

Agenda

CITY OF MILLERSBURG

City Council Regular Meeting & PUBLIC HEARING

Millersburg City Hall: 4222 NE Old Salem Road, Albany OR 97321

February 08, 2022 @ 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>. 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, February 7.

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 January 11, 2022 City Council Meeting Minutes
- 2) Approval of January 13, 2022 City Council Work Session Minutes
- 3) Approval of January 25, 2022 City Council Work Session Minutes
- 4) Acceptance of City Accounts Payable Report
- 5) Economic Opportunity Analysis Funds
- 6) Enterprise Zone - Knife River Corporation - Resolution 2022-01

Action:_____

GUEST PRESENTATIONS

- 7) Linn County Sheriff's Office Monthly 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

CITY MANAGER'S REPORT

- [8\)](#) Fire Station Project Report
- 9) Fire Station Plaque and Conference Room Naming
- [10\)](#) Project Updates

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

NEW BUSINESS

- [11\)](#) Temporary Use Request
Action: _____
- [12\)](#) Woods Road and Multi-Use Path Sections
Action: _____

CLOSING PUBLIC COMMENT

CLOSING COUNCIL COMMENT

ADJOURNMENT

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

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 meeting
2. Microphones will be muted and webcams will be turned off for remote participants unless called upon to speak or during public comment period.
3. Persons shall not comment or testify without first receiving recognition from the presiding officer and stating their full name and city of residence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the meeting. If online participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off. If disruption continues, the participant(s) will be removed from the meeting.
5. 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
January 11, 2022 @ 6:30 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:30 p.m.

B. ROLL CALL

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

Councilors Absent: John Sullivan

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

Presenters: Lieutenant Beth Miller, Linn County Sheriff's Office
Fire Chief Shane Wooten, Albany Fire Department

C. CHANGES AND ADDITIONS TO THE AGENDA

D. CONSENT AGENDA

1) Approval of December 14, 2021, City Council Meeting Minutes

2) Acceptance of City Accounts Payable Report

Action: **Motion to Approve Consent Agenda as Presented made by Councilor Scott Cowan; seconded by Councilor Dave Harms.**

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

Motion PASSED: 4/0

E. GUEST PRESENTATIONS

1) Linn County Sheriff's Office Monthly Report

Lieutenant Beth Miller reviewed the December 2021 monthly report.

2) Albany Fire Department

Before reviewing the report, Fire Chief Shane Wooten introduced Deputy Chief Chris LaBelle and Deputy Chief Kyle Romey and shared that they may attend the meetings and share the report at some future date as needed. Next Chief Wooten provided the fourth quarter 2021 Albany Fire Department report for Millersburg and noted that the department has been extremely busy lately with an increase in calls. He specifically noted that there were no fire alarm activations in the month of December but seven in the last quarters. Several were clustered which pointed to issues with a fire alarm system and Albany was able to assist with the resolution.

F. PUBLIC COMMENT

None

G. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin reported on his attendance at the recent Events Planning Committee meeting and provided information regarding their preparations for the September 10, 2022 Millersburg Celebration. He noted there is a need for city support for recruitment of at least four more additional committee members interested in assisting with management of specific areas of the event, for example, the annual run. He asked if the Council would be willing to and plan for staffing the information booth during the event. Councilor Cowan also spoke to the need for additional volunteers.
- 2) Mayor Lepin spoke about stormwater management and the positive efforts to manage the two recent storm events. He also thanked staff for their efforts in handling the recent snowstorm event.

H. CITY MANAGER'S REPORT

- 1) Fire Station Project Report
Assistant City Manager/City Engineer Booth reviewed a long list of tasks accomplished within the last two weeks. In addition, she reviewed the project budget and any current change orders.
- 2) Project Updates
Assistant City Manager/City Engineer Booth provided an update regarding various maintenance and construction activities in progress throughout the City. City Manager Kreitman provided an update regarding the status of the Housing Needs Analysis/Buildable Lands Inventory with the plan to bring the information to the Council in a January work session.

I. CITY ATTORNEY'S REPORT

- 1) City Attorney Forrest Reid reviewed the Oregon Open Meetings Law with City Council and after the review, asked each Councilor to sign Exhibit B of Resolution 2018-26 stating the law had been reviewed with them by the City Attorney and to provide the signed forms back to the City Recorder.

There was a lot of discussion regarding the Events Planning Committee, the committee make-up and how the law should be applied to the Committee with some Council members concerned that enforcement might be challenging based on the job of the committee. City Manager Kreitman wondered if there may be a benefit to explore a 501(c)3 or similar option that would allow the committee to govern itself, with the City providing funding.

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

- 1) Health Insurance Plan Rates – Information Only
City Manager Kreitman provided Council with information regarding the upcoming medical insurance benefits renewal, noting the insurance rates decreased 5 percent and the budget estimated a 2.5 percent increase.

- 2) Water and Sewer Rate Increases – Previously Adopted – Information Only
Assistant City Manager/City Engineer Booth reminded Council of the upcoming scheduled rate increases that will take affect with the March 2021 utility billing.

- 3) Housing Needs Analysis and Buildable Lands Inventory – Information Only
Community Development Director Straite provided some background to why the studies were commissioned especially related to whether or not the urban growth boundary would need to be increased. He noted the structure of the study is largely governed by the State, which has very specific requirements of what must be in one.

L. CLOSING PUBLIC COMMENT
None

M. CLOSING COUNCIL COMMENT
None

N. ADJOURNMENT Mayor Lepin adjourned the regular meeting at 8:07 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager



CITY COUNCIL WORK SESSION MINUTES

Via Virtual Meeting

January 13, 2022 @ 4:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

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

Councilors Absent: None

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

C. PUBLIC COMMENT

None

D. NEW BUSINESS

1) Comprehensive Plan Land Designation Change from Agricultural to Residential - Reporting of City-Owned Vacant Properties

Community Development Director Straite provided some background regarding the designation of the land owned by Mill-Rite Farms as Agricultural due to the intention of the landowner to remain as a farm at the time of the comp plan update in October 2020. Staff now recommend changing the Comprehensive Plan designation to Residential as a step toward future development of the property. With proposed rule changes by the State a future change to the Comprehensive Plan could be more challenging. The plan is to bring this now before the new changes come into effect. The Council agreed to support this designation change, which will be brought to Planning Commission as a Comprehensive Plan amendment.

2) Economic Opportunity Analysis Discussion – UGB Industrial Land Modifications

City Manager Kreitman briefed the Council on House Bill 2918 and pointed out that the City has registered no surplus land. Community Development Director Straite explained the reason for an Economic Opportunity Analysis and noted that the City would need extra funds to complete the analysis. City Manager Kreitman suggested this study was more important for the City's commercial and industrial properties. He then discussed the various potential plans for City property, noting that with these, the City would then be out of industrial properties. Mayor Lepin asked for the reason why the City needs to expend additional funds. Community Development Director Straite said that this is a building block toward any potential change to the urban growth boundary as one requirement by the State and acts as a snapshot in time for commercial and industrial properties. After lengthy discussion, the Council agreed to support the revision for increased cost.

3) Proposed Regulation Changes Due to Governor's Executive Order on Climate Change – Climate-Friendly and Equitable Communities

Community Development Director Straite reviewed a presentation from the Department of Land and Conservation District (DLCD) regarding proposed regulations to create climate-friendly and equitable communities around Oregon's pollution reduction target and inequity within the state specifically generational wealth around real estate. He went into detail regarding each requirement and when the City of Millersburg will be affected (most come into play when the City reaches 5,000 in population), what will change within the City related to land use requirements and transportation system plans, and the timeline for implementation. He shared that these regulations haven't been adopted at this time; however, they are being pushed through quickly.

E. CLOSING PUBLIC COMMENT

F. CLOSING COUNCIL COMMENT

G. ADJOURNMENT OF WORK SESSION

Upcoming Meetings & Events:

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



CITY COUNCIL WORK SESSION MINUTES

Via Virtual Meeting

January 25, 2022 @ 4:00 p.m.

A. CALL TO ORDER Mayor Lepin called the work session to order at 4:00 p.m.

B. ROLL CALL

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

Councilors Absent: None

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

Guests Present: Undersheriff Micha Smith, Linn County Sheriff's Office
Love's District Manager Jose Lomeli
Kym Van Dyke, Love's Real Estate

C. PUBLIC COMMENT

None

D. NEW BUSINESS

1) Love's Law Enforcement Discussion

Mayor Lepin read his comments regarding the issue of law enforcement at Love's Truck Stop, including how much it has increased since 2018. City Manager Kreitman then shared some specific statistics regarding the impacts on law enforcement by Love's and impact on how much of the contract hours are spent on issues at or related to Love's presence. Undersheriff Smith gave a presentation and provided a data snapshot for Love's beginning in 2016, prior to Love's opening. Councilor Cowan asked if the data included calls with the Oregon State Police. Undersheriff Smith confirmed it does not nor does it include medical or fire calls.

City Manager Kreitman noted that there have been discussions with OSP regarding their involvement. He said the biggest issue is that the City's increase in contracted hours with LCSO in 2019 is being used by Love's, when the intent was to provide additional services to support Millersburg's growth.

Jose Lomeli, District Manager for Love's, suggested that they can reduce the number of calls by taking care of them in-house. He noted that he's worked with other cities and law enforcement to reduce the impact. Mayor Lepin shared some recent calls where it appears these were things that could have been handled by Love's staff instead of law enforcement. He also shared that during the approval process, Love's said that if too many issues occurred, using private security is a possibility.

Kym Van Dyke, Love's Real Estate, shared that Love's wants to be a part of the solution. He requested a more detailed analysis of what the calls comprised—if they were store calls or customer calls. Undersheriff Smith said LCSO can provide more information. He also noted that it is an inherent function of business in a city to have traffic stops attributed to the address, and that higher volume businesses will correlate to higher volume of traffic stops in that area. He said that the reason extra patrols are so high is because LCSO is attempting to curtail having to return and spend extra amounts of time dealing with activities at Love's and these are also often at the request of City Council, the Mayor, City Manager's office, or Love's employees. He noted he is concerned about impeding or somehow regulating Love's employees' ability to contact LCSO as things can escalate which will make matters worse.

Mayor Lepin recommended Love's providing the data to Love's for their review and for Love's and city staff to follow up and look at potential options to resolve the concerns and report back, at the March 8, 2022 Council meeting. The Council concurred.

Councilor McPhee noted that from his search, crime at truck stops appears to be a concern in a lot of areas and sharing that crime appears to be increasing in truck stops across the nation. From his perspective, Mr. Van Dyke said that he agreed that increases have happened in the last couple of years that could possibly be a side effect of Covid.

E. CLOSING PUBLIC COMMENT

None

F. CLOSING COUNCIL COMMENT

None

G. ADJOURNMENT OF WORK SESSION: Mayor Lepin adjourned the work session at 4:50 p.m. then entered into an Executive Session per ORS 192.660(2)(e) to conduct deliberations with persons designed by the governing body to negotiate real property transactions.

H. EXECUTIVE SESSION

Upcoming Meetings & Events:

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

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
18868									
01/22	01/12/2022	18868	870	CECO, INC.	CP00353340	01-45-211	.00	164.59	164.59
Total 18868:							.00		164.59
18869									
01/22	01/12/2022	18869	1034	Convergint Technologies LLC	302L059101	01-50-725	.00	14,814.50	14,814.50
Total 18869:							.00		14,814.50
18870									
01/22	01/12/2022	18870	335	EC Electrical Construction Co	219413	01-40-213	.00	372.89	372.89
01/22	01/12/2022	18870	335	EC Electrical Construction Co	219545	01-40-213	.00	514.94	514.94
Total 18870:							.00		887.83
18871									
01/22	01/12/2022	18871	526	FEI Testing & Inspection Inc	32451	01-50-725	.00	171.75	171.75
Total 18871:							.00		171.75
18872									
01/22	01/12/2022	18872	19	Linn County Planning and Building	01052021	01-52-211	.00	1,623.17	1,623.17
Total 18872:							.00		1,623.17
18873									
01/22	01/12/2022	18873	598	Oregon Assoc. of Clean Water Agencies	8447	01-40-227	.00	230.00	230.00
Total 18873:							.00		230.00
18874									
01/22	01/12/2022	18874	919	Providence Health Plan	008285	01-40-132	.00	78.30	78.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 18874:							.00		78.30
18875									
01/22	01/12/2022	18875	56	Republic Services #450	045000348426	01-50-212	.00	104.96	104.96
Total 18875:							.00		104.96
18876									
01/22	01/12/2022	18876	930	Roberson's Ford	133249	01-45-211	.00	53.42	53.42
Total 18876:							.00		53.42
18877									
01/22	01/12/2022	18877	1033	Roy Mason	200	01-45-210	.00	200.00	200.00
Total 18877:							.00		200.00
18878									
01/22	01/12/2022	18878	1011	Sierra Springs	218041970108	01-40-221	.00	34.35	34.35
Total 18878:							.00		34.35
18880									
01/22	01/20/2022	18880	1036	Lisa Lambrecht	2776	01-22200	.00	5,000.00	5,000.00
Total 18880:							.00		5,000.00
18883									
01/22	01/25/2022	18883	25	ADS, LLC	128141221	04-80-213	.00	5,869.00	5,869.00
Total 18883:							.00		5,869.00
18884									
01/22	01/25/2022	18884	540	Caryl Therese Thomas	11321	01-40-231	.00	40.00	40.00
Total 18884:							.00		40.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
18885									
01/22	01/25/2022	18885	466	CH2MHill Engineers Inc	D3395131307	05-90-218	.00	3,268.27	3,268.27
Total 18885:							.00		3,268.27
18886									
01/22	01/25/2022	18886	48	Cintas Corporation-172	4107905613	01-40-221	.00	127.45	127.45
Total 18886:							.00		127.45
18887									
01/22	01/25/2022	18887	50	City of Albany	4136	01-40-218	.00	648.00	648.00
01/22	01/25/2022	18887	50	City of Albany	4137	01-40-218	.00	588.00	588.00
Total 18887:							.00		1,236.00
18888									
01/22	01/25/2022	18888	1035	Clinton Construction	657601	99-10990	.00	25.00	25.00
Total 18888:							.00		25.00
18889									
01/22	01/25/2022	18889	335	EC Electrical Construction Co	220249	01-40-213	.00	119.00	119.00
Total 18889:							.00		119.00
18890									
01/22	01/25/2022	18890	1010	Eric Metz	4	01-40-235	.00	700.00	700.00
Total 18890:							.00		700.00
18891									
01/22	01/25/2022	18891	765	Handy Hands Landscape C&M LLC	1221	01-40-223	.00	1,536.00	1,536.00
Total 18891:							.00		1,536.00
18892									
01/22	01/25/2022	18892	869	Municode	00369081	01-40-223	.00	3,610.99	3,610.99

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 18892:							.00		3,610.99
18893									
01/22	01/25/2022	18893	252	Oregon Mayors Association	12022	01-40-227	.00	106.00	106.00
Total 18893:							.00		106.00
18894									
01/22	01/25/2022	18894	23	Pacific Power	0113	04-80-217	.00	6,435.77	6,435.77
Total 18894:							.00		6,435.77
18895									
01/22	01/25/2022	18895	41	Providence Health Plan	11022	01-40-132	.00	8,186.00	8,186.00
Total 18895:							.00		8,186.00
18896									
01/22	01/25/2022	18896	958	Wildish Paving Co.	12821	05-95-611	.00	467,763.85	467,763.85
Total 18896:							.00		467,763.85
18898									
01/22	01/27/2022	18898	539	Barrett Business Services Inc.	3200847	01-45-211	.00	18.20	18.20
Total 18898:							.00		18.20
18899									
01/22	01/27/2022	18899	870	CECO, INC.	CP00356713	01-45-211	.00	316.40	316.40
Total 18899:							.00		316.40
18900									
01/22	01/27/2022	18900	1037	Claud Davis Builders	H20	99-10990	.00	4.71	4.71
Total 18900:							.00		4.71

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
18901									
01/22	01/27/2022	18901	659	David Evans & Associates, Inc.	502333	05-95-611	.00	8,563.40	8,563.40
Total 18901:							.00		8,563.40
18902									
01/22	01/27/2022	18902	327	De Lage Landen Financial Services, Inc.	75137037	01-40-222	.00	374.55	374.55
Total 18902:							.00		374.55
18903									
01/22	01/27/2022	18903	251	Dustin Patton	02012022	01-40-215	.00	35.00	35.00
Total 18903:							.00		35.00
18904									
01/22	01/27/2022	18904	966	Jacob's Engineering Group Inc.	D346340015	05-90-214	.00	712.38	712.38
Total 18904:							.00		712.38
18905									
01/22	01/27/2022	18905	10	John Deere Financial	79292	01-45-211	.00	792.92	792.92
Total 18905:							.00		792.92
18906									
01/22	01/27/2022	18906	720	McGovern Maintenance	6331BB	01-45-212	.00	1,390.00	1,390.00
Total 18906:							.00		1,390.00
18907									
01/22	01/27/2022	18907	483	MetLife - Group Benefits	12422	01-40-135	.00	827.74	827.74
Total 18907:							.00		827.74
18908									
01/22	01/27/2022	18908	53	Oregon Cascades West COG	QTR2FY22	01-40-223	.00	1,467.18	1,467.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 18908:							.00		1,467.18
18909									
01/22	01/27/2022	18909	191	Poe's Backhoe Service	1296	02-60-212	.00	3,900.00	3,900.00
Total 18909:							.00		3,900.00
Grand Totals:							.00		540,788.68

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21100	.00	499,677.15-	499,677.15-
01-22200	5,000.00	.00	5,000.00
01-40-132	8,264.30	.00	8,264.30
01-40-135	827.74	.00	827.74
01-40-210	386.82	.00	386.82
01-40-213	1,006.83	.00	1,006.83
01-40-215	1,137.90	.00	1,137.90
01-40-218	1,236.00	.00	1,236.00
01-40-221	161.80	.00	161.80
01-40-222	374.55	.00	374.55
01-40-223	6,614.17	.00	6,614.17
01-40-227	336.00	.00	336.00
01-40-231	40.00	.00	40.00
01-40-235	700.00	.00	700.00
01-40-239	127.48	.00	127.48
01-45-210	200.00	.00	200.00
01-45-211	1,397.56	.00	1,397.56
01-45-212	1,390.00	.00	1,390.00
01-50-212	649.46	.00	649.46
01-50-725	468,203.37	.00	468,203.37
01-52-211	1,623.17	.00	1,623.17
02-21100	.00	17,332.71-	17,332.71-
02-60-210	186.59	.00	186.59

TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Matt Straite, Community Development Director
DATE: February 1, 2022 for the February 8, 2022 City Council Meeting
SUBJECT: Approval of funds outside the current budget for the Economic Opportunities Analysis (EOA)

Action Requested:

Approval of funds outside those currently budgeted.

Discussion:

The City has almost completed the Housing Needs Assessment and Buildable Lands Inventory study. These will help the City launch the new Comprehensive Plan and assist the City in understanding how to address housing for the projected 20-year forecast.

The next step is to create a similar analysis for the non-residential uses in the City. This type of study is called an Economic Opportunities Analysis (EOA). The current budget includes funds in the amount of \$10,000 for the EOA with plans to launch the effort in FY 21/22. The selected consultant, EcoNorthwest, has provided an estimate of \$18,000 for the study (scope is attached).

Recommendation:

Staff recommends Council approval of the contract in the amount of \$18,000, which exceeds the funds currently budgeted for this project.

Attachment(s):

- o Draft Scope of Work: Economic Opportunities Analysis, EcoNorthwest, dated October 21, 2021.



DATE: October 21, 2021
TO: Matt Straite
CC: John Morgan
FROM: Beth Goodman and Margaret Raimann
SUBJECT: Draft Scope of Work: Economic Opportunities Analysis

The City of Millersburg is considering completing an economic opportunities analysis (EOA). This memorandum presents a scope of work and cost estimate for completing this work. The product of this project will be an EOA that is compliant with the requirements of Goal 9, OAR 660-008, and OAR 660-024.

Proposed Scope of Work

Task 1: Project Kick-Off

The purpose of the project kick-off is for ECONorthwest to become familiar with Millersburg's economic development activities and with City's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the project. ECONorthwest will contact City via a conference call to ask preliminary questions to establish project expectations and familiarize itself with city-specific concerns.

Task 2: Economic Trends, Employment Forecast, and Employment Land Forecast

ECONorthwest will start with review of Millersburg's existing vision for economic growth and economic development strategies and policies, through discussions with staff. In addition, City staff will provide information about recent and likely new industrial and commercial growth in Millersburg.

ECONorthwest will develop an overview of long-term and short-term national, regional, and local trends affecting economic development in Millersburg in the context of the Mid-Willamette Valley. This task will include an assessment of Millersburg's competitive advantages and disadvantages for economic development, based on an analysis of workforce availability and characteristics; availability of transportation facilities for access and freight mobility; access to suppliers and utilities; location, size, and buying power of markets; and service infrastructure. These analysis will focus on issues affecting employment growth potential in Millersburg.

This task will include developing a forecast of employment growth in Millersburg. This task will also involve identifying target industries for growth in Millersburg, which is necessary to understand the characteristics of sites needed to attract target industries. Forecasting employment land demand will require completing the following tasks:

- **Review of National, State, and Local Trends.** The demand analysis will include an overview of national, regional, and local trends affecting economic development in

Millersburg in the context of the Mid-Willamette Valley. The overview of national and state trends will focus on major long-run trends while the overview of local trends will provide more detail on conditions in Millersburg and the surrounding region over the past 10–20 years.

The review of trends will focus on Millersburg’s target industries, as they connect to the City’s vision for economic growth. It will also include research about the locational preference of businesses that may choose to locate or expand in the Mid-Willamette Valley, based on Millersburg’s competitive advantages. This research will be incorporated into the EOA to describe Millersburg’s economic opportunities.

- **Assessment of Community Economic Development Potential.** The demand analysis will estimate the types and amounts of industrial and commercial development likely to occur in Millersburg. This estimate will be based on the planning area’s economic advantages and disadvantages for attracting new or expanded development in general, focusing on the requirements of the target industries identified as opportunities for growth in Millersburg. ECONorthwest will coordinate with Business Oregon staff to understand the types of businesses (and their land needs) that have been considering locating in the Mid-Willamette Valley.
- **Forecast of employment growth in Millersburg.** The demand analysis will include a forecast of employment growth, based on existing employment in Millersburg from the Oregon Employment Department’s Quarterly Census of Employment and Wages data. We will discuss potential approaches to the forecast of employment growth from OAR 660-024.
- **Identification of Required Site Types.** The demand analysis will identify the characteristics of employment sites that will be needed to accommodate the expected employment growth based on the forecast of employment growth and on the types of employers that Millersburg aspires to attract, focusing on the target industries identified in prior steps of this analysis. This assessment will identify site size, need for infrastructure and services, and other site characteristics.

This analysis will result in estimates of the amount and type of land needed to accommodate the forecast for employment growth and to implement the City’s economic development objectives. This estimate will combine the forecast of employment growth in Millersburg, which reflects expected employment growth based on past trends, with the aspirational goals for economic development identified in the City’s economic development objectives.

Task 2 Deliverables:

- Review of economic development trends and comparative advantages that may impact commercial and industrial growth in Millersburg, as part of the EOA report
- Forecast of employment growth, commercial and industrial land needs, and identification of required sites, as part of the EOA report

Task 3: Buildable Lands Inventory (BLI)

This task will result in a comprehensive inventory of commercial and industrial buildable lands. We will coordinate with City staff to obtain the required GIS data coverages, and the general structure of the buildable land inventory (supply) will be based on OAR 660-009.

Figure 1 shows a conceptual framework for constraint and classification in a typical buildable land inventory. The framework has two dimensions: development status (indicated by the presence or absence of improvements) and constraining conditions. Lands with constraints can be prohibitively constrained by commitment to a specific use (e.g., streets or parks) or protected (e.g., floodplain) or partially constrained. Lands with prohibitive constraints have no development capacity; those that are partially constrained have partial development capacity.

Figure 1. Framework for land and constraint classification in a buildable land inventory.

			Presence of Improvements	
			Developable	Developed
Constraining Conditions	Prohibitively constrained	Committed	No Capacity	
		Protected	No Capacity	
	Partially Constrained		Partial Capacity	Potential Infill/ Redevelopment Capacity
	Unconstrained		Full Capacity	

On the dimension of developments status (presence of improvements), developable lands (which can be thought of as vacant lands) have capacity; developed lands generally do not have capacity, but some may have infill or redevelopment capacity. In short, infill and redevelopment can be thought of as a subset of developed land.

The following steps provide detail on how ECONorthwest proposes to conduct the buildable lands inventory. If selected, we will work with the City to identify methodological options and use the option that best meets the City’s objectives.

Step 1: Gather and Assemble Data. ECONorthwest will develop a data request to the City to obtain the appropriate datasets.

Step 2: Classify Land. The first analytical step in a buildable lands analysis is the classification of each tax lot into a set of mutually exclusive categories. We will develop a set of working definitions that specify the rules with input from City staff, consistent with the BLI in the Housing Needs Analysis (HNA). We propose a classification similar to the categories that follow: vacant, undevelopable, partially vacant, developed, potentially redevelopable, and public.

Step 3: Identify Constraints. A key issue in identifying buildable lands is netting out lands that have physical or policy constraints. Constraints that are typically considered in

buildable lands inventories include: wetlands; riparian areas; steep slopes; geological hazards; and floodplains and floodways. Not all of these lands are undevelopable. For example, many cities allow development in floodplains consistent with the National Flood Insurance Program (NFIP) requirements. Thus, the inventory should differentiate between absolute constraints (constraints backed by policy that preclude development) and partial constraints (constraints that do not preclude development but will likely require development at lower densities).

Step 4: Verification. After classifying tax lots, ECONorthwest will work with City staff to verify the classifications and development constraints. The verification step will utilize aerial photos and field work, if necessary. This step will result in modifications to the tabular database and maps. We will provide the revised database and maps to City staff for final review and comment after this step.

Step 5: Summarize Results. The buildable land summary will take the form of maps and tables. At a minimum, the maps/tables must show vacant commercial and industrial lands; we typically include a suite of maps/tables that include all lands by classification, constraint overlays, lands with development capacity by plan or zoning designation, and vacant lands with constraints.

Task 3 Deliverables:

- Draft and final BLI, as part of the EOA report

Task 4: Draft and Final Economic Opportunities Analysis

Based on information developed in Tasks 2 and 3, ECONorthwest will develop a draft Economic Opportunities Analysis in accordance with OAR 660-009-0015 for Millersburg. The EOA will include a list of recommendations and next steps for economic development. ECONorthwest will incorporate feedback from City staff into the final EOA report.

Task 4 Deliverables:

- Draft EOA report
- Final EOA report

Cost Estimate and Proposed Schedule

The product of the project is a Housing Needs Analysis for the Millersburg UGB that is compliant with Goal 9, OAR 660-009, and OAR 660-024.

The cost estimate for completing the work is \$18,000.

This estimate does not include any in-person meetings. If needed, meetings with decision makers would add about \$1,500 for preparation, attending the meeting, and follow up.

We estimate that the project would take about five to six months to complete.



TO: Millersburg City Council
FROM: Kevin Kreitman
DATE: February 1, 2022 for the February 8, 2022 City Council Meeting
SUBJECT: Enterprise Zone Action – Knife River Training Center

Action Requested:

Approval of resolutions for Enterprise Zone action

Discussion:

The City of Millersburg and Linn County are co-sponsors of the Linn County Enterprise Zone. The action requested is for the expansion of the site and investments, as well as an additional two years of exemption, as allowed. As a co-sponsor of the zone Council action is required.

Resolution 2022-01 is attached along with at memo from John Pascone. John will be available if any questions arise.

Budget Impact:

No budget impacts

Recommendation:

Staff recommends Council approval of Resolution 2022-01.

Attachment(s):

- Resolution 2022-01
- Memo from John Pascone

RESOLUTION NO. 2022-01

A RESOLUTION APPROVING AN EXTENDED PROPERTY TAX ABATEMENT AGREEMENT BETWEEN LINN COUNTY, A COSPONSOR OF THE LINN COUNTY ENTERPRISE ZONE AND KNIFE RIVER CORPORATION

WHEREAS, Knife River Corporation is expanding and investing in facility modifications and equipment; and

WHEREAS, Knife River Corporation is required to add at least 1 employee and any new employees will be paid as required and described in the next paragraph; and

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

WHEREAS, Knife River Corporation, which is located in Linn County, has applied to extend the property tax abatement for which it qualifies through its inclusion in the Linn County Enterprise Zone; and

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

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

NOW, THEREFORE BE IT RESOLVED that the attached Extended Abatement Agreement is hereby approved by the Millersburg City Council.

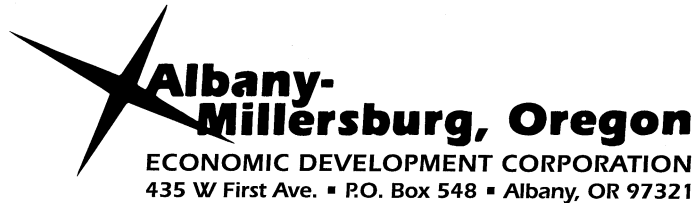
This Resolution shall be effective upon its approval and passage.

Duly approved and passed by the Council this 8th day of February, 2022

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder



Memo

Date: January 14, 2022

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

From: John Pascone, President

Subject: Knife River Enterprise Zone Application and Action
 Approving an Extended Tax Abatement Agreement

Knife River is planning on making an additional investment in Linn County of \$2,600,000 at their Kennel Rd training center. This includes building a simulated city for training and a truck training haul road. The investment is to add capacity to the Dome and Training Center, Phase 2. They have completed an Enterprise Zone Authorization Application dated October 22, 2021.

Under regular enterprise zone exemption rules the company is required to add 10% to their existing workforce in the zone, which is 1, they plan on hiring 5 additional employees. The regular property tax exemption is for 3 years.

For companies that agree to hire and pay wages and benefits in excess of 150% of Linn County's Average Annual Wage, the firm can qualify for an additional 2 years. The current required number can be found in the agreement.

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

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

Thank you,

John



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff
1115 S.E. Jackson Street, Albany, OR 97322
Albany, OR. 97322
Phone: 541-967-3950
www.linnsheriff.org

2022

MONTHLY REPORT TO THE CITY OF MILLERSBURG FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: January

TRAFFIC CITATIONS: -----	7
TRAFFIC WARNINGS: -----	14
TRAFFIC CRASHES: -----	4
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	5
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	145

TOTAL HOURS SPENT: Millersburg 156.25

CONTRACT HOURS= 153 HOURS

**Michelle Duncan,
Sheriff, Linn County**

By: Sergeant Steven Frambes



TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Janelle Booth, Assistant City Manager/City Engineer
 DATE: February 2 for the February 8, 2022, 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: **6/28/2022**
 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:

- MEP Fire rough in at hard lids from C-G
- Sheetrock walls/ceilings C-G
- Install glass
- MEP overhead A-C
- Sheetrock in A-C starting
- Precast panel install
- Exterior siding install
- MEP siding trims installed
- Roof perimeter flashings
- CT Panel install
- Storm to downspout piping
- Gas line install
- Utility Court footings and walls, form slab Fire tape ceilings and soffits

Upcoming Work – Next Three Weeks:

- Sheathing on exterior wall at Equip Mezz
- Suspended soffits and ceilings (pending pricing)
- Sheetrock ceilings - C-G
- Prime/paint interior walls
- Install HM door frames
- Sheetrock A-C
- Plywood sheathing inspection today
- Water test operable windows at Dorms - Monday at 9:00, testing about 11:00
- Continue exterior siding install

- Downspout install
- Continue roof and wall flashing install
- Build swales
- underground conduit install
- Form utility court slab & pour
- PP&L Site Lighting coordination

Overall Project Schedule:

- Schedule was previously extended 20 working days, to a final completion date of June 28, 2022. This is due to multiple supply chain issues, as well as rework of the utility court design.

Financial Update:

- Total Invoiced and Paid to Date: \$3,323,592 (55% of total project cost)
- Change Order 1 – miscellaneous framing changes, over-excavation, additional sewer stubs. Total amount of CO 1 – \$34,896.
- Change Order 2 – meeting room window, glazing-only. Total amount of CO 2 - \$1,173.
- Change Order 3 – site electrical modifications, store front door changes, wood framing changes, plumbing modifications for truss deflection, weather barrier at fascia. Total amount of CO 3 - \$50,083.
- Change Order 4 – flashing modifications, louver reframing, relocate UPS to laundry room, move gas line valve. Total amount of CO 4 - \$36,316.
- Change Order 5 – cabinet changes, gas service line reroute and installation of gas main piping. Total amount of CO 5 - \$59,253.

	Original Contract Cost	Change Orders	% of Contract
Total	\$6,025,230	\$181,721	3.0%
Station	\$5,142,570	\$168,939 ^{1,2}	3.3%
Public Infrastructure	\$882,660	\$12,782	1.4%

¹Includes over-excavation of \$3,600 based on price established in bid

²Includes natural gas main line installation to serve future commercial area

Attachment(s):

- Current 3-week look ahead schedule



5395 Millersburg Fire Station 15

Three Week Look Ahead

Schedule #25

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: 1/31/2022 to 2/21/2022

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
		1/31	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	
Building Interior																								
Sheet Interior 6 line wall at equipment mezzanine	NFS		sheet	sheet																				
Suspended Soffit Day Room	Mid Valley			Soffit	Soffit	Soffit			Soffit	Soffit														Pending Approved Pricing
Sheetrock Walls & Ceilings grids C to G 100%	Mid Valley	sheetrock	sheetrock																					
Tape and Texture Walls Grids C to G	Mid Valley			Tape	Tape	Tape			Tape	Tape	Tape	Tape	Tape			Tape	Tape	Tape						
Prime & Paint Interior Walls	Kilty																		Paint	Paint				Paint
HM Door Frames Install 128, 129, 130 & 131	TGC		Frames	Frames																				
MEPF Install Overhead grids A to C	MEPF Subs	MEPF	MEPF	MEPF	MEPF	MEPF			MEPF	MEPF	MEPF	MEPF	MEPF											
Sheet Interior Apparatus Bay Plywood	NFS	Sheet	Sheet																					
Interior Sheeting Inspection	FEI, County			Inspection																				
Sheetrock Grids A to C	Mid Valley	Sheetrock	Sheetrock	Sheetrock	Sheetrock	Sheetrock			Sheetrock	Sheetrock	Sheetrock	Sheetrock	Sheetrock											
Tape Sheetrock	Mid Valley															Tape	Tape	Tape	Tape	Tape				Tape
Building Exterior																								
Flashing at top of Concrete Panels	JR Swigart				Flashing	Flashing																		
Siding Dorm Wall Cement Panels	Siding Specialist	Siding	Siding	Siding																				
Water Test Operable Windows on Dorm Wall	Intertech								Test															9:00 arrive on site test
Metal Siding Install Grids C to G	JR Swigart	Metal Sidding	Metal Sidding	Metal Sidding	Metal Sidding	Metal Sidding			Metal Sidding	Metal Sidding	Metal Sidding	Metal Sidding	Metal Sidding											
Cement Board Siding	Siding Specialist	Cement Board	Cement Board	Cement Board	Cement Board	Cement Board			Cement Board	Cement Board	Cement Board	Cement Board	Cement Board			Cement Board	Cement Board	Cement Board	Cement Board	Cement Board				Cement Board
MEP Siding Trims	MEP subs	Siding Trims	Siding Trims	Siding Trims	Siding Trims	Siding Trims																		
Gutter Brackets Install	JR Swigart	Gutter	Gutter																					
Downspouts Install	JR Swigart			Downspouts	Downspouts	Downspouts			Downspouts	Downspouts														
Roof Perimeter Flashings	JR Swigart	Roof Flashings	Roof Flashings	Roof Flashings	Roof Flashings	Roof Flashings																		
Electrical CT Mock UP	Superior Elect	CT	CT																					
Metal Back Panel @ CT Meter	Santiam			Metal Panel	Metal Panel	Metal Panel			Metal Panel	Metal Panel														
Site Work																								
Storm to Downspouts Piping	Wildish Construction Co.	Storm	Storm																					
Street Excavate, Fabric & Rock	Wildish Construction Co.	Street	Street	Street	Street	Street			Street	Street	Street	Street	Street											
Gas Line Install	Wildish Construction Co.	Gas	Gas	Gas																				
Bollards Install	Wildish Construction Co.		Bollards	Bollards	Bollards	Bollards																		
Opticom & Signals Conduits Install	WCC & Superior		Opticom	Opticom	Opticom	Opticom																		
Build Swales	Wildish Construction Co.															Swales	Swales	Swales	Swales	Swales				Swales
On Site Lighting	Wildish / Superior								Site Lighting	Site Lighting	Site Lighting	Site Lighting	Site Lighting											
Rock Slab Utility Court	Wildish Construction Co.			Rock																				
Form Utility Court Slab	Wildish Construction Co.								Form															

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
		1/31	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	
Rebar Utility Court Slab	R2M2									Rebar	Rebar													
Pour Utility Court Slab	Wildish Construction Co.											Pour	Pour											
Cure Slabs																cure	cure	cure	cure	cure				
PPL Site Lighting Coordination	Wildish Building Co.	lighting	lighting	lighting	lighting	lighting																		



TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: City Staff
 DATE: February 3, 2022, for Council Meeting February 8, 2022
 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.

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

Old Salem Road Guardrail

In 2019, AAMPO approved a project for funding under the Surface Transportation Block Grants (STBG) to extend a guardrail between Old Salem Road and I-5 in the south portion of the City. The funding for this project is scheduled to become available in 2022. City staff have reached out to AAMPO staff regarding the status of the funding and are awaiting a response from the state. The project will be delivered in cooperation with ODOT and Linn County.

Old Salem Road AC Waterline Abandonment

The City's water system includes approximately 5,100 feet of asbestos cement (AC) pipe along Old Salem Road in the south portion of the City. Due to concerns with aging AC pipe material and the risk of pipe failures, two projects have been planned to abandon the remaining AC water line in the system.

Design is beginning on the first project, which will abandon approximately 2,280 feet of AC pipe between Truax Creek and the south end of the Intermodal site. This pipe is paralleled by a 20" ductile iron pipe. The existing customer services will be transferred over to the 20" ductile iron pipe and the AC pipe abandoned in place. This project requires coordination with industrial customers due to temporary water shutdowns, as well as ODOT for portions within state right-of-way.

Jacobs will be providing the design through our on-call engineering contract. A final project cost estimate will be completed to inform the upcoming budget and construction is anticipated to take place in the summer of 2022, pending schedule coordination with affected customers.

YMCA Update

Staff met with the YMCA Chief Executive Officer Chris Reese this past week. They are still very interested in the development of our current fire station site for a new facility to serve the community and our industries. They would like to utilize the current facilities on site to begin offering infant care once the facility is vacated this summer, while the new facility is designed and ultimately constructed.

They have shared that they may be considering a facility size of approximately 40,000 sq. ft. versus the initial discussions of a 20,000 sq. ft. facility that was discussed last February. They have also had preliminary discussions with local industry regarding plans for Millersburg.

We will continue working with the YMCA over the next few months to identify the steps necessary for the use of the current facilities and property needs for the proposed/envisioned plan; we will report back for Council direction as plans move forward.

TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: Matt Straite, Community Development Director

DATE: February 1, 2022 for the February 8, 2022 City Council Meeting

SUBJECT: Adoption of Resolution 2022-02 to allow a Temporary Use for Pacific Power on 6405 NE Old Salem Road

Action Requested:

Adoption of Resolution 2022-02.

Discussion:

Pacific Power is currently constructing a power substation on NE Conser Road. They are in need of a temporary construction staging area/laydown yard for this project and associated infrastructure. The City has worked with the contractor to identify potential sites; however they have been unable to secure a location in the area near the construction site that is suitable for use as a temporary yard. The substation contractor has identified a property across from Tradewinds on NE Old Salem Road as a possible location for this use.

The Millersburg Development Code has regulations regarding temporary uses in Chapter 3.17. The zoning of the site is General Commercial (GC). The regulations do not expressly permit an off-site construction staging area/laydown yard as an allowed temporary use in the GC zone. However, subsection 3.17.020(6) allows the City Council to permit additional temporary uses (and time durations). The Council can also add conditions of approval to assure the use fits the location. Lastly, Chapter 3.17 explains that the City Council must permit the use by resolution.

Staff has prepared a Resolution that, if adopted, would allow this specific user (Pacific Power and their contractors), on this specific site, only for the duration of the construction of the substation and related infrastructure required for the operation of the substation.

Recommendation:

Staff recommends Council adopt Resolution 2022-02.

Attachment(s):

- o Resolution 2022-02



RESOLUTION 2022-02**A RESOLUTION TO PERMIT A TEMPORARY USE FOR PACIFIC POWER**

WHEREAS, the City of Millersburg (City) has a need for an additional power substation and related infrastructure improvements; and,

WHEREAS, a construction staging area cannot be accommodated on or near the construction site for the new power substation currently under construction; and,

WHEREAS, the City Development Code Chapter 3.17 allows temporary uses; and,

WHEREAS, the City Development Code Chapter 3.17 subsection 3.17.020(6) allows the City Council to authorize additional permitted temporary uses for a time to be specified by the Council.

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

The temporary use by Pacific Power of property identified as 6405 Old Salem Road, is hereby permitted pursuant to the following conditions:

- 1) The temporary use is limited to the 4.89-acre property located southwesterly of the intersection of NE Old Salem Road and NE Morningstar Road (currently 6405 NE Old Salem Road, tax lot 10S-03W-16-02200).
- 2) The granted temporary use is limited to a construction staging/laydown yard needed for the construction of the new power substation and related infrastructure improvements associated with Pacific Power's new substation located on NE Conser Road.
- 3) The temporary use permit is solely granted to Pacific Power or their contracted vendors associated with the infrastructure for the construction of the new power substation and associated off-site infrastructure.
- 4) The temporary use shall cease no more than 30 days after the completion of the Pacific Power substation and related infrastructure.
- 5) The temporary use permit does not include any other permits or actions which would be required improvements for the use of the NE Old Salem property including but not limited to grading or water quality permits.
- 6) No new driveways are permitted with this resolution. All temporary uses on the NE Old Salem property must use existing driveways and may connect to the parking area south of the site at 6225 NE Old Salem Road; and,
- 7) No temporary habitation shall be permitted on the property, with the sole exception of site security.
- 8) The use of flaggers shall be required for all oversize load movements onto and from the property accessing Old Salem Road.

ADOPTED by the City Council and effective this 8th day of February 2022.

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: February 3, 2022, for February 8, 2022, Council Meeting
SUBJECT: Woods Road and Multi-Use Path Sections

Action Requested:

Review of and feedback on proposed sections for future construction of Woods Road and multi-use path.

Discussion:

A multi-use path is planned along Woods Road to improve safety and connectivity for our residents. Funds have been included in this year's budget to begin design phases of this project and grant funding for a portion of the project construction has been allocated through AAMPO.

The first phase of design is an analysis of the horizontal alignment of the road and path. This analysis includes defining typical sections and determining the limits of the project. The next steps will involve surveying and right-of-way acquisition.

Staff are requesting Council feedback on the attached typical sections, which include options for bicycle lanes and sidewalks in addition to the multi-use path. During the meeting, staff will review the proposed sections and where transitions between sections are anticipated.

Budget Impact:

None at this time. Selected sections will impact future project costs.

Recommendation:

No action required, information only.

Attachment(s):

- Woods Road Sections

Typical Section Alternatives

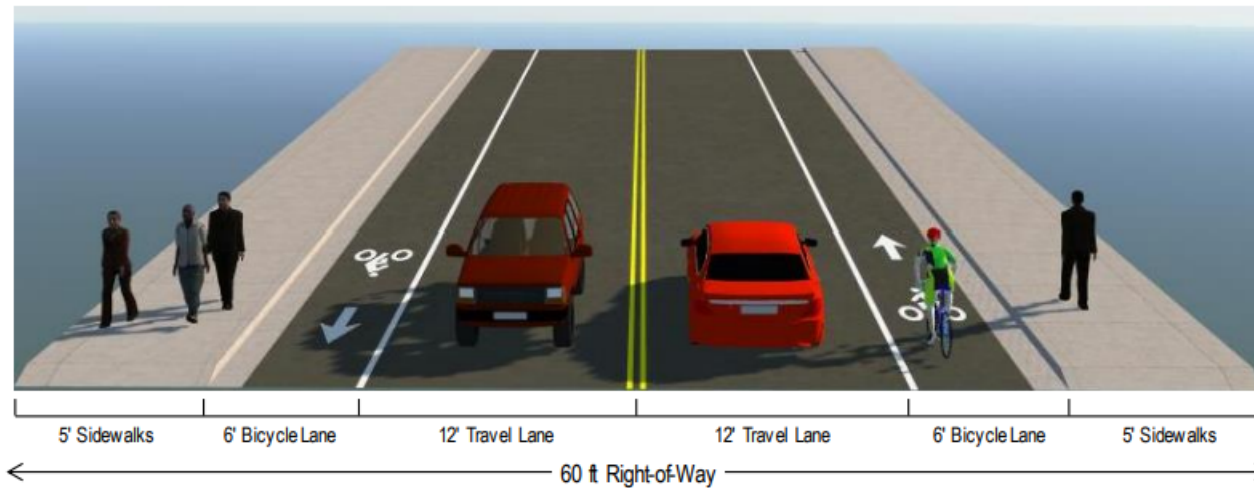
Woods Road Multi-Use Path

Transportation System Plan Guidance

Table 2. City of Millersburg Multimodal Street Design Guidelines

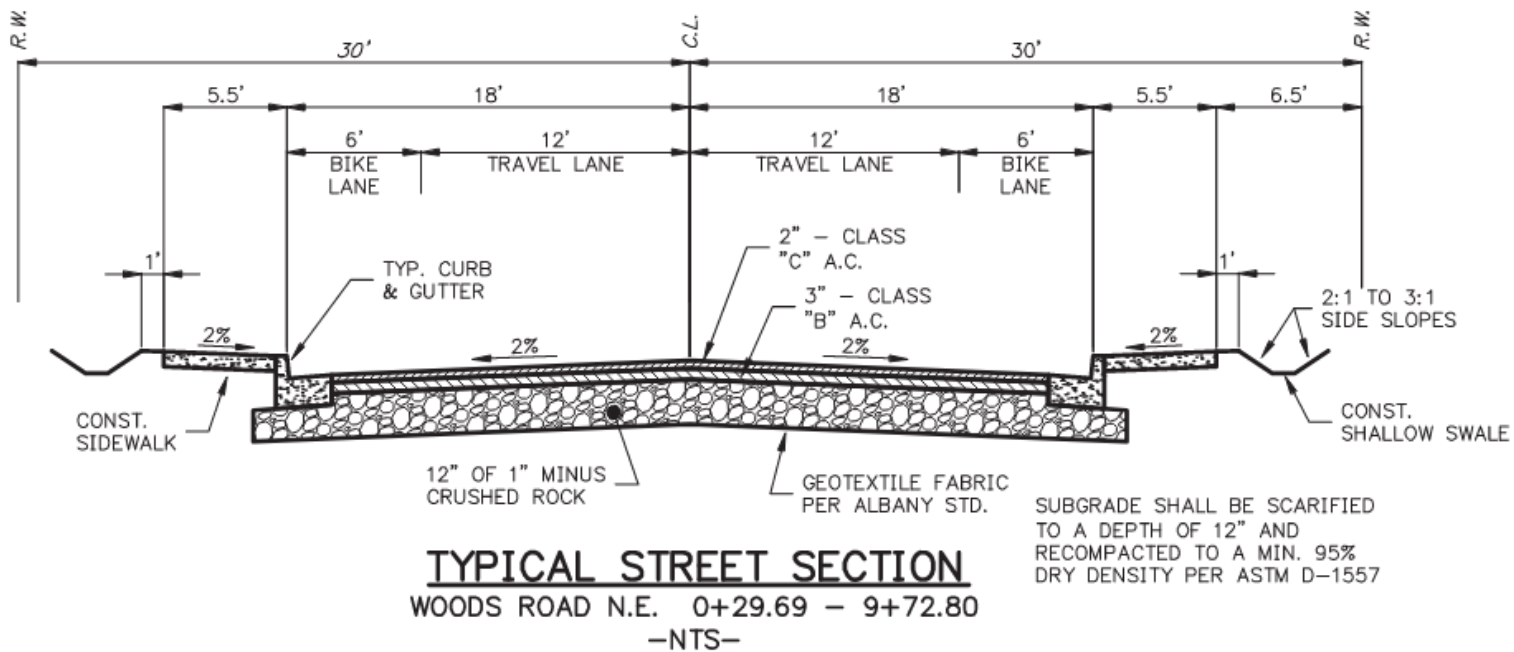
Functional Classification	Right-of-Way ¹	Design Widths						
		Curb-To-Curb Paving ²	Within Curb-To-Curb Area				Landscape Buffer (Both Sides)	Sidewalks (Both Sides)
			Motor Vehicle Travel Lane	Median and/or Center Turn Lane	Bike Lane (Both Sides)	On-Street Parking		
Arterial								
2 Lanes	60 ft	36 ft	12 ft	N/A	6 ft	N/A	5 ft	5 ft
2 Lanes + Center Turn	80 ft	50 ft	12 ft	14 ft	6 ft	N/A	5 ft	5 ft
Collector – Residential								
No parking	60 ft	36 ft	12 ft		6 ft	N/A	0–5 ft	5 ft
Parking both sides	60 ft	50 ft	12 ft		6 ft	7 ft	N/A	5 ft
With Shared-Use Path ³	60 ft	36 ft	12 ft	N/A	6 ft	N/A	4.5 ft	5 ft one side, 10 ft multi-use path other side

Figure 5. Residential Collector (No Parking) Cross-Section



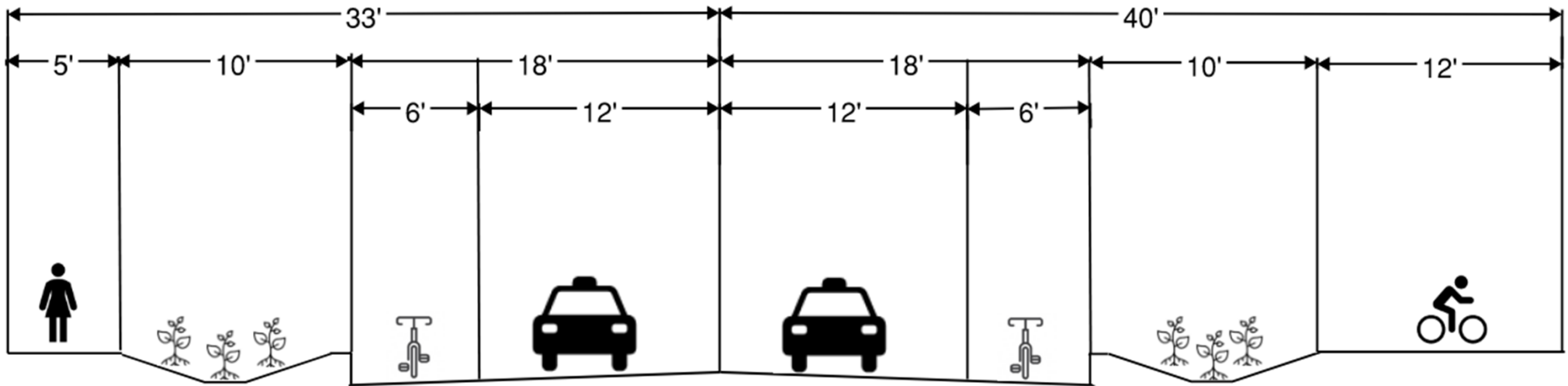
Section 1. Full Street Improvements Continuation

- Continue same typical section used for Woods Estates Development



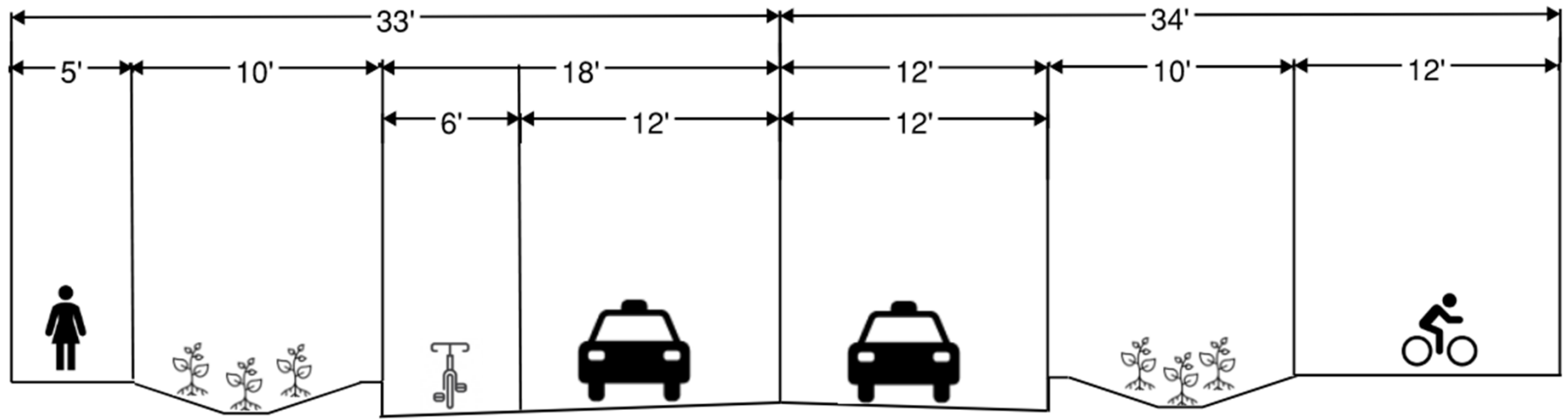
Section 2. Multi-Use Path with Bike Lanes and Swales Both Sides

- Widest potential ROW
- Bike paths and swales both sides, sidewalk one side
- Sidewalk width = 5'
- Swale Width = 10'
- Multi-Use Path = 12'



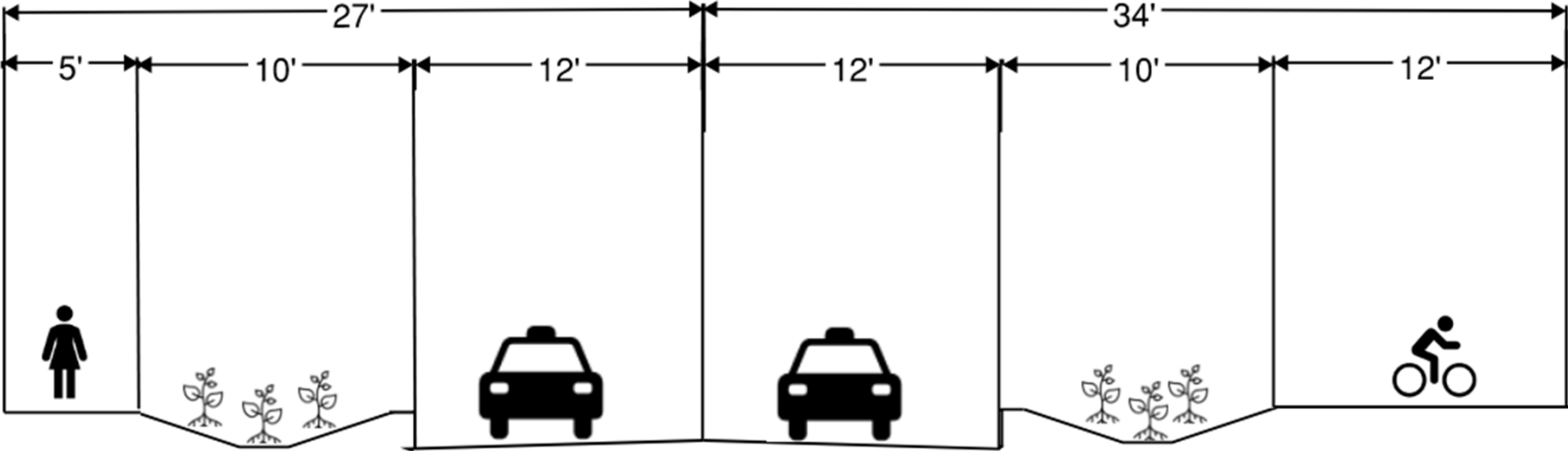
Section 3. Multi-Use Path with Single Bike Lane and Swales Both Sides

- Bike path and sidewalk on side without multi-use path
- Swales both sides
- Upper end of possible sizes
- Sidewalk width = 5'
- Swale Width = 10'
- Multi-Use Path = 12'



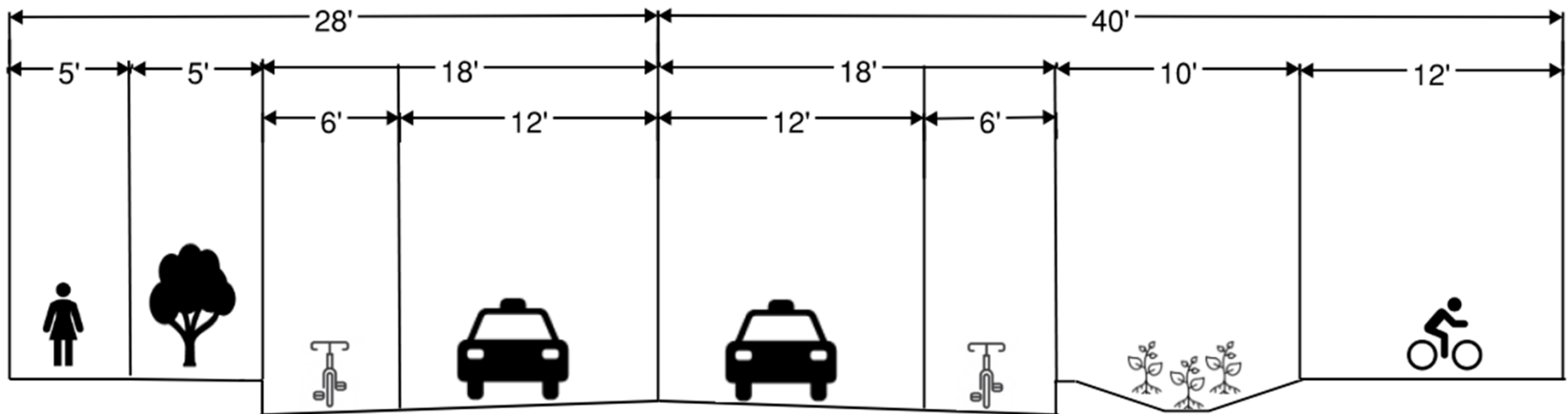
Section 4. Multi-Use Path with No Bike Lanes and Swales Both Sides

- Sidewalk on side without multi-use path
- No bike lanes
- Swales both sides
- Sidewalk width = 5'
- Swale Width = 10'
- Multi-Use Path = 12'



Section 5. Multi-Use Path Piped Stormwater and Swale

- Sidewalk on side without multi-use path
- Swale next to multi-use path
- Upper end of possible sizes
- Sidewalk width = 5'
- Swale Width = 10'
- Multi-Use Path = 12'
- Landscape Buffer = 5'



Typical Section Summary

Alternative	ROW (ft)	Curb - to - Curb Paving (ft)	Motor Vehicle Travel Lane (ft)	Bike Lane (ft)	Swale (ft)	Landscape Buffer (ft)	Sidewalk (ft)	Multi - Use Path (ft)
Section 1	60	36	12	6 both sides	6.5 both sides	NA	5.5 both sides	NA
Section 2	73	36	12	6 both sides	10 both sides	NA	5 one side	12
Section 3	67	30	12	6 one side	10 both sides	NA	5 one side	12
Section 4	61	24	12	NA	10 both sides	NA	5 one side	12
Section 5	68	36	12	6 both sides	10 one side	5	5 one side	12

Example Swale



<https://www.sfbetterstreets.org/find-project-types/greening-and-stormwater-management/stormwater-overview/swales/>