

Millersburg City Council Meeting

May 13, 2025 6:30 PM



For those online, the
meeting will begin shortly

Consent Agenda

1. Approval of April 8 City Council Minutes
2. Approval of April 15 City Council Work Session 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:

April 2025



TRAFFIC CITATIONS	13
TRAFFIC WARNINGS	12
TRAFFIC CRASHES	1
ARRESTS MADE	3
COMPLAINTS/INCIDENTS INVESTIGATED	116

Michelle Duncan
Sheriff

Phone: 541-967-3950
linnsheriff.org

TOTAL HOURS SPENT: MILLERSBURG 154

CONTRACT HOURS= 153 HOURS

Albany Art and Air Festival

- Additional Donation Request Information



Linn County Fair

- Additional Donation Request Information



Public Comment



Council Member and Staff Comments



City Manager's Report



Project Updates

- Transition Parkway Update
 - Completed water line and testing
 - Woods Road/Conser Intersection
 - Landscaping to start
 - Park irrigation
 - Cont. curb, gutter, electrical conduits
 - Ahead of schedule



Project Updates

- Sewer Manhole Rehabilitation Project
 - Rehab two lift station discharge manholes
 - Design Complete
 - Quotes due May 21



Project Updates

- Projects at the Park
 - New cornhole set
 - All wood benches at MCP replaced
 - Building doors repainted and signed



Stormwater Catch Basin & Inlet Cleaning

- 237 Catch basins and inlets
- Remove sediment (and monsters)
- MS4 Compliance
- Orevac West



Project Updates

- City House Project
 - House and other structures removed
 - Area can be used for construction staging
 - Site will be restored to state of readiness for future development



Fuel Tax

- TRIP 2025
- Informational campaign
 - Explain road funding
 - What will funding be used for
- Possible outreach
 - Mailers
 - Website
 - Social media
 - Open house
 - 1-on-1 or door-to-door
- Complete work before July meeting



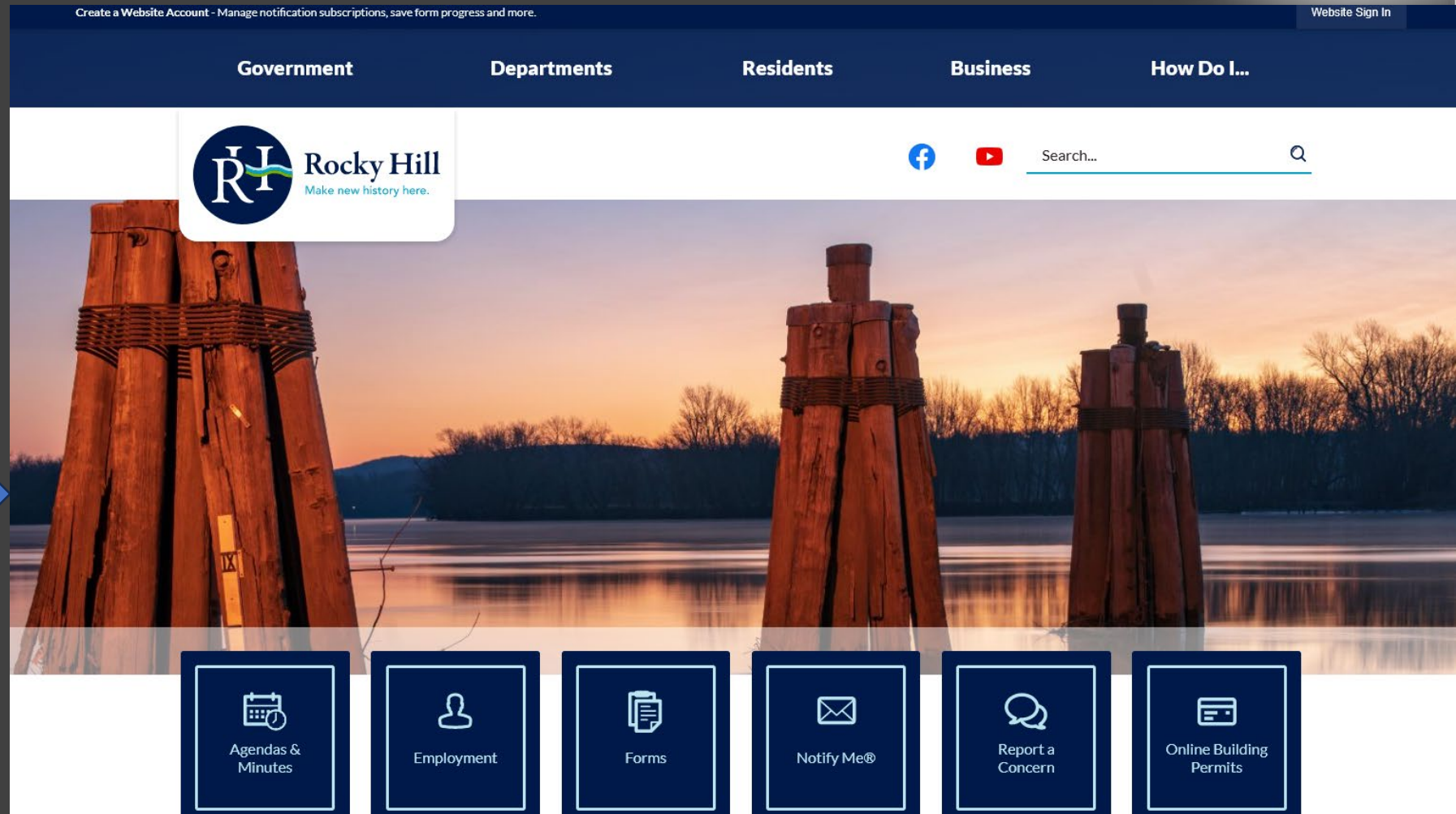
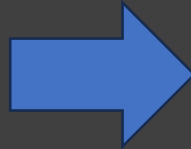
S.M.A.C. Follow-up

- Small Municipalities Advocacy Coalition



Website Update

- Meeting Wednesday
- Choose new format
- Staff preferred layout
- Future increased costs



City Attorney's Report



Drawdowns

Approved

I move to authorize the City Manager to engage outside legal counsel and experts needed to evaluate and prosecute claims against the United States Army Corp for damages related to dam drawdowns in 2023 and 2024.



Unfinished Business



Strategic Plan Adoption

- Reviewed in work sessions
- Minor modifications
- Presented for adoption

Approved

I move that the City Council adopt the Strategic Plan OR with changes noted.

CITY OF Millersburg

Strategic Plan Update 2025
Adpoted May 13, 2025



New Business



COLA

- Fiscal Year 2025-2026
- Effective July 1, 2025
- Benefits and Compensation Policy
- Based on CPI-W
- Budgeted 3%

COLA	CPI-W (January)					
	FY	Adopted	Budgeted	Average	US City Average	West Size Class B/C Pacific Class B/C
	2020-21	2.5%	2.5%	2.6%	2.5%	2.6%
	2021-22	1.6%	1.6%	1.7%	1.6%	1.9%
	2022-23	5.0%	5.0%	8.3%	8.2%	8.8%
	2023-24	5.0%	5.0%	6.1%	6.3%	6.2%
	2024-25	3.0%	3.0%	3.3%	2.9%	3.7%
	2025-26		3.0%	2.7%	3.0%	2.1%

I move that Council adopts COLA as budgeted fiscal year 2025-26.

Approved

Wage Increases

Approved

- Community Development Director and Engineering Services Director/City Engineer
- Open pay range TBD by Council
- City Manager recommends 5%



I move that the City Council approve a __% increase for the Community Development Director and Engineering Services Director/City Engineer effective on their anniversaries.

Maintenance Manager Position

- Compared salary to other cities
- Job duties vary
- Job description revised
- Change in title
- New salary range proposed



Maintenance Manager Position

Approved

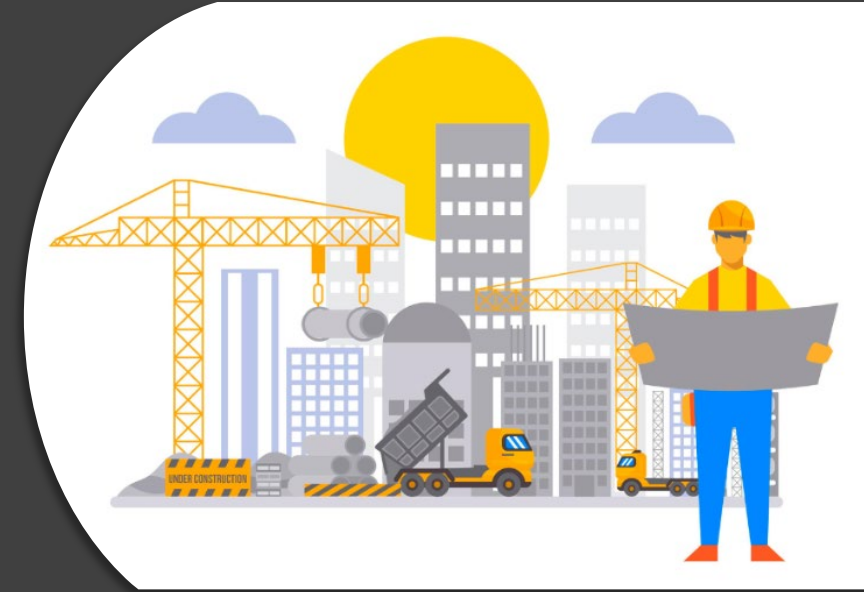
Maintenance Manager Comparables				25-May
City	Population	Position Title	Pay Range (monthly)	
Millersburg	3,214	Maintenance Supervisor	\$5,650 - \$6,949	Current
		Maintenance Manager	\$6,600 - \$8,117	Proposed
Albany	57,777	Park and Facilities Maintenance Manager	\$7,061 - \$9,533	
Corvallis	60,408	Parks Supervisor - Park & Facilities Maintenance	\$6,912 - \$9,274	
Philomath	5,644	No comparable position		
Lebanon	19,936	No comparable position		
Sweet Home	10,088	No comparable position		
Dallas	17,924	Park Maintenance Supervisor	\$6,974 - \$8,485	
Monmouth	11,516	No information available online		
Springfield	62,996	No comparable positions - Parks District, not City		

I move that the City Council approve proposed salary range as represented in the new job description.

Jacobs/CH2M MSA

Approved

- Contract for on-call engineering services
- End date June 30, 2025
- Name change, format change
- Task Order 1 - not to exceed \$100,000 for FY 2025-26



I move City Council approve staff to execute the Master Services Agreement with Jacobs Engineering Group for Professional Services.

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