after 06/10/2020 but on or before 06/30/2020 pay this amount.	\$250.00
If completed renewal application is postmarked after 06/30/2020 pay this amount.	\$280.00

#### Payment #2 to Local Government:

Make check or money order payable to City/County listed below if a fee is required. Do not mail cash.

Local government Douglas County Sheriff's Office, Attn: Records Division located at 1036 SE Douglas Ave, Rm 210 ; Roseburg, OR 97470 requires a \$25.00 processing fee. Send a copy of your completed application with this fee. Have you paid this processing fee? We will not process your application until this has been paid.

YES

#### MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 646(a)(13) & ORS 25.785).

#### SOCIAL SECURITY NUMBER AUTHORIZATION

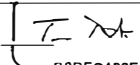
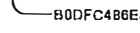
The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above. You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

#### Signature Section:

Who must sign -- One member of an LLC. One officer of a corporation. One partner in a limited partnership. Each person if licensed as individuals.

Print Name	Social Security Number	Date of Birth	Sex M/F	Today's date	Signature	SSN Authorization
Timothy Doty						<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



4 5 2 0 0 1 A 2



TO: Millersburg City Council  
FROM: Kevin Kreitman, City Manager  
DATE: July 9, 2020 for the July 14, 2020 City Council Meeting  
SUBJECT: Ordinance Granting a Franchise to Alyrica Networks, Inc.

Action Requested:

Approval to enter into a ten (10) year non-exclusive franchise agreement with Alyrica Networks, Inc., to construct, operate, and maintain broadband and telecommunication facilities within the City of Millersburg.

Discussion:

Alyrica wishes to provide broadband and telecommunication facilities within the City of Millersburg. This franchise agreement would expire after ten (10) years, with automatic renewals for five (5) one year periods. Alyrica would seek to renew the agreement for continuance after the initial 15 years to continue providing services within Millersburg. If the franchise agreement is approved, they plan to design and construct infrastructure to provide service to the community.

Under the franchise agreement the City would receive an amount equal to seven percent (7%) of Alyrica's gross revenues generated in Millersburg, or \$3,000 annually whichever is greater; or at the City's request Alyrica will provide one (1) dedicated, non-shared 1000 m/sec internet connection to City Hall and one wireless connection for Millersburg Park, of which the market value of these services would exceed the minimum annual payment.

As some of you may be aware, in a number of our newer subdivisions Century Link has elected not to place infrastructure to service residential customers. The addition of Alyrica would provide residents with an additional option for broadband and telecommunication services, which in some areas is currently only available from a single provider.

Budget Impact:

This franchise agreement will generate revenue or provide additional internet connection services at no expense to the City. The City may, if it so desires, have additional fiber service brought to City Hall.

Attachment(s):

- Proposed Ordinance 174-20 Granting a Non-Exclusive Franchise to Alyrica Networks, Inc.



**ORDINANCE NO. 174-20**

**AN ORDINANCE GRANTING A NON-EXCLUSIVE FRANCHISE  
TO ALYRICA NETWORKS, INC.**

**WHEREAS**, the City of Millersburg can regulate the use of City of Millersburg owned rights-of-way; and,

**WHEREAS**, the City of Millersburg may enter into franchise fee agreements with telecommunications carriers using City of Millersburg owned rights-of-way; and,

**WHEREAS**, the City of Millersburg desires to enter into a franchise fee agreement with telecommunications carrier Alyrica Networks, Inc.;

**NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS:** The City of Millersburg and Alyrica Networks, Inc. shall enter into a franchise agreement pursuant to the terms set out below:

1. **Grant of Franchise.** The City of Millersburg, hereinafter known as “City” or “Grantor” grants to Alyrica Networks, Inc. hereinafter known as “Grantee” its successors and assigns, a non-exclusive franchise to construct, operate, and maintain broadband and telecommunications facilities in, under, and over the surface of the City's Public Rights-of-Way (“Franchise”) subject to the terms of this Agreement.
2. **Term.** The initial term of this Franchise shall be for ten (10) years from the effective date of this Ordinance, unless terminated sooner as provided in this Agreement. Thereafter, the Agreement shall automatically renew for up to five (5) renewal terms of one (1) year each, unless terminated by either party by giving written notice of its intention to terminate not less than sixty (60) days prior to the end of any renewal term. Every three (3) years, beginning after the adoption of this Franchise, Grantee shall present to the City Council a general overview of Grantee’s current and future operations within the City. The intent behind this presentation is to keep the Council informed of Grantee’s current and future services, development, and infrastructure. Council will contact Grantee to setup the presentation date and time; Grantee will not be obligated to make any presentation unless contacted by the City Council.
3. **Fee.** In consideration of the rights and privileges granted by this Franchise, Grantee shall pay annually as a franchise fee to the City an amount equal to seven percent (7%) of Grantee’s annual gross revenues, as defined in Section 3.4 below, or Three Thousand Dollars (\$3,000) per year, whichever is greater. At the end of the initial term, the franchise fee shall be either seven percent (7%) of Grantee’s annual gross revenues or Three Thousand Five Hundred Dollars (\$3,500), whichever is greater.
  - 3.1 At the City’s request, Grantee will, in lieu of the franchise fees provided in Section 3, above, provide one (1) dedicated, non-shared 1000 m/sec internet connection at each of the below listed locations:
    - 3.1.1 City Hall, 4222 NE Old Salem Road

3.1.2 Millersburg Park, 3030 NE Alexander Lane (Wireless)

3.1.3 Millersburg Fire Station

- 3.2 At the City's request, Grantee will provide these connections in lieu of paying the franchise fees listed in Section 3, as long as the combined market value of these connections remains equal to or greater than the franchise fee amounts established in Section 3. If the combined market value of the connections is less than the franchise fee amounts established in Section 3, Grantee shall make an annual "even up" payment to the City so that the total annual amount paid to City, including the combined market value of the connections provided, equals at least the franchise fee amounts established in Section 3.
- 3.3 Notwithstanding any provision herein to the contrary, at any time during the term of this Franchise, City may elect by way of City Council ordinance or resolution to increase the franchise fee amount imposed on all broadband and telecommunications franchisees, as may then be allowed by State law and the Federal Telecommunications Act of 1996, Section 253. City shall provide Grantee written notice of such increase following the adoption of the applicable ordinance by City. The increase shall be effective sixty (60) days after City has provided Grantee with such notice.
- 3.4 The parties acknowledge and agree that for any facilities not contemplated under this Agreement, Grantee shall be subject to additional agreements and may be charged added compensation, which shall be memorialized in writing.
- 3.5 Gross revenues means any and all compensation in whatever form (grant, subsidy, exchange, or otherwise) received directly or indirectly by Grantee for any communications services (as defined below) provided to a customer located within the City, including but not limited to: revenues from customers; any fees related to Grantee's communications services; use, access, or attachment charges paid to the Grantee by other communications services or carriers, and revenue from the sale or lease of any Grantee facilities, including wire, cable, facility, pole, duct, conduit, or similar transmission equipment. All such revenues remain subject to applicable federal statutes and exceptions including those that may exclude revenues from internet access services. Customers who are served solely via a wireless transmission tower or facility located outside the City, which is provided using no other wireline connection from Grantee, will not be included in gross revenues, wherever located.
4. **Payment.** Franchise fees will be due and payable annually, thirty (30) days after the effective date of this Ordinance. Franchise fee payments not received by the City on or before the due date shall be assessed interest at the rate of one percent (1%) compounded monthly. Interest shall be due on the entire late payment from the date on which the payment was due until the date on which the City receives the payment.
- 4.1 The last payment of each calendar year shall be accompanied by a written report to the City, verified by an officer of other authorized representative of Grantee, containing an accurate statement of Grantee's gross revenues and the computation basis and method. Such reports shall be in a form satisfactory to the City.

- 4.2 The initial twelve (12) months after this Ordinance is adopted will be considered a "build period." No payment will be required during the build period.
- 4.3 No acceptance of any payment by the City shall be construed as an accord that the amount paid is, in fact, the correct amount, nor shall the acceptance of any payment be construed as a release of any claim the City may have for further or additional sums payable.
- 4.4 All amounts paid shall be subject to audit and confirmation by the City, provided that such audit is completed within three (3) years of the date the audited payment is due. If no such audit is conducted within the three (3)-year period, then any claim that the City might have had for additional compensation shall be waived.
- 4.4.1 If Grantee underpaid by five percent (5%) or more of the amount due, Grantee shall pay interest on the unpaid amount compounded at the annual rate of three percent (3%) compounded monthly. Interest shall be due on the entire underpayment from the date on which payment was due until the date on which full payment is received.
- 4.4.2 If the Grantee disputes the City's determination of underpayment, grantee may petition the Linn County Circuit Court for a determination of the amount, if any, owed by Grantee, in accordance with paragraph 11.3.
- 4.5 All Grantee's books, maps, and records directly concerning its calculation of franchise fee payments to the City shall be open for audit by the City, upon no less than seven (7) days' prior written notice, during normal business hours at a mutually agreeable location within 35 miles of the City.
- 4.6 Payment of the franchise fee shall not exempt Grantee from the payment of any license fee, permit fee, tax, or charge on the business, occupation, property, or income of Grantee that may be lawfully imposed by the City or any other taxing authority.
5. **Municipal Code, Charter, and General Ordinances Apply.** Unless the context requires otherwise or expressly otherwise defined herein, words and phrases used in this Franchise shall have the same meaning as defined in the City Municipal Code. All applicable provisions of the City Municipal Code are incorporated by reference and made a part of this Franchise, specifically including the City's fee schedule as adopted by the City Council. In the event of any inconsistencies between the terms of this Franchise and the Code, this Franchise shall control. The Charter of the City of Millersburg and ordinances, rules, and regulations of the City now in effect or adopted in the future, are incorporated by reference and made a part of this Franchise. Nothing in this Franchise shall be deemed to waive the requirements of the various codes, regulations, and ordinances of the City.
6. **City Regulatory Authority.** In addition to the provisions herein contained, City reserves the right to adopt such additional ordinances and regulations as may be deemed necessary in the exercise of its police power for the protection of the health, safety, and welfare of its citizens and their properties, or exercise any other rights, powers, or duties required or

authorized under the Constitution of the State of Oregon, the laws of Oregon or City ordinances. Specifically, the City reserves the right to:

- 6.1 Construct, install, maintain, remove, relocate, replace, and operate any City facility, rights-of-way, or public place.
- 6.2 Do any work that City may find desirable on, over, or under any rights-of-way or public place in accordance with all applicable federal, state, or local regulations.
- 6.3 Exercise any power that the City currently holds or may hereafter be authorized or granted by the laws of the State of Oregon or the City Charter or ordinances.
- 6.4 Abate any nuisance or dangerous condition.
- 6.5 In addition to the reservations herein and existing applicable ordinances, adopt such additional regulations for the construction, maintenance, and operation of Grantee's facilities as the City finds necessary in the exercise of its police powers or for the orderly development of the City (including but not limited to: zoning, land use, historic preservation ordinances, standard specifications, design standards and drawings, other safety or construction standards, and other applicable requirements), or for the protection of City facilities.

7. **Indemnity.**

- 7.1 Grantee agrees and covenants to indemnify, defend, and hold the City, its officers, agents, and employees, harmless from any claim for injury, damage, loss, liability, cost or expense, including court and appeal costs and attorney fees or expenses, arising from any casualty or accident to person or property directly by reason of any negligent construction, excavation or any other act done under this Franchise, by or for Grantee, its agents or employees, or by reason of any neglect or omission of Grantee to keep its facilities in a safe condition, but not to the extent that such casualty or accident is directly caused by negligence or willful misconduct of the City, its officers, agents, or employees or any third party. The City shall provide Grantee with prompt notice of any such claim, which Grantee shall defend with counsel of its own choosing. No settlement or compromise of any such claim will be done by the Grantee without the prior written approval of the City. Grantee and its agents, contractors, and others shall consult and cooperate with the City while conducting its defense of the City.
- 7.2 Grantee also shall indemnify the City for any damages, claims, additional costs, or expenses assessed against or payable by the City arising out of or resulting, directly, from Grantee's failure to remove, adjust or relocate any of its Facilities in the City rights-of-way in a timely manner, when required to do so, unless Grantee's failure arises directly from the City's negligence or willful misconduct.

8. **Construction, Relocation, Removal.**

- 8.1 Subject to the terms of this Franchise and the Code, Grantee may construct, operate, and maintain its facilities. All construction and maintenance of any and all of Grantee's facilities within City rights-of-way shall, regardless of who performs such installation or construction, be and remain the responsibility of

Grantee. Grantee shall apply for and obtain all permits necessary for installation or construction of any such facilities, and for excavation and laying of any facilities within City rights-of-way.

- 8.2 At least two weeks prior to beginning construction in any City rights-of-way, the parties shall provide each other with a construction schedule, including a digging or trenching schedule, so that the parties may coordinate all right-of-way work and so that they may use any open trenches to repair, move, or relocate facilities.
- 8.3 Grantee may make excavations in the City rights-of-way, subject to obtaining permits from the City. Prior to doing such work, Grantee must give appropriate notices to any other franchisees, licensees or permittees of the City owning or maintaining facilities that may be affected by the proposed excavation. Grantee shall, at its own expense, restore any damage or disturbance caused to City property as a result of its operation, construction, or maintenance of its facilities to the same or better condition of such property immediately prior to such damage or disturbance.
- 8.4 In the event that emergency repairs are necessary for Grantee's facilities in City rights-of-way, Grantee shall immediately notify the City of the need for such repairs. Grantee may immediately initiate such emergency repairs and shall apply for appropriate permits the next business day following discovery of the emergency.
- 8.5 Grantee shall comply with the terms and conditions of ORS Chapter 757, governing the location of underground facilities (the "One-Call statutes").
- 8.6 All construction practices and installation of equipment shall be done in accordance with all applicable sections of the then current version of the National Electric Safety Code, in accordance with good engineering practices and performed by qualified maintenance and construction personnel.
- 8.7 The Grantee shall at all times employ ordinary care and shall use industry accepted methods and devices preventing failures and accidents. To the extent possible, the Grantee shall use utility poles, conduits, and other facilities already existing in the City rights-of-way.
- 8.8 Whenever any existing utilities are located underground within a public right-of-way of the City, Grantee shall also locate its facilities underground. Any and all such installation and relocation under this paragraph shall be without expense to the City.
- 8.9 Relocation of Facilities. City shall have the right to require Grantee to change the location of any facilities within the public rights-of-way when the public convenience requires such change; and the expense thereof shall be paid by Grantee. If relocation is for the benefit of a private organization the expense of the relocation will be paid by the person or entity requesting such relocation, and the Grantee may require a cash deposit equal to the estimated cost of the relocation. Should Grantee fail to remove or relocate any such facilities by the date established

by City, the City may effect such removal or relocation, and the expense thereof shall be paid by Grantee, including all costs and expenses incurred by the City due to Grantee's delay. City shall give Grantee reasonable advanced written notice to relocate its facilities prior to the date established by the City as the deadline for relocation. If at any time, in case of fire or other disaster in the Franchise territory, it shall become necessary in the reasonable judgment of City to cut or move any facilities, such cutting or moving may be done and any repairs rendered necessary thereby shall be made by Grantee, at its sole expense. City shall indemnify, protect and hold Grantee, its officers, employees, and agents harmless against and from all damages, claims, loss, liability, cost, or expense resulting from damage to property, or injury or death, to any third person caused by Grantor's cutting or moving any of the wires, equipment or other facilities. City shall take reasonable efforts to notify Grantee prior to acting under this subsection.

- 8.10 Upon completion of construction of any new facilities, Grantee shall promptly furnish City with two (2) sets of "as built" plans showing the exact location and construction details of all of Grantee's facilities. New plans will be furnished promptly for any additions or modifications. All plans shall be full sized "as built" plans unless mutually agreed to otherwise.
- 8.11 **Discontinuance.** Whenever Grantee intends to discontinue using any facilities, Grantee shall submit for City's approval a complete description of the facilities and the date on which the Grantee intends to discontinue using the facilities. Grantee may remove the facilities or request that City permit it to remain in place. City may require the Grantee to remove the facilities. Grantee shall complete such removal in accordance with a schedule set by City. Until such time as Grantee removes the facilities as directed by City, or until the rights to and responsibility for the facilities are accepted by another person having authority to construct and maintain such facilities, Grantee shall be responsible for all necessary repairs and relocations of the facilities, as well as street repairs, in the same manner and degree as if the facilities were in active use, and Grantee shall retain all liability for such facilities.

9. **Reservation of City Rights.**

- 9.1 Nothing in this Franchise shall be construed to prevent the City from constructing sewers, water systems, electric systems, grading, paving, repairing, or altering any street or constructing or establishing any other public work or improvement. Grantee's facilities shall be constructed and maintained in such manner as not to interfere with City sewers, water systems, electric systems, or any other facilities of the City.
10. **Assignment.** Grantee's rights under this Franchise may not be assigned or transferred without the prior written consent of the City, which consent shall not be unreasonably withheld or delayed. No such consent shall be required for an assignment by Grantee to a corporate affiliate; provided, however, that the Grantee, not more than thirty (30) calendar days following such assignment, provides the City with written notice of the assignment and the assignee agrees in writing to be bound by the terms of this Agreement.
- 10.1 Grantee and the proposed assignee or transferee shall provide and certify the



4222 NE Old Salem Road  
Albany, OR 97321

If to the Grantee: Alyrica Networks, Inc.  
Attn: General Counsel, Alyrica  
521b N. 19th St.  
Philomath, Oregon 97370

Any such notice, communication, or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three business days after depositing in the United States mail, one business day after shipment by commercial air courier or the same day as facsimile transmission (or the first business day thereafter if faxed on a Saturday, Sunday, or legal holiday).

12. **Other Authority Superseded.** Upon effectiveness of this Franchise, any and all authority to operate previously granted to Grantee by the City shall be superseded by this Franchise.

13. **Insurance.**

13.1 The Grantee shall maintain throughout the term of the Franchise insurance in amounts at least as follows:

Workers' Compensation	Statutory Limits
Commercial General Liability	[\$1,000,000] per occurrence, Combined Single Liability (C.S.L.) [\$2,000,000] General Aggregate
Auto Liability including coverage On all owned, non-owned hired Hired autos Umbrella Liability	[\$1,000,000] per occurrence C.S.L.
Umbrella Liability	[\$1,000,000] per occurrence C.S.L.

13.2 The City shall be added as an additional insured, arising out of work performed by Grantee, to the above Commercial General Liability, Auto Liability, and Umbrella Liability insurance coverage.

13.3 The Grantee shall furnish the City with current certificates of insurance evidencing such coverage upon request.

13.4 The limits of the insurance shall be subject to any changes as to maximum constitutional and statutory limits of liability imposed on municipalities of the State of Oregon during the term of the Franchise.

14. **Counterparts.** This Agreement may be executed by the parties in one or more counterparts.

15. **Revocation and Termination.** In addition to all other rights which City has pursuant to law or in equity, City reserves the right to revoke, terminate, or cancel this Franchise, and



all rights and privileges pertaining thereto, in the event that Grantee violates any material provision of this Franchise. The provisions pertaining to excavation and restoration; provision of City internet services, relocation, compensation, damages, insurance, and transfer are hereby deemed to be material to the performance of this Franchise. Further, revocation may occur upon the following:

- 15.1 Grantee practicing any fraud upon Grantor or any subscriber, as determined by final court adjudication specifically finding the existence of such fraud.
- 15.2 Grantee becoming insolvent, unable or unwilling to pay its debts, or is adjudged bankrupt.
- 15.3 Grantee misrepresenting a material fact in the application for or negotiation of, or renegotiation of, or renewal of, this Franchise.

16. **Revocation Procedures.**

- 16.1 City shall provide Grantee with a written notice stating the cause of the revocation or termination and its intent to terminate or revoke the Franchise. City shall allow Grantee a minimum of thirty (30) days after service of the notice in which to correct or begin substantial correction of the violation. If, at the end of the thirty (30) day period, Grantee has not corrected or made substantial progress towards correction of the matter, the Franchise shall, at the option of City, become null and void and Grantee shall thereafter be entitled to none of the privileges or rights herein extended to it under this Franchise. City may at its option, pursue any other and different or additional remedy provided to it by law or in equity.
- 16.2 Grantee shall be provided with an opportunity to be heard at a public hearing before the City Council prior to the termination or revocation of the Franchise. The City Council shall hear any persons interested therein and shall determine whether or not any failure, refusal, or neglect by Grantee has occurred.
- 16.3 Any revocation of this Franchise shall be by formal action of the City Council by ordinance.
- 16.4 For repeated violations of this Franchise occurring without good cause, City may, and in addition to any other remedies provided herein, assess damages against Grantee for failure to adhere to material provisions of this Franchise. In lieu of revocation as described above, damages of One Hundred Dollars (\$100.00) per day for each material violation may be assessed. The imposition of liquidated damages is subject to the notice, hearing, and timeline requirements as provided in this subsection 16. Grantee shall be liable for full payment of all liquidated damages imposed under this Section.
- 16.5 Grantee may seek judicial review of any City Council decision to terminate or revoke this Franchise in accordance with paragraph 11.3, above. Upon such judicial review, the court shall try the matter granting any deference due to Grantee under Oregon law. Additionally, upon such judicial review, Grantee may also bring any and all other claims, in law or equity, in tort or contract, relating to or in any way arising out of the City's termination or revocation of this Franchise.

- 17. **Administrative Fee.** Grantee agrees to pay City the actual costs of administering this Agreement, including the costs related to manager time spent reviewing drafts, negotiating with Grantee, and the costs of legal review. Such amount not to exceed \$3,000.

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

**PASSED** by the Council this 14th day of July 2020.

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

ATTEST:

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

**Accepted:** Grantee accepts the Franchise and Ordinance and agrees to be bound by its lawful terms and conditions.

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

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

Printed Name: \_\_\_\_\_

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