



#### 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.

### BUDGET COMMITTEE AGENDA

Wednesday, April 23, 2025

6:00 p.m.

Remote access for the meeting is available.

To **participate via Zoom**, contact City Recorder at 458-233-6300

or [cityclerk@millersburgoregon.gov](mailto:cityclerk@millersburgoregon.gov), **prior to 5:00 p.m. on Tuesday, April 22, 2025.**

**You can watch the City Council Meeting here:**

**YouTube:** <https://www.youtube.com/@cityofmillersburg611/streams>

A. CALL TO ORDER – Chair Raun

B. ROLL CALL

C. INTRODUCTIONS

D. APPOINT CHAIRPERSON

E. ADOPTION OF MINUTES

1) April 30, 2024 - Budget Committee Meeting

2) May 8, 2024 - Budget Committee Meeting

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

F. REVIEW OF BUDGET PROCESS

G. AGENCY DONATION REQUESTS

H. OVERVIEW OF STRATEGIC PLAN

I. REVIEW CAPITAL IMPROVEMENT PLAN

J. RECEIVE BUDGET MESSAGE & PROPOSED FY 2025-2026 BUDGET

K. OPEN FOR PUBLIC COMMENT

*The public has the opportunity to address the Committee 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@MillersburgOregon.gov](mailto:cityclerk@MillersburgOregon.gov). 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.*

L. ADJOURNMENT

#### Upcoming Meetings:

Visit the City's online calendar: <https://www.MillersburgOregon.gov/calendar>

*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.*



## BUDGET COMMITTEE MINUTES

April 30, 2024 @ 6:00 p.m.

A. CALL TO ORDER: Meeting called to order by Chair Mark Raum at 6:00 p.m.

B. ROLL CALL

Councilors Present: Mayor Scott Cowan, Councilors Dave Harms, Mike Hickam, Mark Raum, and John Sullivan

Committee Members: Lorri Headrick (virtually), Kevin Hackstedt, Doug Iverson, Dick Perdue and Rob Yencopal

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer/Budget Officer; Matt Straite, Community Development Director; Alan Sorem, City Attorney; and Sheena Dickerman, City Recorder

C. INTRODUCTIONS

Chair Mark Raum asked the Budget Committee to introduce themselves.

D. APPOINT CHAIRPERSON

Chair Mark Raum opened nominations for Chairperson of the Budget Committee.

Action: **Motion to nominate Mark Raum as the chairperson for the Budget Committee by Mayor Cowan; seconded by Councilor Mike Hickam.**

Mayor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Mike Hickam:	Aye
Councilor Mark Raum:	Aye
Councilor John Sullivan:	Aye
Lorri Headrick:	Aye
Kevin Hackstedt	Aye
Doug Iverson:	Aye
Dick Perdue	Aye
Rob Yencopal:	Aye

Motion Passed: 10/0

E. ADOPTION OF MINUTES

1) **Approval of May 10, 2023, and May 16, 2023, Budget Committee Meeting Minutes**

Budget Committee Member Doug Iverson pointed out that a correction needed to be made on page 20 of the agenda packet, page 9 of the draft May 16, 2023, minutes, should have had Councilor Dave Harms vote as he came in late to that meeting.

Action: **Motion to approve the April 26, 2022, and May 5, 2022, Budget Committee meeting minutes as corrected made by Committee Member Doug Iverson; seconded by Mayor Scott Cowan.**

<b>Mayor Scott Cowan:</b>	<b>Aye</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>
<b>Councilor Mike Hickam:</b>	<b>Aye</b>
<b>Councilor Mark Raum:</b>	<b>Aye</b>
<b>Councilor John Sullivan:</b>	<b>Aye</b>
<b>Lorri Headrick:</b>	<b>Aye</b>
<b>Kevin Hackstedt</b>	<b>Aye</b>
<b>Doug Iverson:</b>	<b>Aye</b>
<b>Dick Perdue</b>	<b>Aye</b>
<b>Rob Yencopal:</b>	<b>Aye</b>

Motion Passed: 10/0

F. AGENCY DONATION REQUESTS

**6:12 p.m.**

Chair Mark Raum explained this was an opportunity for community agencies to request support for their future programs.

Ryan Lamm, Athletic Director, Boys and Girls Club of Albany, said there were two main focal points; Millersburg Sports camp, which is going on year five, and winter basketball for third through eighth grades, which is the biggest program with 500 kids. There were 127 Millersburg kids.

Tim Walter, Miller Cemetery- thanked the Council for last year's funding, that went towards mowing. He explained the request of asking help to pay for the drainage to drain to the stormwater drain. He received a bid and has volunteers to help dig and do backfill. He has been able to reduce the cost to hire someone.

Alisia Rogers, Resource Development Coordinator, City of Albany Parks and Recreation passed out data from the Art & Air Festival\*. She shared that the grant funding from 2024 would be for the 2025 Art and Air festival. It is a free event to the public. There will be 30 to 40 hot air balloons, artists, a night glow, and a large concert on Saturday.

Councilor Mike Hickam asked what the actual expenses were for last year. He would like to see a breakdown of the expenses. Rogers said the overall budget is shared between multiple events, with this event costing about \$400,000. They bring in about \$500,000 in fundraising through cash and in-kind donations. Hickam expressed concern about the lack of detailed expense breakdown, noting significant parking revenue. Rogers explained they give out many free parking passes to volunteers, vendors and sponsors.

Mayor Scott Cowan ask if there was a budget line for the City of Albany to help with the Art and Air Festival. Rogers said there was, she was unsure how it was broken down if it was by event or not.

Cowan asked if a few of the balloons could be launched from the Millersburg park and draw the Millersburg community. Rogers will bring the request back to COA Parks and Recreation staff.

Mike Pungercar, Honor Flight, presented on behalf of South Willamette Valley Honor Flight. He explained they transport veterans to Washington D.C. to visit memorials, having taken over 1,000 veterans so far. Their most recent flight cost about \$145,000 for 58 veterans and 133 total traveled with the group last time. They are looking at a September 26 to September 30, 2024, honor flight for 60 more veterans with over 140 Vietnam veterans on their waiting list. He noted they no longer have any World War II veterans on their waiting list, with Vietnam veterans now making up the majority.

Pungercar requested the same \$2,000 sponsorship as in 2022, which would cover most of the cost for one veteran. Cowan asked what region was covered for the southern area. Pungercar replied they cover Linn, Lincoln and Benton counties.

Hickam thanked him for his service and encouraged support on this application.

Linn County Fair, City Recorder Sheena Dickerman shared that they were unable to attend this night. The Committee reviewed the Linn County Fair application.

Randi Moore, Director Senior and Disability Services, Oregon Cascades West Council of Governments (COG), Meals on Wheels program, Linn, Benton, and Lincoln counties. She explained they serve nearly 270,000 meals annually across three counties, with two current customers in Millersburg that are eligible for five hot meals a week and a couple of frozen meals over the weekend. She shared that it wasn't just a meal but an opportunity for a welfare check. She discussed their pet food program and shelf-stable meal program for emergencies. She noted state and federal funding only covers about 60 percent of costs, so they rely on donations and grants to make up the difference. The average cost per meal is \$15 to \$16.

Cowan asked how they vetted their customers. Moore explained that all consumers must have an assessment done and it's based on need and national standard. Hickam asked about the decrease. Moore explained they were looking at the size of the community and how many people were using the service.

Richard Robert Jr., Morning star Grange discussed their need to replace their septic system to meet county standards. They are seeking matching grants and loans to fund the estimated \$5,000 project. He asked if any City funds might be available to assist with the project.

Raum asked if it had been scheduled. Robert replied it would be done when he receives the County's form.

Hickam asked if Robert was seeking donations from Linn County. Robert said he would check to see if there was anything.



Tim Walters asked about the county's requirements and process for the septic replacement. Booth answered that the County is in charge of the septic systems, and Millersburg's Code would apply here. There is no sewer line that is near for them to connect to, so they are not required to connect to the City's sewer system.

Rob Yencopal, South Albany High School, stepped down from the dais and Committee role. He requested funding for their senior all-night graduation party. The event provides a drug-and-alcohol-free celebration for graduating seniors. They requested an increase from previous years due to rising costs.

Raum asked how many seniors were anticipated. Yencopal was unsure but Millersburg has been well represented. He would send the number to staff.

Committee member Doug Iverson asked if all the funds were spent every year or held over. Yencopal replied it usually gets spent, although they had some roll over this past year. The parent group that leads it changes every year, but the parent group account stays the same.

Abby Johnson, Timber Ridge Parent Teacher Committee (PTC) President, introduced Amy Winegar PTC Vice-President. She requested support for their school carnival and silent auction for 2025. The event helps fund field trips, staff appreciation, a tv, and other school activities. They serve about 650 students, with approximately 300 from Millersburg.

Committee Member Kevin Hackstedt asked what the tv was used for. Johnson replied it is used every week to advertise events like the carnival.

#### G. OVERVIEW OF STRATEGIC PLAN

Assistant City Manager Janelle Booth presented an overview of the City's Strategic Plan:

- The mission statement is "Partnering with business and industry to maintain a quality small town atmosphere."
- The vision focuses on maintaining a strong industrial foundation and economic development to support the tax base and provide excellent services. The fiscal responsibility is what the City focuses on in the budget.
- Six key values were highlighted: community trust, integrity, fiscal responsibility, continuous improvement, collaboration, communication, and commitment to service.
- Six strategic priorities guide the budget and planning process.

#### H. REVIEW CAPITAL IMPROVEMENT PROGRAM

Booth presented an overview of the Capital Improvement Program (CIP):

- The CIP is a 5-year planning document with sections for parks, public facilities, transportation, stormwater, wastewater, and water projects.

- Funding comes from various sources including system development charges (SDCs). She described what SDCs are. Cowan asked if new things could be bought with SDCs. Booth explained that SDCs can be used in the fund they are collected in. She gave an example of buying new pumps for a lift station. There are limitations. Committee members asked about specific project details, funding mechanisms, and priorities.

Booth stated that staff is proposing about \$6.5 million in Capital project expenditures, and it is mostly Transition Parkway, Linear Park, and water main.

- Major projects highlighted for the upcoming year include:
  - Linear park and multi-use path construction south of Conser Road (\$2.1 million)
  - City park restroom wall coating
  - Acorn Park frontage improvements

Booth commented that all of the parks projects had been before the Parks Commission a few weeks ago. She added that the only project that has SDCs used in the project is Transition Parkway.

- Repair/overlay of multi-use path at park
- Office reconfiguration at City Hall and siding and paint.
- Transition Parkway construction
- Bridge replacement on Waverly Drive at Cox Creek

Booth explained why the City owns the bridge and the County's commitment to help the City get the bridge replaced. The City's portion is 10.27 percent match of \$90,000. The County is certified agency and has agreed to deliver the project.

- Stormwater inlet reconfiguration
- Wastewater projects

Booth noted that these were Albany's projects and the City's share.

- Street lighting on Woods Road and Woods Road shared use path
- Water main installation with Transition Parkway
- Projects at the water treatment plant

Booth provided details on funding sources, timelines, and reasons for prioritizing certain projects. She noted that some projects like ball field drainage improvements are planned for future years.

Committee Members asked questions about specific project details (Millersburg Cemetery drainage and AC pipeline), funding mechanisms, and priorities. Cowan mentioned that he would like to see the AC pipe be done.

Budget Committee Chair Mark Raum recessed the meeting at 7: 18 p.m.

Budget Committee Chair Mark Raum reopened the meeting at 7:25 p.m.

#### I. RECEIVED BUDGET MESSAGE & PROPOSED FY 2024-25 BUDGET

Booth showed the budget calendar. City Manager Kreitman mentioned the June 11, 2024, meeting will have a goal exception for access to the City's property. He proposed starting that meeting at 5:30 p.m.

Hickam asked at what step does a member bring up something that they are opposed to. Kreitman said he hoped if someone was opposed to something it would be brought up during the budget meetings. If something was brought up and there was enough the Committee would take action on the item. He encouraged the Committee if they had questions to ask.

Booth explained the proposed, approved and adopted columns in the budget document.

Budget Committee Member Kevin Hackstedt asked how projects were prioritized. Booth replied it varies with each individual area; sometimes a need and sometimes driven by development. She said Transition Parkway is needed to support the development that is coming. Hackstedt asked why the north park was lower on projects list. Booth replied that the Linear Park needs to be done with Transition Parkway. She explained the others were part of the Parks Masters plan that the Parks Committee had laid out. She added there is a project on the unfunded list that would potentially reconfigure some of the park in the future.

Kreitman presented the budget message, highlighting:

- Millersburg is celebrating its 50th anniversary of incorporation (June 19, 1974) in 2024.

Kreitman shared that the community of Millersburg was recognized in 1871 when Pacific Railroad established a station on a donation land claim of the Miller family. A post office was established in 1873 and it went away in 1894. The name Millersburg was adopted because of the railroad station which had a side spur. Raum asked where it was located. Iverson responded that it was at the end of Conser Road, on Isaac Miller's land.

- The City's history as an important location for transportation, industry and employment.
- The importance of the city's industries for the expansion of water and sewer systems to enable the residential development.

- Recent and planned industrial development projects; Gordon Trucking, Timberlab and Northwest RE LL. ATI has invested over \$180 million in their site with more significant investments over the next five years. Arauco is looking at \$250 million modernization at their facility. These industrial projects could add \$1.6 million in new value to the tax base.

The Center Market is doing improvements that will include a restaurant. He mentioned the potential of the YMCA.

- Key budget items including increased revenues, increase in franchise fees, personnel changes (City Manager transition, a new City Engineer and a part-time Economic Development), capital expenditures, and fund transfers (from Northwest RE LLC will go to Economic Development).
- The final payment on a major water treatment plant loan will be made in November 2024.
- Economic Development funds from the sale of property.

Raum asked about ATI clawbacks. Kreitman said some of the Enterprise Zones were approved before his time, but the new industries coming in will have clawbacks. The City will see those come in over time. One of the intents is to increase public safety within the community with the clawbacks.

Kreitman highlighted that Millersburg has always been an industrial center even before being incorporated.

Kreitman and Booth then presented budget trends and history\*:

- Population growth has slowed but assessed value continues to increase.
- Property tax breakdown shows City portion is 22 percent of total. The County and Greater Albany School District (GAPS) have the biggest pieces of taxes.
- Top 10 highest assessed value properties were reviewed
- Franchise fee revenues are increasing, especially for electricity, and are equivalent to when the Paper Mill was here.
- Building permit trends show a leveling off.
- Actual revenues and expenditures for FY 2022-23 were reviewed.
- TI Squared Enterprise Zone term is coming up.
- Millersburg draws a lot of professionals.

Hickam questioned if the City was seeing any benefit with Pacific Power increasing their rates by 16-to-18 percent. Kreitman stated the franchise is based on a percentage of their earnings.

Hickam pointed out that looking at the expenditures it looked like the City will have excess funds. He asked if the City had a maximum of excess that it would carry. Kreitman said that the City does not. Booth added that the areas that the City has excess it is being built up and designated for projects. Cowan added that a good example was the fire station being built without going out for extra funds. Kreitman talked about the benefits of the new industrial projects coming into the City and how it benefits the community.

Cowan brought up the idea of providing a stipend for City Councilors, given the significant time commitment required. He suggested considering an amount between \$75 to \$150 per month. The Committee discussed examples from other cities, some had a different amount for the Mayor. Councilor Dave Harms mentioned it was an unbelievable amount of time years ago but with the current staff it wasn't as bad.

Iverson talked about potential ways to show appreciation for volunteer committees as well. Kreitman shared that a volunteer dinner was done in the past, but it was determined that it was in violation of government ethics rules. Staff will look into ways and address it.

J. OPEN FOR PUBLIC COMMENT  
None

K. ADJOURNMENT  
Budget Committee Chair Mark Raum adjourned the meeting at **8:17 p.m.**

Respectfully submitted:

Reviewed by:

Sheena Dickerman  
City Recorder

Janelle Booth  
City Manager

\*Presentation materials or documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing [info@cityofmillersburg.org](mailto:info@cityofmillersburg.org).



## BUDGET COMMITTEE MINUTES

May 8, 2024 @ 6:00 p.m.

A. CALL TO ORDER: Called to order by Chair Mark Raum at 6:01 p.m.

B. ROLL CALL

Councilors Present: Mayor Scott Cowan, Councilors Dave Harms, Mike Hickam, Mark Raum, and John Sullivan

Committee Members: Kevin Hackstedt, Lorri Headrick, Doug Iverson, Dick Perdue (6:19 p.m.), and Rob Yencopal

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer/Budget Officer; Matt Straite, Community Development Director; and Sheena Dickerman, City Recorder

C. PUBLIC HEARING

**6:01 p.m.**

Budget Committee Chair Mark Raum stated the public hearing is for State Revenue Shared Funds identified in proposed budget. He explained that members of the public that wish to address the topic will be given an opportunity and have three minutes to state their case. The proposed budget has been on the City's website for public review.

**Budget Committee Chair Mark Raum opened the public hearing at 6:01 p.m.**

- a. Comments received by correspondence.  
None received.
- b. Audience comments.  
No public in attendance.

**Budget Committee Chair Raum closed the public hearing at 6:02 p.m.**

D. CONTINUED REVIEW OF PROPOSED FY 2024-25 BUDGET

Assistant City Manager Janelle Booth presented a comparison of the adopted FY 2023-2024 budget to the proposed FY 2024-2025 budget. She explained that the total General Fund was increasing by approximately \$300,000 due to the construction excise tax, which is passed through to the Greater Albany School District, Linn County Building and Fire Review fees. An additional \$100,000 increase was attributed to the Emergency Services charge based on assessed value. Parks capital saw an increase of about \$100,000 for planned projects. She noted a \$205,000 transfer from Park SDCs, for the DeLorean Project, to the Economic Development Fund for the construction of Linear Park.

Booth highlighted that sewer and water fund increases were due to growth in system use. There are increases in expenditures due to changes in the billing process with Albany. The Economic Development fund saw significant changes due to anticipated property sales, anticipated grants, and construction of Transition Parkway. All those funds coming in are expected to be spent on Transition Parkway.

Booth presented an overview of the General Fund, including estimated revenues and expenditures. She explained that the beginning fund balance of June 2023 is the actual number based on the audit. Staff estimates the carryover number.

Chair Raum asked if the clawback was for previous work or coming in the future. Kreitman replied that ATI has \$130 million in enterprise zone that will be coming online this year. Raum asked if the City would see something similar next year. Kreitman replied that the number will grow with those that the City has clawbacks on. He added that ATI is looking at another \$72 million investment which will be brought to the June Council meeting. He said TI Squared will be coming off their enterprise zone at the beginning of next year.

Discussion ensued about various revenue sources, including State Shared Revenue, liquor taxes, and cigarette taxes. Booth explained that these revenues come through the State based on population and other factors.

Councilor Mike Hickam inquired about projected property sales, to which Booth clarified that these were shown in the Economic Development fund. City Manager Kevin Kreitman added that this approach allows for easier tracking of purchase program reimbursements.

Booth presented information on reserves, noting that the City currently has about 57 percent of General Fund expenditures in remaining reserves. She emphasized that operating revenues exceed operating expenditures by about \$900,000.

Budget Committee Member Dick Perdue arrived at **6:19 p.m.**

The Committee discussed Community Support, agency donation requests:

- Meals on Wheels: The Committee agreed to allocate \$1,000.
- Honor Flight: The Committee agreed to allocate \$2,400.
- ABC House: The Committee agreed to allocate \$5,000, maintaining the same amount as last year despite a \$10,000 request.
- Boys and Girls Club: \$5,000 allocation was agreed upon.
- Linn County Fair and Expo: \$1,500 allocation was maintained.
- Art and Air Festival: Hickam commented that he was supportive of all but this request due to the revenue brought in and what they charge their vendors. Kreitman shared that they have donated equipment, advertising and a booth, to the Millersburg Celebration Committee in the past, as long as it wasn't in conflict with Albany events. After discussion about in-kind services provided, the Committee agreed to allocate \$3,000.
- South Albany Timber Ridge PTC: \$1,500 allocation was agreed upon.
- Miller Cemetery Association: The Committee increased the allocation to \$5,000 due to increased costs and needs.
- Morningstar Grange: Booth explained that normally if they could connect to City sewer that would be staff's recommendation. Perdue recommended they get their bids and then come back to Council as he believed it would cost more. Kreitman recommended the Council put in an amount as the Grange was applying for grants and have the City Engineer. The Committee decided to allocate \$2,500 contingent on the Grange obtaining matching funds, and the City Engineer evaluating the proposal and ensure the issue will be fixed with the funding.
- Miscellaneous: The Committee allocated \$6,600.

The Committee also discussed increasing the miscellaneous fund to accommodate potential additional requests.

Booth presented the personnel services budget, highlighting:

- A 3 percent COLA increase budgeted for employees.
- Changes in staffing, including Kreitman's retirement plan and the transition of Booth to a new role as City Manager.
- A new Engineering Director/City Engineer position to be filled.
- A new part-time Economic Development position to be filled by Kreitman post-retirement.

The Committee discussed the transition plan, the City Engineer position, classification and pay rate.

Booth mentioned the medical insurance change to CIS. Medical is 9.4 percent increase and dental and vision were lower rates.

The Committee discussed PERS rates and the potential for future cost savings by paying down PERS debt to lower the rates.

Budget Committee Member Rob Yencopal brought up giving the City Council a stipend. He suggested \$200 per Councilor per month and \$225 for the Mayor per month. He appreciated City Council's involvement and time invested in the community. The Committee discussed City Council receiving a stipend, the taxes involved, other cities' stipends and their different styles of management. The Committee was supportive and put in Yencopal's recommendation of \$14,800 total in as a place holder. Kreitman stated that staff will talk to auditor and look into the taxes.

Raum asked if call-a-ride was used. Kreitman affirmed. Raum asked if the City was adding additional office equipment. Booth explained that the copier lease line doubled but it was miscalculated last year. She added that the plotter is coming off lease and will be purchased.

Hickam asked about budgeting for payroll accounting. Booth explained payroll was being done in-house.

Hickam asked how close the library reimbursements were. Kreitman replied that at the end of March it was at 68 percent.

The Committee and staff discussed IT services and Cyber security.

Chair Mark Raum recessed at **7:29 p.m.**

Chair Mark Raum reconvened at **7:34 p.m.**

*Parks and Recreation* – Booth reviewed plans to purchase new equipment, including a tractor and dump trailer. Staff and Committee discussed the disposal of unused equipment through the state auction process. Booth mentioned the Parks and Recreation reimbursement is included in this budget program and has not been reached yet this fiscal year.

*Emergency Services* - Booth noted potential increases in contract hours with LCSO and increased staffing at the fire station dependent on new assessed value from incoming industries.



Hickam asked about the funds Love's gave to the City. Booth replied that it was a one-time payment. Staff and Committee discussed the amount of calls LCSO responds to at Love's.

*Building* - Booth explained changes in the building permit fee process and estimates for construction excise tax based on anticipated industrial development. The numbers are estimated. Raum asked about the fire review fee. Booth replied that AFD sets the rate.

*Equipment Replacement Program* - The Committee reviewed the increased allocation for equipment replacement, including a new line item for facilities renovation expansion and replacement. The City now has a fire station and physical buildings. Raum asked with industries coming in if Albany had the equipment. Kreitman affirmed. He shared they have a reserve medic unit at the station.

*Millersburg Celebration* - The Committee discussed increasing the budget for the 50th anniversary celebration to \$70,000, with \$40,000 contingent on sponsorship revenue.

*Street Fund* - The Committee reviewed maintenance projects and capital projects for streets. Booth noted a correction needed to move funds from SDC-R for the Cox Creek project. Kreitman highlighted that often General Funds/Revenues are used to cover projects.

Cowan asked about street condition assessment. Booth replied it is done every three to five years.

Hickam asked about the beauty strips along Woods Road. Booth replied some had been done and there would be some sidewalk work done. Hickam asked who is responsible to keep the sidewalks clear as it had not been done on Old Salem Road. Booth replied that Old Salem Road is a County road, but like the City, the County says the property owner is responsible for maintaining frontage. She added that City crew has gone out to do right-of-way work to cut brush back. She said that if Council wants staff to do Old Salem they can direct, but the City only has two maintenance staff to do work throughout the City. Discussion followed about liability and the new equipment.

Booth pointed out on the slide\* that Transition Parkway construction was not supposed to be under transfer to Economic Development fund it was supposed to be located under the SDCs. She emphasized that it wasn't included in the calculations, just showing on the document.

*Stormwater Fund* - Booth explained the lack of a dedicated revenue source for stormwater and the need to transfer funds from the General Fund to cover costs related to MS4 permit requirements. Kreitman pointed out that the City does not have a stormwater fee or public safety fee, like other cities, which is a benefit of having industrial.

*Sewer Fund* – Booth shared that the City is building up reserves for future wastewater treatment plant projects. Staff and the Committee also touched on the potential for future cost savings from the composting project at the plant.

Hickam asked if it was time to look at the sewer rate schedule. Booth affirmed. She said it is time to do another rate study. She explained there were more projects that would need to be done, than there are reserves built up.

Booth explained staff watches the City of Albany's CIP list and tries to capture the City's portion in the budget. The City received a grant for the feasibility study to evaluate another way to get to the treatment plant.

Hickam asked how staff came up with the transfers to the General Fund. Booth replied staff looked at and estimated how much time each position spends on those funds.

Hickam asked if the City was tied into getting funding from the US Environmental Protection Agency's \$28 million to replace service lines. Booth replied not right now. She will look into it but commented that the work going into getting federal funds sometimes is not worth it.

*Water Fund* - Booth highlighted major projects including the Transition Parkway water main and the extension of the waterline to Arnold Lane. Staff is working with Timberlab, because they will be building it and they will be eligible for reimbursement. The loop should be done in the next couple of years. She also discussed the required lead service line inventory.

Booth noted this is the last year for the water loan payments.

*Economic Development Fund* – Booth reviewed the significant increase in this fund due to property sales, anticipated grants, and the Transition Parkway project.

E. PUBLIC COMMENT

None

F. Action: **Motion to approve and recommend to the City Council the adoption of the proposed FY 2024-2025 Budget and Capital Improvement Program as modified made by Councilor Mike Hickam; seconded by Councilor John Sullivan.**

Mayor Scott Cowan:	Aye
Councilor Dave Harms	Aye
Councilor Mike Hickam:	Aye
Councilor Mark Raum:	Aye
Councilor John Sullivan:	Aye
Kevin Hackstedt:	Aye
Lorri Headrick:	Aye
Doug Iverson:	Aye
Dick Perdue:	Aye
Rob Yencopal:	Aye

Motion Passed: 10/0

G. ADJOURNMENT

Chair Mark Raum adjourned the meeting at **8:15 p.m.**

Respectfully submitted:

Reviewed by:

Sheena Dickerman  
City Recorder

Janelle Booth  
City Manager

Due Date: April 15, 2025

## Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Project or Activity: \_\_\_\_\_

Project or Activity Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Amount of Funding Sought: \$ \_\_\_\_\_

Total Cost of the Project or Activity: \$ \_\_\_\_\_

Has the Project or Activity been Held Previously?      Yes      No  
Details:

Have you Received Funds from City of Millersburg Previously?      Yes      No

Is your Organization Not-for-Profit or a Government Entity?      Yes      No

### PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.  
(Feel free to attach any supporting documentation.)

What is the purpose of your group/organization?

What are the objectives or outcomes to be achieved by the project or activity?

What is the benefit to the Millersburg community of the project or activity?  
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

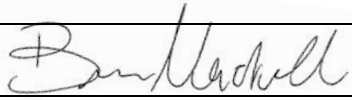
How will the project or activity be promoted and how will you measure, evaluate, and report its success?  
(e.g. audience surveys, attendee numbers, verbal feedback)

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

**DECLARATION**

Declaration of not-for-profit group or organization or registered charity.

*I certify the organization making this application is a not-for-profit group or organization or a registered charity.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature:  \_\_\_\_\_ Date: 04/11/2025

**SUBMISSION PROCESS**

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at 458-233-6300 or email [sheena.dickerman@millersburgoregon.gov](mailto:sheena.dickerman@millersburgoregon.gov).

## **ABC House Supporting Documentation**

### **City of Millersburg: 2025-26 Donations and Sponsorship Request Application**

#### **Describe the project or activity for which you are seeking support.**

An accredited National Children's Alliance member, ABC House is the only agency providing child abuse assessment and support services for Oregon's Benton and Linn counties. Over the past 27 years, we have helped more than 14,000 children, youth, and families overcome the crisis of abuse and neglect. ABC House provides high-quality child abuse assessments for local children when there are concerns of abuse and neglect. We offer support and healing to children and families who have suffered from abuse through a range of comprehensive services, including medical examinations, forensic interviews, family support and referral, and trauma counseling. Our experts provide compassionate, specialized care and support to nearly 900 children (0-18 years) annually. Without ABC House, children would be forced to share their experiences over and over, reliving the trauma. In addition to our direct services, ABC House's Community Education program trains over 5,000 youth and adult community members annually to prevent, identify, and react responsibly to abuse.

Demand for ABC House's wraparound support for survivors of child abuse has been high throughout the last three years and shows no signs of decreasing. Requests include cases with pronounced severity of abuse, including significant physical abuse, sexual abuse, parental substance abuse, and domestic violence. Because of the ongoing high demand, it is vitally important that we do all we can to serve as many children as possible, as promptly as possible.

Research shows that public health emergencies increase the risk for child abuse and neglect, and many stressors associated with the lasting effects of the pandemic are continuing to adversely affect children: disruption of routine, increased stress and substance abuse, and reduced access to resources (now exacerbated by inflation). According to the Oregon Child Welfare Data Book, Linn and Benton Counties recorded 201 confirmed child abuse victims in 2023, a 48% increase since 2020.

In 2024, we provided 1500 unique services, including 277 forensic medical exams, 253 forensic interviews, 322 Karly's Law consultations, 105 medical consultations, 88 Drug Endangered Child consultations, 395 Family Support Service sessions, and 3 Fatality Reviews. We also trained over 5,000 community members on how to identify and respond responsibly to abuse.

To better serve the increasing numbers of children now and in the future, we are focused on ensuring we have adequate qualified staff, including medical providers, mental health counselors, and family support advocates. A primary goal for 2025/2026 is to support and sustain the number of providers offering follow-up care in the form of advocacy, medical care, and counseling services.

#### **What are the objectives or outcomes to be achieved by the project or activity?**

ABC House's Comprehensive Child Abuse Assessment & Support Services are central to our mission.

Our agency's primary objectives are:

1. Identify abuse early so that children are protected from further harm.
2. Provide necessary medical care to promote healing from the physical effects of abuse.
3. Connect children and families to local agencies and community resources they need to support a healthy, safe and healing home environment, including trauma counseling so that they can heal emotionally.

Research shows a strong correlation between childhood trauma and severe outcomes, such as post-traumatic stress disorder (PTSD), depression, anxiety, substance abuse, and poverty and early death. Compounding costs of medical care, lost productivity, child welfare services, criminal justice, and specialized education services also place an additional burden on counties — beyond the human suffering associated with child abuse. Substantive positive change is possible in the lives of the children who have been abused when they receive specialized services and support and justice is served. Our well-designed and effective program interrupts this cycle of generational trauma and creates opportunities for healing and positive outcomes.

Expected Outcomes Are:

1. Screen and conduct trauma-informed forensic interviews for over 250 Linn County children.
2. Deliver over 275 hours of counseling to children and their adult family members.
3. Administer hundreds of case management hours.
4. Deliver 80-100 instances of community education to train regional youth and adults to recognize the signs of abuse and react responsibly to abuse.

Our primary expected outcome is that children will be able to function in the same healthy ways as they did before their traumatic experiences, including concentrating at school, forming friendships, and having healthy relationships with adults.

**What is the benefit to the Millersburg community of the project or activity? (e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)**

During a 12-month period, we anticipate serving 800 or more Linn County children. All children served are referred by DHS, law enforcement or the medical community. Further, if the state of Oregon has legal custody of a child, (i.e., the child is in foster care) at the time of the assessment appointment, the contact address is automatically listed as the Department of Human Services office in Albany or Corvallis, regardless of where the child may have resided or the location of the alleged abuse.

With your support, Millersburg children impacted by abuse or neglect, and their families, will receive the vital services they need to heal. ABC House partners effectively with multidisciplinary professionals actively involved in the child abuse investigation and response to ensure a collaborative, efficient and child-focused process. ABC House is a member of the Linn County Multidisciplinary Team (MDT), comprised of the District Attorney's Office, law enforcement, DHS, the juvenile department, mental health services, and youth serving agencies in Linn County, which meets weekly to share information on pending child abuse cases. ABC House fosters collaboration and communication amongst agencies, minimizes the number of times that children are interviewed, and provides a swift, sensitive, and culturally responsive coordinated response to child victims and their families.

Support from funders like the City of Millersburg helps ensure increasing numbers of Linn County children and their families will receive the vital services they need to heal, including medical examinations by physicians specializing in the recognition and treatment of child abuse; forensic interviews by professionals trained in talking to children to obtain accurate and objective information; family support and referral services to help families cope with the discovery of abuse; and trauma counseling to help children and family members move past abuse to begin healing.

**How will the project or activity be promoted and how will you measure, evaluate, and report its success? (e.g. audience surveys, attendee numbers, verbal feedback)**

ABC House staff regularly use targeted metrics to evaluate our Child Abuse Assessment & Support Services program. We collect data and compare actual results with projected goals using data elements that include client demographics, types of abuse, and number/type of services provided, to measure the effectiveness of our programs and long-term outcomes. Relevant measures of success include: providing child-sensitive assessment services to children in a welcoming environment that allows objective information to be gathered and minimizes trauma to the child; facilitating healing for children and caregivers by providing clear information and making effective referrals to caregivers for additional services; and fostering a multidisciplinary approach with investigating agencies for more collaborative, efficient investigations. These outcomes are measured through follow-up surveys completed anonymously by caregivers immediately following the appointment. We are pleased to report that recent caregiver survey results show that the majority of respondents agree/strongly agree that ABC House facilitated healing for their child. Recent comments include:

- "The care that the doctor gave was exceptional. The time spent with us was phenomenal, and I was listened to, and not rushed."
- "My child told me he felt safe while here, even without me in the room."
- "I was impressed. Thank you for offering a neutral and safe place for [name] to discuss sensitive information."
- "The staff was so kind and empathetic. We felt supported and welcomed."

We continue to expand our outreach to historically underserved populations to ensure we are meeting the needs of children in these communities. Child abuse and neglect occurs across all races, nationalities, and socioeconomic groups; that said, historically marginalized, rural communities commonly have less access to resources. Outreach efforts include offering community prevention and education training workshops virtually or in community venues, like churches and schools. We also participate in health fairs and events that are scheduled throughout our service area and actively increase our contacts in underserved communities.

**Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.**

We have several pending and secured grants to help support this application's request, including: Charter Oaks Foundation, \$5,000 secured; Spirit Mountain Community Fund, \$50,000 secured; Selco Safety Net Sponsorship, \$3,000 secured; Maybelle Clark Macdonald Fund, \$40,000 secured; Ralph Hull Foundation, \$15,000 secured; Healy Foundation, \$12,380 secured; Paul & Monica Bancroft, \$18,000 secured; Pacific Power Foundation, \$5,000 secured; Wheeler Family Foundation,

\$10,000 secured; Sundt Foundation, \$20,000 pending; AJ Frank Family Foundation, \$5,000 pending; Benton Community Foundation, \$15,000 pending, and more.



Due Date: April 15, 2025

## Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: Boys & Girls Club of Albany

Contact Person: John Andersen Position: CEO

Phone: 541-926-6666 Ext. 218 Email: john.andersen@bgc-albany.org

Mailing Address: 1215 Hill Street SE Albany, OR 97322

Name of Project or Activity: Millersburg Park Youth Sport Camps, Youth Winter Basketball Leagues

Project or Activity Start Date: July 2025 End Date: June 2026

Amount of Funding Sought: \$ 5000.00

Total Cost of the Project or Activity: \$ 130,000

Has the Project or Activity been Held Previously? ☒ Yes ☐ No

Details:

These programs and services are offered annually through the Boys & Girls Club of Albany. They are designed to serve ages 5-18 years old. We are hoping that the city of Millersburg will support these various youth sports opportunities that are utilized by Millersburg residents.

Have you Received Funds from City of Millersburg Previously? ☒ Yes ☐ No

Is your Organization Not-for-Profit or a Government Entity? ☒ Yes ☐ No

### PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.

(Feel free to attach any supporting documentation.)

\$2500 for the Millersburg park summer youth sports camps. This will be our 6th year offering the camp at Millersburg park, this camp provides Millersburg residents a great opportunity for their kids right in their own community! We have served over 190 Millersburg residents in the past and hope to continue this camp that emphasizes skill development, team work, and lots of fun! Funding would support staffing expenses, equipment/supplies, daily snacks/prizes, and camp T-shirts. Scheduled to occur this July \$2500 - 3rd-8th Grade Winter Basketball Leagues - The BGCA Winter basketball season for 3rd-8th grade boys and girls included 465 participants. Of those, approximately 131 were city of Millersburg residents. These leagues offer opportunities for Recreational and Competitive options for youth participating. Funds for these leagues support program expenses including: equipment, uniforms, facilities for practices/games, official costs, uniform expenses, and scholarship funding for families in need. +

What is the purpose of your group/organization?

The Boys & Girls Club of Albany is a non-profit youth development program that serves youth ages 5-18 years old. The Club provides an after-school & Summer program, athletic leagues and camps, and dental services year round at affordable rates so every kid has the opportunity to learn and grow with trained professional staff, mentors, and coaches. Our after-school program runs from 2:30-7:00pm, Monday - Friday. Youth can participate in art, cooking, technology, dance, leadership, and education programs.

What are the objectives or outcomes to be achieved by the project or activity?

The objectives of our sports programs is to provide a safe and positive environment for all youth regardless of their skills & abilities to participate in a non-competitive league. Those who participate in sports have learned more than just fundamentals, youth will gain life-long characteristics like teamwork, sportsmanship, and hard work. In a society full of technology, the club is dedicated to creating an outlet to get kids active and ensure opportunities for exercise under the guidance of trained volunteers and staff.

What is the benefit to the Millersburg community of the project or activity?  
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

As a sponsor of various youth sport leagues/programs, the City of Millersburg will be recognized as a partner of the Boys & Girls Club of Albany. Recognition will be seen through different marketing outlets; school & club flyer, social media, and logo placement at Club/event facilities. Sponsorship support allows the Club of keeping sports fees affordable, allowing all youth especially those from disadvantage circumstances the opportunity to participate. Our programs also creates jobs for high school students as most of our officials and umpires are students from the local high schools. These entry positions allow the Club to train and develop students into possible long-term employment at the club or local businesses.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

Our programs are evaluated through various platforms, for example:

1. Number of enrolled participants are evaluated quarterly and compared to prior years to look for growth in the various program areas.
2. Coaches surveys are implemented throughout the year to gain valuable feedback and identify strengths and ideas to make our programs even better.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

As a non-profit organization, the Boys & Girls Club of Albany strives to keep cost of our services low and affordable. We apply for support from United Way of Linn, Benton, & Lincoln Counties through their granting process on an annual basis. However, most of our support comes from individual giving and corporate sponsors.

## DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: John Andersen Position: CEO

Signature: John Andersen Date: 4/14/2025

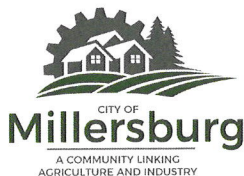
## SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at 458-233-6300 or email [sheena.dickerman@millersburgoregon.gov](mailto:sheena.dickerman@millersburgoregon.gov).





Due Date: April 15, 2025

## Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: City of Albany - Parks and Recreation

Contact Person: Alysia Rodgers Position: Resource Development Coordinator

Phone: 541-917-7774 Email: alysia.rodgers@albanyoregon.gov

Mailing Address: 333 Broadalbin St SW Albany, OR 97321

Name of Project or Activity: Northwest Art & Air Festival

Project or Activity Start Date: August 28, 2026 End Date: August 29, 2026

Amount of Funding Sought: \$ 3,000

Total Cost of the Project or Activity: \$ 3,000

Has the Project or Activity been Held Previously? ☒ Yes ☐ No

Details:

The Northwest Art & Air Festival has been held for the last 24 years, in 2026 it will be the 25th annual event (minus 2020 and 2021)!

Have you Received Funds from City of Millersburg Previously? ☒ Yes ☐ No

Is your Organization Not-for-Profit or a Government Entity? ☒ Yes ☐ No

### PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.  
(Feel free to attach any supporting documentation.)

The Northwest Art & Air Festival is a celebration of creativity, flight, and entertainment. The festival continues to be Albany Parks & Recreation's biggest signature event every year, drawing crowds from around Oregon. More than 50,000 attended the 2024 event.

The event includes hot air balloons that lift off each morning for the entire town to enjoy. Friday event, thousands of spectators gather for Night Glow, a nighttime inflation of the colorful balloon along with a concert. This event has something for everyone and also includes a Family Zone play area, over 70 artist booths and the highlight of the event is a concert on the Main Stage in the amphitheater. This event is only possible with the generous support from sponsors.



What is the purpose of your group/organization?

Albany Parks & Recreation promotes healthy living through recreational experiences and serve as stewards of Albany's public parks and facilities for the citizens of Albany and the surrounding areas.

What are the objectives or outcomes to be achieved by the project or activity?

With all our events, Albany Parks & Recreation strives to provide safe family fun for everyone in the community to enjoy. It is important for us to be able to offer as many free or low-cost events as possible to the community, this is only achieved through the generous support of sponsors. We believe the events Parks & Recreation provides to the community help to make Albany and surrounding areas a great place to live, work and play.

What is the benefit to the Millersburg community of the project or activity?  
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

The community of Millersburg is an important part of what makes Albany great. It represents the growing community that we all love, and it is important for Parks & Recreation to create events that are important to all ages, income levels and ethnic diversity in all neighborhoods that make up our beautiful city. NW Art & Air Festival really does have something for everyone to enjoy and is an event that everyone who lives and works in Millersburg can feel proud of.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

We promote this event through a number of different ways, print ads, posters, social media, radio, television ads and our event mailer that is sent out to 70,000 households including Albany, Millersburg, Tangent, Corvallis, and Lebanon.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

We work with many businesses in Albany and surrounding areas for both cash and in-kind support for the NW Art & Air Festival.

There are many costs that go into the event and with the only charge being \$10 to cover the cost of parking this event would not be possible without sponsorship partners. We are contracting with a parking company to facilitate a smooth parking experience for our attendees. Other costs include the stage, musical talent, sound equipment, paying for 30+ balloon pilots, golf carts and other rentals, 40+ staff members and much more. Through partnership with groups like the City of Millersburg we help offset the cost of the event by almost \$175,000 annually.




## DECLARATION

Declaration of not-for-profit group or organization or registered charity.

*I certify the organization making this application is a not-for-profit group or organization or a registered charity.*

Name: Alysia Rodgers Position: Resource Development Coordinator

Signature:  Date: 4/15/2025

## SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at 458-233-6300 or email [sheena.dickerman@millersburgoregon.gov](mailto:sheena.dickerman@millersburgoregon.gov).



**Due Date: April 15, 2025 Donations and  
Sponsorship Request Application**

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: South Willamette Valley Honor Flight

Contact Person: Position: Mike Pungercar

Phone: Email: 541-870-1913; pungercar2@msn.com

Mailing Address: P.O. Box 72150 Springfield, OR 97475

Name of Project or Activity: Honor Flight

Project or Activity Start Date: End Date: April 24-28 and September 25-29

Amount of Funding Sought: \$ \$3,000

Total Cost of the Project or Activity: \$ \$~165,000 for each Honor Flight

Has the Project or Activity been Held Previously? Yes No Details: Yes

We have been an active Honor Flight hub since 2021, and completed 23 Honor Flights and taken 1,108 WWII, Korean War, Cold War, and Vietnam War veterans free of charge to Washington, D.C. to be thanked for serving their country.

Have you Received Funds from City of Millersburg Previously? **Yes** No Is your

Organization **Not-for-Profit** or a Government Entity? **Yes** No

**PROJECT OR ACTIVITY DETAILS**

Describe the project or activity for which you are seeking support. *(Feel free to attach any supporting documentation.)*

The money we raise through donations, fundraisers, sponsorships, etc. is used to cover the expenses for the veterans to complete their Honor Flight. All guardians and volunteers pay their own expenses to go on an Honor Flight. There are no paid positions as we are an all volunteer non-profit organization. We are transporting 62 veterans on the April Honor Flight and will take 60 veterans in September.



What is the purpose of your group/organization? See above and [www.swvhonorflight.org](http://www.swvhonorflight.org).

What are the objectives or outcomes to be achieved by the project or activity?

What is the benefit to the Millersburg community of the project or activity? (e.g. *job creation, structured activities for disadvantaged youth, support to senior citizens*)

Any of the WWII, Korean War, Cold War, and Vietnam War veterans in your area can apply for and make an all expenses paid Honor Flight.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. *audience surveys, attendee numbers, verbal feedback*)

Facebook, website, attendee feedback, TV coverage from KVAL TV Eugene, and the radio promotions and veteran interviews.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

Yes, we have support from Alaska Airlines, MTR Western Bus Company, KVAL TV (Eugene), Bicoastal Media Radio, have a fundraiser set for June 7th in Albany with the Cascade Choir doing a concert for our organization, and a fundraiser on July 13 in Albany by the North Albany Car Club, and support from Crossler Middle school in Salem, als support fro the Kendal Care Program.

**DECLARATION**

Declaration of not-for-profit group or organization or registered charity.

*I certify the organization making this application is a not-for-profit group or organization or a registered charity.*

Name: Position: Mike Pungercar, Founder *Emeritus*, South Willamette Valley Honor Flight

Signature: Date: April 3, 2025

**SUBMISSION PROCESS**

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at 458- 233-6300 or email [sheena.dickerman@millersburgoregon.gov](mailto:sheena.dickerman@millersburgoregon.gov).

Due Date: April 15, 2025

## Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: S.A.H.S Senior All Night Party

Contact Person: Dana Gonzalez-Avery Position: Parent

Phone: 971-221-5032 Email: wdsap@aol.com

Mailing Address: 1865 21st Ave SE #3 Albany, OR 97322

Name of Project or Activity: S.A.H.S Senior All Night Party

Project or Activity Start Date: JUNE 2026 End Date: JUNE 2026

Amount of Funding Sought: \$ 2,300

Total Cost of the Project or Activity: \$ 25,000

Has the Project or Activity been Held Previously? ☒ Yes ☐ No  
Details:

South Albany Highschool has been participating in a Senior All Night Party for over 30 years. The Class of 2026 is very large with a current class of 328 students.

Have you Received Funds from City of Millersburg Previously? ☒ Yes ☐ No

Is your Organization Not-for-Profit or a Government Entity? ☒ Yes ☐ No

### PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.  
(Feel free to attach any supporting documentation.)

This event helps the Senior Class of 2026 celebrate their accomplishments and allows them the opportunity to have one last night of fun and entertainment with their classmates in a safe and well supervised environment that is alcohol and drug free. The Senior All Night Party is held immediately after graduation where the Seniors and chaperone's board buses and head to the event destination, in years past Bullwinkle's Recreation Center. Once there, dinner, snacks and entertainment are provided along with many different activities that are designed to appeal to each student. In years past there has also been a gift for each student and various raffle prizes. Parents and school volunteers chaperon the entire night.

What is the purpose of your group/organization?

The purpose of this group is to raise funding to put on this event, as explained above for the graduating class of S.A.H.S 2026.

What are the objectives or outcomes to be achieved by the project or activity?

The objective of this activity is to provide a safe environment that is alcohol and drug free for the Senior Class to celebrate their graduation. A quick google search will reveal studies showing that the implementation, and in this case continuation, of senior all night parties has decreased accidents of variety for graduating seniors.



What is the benefit to the Millersburg community of the project or activity?  
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

The benefit to the City of Millersburg is the opportunity to support a safe environment for the Seniors who reside in Millersburg, as well as their classmates to celebrate their graduation.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

The Senior All Night Party will be promoted through social media and email. Success of this event will be measured by the number of attendees. In addition, verbal feedback will be sought from the previous years graduates and volunteers to look for ways to improve and also passed onto the next years Senior parents working to put the event on.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

The transfer from "Class of 2025" to "Class of 2026" doesn't take place until June 2025. With that, there are a few donors as well as fundraisers that are set up on a "repeat" status that the parents of each class have run and participated in year after year.

#### DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: Dana Gonzalez-Avery Position: Parent

Signature:  Date: 4.7.2025

#### SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at 458-233-6300 or email [sheena.dickerman@millersburgoregon.gov](mailto:sheena.dickerman@millersburgoregon.gov).

Jessi Wilcox

Due Date: April 15, 2025

### Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: Timber Ridge PTC  
Contact Person: Lizzie Gerken Position: President  
Phone: 541-979-5414 Email: Timberridgeptc@gmail.com  
Mailing Address: 4269 Azalea Ave SE Albany, OR 97322  
Name of Project or Activity: Timber Ridge Carnival & Silent Auction  
Project or Activity Start Date: 3/14/26 End Date: 3/14/26  
Amount of Funding Sought: \$ 2000.00  
Total Cost of the Project or Activity: \$ 3000.00

Has the Project or Activity been Held Previously? ☒ Yes ☐ No

Details:

We just had our third carnival, silent auction and raffle. It was a great success. We had a great turnout and participation from millersburg families and community members. I would like to extend a heartfelt gratitude to the City of Millersburg for your general cash donation.

Have you Received Funds from City of Millersburg Previously? ☒ Yes ☐ No

Is your Organization Not-for-Profit or a Government Entity? ☒ Yes ☐ No

#### PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.

(Feel free to attach any supporting documentation.)

We just finished out 3rd Carnival, silent auction and raffle. We had a great blend of activities for all ages. We had great student leadership participation. We had featuring attractions such as bounce houses, Ax throwing, and a junk food walk what carnival would not be the same with out it. Our Carnival is open to the community. Timber Ridge and Meadow Ridge

What is the purpose of your group/organization?

The Timber Ridge Parent Teacher Council (PTC) is a collaborative body of dedicated parents and teachers who represents the interests of Timber Ridge School.

What are the objectives or outcomes to be achieved by the project or activity?

The mission of the timber ridge school parent club is to provide unwavering support to our students and staff through diligent fundraising efforts and acts of stewardship. Our goal is to foster a cooperative environment that works in tandem with the community to promote comprehensive learning. Other fundraising include halloween trivia, classified Appreciation, wreath sales, teacher appreciation, field day, 5th grade Prom.

What is the benefit to the Millersburg community of the project or activity?

(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

A Significant number of Timber Ridge families and staff members are proud residents of Millersburg. Our initiatives present a unique opportunity for the community and families to

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

Our carnival will be promoted through a comprehensive marketing strategy encompassing social media

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

During our previous event we sought contributions from local businesses. We were fortunate to receive modest cash donations.

#### DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: Lizzie Gerken Position: President

Signature: Lizzie Gerken Date: 4/17/25

#### SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at 458-233-6300 or email [sheena.dickerman@millersburgoregon.gov](mailto:sheena.dickerman@millersburgoregon.gov).

Due Date: April 15, 2025

## Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: The Miller Cemetery Association of Millersburg

Contact Person: Tim Walter Position: Executive Director

Phone: 541-729-6738 Email: timpwalter@comcast.net

Mailing Address: 445 N. 7th St. Harrisburg, OR 97446

Name of Project or Activity: Miller Cemetery Fence repair and improvement

Project or Activity Start Date: Summer 2025 End Date: Dec. 31, 2025

Amount of Funding Sought: \$ 5,500

Total Cost of the Project or Activity: \$ 20,000

Has the Project or Activity been Held Previously? ☐ Yes ☒ No

Details:

This is our first effort to improve the security and appearance of the cemetery fencing.

Have you Received Funds from City of Millersburg Previously? ☒ Yes ☐ No

Is your Organization Not-for-Profit or a Government Entity? ☒ Yes ☐ No

### PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.

*(Feel free to attach any supporting documentation.)*

Part one- replace all top rails which are bent by fallen trees and limbs. Replace the fence fabric where needed.

Part two- replace the front gate which is bent and not very attractive with an attractive wrought iron gate, including replacement of poles supporting the gate.

Part three- re-use old gate to cover the access point of the road along the south perimeter of the cemetery. Prevent access to the south and eastern paths sometimes used by neighborhood kids.

Part four- Move existing fencing along the southern and western boundaries so they abut the wooden fencing placed by the subdivision contractors. These wooden fences are already showing signs of age and will need repair and replacement soon.

What is the purpose of your group/organization?

To care for the historic Miller Cemetery.

What are the objectives or outcomes to be achieved by the project or activity?

1. Increase the security of the property.
2. Improve the cemetery's appearance.
3. Proactively prevent large costs of replacing the wooden fencing in the very near future.

What is the benefit to the Millersburg community of the project or activity?  
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

It will definitely improve the appearance of the neighborhood. This is a benefit to the value of the homes in the community and offers a sense of pride to the residents. Additionally it will offer work for a local fence contractor. Finally it should help discourage vandalism to the cemetery as witnessed in the past.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

We maintain a social media presence. We also intend to provide a report back to the grantors of the positive aspects of the project upon completion.

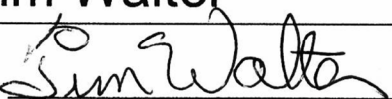
Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

Yes, we have contacted several fence companies about in-kind or labor donations. We regularly receive small cash contributions as well as donations of time and labor from local citizens.

#### **DECLARATION**

Declaration of not-for-profit group or organization or registered charity.

*I certify the organization making this application is a not-for-profit group or organization or a registered charity.*

Name: Tim Walter Position: Executive Director  
Signature:  Date: 04-09-2025

#### **SUBMISSION PROCESS**

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at 458-233-6300 or email [sheena.dickerman@millersburgoregon.gov](mailto:sheena.dickerman@millersburgoregon.gov).

# ESTIMATE

Faxon Fencing  
580 canberra drive  
Philomath, OR 97370

faxonfencing@gmail.com  
+1 (541) 908-7440



## Bill to

Miller Cemetery Association of Millersburg  
6450 NE Woods Rd  
Millersburg, Oregon 97321

## Estimate details

Estimate no.: 1640

Estimate date: 04/07/2025

#	Product or service	Description	Qty	Rate	Amount
1.	<b>Chain link repair</b>	Replace damaged sections of top rail. Replace damaged chain link fabric	1	\$1,525.00	\$1,525.00
2.	<b>Custom steel 16ft double drive gate</b>	one 16ft double gate will be installed in the customers designated location. Gate will be welded steel powder coated black Gate posts will be 6x6 steel posts powder coated black set in concrete at a minimum depth of 42" gate style will be determined by the customer	1	\$5,688.00	\$5,688.00
3.	<b>12ft Double Drive Gate</b>	Install existing 12ft chain link gate across South Drive way.  Gate posts: 2 3/8" Sch20 galvanized pipe.	1	\$720.00	\$720.00
4.	<b>72" 11Ga Galvanized Chain Link.</b>	South Fence line 300 linear feet.  Chain link fabric: 11ga. galvanized (2" mesh). Fabric will be attached to the posts and top rail every 18" using 9ga. aluminum ties.  Top rail: 1 5/8" Sch20 pipe  Line posts: 1 7/8" Sch20 pipe. line posts will be driven to a minimum depth of 42"  Terminal posts: 2 3/8" Sch20 pipe. Terminal posts will be driven to a minimum depth of 42".	300	\$23.00	\$6,900.00

Corners and gate posts will be cross  
braced with truss rods.

Fence to be installed in the customers  
designated location.

5.	<b>72" 11Ga Galvanized Chain Link.</b>	West Fence line 324 linear feet.	324	\$18.00	\$5,832.00
		Chain link fabric: Reuse existing fabric from existing south and west fence lines.			
		Top rail: Reuse existing top rail from existing south and west fence lines.			
		Line posts: 1 7/8" Sch20 pipe. line posts will be driven to a minimum depth of 42"			
		Terminal posts: 2 3/8" Sch20 pipe. Terminal posts will be driven to a minimum depth of 42".			
		Corners and gate posts will be cross braced with truss rods.			
		Fence to be installed in the customers designated location.			

**Total**

**\$20,665.00**

### Note to customer

Faxon Fencing's payment terms for consumer customers are as  
follows:

Payment is due in full upon completion of work.

Cash, check, or ACH payments are the preferred methods.

Faxon Fencing accepts card payments with an additional 3% fee.

Fence to be constructed per customers request.

All old fence material will be removed by end of job at no additional  
charge.  
Old concrete footings will be left in the ground.

Before work: please ensure driveway and or street parking is clear  
of personal vehicles before Faxon Fencing crews arrival.

All fence lines must be cleared of all movable objects within 24" of  
fence prior to crews arrival.

Estimates are valid for 30 days.

Workmanship is warrantied for 10 years by Faxon Fencing.  
Thank you for your business  
Faxon Fencing.  
CCB# 240443

**Accepted date**

**Accepted by**





Due Date: April 15, 2025

## Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: OCWCOG

Contact Person: Alicia Lucke Position: Program Manager

Phone: 541-924-8440 Email: alucke@ocwcog.org

Mailing Address: 1400 Queen Avenue Albany, OR 97322

Name of Project or Activity: Stand By Me -OR

Project or Activity Start Date: 9/1/2025 End Date: 12/31/2025

Amount of Funding Sought: \$ \$500

Total Cost of the Project or Activity: \$ 500

Has the Project or Activity been Held Previously? ☒ Yes ☐ No  
Details:

Currently, OCWCOG provides free financial workshops and free 1:1 follow up coaching to Linn County residents, with current funding in place for Albany and Lebanon workshops. This funding would provide the opportunity to expand to Millersburg. The pilot has been in place since 2020.

Have you Received Funds from City of Millersburg Previously? ☒ Yes ☐ No

Is your Organization Not-for-Profit or a Government Entity? ☒ Yes ☐ No

### PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.  
(Feel free to attach any supporting documentation.)

The Oregon Cascades West Council of Governments' Stand By Me-Oregon (\$BM) project combats systemic and episodic poverty through free financial workshops and subsequent one-on-one personal financial coaching, fostering financial wellness and security for Linn, Benton, and Lincoln County residents. The Program is centered on tracking four financial pillars: Savings, Credit, Debit, and Spending Plans (ie budgets). Coaches meet with clients one on one, often once a month, to map goals around financial wellness. Goals include: building an emergency savings, investing, buying a car, paying off high credit card debt, how to mitigate impulse spending, and more!

What is the purpose of your group/organization?

Oregon Cascades West Council of Governments (OCWCOG) was formed in 1967 as a voluntary association of governments to carry out a variety of local, State, and Federal programs. Our members include three counties, 20 cities, one port, and one tribe in the Linn, Benton, and Lincoln County region. OCWCOG helps communities collaborate to solve problems and connects member governments, businesses, and individuals with a wide array of services.

What are the objectives or outcomes to be achieved by the project or activity?

This project will provide a free financial workshop to the City, with dinner provided and Spanish translation, if requested. An estimated 80% of participants will report improved financial literacy in a post-class questionnaire.



What is the benefit to the Millersburg community of the project or activity?  
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

Increased Financial Literacy; free access to 1:1 financial coaching.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

Post-presentation questionnaire; % of attendees who sign up for free 1:1 coaching.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

Yes, currently this Program is supported by Samaritan Health Services, Central Willamette Credit Union, Oregon Community Foundation, and Benton County.

#### DECLARATION

Declaration of not-for-profit group or organization or registered charity.

*I certify the organization making this application is a not-for-profit group or organization or a registered charity.*

Name: Alicia Lucke Position: Program Manager

Signature: Alicia Lucke Digitally signed by Alicia Lucke  
Date: 2025.04.17 08:36:28  
-07'00' Date: 4/17/2025

#### SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at 458-233-6300 or email [sheena.dickerman@millersburgoregon.gov](mailto:sheena.dickerman@millersburgoregon.gov).



# CITY OF Millersburg

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A COMMUNITY LINKING  
AGRICULTURE AND INDUSTRY

## **Capital Improvements Plan**

**City of Millersburg**

**2025-2029**

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# Introduction

## *Strategic Planning and Decisions*

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

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

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

The six Strategic Priorities are:

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

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

## **Financial Planning**

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

## **How to Use This Report**

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

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

## **The CIP Process**

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

# Finances

## Paying for Capital Projects

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

## Sources of Funding

The table below shows the relative breakdown of funding sources for all the projects contained in the 2025-2028 CIP.

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

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

## Projected Cost Totals by Funding Source

FUNDING SOURCE	2025-26	2026-27	2027-28	2028-29	2029-30	TOTAL
GF-Beginning Balance	\$231,000	\$505,000	\$5,285,000	\$287,000	\$0	\$6,308,000
GF-Operating	\$0	\$0	\$0	\$0	\$0	\$0
SDC-I Streets	\$870,000	\$220,000	\$385,000	\$0	\$0	\$1,475,000
SDC-R Streets	\$164,000	\$0	\$0	\$0	\$0	\$164,000
SDC-I Sewer	\$0	\$89,000	\$250,000	\$0	\$0	\$339,000
SDC-I Water	\$0	\$0	\$0	\$0	\$0	\$0
SDC-R Water	\$100,000	\$0	\$0	\$100,000	\$0	\$200,000
SDC-I Parks	\$195,000	\$0	\$100,000	\$0	\$0	\$295,000
SDC-R Parks	\$0	\$0	\$0	\$0	\$0	\$0
Highway Use Tax	\$0	\$0	\$0	\$0	\$0	\$0
Highway Use Tax - Bike/Ped	\$2,600	\$0	\$0	\$0	\$0	\$2,600
Street Reserves	\$24,400	\$400,000	\$0	\$0	\$0	\$424,400
Perlenfein Zuhlke Lane Reservation	\$0	\$0	\$0	\$0	\$0	\$0
Suniga Millersburg Drive Reservation	\$0	\$0	\$388,000	\$0	\$0	\$388,000
Stormwater Reserves	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Rates/Operating Revenues	\$186,200	\$100,000	\$100,000	\$100,000	\$100,000	\$586,200
Water Rates/Operating Revenues	\$462,050	\$308,650	\$694,200	\$412,000	\$0	\$1,876,900
Grants	\$2,065,000	\$0	\$0	\$0	\$0	\$2,065,000
Sale of Industrial Property	\$8,092,000	\$0	\$0	\$0	\$0	\$8,092,000
<b>TOTAL:</b>	<b>\$12,392,250</b>	<b>\$1,622,650</b>	<b>\$7,202,200</b>	<b>\$899,000</b>	<b>\$100,000</b>	<b>\$22,216,100</b>



## The Five-Year Plan

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

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

## Projected Cost Totals by Category

CATEGORY	2025-26	2026-27	2027-28	2028-29	2029-30	TOTAL
Parks	\$8,421,000	\$300,000	\$2,565,000	\$287,000	\$0	\$11,573,000
Public Facilities	\$97,000	\$0	\$750,000	\$0	\$0	\$847,000
Transportation	\$3,051,000	\$800,000	\$2,843,000	\$0	\$0	\$6,694,000
Stormwater	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Wastewater	\$186,200	\$189,000	\$350,000	\$100,000	\$100,000	\$925,200
Water	\$637,050	\$308,650	\$694,200	\$512,000	\$0	\$2,151,900
<b>GRAND TOTALS:</b>	<b>\$12,392,250</b>	<b>\$1,622,650</b>	<b>\$7,202,200</b>	<b>\$899,000</b>	<b>\$100,000</b>	<b>\$22,216,100</b>

# Parks

## A Path Forward

Strategy 5 of the Strategic Plan states, "Millersburg is a community that strives to support community recreational and social activities for all ages." In accordance with this goal the Millersburg City Council formed a Parks Committee in 2017 and began development of a Parks Master Plan in 2018. The Parks Committee was dissolved, and a Parks Commission was formed in 2020.

The Parks Master Plan was completed and adopted in April 2020. Now that the Parks Master Plan is complete, it will guide the City's investment in park acquisition, renovation, and facility improvements. In 2021 a System Development Charge (SDC) study was completed and new parks SDC charges were adopted in September 2021. Parks projects may be funded by a mix of funds from outside grants, private donations, Parks SDCs, and the general fund.

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

## Projected Cost Totals

FUNDING SOURCE	2025-26	2026-27	2027-28	2028-29	2029-30	TOTAL
GF Operating	\$0	\$0	\$0	\$0	\$0	\$0
GF Beginning Balance	\$134,000	\$300,000	\$2,465,000	\$287,000	\$0	\$3,186,000
Grant	\$0	\$0	\$0	\$0	\$0	\$0
SDC-R Parks	\$0	\$0	\$0	\$0	\$0	\$0
SDC-I Parks	\$195,000	\$0	\$100,000	\$0	\$0	\$295,000
Sale of Industrial Property	\$8,092,000	\$0	\$0	\$0	\$0	\$8,092,000
<b>GRAND TOTALS:</b>	<b>\$8,421,000</b>	<b>\$300,000</b>	<b>\$2,565,000</b>	<b>\$287,000</b>	<b>\$0</b>	<b>\$11,573,000</b>

# Funded Projects Summary & Detail

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

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

CIP #	Phase Title	Projected Total
<b>Plan Year: 2025 – 2026</b>		
1105	CITY PARK TENNIS COURT RESURFACING	\$39,000
1123	LINEAR PARK AND MULTIUSE PATH SOUTH OF CONSER ROAD	\$8,287,000
1127	CITY PARK RESTROOMS WALL COATING	\$40,000
1130	DRAINAGE IMPROVEMENTS AROUND PARK SHELTER	\$30,000
1132	PLAYGROUND SHADE COVER	\$25,000
<b>Total for FY 2025-2026</b>		<b>\$8,421,000</b>
<b>Plan Year: 2026-2027</b>		
1115	NEW NEIGHBORHOOD PARK PLANNING AND DEVELOPMENT	\$300,000
<b>Total for FY 2026 – 2027</b>		<b>\$300,000</b>
<b>Plan Year: 2027 – 2028</b>		
1103	CITY PARK NORTH BALLFIELD RENOVATION	\$65,000
1115	NEW NEIGHBORHOOD PARK PLANNING AND DEVELOPMENT	\$2,500,000
<b>Total for FY 2027 – 2028</b>		<b>\$2,565,000</b>
<b>Plan Year: 2028 – 2029</b>		
1117	ACQUISITION OF PROPERTY FOR EXPANSION OF CITY PARK	\$287,000
<b>Total for FY 2028 – 2029</b>		<b>\$287,000</b>
<b>Plan Year: 2029 – 2030</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2029 – 2030</b>		<b>\$0</b>
<b>Grand Total for Parks:</b>		<b>\$11,573,000</b>

Master Plan:

Parks Master Plan

Category:

Parks and Recreation

Plan Element:

Classification: Parks

Total Cost: \$65,000

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

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF – BEGINNING FUND BALANCE	\$65,000
Total:	\$65,000

Master Plan:

Parks Master Plan

Plan Element:

Category:

Parks and Recreation

Classification:

Parks

Total Cost: \$39,000

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

Operating Budget Impact: None.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF – BEGINNING FUND BALANCE	\$39,000
Total:	\$39,000

Master Plan: Parks Master Plan  
Category: Parks and Recreation

Plan Element:  
Classification: Parks

Total Cost: \$2,800,000

This project will plan, design, and construct a new neighborhood park in the northwest area of the City. This project will span multiple fiscal years. At this time, funding for detailed design and construction is planned to come from Park SDC Funds and General Fund. Additional grant funding will be pursued in subsequent fiscal years to help offset these costs.

Operating Budget Impact: Additional parks maintenance expenses.

Funding Sources for This Project:

Funding Source	Projected Amount	Projected Amount
	FY 26/27	FY 27/28
PARKS – SDC – IMPROVEMENTS FUND	\$0	\$100,000
GF – BEGINNING BALANCE	\$300,000	\$2,400,000
GRANT	\$0	\$0
Total:	\$300,000	\$2,500,000

Master Plan: Parks Master Plan  
Category: Parks and Recreation

Plan Element:  
Classification: Parks

Total Cost: \$287,000

This project will acquire additional property to expand the existing City Park.

Operating Budget Impact: Ongoing park maintenance expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF – BEGINNING FUND BALANCE	\$287,000
Total:	\$287,000

Master Plan:  
Category: Parks and Recreation

Plan Element:  
Classification: Parks

Total Cost: \$8,572,000

This project will be constructed as a part of the Transition Parkway project. The linear park will serve as a buffer between residential and industrial areas. The first phase of the park (currently planned) includes a berm, landscaping, multiuse path, stormwater facilities, and lighting. Future phases could include additional park amenities.

Operating Budget Impact: Addition of new park will increase maintenance costs.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 25/26</u>
PARK SDC – IMPROVEMENT FUND	\$195,000
SALE OF INDUSTRIAL PROPERTY	\$8,092,000
GRANT	\$0
	<hr/>
Total:	\$8,287,000



Master Plan:

Category: Parks and Recreation

Plan Element:

Classification: Parks

Total Cost: \$40,000

This project will coat restroom walls at City Park for visibility enhancement and improved cleaning ability.

Operating Budget Impact: May decrease maintenance costs.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GF – BEGINNING BALANCE	\$40,000
Total:	\$40,000

Master Plan:  
Category: Parks and Recreation

Plan Element:  
Classification: Parks

Total Cost: \$30,000

This project will address drainage issues around the shelter at the north end of the site. The shelter currently utilizes drywells for roof runoff. The area around the shelter does not drain well and is difficult to mow and maintain. This project will install French drains connected to the existing playground area French drain.

Operating Budget Impact: None.

Funding Sources for This Project:

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

**Plan FY: 2025-2026      PLAYGROUND SHADE COVER**  
**CIP Project #:    1132**

## Master Plan:

**Category:** Parks and Recreation

### Plan Element:

**Classification:** Parks

**Total Cost:        \$25,000**

This project will add a shade cover over the City Park playground area.

Operating Budget Impact: Minor impact will increase maintenance costs.

### Funding Sources for This Project:

### Funding Source

GF – BEGINNING BALANCE

**Projected Amount**

\$25,000

Total:

\$25,000

## Unfunded Projects

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

### Parks System

CIP #	Phase	Year	Title	Projected Total
1100		0	CITY PARK ADDITIONAL PAVED ACCESS PATHWAYS	\$33,000
1107		0	CITY PARK ADDITIONAL PICNIC SHELTER	\$59,000
1108		0	ACORN PARK PAVED PATHWAYS AND PICNIC TABLE PADS, ACCESSIBLE BENCHES AND PICNIC TABLES	\$36,000
1109		0	ACORN PARK PLAYGROUND UPGRADES	\$26,000
1111		0	ACORN PARK PICNIC SHELTER (SMALL)	\$33,000
1114		0	NEW PARK PROPERTY ACQUISITION	\$520,000
1116		0	PICKLEBALL COURT	\$200,000
1118		0	RECONFIGURE CITY PARK LAYOUT TO ACCOMMODATE ADDITIONAL FACILITIES	\$1,625,000
1120		0	SPORTS FIELDS & PARKING ON PROPERTY BEHIND CITY HALL	\$1,950,000
1121		0	CITY PARK SPLASH PAD	\$455,000
1124		0	NATURE TRAILS THROUGH WETLAND AREAS	\$390,000
1125		0	MULTIUSE PATH BETWEEN CITY PARK AND CITY HALL	\$455,000
1133		0	WIDEN EXISTING WALKING PATH AT PARK AND DESIGNATE AS MULTIUSE PATH	\$203,000
<b>Total for Unfunded Parks System:</b>				<b>\$5,985,000</b>

# Parks SDC Account Balances and Projections

City of Millersburg

<b>Parks SDC Tracking</b>			
SDC per EDU = \$3,627 (adopted September 2021)	SDC-R	SDC-I	
% of total SDC (from 2021 methodology)	11%	89%	
<b>FY 2023-2024</b>			
SDC Revenues			
BOY	121,511		
BOY SDC R/I	37,011	84,501	
SDCs Received (revenue)	69,218		16 EDUs at \$4195 and one ADU at half fee
SDC Revenue R/I	7,614	61,604	
Total SDC R/I Resources for FY	44,625	146,104	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	44,625	146,104	
SDC Balance EOY Total	190,729		final
<b>FY 2024-2025 - ESTIMATED</b>			
SDC Revenues			
BOY	190,729		
BOY SDC R/I	44,625	146,104	
SDCs Received (revenue)	387,654		5 houses plus DeLorean, Timberlab, Gordon, and Pure Energy
SDC Revenue R/I	42,642	345,012	
Total SDC R/I Resources for FY	87,267	491,116	
SDC Expenditures			
Transition Parkway Linear Park	75,000	130,000	Multiuse Path South of Conser 47.6% SDC-I eligible (Schedule A estimate \$2,152,000)
Total SDC R/I Expenditures for FY	75,000	130,000	
SDC Balance EOY R/I	12,267	361,116	
SDC Balance EOY Total	373,383		estimated
<b>FY 2025-2026 - PROJECTED</b>			
SDC Revenues			
BOY	373,383		
BOY SDC R/I	12,267	361,116	
SDCs Received (revenue)	783		Center Market 1/3 payment
SDC Revenue R/I	86	697	
Total SDC R/I Resources for FY	12,353	361,813	
SDC Expenditures			
Transition Parkway Linear Park	0	195,000	Multiuse Path South of Conser
Total SDC R/I Expenditures for FY	0	195,000	
SDC Balance EOY R/I	12,353	166,813	
SDC Balance EOY Total	179,166		projected

## Public Facilities

### *Moving Toward the Future*

#### Emergency Facilities

The City of Millersburg's emergency fire service is provided by the City of Albany through an Intergovernmental Agreement (IGA) for the incorporated limits of the City, which became effective July 1, 2018. To support this service, the City of Millersburg constructed a new fire station, which was completed in July of 2022.

#### City Buildings

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

#### Funding Summary

The following table shows the total amount of projects scheduled in each of the five years of this CIP, broken down by the source of the funding. The costs shown are the projected construction costs in the year the project is proposed. Each year the estimated cost of the projects is adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.

#### Projected Cost Totals

FUNDING SOURCE	2025-26	2026-27	2027-28	2028-29	2029-30	TOTAL
GF Beginning Balance	\$97,000	\$0	\$750,000	\$0	\$0	\$847,000
<b>GRAND TOTALS:</b>	<b>\$97,000</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$847,000</b>

## Funded Projects Summary & Detail

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

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

CIP #	Phase Title	Projected Total
<b>Plan Year: 2025 – 2026</b>		
1013	CITY HALL SIDING AND PAINT	\$37,000
1015	HVAC UNIT REPLACEMENT	\$20,000
1016	LED LIGHTING UPGRADES CITY HALL	\$30,000
1017	GENERATOR FENCE	\$10,000
<b>Total for FY 2025 – 2026</b>		<b>\$97,000</b>
<b>Plan Year: 2026 – 2027</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2026 – 2027</b>		<b>\$0</b>
<b>Plan Year: 2027 – 2028</b>		
1011	MAINTENANCE FACILITY AND YARD	\$750,000
<b>Total for FY 2027 – 2028</b>		<b>\$750,000</b>
<b>Plan Year: 2028 – 2029</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2028 – 2029</b>		<b>\$0</b>
<b>Plan Year: 2029 – 2030</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2029 – 2030</b>		<b>\$0</b>
<b>Grand Total for Public Facilities:</b>		<b>\$847,000</b>

Master Plan:  
Category:    Public Facilities

Plan Element:  
Classification: Maintenance

Total Cost:      \$750,000

This project will build a new maintenance facility and storage yard to address the growing needs for space to store maintenance equipment and materials, for maintenance staff to perform required tasks, and be more optimally located outside of City Park. There is currently no property identified to build the proposed facility on at this time.

Operating Budget Impact: This project increases maintenance costs over time with a new facility but will increase staff time efficiency.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GENERAL FUND BEGINNING BALANCE	\$750,000
	<hr/>
Total:	\$750,000



## CITY HALL SIDING AND PAINT

## Master Plan:

**Category:** Public Facilities

### Plan Element:

**Classification:** City Hall

**Total Cost:       \$37,000**

This project will replace existing damaged siding, trim materials, and paint on the south and west sides of City Hall.

**Operating Budget Impact:** This project will address an identified maintenance need and reduce the chance of more costly maintenance needs in the future.

### Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
GENERAL FUND BEGINNING BALANCE	\$37,000
	<hr/>
Total:	\$37,000

**Master Plan:**  
**Category:**      Public Facilities

**Plan Element:**  
**Classification:**    City Hall

**Total Cost:**      **\$20,000**

This project will replace existing two HVAC units at City Hall as recommended by an HVAC professional. The units have both operated beyond the anticipated service life.

Operating Budget Impact: This project will address an identified maintenance need and reduce the continued costly maintenance needs in the future.

**Funding Sources for This Project:**

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

Master Plan:  
Category:      Public Facilities

Plan Element:  
Classification:    City Hall

**Total Cost:      \$30,000**

This project will replace lighting fixtures throughout City Hall with LED fixtures to improve interior lighting and energy efficiency.

Operating Budget Impact: This project will reduce ongoing maintenance costs and power utility costs.

**Funding Sources for This Project:**

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

Master Plan:  
Category:      Public Facilities

Plan Element:  
Classification: City Hall

**Total Cost:      \$10,000**

This project will install a 6' tall chain link fence with privacy slats with two access gates for access around the existing generator at City Hall. This project will provide security for the generator.

Operating Budget Impact: This project is not expected to impact the operating budget.

**Funding Sources for This Project:**

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

## Unfunded Projects

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

### Public Facilities

CIP #	Phase	Year	Title	Projected Total
1010		0	CITY HALL EXPANSION/OFFICE ADDITION	\$100,000
			<b>Total for Unfunded Public Facilities:</b>	<b>\$100,000</b>
			<b>Grand Total for Unfunded Public Facilities:</b>	<b>\$100,000</b>

# Transportation

## *Investing in our Infrastructure*

The City's transportation system consists of City and Linn County roads. The City maintains approximately 35 lane miles of improved streets, associated signs, three bridges, and one crosswalk with flashing beacons.

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

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

## **Addressing Maintenance Needs**

Millersburg's Strategic Plan identifies an objective to develop and implement a proactive maintenance plan for City streets. In 2018 Millersburg invested in an inventory and condition assessment of City streets and a pavement management system. Based on this information, projects and maintenance activities are being prioritized. If the appropriate steps are taken at this time, the life of the streets can be extended, deferring more costly improvements. Maintenance activities such as crack sealing, slurry seal, and striping are included in the annual budget but are not included in this Capital Improvements Plan.

The City and Linn County have entered into an agreement for realignment of and improvements to a portion of Morningstar Road, to be constructed by Linn County prior transfer of jurisdiction to Millersburg. The City is responsible for costs associated with construction of public water and sewer infrastructure within the new roadway alignment. These utility costs are identified in the Wastewater and Water sections.

## **Funding Summary**

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

Each year the estimated costs of the projects are brought up to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.

## Projected Cost Totals

FUNDING SOURCE	2025-26	2026-27	2027-28	2028-29	2029-30	TOTAL
General Fund Beginning Balance	\$0	\$180,000	\$2,070,000	\$0	\$0	\$2,250,000
Streets SDC-Improvements	\$870,000	\$220,000	\$385,000	\$0	\$0	\$1,475,000
Streets SDC-Reimbursement	\$164,000	\$0	\$0	\$0	\$0	\$164,000
Highway Use Tax	\$0	\$0	\$0	\$0	\$0	\$0
Highway Use Tax - Bike/Ped	\$2,600	\$0	\$0	\$0	\$0	\$2,600
Street Reserves and Street Beginning Fund Balance	\$24,400	\$400,000	\$0	\$0	\$0	\$424,400
Perlenfein Zuhlke Lane Reservation	\$0	\$0	\$0	\$0	\$0	\$0
Suniga Millersburg Drive Reservation	\$0	\$0	\$388,000	\$0	\$0	\$388,000
Grants	\$1,990,000	\$0	\$0	\$0	\$0	\$1,990,000
Interest Received	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTALS:</b>	<b>\$3,051,000</b>	<b>\$800,000</b>	<b>\$2,843,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,694,000</b>

# Funded Projects Summary & Detail

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

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

CIP #	Phase Title	Projected Total
<b>Plan Year: 2025 – 2026</b>		
2026	TRANSITION PARKWAY	\$2,750,000
2028	BRIDGE REPLACEMENT WAVERLY DRIVE AT COX CREEK	\$74,000
2029	STREET LIGHTING – WOODS ROAD	\$15,000
2039a/b	WOODS ROAD SHARED USE PATH - NORTH	\$200,000
2050	CROSSWALK AT EVERGREEN AND WOODS	\$12,000
<b>Total for FY 2025 – 2026</b>		<b>\$3,051,000</b>
<b>Plan Year: 2026 – 2027</b>		
2028	BRIDGE REPLACEMENT WAVERLY DRIVE AT COX CREEK	\$400,000
2039a/b	WOODS ROAD SHARED USE PATH – NORTH	\$400,000
<b>Total for FY 2026 – 2027</b>		<b>\$800,000</b>
<b>Plan Year: 2027 – 2028</b>		
2016	MILLERSBURG DRIVE FULL STREET IMPROVEMENTS WEST OF WOODS RD TO RR TRACKS	\$2,143,000
2039a/b	WOODS ROAD SHARE USE PATH - NORTH	\$700,000
<b>Total for FY 2027 – 2028</b>		<b>\$2,843,000</b>
<b>Plan Year: 2028 – 2029</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2028 – 2029</b>		<b>\$0</b>
<b>Plan Year: 2029 – 2030</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2029 - 2030</b>		<b>\$0</b>
<b>Grand Total for Transportation:</b>		<b>\$6,694,000</b>



Master Plan:  
Category: Transportation

Plan Element:  
Classification: Streets

Total Cost: \$2,143,000

This project will construct full street improvements on Millersburg Drive west of Woods Road to the railroad tracks.

In 2017, the developer of the Eagle's Nest project paid street frontage fees which must be returned, with associated interest, to the developer if street improvements are not constructed within 20 years.

Operating Budget Impact: None at this time.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SUNIGA MILLERSBURG DRIVE RESERVATION	\$388,000
GF BEGINNING FUND BALANCE	\$1,755,000
Total:	\$2,143,000

Master Plan:

Category: Transportation

Plan Element:

Classification: Streets

Total Cost:      \$2,750,000

This project will construct a new street, Transition Parkway, south of Conser Road to serve as a new route from Woods Road to Old Salem Road. The project will route pass-through and industrial traffic away from existing residences on the north side of Conser Road. It will also serve as access for industrial property to the south.

This project also includes a water main and linear park/multiuse path. Costs for these portions of the project are included in the Parks and Water Funds.

The funding for this project will come from a combination of grants and fees paid by developers, including SDC fees. The costs expended for construction of this infrastructure are eligible for reimbursement through the RSIS program.

Operating Budget Impact: Addition of a new road increases maintenance costs over time.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
	<u>FY 25/26</u>
STREET SDC – IMPROVEMENT FUND	\$760,000
SALE OF INDUSTRIAL PROPERTY	\$0
GRANTS	\$1,990,000
	<hr/>
Total:	\$2,750,000

Master Plan:  
Category: Transportation

Plan Element:  
Classification: Bridges

Total Cost: \$474,000

This project will replace the bridge over Cox Creek on Waverly Drive.

The Cox Creek Waverly Drive Bridge is in significant need of replacement and is the only access to Talking Water Gardens, Simpson Park, and a rail yard. In cooperation with Linn County, and with support from the City of Albany, Millersburg has been pursuing grant funding for replacement of this bridge since 2017. This bridge was selected for award during the 2027-30 round of Local Bridge Program (LBP) funding provided by the Infrastructure Investment and Jobs Act (IIJA).

The overall project estimate is \$4,615,000 and the grant funding requires a 10.27% match to be provided by the City of Millersburg. As a certified local agency, Linn County will provide design and construction oversight for the project.

Operating Budget Impact: Decrease of ongoing maintenance costs.

Funding Sources for This Project:

Funding Source	Projected Amount	Projected Amount
	FY 25/26	FY 26/27
STREET FUND RESERVES	\$0	\$400,000
STREET SDC – REIMBURSEMENT FUND	\$74,000	\$0
Total:	\$74,000	\$400,000

**Plan FY: 2025-2026      STREET LIGHTING – WOODS ROAD**  
**CIP Project #:      2029**

**Master Plan:**  
**Category:** Transportation

**Plan Element:**  
**Classification:** Signage and Lighting

**Total Cost:      \$15,000**

This project will add streetlights to existing power poles along Woods Road.

Operating Budget Impact: Increased electrical power costs.

### Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
STREET FUND RESERVES	\$15,000
	<hr/>
Total:	\$15,000

**Plan FY: 2025-2028      WOODS ROAD SHARED USED PATH – (a) SONORA TO ALEXANDER (b)  
ALEXANDER TO CONSER  
CIP Project #:      2039a/b**

## Master Plan:

**Category:** Transportation

### Plan Element:

**Classification:** Pedestrian and Bikeways

**Total Cost:        \$1,300,000**

This project will construct a multi-use path adjacent to Woods Road between Alexander Lane and Sonora Drive (a). Additionally between Alexander Lane and Conser (b) for the preliminary engineering and ROW phase only.

This project is budgeted to span over three fiscal years (FY 25-26, FY 26-27, and FY 27-28). Preliminary design began in FY 23-24. Right-of-way acquisition and conceptual design will take place in FY 25-26, wetlands permitting, and final design is planned for FY 26-27, with construction anticipated in FY 27-28.

Operating Budget Impact: Development of new path increases operating expenses.

### Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 25/26</u>	<u>Projected Amount</u> <u>FY 26/27</u>	<u>Projected Amount</u> <u>FY 27/28</u>
GENERAL FUND RESERVES	\$0	\$180,000	\$315,000
GRANT	\$0	\$0	\$0
STREET SDC – IMPROVEMENTS FUND	\$110,000	\$220,000	\$385,000
STREET SDC – REIMBURSEMENT FUND	\$90,000	\$0	\$0
STREET FUND RESERVES	\$0	\$0	\$0
	<hr/>	<hr/>	<hr/>
Total:	\$200,000	\$400,000	\$700,000

Master Plan:  
Category: Transportation

Plan Element:  
Classification: Pedestrian and Bikeways

Total Cost: \$12,000

This project will construct an ADA ramp, striping, and signage for a pedestrian crossing across Woods Road at Evergreen Avenue.

Operating Budget Impact: Development of new infrastructure increases operating expenses.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u> <u>FY 25/26</u>
STREET FUND RESERVES	\$9,400
HIGHWAY USE TAX - BIKE/PED	\$2,600
	<hr/>
Total:	\$12,000

# Unfunded Projects

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

## Street Reconstruction/Improvements Projects

2019		0	PARKER LANE FULL STREET IMPROVEMENTS	\$770,000
2020		0	WAVERLY FULL STREET IMPROVEMENTS	\$592,000
2021		0	AMANDA FULL STREET IMPROVEMENTS	\$373,000
2022		0	BAIN AND TONI FULL STREET IMPROVEMENTS	\$592,000
2023		0	ZUHLKE EXTENSION EAST	\$587,000
2024		0	ZUHLKE EXTENSION WEST	\$1,378,000
2025		0	CONSER ROAD FULL STREET IMPROVEMENTS	\$1,334,000
<b>Total for Unfunded Street Reconstruction/Improvements:</b>				<b>\$7,828,000</b>

## Bridges

CIP #	Phase	Year	Title	Projected Total
			NONE	
<b>Total for Unfunded Bridges:</b>				<b>\$0</b>

## Signage and Lighting

CIP #	Phase	Year	Title	Projected Total
2031		0	SIGNAL LIGHT CONSER ROAD AND OLD SALEM ROAD (SHARED WITH LINN COUNTY)	\$689,000
2049		0	MILLERSBURG GATEWAY TREATMENTS (NORTH AND SOUTH ENDS OF CITY)	\$41,000
<b>Total for Unfunded Street Reconstruction/Improvements:</b>				<b>\$730,000</b>

## Pedestrian and Bike Projects

CIP #	Phase	Year	Title	Projected Total
2032		0	WIDEN SHOULDER AND PROVIDE BIKE LANES ALONG OLD SALEM ROAD	\$73,000
2034		0	SIDEWALKS ON SOUTH END OF OLD SALEM ROAD (SHARED WITH LINN COUNTY)	\$294,000
2035		0	SIDEWALK ON EAST SIDE OF KATELYN WAY, SOUTH END	\$12,000
2037		0	PEDESTRIAN WALKWAY FROM CITY HALL TO SOUTH SIDE OF CONSER ROAD	\$138,000
2039b		0	WOODS ROAD SHARED USE PATH - SOUTH (CONSTRUCTION PHASE)	\$525,000
2049		0	OLD SALEM ROAD MULTIUSE PATH	\$1,300,000
<b>Total for Unfunded Street Reconstruction/Improvements:</b>				<b>\$2,342,000</b>

**GRAND TOTAL UNFUNDED TRANSPORTATION: \$10,900,000**

# Transportation SDC Account Balances and Projections

City of Millersburg

Streets SDC Tracking - beginning July 1, 2021			
SDC per EDU = \$6381			
% of total SDC (from 2020 methodology)	SDC-R	SDC-I	Notes
	34%	66%	
FY 2023-2024			
SDC Revenues	SDC-R	SDC-I	
BOY	1,724,583		
BOY SDC R/I	184,654	1,539,928	
SDCs Received (revenue)	123,008		16 EDUs at \$7455 and one ADU at half fee
SDC Revenue R/I	41,620	81,388	
Total SDC R/I Resources for FY	226,274	1,621,316	
SDC Expenditures			
Transition Parkway	0	971,000	Transfer to Economic Development for Transition Parkway
Woods Road Shared Use Path	5,971	7,009	55% SDC-I in 2020 SDC methodology
Total SDC R/I Expenditures for FY	5,971	978,009	
SDC Balance EOY R/I	220,303	643,307	
SDC Balance EOY Total	863,610		final

FY 2024-2025 - ESTIMATED			
SDC Revenues	SDC-R	SDC-I	
BOY	863,610		
BOY SDC R/I	220,303	643,307	
SDCs Received (revenue)	3,200,327		DeLorean, Timberlab, Gordon, Pure Energy, 4 homes, 2 ADUs, Center Market first payment expected
SDC Revenue R/I	1,088,112	2,112,215	
Total SDC R/I Resources for FY	1,308,415	2,755,522	
SDC Expenditures			
Transition Parkway	0	1,699,000	100% SDC-I in 2020 SDC methodology
Cox Creek Bridge	25,000	0	
Woods Road Shared Use Path	10,000	12,000	55% SDC-I in 2020 SDC methodology
Total SDC R/I Expenditures for FY	35,000	1,711,000	
SDC Balance EOY R/I	1,273,415	1,044,522	
SDC Balance EOY Total	2,317,937		estimated

FY 2025-2026 - PROJECTED			
SDC Revenues	SDC-R	SDC-I	
BOY	2,317,937		
BOY SDC R/I	1,273,415	1,044,522	
SDCs Received (revenue)	37,265		Center Market 1/3 payment
SDC Revenue R/I	12,670	24,595	
Total SDC R/I Resources for FY	1,286,085	1,069,117	
SDC Expenditures			
Transition Parkway	1,060,000	358,000	100% SDC-I in 2020 SDC methodology
Cox Creek Bridge	74,000		
Woods Road Shared Use Path	90,000	110,000	55% SDC-I in 2020 SDC methodology
Total SDC R/I Expenditures for FY	1,224,000	468,000	
SDC Balance EOY R/I	62,085	601,117	
SDC Balance EOY Total	663,202		projected





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# Stormwater

## *Protecting our Resources*

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

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

## **Evaluating Our System and Planning for the Future**

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

One of the stormwater challenges now facing the city is responding to new regulatory requirements mandated by the Environmental Protection Agency (EPA) and the Oregon Department of Environmental Quality (DEQ). Millersburg currently has an approved five-year plan for complying with the Willamette River Total Maximum Daily Load (TMDL). Millersburg is also now required to comply with requirements of the National Pollution Discharge Elimination Standards (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II General Permit from DEQ. To comply with the approved TMDL plan and NPDES MS4 Phase II permit, the City has made significant changes to our stormwater management practices, which will be implemented within the five-year window of this CIP. These changes are primarily associated with permitting, inspections, and operation and maintenance rather than capital projects.

## **Taking steps to address the Funding Challenge**

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

Each year the estimated costs of the projects are adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.

## Projected Cost Totals

FUNDING SOURCE	2025-26	2026-27	2027-28	2028-29	2029-30	TOTAL
General Fund Beginning Balance	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Stormwater Fund Beginning Balance/Reserves	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTALS:</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

## Funded Projects Summary & Detail

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

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

CIP #	Phase Title	Projected Total
<b>Plan Year: 2025 – 2026</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2025 – 2026</b>		<b>\$0</b>
<b>Plan Year: 2026 – 2027</b>		
3020	INLET RECONFIGURATION AT SAUNTER STREET AND MILLERSBURG DRIVE	\$25,000
<b>Total for FY 2026 – 2027</b>		<b>\$25,000</b>
<b>Plan Year: 2027 – 2028</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2027 – 2028</b>		<b>\$0</b>
<b>Plan Year: 2028 – 2029</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2028 – 2029</b>		<b>\$0</b>
<b>Plan Year: 2029 – 2030</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2029 – 2030</b>		<b>\$0</b>
<b>Grand Total for Stormwater:</b>		<b>\$25,000</b>

Master Plan:  
Category: Stormwater

Plan Element:  
Classification: Conveyance

Total Cost: \$25,000

During certain rainfall events, water from a tributary of Crooks Creek north of Millersburg Drive backs up and causes minor flooding on Saunter Street at the inlet on the SE corner of the intersection of Saunter Street and Millersburg Drive. This project will disconnect this inlet from the inlet to the north and instead connect it to the inlet to the west. This will involve trenching and restoration of pavement in Saunter Street.

Operating Budget Impact: None.

Funding Sources for This Project:

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

## Unfunded Projects

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

### Collection and Conveyance System

CIP #	Phase	Year	Title	Projected Total
3001	0		NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS	\$251,000
3003	0		MORNINGSTAR ESTATES OUTFALL MODIFICATION	\$275,000
3004	0		HOFFMAN ESTATES STORM WATER CAPACITY IMPROVEMENTS	\$212,000
3005	0		UMPQUA LANE DETENTION PIPES MODIFICATION	\$148,000
3006	0		WOODS ROAD DRAINAGE CAPACITY INCREASE	\$755,000
3007	0		CROOKS CREEK SEDIMENTATION STUDY	\$95,000
3008	0		KATHRYN STREET AND KNOX BUTTE AVENUE STORM IMPROVEMENTS	\$294,000
3014	0		SW IN WOODS ROAD EXTENSION	\$1,570,000
3015	0		SW IN ZUHLKE LANE EXTENSION	\$568,000
3016	0		SW IN 54 <sup>TH</sup> AVENUE EXTENSION	\$400,000
3017	0		SW IN CONSER ROAD IMPROVEMENTS	\$276,000
3018	0		OLD SALEM ROAD BUILD-OUT CAPACITY IMPROVEMENTS	\$956,000
3019	0		OLD SALEM ROAD EXISTING CAPACITY IMPROVEMENTS	\$5,011,000
<b>Total for Unfunded Collection and Conveyance System:</b>				<b>\$10,811,000</b>

**Grand Total for Unfunded Stormwater: \$10,811,000**

# Stormwater SDC Account Balances and Projections

City of Millersburg

Stormwater SDC Tracking			
SDC per EDU = \$660		SDC-R	SDC-I
% of total SDC (from 2020 methodology)		6%	94%
FY 2023-2024			
SDC Revenues			
BOY	41,094		
BOY SDC R/I	2,366	38,728	
SDC's received (revenue)	12,590		16 EDUs at \$763 and 1 ADU at half fee
SDC Revenue R/I	725	11,865	
Total SDC R/I Resources for FY	3,091	50,593	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	3,091	50,593	
SDC Balance EOY Total	53,684		final

FY 2024-2025 - ESTIMATED			
SDC Revenues			
BOY	53,684		
BOY SDC R/I	3,091	50,593	
SDC's received (revenue)	12,555		Pure Energy, 4 homes, 2 ADUs, Center Market first payment expected
SDC Revenue R/I	753	11,802	
Total SDC R/I Resources for FY	3,844	62,395	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	3,844	62,395	
SDC Balance EOY Total	66,239		estimated

FY 2025-2026 - PROJECTED			
SDC Revenues			
BOY	66,239		
BOY SDC R/I	3,844	62,395	
SDC's received (revenue)	1,500		Center Market 1/3 payment
SDC Revenue R/I	90	1,410	
Total SDC R/I Resources for FY	3,934	63,805	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	3,934	63,805	
SDC Balance EOY Total	67,739		projected



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# Wastewater

## *Maintaining our Assets*

The City's wastewater system consists of a collection system that is made up of approximately 20 miles of gravity flow pipes, 3 miles of pressure pipes, over 390 manholes, and 4 sewer lift stations. Millersburg is a joint owner with the City of Albany in the Water Reclamation Facility and Talking Water Gardens wetlands; the City of Albany holds the discharge permit with DEQ.

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

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

Future projects will be required to address issues at both the Water Reclamation Facility and Talking Water Gardens. The first phase of the solids handling (composting) and dewatering project has been completed at the Water Reclamation Facility. Future phases will increase the capacity and reduce, with a goal to ultimately eliminate, the need to rely on landfill disposal of solids. These projects were addressed in prior CIPs and other projects will be incorporated into future CIPs.

## **Funding Summary**

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

Each year the estimated costs of the projects are adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.



## Projected Cost Totals

FUNDING SOURCE	2025-26	2026-27	2027-28	2028-29	2029-30	TOTAL
Sewer SDC-R	\$0	\$0	\$0	\$0	\$0	\$0
Sewer SDC-I	\$0	\$89,000	\$250,000	\$0	\$0	\$339,000
Sewer Rates/Operating Revenues	\$186,200	\$100,000	\$100,000	\$100,000	\$100,000	\$586,200
<b>GRAND TOTALS:</b>	<b>\$186,200</b>	<b>\$189,000</b>	<b>\$350,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$925,200</b>

## Funded Projects Summary & Detail

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

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

CIP #	Phase Title	Projected Total
<b>Plan Year: 2025 – 2026</b>		
4042	REPAIR MANHOLES AT BURKHART AND ATI FORCE MAIN DISCHARGES	\$80,000
4045	AM-WRF CAPITAL PROJECTS	\$106,200
<b>Total for FY 2025 – 2026</b>		<b>\$186,200</b>
<b>Plan Year: 2026 – 2027</b>		
4016	ATI PUMP REPLACEMENT	\$89,000
4045	AM-WRF CAPITAL PROJECTS	\$100,000
<b>Total for FY 2026 – 2027</b>		<b>\$189,000</b>
<b>Plan Year: 2027 – 2028</b>		
4028	SEWER FOR MORNINGSTAR ROAD REALIGNMENT	\$250,000
4045	AM-WRF CAPITAL PROJECTS	\$100,000
<b>Total for FY 2027 – 2028</b>		<b>\$350,000</b>
<b>Plan Year: 2028 – 2029</b>		
4045	AM-WRF CAPITAL PROJECTS	\$100,000
<b>Total for FY 2028 – 2029</b>		<b>\$100,000</b>
<b>Plan Year: 2029 – 2030</b>		
4045	AM-WRF CAPITAL PROJEC	\$100,000
<b>Total for FY 2029 – 2030</b>		<b>\$100,000</b>
<b>Grand Total for Wastewater:</b>		<b>\$925,200</b>

**Plan FY: 2026-2027      ATI PUMP STATION PUMP REPLACEMENT**  
**CIP Project #:    4016**

## Master Plan:

**Category:** Wastewater

### Plan Element:

**Classification:** Collection System

**Total Cost:       \$89,000**

This project will replace existing pumps at the ATI sewer pumping station to increase capacity.

Operating Budget Impact: This project will result in an incremental increase in power usage and costs over the long term.

### Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER SDC – IMPROVEMENTS FUND	\$89,000
	<hr/>
Total:	\$89,000

Master Plan:

Category: Wastewater

Plan Element:

Classification: Collection System

Total Cost: \$250,000

This project will install approximately 1000 ft of new sewer main in Morningstar Road along with the Morningstar Road realignment project to be conducted by Linn County.

Operating Budget Impact: This project will expand sewer service within the City, which may increase operational costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER SDC – IMPROVEMENTS FUND	\$250,000
Total:	\$250,000

Master Plan:  
Category: Wastewater

Plan Element:  
Classification: Collection System

Total Cost: \$80,000

This project will perform needed repairs at the discharge manhole for the Burkhart and ATI sewer lift station force mains.

Operating Budget Impact: This project will address a maintenance need in the collection system.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
SEWER RATES/OPERATING REVENUES	\$80,000
Total:	\$80,000

Master Plan:

Category: Wastewater

Plan Element:

Classification: Water Reclamation Facility

Total Cost: \$106,200

This project will perform needed capital upgrades at the AM-WRF that are not part of a larger capital project. Albany typically identifies these projects two years in advance.

Operating Budget Impact: Most of these projects reduce operational costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>	<u>Projected Amount</u>
	<u>FY 25/26</u>	<u>Future FYs</u>
SEWER RATES/OPERATING REVENUES	\$106,200	\$100,000
Total:	\$106,200	\$100,000

# Unfunded Projects

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

## Interceptors/Collectors

CIP #	Phase	Year	Title	Projected Total
4015		0	SYSTEM EXPANSION TO UNDER SERVED NE INDUSTRIAL AREAS	\$168,000
4046		0	INCREASED CONVEYANCE CAPACITY TO AM-WRF	\$8,000,000
<b>Total for Unfunded Interceptors/Collectors</b>				<b>\$8,168,000</b>

## Lift Stations

CIP #	Phase	Year	Title	Projected Total
4017		0	MORNINGSTAR PUMP IMPELLER REPLACEMENT	\$44,000
<b>Total for Unfunded Lift Stations:</b>				<b>\$44,000</b>

## Water Reclamation Facility

CIP #	Phase	Year	Title	Projected Total
4029		0	INFLUENT PUMP STATION EXPANSION	\$2,304,000
4030		0	HEADWORKS 4TH CHANNEL EQUIPMENT AND SCREENING EQUIPMENT	\$285,000
4031		0	HEADWORKS GRIT REMOVAL EQUIPMENT	\$445,000
4032		0	VLR NO. 1A	\$204,000
4033		0	VLR NO. 2A	\$496,000
4034		0	VLR NO. 9 - NO. 14	\$3,573,000
4035		0	BLOWER BUILDING #2	\$893,000
4036		0	SECONDARY CLARIFIER #4	\$800,000
4038		0	CHLORINE CONTACT BASIN EXPANSION	\$422,000
4039		0	SLUDGE COMPOSTING AND DEWATERING FACILITIES	\$5,000,000
4041		0	OUTFALL AND DIFFUSER NO. 2	\$735,000
4042		0	DECHLORINATION	\$500,000
<b>Total for Unfunded Water Reclamation Facility:</b>				<b>\$15,657,000</b>

## Talking Water Gardens

CIP #	Phase	Year	Title	Projected Total
4019		0	COMPLETE ENTRANCE/PARKING LOT LANDSCAPING	\$18,000
4020		0	COMPLETE BRIDGE IMPROVEMENTS AND LANDSCAPING	\$17,000
4021		0	REROUTE OVERHEAD POWER LINES	\$55,000
4022		0	ENTRANCE ROAD IMPROVEMENTS	\$96,000
<b>Total for Unfunded Talking Water Gardens:</b>				<b>\$186,000</b>

**GRAND TOTAL UNFUNDED WASTEWATER: \$24,055,000**

# Wastewater SDC Account Balances and Projections

City of Millersburg

<b>Wastewater SDC Tracking</b>			
SDC per EDU = \$4655	SDC-R	SDC-I	
% of total SDC (from 2020 methodology)	55%	45%	
<b>FY 2023-2024</b>			
SDC Revenues			
BOY	536,825		
BOY SDC R/I	140,624	396,201	
SDCs received (revenue)	99,310		16 EDUs at \$5384, one ADU at half fee, and 10 at \$1047.4
SDC Revenue R/I	54,658	44,652	
Total SDC R/I Resources for FY	195,282	440,853	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	195,282	440,853	
SDC Balance EOY Total	636,135		final
<b>FY 2024-2025 - ESTIMATED</b>			
SDC Revenues			
BOY	636,135		
BOY SDC R/I	195,282	440,853	
SDCs received (revenue)	939,255		DeLorean, Timberlab, Gordon, Pure Energy, 4 homes, 2 ADUs, Center Market first payment expected
SDC Revenue R/I	516,943	422,312	
Total SDC R/I Resources for FY	712,226	863,165	
SDC Expenditures			
	0	0	
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	712,226	863,165	
SDC Balance EOY Total	1,575,390		estimated
<b>FY 2025-2026 - PROJECTED</b>			
SDC Revenues			
BOY	1,575,390		
BOY SDC R/I	712,226	863,165	
SDCs Received (revenue)	4,785		Center Market 1/3 payment
SDC Revenue R/I	2,634	2,152	
Total SDC R/I Resources for FY	714,859	865,316	
SDC Expenditures			
Total SDC R/I Expenditures for FY	0	0	
SDC Balance EOY R/I	714,859	865,316	
SDC Balance EOY Total	1,580,175		projected

# Water

## *Maintaining Ongoing Operations*

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

The City's water system consists of a network of pipes, with a reservoir and pump station located at the A-M WTP. The water system is made up of over 20 miles of pipes, one pump station, one reservoir, service lines, hydrants, valves, and a water treatment plant. Over 90% of the distribution system consists of ductile iron and HDPE pipe. The remaining less than 10% is asbestos cement (AC) and steel pipe. All of the AC and steel pipe is located along Old Salem Road, south of the Viewcrest interchange. One long-term goal of the City is to eliminate the remaining AC and steel pipe in the system.

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

A water rate and SDC study was recently completed. This resulted in increases to SDC fees, a restructuring of water rates, and future planned inflationary increases to water rates. These changes are an important part of funding the projects listed in this CIP, as well as ongoing operations of the water system.

## **Funding Summaries**

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

Each year the estimated costs of the projects are adjusted to current year costs by applying the change in the Engineering News-Record (ENR) construction cost index for Seattle.



## Projected Cost Totals

FUNDING SOURCE	2025-26	2026-27	2027-28	2028-29	2029-30	TOTAL
Water SDC-I	\$0	\$0	\$0	\$0	\$0	\$0
Water SDC-R	\$100,000	\$0	\$0	\$100,000	\$0	\$200,000
Water Rates/Operating Revenues	\$462,050	\$308,650	\$694,200	\$412,000	\$0	\$1,876,900
Grants	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Sale of Industrial Property	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTALS:</b>	<b>\$637,050</b>	<b>\$308,650</b>	<b>\$694,200</b>	<b>\$512,000</b>	<b>\$0</b>	<b>\$2,151,900</b>

## Funded Projects Summary & Detail

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

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

CIP #	Phase Title	Projected Total
<b>Plan Year: 2025 - 2026</b>		
5004	TRANSFER SERVICES FROM AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK	\$270,000
5018	SYSTEM EXPANSION TO INDUSTRIAL PROPERTY SOUTH OF CONSER (TRANSITION PARKWAY WATER MAIN)	\$75,000
5019	AM-WTP RAW WATER PUMP STATION VALVE	\$16,700
5025	AM-WTP MEMBRANE REPLACEMENT	\$100,200
5026	WATER MAIN REPLACEMENT - CORROSION	\$100,000
5028	BACKWASH AND BLOWER VFDs	\$16,700
5029	MEMBRANE HEADER PIPE REPLACEMENT	\$58,450
<b>Total for FY 2025 – 2026</b>		<b>\$637,050</b>
<b>Plan Year: 2026 – 2027</b>		
5025	AM-WTP MEMBRANE REPLACEMENT	\$100,200
5026	WATER MAIN REPLACEMENT - CORROSION	\$150,000
5028	BACKWASH AND BLOWER VFDs	\$16,700
5030	NEUTRALIZATION BASIN AND CHEM ROOM RESEALING	\$41,750
<b>Total for FY 2026 – 2027</b>		<b>\$308,650</b>
<b>Plan Year: 2027 – 2028</b>		
5012	MORNINGSTAR ROAD REALIGNMENT WATER	\$194,000
5025	AM-WTP MEMBRANE REPLACEMENT	\$100,200
5027	METER REPLACEMENT - AMI	\$400,000
<b>Total for FY 2027 – 2028</b>		<b>\$694,200</b>
<b>Plan Year: 2028 – 2029</b>		
5005	TRANSFER SERVICES FROM AC PIPE IN OLD SALEM ROAD SOUTH OF TRUAX CREEK	\$512,000
<b>Total for FY 2028 – 2029</b>		<b>\$512,000</b>
<b>Plan Year: 2029 – 2030</b>		
	NONE IDENTIFIED	\$0
<b>Total for FY 2029 – 2030</b>		<b>\$0</b>
<b>Grand Total for Water:</b>		<b>\$2,151,900</b>

Plan FY: 2025-2026      TRANSFER SERVICES FROM AC PIPE IN OLD SALEM ROAD NORTH OF TRUAX CREEK

CIP Project #:      5004

Master Plan:    Water Master Plan      Plan Element:

Category:      Water                      Classification:    Water Mains

Total Cost:      \$270,000

This project will replace services currently connected to an existing AC pipe with connections to the 20" ductile iron (DI) water main.

Replacement services are to three industries located on Old Salem Road, north of Truax Creek. A 3" meter scheduled for replacement will also be replaced with this project. Existing AC pipe will remain in place, but normally isolated from the rest of the system.

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

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
	<u>FY 25/26</u>
WATER RATES/OPERATING REVENUES	170,000
WATER SDC-REIMBURSEMENT FUND	\$100,000
	<hr/>
Total:	\$270,000

Master Plan:    Water Master Plan  
Category:        Water

Plan Element:  
Classification:    Water Mains

Total Cost:        \$512,000

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

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

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

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$412,000
WATER SDC – REIMBURSEMENT FUND	\$100,000
<hr/>	
Total:	\$512,000

Master Plan:  
Category: Water

Plan Element:  
Classification: Water Mains

Total Cost: \$194,000

This project will install approximately 1000 ft of new 12" water main in Morningstar Road along with the Morningstar Road realignment project to be conducted by Linn County.

Operating Budget Impact: This project will expand water service within the City, which may increase operational costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$194,000
Total:	\$194,000

Master Plan: Water Master Plan

Category: Water

Plan Element:

Classification: Water Mains

Total Cost: \$75,000

This overall project extends water to the industrial area south of Conser Road, including segments A, B, C, D and E from Millersburg Water Distribution System - South Conser Road Analysis Memo.

The Transition Parkway Water Main project, to be constructed in 2024-2026, includes segments A, B, and a portion of C. The remainder of the overall project is unfunded at this time.

Operating Budget Impact: This project will expand water service within the city, which may increase operational costs over the long term.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER SDC – IMPROVEMENT FUND	\$0
WATER SDC – REIMBURSEMENT FUND	\$0
SALE OF INDUSTRIAL PROPERTY	\$0
GRANTS	\$75,000
	<hr/>
Total:	\$75,000

**CIP Project #:** 5019

**Category:** Water

**Classification:** Treatment Plant

**Total Cost:        \$16,700**

This project will replace a valve at the raw water pump station. The valve at the raw water pump station is scheduled for replacement in winter 2025/26.

Operating Budget Impact: Minor maintenance cost reduction.

### Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$16,700
	<hr/>
Total:	\$16,700

Master Plan:  
Category:      Water

Plan Element:  
Classification:      Treatment Plant

Total Cost:      \$100,200

This project will perform needed replacements to three membranes at the AM\_WTP over three years.

Operating Budget Impact: None anticipated.

Funding Sources for This Project:

Funding Source	Projected Amount	Projected Amount	Projected Amount
	FY 25/26	FY 26/27	FY 27/28
WATER RATES/OPERATING REVENUES	\$100,200	\$100,200	\$100,200
Total:	\$100,200	\$100,200	\$100,200



Master Plan:  
Category: Water

Plan Element:  
Classification: Water Main

Total Cost: \$250,000

This project will replace the currently failing 8" diameter water main in Siuslaw Avenue that has corrosion damage.

Operating Budget Impact: Reduce maintenance costs to repair the failing water main.

Funding Sources for This Project:

Funding Source	Projected Amount	Projected Amount
	FY 25/26	FY 26/27
WATER RATES/OPERATING REVENUES	\$100,000	\$150,000
Total:	\$100,000	\$150,000

Master Plan:  
Category: Water

Plan Element:  
Classification: Water Main

Total Cost: \$400,000

This project will replace the whole City's valve system with AMI meters. This is aligned with Albany's plans to replace all the meters in the Albany system.

Operating Budget Impact: Reduce maintenance and operations costs associated with water meters.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$400,000
Total:	\$400,000

Master Plan:  
Category: Water

Plan Element:  
Classification: Treatment Plant

Total Cost: \$33,400

This project will replace the existing backwash blower VFD's at AM-WTP.

Operating Budget Impact: None anticipated.

Funding Sources for This Project:

Funding Source	Projected Amount	Projected Amount
	FY 25/26	FY 26/27
WATER RATES/OPERATING REVENUES	\$16,700	\$16,700
Total:	\$16,700	\$16,700

Master Plan:  
Category: Water

Plan Element:  
Classification: Treatment Plant

Total Cost: \$58,450

This project will build replacement headers at the plant.

Operating Budget Impact: None anticipated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$58,450
Total:	\$58,450

Master Plan:  
Category: Water

Plan Element:  
Classification: Treatment Plant

Total Cost: \$41,750

This project will repair and seal concrete in the neutralization basin and areas of the chemical room at AM-WTP.

Operating Budget Impact: None anticipated.

Funding Sources for This Project:

<u>Funding Source</u>	<u>Projected Amount</u>
WATER RATES/OPERATING REVENUES	\$41,750
Total:	\$41,750

## Unfunded Projects

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

### Water

CIP #	Phase	Year	Title	Projected Total
5006		0	STEELHEAD MAIN SIZE INCREASE	\$246,000
5011		0	AM-WTP EXPANSION (MEMBRANES)	\$2,266,000
5014		0	SYSTEM EXPANSION TO UNDER SERVED NE INDUSTRIAL AREA	\$525,000
5017		0	AM-WTP EXPANSION (STORAGE)	\$2,330,000
<b>Total for Unfunded Water:</b>				<b>\$5,367,000</b>

**Grand Total for Unfunded Water: \$5,367,000**

# Water SDC Account Balances and Projections

City of Millersburg

Water SDC Tracking			
SDC per EDU = \$1,921		SDC-R	SDC-I
% of total SDC (from 2020 methodology)		59%	41%
FY 2023-2024			
SDC Revenues			
BOY	460,169		
BOY SDC R/I	388,468	71,701	
SDC's received (revenue)	66,640		17 EDUs at \$3808 and one ADU at half fee
SDC Revenue R/I	39,327	27,313	
Total SDC R/I Resources for FY	427,794	99,015	
SDC Expenditures			
Water Treatment Plant Capital Projects	14,664	0	Seismic Valve replacement
Transition Parkway Water Main	0	0	100% SDC-I eligible in 2020 SDC methodology
Transfer Servcies from AC Pipe North of Truax Creek	6,985	0	100% SDC-R
Total SDC R/I Expenditures for FY	21,649	0	
SDC Balance EOY R/I	406,146	99,015	
SDC Balance EOY Total	505,160		final

FY 2024-2025 - ESTIMATED			
SDC Revenues			
BOY	505,160		
BOY SDC R/I	406,146	99,015	
SDC's received (revenue)	231,435		DeLorean, Timberlab, Gordon, Pure Energy, 4 homes, 2 ADUs, Center Market first payment expected
SDC Revenue R/I	136,578	94,857	
Total SDC R/I Resources for FY	542,724	193,871	
SDC Expenditures			
Transition Parkway Water Main	341,000	180,000	100% SDC-I eligible in 2020 SDC methodology
Transfer Servcies from AC Pipe North of Truax Creek	0	0	100% SDC-R
Total SDC R/I Expenditures for FY	341,000	180,000	
SDC Balance EOY R/I	201,724	13,871	
SDC Balance EOY Total	215,595		estimated

FY 2025-2026 - PROJECTED			
SDC Revenues			
BOY	215,595		
BOY SDC R/I	201,724	13,871	
SDCs Received (revenue)	0		Center Market 1/3 payment
SDC Revenue R/I	0	0	
Total SDC R/I Resources for FY	201,724	13,871	
SDC Expenditures			
Transition Parkway Water Main	0	0	100% SDC-I eligible in 2020 SDC methodology
Transfer Services from AC Pipe North of Truax Creek	100,000	0	100% SDC-R
Total SDC R/I Expenditures for FY	100,000	0	
SDC Balance EOY R/I	101,724	13,871	
SDC Balance EOY Total	115,595		projected



# CITY OF MILLERSBURG

4222 NE Old Salem Road  
Millersburg Oregon, 97321  
(458) 233-6300  
[www.cityofmillersburg.org](http://www.cityofmillersburg.org)

## 2025-2026 BUDGET CALENDAR

Target Dates	Action Items
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April 10, 2025	Publish Notice of Budget Meetings on City website and in newspaper (5-30 days prior to the meeting)
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April 23, 2025	First Budget Committee Meeting, Public Hearing Elect Chair Deliver budget message
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April 28, 2025	Second Budget Committee Meeting and Public Hearing
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May 22, 2025	Publish Notice of Budget hearing and financial summary on website and newspaper (5-30 days prior to hearing)
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June 10, 2025	City Council - Hold Budget Public Hearing Adoption of Resolution: Adopt Budget Appropriate Budget Levy Taxes
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### Deadlines

July 15, 2025	Submit Appropriation Resolution to Department of Revenue & Linn County Assessor
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September 30, 2025	Submit Complete Budget Document to Linn County Clerk
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## **Budget Message Fiscal Year 2025 – 2026**

The past year saw the fruition of several plans and projects, some that had been in the works for many years and represent significant next steps for the City. Administratively, this included execution of the succession plan for the City Manager position, hiring of a new Engineering Services Director/City Engineer, and reorganization of some staff roles.

The beginning of 2025 was marked with commencement of construction for two large industrial projects: DeLorean (now identified as Ball Corporation) and Timberlab. Ball Corporation had been working with Millersburg to select a site for Project DeLorean and progress to construction since 2018. They broke ground on a new aluminum beverage can manufacturing facility west of Old Salem Road and south of Conser Road early in 2025 and intend to begin operation in the spring of 2026. Timberlab moved very quickly from considering a site in Millersburg in early 2024 west of the Burlington Northern Santa Fe/Portland and Western railroad to also beginning construction in early 2025.

These projects are long-term investments that bring tax value and franchise fees to the City of Millersburg, which will benefit our residents. Because of our strong industrial base, Millersburg has been able to avoid additional fees on our residents that many other communities are finding necessary to impose in order to simply maintain operations of the city (public safety, stormwater, streets, etc.). These new industrial partners will help us continue to provide needed services for our residents.

In anticipation of these industrial projects, the City planned for a buffer between residential areas north of Conser Road and the industrial land to the south, as well as rerouting of industrial and pass-through traffic off of Conser Road. In the summer of 2024, the City awarded and began construction on the Transition Parkway and Linear Park project. This project is anticipated to be complete in 2026. The funding for this project came from a combination of property sales, system development charges paid by the new projects, and state grants. As an approved site under the Regionally Significant Industrial Sites (RSIS) program, funds the City has spent on these infrastructure improvements are eligible for reimbursement through the State in future years.

### **Looking Forward**

As we head into fiscal year 2025-26, construction projects will continue to be very visible within the community. In addition to the projects described above, Gordon Trucking is currently doing an expansion and both Center Market and Pure Energy plan to begin

construction of new facilities in 2025. The alignment of all the project schedules means a significant amount of change in a short period of time.

Our proposed budget does not include any new positions and generally maintains the status quo for operations in the General Fund. The main differences from last year's budget are found in the capital projects.

This past year we experienced an 8 percent increase of our tax base to \$788,767,525 in assessed value due to continued new investments by our industries. Additionally, we are seeing electric franchise fee increases this year primarily due to continued investments and production increases at ATI. We expect to see continued electric franchise fee increases as new industries begin operations over the next 2-3 years.

The City is continuing discussions with the YMCA for a new facility incorporated into approximately 9.5 acres identified for a town center, which is envisioned to include a live/work environment featuring restaurants, professional and/or personal services, and open space for outdoor dining and community events. A master plan for development of this area is planned for the upcoming year.

Our Strategic Plan, facility master plans, Capital Improvement Program (CIP), Development Code, Municipal Code, and Policies and Procedures continue to provide the guiding principles for the development of our budget. The Strategic Plan is currently being updated and any changes will be reflected in the FY 2026-27 budget.

### **Budgetary Change Highlights**

Below are highlights of the proposed budget.

#### **General Fund**

##### **Revenue**

- Overall revenue increase projected.
  - Increase in tax revenue based on assessed value increase.
  - Increase in electric franchise fees due to investments at ATI.
  - Receipt of Enterprise Zone claw back fees associated with ATI investments. This was expected to begin in FY 2024-25, but is now anticipated to begin in FY 2025-26 instead.
  - Expect a decrease in construction excise tax (pass-through to GAPS), due to industrial construction projects in FY 2024-25. This shows as revenue and as an expenditure in the General Fund Building Program expenditures.
  - Large industrial projects in 2024-25 resulted in collection of considerable System Development Charges. A significant decrease in SDC revenue is projected for FY 2025-26 in all funds.

## Administration

- Personnel
  - Completion of City Manager Transition.
  - Full year of new Engineering Services Director/City Engineer.
  - Six months of Administrative Support in place of Economic Development Manager.
- Materials and Services
  - Expenditures for Urban Reserve study.
- Capital Expenditures
  - City Hall Siding Repair and Painting.
  - Replacement of HVAC units.
  - City Hall lighting upgrade to LED.

## Parks and Recreation

- Materials and Services
  - Additional contracted seasonal help (may request moving this to a permanent position in the FY 2026-27 budget).
- Capital Expenditures
  - Restroom wall coatings.
  - Drainage around park shelter.
  - Playground shade cover.
  - Tennis court resurfacing.
  - Ballfield drag.
- Transfer of SDC funds received from Ball Corporation and Timberlab, to Economic Development Fund for construction of the Linear Park.
- Addition of reserve account for parks capital projects that are not eligible for SDC funding.

## Emergency Services

- No significant budgetary changes from prior year.

## Equipment Replacement

- Maintaining equipment replacement funds for city facilities and parks & recreation equipment.
- Increase to Facilities Renovation, Expansion and Replacement fund in anticipation of a future City Maintenance Facility.

## Celebration

- No significant budgetary changes from prior year.

## Street Fund

- Transfer of funds to Economic Development Fund for construction of Transition Parkway.

- Decrease in System Development Charges revenue.
- Grant funding and expenditures for Transportation System Plan update.
- Expenditure of SDC funds for Woods Road Shared Use Path design.
- Design of Cox Creek Bridge replacement.

#### Stormwater Fund

- Continued funding for system cleaning and inspection.

#### Sewer Utility Fund

- Ongoing operation of system.
- Decrease in System Development Charges revenue.
- Capital projects at the Wastewater Treatment Facility.
- Rehabilitation of manholes at two pumping station discharges.

#### Water Utility Fund

- Decrease in System Development Charges revenue.
- Increased Water Treatment Plant operational costs.
- Pretreatment intake study to address sediment from reservoir drawdowns.
- Additional lead service line inventory work required by EPA.
- Construction of AC Waterline Service Transfer Project.

#### Economic Development Fund

- Anticipated revenues from state grants associated with new industries' job creation.
- Extension of Transition Parkway to facilitate new industrial projects.
  - Includes construction of the linear park.
  - Water line extensions.
  - Stormwater facilities.
- Master planning for commercial area.

Sincerely,



Janelle Booth, PE  
City Manager

# CITY OF MILLERSBURG

## 2025-2026 BUDGET



CITY OF  
**Millersburg**

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A COMMUNITY LINKING  
AGRICULTURE AND INDUSTRY

Linn County, Oregon

**CITY OF MILLERSBURG  
GENERAL FUND - SUMMARY  
FY 2025-2026**

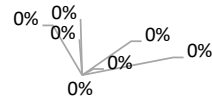
<b>Actual FY 2022-2023</b>	<b>Actual FY 2023-2024</b>	<b>Adopted FY 2024-2025</b>	<b>GENERAL FUND RESOURCES</b>	<b>Proposed FY 2025-2026</b>	<b>Approved FY 2025-2026</b>	<b>Adopted FY 2025-2026</b>
7,291,298	7,437,662	8,163,614	ADMINISTRATION	9,202,153	-	-
7,670	5,680	3,000	PARKS AND RECREATION	3,000	-	-
151,511	190,729	478,255	PARKS AND RECREATION SDC	374,166	-	-
4,844	6,350	4,500	EMERGENCY SERVICES	3,400	-	-
178,413	103,862	484,040	BUILDING	54,000	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
14,946	400	40,000	CITY EVENTS	-	-	-
<b>7,648,682</b>	<b>7,744,683</b>	<b>9,173,409</b>	<b>TOTAL GENERAL FUND RESOURCES</b>	<b>9,636,719</b>	<b>-</b>	<b>-</b>
<b>Actual FY 2022-2023</b>	<b>Actual FY 2023-2024</b>	<b>Adopted FY 2024-2025</b>	<b>GENERAL FUND EXPENSE BY OBJECT</b>	<b>Proposed FY 2025-2026</b>	<b>Approved FY 2025-2026</b>	<b>Adopted FY 2025-2026</b>
			<b>PERSONNEL SERVICES</b>			
1,184,688	1,136,205	1,402,453	ADMINISTRATION	1,361,442	-	-
<b>1,184,688</b>	<b>1,136,205</b>	<b>1,402,453</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,361,442</b>	<b>-</b>	<b>-</b>
			<b>MATERIALS &amp; SERVICES</b>			
805,425	767,205	760,577	ADMINISTRATION	785,467	-	-
76,272	109,334	163,240	PARKS AND RECREATION	178,700	-	-
1,698,289	1,712,116	1,818,266	EMERGENCY SERVICES	1,958,338	-	-
123,434	108,885	485,000	BUILDING	50,500	-	-
41,985	17,437	70,000	CITY EVENTS	30,000	-	-
<b>2,745,405</b>	<b>2,714,977</b>	<b>3,297,083</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,003,005</b>	<b>-</b>	<b>-</b>
			<b>CAPITAL OUTLAY</b>			
8,658	95,152	50,000	ADMINISTRATION	97,000	-	-
99,095	247	170,000	PARKS AND RECREATION	134,000	-	-
30,000	-	-	PARKS AND RECREATION SDC	-	-	-
666,261	16,674	-	EMERGENCY SERVICES	-	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
<b>804,013</b>	<b>112,073</b>	<b>220,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>231,000</b>	<b>-</b>	<b>-</b>
			<b>TRANSFERS</b>			
179,076	196,608	113,686	ADMINISTRATION	147,423	-	-
<b>179,076</b>	<b>196,608</b>	<b>113,686</b>	<b>TOTAL TRANSFERS</b>	<b>147,423</b>	<b>-</b>	<b>-</b>
			<b>CONTINGENCY</b>			
-	-	600,000	ADMINISTRATION	600,000	-	-
-	-	35,000	EMERGENCY SERVICES	35,000	-	-
<b>-</b>	<b>-</b>	<b>635,000</b>	<b>TOTAL CONTINGENCIES</b>	<b>635,000</b>	<b>-</b>	<b>-</b>
<b>4,913,182</b>	<b>4,159,863</b>	<b>5,668,221</b>	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,377,870</b>	<b>-</b>	<b>-</b>

**CITY OF MILLERSBURG  
GENERAL FUND - SUMMARY  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	OTHER GENERAL FUND REQUIREMENTS	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
			<b>RESERVE ACCOUNT TOTALS</b>			
-	-	273,255	PARKS AND RECREATION SDC	179,166	-	-
			PARKS AND RECREATION	100,000	-	-
-	-	-	EMERGENCY SERVICES	-	-	-
-	-	400,000	EQUIPMENT REPLACEMENT	500,000	-	-
2,735,500	3,584,820	2,626,933	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	3,284,684	-	-
<b>2,735,500</b>	<b>3,584,820</b>	<b>3,300,188</b>	<b>TOTAL RESERVE AND UNAPPROPRIATED FUNDS</b>	<b>4,063,850</b>	-	-
<b>7,648,682</b>	<b>7,744,683</b>	<b>9,173,409</b>	<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>9,636,719</b>	-	-

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	GENERAL FUND EXPENDITURES BY PROGRAM	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
2,177,847	2,195,170	2,926,716	ADMINISTRATION	2,991,332	-	-
175,367	109,581	333,240	PARKS AND RECREATION	312,700	-	-
30,000	-	205,000	PARKS AND RECREATION SDC	195,000	-	-
2,364,549	1,728,790	1,853,266	EMERGENCY SERVICES	1,993,338	-	-
123,434	108,885	485,000	BUILDING	50,500	-	-
-	-	-	EQUIPMENT REPLACEMENT	-	-	-
41,985	17,437	70,000	CITY EVENTS	30,000	-	-
<b>4,913,182</b>	<b>4,159,863</b>	<b>5,873,221</b>	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,572,870</b>	-	-

Adopted Expenses FY 24-25



- ADMINISTRATION
- PARKS AND RECREATION
- PARKS AND RECREATION SDC
- EMERGENCY SERVICES
- BUILDING
- EQUIPMENT REPLACEMENT
- CITY EVENTS

**CITY OF MILLERSBURG  
GENERAL FUND RESOURCES  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	ADMINISTRATION PROGRAM RESOURCES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
2,808,807	2,546,972	2,541,972		01-39-990	BEGINNING FUND BALANCE (PRIOR YEAR)	3,394,091		
		460,000			PROJECTED CARRYOVER	520,000		
2,295,027	2,397,227	2,500,173	01-30-100	01-30-100	CURRENT YEAR TAX LEVY	2,701,332		
17,508	48,306	10,000	01-30-101	01-30-101	PRIOR YEAR TAX COLLECTION	10,000		
60	45	150	01-35-100	01-31-120	LIQUOR LICENSE FEES	45		
		2,200		01-31-145	LIEN SEARCH FEES	1,200		
14,000	7,765	10,000	01-31-200	01-31-200	LAND USE FEE	10,000		
		350,000		01-31-600	ENTERPRISE ZONE CLAWBACK FEE	350,000		
61,513	58,999	68,095	01-30-150	01-32-151	LIQUOR TAXES	66,176		
9,280	-	-	<del>01-32-150</del>		<del>PCPI BOND</del>	-		
51,011	50,296	59,000	01-34-100	01-32-152	STATE REVENUE SHARING	55,383		
2,272	2,099	2,276	01-30-155	01-32-155	CIGARETTE TAXES	1,993		
	27,196	-	01-32-100	01-32-350	GRANT FUNDS INTERGOVERNMENTAL	-		
283,974		-	01-38-800	01-32-355	COVID FUNDS	-		
<del>959,841</del>	<del>1,160,860</del>	<del>-</del>	<del>01-31-100</del>		<del>FRANCHISE FEES</del>	<del>-</del>		
762,612	947,270	960,000		01-34-180	ELECTRIC FRANCHISE FEE	1,000,000		
74,653	85,315	87,000		01-34-181	REFUSE FRANCHISE FEE	95,000		
75,139	82,820	85,000		01-34-182	GAS FRANCHISE FEE	80,000		
47,438	45,456	46,900		01-34-183	COMMUNICATION FRANCHISE FEE	40,900	-	-
3,032	2,542	2,400			CENTURY LINK	2,100		
43,622	42,041	44,000			COMCAST CABLE	38,000		
783	873	500			LIGHTSPEED	800		
<del>622,880</del>	<del>738,585</del>	<del>-</del>	<del>01-39-100</del>		<del>TRANSFER IN FROM STREET, STORMWATER, AND ENTERPRISE FUNDS</del>	<del>-</del>		
112,657	125,119	152,526		01-35-802	TRANSFER IN FROM STREET FUND	139,950	-	
91,673	102,118	121,626		01-35-803	TRANSFER IN FROM STORMWATER FUND	108,277	-	
201,326	246,996	275,966		01-35-804	TRANSFER IN FROM SEWER FUND	254,046	-	
217,224	264,352	295,172		01-35-805	TRANSFER IN FROM WATER FUND	273,908	-	
-	-	42,000		01-35-806	TRANSFER IN FROM ECON DEV FUND	-	-	
84,214	7,938	3,500	01-38-200	01-38-250	RENTAL PROPERTY INCOME	2,000		
1,000	103,425	-	01-38-700	01-38-700	PROPERTY SALE	-		
17,559	196,101	90,059	01-38-100	01-38-750	INTEREST RECEIVED	97,852	-	
62,351	91,848	-	01-38-900	01-38-900	MISCELLANEOUS REVENUE	-		
<b>7,291,298</b>	<b>7,437,662</b>	<b>8,163,614</b>			<b>TOTAL ADMINISTRATION PROGRAM RESOURCES</b>	<b>9,202,153</b>	<b>-</b>	<b>-</b>



**CITY OF MILLERSBURG  
GENERAL FUND RESOURCES  
FY 2025-2026**

PARKS AND RECREATION PROGRAM RESOURCES								
7,670	5,680	3,000	01-31-300	01-31-300	PARK SHELTER USER FEES	3,000		
			01-31-310	01-32-351	GRANT FUNDS - PARKS	-	-	-
<b>7,670</b>	<b>5,680</b>	<b>3,000</b>			<b>TOTAL PARKS AND RECREATION PROGRAM RESOURCES</b>	<b>3,000</b>	<b>-</b>	<b>-</b>
PARKS AND RECREATION SDC PROGRAM RESOURCES								
72,017	121,511	178,144			BEGINNING PARK SYSTEM DEVELOPMENT CHARGES (SDC) PROGRAM BALANCE	373,383	-	-
		43,240		01-39-995	BEGINNING SDC-R BALANCE	12,267		
		134,904		01-39-996	BEGINNING SDC-I BALANCE	361,116		
79,494	69,218	300,111	01-31-450	01-31-450	SDC FEES - PARKS	783	-	-
		33,012		01-31-510	PARK SDC-R FEES	86		
		267,099		01-31-520	PARK SDC-I FEES	697		
<b>151,511</b>	<b>190,729</b>	<b>478,255</b>			<b>TOTAL PARKS AND RECREATION SDC PROGRAM RESOURCES</b>	<b>374,166</b>	<b>-</b>	<b>-</b>
EMERGENCY SERVICES PROGRAM RESOURCES								
-	-	-	-	-	TRANSFER FROM GENERAL FUND BEGINNING FUND BALANCE	-	-	-
-	-	-	-	-	TRANSFER FROM GENERAL FUND	-	-	-
4,844	6,350	4,500	01-33-100	01-33-100	JUSTICE COURT	3,400		
<b>4,844</b>	<b>6,350</b>	<b>4,500</b>			<b>TOTAL EMERGENCY SERVICES PROGRAM RESOURCES</b>	<b>3,400</b>	<b>-</b>	<b>-</b>
BUILDING PROGRAM RESOURCES								
66,584	61,512	482,040	01-30-200	01-31-201	CONSTRUCTION EXCISE TAX	50,000		
107,623	40,050	-	01-31-250	01-31-202	BUILDING PERMIT FEES	2,000	-	
4,206	2,300	2,000	01-31-350	01-31-203	CITY PERMIT FEES	2,000		
-	-	-			TRANSFER FROM GENERAL FUND FOR LINN COUNTY BUILDING PERMITS	-	-	-
<b>178,413</b>	<b>103,862</b>	<b>484,040</b>			<b>TOTAL BUILDING PROGRAM RESOURCES</b>	<b>54,000</b>	<b>-</b>	<b>-</b>
EQUIPMENT REPLACEMENT PROGRAM RESOURCES								
-	-	-			<b>TOTAL EQUIPMENT REPLACEMENT PROGRAM RESOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>
CITY EVENTS PROGRAM RESOURCES								
14,946	400	40,000	01-37-100	01-38-190	MILLERSBURG CELEBRATION	-	-	-
					SPONSORSHIPS	-		
					REVENUE	-	-	-
<b>14,946</b>	<b>400</b>	<b>40,000</b>			<b>TOTAL CITY EVENTS PROGRAM RESOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>
151,511	190,729	478,255			RESTRICTED FUNDS (SDC'S)	374,166	-	-
7,497,171	7,553,954	8,695,154			AVAILABLE RESOURCES	9,262,553	-	-
<b>7,648,682</b>	<b>7,744,683</b>	<b>9,173,409</b>			<b>TOTAL GENERAL FUND RESOURCES</b>	<b>9,636,719</b>	<b>-</b>	<b>-</b>

## FUND NARRATIVE

### General Fund: General Fund (01-40)

**Responsible Manager/Title:** Janelle Booth, City Manager

#### Functions and Responsibilities

- Provide excellent service to our customers by treating everyone with empathy, respect, kindness, patience, and consideration.
- Provide management oversight for Strategic Plan initiatives.
- Develop and maintain policies and procedures which provide budget guidance and fiscal responsibility.
- Ensure adequate staffing, policies and procedures and programs are in place to meet community needs and expectations.
- Support the safety, administrative, and regulatory needs of citizens.
- Develop and enhance opportunities to communicate with citizens.
- Seek out and provide opportunities for citizens to volunteer in support of their community.
- Provide economic development and support for existing and future businesses.
- Market City-owned property to the best advantage of our community.
- Invest in tools, programs, processes, and training that enhance the professionalism by which the city is governed and managed.

#### Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Community Governance	May-25	Pending	Update Strategic Plan
Development	Jun-26	In Progress	Development of City industrial properties
	Ongoing	In Progress	Update City Comprehensive Plan
Public Infrastructure	Sept-25	Pending	City Hall Siding and Paint <b>CIP #1013</b>
	2025-26	Pending	HVAC Unit Replacmenet <b>CIP #1015</b>
	2025-26	Pending	LED Lighting Upgrades City Hall <b>CIP #1016</b>
	2025-26	Pending	Generator Fence <b>CIP #1017</b>
	2027-28	Pending	Maintenance Facility and Yard <b>CIP #1011</b>

**CITY OF MILLERSBURG  
GENERAL FUND - ADMINISTRATION PROGRAM  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	ADMINISTRATION PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>PERSONNEL SERVICES</b>			
126,239	150,053	179,393	01-40-110	CITY MANAGER (1 FTE)	204,334		
153,668	164,943	227,433	01-40-111	ENGINEERING SERVICES DIRECTOR/CITY ENGINEER (1 FTE)	140,252		
87,673	82,852	85,865	01-40-112	CITY RECORDER (1 FTE)	100,901		
115,503	130,588	142,080	01-40-113	COMMUNITY DEVELOPMENT DIRECTOR (1 FTE)	144,598		
41,859	39,995	44,817	01-40-114	BILLING/COLLECTION SPECIALIST (0.75 FTE)	44,753		
30,894	25,229	35,554	01-40-115	OFFICE ASSISTANT - FINANCIAL (0.625 FTE)	32,768		
75,309	80,789	83,393	01-40-120	MAINTENANCE SUPERVISOR (1 FTE)	87,796		
52,444	56,659	59,489	01-40-121	MAINTENANCE ASSISTANT (1 FTE)	63,115		
-	-	28,600	01-40-125	ADMINISTRATIVE SUPPORT (0.25 FTE)	14,300		
-	1,772	20,000	01-40-129	OVERTIME	20,000		
223,718	67,708	88,396	01-40-130	PAYROLL TAXES	72,916	-	-
168,017	213,323	251,379	01-40-131	PERS	264,357	-	-
93,939	103,043	134,670	01-40-132	MEDICAL INSURANCE	146,790		
4,249	9,272	9,544	01-40-133	DISABILITY INSURANCE AND WORKERS COMP	10,162		
45	-	-	01-40-134	SUPPLEMENTAL INSURANCE	-	-	-
11,134	9,979	11,841	01-40-135	DENTAL & VISION INSURANCE	14,400		
<b>1,184,688</b>	<b>1,136,205</b>	<b>1,402,453</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>1,361,442</b>	<b>-</b>	<b>-</b>
				<b>MATERIALS &amp; SERVICES</b>			
8,882	13,762	15,000	01-40-210	CONSULTANTS - ENGINEERING	15,000		
8,137	4,800	7,000	01-40-211	BIDS PUBLICATION	7,000		
55,321	59,461	66,049	01-40-212	PROPERTY/CASUALTY/LOSS INSURANCE	72,500		
2,985	23,952	18,000	01-40-213	CITY HALL BUILDING AND SIGNS	15,000	-	-
		7,000		LED LIGHT UPGRADES - OFFICES AND HALLWAYS			
		10,000		MISCELLANEOUS	10,000		
		1,000		BARK	-		
				SIGNAGE AND LIGHTING - CITY ENTRANCE SIGNS	5,000		
		-		CITY HALL EXPANSION MASTER PLANNING	-		-
19,261	19,544	23,728	01-40-215	CITY HALL UTILITIES	29,457	-	-
		-		WATER	5,200		
		-		SEWER	1,100		
		14,028		ELECTRIC	14,603		
		7,500		INTERNET (FIBER) AND PHONE SERVICE	6,305		
		700		BUSINESS CONNECTIONS	750		
		1,500		GARBAGE	1,500		
8,299	12,855	12,000	01-40-216	MERCHANT FEES	15,000		
18,000	20,000	35,000	01-40-217	COMMUNITY SUPPORT	35,000	-	-
		1,000		MEALS ON WHEELS	1,000		
		5,000		ABC HOUSE	5,000		
		5,000		ALBANY BOYS AND GIRLS CLUB	5,000		
		1,500		LINN COUNTY FAIR AND EXPO	1,500		
		3,000		NW ART AND AIR FESTIVAL	3,000		
		2,400		HONOR FLIGHT	2,400		
		1,500		SOUTH ALBANY HIGH SCHOOL ALL NIGHT PARTY	1,500		

**CITY OF MILLERSBURG  
GENERAL FUND - ADMINISTRATION PROGRAM  
FY 2025-2026**

		1,500		TIMBER RIDGE PTC	1,500		
		5,000		MILLER CEMETERY ASSOCIATION	5,000		
		2,500		MORNINGSTAR GRANGE	2,500		
		6,600		MISCELLANEOUS	6,600		
4,146	1,992	5,000	01-40-218	CALL-A-RIDE	5,000		
5,652	7,254	12,000	01-40-220	POSTAGE AND SHIPPING	12,000		
27,939	11,838	25,000	01-40-221	MATERIALS & SUPPLIES	25,000		
24,616	43,042	37,250	01-40-222	OFFICE EQUIPMENT AND SOFTWARE	30,400	-	-
		6,200		COPIER LEASE	7,500		
		3,450		PLOTTER LEASE/PURCHASE	-		
		2,400		PRINTERS AND FOLDER LEASE	2,400		
		12,000		IT EQUIPMENT (COMPUTERS, ETC.)	6,000		
		7,500		SOFTWARE (OFFICE 365, GIS, PHOTOSHOP, ETC.)	8,000		
		1,700		IPAD, PHONE, AND PARK WIFI HOTSPOT	2,000		
				SUPPLIES	500		
		4,000		ADDITIONAL SECURITY CAMERAS AT CITY HALL	4,000		
80,055	82,848	102,210	01-40-223	CONTRACTED SERVICES	99,190	-	-
		2,000		PROFESSIONAL SECURITY ALARM	3,000		
		8,000		OREGON CASCADES WEST COG - TECH SUPPORT	8,640		
		25,000		BILLING/UTILITY SYSTEM ANNUAL COST (CASELLE)	27,000		
		6,500		HVAC MAINTENANCE	7,050		
		19,500		LANDSCAPING (CITY HALL)	19,500		
		9,000		JANITORIAL	9,000		
		1,300		HEATH'S LAUNDRY - RUGS	1,300		
		4,000		MISCELLANEOUS	4,000		
		600		PEST CONTROL	700		
		15,750		CIVIC PLUS - WEBSITE, CODE HOSTING, AND UPDATES	16,000		
		3,000		BRUSH REMOVAL	3,000		
		7,560		TEMPORARY OFFICE COVERAGE	-		
848	1,001	14,800	01-40-224	CITY COUNCIL	14,800		
3,946	4,849	10,000	01-40-225	EDUCATION & TRAINING	10,000		
9,445	5,328	17,000	01-40-226	MEETINGS & TRAVEL	17,000		
14,547	16,727	18,000	01-40-227	DUES & SUBSCRIPTIONS	20,000		
29,599	-	-	01-40-229	ECONOMIC DEVELOPMENT	-		
339,371	248,927	260,000	01-40-230	LEGAL SERVICES	200,000		
6,048	7,360	8,000	01-40-231	LIBRARY SERVICES	9,000		
1,058	1	1,200	01-40-232	LGIP / BANK FEES	2,000		
391	555	1,000	01-40-233	MILEAGE	1,000		
17,786	13,591	-	01-40-235	CONSULTANTS - PLANNING	120,000	-	-
				LAND USE PLANNING	-		
				CODIFICATION OF NEW CODE	-		
				ECONOMIC OPPORTUNITIES ANALYSIS	-		
				URBAN RESERVE	120,000		
25,800	20,300	23,100	01-40-236	ACCOUNTING & AUDIT	24,200		
900	-		01-40-237	PRINTING & ADVERTISING	-		
3,291	1,101	1,300	01-40-238	PROPERTY TAXES	1,300		
10,237	628	45,000	01-40-239	RENTAL PROPERTY	3,000		

**CITY OF MILLERSBURG  
GENERAL FUND - ADMINISTRATION PROGRAM  
FY 2025-2026**

2,468	2,520	2,940	01-40-240	CELL PHONE REIMBURSEMENT	2,520		
41,216	142,969	-	01-40-300	REFUNDS - CONSTRUCTION BONDS	-		-
35,184	-	-	01-40-650	MISCELLANEOUS EXPENSES	100		-
<b>805,425</b>	<b>767,205</b>	<b>760,577</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>785,467</b>	<b>-</b>	<b>-</b>
				<b>CAPITAL OUTLAY</b>			
-	53,913	-	01-40-710	CITY HALL IMPROVEMENTS - EMERGENCY GENERATOR FENCE	10,000		-
8,658		-	01-40-711	EQUIPMENT - HVAC UNITS REPLACEMENT	20,000		-
-		30,000	01-40-712	REPAIRS - CITY HALL SIDING AND PAINTING	37,000		
-	-	-	01-40-713	HOLIDAY LIGHT DISPLAY	-		-
-	15,212	20,000	01-40-714	OFFICE WORKSTATION UPGRADES	-		
-	26,027	-	01-40-716	CITY HALL DROP BOX AREA, ADA RAMPS, AND SIDEWALK	-		-
			01-40-717	CITY HALL LED LIGHT UPGRADES	30,000		
<b>8,658</b>	<b>95,152</b>	<b>50,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>97,000</b>	<b>-</b>	<b>-</b>
				<b>TRANSFERS</b>			
-	-	-	01-40-914	TRANSFER TO STREET FUND	-		
109,076	196,608	113,686	01-40-915	TRANSFER TO STORMWATER FUND	147,423	-	-
70,000		-	01-40-916	TRANSFER TO ECONOMIC DEVELOPMENT FUND	-	-	-
<b>179,076</b>	<b>196,608</b>	<b>113,686</b>		<b>TOTAL TRANSFERS</b>	<b>147,423</b>	<b>-</b>	<b>-</b>
				<b>CONTINGENCY</b>			
-	-	600,000	01-40-800	OPERATING CONTINGENCY	600,000		
<b>2,177,847</b>	<b>2,195,170</b>	<b>2,926,716</b>		<b>TOTAL ADMINISTRATION PROGRAM EXPENDITURES</b>	<b>2,991,332</b>	<b>-</b>	<b>-</b>
<b>2,177,847</b>	<b>2,195,170</b>	<b>2,926,716</b>		<b>TOTAL ADMINISTRATION REQUIREMENTS</b>	<b>2,991,332</b>	<b>-</b>	<b>-</b>

## FUND NARRATIVE

### General Fund: Parks and Rec (01-45, 01-46)

Responsible Manager/Title: Janelle Booth, City Manager

#### Functions and Responsibilities

- Fund 01-45 is for general operations of parks facilities and fund 01-46 is for SDC eligible park improvements.
- Increase the usability of the City Park facilities for recreational opportunities.
- To provide safe, sufficient, and useable park facilities which meet the needs of the community.
- To conduct ongoing maintenance of parks and public grounds to provide safe, pleasant, and presentable facilities.
- Support local teams through use of ball fields and equipment.
- Provide support for city events.
- Facilitate implementation of projects and initiatives identified in the Parks Master Plan.
- Provide administrative and technical support to Parks Commission.
- Provide for community needs through park shelter rentals.
- Support Millersburg residents through reimbursement programs.

#### Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Recreation	Ongoing	In Progress	Support Parks Commission
	Ongoing	In Progress	Pursue additional grants for development of new NW park
	2025-26	Pending	Tennis Court Resurfacing <b>CIP #1105</b>
	2025-26	In Progress	Construction of linear park Conser/Transition Parkway <b>CIP #1123</b>
	Summer-25	Pending	City Park restrooms wall coating <b>CIP #1127</b>
	2025	Pending	Drainage Improvements around Park Shelter <b>CIP #1130</b>
	2025-26	Pending	Playground Shade Cover <b>CIP #1132</b>
	2025-26	Pending	Additional Benches along Walking Path
	2025-26	Pending	Park Signage Update

**CITY OF MILLERSBURG**  
**GENERAL FUND - PARKS AND RECREATION PROGRAM**  
**FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	PARKS AND RECREATION PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>MATERIALS &amp; SERVICES</b>			
9,257	9,912	15,000	01-45-210	PARKS & RECREATION - CITIZEN REIMBURSEMENT PROGRAM	15,000		
65,472	68,646	108,240	01-45-211	PARK SUPPLIES & MAINTENANCE	132,500	-	-
		8,000		MATERIALS (LANDSCAPING, SAND, CHIPS, ETC.)	8,000		
		17,000		MINOR EQUIPMENT, SUPPLIES, AND RENTALS	17,000		
		8,000		FUEL	7,000		
		10,000		CONTRACTED SERVICES - GENERAL	10,000		
		24,040		CONTRACTED SERVICES - SEASONAL HELP	50,000		
		4,200		SHOP POWER	4,200		
		7,000		EQUIPMENT PARTS AND REPAIRS	7,000		
		5,000		MISCELLANEOUS	5,000		
		7,000		GARBAGE SERVICE	7,000		
		5,000		VALLEY MERCHANT POLICE	5,000		
		13,000		WATER	11,000		
				SEWER	1,300		
1,543	5,500	40,000	01-45-212	PARKS PROJECTS	31,200	-	-
		-		CITY PARK TREE REPLACEMENT	2,000		
		5,000		CITY PARK SIGNAGE UPDATE - INTERIOR SIGNS	5,000		
		12,000		CITY PARK REPLACE BENCHES/NEW BENCHES	9,200		
		3,500		CITY PARK AND ACORN PARK PLAY SAFETY SURFACE REFILL	3,500		
		1,500		BALL FIELD AMENDMENT	2,000		
		3,500		CITY PARK PARKING LOT STRIPING	3,500		
		2,500		CITY PARK PARKING LOT AND PATH CRACK SEAL	-		
		1,000		REPAIRS (PAVEMENT, ETC.)	1,000		
		5,000		5G WIRELESS ROUTER, SECURITY SYSTEM	-		
		6,000		REPLACE ONE HORSESHOE PIT WITH CORNHOLE	-		
				UPGRADE LIGHTING AT TENNIS COURT AND PARKING LOT TO LED	5,000		
-	25,276	-	01-45-213	SDC STUDY / PARK PLANNING	-		
		-	01-45-300	REFUNDS	-		
<b>76,272</b>	<b>109,334</b>	<b>163,240</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>178,700</b>	<b>-</b>	<b>-</b>

**CITY OF MILLERSBURG**  
**GENERAL FUND - PARKS AND RECREATION PROGRAM**  
**FY 2025-2026**

				<b>CAPITAL OUTLAY</b>			
99,095	247	27,000	01-45-720	PARK FACILITY BUILDINGS	40,000	-	-
		27,000		RESTROOMS WALL COATINGS	40,000		
	-	45,000	01-45-730	PARK FACILITY IMPROVEMENTS	94,000	-	-
		20,000		ACORN PARK FRONTAGE IMPROVEMENTS	-		
		25,000		MULTIUSE PATH REPAIR AND ADA CONNECTION	-		
				DRAINAGE IMPROVEMENTS AROUND PARK SHELTER	30,000		
				PLAYGROUND SHADE COVER	25,000		
				TENNIS COURT RESURFACING	39,000		
-	-	98,000	01-45-741	MAINTENANCE EQUIPMENT	-	-	-
		81,000		VENTRAC AND IMPLEMENTS	-		
		17,000		DUMP TRAILER	-		
				BALLFIELD DRAG	3,500		
<b>99,095</b>	<b>247</b>	<b>170,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>134,000</b>	<b>-</b>	<b>-</b>
<b>175,367</b>	<b>109,581</b>	<b>333,240</b>		<b>TOTAL PARKS AND RECREATION PROGRAM EXPENDITURES</b>	<b>312,700</b>	<b>-</b>	<b>-</b>



**CITY OF MILLERSBURG**  
**GENERAL FUND - PARKS AND RECREATION PROGRAM**  
**FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	PARKS AND RECREATION SDC PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
-	-	-	01-46-201	SDC-R	-	-	-
30,000			01-46-212	SDC-I RSIS REIMBURSABLE	-	-	-
-	-	-	01-46-760	SDC-I	-	-	-
30,000	-	-		TOTAL CAPITAL OUTLAY	-	-	-
				TRANSFERS			
		130,000	01-46-220	SDC-I RSIS REIMBURSABLE	195,000	-	-
		130,000		TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND	195,000		
		75,000	01-46-225	SDC-R RSIS REIMBURSABLE	-	-	-
		75,000		TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND	-		
-	-	205,000		TOTAL TRANSFERS	195,000	-	-
30,000	-	205,000		TOTAL PARKS AND RECREATION SDC PROGRAM EXPENDITURES	195,000	-	-

205,367	109,581	538,240		TOTAL PARKS AND RECREATION EXPENDITURES	507,700	-	-
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Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	PARKS AND RECREATION SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				RESERVE ACCOUNTS			
-	-	273,255	01-46-760	CIP PROJECT LIST - SDC FUNDING	179,166	-	-
				CIP PROJECT LIST - ALL OTHER PROJECTS	100,000		
-	-	273,255		TOTAL RESERVE ACCOUNTS	279,166	-	-
-	-	273,255		TOTAL OTHER PARKS AND RECREATION REQUIREMENTS	279,166	-	-

205,367	109,581	811,495		TOTAL PARKS AND RECREATION REQUIREMENTS	786,866	-	-
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## FUND NARRATIVE

### General Fund: Emergency Services (01-50)

**Responsible Manager/Title:** Janelle Booth, City Manager

#### Functions and Responsibilities

- Provide effective emergency services to the community.
- Ensure adequate staffing is in place to match the demands of the growing community.
- Support the safety, administration, and regulatory needs of the citizens.
- Conduct an annual review of crimes and calls for service with the Linn County Sheriff's Office to ensure adequate support is provided.
- Maintain contract law enforcement, fire, emergency, and life safety services which are sufficient to meet the needs of our community.
- Maintain current fire/emergency staffing levels and evaluate need for increased staffing levels to meet growth demands in the future.
- Provide funding for Equipment Replacement Fund (to Albany Fire).

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#### Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Safety	Ongoing	Pending	Evaluate increased contract hours with LCSO with assessed value increases related to new industries
	Ongoing	Pending	Evaluate additional fire service staffing with assessed value increases related to new industries

**CITY OF MILLERSBURG**  
**GENERAL FUND - EMERGENCY SERVICES PROGRAM**  
**FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	EMERGENCY SERVICES PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>MATERIALS &amp; SERVICES</b>			
1,500,654	1,498,889	1,576,866	01-50-210	CONTRACTED FIRE SERVICES	1,703,738		
145,576	151,396	165,000	01-50-211	LINN COUNTY CONTRACTED SHERIFF	173,201		
18,116	17,671	24,000	01-50-212	UTILITIES - FIRE STATION	26,000		
30,105	1,600	5,000	01-50-214	EQUIPMENT, FURNISHINGS AND UPKEEP	5,000		
3,838	7,560	12,400	01-50-215	MAINTENANCE AND SUPPLIES	15,400	-	-
		4,500		GENERATOR MAINTENANCE/FUEL	4,500		
		2,300		FIRE ALARM/SPRINKLER MONITORING	2,300		
		3,600		HVAC MAINTENANCE	3,600		
		2,000		UPS MAINTENANCE	5,000		
-	35,000	35,000	01-50-216	EQUIPMENT REPLACEMENT TO ALBANY	35,000		
<b>1,698,289</b>	<b>1,712,116</b>	<b>1,818,266</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,958,338</b>	-	-
				<b>CAPITAL OUTLAY</b>			
	16,674	-	01-50-720	AUTO PULSE	-	-	-
-		-	01-50-721	PERMANENT FIRE STATION DESIGN	-	-	-
666,261		-	01-50-725	FIRE FACILITY CONSTRUCTION	-	-	-
<b>666,261</b>	<b>16,674</b>	-		<b>TOTAL CAPITAL OUTLAY</b>	-	-	-
-	-	35,000	01-50-800	<b>CONTINGENCY</b>	35,000		
<b>2,364,549</b>	<b>1,728,790</b>	<b>1,853,266</b>		<b>TOTAL EMERGENCY SERVICES PROGRAM EXPENDITURES</b>	<b>1,993,338</b>	-	-

<b>2,364,549</b>	<b>1,728,790</b>	<b>1,853,266</b>		<b>TOTAL EMERGENCY SERVICES EXPENDITURES</b>	<b>1,993,338</b>	-	-
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Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	EMERGENCY SERVICES PROGRAM SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>RESERVE ACCOUNTS</b>			
-	-	-	01-50-780	FIRE FACILITY RESERVE	-	-	-
-	-	-		<b>TOTAL EMERGENCY SERVICES PROGRAM RESERVE ACCOUNTS</b>	-	-	-
-	-	-		<b>TOTAL OTHER EMERGENCY SERVICES REQUIREMENTS</b>	-	-	-

<b>2,364,549</b>	<b>1,728,790</b>	<b>1,853,266</b>		<b>TOTAL EMERGENCY SERVICES REQUIREMENTS</b>	<b>1,993,338</b>	-	-
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## FUND NARRATIVE

### General Fund: Building (01-52)

**Responsible Manager/Title:** Janelle Booth, City Manager

#### **Functions and Responsibilities**

- Support the safety, administrative, and regulatory needs of our community.
- The City of Millersburg contracts with Linn County through an Intergovernmental Agreement for our building, plumbing, mechanical, and electrical inspection services.
- Through this arrangement, Linn County issues permits and inspects per state building code requirements.
- With the County's transition to an online permitting system, the City no longer collects permit funds and transmits them to Linn County; applicants pay Linn County directly.
- This fund contains the pass-through costs to City of Albany for Fire review of building permits.
- This fund also contains construction excise taxes the City collects on behalf of Greater Albany Public School and transfers on a quarterly basis.

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#### **Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Development	Ongoing	In Progress	Provide review of building permit plans and electronic data input through Linn County's permit program.
	Ongoing	In Progress	Coordinate with Albany Fire for review of building permits and collection of fees.

**CITY OF MILLERSBURG  
GENERAL FUND - BUILDING PROGRAM  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	BUILDING PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>MATERIALS &amp; SERVICES</b>			
27,133	79,911	482,000	01-52-210	PAYMENT TO GREATER ALBANY PUBLIC SCHOOL	50,000		
96,301	28,315	-	01-52-211	PAYMENT TO LINN COUNTY BUILDING DEPARTMENT	-		-
-	659	3,000	01-52-213	ALBANY FIRE DEPARTMENT REVIEW FEES	500		
<b>123,434</b>	<b>108,885</b>	<b>485,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>50,500</b>	-	-
<b>123,434</b>	<b>108,885</b>	<b>485,000</b>		<b>TOTAL BUILDING PROGRAM EXPENDITURES</b>	<b>50,500</b>	-	-
<b>123,434</b>	<b>108,885</b>	<b>485,000</b>		<b>TOTAL BUILDING PROGRAM REQUIREMENTS</b>	<b>50,500</b>	-	-

## FUND NARRATIVE

### General Fund: Equipment Replacement (01-54)

**Responsible Manager/Title:** Janelle Booth, City Manager

#### **Functions and Responsibilities**

- Provides an equipment replacement program to replace equipment, excluding storm, water, and sewer fund equipment, when the end of its useful life has been reached.
- Equipment will be replaced when it is determined that due to its age, operations, maintenance costs and condition, obsolescence, and depreciation it is no longer economical to keep in service. Referred to as the life expectancy or economic life of the equipment.
- Provides funding for renovation/expansion/replacement of City Hall and Fire Station facilities.
- Ideally, monies are transferred on an annual basis to the equipment replacement program based on the economic life, replacement cost, and estimated return on invested funds for each asset in the equipment replacement program.

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#### **Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Community Governance, Safety, Recreation	Ongoing	In Progress	Develop and update equipment replacement schedule

**CITY OF MILLERSBURG**  
**GENERAL FUND - EQUIPMENT REPLACEMENT PROGRAM**  
**FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>CAPITAL OUTLAY</b>			
-	-	-	01-54-710	IMPROVEMENTS (CITY HALL)	-	-	-
-	-	-	01-54-711	IMPROVEMENTS (CITY PARK)	-	-	-
-	-	-	01-54-712	VEHICLE (PARKS AND REC MAINTENANCE)	-	-	-
-	-	-		<b>TOTAL CAPITAL OUTLAY</b>	-	-	-
-	-	-		<b>EQUIPMENT REPLACEMENT FUND EXPENDITURES</b>	-	-	-

-	-	-		<b>TOTAL EQUIPMENT REPLACEMENT PROGRAM EXPENDITURES</b>	-	-	-
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Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	EQUIPMENT REPLACEMENT PROGRAM SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>RESERVE ACCOUNTS</b>			
-	-	100,000	01-54-781	EQUIPMENT REPLACEMENT - (GENERAL FUND ADMIN)	100,000		
-	-	100,000	01-54-782	EQUIPMENT REPLACEMENT - (GENERAL FUND PARKS AND REC EQUIPMENT)	100,000		
		200,000	01-54-783	FACILITIES RENOVATION, EXPANSION, AND REPLACEMENT	300,000		
-	-	<b>400,000</b>		<b>TOTAL RESERVE ACCOUNTS</b>	<b>500,000</b>	-	-
-	-	<b>400,000</b>		<b>TOTAL OTHER EQUIPMENT REPLACEMENT PROGRAM REQUIREMENTS</b>	<b>500,000</b>	-	-

-	-	<b>400,000</b>		<b>TOTAL EQUIPMENT REPLACEMENT REQUIREMENTS</b>	<b>500,000</b>	-	-
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## FUND NARRATIVE

### General Fund: City Events (01-56)

**Responsible Manager/Title:** Janelle Booth, City Manager

#### **Functions and Responsibilities**

- To provide community events to celebrate the Millersburg community and recognizing the importance of our local business and industries.
- Provide financial support for city events.
- Provide support to the Events Planning Committee.

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#### **Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Recreation	Annually	Ongoing	Provide resources and support for continuation of city events



CITY OF MILLERSBURG  
GENERAL FUND - MILLERSBURG CELEBRATION PROGRAM  
FY 2025-2026

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	CITY EVENTS PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>MATERIALS &amp; SERVICES</b>			
41,985	17,437	70,000	01-56-210	CELEBRATION EXPENSES	30,000		
41,985	17,437	70,000		<b>TOTAL MATERIALS &amp; SERVICES</b>	30,000	-	-
41,985	17,437	70,000		<b>TOTAL MILLERSBURG CELEBRATION EXPENDITURES</b>	30,000	-	-

41,985	17,437	70,000		<b>TOTAL MILLERSBURG CELEBRATION EXPENDITURES</b>	30,000	-	-
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Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Account #	CITY EVENTS PROGRAM SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
				<b>RESERVE ACCOUNTS</b>			
		-			-	-	-
-	-	-		<b>TOTAL RESERVE ACCOUNTS</b>	-	-	-
-	-	-		<b>TOTAL OTHER MILLERSBURG CELEBRATION REQUIREMENTS</b>	-	-	-

41,985	17,437	70,000		<b>TOTAL MILLERSBURG CELEBRATION</b>	30,000	-	-
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## FUND NARRATIVE

### Enterprise Fund: Streets (02-60)

**Responsible Manager/Title:** Andrew Potts, Engineering Services Director/City Engineer

#### Functions and Responsibilities

- Maintain our Transportation System Plan (TSP) to ensure City transportation system is designed and developed to accommodate future growth.
- Ensure the city street system is designed and maintained according to the TSP and appropriate safety requirements.
- Establish policies and projects which will address transportation needs for projected population growth and new development.
- Continually update and implement a proactive inspection and maintenance program for city streets and bridges.
- Provide a safe, adequate, and well-connected transportation system for all system users.
- Plan for public transportation systems as funding and opportunities allow.
- Enhance connectivity and provide a balanced multimodal transportation system for all travel modes, including pedestrian and bicycling.
- Promote economic development and mobility through the preservation of freight routes.

#### Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Annual – as needed	Ongoing	Crack sealing
	Annual – as needed	Ongoing	Striping
	Summer-2024	Completed	Surface Treatment
	2025-26	Construction	Transition Parkway extension to Woods Road <b>CIP #2026</b>
	2025-26	Construction	Conser/Transition Parkway shared use path <b>CIP #2026</b>
	2026	Design	Bridge replacement Waverly Drive at Cox Creek <b>CIP #2028</b>
	2026	Pending	Streetlighting Woods Road <b>CIP #2029</b>
	2027	Design	Woods Road Shared Use Path - North <b>CIP#2039a</b>
	2025	Pending	Woods Road Crosswalk at Evergreen <b>CIP#2050</b>
	2025	Pending	Sidewalk infill Woods Road at Riverstone Loop

**CITY OF MILLERSBURG  
STREET FUND 02  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	STREET PROGRAM RESOURCES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
250,572	385,504	263,479	02-29-800	02-39-990	BEGINNING FUND BALANCE	720,566		
		-			BEGINNING FUND BALANCE BIKE/PED	-	-	-
437,500	437,500	475,096		02-37-660	OTHER RESTRICTED FUNDS	497,601	-	-
		104,568	02-29-110		PERLENFEIN/ZUHLKE RESERVATION - RESTRICTED FUNDS	109,522		
		370,528	02-29-115		SUNIGA/MILLERSBURG DR RESERVATION - RESTRICTED FUNDS	388,079		
94	-	-	02-31-105	02-31-105	PCPI FEES - STREETS	-		
-	-	-	02-31-550	02-31-550	CONNECTION CHARGES - STREETS	-		
243,229	249,286	257,496	02-30-500	02-32-220	HIGHWAY USE TAX	260,309		
		254,921			HWY USE TAX ROADS	257,706	-	-
		2,575			BIKE/PED	2,603	-	-
94,000	100,000	-	02-32-100	02-32-350	GRANT FUNDS - STREETS	35,000	-	-
106,801	72,757	16,466	02-38-100	02-38-750	INTEREST RECEIVED	37,981	-	-
-	-	-	02-38-900	02-38-900	MISC REVENUE - STREETS	-		
1,132,196	1,245,047	1,012,537			TOTAL STREET PROGRAM RESOURCES	1,551,457	-	-

			Account #		STREET SDC PROGRAM RESOURCES			
1,963,547	1,724,583	834,225	02-29-100		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	2,317,937	-	-
		209,707		02-39-995	BEGINNING SDC-R BALANCE	1,273,415		
		624,519		02-39-996	BEGINNING SDC-I BALANCE	1,044,522		
135,603	123,008	1,935,134	02-31-500		SDC FEES - STREETS	37,265	-	-
		654,751		02-31-510	STREET SDC-R FEES	12,670		
		1,280,383		02-31-520	STREET SDC-I FEES	24,595		
2,099,150	1,847,591	2,769,359			STREET SDC PROGRAM RESOURCES	2,355,202	-	-

2,536,650	2,285,091	3,244,455			RESTRICTED FUNDS	2,852,803	-	-
694,696	807,547	537,441			AVAILABLE RESOURCES	1,053,856	-	-
3,231,346	3,092,638	3,781,896			TOTAL STREET FUND RESOURCES	3,906,660	-	-

**CITY OF MILLERSBURG  
STREET FUND 02  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	STREET PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>MATERIALS &amp; SERVICES</b>			
21,342	7,189	20,000	02-60-210		CONSULTANTS ENGINEERING	20,000		
21,412	1,471	10,000	02-60-211		PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	5,000		
8,603	911	10,000	02-60-212		MISCELLANEOUS	10,000		
	-	-	02-60-213		TRANSPORTATION SYSTEM PLAN UPDATE	100,000		
26,703	33,506	32,000	02-60-214		STREET SWEEPING	35,000		
25,954	10,912	150,000	02-60-215		STREET & ROAD REPAIR	77,000	-	-
		10,000			CRACK SEALING	15,000		
		100,000			SURFACE TREATMENT	-		
		10,000			THERMOPLASTIC STOP BARS AND LEGENDS/STRIPING/CURB PAINTING	32,000		
		-			BRIDGE MAINTENANCE	-		
		30,000			MISCELLANEOUS REPAIRS	30,000		
		-			STREET CONDITION ASSESSMENT	-		
40,033	44,726	53,000	02-60-216		STREET LIGHTS POWER	55,000		
3,629	2,246	6,000	02-60-218		SIGNS	6,000		
-	-	5,000	02-60-219		RADAR SPEED SIGN	5,000		
-	-	-	02-60-230		REFUNDS	-		
<b>147,675</b>	<b>100,961</b>	<b>286,000</b>			<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>313,000</b>	-	-
					<b>CAPITAL OUTLAY</b>			
13,862	127,135	40,000	02-60-710		STREET CONSTRUCTION	52,000	-	-
		-			WOODS RD CROSSING AT EVERGREEN	12,000		
		40,000			SIDEWALK INFILL	40,000		
2,316	-	15,000	02-60-711		STREET LIGHTING CAPITAL IMPROVEMENTS	15,000		
10,000	-	-	02-60-713		PROPERTY DEVELOPMENT FOR FUTURE ROADS	-		
-	-	-	02-60-714		BIKE/PED PROJECTS	-		
22,681	109,501	-	02-60-715		WOODS ROAD SHARED USE PATH	-		
-	-	-	02-60-716		RSIS REIMBURSEMENT ELIGIBLE	-		
-	463	-	02-60-717		COX CREEK BRIDGE	-		
<b>48,859</b>	<b>237,099</b>	<b>55,000</b>			<b>TOTAL CAPITAL OUTLAY</b>	<b>67,000</b>	-	-
					<b>TRANSFERS</b>			
112,657	125,119	152,526	02-60-910		TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	139,950	-	-
		8,970			5% CITY MANAGER	10,217	-	-
		45,487			20% ASSISTANT CITY MANAGER/CITY ENGINEER	28,050	-	-
		4,293			5% CITY RECORDER	5,045	-	-
		7,104			5% COMMUNITY DEVELOPMENT DIRECTOR	7,230	-	-
		-			0% BILLING/COLLECTION SPECIALIST	-	-	-
		3,555			10% OFFICE ASSISTANT	3,277	-	-
		16,679			20% MAINTENANCE SUPERVISOR	17,559	-	-
		11,898			20% MAINTENANCE ASSISTANT	12,623	-	-
		54,541			11% BENEFITS	55,949	-	-
		-	02-60-912		TRANSFER TO ECONOMIC DEVELOPMENT FUND	-	-	-
		-			TRANSITION PARKWAY DESIGN	-	-	-
		-			TRANSITION PARKWAY CONSTRUCTION	-	-	-
<b>112,657</b>	<b>125,119</b>	<b>152,526</b>			<b>TOTAL TRANSFERS</b>	<b>139,950</b>	-	-
					<b>CONTINGENCY</b>			
		50,000	02-60-800		OPERATING CONTINGENCY			
<b>309,192</b>	<b>463,179</b>	<b>543,526</b>			<b>TOTAL STREET PROGRAM EXPENDITURES</b>	<b>519,950</b>	-	-

**CITY OF MILLERSBURG  
STREET FUND 02  
FY 2025-2026**

			Account #		STREET SDC PROGRAM EXPENDITURES			
					<b>CAPITAL OUTLAY</b>			
-	5,971	180,000	02-65-201		SDC-R	164,000	-	-
		90,000			WOODS ROAD SHARED USE PATH	90,000		
		90,000			COX CREEK BRIDGE	74,000		
65,009	7,009	110,000	02-65-202		SDC-I	110,000	-	-
		110,000			WOODS ROAD SHARED USE PATH	110,000		
309,558	971,000	-	02-65-906		SDC-I RSIS REIMBURSEMENT	-	-	-
-	-	-			TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND	-	-	-
374,567	983,980	290,000			<b>TOTAL SDC CAPITAL OUTLAY</b>	274,000	-	-
					<b>TRANSFERS</b>			
-	-	-	02-65-212		SDC-R RSIS REIMBURSABLE	1,060,000	-	-
					TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND	1,060,000		
-	-	1,699,000	02-65-212		SDC-I RSIS REIMBURSABLE	358,000	-	-
		1,699,000			TRANSITION PARKWAY - TRANSFER TO ECONOMIC DEVELOPMENT FUND	358,000		
-	-	1,699,000			<b>TOTAL SDC TRANSFERS</b>	1,418,000	-	-
374,567	983,980	1,989,000			<b>TOTAL STREET SDC PROGRAM EXPENDITURES</b>	1,692,000	-	-
683,759	1,447,159	2,532,526			<b>TOTAL STREET FUND EXPENDITURES</b>	2,211,950	-	-
Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	STREET FUND SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>RESERVE ACCOUNTS</b>			
-	-	1,249,370	02-60-760		STREETS CIP PROJECTS	1,694,710		
-	-	1,249,370			<b>TOTAL RESERVE ACCOUNTS</b>	1,694,710	-	-
2,547,587	1,645,479	(0)			<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	(0)	-	-
2,547,587	1,645,479	1,249,370			<b>TOTAL OTHER STREET FUND REQUIREMENTS</b>	1,694,710	-	-
3,231,346	3,092,638	3,781,896			<b>TOTAL STREET FUND REQUIREMENTS</b>	3,906,660	-	-

## FUND NARRATIVE

### Enterprise Fund: Stormwater (03-70)

**Responsible Manager/Title:** Andrew Potts, Engineering Services Director/City Engineer

#### **Functions and Responsibilities**

- To provide a safe and adequate stormwater conveyance system for residents, businesses, and industries within the city.
- To inspect and maintain the conveyance system elements in a systematic way on a regular basis.
- To respond to stormwater emergencies in a timely manner.
- To comply with all requirements of the TMDL program and MS4 permit, administered by Oregon DEQ.
- To project future needs, plan for future growth / expansion, and develop programs to address regulatory requirements while working toward a financially self-supporting utility.

<b><u>Strategies/Actions</u></b>			
<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Public Infrastructure	Annually	Ongoing	Inspection and cleaning of catch basins and manholes
	Annually	Ongoing	Clean and TV pipe system
	Annually in Sept/Oct	Ongoing	Brush clearing Crooks Creek fronting City-owned property as needed
	Summer-25	Pending	Clean/replace stormfilter cartridges

**CITY OF MILLERSBURG  
STORMWATER FUND 03  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	STORMWATER PROGRAM RESOURCES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
154,556	79,210	156,253	03-29-800	03-39-990	BEGINNING FUND BALANCE	107,510		
914	-	-	03-31-105	03-31-105	PCPI FEES - STORMWATER	-		
-	19,550	-	03-31-550	03-31-550	CONNECTION CHARGES - STORMWATER	-		
				03-32-350	GRANT FUNDS - STORMWATER	-		
109,076	196,608	113,686	03-39-100	03-35-801	TRANSFERS IN FROM GENERAL FUND	147,423		
3,940	5,215	4,688	03-38-100	03-38-750	INTEREST RECEIVED	4,344	-	-
-	-	-	03-38-900	03-38-900	MISC REVENUE - STORMWATER	-		
<b>268,486</b>	<b>300,583</b>	<b>274,627</b>			<b>TOTAL STORMWATER PROGRAM RESOURCES</b>	<b>259,277</b>	<b>-</b>	<b>-</b>

			Account #		STORMWATER SDC PROGRAM RESOURCES			
27,060	41,094	51,260			BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	66,239	-	-
		2,951		03-39-995	BEGINNING SDC-R BALANCE	3,844		
		48,308		03-39-996	BEGINNING SDC-I BALANCE	62,395		
14,034	12,590	3,765	03-31-500		SDC FEES - STORMWATER	1,500	-	-
		217		03-31-510	STORMWATER SDC-R FEES	90		
		3,548		03-31-520	STORMWATER SDC-I FEES	1,410		
<b>41,094</b>	<b>53,684</b>	<b>55,025</b>			<b>STORMWATER SDC PROGRAM RESOURCES</b>	<b>67,739</b>	<b>-</b>	<b>-</b>

<b>309,580</b>	<b>354,267</b>	<b>329,651</b>			<b>TOTAL STORMWATER FUND RESOURCES</b>	<b>327,016</b>	<b>-</b>	<b>-</b>
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**CITY OF MILLERSBURG  
STORMWATER FUND 03  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	STORMWATER PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>MATERIALS &amp; SERVICES</b>			
-	-	10,000	03-70-210		CONSULTANTS ENGINEERING	5,000		
21,412	1,471	10,000	03-70-211		PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	10,000		
62,702	-	-	03-70-213		PLANS AND STUDIES	-		
13,264	12,066	92,000	03-70-215		STORM DRAINS & DITCHES	95,000	-	-
		-			STORMFILTER CARTRIDGE REPLACEMENT	5,000		
		25,000			INSPECT AND CLEAN CATCH BASINS AND MANHOLES	50,000		
		45,000			CLEAN AND TV PIPES	20,000		
		10,000			BRUSH CLEARING CROOKS CREEK BASIN	10,000		
		10,000			MISCELLANEOUS	10,000		
		2,000			CMMS CHARGES	-		
-	-	1,000	03-70-216		EDUCATION AND OUTREACH	1,000		
224	21,894	20,000	03-70-217		STORMWATER PROGRAM SUPPORT	20,000	-	-
		10,000			EPSC INSPECTIONS	10,000		
		10,000			MISCELLANEOUS	10,000		
-	-	-	03-70-230		REFUNDS	-		
<b>97,603</b>	<b>35,431</b>	<b>133,000</b>			<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>131,000</b>	<b>-</b>	<b>-</b>
					<b>CAPITAL OUTLAY</b>			
-	-	-	03-70-711		STORMWATER CONSTRUCTION	-	-	-
		-				-	-	-
<b>-</b>	<b>-</b>	<b>-</b>			<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>



**CITY OF MILLERSBURG  
STORMWATER FUND 03  
FY 2025-2026**

					<b>TRANSFERS</b>			
91,673	102,118	121,626	03-70-910		TRANSFER TO GENERAL FUND ADMINISTRATION PERSONNEL SERVICES	108,277	-	-
		8,970			5% CITY MANAGER	10,217	-	-
		45,487			20% ASSISTANT CITY MANAGER/CITY ENGINEER	28,050	-	-
		4,293			5% CITY RECORDER	5,045	-	-
		-			0% BILLING/COLLECTION SPECIALIST	-	-	-
		1,778			5% OFFICE ASSISTANT - FINANCIAL	1,638	-	-
		12,509			15% MAINTENANCE SUPERVISOR	13,169	-	-
		8,923			15% MAINTENANCE ASSISTANT	9,467	-	-
		39,666			8% BENEFITS	40,690	-	-
91,673	102,118	121,626			<b>TOTAL TRANSFERS</b>	108,277	-	-
					<b>CONTINGENCY</b>			
-	-	20,000	03-70-800		OPERATING CONTINGENCY	20,000		

189,276	137,549	274,626			<b>TOTAL STORMWATER FUND EXPENDITURES</b>	259,277	-	-
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Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	STORMWATER PROGRAM SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>RESERVE ACCOUNTS</b>			
-	-	55,025	03-70-760		CIP PROJECT LIST	67,739	-	-
-	-	55,025			<b>TOTAL RESERVE ACCOUNTS</b>	67,739	-	-
120,304	216,718	-			<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	(0)	-	-
120,304	216,718	55,025			<b>TOTAL OTHER STORMWATER FUND REQUIREMENTS</b>	67,739	-	-

309,580	354,267	329,651			<b>TOTAL STORMWATER FUND REQUIREMENTS</b>	327,016	-	-
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## FUND NARRATIVE

### Enterprise Fund: Sewer (04-80)

**Responsible Manager/Title:** Andrew Potts, Engineering Services Director/City Engineer

#### Functions and Responsibilities

- To provide a safe and adequate sewer collection system for residents, businesses, and industries within the city.
- Provide the funding mechanism for operational, treatment, capital, and legal costs associated with the wastewater collection system and the treatment system held in joint ownership with the City of Albany.
- Financial participation in projects at the Water Reclamation Facility (WRF) and Talking Water Gardens (TWG) per agreements with the City of Albany.
- To comply with all requirements of the NPDES discharge permit, held by the City of Albany.
- To inspect and maintain the collection system on a systematic, regular basis.
- To respond to wastewater emergencies in a timely manner.
- To provide service for new customers in a timely manner.
- To project future needs and plan for future growth / expansion while maintaining a financially self-supporting utility.

#### Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Fall-2025	Design	Repair MHs at Burkhardt and ATI FM Discharges <b>CIP#4042</b>
	Annual	Ongoing	MH Inspections
	Annual	Ongoing	Inspect/Clean/TV Pipes
	2025	In Progress	NPDES Discharge Permit Renewal – City of Albany
	Ongoing	In Progress	Ongoing capital projects at the AM-WRF <b>CIP#4045</b>
	2026	Pending	Pump Capacity Upgrade at ATI Lift Station <b>CIP #4016</b>

**CITY OF MILLERSBURG  
SEWER ENTERPRISE UTILITY FUND 04  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	SEWER UTILITY ENTERPRISE PROGRAM FUND RESOURCES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
3,435,139	3,329,542	3,722,162	04-29-800	04-39-990	BEGINNING FUND BALANCE	4,683,198		
1,358	-	-	04-31-105	04-31-105	PCPI FEES - SEWER	-		
1,235,416	1,493,976	1,300,000	04-31-100	04-31-140	USER FEES - SEWER	1,500,000		
35,691	15,206	-	04-31-550	04-31-550	CONNECTION CHARGES - SEWER	-		
36,663	36,488	36,313	04-38-500	04-32-340	DEQ WETLAND LOAN PAYMENTS FROM ALBANY	36,138		
-	-	80,000	04-38-950	04-32-350	GRANT FUNDS - SEWER	-		
105,318	307,475	130,264	04-38-100	04-38-750	INTEREST RECEIVED	156,465	-	-
-	-	-	04-38-900	04-38-900	MISC REVENUE - SEWER	-	-	-
<b>4,849,586</b>	<b>5,182,687</b>	<b>5,268,740</b>			<b>TOTAL SEWER PROGRAM RESOURCES</b>	<b>6,375,800</b>	<b>-</b>	<b>-</b>
					<b>SEWER SDC PROGRAM RESOURCES</b>			
430,793	536,825	619,986	04-29-100		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	1,575,390	-	-
		186,394		04-39-995	BEGINNING SDC-R BALANCE	712,226		
		433,592		04-39-996	BEGINNING SDC-I BALANCE	863,165		
109,395	99,310	554,993	04-31-500		SDC FEES - SEWER	4,785	-	-
		305,455		04-31-510	SEWER SDC-R FEES (57% OF TOTAL SDC)	2,634		
		249,538		04-31-520	SEWER SDC-I FEES (43% OF TOTAL SDC)	2,152		
<b>540,188</b>	<b>636,135</b>	<b>1,174,979</b>			<b>TOTAL SEWER SDC PROGRAM RESOURCES</b>	<b>1,580,175</b>	<b>-</b>	<b>-</b>
540,188	636,135	1,174,979			RESTRICTED FUNDS (SDC'S)	1,580,175	-	-
4,849,586	5,182,687	5,268,740			AVAILABLE RESOURCES	6,375,800	-	-
<b>5,389,774</b>	<b>5,818,822</b>	<b>6,443,719</b>			<b>TOTAL SEWER UTILTIY ENTERPRISE FUND RESOURCES</b>	<b>7,955,976</b>	<b>-</b>	<b>-</b>

**CITY OF MILLERSBURG  
SEWER ENTERPRISE UTILITY FUND 04  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	SEWER UTILITY ENTERPRISE PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>MATERIALS &amp; SERVICES</b>			
10,099	4,083	20,000	04-80-210		CONSULTANTS - ENGINEERING	25,000		
12,847	1,471	10,000	04-80-211		PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	5,000		
212,968	307,480	350,000	04-80-212		O&M SEWER PLANT	375,000		
54,271	85,649	273,000	04-80-213		O&M COLLECTION SYSTEM	190,000	-	-
		18,000			MH INSPECTION	15,000		
		10,000			MH REPAIRS	10,000		
		120,000			INSPECT COLLECTION SYSTEM	40,000		
		30,000			FLOW MONITORING	30,000		
		5,000			REPAIRS	5,000		
		45,000			INDUSTRIAL PRETREATMENT LAB CHARGES	45,000		
		45,000			MAINTENANCE - CITY OF ALBANY	45,000		
-	-	-	04-80-214		RATE AND SYSTEM DEVELOPMENT CHARGES (SDC) STUDY	-		-
21,069	75,515	80,000	04-80-215		ALBANY-MILLERSBURG WATER RECLAMATION FACILITY LEGAL FEES	80,000		
28,044	20,232	30,000	04-80-217		SEWER MISCELLANEOUS EXPENSES AND LIFT STATION UTILITIES	30,000		
-	29,748	10,000	04-80-218		STUDIES - PERMIT RENEWAL	-		
-	15,466	55,000	04-80-219		FEASIBILITY STUDY	-		
-	-	-	04-80-230		REFUNDS	-		
<b>339,299</b>	<b>539,644</b>	<b>828,000</b>			<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>705,000</b>	-	-
					<b>CAPITAL OUTLAY</b>			
291,180	5,825	10,000	04-80-712		WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJECTS	106,200	-	-
		-			WRF SOLIDS HANDLING IMPROVEMENTS (COMPOSTING)	-	-	
		-			DEWATERING EQUIPMENT REPLACEMENT	-	-	
		10,000			AM-WRF FIRE PANELS	10,000		
		-			VLR REPLACEMENT	14,900	-	
		-			BLOWERS FOR VLRS	81,300	-	
-	-	-	04-80-714		SEWER LINE CONSTRUCTION	-	-	
-	-	40,000	04-80-715		SEWER LIFT STATION UPGRADES	80,000	-	-
		40,000			REPAIR AT BURKHART AND ATI LIFT STATION FORCE MAIN DISCHARGES	80,000		
<b>291,180</b>	<b>5,825</b>	<b>50,000</b>			<b>TOTAL CAPITAL OUTLAY</b>	<b>186,200</b>	-	-
					<b>DEBT SERVICE</b>			
321,764	327,420	333,175	04-80-609		DEBT SERVICE TO ALBANY	339,031		
50,000	50,000	50,000	04-80-610		WETLAND LOAN PAYMENT TO DEQ	50,000		
56,100	48,835	41,443	04-80-611		INTEREST PAYMENT TO ALBANY	33,921		
2,375	2,125	1,875	04-80-613		INTEREST PAYMENT TO DEQ	1,625		
<b>430,239</b>	<b>428,380</b>	<b>426,493</b>			<b>TOTAL DEBT SERVICE</b>	<b>424,577</b>	-	-

**CITY OF MILLERSBURG  
SEWER ENTERPRISE UTILITY FUND 04  
FY 2025-2026**

					<b>TRANSFERS</b>			
117,379	130,515	160,420	04-80-910		TRANSFER TO GENERAL FUND - ADMIN PERSONNEL SERVICES	148,247	-	-
		8,970			5% CITY MANAGER	10,217	-	-
		45,487			20% ASSISTANT CITY MANAGER/CITY ENGINEER	28,050	-	-
		12,880			15% CITY RECORDER	15,135	-	-
		-			0% COMMUNITY DEVELOPMENT DIRECTOR	-	-	-
		17,927			40% BILLING/COLLECTION SPECIALIST	17,901	-	-
		3,555			10% OFFICE ASSISTANT	3,277	-	-
		4,170			5% MAINTENANCE SUPERVISOR	4,390	-	-
		2,974			5% MAINTENANCE ASSISTANT	3,156	-	-
		-			0% ECONOMIC DEVELOPMENT	-	-	-
		64,458			13% BENEFITS	66,121	-	-
83,947	116,481	115,545	04-80-920		TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SERVICES	105,799	-	-
		107,295			GENERAL	96,889	-	-
		8,250			BILLING/UTILITY SYSTEM ANNUAL COST	8,910	-	-
258,000			04-80-930		TRANSFER TO ECONOMIC DEVELOPMENT FUND FROM SETTLEMENT	-	-	-
<b>459,326</b>	<b>246,996</b>	<b>275,966</b>			<b>TOTAL TRANSFERS</b>	<b>254,046</b>	<b>-</b>	<b>-</b>
					<b>CONTINGENCY</b>			
-	-	100,000	04-80-800		OPERATING CONTINGENCY	100,000		
<b>1,520,044</b>	<b>1,220,845</b>	<b>1,680,459</b>			<b>TOTAL SEWER PROGRAM EXPENDITURES</b>	<b>1,669,823</b>	<b>-</b>	<b>-</b>

					<b>SEWER SDC PROGRAM EXPENDITURES</b>			
		-	04-85-610		<b>SDC-R</b>	-	-	-
		-				-	-	-
3,363	-	-	04-85-202		<b>SDC-I</b>	-	-	-
						-	-	-
<b>3,363</b>	<b>-</b>	<b>-</b>			<b>TOTAL SDC EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3,363</b>	<b>-</b>	<b>-</b>			<b>TOTAL SEWER SDC PROGRAM EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>1,523,407</b>	<b>1,220,845</b>	<b>1,680,459</b>			<b>TOTAL SEWER UTILITY ENTERPRISE FUND EXPENDITURES</b>	<b>1,669,823</b>	<b>-</b>	<b>-</b>
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Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	SEWER UTILITY ENTERPRISE FUND SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>RESERVE ACCOUNTS</b>			
		4,763,260	04-80-760		CIP PROJECT LIST	6,286,152		
-	-	<b>4,763,260</b>			<b>TOTAL RESERVE ACCOUNTS</b>	<b>6,286,152</b>	-	-
<b>3,866,367</b>	<b>4,597,977</b>	0			<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0	-	-
<b>3,866,367</b>	<b>4,597,977</b>	<b>4,763,260</b>			<b>TOTAL OTHER SEWER FUND REQUIREMENTS</b>	<b>6,286,152</b>	-	-

<b>5,389,774</b>	<b>5,818,822</b>	<b>6,443,719</b>			<b>TOTAL SEWER FUND REQUIREMENTS</b>	<b>7,955,976</b>	<b>-</b>	<b>-</b>
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## FUND NARRATIVE

### Enterprise Fund: Water (05-90)

**Responsible Manager/Title:** Andrew Potts, Engineering Services Director/City Engineer

#### Functions and Responsibilities

- To provide a safe and adequate supply of potable water to residents, businesses, and industries in the city.
- Provides the funding mechanism for operational, treatment, capital, and legal costs associated with the water distribution system and the treatment system held in joint ownership with the City of Albany.
- Financial participation in projects at the Albany-Millersburg Water Treatment and Storage Facilities per the agreements with the City of Albany.
- To maintain a direct responsible control (DRC) license holder for the water distribution system, in accordance with requirements of the Oregon Health Authority (OHA).
- To meet all requirements of the OHA Drinking Water Services for sampling, reporting, and notification.
- To respond to water emergencies in a timely manner.
- To maintain the system to meet fire insurance rating requirement.
- To provide service for new customers in a timely manner.
- To project future needs and plan for future growth / expansion while maintaining a financially self-supporting utility.
- To meet the requirements of the Water Management and Conservation Plan, including an annual water audit, leak detection program, and meter testing program.
- To comply with Lead and Copper Rule Revision (LCRR) issued by EPA.

#### Strategies/Actions

Strategic Priority	Target Date	Status	Goals/Objectives
Public Infrastructure	Summer/Fall-25	In Progress	Transfer Services from AC Pipe in Old Salem Road north of Truax Creek <b>CIP #5004</b>
	2025-26	Construction	Extension of water line with Transition Parkway <b>CIP #5018</b>
	2025	In Progress	A-M WTP Capital Projects <b>CIP #5019, #5025, #5028, and #5029</b>
	2026-27	Pending	Water Main Replacement – Corrosion <b>CIP #5026</b>
	2025-26	Pending	Pretreatment intake study
	2026	Pending	Lead service line inventory (additional requirements)

**CITY OF MILLERSBURG  
WATER ENTERPRISE UTILITY FUND 05  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	WATER UTILITY ENTERPRISE FUND RESOURCES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
1,929,610	2,309,906	2,460,364	05-29-800	05-39-990	BEGINNING FUND BALANCE	2,701,899		
726	-	-	05-31-105	05-31-105	PCPI FEES - WATER	-	-	-
5,225	26,085	-	05-31-110	05-31-110	WATER SERVICE AND METER INSTALLATION	-	-	-
1,186,126	1,364,361	1,250,000	05-31-100	05-31-140	USER FEES - WATER	1,350,000		
30,288	10,620	-	05-31-550	05-31-550	CONNECTION CHARGES - WATER	-	-	-
		-		05-32-350	GRANT FUNDS - WATER	-	-	-
119,857	102,233	70,379	05-38-100	05-38-750	INTEREST RECEIVED	72,937	-	-
		-		05-38-900	MISC REVENUE - WATER	-	-	-
<b>3,271,832</b>	<b>3,813,205</b>	<b>3,780,743</b>			<b>TOTAL WATER PROGRAM RESOURCES</b>	<b>4,124,836</b>	-	-

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	WATER SDC PROGRAM RESOURCES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
572,812	460,169	472,092	05-29-100		BEGINNING SYSTEM DEVELOPMENT CHARGES (SDC) BALANCE	215,595	-	-
		379,320		05-39-995	BEGINNING SDC-R BALANCE	201,724		
		92,772		05-39-996	BEGINNING SDC-I BALANCE	13,871		
71,942	66,640	219,040	05-31-500		SDC FEES - WATER	-	-	-
		129,264		05-31-510	WATER SDC-R FEES	-		
		89,776		05-31-520	WATER SDC-I FEES	-		
<b>644,754</b>	<b>526,809</b>	<b>691,132</b>			<b>TOTAL WATER SDC PROGRAM RESOURCES</b>	<b>215,595</b>	-	-

644,754	526,809	691,132			RESTRICTED FUNDS (SDC'S)	215,595	-	-
3,271,832	3,813,205	3,780,743			AVAILABLE RESOURCES	4,124,836	-	-
<b>3,916,586</b>	<b>4,340,014</b>	<b>4,471,875</b>			<b>TOTAL WATER UTILITY ENTERPRISE FUND RESOURCES</b>	<b>4,340,431</b>	-	-

**CITY OF MILLERSBURG  
WATER ENTERPRISE UTILITY FUND 05  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	WATER UTILITY ENTERPRISE FUND EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>MATERIALS &amp; SERVICES</b>			
2,553	11,029	10,000	05-90-210		CONSULTANT - ENGINEERING	10,000		
12,847	2,206	15,000	05-90-211		PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE (PCPI) INSPECTION SERVICES	15,000		
55,282	102,602	179,000	05-90-212		OPERATION & MAINTENANCE (O&M) TRANSMISSION LINES	176,000	-	-
					DIRECT RESPONSIBLE CHARGE (DRC) WATER SYSTEM OPERATOR	6,000		
		24,000			CUSTOMER SERVICE	24,000		
		16,000			UTILITY LOCATES	16,000		
		40,000			NEW SERVICES	30,000		
		17,000			REPAIRS	20,000		
		8,000			WATER QUALITY SAMPLING	8,000		
		12,000			METER READING	12,000		
		-			HYDRANT CLEANING/PAINTING	-		
		-			VALVE SURVEY AND SYSTEM FLUSHING	40,000		
		12,000			SYSTEM FLUSHING	-		
		15,000			LEAK DETECTION	15,000		
		10,000			LEAD SERVICE LINE REPLACEMENT	-		
		25,000			METER REPLACEMENT AND TESTING	5,000		
234,875	499,159	516,000	05-90-213		OPERATION & MAINTENANCE (O&M) WATER TREATMENT PLANT	600,000		
9,432	4,445	-	05-90-214		OMI SERVICES FOR DIRECT RESPONSIBLE CHARGE (DRC) WATER SYSTEM OPERATOR	-		-
4,425	30,000	-	05-90-218		REPORTS AND STUDIES	45,050	-	-
		-			WATER MANAGEMENT AND CONSERVATION PLAN	-		-
		-			ALBANY WATER MASTER PLAN	-		-
					PRETREATMENT INTAKE STUDY	25,050		
					LEAD INVENTORY AND REPORT	20,000		
-	-	-	05-90-230		REFUNDS	-		
<b>319,415</b>	<b>649,441</b>	<b>720,000</b>			<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>846,050</b>	<b>-</b>	<b>-</b>
					<b>CAPITAL OUTLAY</b>			
		-	05-90-710		WATER LINE CONSTRUCTION	270,000	-	-
					TRANSFER SERVICES FROM AC PIPE NORTH OF TRUAX CREEK	170,000		
					WATER MAIN REPLACEMENT - CORROSION	100,000		
6,098	887	60,120	05-90-711		WATER TREATMENT PLANT CAPITAL PROJECTS	192,050	-	-
					AM WTP VALVES	16,700		
					AM WTP MEMBRANE REPLACEMENT	100,200		
					BACKWASH AND BLOWER VFDS	16,700		
					MEMBRANE AND HEADER PIPE REPLACEMENT	58,450		
<b>6,098</b>	<b>887</b>	<b>60,120</b>			<b>TOTAL CAPITAL OUTLAY</b>	<b>462,050</b>	<b>-</b>	<b>-</b>
					<b>DEBT SERVICE</b>			
390,000	403,000	415,000	05-90-610		LOAN PAYMENT	-		
29,188	17,781	6,018	05-90-611		INTEREST PAYMENT	-		
<b>419,188</b>	<b>420,781</b>	<b>421,018</b>			<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>-</b>



**CITY OF MILLERSBURG  
WATER ENTERPRISE UTILITY FUND 05  
FY 2025-2026**

					<b>TRANSFERS</b>			
133,277	147,871	179,626	05-90-910		TRANSFER TO GENERAL FUND ADMINISTRATION - PERSONNEL SERVICES	168,109	-	-
		8,970			5% CITY MANAGER	10,217	-	-
		45,487			20% ASSISTANT CITY MANAGER/CITY ENGINEER	28,050	-	-
		12,880			15% CITY RECORDER	15,135	-	-
		7,104			5% COMMUNITY DEVELOPMENT DIRECTOR	7,230	-	-
		17,927			40% BILLING/COLLECTION SPECIALIST	17,901	-	-
		3,555			10% OFFICE ASSISTANT	3,277	-	-
		8,339			10% MAINTENANCE SUPERVISOR	8,780	-	-
		5,949			10% MAINTENANCE ASSISTANT	6,312	-	-
		-			0% ECONOMIC DEVELOPMENT	-	-	-
		69,416			14% BENEFITS	71,208	-	-
83,947	116,481	115,545	05-90-920		TRANSFER TO GENERAL FUND ADMINISTRATION - MATERIALS AND SUPPLIES	105,799	-	-
		107,295			GENERAL	96,889	-	-
		8,250			BILLING/UTILITY SYSTEM ANNUAL COST	8,910	-	-
<b>217,224</b>	<b>264,352</b>	<b>295,172</b>			<b>TOTAL TRANSFERS</b>	<b>273,908</b>	<b>-</b>	<b>-</b>
					<b>CONTINGENCY</b>			
		100,000	05-90-800		OPERATING CONTINGENCY	100,000		
<b>961,926</b>	<b>1,335,461</b>	<b>1,596,309</b>			<b>TOTAL WATER PROGRAM EXPENDITURES</b>	<b>1,682,008</b>	<b>-</b>	<b>-</b>

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	WATER SDC PROGRAM EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
33,032	21,649		05-95-610		<b>SDC-R</b>	100,000	-	-
					TRANSFER SERVICES FROM AC PIPE NORTH OF TRUAX CREEK	100,000	-	-
					TRANSITION PARKWAY WATER MAIN	-		
10,845			05-95-611		<b>SDC-I</b>	-	-	-
						-	-	-
140,708		-	05-95-621		<b>SDC-I RSIS REIMBURSABLE</b>	-	-	-
						-	-	-
<b>184,585</b>	<b>21,649</b>	<b>-</b>			<b>TOTAL SDC CAPITAL OUTLAY</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
					<b>TRANSFERS</b>			
		180,000	05-95-630		SDC-I RSIS REIMBURSABLE	-	-	-
		180,000			TRANSITION PARKWAY WATER - TRANSFER TO ECONOMIC DEV FUND	-		
		341,000	05-95-631		SDC-R RSIS REIMBURSABLE	-	-	-
		341,000			TRANSITION PARKWAY WATER - TRANSFER TO ECONOMIC DEV FUND	-		
-	-	521,000			<b>TOTAL SDC TRANSFERS</b>	-	-	-
<b>184,585</b>	<b>21,649</b>	<b>521,000</b>			<b>TOTAL WATER SDC PROGRAM EXPENDITURES</b>	<b>100,000</b>	<b>-</b>	<b>-</b>

<b>1,146,511</b>	<b>1,357,110</b>	<b>2,117,309</b>			<b>TOTAL WATER UTILITIY ENTERPRISE FUND EXPENDITURES</b>	<b>1,782,008</b>	<b>-</b>	<b>-</b>
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CITY OF MILLERSBURG  
WATER ENTERPRISE UTILITY FUND 05  
FY 2025-2026

Actual FY 2022-2023	Actual FY 2023-2024	Adopted FY 2024-2025	Current Account #	New Account #	WATER UTILITY ENTERPRISE UTILITY FUND SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					RESERVE ACCOUNTS			
-	-	2,354,565	05-90-760		CIP PROJECT LIST	2,558,423		
-	-	2,354,565			TOTAL RESERVE ACCOUNTS	2,558,423	-	-
2,770,075	2,982,904	0			UNAPPROPRIATED ENDING FUND BALANCE	0	-	-
2,770,075	2,982,904	2,354,565			TOTAL OTHER WATER FUND REQUIREMENTS	2,558,423	-	-
3,916,586	4,340,014	4,471,875			TOTAL WATER FUND REQUIREMENTS	4,340,431	-	-

## FUND NARRATIVE

### Economic Development Fund: (06)

**Responsible Manager/Title:** Janelle Booth, City Manager

#### **Functions and Responsibilities**

- Provides a tracking mechanism for projects eligible for reimbursement through the Regionally Significant Industrial Sites (RSIS) program.
- To provide a funding source for economic development activities.
- Provides a funding source for financial participation in economic development and other activities deemed appropriate by City Council.
- A repository of funds from sale of city industrial properties, state and federal grants, and reimbursements from the RSIS program.

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#### **Strategies/Actions**

<b>Strategic Priority</b>	<b>Target Date</b>	<b>Status</b>	<b>Goals/Objectives</b>
Funding	Ongoing	In-Progress	Manage grant funds
	Ongoing	In-Progress	Track RSIS reimbursable expenses
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Public Infrastructure	2025-26	Construction	Extension of Transition Parkway, buffer/linear park, and water line
	2025-26	Pending	Commercial area master planning

**CITY OF MILLERSBURG  
ECONOMIC DEVELOPMENT FUND 06  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023 2024	Adopted FY 2024-2025	Current Account #	New Account #	ECONOMIC DEVELOPMENT FUND RESOURCES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
	124,958	5,175,700	06-29-800	06-39-990	BEGINNING FUND BALANCE	5,132,632		
	-	4,000,000	06-32-100	06-32-350	GRANT FUNDS - ECON DEV	4,503,134	-	-
		1,000,000			SPWF GRANT/LOAN FOR WATER INFRASTRUCTURE	2,513,000		
		2,000,000			IOF GRANT FOR STREET INFRASTRUCTURE	1,990,134		
		1,000,000			PARKS GRANT FOR SCHEDULE C	-		
328,000	971,000	2,425,000	06-39-100	06-35-101	TRANSFERS IN	1,613,000	-	-
		-			TRANSFER FROM GENERAL FUND	-	-	-
		205,000			TRANSFER FROM PARKS SDCS	195,000	-	-
		1,699,000			TRANSFER FROM STREET SDCS	1,418,000	-	-
		521,000			TRANSFER FROM WATER SDCS	-	-	-
		-			TRANSFER FROM SEWER FUND	-		
	5,460,588	3,000,000	06-38-700	06-38-700	PROPERTY SALES	-		
	3,882	155,271	06-38-100	06-38-750	INTEREST RECEIVED	128,316	-	-
	-			06-38-900	MISC REVENUE - ECON DEV	-		
<b>328,000</b>	<b>6,560,428</b>	<b>14,755,971</b>			<b>TOTAL ECONOMIC DEVELOPMENT FUND RESOURCES</b>	<b>11,377,082</b>	<b>-</b>	<b>-</b>

**CITY OF MILLERSBURG  
ECONOMIC DEVELOPMENT FUND 06  
FY 2025-2026**

Actual FY 2022-2023	Actual FY 2023 2024	Adopted FY 2024-2025	Current Account #	New Account #	ECONOMIC DEVELOPMENT FUND EXPENDITURES	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>MATERIALS &amp; SERVICES</b>			
21,908	26,158	10,000	06-60-210		WETLAND CONSULTANTS	10,000		
40,317	40,412	50,000	06-60-211		ENGINEERING CONSULTANTS	50,000		
8,250	11,750	10,000	06-60-212		RADON CONSULTANTS	10,000		
-	28,000		06-60-229		ECONOMIC DEVELOPMENT SERVICES	-		
50,000	69,384	50,000	06-60-230		LEGAL SERVICES	50,000		
-	4,500	30,000	06-60-240		MASTER PLANNING	30,000	-	-
		30,000			COMMERCIAL AREA	30,000		
<b>120,475</b>	<b>180,204</b>	<b>150,000</b>			<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>150,000</b>	<b>-</b>	<b>-</b>
					<b>CAPITAL OUTLAY</b>			
82,567	1,099,906	448,000	06-60-710		TRANSITION PARKWAY DESIGN AND SUPPORT DURING CONSTRUCTION	888,960	-	-
		160,000			LINEAR PARK	662,960		
		75,000			WATER LINE	6,000		
		213,000			STREETS	220,000		
	147,687	5,620,000	06-60-711		TRANSITION PARKWAY CONSTRUCTION	10,223,040	-	-
		2,000,000			LINEAR PARK	7,624,040		
		950,000			WATER LINE	69,000		
		2,670,000			STREETS	2,530,000		
<b>82,567</b>	<b>1,247,593</b>	<b>6,068,000</b>			<b>TOTAL CAPITAL OUTLAY</b>	<b>11,112,000</b>	<b>-</b>	<b>-</b>
					<b>TRANSFERS</b>			
		42,000	06-35-806		TRANSFERS OUT - TO GF			
<b>-</b>	<b>-</b>	<b>42,000</b>			<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>
					<b>CONTINGENCY</b>			
		2,000,000	06-90-800		OPERATING CONTINGENCY	100,000		

<b>203,042</b>	<b>1,427,797</b>	<b>8,260,000</b>			<b>TOTAL ECONOMIC DEVELOPMENT FUND EXPENDITURES</b>	<b>11,362,000</b>	<b>-</b>	<b>-</b>
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Actual FY 2022-2023	Actual FY 2023 2024	Adopted FY 2024-2025	Current Account #	New Account #	ECONOMIC DEVELOPMENT FUND SUMMARY	Proposed FY 2025-2026	Approved FY 2025-2026	Adopted FY 2025-2026
					<b>RESERVE ACCOUNTS</b>			
124,958	5,132,631	6,495,971	06-90-760		ECONOMIC DEVELOPMENT RESERVE	15,082	-	-
<b>124,958</b>	<b>5,132,631</b>	<b>6,495,971</b>			<b>TOTAL RESERVE ACCOUNTS</b>	<b>15,082</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>-</b>			<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>124,958</b>	<b>5,132,631</b>	<b>6,495,971</b>			<b>TOTAL OTHER ECONOMIC DEVELOPMENT FUND REQUIREMENTS</b>	<b>15,082</b>	<b>-</b>	<b>-</b>

<b>328,000</b>	<b>6,560,428</b>	<b>14,755,971</b>			<b>TOTAL ECONOMIC DEVELOPMENT FUND REQUIREMENTS</b>	<b>11,377,082</b>	<b>-</b>	<b>-</b>
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