

Millersburg City Council Meeting

April 8, 2025
6:30 PM



For those
online, the
meeting will
begin shortly

Consent Agenda

1. Approval of March 11, 2025, City Council Regular Meeting Minutes
2. Approval of March 17, 2025, City Council Work Session Meeting Minutes

Approved

Take no action, pull one or more items; or, suggested motion to approve:

I move for the adoption of the Consent Agenda as presented OR with item #___ removed.



Guest Presentations

Linn County Sheriff's Office Report

FOR THE MONTH OF: March 2025



TRAFFIC CITATIONS	19
TRAFFIC WARNINGS	18
TRAFFIC CRASHES	0
ARRESTS MADE	11
COMPLAINTS/INCIDENTS INVESTIGATED	169

Michelle Duncan
Sheriff

Phone: 541-967-3950
linnsheriff.org

TOTAL HOURS SPENT: MILLERSBURG 160.75

CONTRACT HOURS= 153 HOURS

Albany Fire Department Quarterly Report



Total Call Volume and Response Times

City of Millersburg Total Responses					
Month	FY 21	FY 22	FY 23	FY 24	FY 25
July	17	35	20	25	24
August	26	34	24	30	38
September	28	27	22	18	29
October	29	26	25	21	38
November	21	20	35	19	19
December	30	24	34	17	25
January	29	24	22	40	20
February	26	22	20	13	18
March	21	19	24	20	23
April	28	24	20	31	
May	36	20	26	30	
June	23	16	31	36	
Total	314	291	303	300	234

Albany Fire Department Total Responses					
Month	FY 21 Total	FY 22 Total	FY 23 Total	FY 24 Total	FY 25 Total
July	858	1,070	992	1,001	1,015
August	884	1,048	968	1,018	1,118
September	893	1,010	920	862	998
October	866	958	972	957	1,064
November	824	941	970	891	938
December	876	945	1,158	970	997
January	883	911	1,007	1118	999
February	817	829	914	816	957
March	795	853	880	936	903
April	926	864	905	922	
May	905	896	891	995	
June	922	936	924	973	
Total	10,449	11,291	11,501	11,459	8,989

Millersburg Response Times Average 911 Call Received to Arrival Time					
	FY 21	FY 22	FY 23	FY 24	FY 25
All Incidents	7:34	7:41	7:31	7:43	07:38

Type of Incidents Occurring in Millersburg



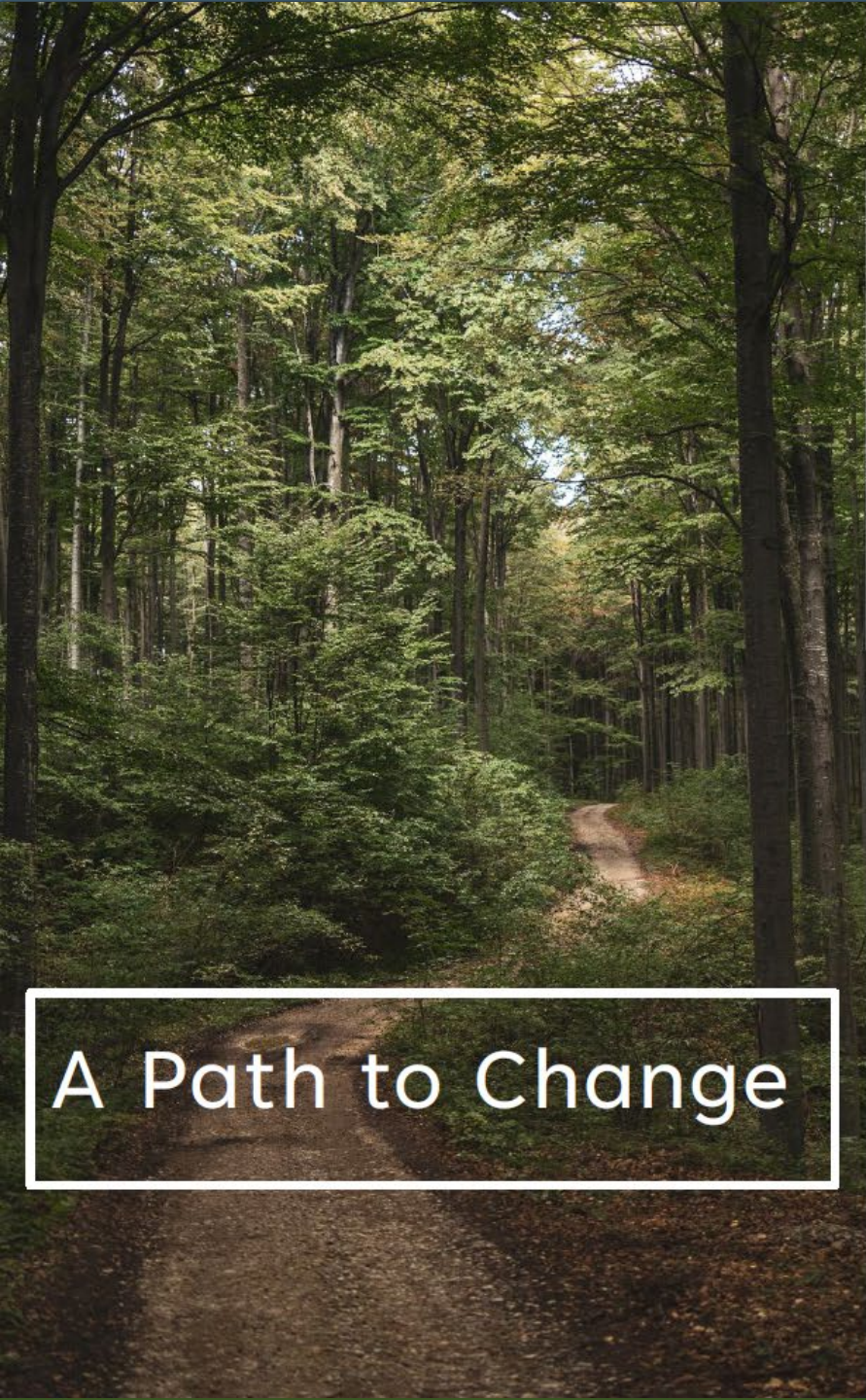
Call Type	Count
LIFT ASSIST	31
SICK PERSON	27
FALL	23
FIRE ALARM ACTIVATION	20
UNCONSCIOUS FAINTING	18
BREATHING PROBLEMS	15
STROKE CVA TIA	10
CHEST PAIN	9
HEART PROBLEMS AICD	6
MVC INJURY	5
DIABETIC PROBLEM	5
OD INGESTION POISONING	5
CHOKING	4
UNKNOWN MEDICAL PROBLEM	4
ALLERGY HIVES REACTION STING	4
ODOR INVESTIGATION	4
SEIZURE	4
HEMORRHAGE BLEED	4
STRUCTURE FIRE	3
FIRE MOVEUP ONLY	3
BACK PAIN	3
ASSAULT RAPE VIOLENT TRAUMA	3
CARDIAC OR RESPIRATORY ARREST	3
PUBLIC ASSISTANCE	2
CAR FIRE	2
TRAUMA INJURY	2
SMALL MISC FIRE	2
PSYCHIATRIC SUICIDE ATTEMPT	2
ABDOMINAL PAIN OR PROBLEMS	2
MUTUAL AID TO SCENE	2
HEADACHE	1
TRUCK FIRE	1
BURN COMPLAINT	1
SMOKE INVESTIGATION	1
CARBON MONOXIDE INHALATION	1
STABBING GUNSHOT	1
FIRE AGENCY ASSIST	1
Grand Total	234



Any
questions?

SMAC Presentation





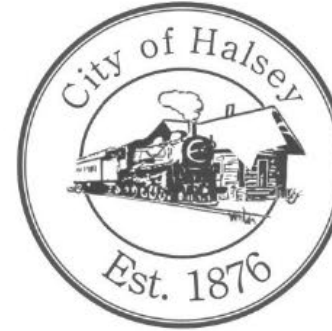
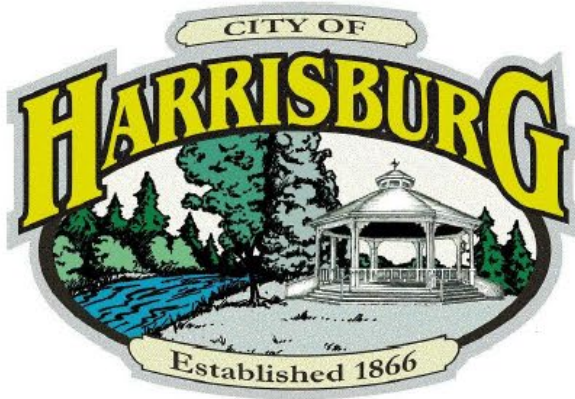
A Path to Change



Giving Voice Back to Rural Oregon Communities

TRULY PRIORITIZING RURAL OREGON

SMAC's approach of education and support puts Rural issue advocacy back in the hands of those who understand best - community leaders with direct knowledge, experience and solutions.

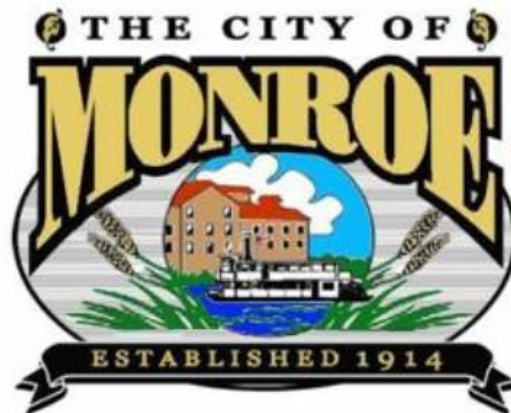


City of
SCIO Oregon



Small Municipalities Advocacy Coalition

Giving Voice Back to Rural Oregon Communities





SMALL TOWN PROBLEMS

SAME AS THE BIG TOWNS

Rural communities suffer the same problems and challenges related to infrastructure, housing, developable land and revenues

LITTLE GRACE FOR DIFFERENCES

Fewer resources to act on unfunded mandates, and the same heavy-handed enforcement tactics with no understanding of our capacity to process change.



SMALL TOWN PROBLEMS

RURAL UNDERSTANDING

Few policymakers outside rural districts understand our rural economy and communities. We need to be seen as more than “quaint” towns to visit.

INEFFECTIVE ADVOCACY MODEL

Oregon’s larger Cities and their Representatives drive policy - rural community needs are left out of larger policy packages and discussions.

How SMAC Works.

SMAC is a growing partnership of rural communities who work TOGETHER to identify policy concerns and bring their needs directly – and effectively – to State policymakers.

INTERGOVERNMENTAL AGREEMENTS BIND COALITION

- Common mission, common circumstances, common need.
- Informal association of City elected officials
- NOT for fundraising and PAC activity
- Agreeing to work together with shared principles and providing collective action

How SMAC Works.

SMAC is a growing partnership of rural communities who work TOGETHER to identify policy concerns and bring their needs directly – and effectively – to State policymakers.

WORK CLOSELY WITH CONSULTANT

- All training & support
- Forming group & local priorities
- Legislative Action Teams comprised of elected officials
- Policy analysis/strategy
- Communications and collateral
- Strategic planning sessions
- Consistent engagement at City level

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SMAC provides:



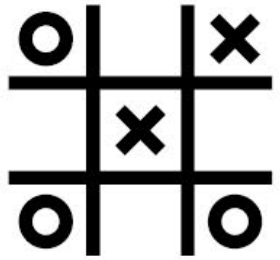
EDUCATION & TRAINING

- Policymakers/City Elected Officials
- Development of Agency Procedures
- Effective Policymaker Communication
- Policy priority & mission development
- Engagement protocols

How SMAC Works.

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SMAC provides:



STRATEGIC COUNSEL

- Policy analysis
- Council engagement planning & support
- Communications & collateral development support
- Strategic Planning
- Regular group connections

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SMAC provides:



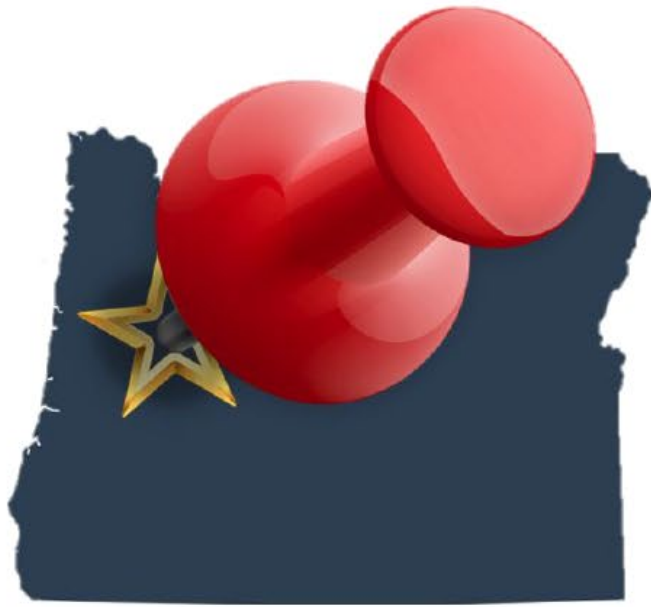
SESSION SUPPORT

- Legislation tracking & reporting
- Messaging & Testimony support
- Regular Communications & Direct Outreach to Council
- Communications Coordination

ROI: Future Returns Rely on Current Engagement.

OUR SUCCESS LOOKS LIKE...

- All Members - Municipalities & Elected Officials actively engaging in Salem
- Strategic, focused policy work that sets the future stage
- SMAC – Oregon visibility and branding
- Well informed & well aligned Advocacy Partners
- Strategic relationship development = priority 1
- Policymakers recognizing the resource



Small
Municipalities
Advocacy
Coalition

For More Information

S. Scott McDowell | 541.466.5880
admin@ci.brownsville.or.us

Public Comment



Council Member and Staff Comments



City Manager's Report



Project Updates

- Transition Parkway Update
 - Waterline install and testing
 - Curb and gutter
 - Stormwater infrastructure
 - Electrical conduits



Project Updates

- Sewer Manhole Rehabilitation Project
 - Rehab two lift station discharge manholes
 - In Talking Waters Garden
 - Design will be done this month
 - RFQ scheduled for May



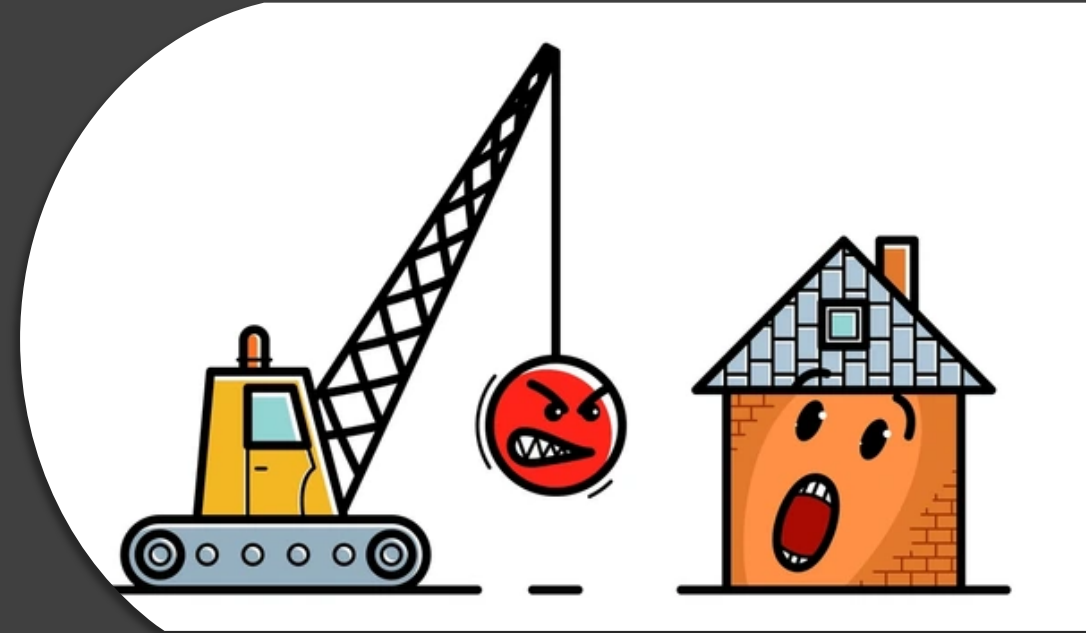
Project Updates

- Projects at the Park
 - Concrete pads for cornhole boards
 - Redone basketball hoops



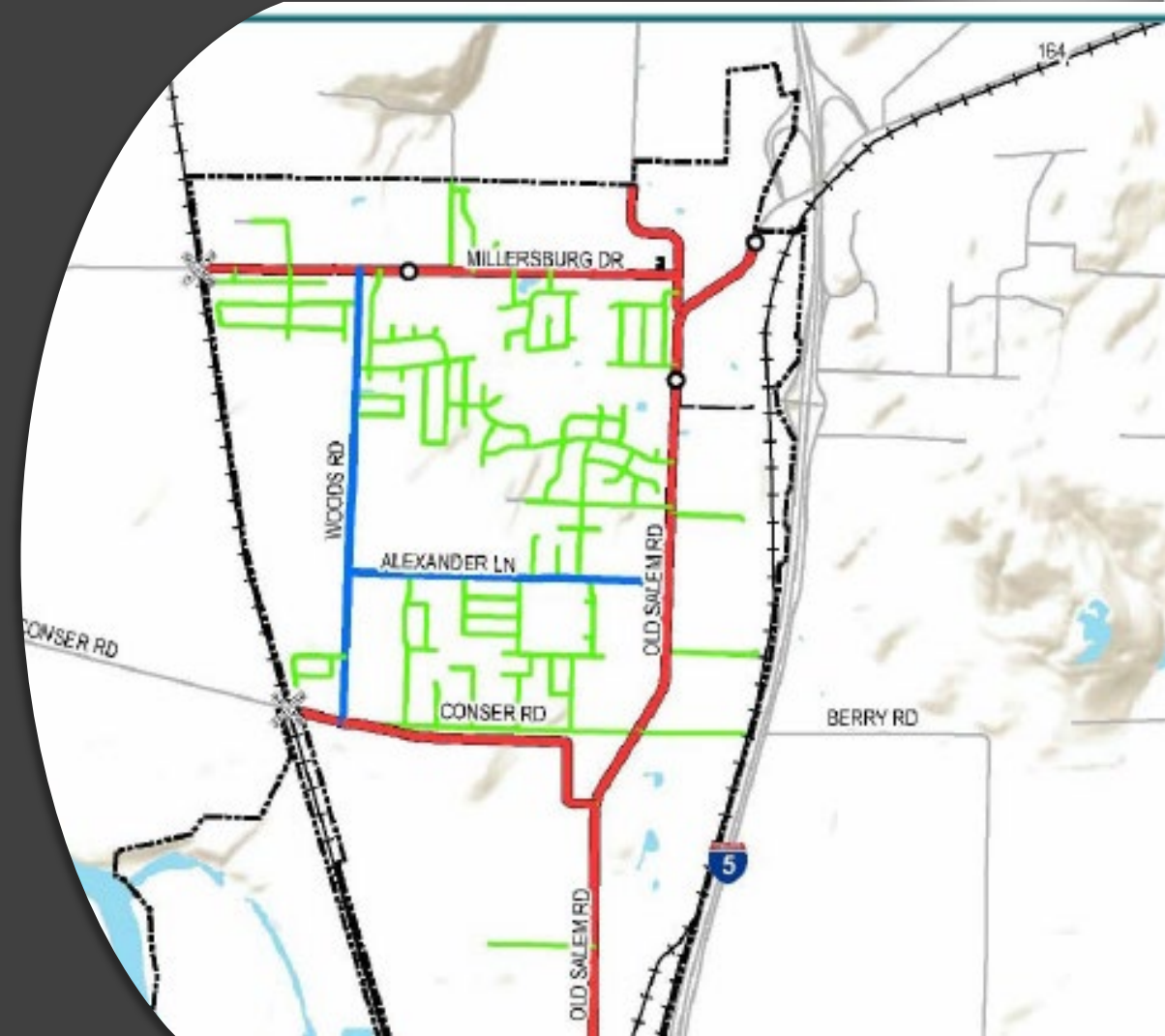
Project Updates

- City House Project
 - Agreement signed with Ball Corp.
 - Ball will remove some landscaping and existing structures.
 - Area can be used for construction staging
 - Site will be restored to state of readiness for future development



Transportation System Plan Update

- Total cost likely \$100k +
- Total time likely 1 year +
- \$35k grant through AAMPO, increasing ask to \$90k
- Could apply for TGM grant, would push back start date
- CFEC compliant



Fuel Tax – Public Outreach

- Consor Engineers works on ballot measures – transportation focused
- Lots of existing data
- Work with staff to develop program to be funded
- Outreach campaign
 - Strategy - how to reach voters
 - Preparing materials
 - Contacts with other agencies
 - City involvement
- Complete work before July meeting

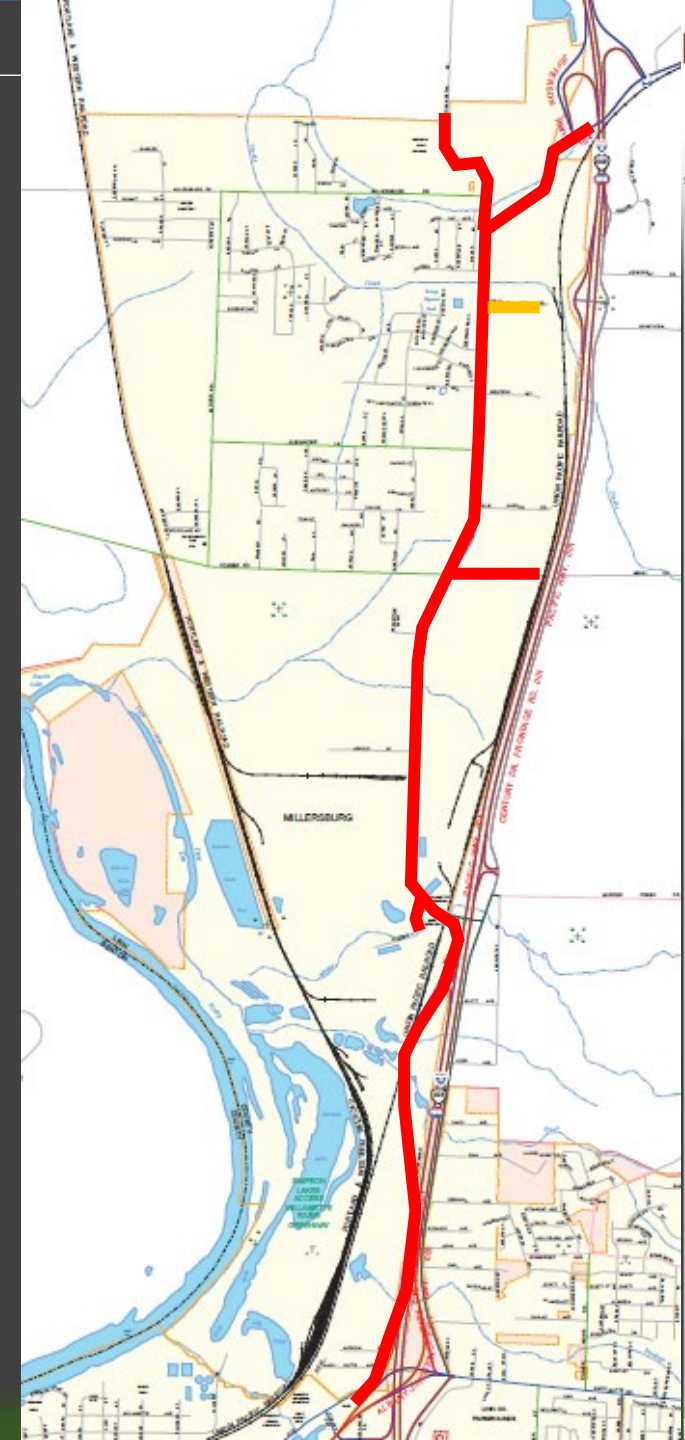


Fuel Tax Information

- Road miles by age

<5 yrs	0.96 miles	6%
5 to 10 yrs	5.16 miles	30%
10 to 20 yrs	6.85 miles	39%
20 to 30 yrs	2.82 miles	16%
30+ yrs	1.62 miles	9%

- Total = 17.41 miles



City Attorney's Report



Unfinished Business



Parade Rules – Information Only

- Horses/animals in parade, people walking in parade
- Parade history
- Insurer's recommendations
 - Not a closed route
 - Poor visibility
 - Size and noise
 - Speed and distance
 - City Event



New Business



AC Waterline Project Award

- Received three bids on March 18th
- Northcore USA LLC is lowest responsive bidder at \$241,256.25
- Construction to take place this summer and fall

Approved

I move that the City Council approve City Manager to award the AC Waterline Service Transfer project to Northcore USA LLC.

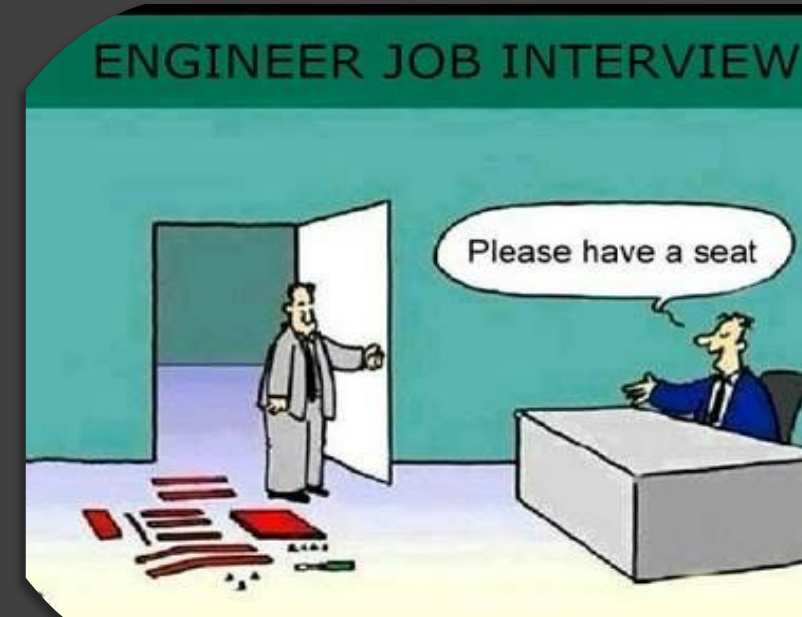


Jacobs/CH2M Contract Amendment

Approved

- Contract for on-call engineering services
- Currently has a not-to-exceed amount of \$100,000 for fiscal year 2024-25
- Request for amount to be increased to continue support of ongoing projects through the end of FY

I move Council approve staff to execute an amendment increasing the not-to-exceed amount by \$35,000 to the CH2M Hill, Inc. Contract for Professional Services.



Holiday Work Pay

Approved

- Current language on pay for work on holidays is unclear
- Proposal to change this language for clarity and to align with industry standards
- “Any hourly, non-exempt employee required to work on a holiday will receive time and a half for the hours worked in addition to the holiday pay.”



I move that the City Council approval of proposed change to holiday work pay.

New Capital Projects

- Staff currently developing 2025-29 Capital Improvement Program (CIP) and FY 2025-26 Budget
- Full CIP project list will be presented at first budget meeting
- Review list of selected potential projects



New Capital Projects

Project	Preliminary Cost Estimate
Pedestrian crossing on Woods Road at Evergreen (ADA ramp, pavement markings)	\$12,000
Streetlighting Woods Road	\$15,000
Fence around generator at City Hall	\$10,000
City Park restrooms wall coatings (clear coating necessary to address efflorescence, additional painting/coating inside restrooms to brighten?)	\$40,000
Playground shade cover	\$25,000
Additional benches along walking path – number?, location?	\$4,600 each
Widen existing walking path at park and designate as multiuse path (4ft widening with 4" AC, 2" overall entire 12' for additional \$103,000)	\$100,000
Pickleball court at City Hall (2 courts plus lighting)	\$200,000
Council Chambers Window Replacement	\$40,000

Closing Council Comments



Agenda

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- ROLL CALL
- CHANGES AND ADDITIONS TO THE AGENDA
- CONSENT AGENDA
- GUEST PRESENTATIONS
- HEARING
- COUNCIL MEMBER & STAFF COMMENTS
- CITY MANAGER'S REPORT
- CITY ATTORNEY'S REPORT
- UNFINISHED BUSINESS
- NEW BUSINESS
- PUBLIC COMMENT
- CLOSING COUNCIL COMMENT
- ADJOURNMENT