

Agenda

CITY OF MILLERSBURG

City Council Regular Meeting & Executive Session

Electronic Meeting
October 12, 2021 @ 6:30 PM

Remote Access for the meeting is available. Instructions for joining the meeting can be found at <https://www.cityofmillersburg.org/citycouncil/page/city-council-regular-meeting-executive-session>. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Monday, October 11.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/11597014359>

Phone number to join meeting: 503-212-9900

Meeting ID: 115 9701 4359

CALL TO ORDER

ROLL CALL

CHANGES AND ADDITIONS TO THE AGENDA

CONSENT AGENDA

- 1) Approval of September 14, 2021 City Council Meeting Minutes
- 2) Approval of September 28, 2021 City Council Work Session Minutes
- 3) Acceptance of City Accounts Payable Report

Action: _____

GUEST PRESENTATIONS

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

PUBLIC COMMENT

The public has the opportunity to address the Council during "Public Comment." Those attending virtually may raise their hand electronically or request to speak upon unmuting. The public may also send written comments by email to cityclerk@cityofmillersburg.org. Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.

COUNCIL MEMBER AND STAFF COMMENTS

- 6) Mayor Lepin
 - a. Events Planning Committee
 - b. Council Consideration of Resolution 2021-19 Supporting Linn County Law Enforcement Levy
 Action:_____

CITY MANAGER'S REPORT

- 7) Fire Station Project Report
- 8) Project Updates
- 9) Review of Draft Ordinance - Consideration of the Operation of Class IV ATVs on City Streets

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

- 10) Driveways on Collectors (Technical Memorandum)

NEW BUSINESS

- 11) Enterprise Zone Actions
 - a. Enterprise Zone Exemption - Resolution 2021-20
Action:_____
 - b. Enterprise Zone Boundary - Resolution 2021-21
Action:_____
- 12) Appointment to Vacant Parks Commission Position
Action:_____
- 13) OMI Agreement - Amendment 5
Action:_____
- 14) DLCDC Technical Assistance Grant - Resolution 2021-22
Action:_____

CLOSING PUBLIC COMMENT

CLOSING COUNCIL COMMENT

ADJOURNMENT

EXECUTIVE SESSION

Council will enter into an executive session in accordance with Oregon Revised Statute (ORS) 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Upcoming Meetings & Events:

Visit the City's online calendar: <https://www.cityofmillersburg.org/calendar>

Rules of Conduct for Public Hearings

- 1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.*
- 2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.*
- 3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.*
- 4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.*

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



CITY COUNCIL MEETING MINUTES

via Virtual Meeting

September 14, 2021 @ 6:30 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:34 p.m.

B. PLEDGE OF ALLEGIENCE

C. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Scott McPhee, John Sullivan, Dave Harms

Councilors Absent: None

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder; Matt Straite, Community Development Director

Presenters: Sheriff Jim Yon and Under Sheriff Michelle Duncan, Linn County Sheriff's Office

D. CHANGES AND ADDITIONS TO THE AGENDA

E. CONSENT AGENDA

- 1) Approval of August 10, 2021 City Council Meeting & Public Hearing Minutes
- 2) Acceptance of City Accounts Payable Report

Action: **Motion to Accept Consent Agenda as Presented made by Councilor John Sullivan; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 5/0

F. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Monthly Report

Under Sheriff Michelle Duncan reviewed the August 2021 monthly report. Mayor Lepin noted the truck rollover accident was missing from the summary page and asked for it to be added to allow the City better tracking of incidents, particularly on Old Salem Road. He also noted that he appreciates the level of detail in the report.

Sheriff Yon spoke about LCSO going out for a Public Safety levy in November. He provided some basic history of the levy noting that the current levy will expire in June of next year. The election in November is for renewal and will

continue the levy. He also noted there will be an increase in the levy (from \$2.83/1000 to \$2.98/1000) to address cost increases for things such as equipment and fuel. He also noted that signs will be going out after September 29 and if there is interest for placement of a sign, please contact LCSO. Mayor Lepin offered his services after October 1 to assist with the signs.

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin asked for the support of the Council in appreciation of the Events Planning Committee for their efforts and work during the planning of the Celebration and their work during the Celebration. He also expressed appreciation to City Manager Kreitman and Assistant City Manager/City Engineer Booth for their work.

I. CITY MANAGER'S REPORT

1) Millersburg Cemetery Update

City Manager Kreitman shared that staff have been working with a group who wants to take ownership of the cemetery and to try to determine a route by which the cemetery could fall under new ownership. He also shared some thoughts the group had with improving the site. Community Development Director Straite spoke about the need for a development agreement in advance to clearly indicate that City would only own it for a short time before immediately transferring ownership to protect the City. Councilor Cowan spoke about some past discussions regarding Millersburg Drive to the west of Woods Road and the width. Assistant City Manager/City Engineer Booth shared that when Millersburg Drive was improved in 2007, a full road design was done. At the time, it was decided that the road improvements should not extend into the cemetery due to potential existing grave sites. She noted that the project was designed to stay out of the fenced area.

2) Work Session 9/28 – Driveways and ATV Ordinances

City Manager Kreitman provided a brief overview on the upcoming work session and the request for consideration to allow ATVs on City streets. He shared that based on initial feedback from the Linn County Sheriff's Office, it was felt a work session for Council consideration and input would be the appropriate first step.

3) Millersburg Fire Station Project Report

Assistant City Manager/City Engineer Booth provided an update on the Fire Station Project and construction activities in progress at the site. In addition she reviewed the project budget and current change orders.

4) Project Updates

Assistant City Manager/City Engineer Booth provided an update regarding various maintenance and construction activities in progress throughout the City. She provided details regarding the Morningstar Lift Station repair and information regarding several street maintenance projects throughout the City.

She shared that the Crooks Creek mowing is still scheduled to begin the week of 9/28.

Community Development Director Straite noted that a draft of the housing needs analysis and buildable lands inventory should be in soon. He also shared the new Millersburg GIS mapping page that can be accessed from the City's website.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

1) Parks Systems Development Charges

Based on the fact that these changes have been reviewed by Council extensively in the past, and there was a public hearing, and that there is no public currently in attendance and no comments were received, Council requested Assistant City Manager/City Engineer Booth share the proposed resolutions for consideration.

Action: **Motion to Adopt Resolution 2021-16 Adopting a Methodology for Calculating Parks Systems Development Charges, made by Councilor Dave Harms; seconded by Councilor John Sullivan.**

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

Motion PASSED: 5/0

Action: **Motion to Adopt Resolution 2021-17 Adopting a Parks Systems Development Charge Capital Project List, made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**

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

Motion PASSED: 5/0

Action: **Motion to Adopt Resolution 2021-18 Adopting a Fee Schedule for Park Systems Development Charges, made by Councilor Dave Harms; seconded by Councilor John Sullivan.**

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

Motion PASSED: 5/0

L. NEW BUSINESS

- 1) Wetland Contracts – Marsh MD Wetland Consulting and AKS Forestry & Engineering

City Manager Kreitman reviewed the staff report regarding the need to contract with two consultants to provide delineation and other wetland services.

Action: **Motion to Approve the City Manager Entering into a Professional Services Consulting Agreement with MMDWC for a Not to Exceed Contract for Materials and Services of \$36,000 and a Professional Services Agreement with AKS Engineering and Forestry for a Not to Exceed Contract Amount of \$19,000, made by Councilor Scott McPhee Harms; seconded by Councilor Scott Cowan.**

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

Motion PASSED: 5/0

- 2) Appointment to Vacant Planning Commission Position

City Manager Kreitman shared that there is one applicant for one of the vacant Parks Commission positions.

Action: **Motion to Appoint Lynn Dunn to Fill the Remaining Term of Parks Commission Position 3, made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 5/0

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin shared that Linn County approved the ASA (ambulance service agreement) to go into effect July 1, 2022.
- 2) Mayor Lepin noted that he's had conversations with Democrat-Herald regarding reporting of the many positive things that have occurred in Millersburg to encourage open dialogue and an amicable relationship.
- 3) Councilor Cowan echoed Mayor Lepin's comments regarding the Events Planning Committee and shared that they are already planning some events this winter. He said he heard a lot of positive comments at the Celebration.
- 4) Councilor Cowan shared that he worked a fire in Millersburg and spoke about all of the positive comments he heard particularly about how fast the response was.

- 5) Mayor Lepin suggested that Council drive by the Millersburg City Park and see how many people visit the park and complimented the staff for their maintenance of the Park.

O. ADJOURNMENT Mayor Lepin adjourned the meeting at 7:27 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager



CITY COUNCIL WORK SESSION MINUTES

Millersburg City Hall

via Virtual Meeting

September 28, 2021 @ 4:00 p.m.

A. CALL TO ORDER Mayor Lepin called meeting to order at 4:01 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan

Councilors Absent: None

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Kimberly Wollenburg, City Recorder; Matt Straite, Community Development Director; Forrest Reid, City Attorney

Guests: Sergeant Steve Frambes, Linn County Sheriff's Office

C. WORK SESSION ITEMS

1) Consideration of ATV Operations on City Streets

City Manager Kreitman noted that Councilor Scott McPhee sent an email regarding a press release from 2019 where Sweet Home allowed ATVs on city streets and requested this be considered by Millersburg. He stated that this work session is for the Council to hear information on the operations of ATVs on roads and streets and to understand the impacts of allowing operations on Millersburg roads and streets.

City Attorney Reid shared that he had a conversation with the Oregon Department of Transportation and provided information from ODOT regarding Millersburg's authority and circumstances in which ODOT has seen cities permit ATVs on city streets. He also noted the City had conversations with two members of LCSO regarding concerns law enforcement has regarding allowing AVTs on city streets.

Sergeant Steve Frambes asked for input as to what the benefits are to allow ATVs on city streets then shared some of the issues Sweet Home has experienced and shared his concerns regarding allowing them on City streets.

Council members shared their opinions on allowing ATVs on City streets. At the end of the lengthy discussion, the City Council directed staff to draft an ordinance for consideration by Council and to allow the public to have a chance to comment on ordinance when available.

2) Work in City Rights-of-Way without a Permit (i.e., Driveway Approaches)

City Manager Kreitman introduced the item then turned the discussion over to Community Development Director Straite and Assistant City Manager/City Engineer Booth. Community Development Director Straite provided information regarding the upcoming code enforcement actions on driveways which were widened by cutting the curb without permits. He noted that there are some cases where residents will have to restore curbs. Assistant City Manager/City Engineer

Booth shared that the City has done outreach and will continue to get the word out, including reaching out to contractors we are aware of who have done work without permits. She confirmed that City is not enforcing for work done prior to the creation of the right-of-way permit. Councilor Cowan clarified the specific concerns. Assistant City Manager/City Engineer Booth shared reasons which are to ensure the work is done correctly to preserve the construction of public infrastructure and protect on-street parking.

D. CLOSING PUBLIC COMMENT

- 1) Richard Jacobs, Deciduous Avenue, shared that he's one of the individuals who widened his driveway. He said that it was done over two years ago and recalls specifically speaking with his contractor about the work and was told that no permit was needed. At the time of the notice of violation, he said the City came out and told him that he was in violation of the Code; however, it was undergoing revision and if the Code changed, he would be notified if he had to do anything. Given that he never heard anything, he assumed the work was okay. He shared his frustration that this happened over two years ago and he's just now having to address the violation and noted how expensive the work will be to rectify.

Assistant City Manager/City Engineer Booth provided some background regarding the timeline related to the notices to Mr. Jacobs and another resident, including discussions regarding the time for the adoption of the revised Code.

E. CLOSING COUNCIL COMMENT

- 1) Crooks Creek. Assistant City Engineer/City Manager Booth provided an update to the Council regarding the status of mowing Crook Creek. The contractor had an equipment breakdown and was unable to start as planned. He still intends to do the work; however, she has some concern regarding the ability of the contractor to perform the work due to weather.

F. ADJOURNMENT. Meeting adjourned at 5:05 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
18629									
10/21	10/01/2021	18629	282	Bureau of Labor and Industries	1	04-80-715	.00	74.88	74.88
Total 18629:							.00	74.88	74.88
18630									
10/21	10/01/2021	18630	607	Business Connections, Inc.	072209212021	01-40-215	.00	45.00	45.00
Total 18630:							.00	45.00	45.00
18631									
10/21	10/01/2021	18631	870	CECO, INC.	00335376	01-45-211	.00	60.01	60.01
Total 18631:							.00	60.01	60.01
18632									
10/21	10/01/2021	18632	466	CH2MHill Engineers Inc	D3395131-03	05-90-218	.00	2,541.22	2,541.22
Total 18632:							.00	2,541.22	2,541.22
18633									
10/21	10/01/2021	18633	327	De Lage Landen Financial Services, Inc.	73839222	01-40-223	.00	374.55	374.55
Total 18633:							.00	374.55	374.55
18634									
10/21	10/01/2021	18634	660	Element Graphics	1	01-45-211	.00	170.50	170.50
Total 18634:							.00	170.50	170.50
18635									
10/21	10/01/2021	18635	526	FEI Testing & Inspection Inc	32086	01-50-725	.00	1,165.60	1,165.60
Total 18635:							.00	1,165.60	1,165.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
18636									
10/21	10/01/2021	18636	749	Galardi Consulting LLC	M-11	01-45-213	.00	1,110.00	1,110.00
Total 18636:							.00	1,110.00	1,110.00
18637									
10/21	10/01/2021	18637	926	Heidi Swirbul	1	01-56-210	.00	699.19	699.19
Total 18637:							.00	699.19	699.19
18638									
10/21	10/01/2021	18638	27	Metereaders LLC.	9968	05-90-212	.00	1,083.95	1,083.95
Total 18638:							.00	1,083.95	1,083.95
18639									
10/21	10/01/2021	18639	1004	Michael Hart	1	01-56-210	.00	36.00	36.00
Total 18639:							.00	36.00	36.00
18640									
10/21	10/01/2021	18640	919	Providence Health Plan	004869	01-40-132	.00	78.30	78.30
Total 18640:							.00	78.30	78.30
18641									
10/21	10/01/2021	18641	1005	Rent A Fence LLC	1	01-56-210	.00	1,200.00	1,200.00
Total 18641:							.00	1,200.00	1,200.00
18642									
10/21	10/01/2021	18642	231	Sunbelt Rentals Inc	118080884000	01-45-211	.00	25.50	25.50
Total 18642:							.00	25.50	25.50
18643									
10/21	10/01/2021	18643	1006	Teresa Shinn	1	01-31-300	.00	100.00	100.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 18643:							.00		100.00
18644									
10/21	10/01/2021	18644	700	US Bank	0821-0921	01-40-227	.00	7,801.45	7,801.45
Total 18644:							.00		7,801.45
18645									
10/21	10/01/2021	18645	681	Xtreme Grafx LLC	25208	01-56-210	.00	1,581.74	1,581.74
Total 18645:							.00		1,581.74
Grand Totals:							.00		18,147.89

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CITY OF MILLERSBURG QUARTERLY REPORT OCTOBER 12, 2021



City of Millersburg Total Responses			
Month	Fiscal Year 20	Fiscal Year 21	Fiscal Year 22
July	18	17	35
August	26	26	34
September	15	28	27
October	30	29	
November	14	21	
December	23	30	
January	24	29	
February	28	26	
March	28	21	
April	18	28	
May	16	36	
June	17	23	
Total	257	314	96 (↑35%)

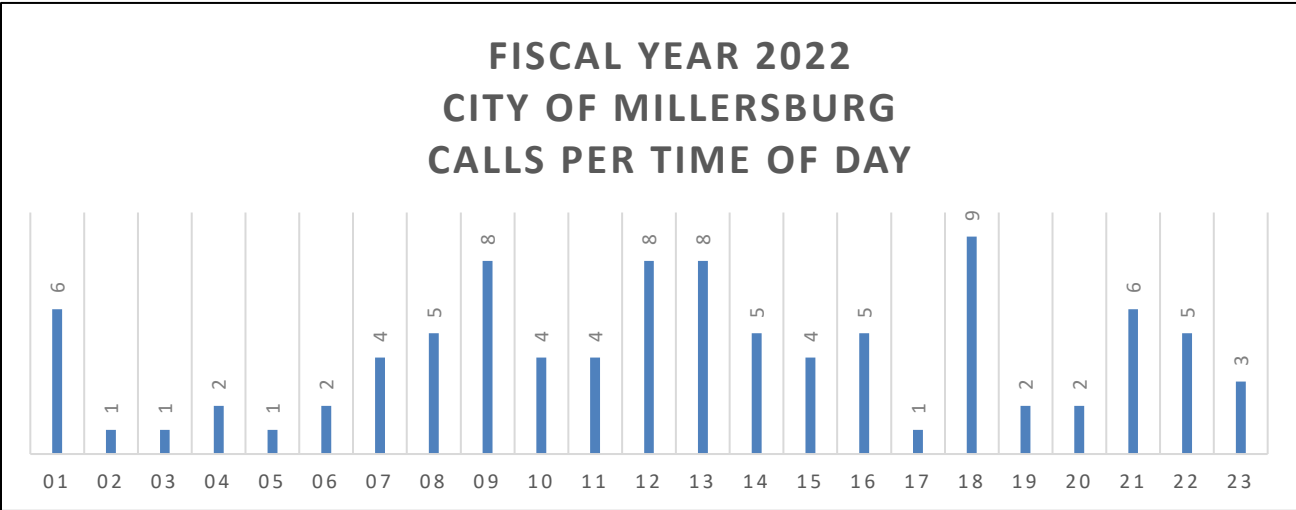
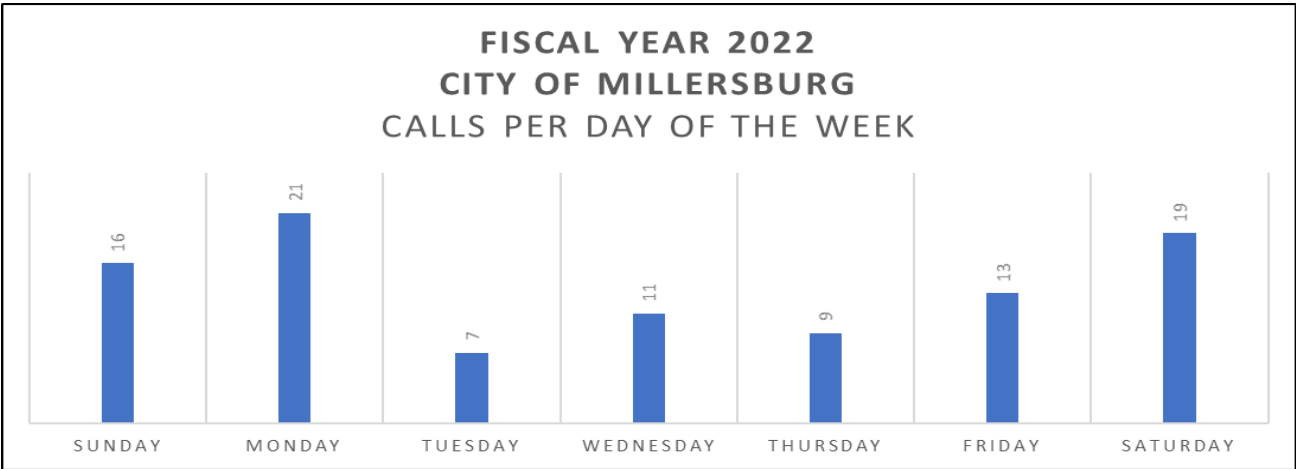
Millersburg Response Times Average 911 Call Received to Arrival Time			
	FY 20	FY 21	FY 22 (Average)
All Incidents	7:41	7:34	07:16



<i>Type of Call</i>	<i>Count</i>
<i>FIRE ALARM ACTIVATION</i>	12
<i>SICK PERSON</i>	10
<i>FALL</i>	9
<i>BREATHING PROBLEMS</i>	8
<i>MVC INJURY</i>	8
<i>UNCONSCIOUS FAINTING</i>	6
<i>LIFT ASSIST</i>	6
<i>SMOKE INVESTIGATION</i>	5
<i>CHEST PAIN</i>	3
<i>UNKNOWN MEDICAL PROBLEM</i>	3
<i>SEIZURE</i>	3
<i>STRUCTURE FIRE</i>	2
<i>STROKE</i>	2
<i>OVERDOSE</i>	2
<i>HAZMAT INCIDENT</i>	2
<i>ODOR INVESTIGATION</i>	2
<i>WIRE DOWN</i>	1
<i>CARDIAC ARREST</i>	1
<i>TRAUMA INJURY</i>	1
<i>FIRE AGENCY ASSIST</i>	1
<i>LARGE NATURAL COVER FIRE</i>	1
<i>PUBLIC ASSISTANCE</i>	1
<i>AIRCRAFT INCIDENT</i>	1
<i>CAR FIRE</i>	1
<i>ASSAULT, RAPE, TRAUMA</i>	1
<i>HEART PROBLEMS</i>	1
<i>FIRE MOVEUP ONLY</i>	1
<i>SMALL MISC FIRE</i>	1
<i>MUTUAL AID TO SCENE</i>	1
Grand Total	96

City of Millersburg Fire & Life Safety Evaluations		
Month	FY 21	FY 22
July	5	0
August	4	2
September	1	1
October	1	
November	2	
December	15	
January	6	
February	10	
March	16	
April	1	
May	3	
June	7	
Total	71	3

City of Millersburg Community Paramedic Referrals		
Month	FY 21	FY 22
July	0	2
August	4	1
September	2	4
October	2	
November	0	
December	0	
January	2	
February	0	
March	0	
April	2	
May	0	
June	2	
Total	14	7



RESOLUTION NO. 2021-19

A RESOLUTION OF THE COUNCIL ENDORSING APPROVAL OF LINN COUNTY MEASURE 22-189, A FOUR-YEAR LOCAL OPTION LAW ENFORCEMENT TAX LEVY

COMES NOW the Council for the City of Millersburg, Oregon, recognizing that adequate public safety and law enforcement directly correlates to safer communities; and,

FURTHERMORE, that for more than 38 years, the Linn County Sheriff's Office has relied upon the voters to approve a levy to operate the Linn County Sheriff's Office and maintain services; and,

FURTHERMORE, the current law enforcement levy comprises 55.67% of the resources for the Linn County Sheriff's Office and funds 127 of 190 positions within the Linn County Sheriff's Office; and,

FURTHERMORE, the City of Millersburg contracts with the Linn County Sheriff's Office as the sole provider of public safety and law enforcement services for the City of Millersburg; and,

FURTHERMORE, the City of Millersburg may not receive adequate public safety and law enforcement services if the levy is not approved;

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

The Millersburg City Council endorses the approval of Linn County Measure 22-189, a four-year local option law enforcement tax levy.

This Resolution shall be effective upon its approval and passage.

Duly approved and passed by the Council this 12th day of October, 2021.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder



TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Janelle Booth, Assistant City Manager/City Engineer
 DATE: October 7 for the October 12, 2021 City Council Meeting
 SUBJECT: Fire Station 15 Project Report

Project Summary:

Architect: Soderstrom
 Owner's Representative: David Evans and Associates
 Contractor: Wildish Building Company
 Construction Notice to Proceed Date: 4/1/2021
 Construction Completion Date: 5/31/2022
 Project Description: Construction of a 10,200 square foot new fire station, including site work and construction of new public street.

Work Completed Last Two Weeks:

- Living quarters framing and roof insulation complete. This area is now dried-in.
- Fire sprinkler pipe installation.
- Electrical work beginning.
- Walk-through of living quarters for electrical coordination with City and AFD.
- Water main hot tap on 10/7/2021.

Upcoming Work – Next Three Weeks:

- Framing apparatus bay area.
- Water main installation.
- PPL vault for primary power. Wildish site electrical will follow after this.
- Electrical, plumbing, and fire sprinkler subcontractors working in living quarters.

Overall Project Schedule:

- Overall schedule still on track.

Financial Update:

- Total Invoiced to Date: \$2,262,284 (38% of total project cost)
- Change Order 1 is approved – miscellaneous framing changes, over-excavation, additional sewer stubs. Total amount of CO 1 – \$34,896.

	Original Contract Cost	Change Orders	% of Contract
Total	\$6,025,230	\$34,896	0.6%

Station	\$5,142,570	\$22,114*	0.4%
Public Infrastructure	\$882,660	\$12,782	1.4%

*Includes over-excavation of \$3,600 based on price established in bid

Changes:

Item	Status	Amount
Over-excavation (based on price established in bid)	Approved	\$3,600
Sanitary sewer stub-outs for future connections and MH cone	Owner Directed	\$12,782
Miscellaneous framing and other coordination items	Pending	\$18,514
CMU instead of metal utility enclosures (generator, HVAC equipment, trash)	Owner Directed - Pending	TBD
Site electrical – utility requirement	Pending	TBD
Total to Date		\$34,896

Attachment(s):

- Current 3-week look ahead schedule
- Current overall project schedule



5395 Millersburg Fire Station 15

Three Week Look Ahead

Schedule #11

Milestones:
 Notice to Proceed: 4/1/21
 Preconstruction Meeting: 4/6/21
 1200C Permit Received: 5/4/21
 Start of Work: 5/10/21
 Substantial Completion: 5/2/22
 Final Completion: 5/31/22

SCHEDULE FOR WEEKS: **10/4/2021** to **10/25/2021**

Activity	Crew/Sub	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	Remarks
		10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	
Hot Tap Water Main Install Valve	A&A Drilling				HOT TAP																			
PP&L Vault Install	PP&L															Vault								Key Line/ PP&L
Water Main Line Install	Wildish Construction Co.								Water Main	Water Main	Water Main	Water Main	Water Main											
Street Excavate, Fabric & Rock	Wildish Construction Co.																							
Excavate for Site Electrical	Wildish Construction Co.																Site Electrical	Site Electrical	Site Electrical					Pending PR1 Pricing Approval
Install Site Electrical	Superior Electric																			Site Electrical			Site Electrical	Pending PR1 Pricing Approval
Interior Framing Grids C to G	NFS	Framing	Framing	Framing	Framing																			
MEPF Rough In Grids C to G	MEPF Subs	Rough In	Rough In	Rough In	Rough In	Rough In			Rough In	Rough In	Rough In	Rough In	Rough In			Rough In	Rough In	Rough In	Rough In	Rough In			Rough In	
WRB Exterior Walls Grids C to G	Home	WRB	WRB	WRB	WRB	WRB																		
Siding Bottom Flashing Walls Grids C to G	JR Swigart	Flashing	Flashing	Flashing	Flashing	Flashing																		
Window and Door Flashing Grids C to G	JR Swigart			Flashing	Flashing	Flashing			Flashing	Flashing														
Insulate Wall Exterior	Home								Insulate	Insulate	Insulate	Insulate	Insulate											
PT Rainscreen Nailers	Siding Specialist															PT Rainscreen Nailers	PT Rainscreen Nailers	PT Rainscreen Nailers	PT Rainscreen Nailers	PT Rainscreen Nailers			PT Rainscreen Nailers	
Metal Siding Install	JR Swigart																		Siding	Siding			Siding	
Framing Grids A to C	NFS	Framing	Framing	Framing	Framing				Framing	Framing	Framing	Framing				Framing	Framing	Framing						
Engineer Inspect Framing	Crow																		Inspect					
MEPF Rough In Grids A to C	MEPF Subs																						MEPF Rough In	
WRB Exterior Walls Grids A to C	Home																						WRB	
Insulate & Dry In Roof Grids A to C	JR Swigart																						Insulate Dry In Roof	
Roof & Wall Nailing Inspection	FEI, County																		Inspection	Inspection				
Fabricate Precast Panels	Wildish Building Co.																						Panels	
RFI 96 Utility Slab Equipment Locations	Soderstrom, CoM																							
Utility Slab Pricing	Wildish Building Co.	Pricing	Pricing	Pricing	Pricing	Pricing			Pricing	Pricing	Pricing	Pricing	Pricing											Pending RFI 96 Response
Utility Slab MEP Rough In	Superior Electric, JET																							Pending RFI 96 Response and PR5 Pricing Approval
Form Utility Slabs Footings	Wildish Building Co.																							Pending RFI 96 Response and PR5 Pricing Approval
Rebar Order and Install	R2M2																							Pending RFI 96 Response and PR5 Pricing Approval
Pour Footings Utility Court	Wildish Building Co.																							Pending RFI 96 Response and PR5 Pricing Approval

Construction Schedule

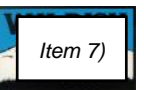
Status Date: Thu 10/7/21



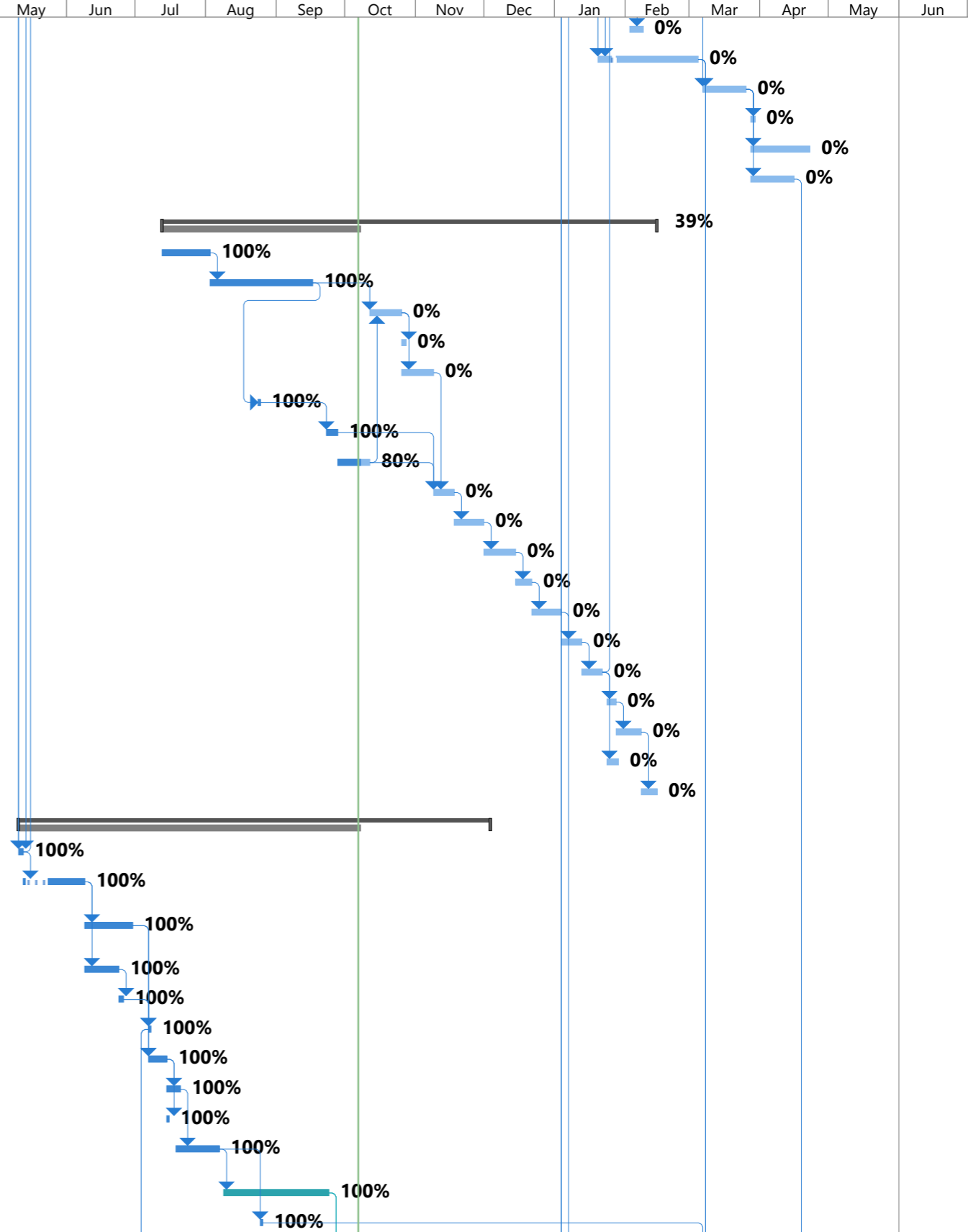
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Qtr 2, 2021			Qtr 3, 2021			Qtr 4, 2021			Qtr 1, 2022			Qtr 2, 2022					
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
1	✓	Millersburg Fire Station 15	311 days	Tue 3/9/21	Tue 5/31/22																			
2	✓	Bid Day	0 days	Tue 3/9/21	Tue 3/9/21		3/9																	
3	✓	Intent to Award	0 days	Mon 3/15/21	Mon 3/15/21	2	3/15																	
4	✓	Notice of Award and Contract Issued	0 days	Wed 3/24/21	Wed 3/24/21	3	3/24																	
5	✓	Contract Returned Signed by Wildish	5 days	Wed 3/24/21	Tue 3/30/21	4	100%																	
6	✓	Contract Fully Executed and Returned to Wildish	2 days	Wed 3/31/21	Thu 4/1/21	5	100%																	
7	✓	Notice to Proceed	0 days	Thu 4/1/21	Thu 4/1/21	6FF	4/1																	
8	✓	Preconstruction Meeting	1 day	Tue 4/6/21	Tue 4/6/21	5FS+4 days	100%																	
9	✓	Subcontracts Issued	20 days	Fri 4/2/21	Thu 4/29/21	7	100%																	
10	✓	Pre-Construction Submittals	30 days	Fri 4/2/21	Thu 5/13/21	7	100%																	
11	✓	1200C Permit Application	20 days	Wed 4/7/21	Tue 5/4/21	8	100%																	
12	✓	Mobilization	243 days	Wed 5/5/21	Fri 4/22/22																			
13	✓	Erosion Control	1 day	Mon 5/10/21	Mon 5/10/21	11FS+3 days	100%																	
14	✓	Equipment Mob	1 day	Wed 5/5/21	Wed 5/5/21	11	100%																	
15	✓	Survey	1 day	Wed 5/5/21	Wed 5/5/21	14SS	100%																	
16	✓	Civil/Site	237 days	Thu 5/13/21	Fri 4/22/22																			
17	✓	Excavation, Grading, Import	10 days	Thu 5/13/21	Wed 5/26/21	68	100%																	
18	✓	Underslab Utilities Rough In	12 days	Mon 6/14/21	Tue 6/29/21	17FS-5 days	100%																	
19	📅	Primary Power Underground Rough In	10 days	Fri 10/15/21	Thu 10/28/21	25,31	0%																	
20	📅	Site Lighting Conduits and Pole Bases	6 days	Fri 10/29/21	Fri 11/5/21	19	0%																	
21	📅	Sleeve for Natural Gas	3 days	Fri 10/29/21	Tue 11/2/21	19	0%																	
22	📅	Natural Gas Line Install	3 days	Wed 11/3/21	Fri 11/5/21	21	0%																	
23	📅	Comcast Conduit to Building	4 days	Wed 11/3/21	Mon 11/8/21	21	0%																	
24	✓	Stormwater System North & South	20 days	Wed 6/23/21	Wed 7/21/21	18FS-5 days	100%																	
25	✓	Stormwater East & West	5 days	Thu 9/2/21	Tue 9/14/21	26	100%																	
26	✓	Storm Piping to Outfall	6 days	Thu 9/2/21	Fri 9/10/21		100%																	
27	✓	Grading Swales & Ponds	6 days	Thu 9/2/21	Wed 9/15/21	26	100%																	
28	✓	Strom Piping to Swales & Ponds	5 days	Thu 9/16/21	Wed 9/22/21	27	100%																	
29	✓	Public Road - Excavation, Grading, Import	20 days	Thu 7/8/21	Wed 8/4/21	24FS-10 days	100%																	
30	✓	Hot Tap Water Main	1 day	Thu 10/7/21	Thu 10/7/21		100%																	
31	📅	Water Main Line Install	20 days	Thu 9/2/21	Thu 10/14/21	30	75%																	
32	🚧	Grading Courtyard	2 days	Tue 1/4/22	Wed 1/5/22	136,137,135	0%																	
33	📅	Courtyard Fence Posts	5 days	Thu 1/6/22	Wed 1/12/22	32	0%																	
34	🚧	Courtyard Concrete Slab	5 days	Thu 1/13/22	Wed 1/19/22	33	0%																	
35	🚧	Courtyard Bench Footing	5 days	Thu 1/20/22	Wed 1/26/22	34	0%																	
36	🚧	Courtyard Bench Install	4 days	Thu 1/27/22	Tue 2/1/22	35	0%																	
37	📅	Courtyard Fence Install	5 days	Thu 1/27/22	Wed 2/2/22	35	0%																	
38	🚧	Public Road - Concrete Curb/Gutter, Sidewalks	25 days	Mon 1/24/22	Fri 2/25/22	31FS-5 days,62	0%																	
39	🚧	Sleeving for Irrigation	2 days	Thu 1/6/22	Fri 1/7/22	32	0%																	
40	🚧	Pour Flag Pole Bases	4 days	Thu 2/3/22	Tue 2/8/22	37	0%																	

Construction Schedule

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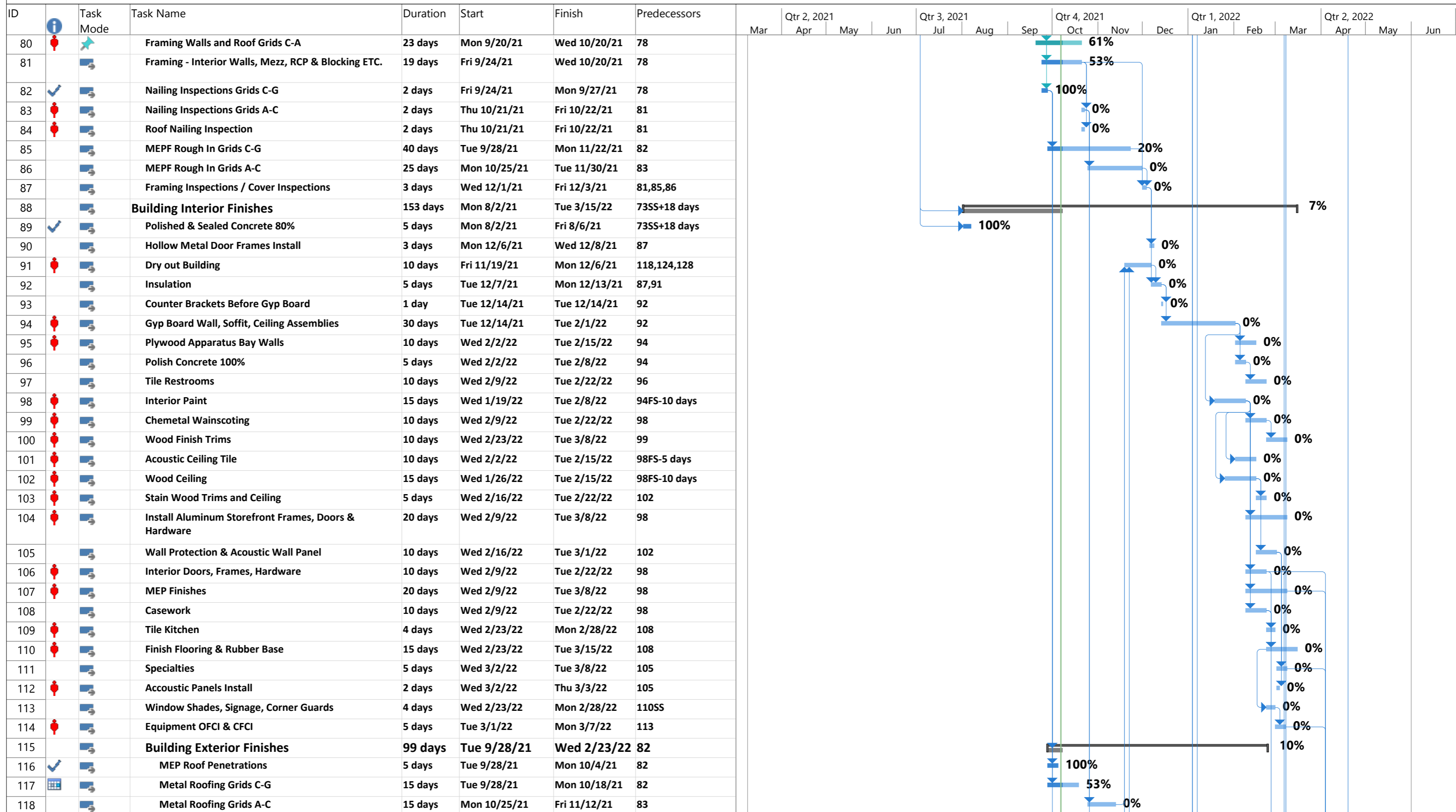
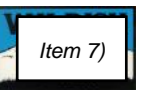


ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Qtr 2, 2021		Qtr 3, 2021			Qtr 4, 2021			Qtr 1, 2022			Qtr 2, 2022		
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
41		Install Site Bollards	4 days	Thu 2/3/22	Tue 2/8/22	37														
42		Sidewalks, Curb/Gutter, Conc Pads	30 days	Thu 1/20/22	Fri 3/4/22	34,39														
43		Public Road & Civil Onsite - Asphalt Paving	15 days	Mon 3/7/22	Fri 3/25/22	38,42														
44		Install Flag Poles	2 days	Mon 3/28/22	Tue 3/29/22	43														
45		Emergency Signal @Old Salem Rd.	20 days	Mon 3/28/22	Fri 4/22/22	43														
46		Public Road & Civil Onsite - Striping, Wheel Stops, Barricade, Gate, ADA & Lot Signage	15 days	Mon 3/28/22	Fri 4/15/22	43														
47		Utility Court Area	146 days	Tue 7/13/21	Mon 2/14/22															
48		RFI's 39,40 & 41	15 days	Tue 7/13/21	Mon 8/2/21															
49		Complete Design	32 days	Tue 8/3/21	Thu 9/16/21	48														
50		Sub Pricing & Submittals	10 days	Tue 10/12/21	Mon 10/25/21	49,55														
51		Order Materials	2 days	Tue 10/26/21	Wed 10/27/21	50														
52		Order Rebar	10 days	Tue 10/26/21	Mon 11/8/21	50														
53		Survey and Layout	1 day	Tue 8/24/21	Tue 8/24/21	49														
54		Excavate & Rock	3 days	Thu 9/23/21	Mon 9/27/21	53														
55		RFI 96 - Design Change HVAC Ventilation	10 days	Tue 9/28/21	Mon 10/11/21															
56		Form & Pour Footings	7 days	Tue 11/9/21	Wed 11/17/21	52,54,55														
57		Cure Footings	7 days	Thu 11/18/21	Tue 11/30/21	56														
58		CMU Walls	10 days	Wed 12/1/21	Tue 12/14/21	57														
59		Electrical Underslab Rough In Slabs	5 days	Wed 12/15/21	Tue 12/21/21	58														
60		Rock Fill for Slabs	3 days	Wed 12/22/21	Mon 1/3/22	59														
61		Form & Pour Slabs	7 days	Tue 1/4/22	Wed 1/12/22	60														
62		Cure Slabs	7 days	Thu 1/13/22	Fri 1/21/22	61														
63		Pour Housekeeping Pads for Equipment	4 days	Mon 1/24/22	Thu 1/27/22	62														
64		Cure Housekeeping Pads	7 days	Fri 1/28/22	Mon 2/7/22	63														
65		Install Electrical Gear at Generator Pad	5 days	Mon 1/24/22	Fri 1/28/22	62														
66		Install ODU- 1A & 1B	5 days	Tue 2/8/22	Mon 2/14/22	64														
67		Building Structure	145 days	Tue 5/11/21	Fri 12/3/21															
68		Access Road Cut In for Pad Earthwork	2 days	Tue 5/11/21	Wed 5/12/21	13,14,15														
69		Building Pad - Strip Veg, Excavation, Grading, Import	13 days	Thu 5/13/21	Tue 6/8/21	68														
70		Building Slab - MEP Under Slab, Inspection, Backfill	15 days	Wed 6/9/21	Tue 6/29/21	69														
71		Building Slab - Form	11 days	Wed 6/9/21	Wed 6/23/21	69														
72		Building Slab - Vapor Barrier, Reinforcing	2 days	Thu 6/24/21	Fri 6/25/21	71														
73		Building Slab - Pour	1 day	Wed 7/7/21	Wed 7/7/21	70,72														
74		Water Cure Slab	6 days	Wed 7/7/21	Wed 7/14/21	70,72														
75		Building Slab - Strip Forms	4 days	Thu 7/15/21	Tue 7/20/21	74														
76		Seal and Harden Apparatus Bay Slab	1 day	Thu 7/15/21	Thu 7/15/21	74														
77		Stem Walls - Form, Reinforcing, Pour, Strip Forms	15 days	Mon 7/19/21	Fri 8/6/21	75FS-2 days														
78		Framing Walls and Roof Grids C-G	33 days	Mon 8/9/21	Thu 9/23/21	77														
79		Erect Steel Columns	1 day	Wed 8/25/21	Wed 8/25/21	77														



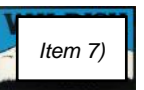
Construction Schedule

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Construction Schedule

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ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Qtr 2, 2021		Qtr 3, 2021		Qtr 4, 2021			Qtr 1, 2022			Qtr 2, 2022		
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
119	✓	Flashing at Bottom of Walls Grids C-G	3 days	Tue 9/28/21	Thu 9/30/21	82						100%							
120	🚫	Flashing at Bottom of Wall Grids A-C	2 days	Mon 10/25/21	Tue 10/26/21	83						0%							
121	✓	WRB Install Grids C-G	5 days	Wed 9/29/21	Tue 10/5/21	119SS+1 day						100%							
122	🚫	WRB Install Grids A-C	5 days	Wed 10/27/21	Tue 11/2/21	120						0%							
123	✓	Flashing at Windows and Doors Grids C-G	2 days	Wed 10/6/21	Thu 10/7/21	121						100%							
124	🚫	Flashing at Windows and Doors Grids A-C	2 days	Wed 11/3/21	Thu 11/4/21	122						0%							
125	📅	Overhead Door Measure and Order	59 days	Tue 9/28/21	Tue 12/21/21														
126	🚫	Overhead Door Install	10 days	Wed 12/22/21	Wed 1/12/22	125													
127	🚫	Hollow Metal Frames, Doors & Hardware Install	2 days	Fri 11/5/21	Mon 11/8/21	124													
128	🚫	Exterior Aluminum Storefront Door & Windows Grids C-G	10 days	Fri 11/5/21	Thu 11/18/21	123,124													
129	🚫	Pre Cast Panel Install (siding)	4 days	Wed 11/3/21	Mon 11/8/21	122													
130	🚫	Exterior Insulation Install Grids C-G	5 days	Fri 10/8/21	Thu 10/14/21	123													
131	🚫	Exterior Insulation Install Grids A-C	7 days	Fri 11/5/21	Mon 11/15/21	124													
132	🚫	Rain Screen PT Nailers Install Grids C-G	5 days	Fri 10/15/21	Thu 10/21/21	130													
133	🚫	Rain Screen PT Nailers Install Grids A-C	7 days	Tue 11/16/21	Wed 11/24/21	131													
134	🚫	Install Wall Louvers	4 days	Wed 11/3/21	Mon 11/8/21	121,122													
135	🚫	Metal Siding Install Grids C-G	15 days	Fri 10/8/21	Thu 10/28/21	123													
136	🚫	Metal Siding Install Grids A-C	20 days	Mon 11/29/21	Mon 1/3/22	133,132													
137	🚫	Fiber Cement Siding Install Grids C-G	35 days	Fri 10/29/21	Wed 12/22/21	135													
138	🚫	Fiber Cement Siding Install Grids A-C	35 days	Tue 11/9/21	Mon 1/10/22	129													
139	🚫	Exterior Paint	30 days	Tue 1/11/22	Mon 2/21/22	137,138													
140	🚫	Install Downspouts	2 days	Tue 2/22/22	Wed 2/23/22	139													
141	🚫	Landscape	38 days	Mon 2/28/22	Wed 4/20/22														
142	🚫	Fence, Screening, Gates	15 days	Mon 3/7/22	Fri 3/25/22	42,139,79													
143	🚫	Landscaping	25 days	Mon 2/28/22	Fri 4/1/22	42FS-5 days													
144	🚫	Seeding	3 days	Mon 4/18/22	Wed 4/20/22	143,46													
145	🚫	Closeout	69 days	Wed 2/23/22	Mon 5/30/22														
146	🚫	Testing and Balancing	5 days	Wed 2/23/22	Tue 3/1/22	106													
147	🚫	Building Flush Out	5 days	Wed 3/2/22	Tue 3/8/22	146													
148	🚫	Commissioning	5 days	Mon 4/4/22	Fri 4/8/22	106,107,111,114,143,													
149	🚫	Certificate of Occupancy	12 days	Mon 4/11/22	Tue 4/26/22	148													
150	📅	Substantial Completion	0 days	Mon 5/2/22	Mon 5/2/22	149													
151	🚫	Punch List	5 days	Wed 3/9/22	Tue 3/15/22	147													
152	🚫	Punch List Request	1 day	Mon 5/2/22	Mon 5/2/22	150													
153	🚫	Punch List Walkthrough/Drafted/Distributed	3 days	Mon 5/2/22	Wed 5/4/22	152SS													
154	🚫	Punch List Completed	18 days	Thu 5/5/22	Mon 5/30/22	153													
155	🚫	OFOI Furniture & Equipment	18 days	Thu 5/5/22	Mon 5/30/22	153													
156	🚫	Close Out Package Submittal	20 days	Tue 5/3/22	Mon 5/30/22	152													
157	📅	Final Completion	0 days	Tue 5/31/22	Tue 5/31/22	154,149													



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: October 7, 2021 for Council Meeting October 12, 2021

SUBJECT: Project Updates Memo

Monthly Update on Projects:

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

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

Morningstar Sewer Lift Station Repair

Issues were identified with the lift station last spring. Due to supply chain issues, the parts required for the repair were unavailable until this time. Work on the piping outside of the lift station fence was completed in September. Work to reconfigure/replace piping inside the fence and inside the wetwell began on 10/7 and is anticipated to be completed within one to two weeks.

City Hall and City Park Parking Lot Striping

A contract has been awarded for the cleaning and restriping of the City Hall parking lot and the parking lot at the park. The work is anticipated to be conducted sometime this fall.

Grant Award

The City has been awarded a Planning Assistance grant through DLCD. Staff is still going through the details of the award with the DLCD. This grant was requested to perform two projects- an update to the Housing element of the Comprehensive Plan and to perform a Urban Growth Boundary (UGB) alternatives analysis (a first step to any possible changes to the City's UGB).

Development Code Update

Since the Code was adopted in October of 2020, staff and Planning Commission have noted a number of items that need to be corrected. A Code update to address these items is underway to address 16 different items. A 'Measure 56' hearing notice was sent out to all property owners within the City. These are required pursuant to state law. A Planning Commission hearing is scheduled for November 16, 2021. Following this hearing, there will be a Council hearing to approve the proposed changes. This is anticipated to take place December 14, 2021.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Gantt Chart (February to August)																											
1	?	Millersburg Tasks																																	
2	?																																		
3	?	Charter and Council																																	
4	?	Update of charter	60 days	Wed 2/17/21	Tue 5/11/21		Kevin,Forrest																												
5	?																																		
6	?	Ordinances and Code																																	
7	?	Update water code	48 days	Fri 1/1/21	Tue 3/9/21																														
8	?	Review and update building section of code	261 days	Fri 1/1/21	Fri 12/31/21		Kevin,Janelle																												
9	?	Comprehensive Plan Update	521 days	Fri 1/1/21	Fri 12/30/22		Matt,John																												
10	?																																		
11	?	Policies, Procedures, and Standards																																	
12	?	Billing policies					Kim																												
13	?																																		
14	?	Safety procedures and training																																	
15	?	Safety manual	236 days	Fri 1/1/21	Fri 11/26/21		Kevin,Janelle																												
16	?	Staff training plans	261 days	Fri 1/1/21	Fri 12/31/21		Kevin,Janelle																												
17	?	Ergo evaluations	261 days	Fri 1/1/21	Fri 12/31/21		Kevin,Janelle																												
18	?																																		
19	?	Budget																																	
20	?	2021-2022 Budget	92 days	Mon 2/1/21	Tue 6/8/21		Jake,Kevin,Janelle																												
21	?	Develop proposed budget	62 days	Mon 2/1/21	Tue 4/27/21																														
22	?	Adopt budget	30 days	Wed 4/28/21	Tue 6/8/21																														
23	?	Supplemental Budget	45 days	Mon 11/1/21	Fri 12/31/21		Kevin,Janelle																												
24	?	CIP update	92 days	Mon 2/1/21	Tue 6/8/21		Janelle																												
25	?																																		
26	?	Equipment life/replacement costs tracking																																	
27	?	Parks/Maintenance Equipment	261 days	Fri 1/1/21	Fri 12/31/21																														
28	?	City Hall Equipment	261 days	Fri 1/1/21	Fri 12/31/21																														
29	?	Fire Station	153 days	Wed 6/1/22	Fri 12/30/22																														
30	?																																		
31	?	City Hall work																																	
32	?	City Hall Parking Lot	68 days	Fri 1/1/21	Tue 4/6/21		Janelle																												
33	?	Emergency generator	261 days	Fri 1/1/21	Fri 12/31/21		Kevin,Janelle																												
34	?																																		
35	?	Planning, Building, and Development																																	
36	?	Consider UGB expansion	261 days	Fri 1/1/21	Fri 12/31/21		Kevin,Janelle,Matt																												
37	?	Buildable Lands Inventory	41 days	Fri 1/1/21	Fri 2/26/21																														
38	?	Housing Needs Analysis	216 days	Fri 1/1/21	Fri 10/29/21		Matt																												
39	?	Implementation of Caselle community development mod	261 days	Fri 1/1/21	Fri 12/31/21		Kim,Matt																												
40	?																																		
41	?	Economic Development																																	
42	?	Consider transient room tax	261 days	Fri 1/1/21	Fri 12/31/21		Kevin																												
43	?	City property conceptual layout/Industrial Park	195 days	Fri 1/1/21	Thu 9/30/21		Kevin,Janelle																												
44	?	Design of utilities and access to city property west of tract	261 days	Fri 1/1/21	Fri 12/31/21		Janelle																												
45	?	Complete and submit RSIS application	138 days	Wed 2/10/21	Fri 8/20/21		Kevin																												
46	?	Consider and apply for infrastructure funding grants	110 days	Mon 8/2/21	Fri 12/31/21		Kevin,Janelle,Matt																												
47	?																																		
48	?	Fire Station																																	
49	?	Bidding and Award	51 days	Tue 1/26/21	Tue 4/6/21		Kevin,Janelle																												
50	?	Construction	301 days	Tue 4/6/21	Tue 5/31/22		Kevin,Janelle																												
51	?																																		
52	?	Parks																																	
53	?	Coating of walls and floors in restrooms	130 days	Mon 4/4/22	Fri 9/30/22		Randy																												
54	?	Repair/replace roofs on park restroom buildings	212 days	Thu 10/7/21	Fri 7/29/22		Randy																												
55	?																																		
56	?	Parks SDC analysis and update	156 days	Tue 2/9/21	Tue 9/14/21		Janelle																												
57	?																																		
58	?	Transportation/Streets																																	

Project: Task List
Date: Thu 10/7/21

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessor	Resource Names	Gantt Chart (1/21 to 7/29)																											
59	?	Kathryn Lane Repair	86 days	Fri 1/1/21	Fri 4/30/21			[Gantt bar for Kathryn Lane Repair]																											
60	?	Multiuse Path along Woods Road	716 days	Fri 1/1/21	Fri 9/29/23			[Gantt bar for Multiuse Path along Woods Road]																											
61	?	Beauty Strips Along Woods Road North						[Gantt bar for Beauty Strips Along Woods Road North]																											
62	?							[Gantt bar for empty row]																											
63	?	Stormwater						[Gantt bar for Stormwater category]																											
64	?	Crooks Creek north trib project						[Gantt bar for Crooks Creek north trib project]																											
65	?	Becker Ridge Detention Ponds Modifications	590 days	Mon 4/27/20	Fri 7/29/22		Janelle	[Gantt bar for Becker Ridge Detention Ponds Modifications]																											
66	?	MS4 Permit Implementation	718 days	Tue 6/1/21	Thu 2/29/24			[Gantt bar for MS4 Permit Implementation]																											
67	?							[Gantt bar for empty row]																											
68	?	Water						[Gantt bar for Water category]																											
69	?	Water Management and Conservation Plan Update	197 days	Tue 5/25/21	Wed 2/23/22		Janelle	[Gantt bar for Water Management and Conservation Plan Update]																											
70	?	Water Master Plan - submit finance component	238 days	Tue 5/4/21	Thu 3/31/22		Janelle	[Gantt bar for Water Master Plan - submit finance component]																											
71	?							[Gantt bar for empty row]																											
72	?	Sewer						[Gantt bar for Sewer category]																											
73	?	Morningstar Lift Station emergency repair	216 days	Fri 1/1/21	Fri 10/29/21		Janelle	[Gantt bar for Morningstar Lift Station emergency repair]																											
74	?	Crooks Creek Lift Station controls upgrade	165 days	Mon 3/1/21	Fri 10/15/21			[Gantt bar for Crooks Creek Lift Station controls upgrade]																											
75	?							[Gantt bar for empty row]																											
76	?	Miscellaneous						[Gantt bar for Miscellaneous category]																											
77	?	Change city name for addressing	261 days	Fri 1/1/21	Fri 12/31/21		Kevin,Matt	[Gantt bar for Change city name for addressing]																											

Project: Task List
Date: Thu 10/7/21

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	



TO: Millersburg City Council

FROM: Kevin Kreitman

DATE: October 6, 2021, for the October 12, 2021 City Council Meeting

SUBJECT: Consideration of the Operation of Class IV All-Terrain Vehicles on City Streets

Action Requested:

Review of draft Ordinance created by the City Attorney Forrest Reid.

Discussion:

At the Council's September 28, 2021 work session Council had discussions regarding consideration of an ordinance that could allow for the operation of Class IV All-Terrain Vehicles (ATVs) on City streets under certain conditions.

The City Attorney was asked to draft an ordinance for consideration. Along with that request a desire was expressed to ensure the public are made aware that this is being considered and have the opportunity to provide comments.

Since the work session we have discovered that under current State Law, Class IV ATVs would not be required to be insured. Two draft Ordinances have been included for Council consideration. One of which would require insurance for the vehicle. We should point out though, that it would probably be unlikely an owner would read and/or be aware of the City Ordinance requiring the insuring of the ATV, above that which is required under State Law.

Attached is the proposed draft Ordinances.

Budget Impact:

No anticipated direct budgetary impacts, however passage could result in additional complaints received by City staff and law enforcement regarding operation of ATVs on City streets, impacting the workloads for both.

Recommendation:

Council provide staff with direction on how they would like to proceed.

Attachment(s):

Draft Ordinance (1) – Allowing the Operation of Class IV All-Terrain Vehicles on City and County Streets with the City of Millersburg

Draft Ordinance (2) – Allowing the Operation of Class IV All-Terrain Vehicles on City and County Streets with the City of Millersburg

ORDINANCE NO. _____**AN ORDINANCE AUTHORIZING THE OPERATION OF CLASS IV ALL-TERRAIN VEHICLES ON CITY AND COUNTY STREETS LOCATED WITHIN THE CITY OF MILLERSBURG, OREGON, AND PROVIDING A PENALTY FOR THE VIOLATION THEREOF**

WHEREAS, the City of Millersburg City Council desires to adopt an ordinance authorizing the operation of Class IV all-terrain vehicles (Class IV ATV) on City and County streets located within the City limits of the City of Millersburg; and,

WHEREAS, the City of Millersburg City Council has determined that it is necessary to impose certain restrictions on the operation of Class IV ATVs on such streets for the purpose of protecting the interest and safety of the general public;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS:

Section 1.—Purpose:

The purpose of this Ordinance is to authorize the operation of Class IV ATVs on City and County streets within the City of Millersburg subject to the terms, provisions, rights, and responsibilities as set forth in this Ordinance.

Section 2.—Definitions:

For the purpose of this Ordinance, the following definitions are hereby established:

- (a) Class IV ATV as defined by ORS 801.194(2), except that Class IV ATVs operating in the City of Millersburg may use wheels with a rim diameter of 15 inches or less.
- (b) Driver license: ORS 801.245.
- (c) Motorcycle helmet: ORS 801.366.
- (d) Traffic laws: ORS Chapters 801 to 826.999 and any regulations or administrative rules promulgated thereunder.
- (e) Streets mean all City and County roads, streets, and alleys located within the boundaries of the City of Millersburg that are open, used, or intended for use by the general public for vehicles or vehicular traffic as a matter of right. Streets does not include state highways or federal interstate highways.

Section 3.—Regulations for operation of Class IV ATV.

Class IV ATVs operating under this Ordinance must be operated in compliance with all applicable federal, state, and local laws, regulations, and ordinances, including, without limitation, all applicable traffic law requirements (ORS Chapters 801 to 826.999).

Section 4.—Class IV ATV operator qualifications.

A person operating a Class IV ATV must:

- 1) Be 16 years of age or older.
- 2) Possess a valid driver's license.
- 3) Possess a valid Class IV ATV Operator permit issued under ORS 390.577.

Section 5.—Safety equipment requirements.

Any Class IV ATV operating on any City or County street of Millersburg, Oregon, must comply with ORS 821.030, 821.040, 821.220, 821.230, and OAR 735-116-000.

Section 6.—Helmet requirements.

Any operator or passenger of a Class IV ATV, under the age of 18 years, must wear a motorcycle helmet with a fastened chin strap.

Section 7.—Safety belt requirements.

A person must be properly secured with a safety belt or safety harness while operating or riding as a passenger on a Class IV ATV operated under this Ordinance if such ATV was required to be equipped with safety belts or safety harnesses at the time the Class IV ATV was manufactured or if safety belts or safety harnesses have been installed on the Class IV ATV.

Section 8.—Financial requirements.

Class IV ATVs operated under this Ordinance must meet the financial responsibility requirements under ORS Chapter 806.

Section 9.—Lighting requirements.

Class IV ATVs shall comply with ORS Chapter 816.

Section 10.—Liability.

The operation of a Class IV ATV as provided under this Ordinance will be undertaken at the sole risk and responsibility of the owner and/or operator. The City of Millersburg, by passing this Ordinance, assumes no responsibility of the operation of such Class IV ATVs and will be held harmless in any action arising from the operation of such Class IV ATVs on or off any public way within the City limits, including, without limitation, streets.

Section 11.—Penalties.

The penalty for any violation of this Ordinance shall be as provided for by Oregon statute.

Section 12.—Class I ATVs, Class II ATVs, Class III ATVs, snowmobiles.

Nothing contained in this Ordinance applies to the operation of Class I, Class II, or Class III ATVs, or snowmobiles as that term is defined by ORS 801.490.

This Ordinance becomes effective 30 days from date of passage.

PASSED by the Council and approved by the Mayor this ___ day of _____, 202X.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE OPERATION OF CLASS IV
ALL-TERRAIN VEHICLES ON CITY AND COUNTY STREETS LOCATED
WITHIN THE CITY OF MILLERSBURG, OREGON, AND PROVIDING
A PENALTY FOR THE VIOLATION THEREOF**

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Section 1.—Purpose:

The purpose of this Ordinance is to authorize the operation of Class IV ATVs on City and County streets within the City of Millersburg subject to the terms, provisions, rights, and responsibilities as set forth in this Ordinance.

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For the purpose of this Ordinance, the following definitions are hereby established:

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- (b) Driver license: ORS 801.245.
- (c) Motorcycle helmet: ORS 801.366.
- (d) Traffic laws: ORS Chapters 801 to 826.999 and any regulations or administrative rules promulgated thereunder.
- (e) Streets means all City and County roads, streets, and alleys, located within the boundaries of the City of Millersburg that are open, used, or intended for use by the general public for vehicles or vehicular traffic as a matter of right. Streets does not include state highways or federal interstate highways.

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Section 7.—Safety belt requirements.

A person must be properly secured with a safety belt or safety harness while operating or riding as a passenger on a Class IV ATV operated under this Ordinance if such ATV was required to be equipped with safety belts or safety harnesses at the time the Class IV ATV was manufactured, or if safety belts or safety harnesses have been installed on the Class IV ATV.

Section 8.—Financial requirements.

Class IV ATVs operated under this Ordinance must meet the financial responsibility requirements under ORS Chapter 806. For purposes of this Section 8, “financial responsibility requirements” means the ability to respond to damages for liability on account of accidents arising out of the ownership, operation, maintenance, and/or use of a Class IV ATV, in a manner provided under ORS 806. The exemption in ORS 806.020 does not apply to this Ordinance.

Section 9.—Lighting requirements.

Class IV ATVs shall comply with ORS Chapter 816.

Section 10.—Liability.

The operation of a Class IV ATV as provided under this Ordinance will be undertaken at the sole risk and responsibility of the owner and/or operator. The City of Millersburg, by passing this Ordinance, assumes no responsibility for the operation of such Class IV ATVs and will be held harmless in any action arising from the operation of such Class IV ATVs on or off any public way within the City limits, including, without limitation, streets.

Section 11.—Penalties.

The penalty for any violation of this Ordinance shall be as provided for by Oregon statute.

Section 12.—Class I ATVs, Class II ATVs, Class III ATVs, snowmobiles.

Nothing contained in this Ordinance applies to the operation of Class I, Class II, or Class III ATVs, or snowmobiles as that term is defined by ORS 801.490.

This Ordinance becomes effective 30 days from date of passage.

PASSED by the Council and approved by the Mayor this ___ day of _____, 202X.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: October 5, 2021 for Council Meeting October 12, 2021

SUBJECT: Driveways on Collectors and Arterials Technical Memo

At the September City Council meeting the owner of 2956 Alexander Lane approached the City Council regarding widening his driveway. Previously he met with staff who explained that:

- The current regulations would not permit any widening of the driveway because the Code does not permit a driveway wider than 26 feet on a collector (see Section 3.02.040.1.b.).
- In compliance with the current Code, he could shift his existing driveway to the west to achieve better access for his new, larger RV.
- A variance was not possible because he could not meet the findings required for the approval of a variance.

The City Council directed staff to review the situation and report back with possible options. The possible options are:

1. Do not change the existing driveway. The owner can use temporary curb ramps to navigate his new, larger RV into the spot with its current configuration.
2. Shift the existing driveway to the west such that it remains the same width and complies with the current Code (he would have to stay at least 5 feet from the property line).
3. Change the Code. The City Council could revise the Code to state that collectors are allowed to have driveways of a width greater than 26 feet. If Council wanted to consider this option, they would need to decide what the maximum allowable width should be (for example, up to 31 feet wide, which is five feet wider than the current 26 feet allowed on all local/residential streets). Parking is not allowed on collectors which could support a possible change to allowing wider driveways.

A change to the Code would affect all collectors. Staff would note that this change would not apply to arterial streets (Old Salem Road, Conser Road, and Millersburg Drive) and would strongly recommend against extending driveway conditions on those streets.

Staff are concerned that although employing option 3 could help address the specific issue at 2956 Alexander Lane, it would open the door to other property owners seeking Code changes to address specific driveway widths along collectors and eventually arterials (like Millersburg Drive).

The Code, the Transportation System Plan, and the Comprehensive Plan all try to limit and discourage driveways along collectors and arterials to preserve both safety and traffic flow. Therefore, though it may be unpopular to state, staff

generally do not recommend changes that will encourage *more* use of driveways on collectors or arterials.

In certain situations, offsite storage of RVs may be a better alternative long-term for homes on collectors and arterials, because blocking traffic to back an RV into a driveway should be strongly discouraged on main thoroughfares.

Allowing extended driveways will further promote uses which impede traffic and contribute to safety concerns.



TO: Millersburg City Council
 FROM: Kevin Kreitman
 DATE: October 6, 2021, for the October 12, 2021 City Council Meeting
 SUBJECT: Enterprise Zone Actions

Action Requested:

Approval of two resolutions for Enterprise Zone actions

Discussion:

The City of Millersburg and Linn County are co-sponsors of the Linn County Enterprise Zone. Two actions have been requested regarding the zone which require Council action as a co-sponsor.

The first action is Resolution 2021-20 related to the passage of HB 2343. This bill language is as follows:

RE: HB2343

Relating to local government authority to suspend enterprise zone employment requirements; and prescribing an effective date.

Authorizes governing body of enterprise zone sponsor to adopt resolution suspending enterprise zone employment requirements otherwise imposed on authorized business firms for either or both of property tax years beginning on July 1, 2021, and July 1, 2022. Requires resolution to establish direct relationship between factors showing financial distress of business firm and COVID-19 pandemic. Provides resolution may not be adopted after later of June 30 immediately preceding applicable property tax year or 45 days following effective date of Act. Authorizes governing body of enterprise zone sponsor to allow exemption for property tax years beginning on July 1, 2021, and July 1, 2022, to qualified property of authorized business firm that otherwise does not meet certain requirements during declared public health emergency. Authorizes refunds without interest of all or any part of payments collected with respect to disqualification in certain circumstances, and based on property taxes that would otherwise have been due for property tax] assessment years beginning on July 1, 2021, or July 1, 2022] January 1, 2020, or January 1, 2021, with respect to qualified property subject to either grant of authority. Sunsets both grants of authority on date that is one year following end of declared public health emergency.

The second action is Resolution 2021-21 requesting a boundary change of the Enterprise zone, for the inclusion of Knife River's new Training Center located on Kennel Road east of Albany.

Budget Impact:

No budget impact

Recommendation:

Staff recommends Council approval of the attached Resolutions.

Attachment(s):

- Resolution 2021-20
- Resolution 2021-21
- Enterprise Zone Boundary Map
- Knife River Training Center Information

RESOLUTION NO. 2021-20

**A RESOLUTION PURSUANT TO SECTION 3 OF HB 2343 (2021),
ALLOWING CONTINUED QUALIFICATION OF ENTERPRISE ZONE
EXEMPTIONS AS ALLOWED BY HOUSE BILL 2343**

COMES NOW, John Pascone, zone manager for the Linn County Enterprise Zone, respectfully requesting that the City of Millersburg approve a request to enact a resolution pursuant to HB 2343 (2021), allowing initial or continuing exemption of qualified properties in the Enterprise Zone;

WHEREAS, the City of Millersburg sponsors the Linn County Enterprise Zone (Enterprise Zone) along with Linn County; and,

WHEREAS, initial or continuing exemption of qualified properties in the Enterprise zone by the authorized/qualified business firm(s), are subject to denial or disqualification by the Linn County Assessor due to failure to meet requirements under ORS 285C.200(1)(c)–(e) for the number of its employees on or before the date of filing the initial exemption claim or for substantial curtailment under ORS 285C.210; and,

WHEREAS, Chapter 522, Oregon Laws 2021 (Enrolled House Bill 2343) allows the sponsor of an enterprise zone to remedy such situations arising from distress caused by the COVID 19 pandemic, for the 2021–22 and 2022–23 tax years, by either suspending the exemption period to resume later under ORS 285C.203, or by temporarily waiving requirements, and by setting a minimum employment level lower than normal statutory requirements that the business firm must otherwise maintain, including but not limited to the remaining period of a resumed exemption; and,

WHEREAS, zone sponsor resolution(s) must be adopted within 45 days of the law’s effective date (September 25, 2021) for purposes of the 2021–22 tax year, or for the 2022–23 tax year, by June 30, 2022; and,

WHEREAS, the pandemic-related reasons or criteria that prevented qualified firms from meeting employment requirements are established in this resolution as described below, and they may include distress due to:

- Compliance with mandatory public health safety measures or closures.
- Mandatory limitations on facility capacity.
- A decrease in receipts.
- A reduction in sales.
- Disruption of the firm’s access to markets or supply chains.
- Other factors attributable to the COVID-19 pandemic.

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

- 1) That under section 3 of HB 2343, initial or continuing exemption of qualified properties in the Enterprise Zone by the authorized/qualified business firm(s) will not be subject to denial or disqualification of benefits if they fail to meet requirements under ORS

285C.200(1)(c)(e) for the number of its employees on or before the date of filing the initial exemption claim; and,

- 2) That denial or disqualification in paragraph 1 above will be avoided if the qualifying firm(s) demonstrates to the zone manager they qualify for pandemic-related reasons or criteria noted above for the 2021-22 and 2022-23 tax years; and,
- 3) That in addition, for purposes here, qualified firms shall satisfy the requirements for qualification through a memorandum to the zone manager by October 15, 2021, for the 2021-22 tax year and prior to filing for exemption for the 2022-23 tax year (the Linn County Assessor is not obligated to address compliance with these requirements); and,
- 4) That the memorandum from any qualified firm shall establish the number of employees that the firm must have on average in the enterprise zone at a minimum, during 2021 or 2022, which shall be based on the number that the firm or firms demonstrate can be expected to maintain in each year; and,
- 5) That qualified firms must meet any requirements of this resolution to maintain their exemption and continue to meet all other non-employment related requirements of the Enterprise Zone program, including employment data reporting; and,
- 6) The Linn County Assessor, the Department of Revenue, and the Oregon Business Development Department shall be provided copies of this resolution within 30 days of its adoption.

This Resolution shall be effective upon its approval and passage.

Duly approved and passed by the Council this 12th day of October, 2021.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder

RESOLUTION NO. 2021-21

**A RESOLUTION BY CO-SPONSORS OF THE LINN
COUNTY ENTERPRISE ZONE TO CHANGE AN
ENTERPRISE ZONE BOUNDARY**

[Pursuant to chapter 648, Oregon Laws 2015
(B-Engrossed House Bill 2643)]

WHEREAS, Linn County and the City of Millersburg are co-sponsors of the Linn County Enterprise Zone; and,

WHEREAS, the enterprise zone has a total area of 12.32 square miles, as amended, it meets other statutory limitations on size and configuration, and it is depicted here on a drawn-to-scale map (Exhibit A); and,

WHEREAS, the municipal corporations, school districts, special service districts, *etc.*, other than the sponsoring governments, that receive operating revenue through the levying of *ad valorem* taxes on real and personal property in any area of the enterprise zone, as amended, were each sent a notice regarding this boundary change; and,

WHEREAS, the Co-Sponsors shall fulfill their duties and implement provisions under ORS 285C.105 or elsewhere in ORS Chapter 285C and related parts of Oregon Law; and,

WHEREAS, the enterprise zone does not grant or imply permission to develop land within the Zone without complying with prevailing zoning, regulatory and permitting processes and restrictions for applicable jurisdictions; nor does it indicate any intent to modify those processes or restrictions, except as otherwise in accordance with Comprehensive Plans as acknowledged by the State of Oregon Land Conservation and Development Commission; and,

WHEREAS, the Co-Sponsors agree that amending the zone would benefit and further the economic opportunities and prosperity to the communities in the area; and,

WHEREAS, the Co-Sponsors are interested in encouraging new business investment, job creation and higher incomes for local residents and greater diversity of economic activity.

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

- 1) Under ORS 285C.115, the Co-Sponsors do hereby change the boundary of the Oregon enterprise zone.
- 2) The name of the zone shall remain The Linn County Enterprise Zone.
- 3) John Pascone, zone manager, is authorized to submit documentation of this enterprise zone boundary to the Business Oregon (Oregon Economic Development Department OEDD) for purposes of a positive determination under section 18, chapter 648, Oregon Laws 2015 (Enrolled House Bill 2643) on behalf of the zone sponsors.
- 4) This change of The Linn County Enterprise Zone boundary takes effect on the date that [this resolution/the latest resolution of a sponsoring government] is adopted (or later, as so

stipulated by OEDD in its determination following any revision or resubmission of documentation).

This Resolution shall be effective upon its approval and passage.

Duly approved and passed by the Council this 12th day of October, 2021.

Jim Lepin
Mayor





ATTEST:

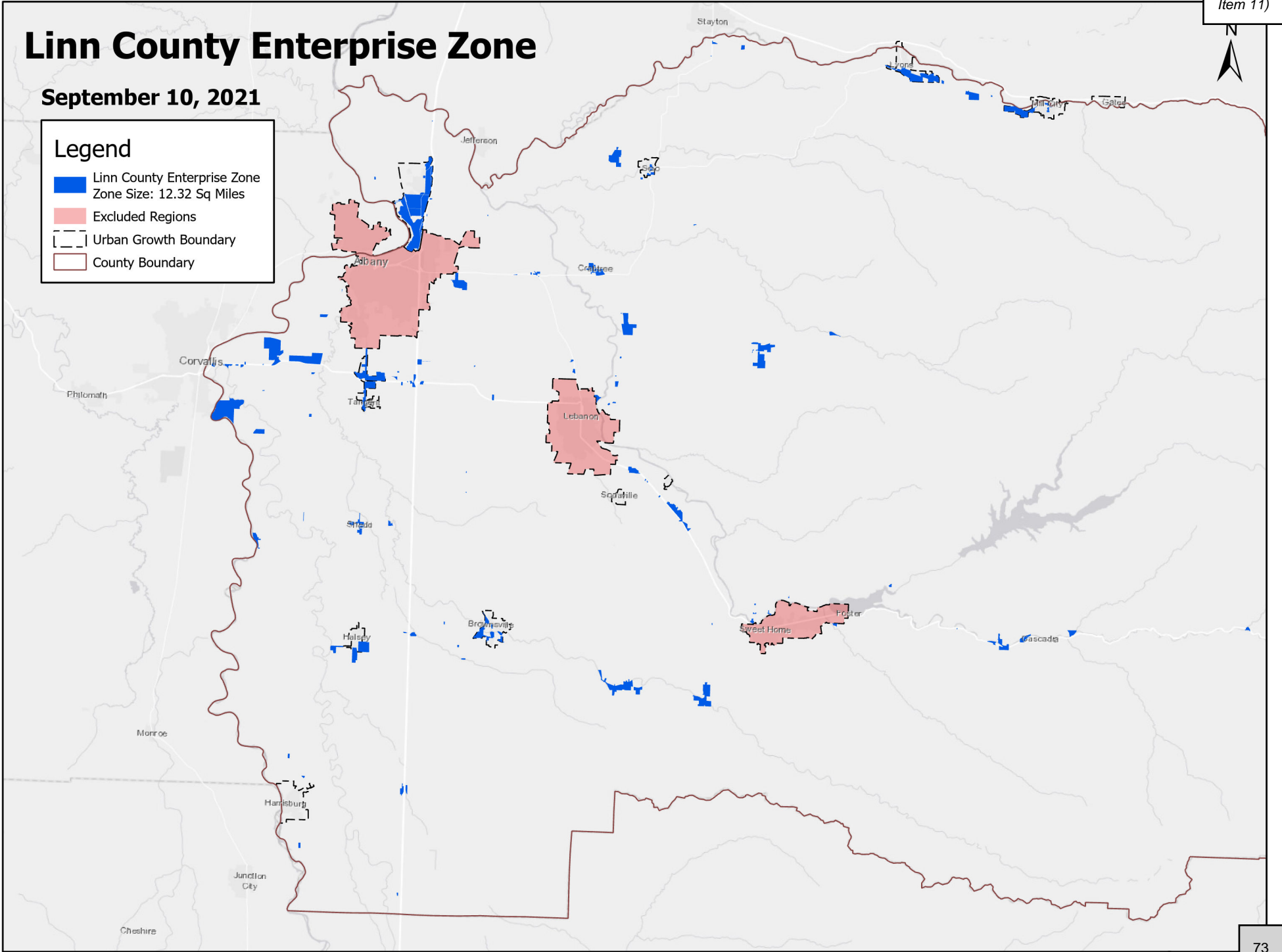
Kimberly Wollenburg
City Recorder

Linn County Enterprise Zone

September 10, 2021

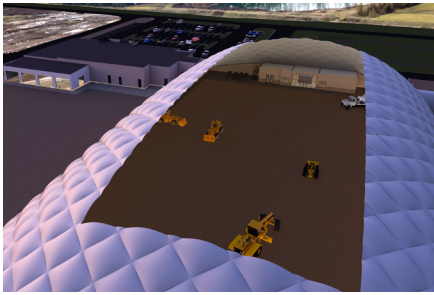
Legend

-  Linn County Enterprise Zone
Zone Size: 12.32 Sq Miles
-  Excluded Regions
-  Urban Growth Boundary
-  County Boundary



Hands-On Training

Item 11)



80,000 SF Dome

Our heated dome is 200 feet wide and 400 feet long, with a dirt arena and a concrete viewing platform. Ideal for year-round equipment training (with Trimble GPS) or other events where you need a large indoor space.



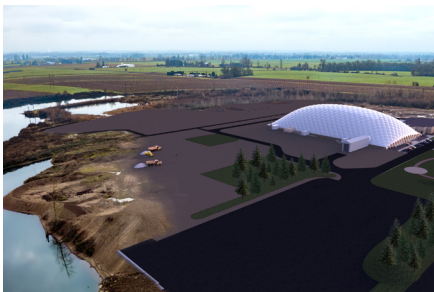
Classroom/Conference Rooms

Connected to the dome, our training building features four rooms with occupancy ranging from 15 to 350, depending on configuration. The rooms have state-of-the-art AV technology. There also is a 2,400-sf enclosed patio for less-formal gatherings, and on-site catering is available.



Sim Town

At "Sim Town," we have created a mock urban environment for training on equipment and underground work, with simulated overhead/underground hazards. Sim Town includes building facades, paved streets, gravel streets and cul-de-sacs.



Outdoor Dirt Arenas

Our 270-acre site includes outdoor facilities designed to test students in real-world environments. From haul roads with a superelevation, dips and turns to paver training with manhole covers and cul-de-sacs, the outdoor training area is designed to replicate challenges that construction professionals face every day.

Stakeholder/User Groups

The purpose of the Knife River training center is to provide a world-class facility to train our employees, as well as the workforce for our sister companies, peer companies and other industry partners. A number of key partners who have provided input into the training center and some of their comments are shown below.

Knife River and MDUR Companies	Knife River national and local operations along with other companies within the MDU Resources family of companies.		
Strategic Partners	National Association for Minority Contractors, Oregon Tradeswomen, ANEW, Veterans Associations, construction youth organizations, and other organizations for traditionally underserved populations		
Area Construction Companies	Bergerson Construction, Inc. Emery & Sons Construction Group Goodfellow Bros. LLC HP Civil Inc. North Santiam Paving Company Seabee Construction Slayden Stacy and Witbeck Kodiak Pacific Construction Hamilton Construction Company American Concrete Cutting Advanced American Construction, Inc. Kerr Contractors	West Coast Contractors Kiewit K&E Excavating Inc. Granite Oregon Mainline Paving Brix Paving NW Lakeside Industries Taylor NW CRH Americas Materials Ballard Marine Oregon State Bridge Construction, Inc. HP Civil Inc.	Traylor Bros. Northbank Civil and Marine Wildish Cal Portland Pacific Excavation Coffman Excavation Raimore Construction Baker Rock Resources Northwest Earthmovers, Inc. Tapani Ken Leahy Construction
Academic Institutions	Oregon Community College Consortium (in-particular Linn Benton, Rogue, and Chemeketa) Oregon State University, Eastern Oregon University, NW College of Construction, Baker Technical Institute.		
Trade Associations	Associated General Contractors, Asphalt Pavement Association (of Oregon), National Ready Mix Concrete Association, Oregon Concrete and Aggregate Producers Association, Association of Talent Development, American Society of Safety Professionals, Oregon Trucking Association		
Training Partners	United Rentals, Peterson Cat, Pape Machinery		
Government Agencies	Oregon State Police, Oregon Department of Transportation, Mine Safety and Health Administration, Occupational Health and Safety Administration, Worksource Oregon, Workforce Investment Board, CTE STEM Hub, Willamette ESD/Willamette Promise, and other Oregon Department of Education (K-12) organizations and initiatives.		

Comments from stakeholders:

“The Knife River Training Center will provide an invaluable resource for local community colleges, high schools, and Career Technical Education training providers (essentially all workforce development partners) working with us to skill up the future workforce.”

- Frosti Adams, AGC Oregon-Columbia Chapter, Professional Development and Education Outreach Manager

“We are very enthusiastic about opportunities at the new center.”

- Oregon Department of Transportation – Office of Civil Rights

“We are excited to hear about the work that Knife River has been doing to expand capacity to provide training.”

- Oregon Bureau of Labor & Industries



Curriculum

Knife River conducted a survey to gauge workforce development opportunities within our company and across the construction industry. The results showed these high priorities:



Heavy Equipment

- Task training for new operators
- Experienced-operator training, with focus on advanced features and efficiency
- 2D and 3D machine grade control systems
- Specialized equipment certification



Truck Driving

- CDL preparation with focus on construction industry
- Ready-mix and dump trucks



Leadership Development

- Leadership/instructor development focused on communication
- Facilitation course focused on team decision-making and process improvements
- 360-degree leadership development



Safety

- OSHA 10/30
- First aid/CPR
- MSHA New/Experienced Miner Training
- Traffic control/flagger certification
- Confined spaces/trench safety

Classes are led by expert trainers from Knife River and/or by affiliated partners.

Next-Level Learning

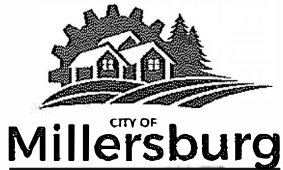
This is a construction education at its best – building real skills through both education and experience. We go beyond the classroom to provide hands-on training in real-world environments.

Our expert instructors design the courses so students can practice what they've learned in the classroom out in an actual construction setting.

We believe in construction as a primary career of choice!



Building Strong Teams / Building Strong Communities / Building a Strong America



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

CITY HALL
4222 NE Old Salem Road
Albany, OR 97321
www.cityofmillersburg.org
(458) 233-6300

Commission and/or Committee Preference:

PARKS COMMISSION
(list all for which you are applying)

Name: CARYL THOMAS Preferred First Name: CARYL - pronounced like "CAROL"

Residential Information:

Home Address: EVERGREEN AVE Phone: _____
ALBANY, OR 97321 Cellular: _____
(MILLERSBURG)
E-mail: _____ Fax: N/A
(Optional)

Employment Information:

Employer's Name: Retired Phone: _____
Work Address: _____ Cellular: _____
E-mail: _____ Fax: _____
(Optional)

Please provide information as requested below to describe your qualifications to serve on this City of Millersburg Commission or Committee. Feel free to provide additional information you wish to share with the City.

- List current or most recent occupation, business, trade, or profession:
Career as Pharmacist for 30 years in Portland Metro area,
currently Retired

- List community/civic activities. Indicate activities in which you are or have been active:

CITY OF MILLERSBURG PLANNING COMMISSION
 I served on the original (2019-2020) Parks Committee that reviewed and approved the Parks General Plan.
 PEO-CK Chapter
 Deacon - United Presbyterian Church (Albany)
 Member - Modern Travelers, Friends of the Library

- Indicate why you are interested in serving on this commission or committee and what other qualifications apply to this position.

I am interested in helping to plan future parks in Millersburg & to help maintain the two excellent existing parks.
 I am familiar with the Parks General Plan because I was a member of the original committee that helped develop it.
 I have observed & supported parks in my two previous communities, Beaverton & Wilsonville & can share my experiences & knowledge.

- What contributions do you hope to make?

I commit to attending all meetings so a program will be achieved. To follow Parks plan. Calm suggestions & in depth listening to all sides of issues. Wise counsel based on having observed park development in both Beaverton & Wilsonville, my former residences. A desire to help make Millersburg a quality place to live with a good park system. To continue the outstanding programs already in place in Millersburg.

Please consult the Guide for Public Officials and the Guide for Public Officials 2015 Supplement that are posted on the state of Oregon's website at <https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx> (see

Guide for Public Officials



The guide has been revised to include informational links to statutes and rules to give you a more complete reference tool.

Click here to access the guide. Click here for Guide for Public Officials 2015 Supplement.

Camp Thomas

Signature of Applicant

9-2-2021

Date



TO: Millersburg City Council
FROM: Kevin Kreitman
DATE: October 6, 2021, for the October 12, 2021 City Council Meeting
SUBJECT: Professional Services Agreement Amendment with Operations Management International (CH2M Hill)

Action Requested:

Approval to sign Amendment 5 to the Professional Services Agreement with Operations Management International (OMI), to continue to provide Millersburg with an Oregon Certified Level 1 Distribution Direct Responsible Charge (DRC) operator.

Discussion:

The City of Millersburg, as a provider of water distribution, is required by law to provide a person who will act as DRC for our water infrastructure and to oversee our sampling plan and other regulatory requirements. The City of Millersburg entered into a contract with OMI January 1, 2017 for this service. Council last approved Amendment 4 for continuation of this service in February 2021.

This amended agreement will go into effect January 1, 2022. The cost associated with approval of Amendment 5 represents a 4% cost increase and will result in a new monthly base fee for services of \$712.38—a monthly increase of \$27.55 monthly above our current rate.

Budget Impact:

Total annual increase of the base monthly fee for service is \$219.96, with sufficient funds budgeted.

Recommendation:

Staff recommends Council approval of and authorization for the City Manager to sign Amendment 5 to the Professional Services Agreement with OMI.

Attachment(s):

- Amendment 5 Professional Services Agreement with OMI (CH2M Hill)

AMENDMENT NO. 5
to the
PROFESSIONAL SERVICES AGREEMENT
for
THE CITY OF MILLERSBURG, OREGON

This Amendment No. 5 (the "Amendment") to the Professional Services Agreement dated January 1, 2017 (the "Agreement") is made effective the __ day of January 2022 between the City of Millersburg, Oregon (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL").

NOW THEREFORE, Owner and CH2M HILL agree to amend the Professional Services Agreement as follows:

- Appendix B, 1.1 is hereby deleted in its entirety and replace with the following:
Unless otherwise agreed to by the Parties in Appendix B hereto, monthly invoices will be issued by CH2M HILL for all Work performed under this Agreement. The monthly base fee for services is Seven Hundred Twelve Dollars and Thirty-Eight Cents (\$712.38).

This Amendment No. 5 and the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

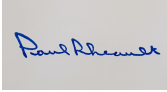
The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

IN WITNESS WHEREOF, the parties execute below:

Approved for Owner (Print and sign name)

By _____
 Name _____
 Title _____
 Date _____

Approved for CH2M HILL (Print and sign name)

By 
 Name Paul Rheault
 Title Manager of Projects
 Date October 5, 2021



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: Matt Straite, Community Development Director

DATE: October 5, 2021 for the October 12, 2021 City Council Meeting

SUBJECT: Resolution of Support for DLCDC Grant Applications

Action Requested:

Adoption of Resolution 2021-22.

Discussion: The City recently applied for two housing grants from the DLCDC. In support of those grant requests we would also like to apply for a 'Technical Assistance' grant. These are generally for updates to Comprehensive Plans. Just like our previous DLCDC grant applications, the application requires a resolution of support from the City Council. City staff has worked with the DLCDC to identify a possible project that would meet the requirements of the grant and help the City update a portion of the Comprehensive Plan.

The City is planning to revise the entire Comprehensive Plan. A grant request to revise the entire plan would exceed grant limitations, so we are requesting smaller grants to update portions of the Plan. The project proposes to have a consultant draft a new Transportation Chapter to the City's Comprehensive Plan. In order to do that, we would also need to make some minor key updates to the City's Transportation System Plan (TSP) approved in 2017. The proposed project would revise the TSP and create an all new Transportation Chapter for the Comprehensive Plan. Previous grant requests proposed a new Housing Chapter as well. It is our hope that we can use these two new consultant-driven chapters to create a style and format staff can utilize to complete other chapters of the new Comprehensive plan in-house.

Budget Impact:

Matching funds are not required, although the City will provide in-kind contribution of staff time for items such as staff reports and co-hosting public meetings and workshops.

Recommendation:

Staff recommends Council approval of Resolution 2021-22 supporting the submittal of the grant application to the DLCDC and authorizing the City Manager to sign any needed agreements for this and the two previous DLCDC grants applied for.

Attachment(s):

- Resolution 2021-22 Expressing Support of A DLCDC TA Grant Application
- DLCDC Grant Application

RESOLUTION NO. 2021-22

**A RESOLUTION INDICATING COUNCIL SUPPORT OF A DLCD
2021-23 TECHNICAL ASSISTANCE GRANT APPLICATION**

WHEREAS, the Oregon Department of Land Conservation and Development (DLCD) is accepting applications for Technical Assistance Grants for the 2021-23 cycle; and,

WHEREAS, the City of Millersburg desires to participate in this grant program to the greatest extent possible as a means of addressing needs related to the revision of the City’s Comprehensive Plan and Transportation System Plan; and,

WHEREAS, City Council and staff have identified a project for grant funding: Consultant assistance to draft a new Transportation Element for the Comprehensive Plan and an update to the City’s Transportation System Plan to support the new Element; and,

WHEREAS, the DLCD requires the City Council to express support for the proposed projects in order to approve the grant funds,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG, OREGON, that the City Council demonstrates its support for the submittal of this grant application to the DLCD for the creation of a Transportation Element for the Comprehensive Plan and an update to the City’s Transportation System Plan.

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

Duly Adopted by the City Council this 12th day of October, 2021.

Jim Lepin
Mayor

Attest:

Kimberly Wollenburg
City Recorder