



Agenda

CITY OF MILLERSBURG City Council Regular Meeting

Millersburg City Hall: 4222 NE Old Salem Road, Millersburg OR 97321
April 12, 2022 @ 6:30 PM

Remote Access for the meeting is available. Instructions for joining are at <https://www.cityofmillersburg.org/citycouncil/page/city-council-regular-meeting>. If you need additional support, please contact City Hall prior to 5:00 p.m. on Monday, April 11.

Meeting link to join via computer:

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

Phone number to join meeting: 503-212-9900

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES AND ADDITIONS TO THE AGENDA

CONSENT AGENDA

- 1) Approval of March 8, 2022 City Council Meeting Minutes
 - 2) Acceptance of City Accounts Payable Report
- Action: _____

GUEST PRESENTATIONS

- 3) Linn County Sheriff's Office Monthly Report
- 4) 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

CITY MANAGER'S REPORT

- 5) Fire Station Project Report
- 6) Project Updates

7) Caselle Dashboard - YTD Budget Review

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

NEW BUSINESS

8) Audit Agreement - Verbal Report

Action:_____

9) Appointment of City Recorder Kim Wollenburg as Budget Officer for the Fiscal Year 22/23 Budget.

Action:_____

10) Appointment of Budget Committee Member(s)

Action:_____

11) COVID Relief Funds and Uses - Resolution 2022-04

Action:_____

12) Fluoride - Verbal Report

Action:_____

13) Millersburg Cemetery Update - Verbal Report

Action:_____

14) Alexander Lane Property Acquisition for Future Road Alignment - Verbal Report

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
March 8, 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, John Sullivan

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: Lieutenant Beth Miller, Linn County Sheriff's Office

C. CHANGES AND ADDITIONS TO THE AGENDA

D. CONSENT AGENDA

- 1) Approval of February 8, 2022, City Council Meeting Minutes
- 2) Approval of February 21, 2022, City Council Work Session Minutes
- 3) Acceptance of City Accounts Payable Report

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

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor John Sullivan: Aye

Motion PASSED: 4/0

E. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Monthly Report

Lieutenant Beth Miller reviewed the February 2022 monthly report. She mentioned a significant increase in theft among residential and businesses, including attempting to get into underground fuel tanks. She updated the Council on the changes, increases and decreases in personnel, and how that would impact contract cities like Millersburg.

Mayor Lepin thanked LSCO for their response and follow up related to the concern expressed by a resident for safety at the school bus stop at the corner of Castillo and Conser. He also thanked LCSO for their evening checks of the City Park.

Councilor Sullivan mentioned the habitual Jake Brake issue on Old Salem Road every morning and is concerned that the issue is really becoming problematic for those backing up to Old Salem Road. Lieutenant Miller said she will pass along this concern for deputies to watch.

F. PUBLIC COMMENT
None

Public hearing opened at 6:45 p.m.

G. PUBLIC HEARING

- 1) Comprehensive Plan Update DC 21-03 – Ordinance 194-22
Community Development Director Straite provided background information regarding the revisions to the Comprehensive Plan land, and the change of the use designation from Agricultural back to the previous Residential designation.

- 1) Resident Shelley Wright, Woods Road, asked if Woods Road could handle the increase in traffic should that area develop. Staff shared that the change from the agriculture designation to the residential as the area was previously designated would require upgrades to Woods Road at the time of development.

Public hearing closed at 6:55 p.m.

Action: **Motion that, Based on the Findings of Fact, the Proposed Amendment Satisfies the Applicable Criteria and that the City Council Approve Application DC 21-03 and Adopt Ordinance No. 194-22 made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**

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

Motion PASSED: 4/0

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin updated the Council regarding the Events Planning Committee and Celebration preparations.

I. 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, including concrete curbs and gutters for the new street. In addition, she reviewed the project budget and current change orders. She shared that the completion is scheduled for the end of June 2022.

- 2) Fire Station Conference Room Naming & Ribbon Cutting Dates
City Manager Kreitman provided background regarding naming of the Fire Station conference room noting that there didn't seem to be interest in giving the conference room a name. He also spoke about a ribbon-cutting ceremony and asked if July 30, 2022, is an acceptable date. Following discussion by council the July 30th date was determined to be the date that would work for the majority of council and staff. Assistant City Manager/City Engineer Booth provided a few more details on the conference room naming and that based on feedback the consensus is to keep things simple.

3) Project Updates

Assistant City Manager/City Engineer Booth provided an update regarding various maintenance and construction activities in progress throughout the City.

4) Love's Update

Staff met with district manager and regional manager for Love's. They shared updates they are planning on doing including adding stop signs with flashing lights at the exits. In addition, they plan to add additional signage and striping in the access road in the area of the food trucks for no parking. He also shared Love's staff are taking additional actions to address concerns which have been shared. A Love's family member principal, also asked them to share that they want to provide the city with a check for \$23,000 to offset the costs the city has spent on additional support from the Linn County Sheriff's Office. Councilor Cowan asked that we continue to keep watch on the impact of Love's on law enforcement time.

5) Regionally Significant Industrial Sites (RSIS) Update

City Manager Kreitman reminded the Council regarding past discussions on Regionally Significant Industrial Sites and that previously the only approved sites were in the Portland area. He shared that the City was approached by the State for the City's interest in participating which allows for reimbursement of funds that the City directly provides expends for infrastructure, planning, roads, and other things to make the site developable when an industry comes into the site that meets the criteria. The City has been notified that our application has been received and city owned industrial properties have been approved by the State director for RSIS designation.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

1) Appointment of Budget Committee Member

City Manager Kreitman noted one vacancy and that there is one applicant, Doug Iverson.

Action: **Motion to Appoint Doug Iverson to the Budget Committee made by Councilor John Sullivan; seconded by Councilor Scott Cowan.**

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

Motion PASSED: 4/0

2) Appointment of Events Planning Committee Members

Mayor Lepin provided background to the expansion of the Committee and spoke about the two applicants and the positions.

Action: **Motion to Appoint Amanda Garcia and Kimberly Wollenburg to the Events Planning Committee made by Councilor Scott Cowan; seconded by Councilor Dave Harms.**

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

Motion PASSED: 4/0

- 3) Oregon Parks and Recreation Local Government Grant Program
Community Development Director Straite noted the City seeking a grant for a conceptual park design and public outreach for the newly acquired park property.

Action: **Motion to Adopt Resolution 2022-03 Expressing Support of LGGP Grant Application made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**

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

Motion PASSED: 4/0

M. CLOSING PUBLIC COMMENT
None

N. CLOSING COUNCIL COMMENT

- 1) City Manager Kreitman shared recent discussions with Wildish to get a quote for removal of the rental house and the old barn. He noted there have been a couple of inquiries about the property and that while Wildish is on site at the Fire Station it would be more cost effective to get that addressed now. Councilor Scott Cowan asked about the option of having the house and structures moved instead of demolished. City Manager Kreitman noted that the city could but believes finding someone to move the house would be challenging. He shared that the equipment to do the work would be off the site relatively soon. Assistant City Manager/City Engineer Booth said that right now the City is asking for a quote and could bring options to the Council later. Councilor Cowan asked if staff is assuming that with Wildish on-site, there would be a significant cost saving or will the City be going out to others to bid on the work. City Manager Kreitman said that there's a savings with having Wildish do the work since they are mobilized and have had all approvals to be a contractor, which saves costs and staff time. Mayor Lepin suggests that staff get the costs and bring to Council for review and discussion at that time.

O. ADJOURNMENT Mayor Lepin adjourned the regular meeting at 7:29 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Report Criteria:

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

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
18970					
03/03/2022	18970	Barrett Business Services Inc.	Week ending 2/20/2022 Jaydin Brockmann	01-45-211	18.20
Total 18970:					18.20
18971					
03/03/2022	18971	Business Connections, Inc.	Answering Service	01-40-215	55.00
Total 18971:					55.00
18972					
03/03/2022	18972	City of Albany	Fire protection Millersburg	01-50-216	365,168.50
Total 18972:					365,168.50
18973					
03/03/2022	18973	De Lage Landen Financial Services, Inc.	Monthly Printer Lease	01-40-222	374.55
Total 18973:					374.55
18974					
03/03/2022	18974	Forrest Reid	City Attorney - Monthly	01-40-230	4,400.00
Total 18974:					4,400.00
18975					
03/03/2022	18975	Holly Degroot	Holly Degroot library reimbursement	01-40-231	40.00
Total 18975:					40.00
18976					
03/03/2022	18976	LS Networks	Monthly Internet and Phones	01-40-215	497.32
03/03/2022	18976	LS Networks	Monthly Internet and Phones	01-40-215	497.30

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 18976:					994.62
18977					
03/03/2022	18977	Pacific Office Automation	Printer Lease	01-40-223	105.14
Total 18977:					105.14
18978					
03/03/2022	18978	Soderstrom Architects Ltd	Fire Station Design	01-50-721	406.00
Total 18978:					406.00
18979					
03/03/2022	18979	Valley Merchant Police, Inc	Unlock Gate weekends and holidays February 2022	01-45-211	277.50
Total 18979:					277.50
18980					
03/08/2022	18980	4S Sign LLC	4S Sign - Street signs for Woods road & Riverstone Loop	02-60-218	278.70
03/08/2022	18980	4S Sign LLC	4S Sign - Fir Steet	02-60-218	125.00
Total 18980:					403.70
18981					
03/08/2022	18981	Barrett Business Services Inc.	Week ending 2/27/2022 Jaydin Brockmann	01-45-211	18.20
Total 18981:					18.20
18982					
03/08/2022	18982	Coleen Haxby	Coleen Haxby rec reimbursement	01-45-210	41.60
Total 18982:					41.60
18983					
03/08/2022	18983	Convergint Technologies LLC	Millersburg Station 15 security project	01-50-725	9,378.00
Total 18983:					9,378.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
18984					
03/08/2022	18984	David Evans & Associates, Inc.	Water SDC Fund	05-95-611	7,040.97
Total 18984:					7,040.97
18985					
03/08/2022	18985	FEI Testing & Inspection Inc	FEI - Professional Services - Fire Station concrete	01-50-725	1,713.15
Total 18985:					1,713.15
18986					
03/08/2022	18986	HVL	85" Sony LED Smart TV and wall mount for new station	01-50-214	3,425.00
Total 18986:					3,425.00
18987					
03/08/2022	18987	Lisa Avery	Lisa Avery Rec Reimbursement	01-45-210	152.00
Total 18987:					152.00
18988					
03/08/2022	18988	Pacific Power	Monthly Power Usage Feb 2022	04-80-217	6,548.66
Total 18988:					6,548.66
18989					
03/08/2022	18989	Tyler Minnick	Tyler Minnick Rec Reimbursement	01-45-210	196.00
Total 18989:					196.00
18990					
03/08/2022	18990	US Bank	Trash pickup-Park	01-45-211	8,817.51
Total 18990:					8,817.51
18991					
03/08/2022	18991	Wheat LLC	Monthly Sweeping	02-60-214	2,199.17

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 18991:					2,199.17
18992					
03/08/2022	18992	Wildish Paving Co.	Public Street (includes storm)	02-65-710	411,831.65
Total 18992:					411,831.65
18993					
03/08/2022	18993	Witherspoon Industries LLC	City Hall Janitorial	01-40-223	600.00
Total 18993:					600.00
18995					
03/15/2022	18995	Adamosky Technical Solutions Corporation	Mount kit and screen equipment for fire station	01-50-214	2,458.00
Total 18995:					2,458.00
18996					
03/15/2022	18996	Barrett Business Services Inc.	Week ending 3/6/2022 Jaydin Brockmann	01-45-211	18.20
Total 18996:					18.20
18997					
03/15/2022	18997	CECO, INC.	Monthly Fuel FEB 2022	01-45-211	201.35
Total 18997:					201.35
18998					
03/15/2022	18998	Christy Pecyna	Christy Pecyna - Rec Reimbursement	01-45-210	48.00
Total 18998:					48.00
18999					
03/15/2022	18999	Grove, Mueller & Swank, P.C.	Grove, Mueller & Swank - final billing for 2021 financial audit	01-40-236	11,475.00
Total 18999:					11,475.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
19000					
03/15/2022	19000	Jamie Comin	US Bank Deposits- mileage reimbursement	01-40-233	83.21
Total 19000:					83.21
19001					
03/15/2022	19001	Linn County Planning and Building	Monthly Building Permit Bill	01-52-211	4,487.69
Total 19001:					4,487.69
19002					
03/15/2022	19002	Linn County Print & Supplies	Envelopes	01-40-221	770.00
Total 19002:					770.00
19003					
03/15/2022	19003	Municode	15 copies of supplement 1 to the Municipal Code	01-40-223	2,387.64
Total 19003:					2,387.64
19004					
03/15/2022	19004	Oregon Secretary of State	Revenues and Expenditures Audit 7/2022 - 6/2021	01-40-236	300.00
Total 19004:					300.00
19005					
03/15/2022	19005	Saalfeld Griggs PC	Review clients documents- easement and ROW issue	01-40-230	167.50
Total 19005:					167.50
19006					
03/15/2022	19006	Saif Corporation	Workers Comp Ins	01-40-133	1,130.30
Total 19006:					1,130.30
19007					
03/15/2022	19007	Sierra Springs	Sierra water March 2022	01-40-221	28.55

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 19007:					28.55
19008					
03/15/2022	19008	Ultrex	Ultrex - contract overage for 6/27/21 - 9/26/21	01-40-223	38.00
03/15/2022	19008	Ultrex	Quarterly Base Charge for 9/27/21 to 12/26/21	01-40-223	38.00
Total 19008:					76.00
19009					
03/22/2022	19009	Barrett Business Services Inc.	Week ending 3/13/2022 Jaydin Brockmann	01-45-211	18.20
Total 19009:					18.20
19010					
03/22/2022	19010	CH2MHill Engineers Inc	Task 8.1.3 Req Sup WMCP	05-90-218	14,518.28
Total 19010:					14,518.28
19011					
03/22/2022	19011	Handy Hands Landscape C&M LLC	Handy Hands - Landscape City Hall	01-40-223	1,536.00
Total 19011:					1,536.00
19012					
03/22/2022	19012	Jacob's Engineering Group Inc.	Professional services agreement Amendment No. 5 effective 1/31/20	05-90-214	712.38
Total 19012:					712.38
19013					
03/22/2022	19013	Linn County Assessment and Taxation	Top 10 report	01-40-221	35.00
Total 19013:					35.00
19014					
03/22/2022	19014	Professional Security Alarm	Central Station Monitoring Services 4/1/22 to 6/30/22	01-40-223	123.00
Total 19014:					123.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
19015					
03/22/2022	19015	Providence Health Plan	Medical Insurance	01-40-132	4,443.35
Total 19015:					4,443.35
19019					
03/29/2022	19019	4S Sign LLC	4S Sign - Street signs for Woods Road and Millersburg Drive	02-60-218	456.89
Total 19019:					456.89
19020					
03/29/2022	19020	Aflac	AFLAC - through March 2021	01-40-134	66.78
Total 19020:					66.78
19021					
03/29/2022	19021	Barrett Business Services Inc.	Week ending 3/20/2022 Jaydin Brockmann	01-45-211	18.20
Total 19021:					18.20
19022					
03/29/2022	19022	CECO, INC.	Monthly Fuel March 2022	01-45-211	356.15
Total 19022:					356.15
19023					
03/29/2022	19023	De Lage Landen Financial Services, Inc.	Monthly Printer Lease	01-40-222	374.55
Total 19023:					374.55
19024					
03/29/2022	19024	Dustin Patton	Cell Phone Reimbursement- March 2022	01-40-240	35.00
Total 19024:					35.00
19025					
03/29/2022	19025	Janelle Booth	Cell Phone Reimbursement Jan-March 2022	01-40-240	105.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 19025:					105.00
19026					
03/29/2022	19026	Kevin Kreitman	Cell phone reimbursment Jan-March 2022	01-40-240	105.00
03/29/2022	19026	Kevin Kreitman	Kevin and Janelle flight to Washington	01-40-226	2,270.00
Total 19026:					2,375.00
19027					
03/29/2022	19027	Kimberly Wollenburg	Cell Phone Reimbursement Jan-March 2022	01-40-240	105.00
Total 19027:					105.00
19028					
03/29/2022	19028	Matt Straite	Cell phone reimbursment Jan-March 2022	01-40-240	105.00
Total 19028:					105.00
19029					
03/29/2022	19029	Metereaders LLC.	Meter reads in March 2022	05-90-212	1,100.10
Total 19029:					1,100.10
19030					
03/29/2022	19030	MetLife - Group Benefits	Billing period 3/1 - 3/31/22	01-40-135	827.74
Total 19030:					827.74
19031					
03/29/2022	19031	Mike's Heating and Air	Annual service and repair chambers	01-40-223	.00
Total 19031:					.00
19032					
03/29/2022	19032	Nathaniel Miller	Library Reimbursement	01-40-231	40.00
Total 19032:					40.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
19033					
03/29/2022	19033	Pacific Northwest Development Group	Economic Development March 2022 consulting fee	01-40-229	3,500.00
Total 19033:					3,500.00
19034					
03/29/2022	19034	Randy Mueller	cell phone reimbursement Jan-March 2022I	01-40-240	105.00
Total 19034:					105.00
19035					
03/29/2022	19035	Stages Northwest Inc.	Celebration-deposit for stage	01-56-210	1,575.00
Total 19035:					1,575.00
19036					
03/30/2022	19036	South Willamette Valley Honor Flight	Honor Flight Donation	01-56-210	2,000.00
Total 19036:					2,000.00
19038					
04/07/2022	19038	Aflac	AFLAC - missing check for Oct 2020	01-40-134	49.08
Total 19038:					49.08
19039					
04/07/2022	19039	Art Plus Signs & Designs	Name Plates for City Committee	01-40-221	312.00
Total 19039:					312.00
19040					
04/07/2022	19040	Barrett Business Services Inc.	Week ending 3/27/2022 Jaydin Brockmann	01-45-211	18.20
Total 19040:					18.20
19041					
04/07/2022	19041	David Evans & Associates, Inc.	Water SDC Fund	05-95-611	11,122.37

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 19041:					11,122.37
19042					
04/07/2022	19042	EC Electrical Construction Co	Millersburg City Park	01-45-211	119.00
Total 19042:					119.00
19043					
04/07/2022	19043	FEI Testing & Inspection Inc	FEI - Professional Services - Fire Station	01-50-725	2,883.55
Total 19043:					2,883.55
19044					
04/07/2022	19044	Jamie Tessaro	Rec Reimbursement	01-45-210	111.00
Total 19044:					111.00
19045					
04/07/2022	19045	Maria Diaz	Rec Reimbursement	01-45-210	60.00
Total 19045:					60.00
19046					
04/07/2022	19046	Mike's Heating and Air	Millersburg Fire Station	01-50-215	105.00
Total 19046:					105.00
19047					
04/07/2022	19047	Pacific Office Automation	Printer Lease	01-40-223	259.66
Total 19047:					259.66
19048					
04/07/2022	19048	US Bank	Monthlt trash services	01-45-211	16,412.92
Total 19048:					16,412.92

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
19049					
04/07/2022	19049	Valley Merchant Police, Inc	Unlock Gate weekends and holidays	01-45-211	292.50
Total 19049:					292.50
19050					
04/07/2022	19050	Xterma Pest Control Inc.	City Hall Pest Control	01-40-223	60.00
Total 19050:					60.00
19051					
04/07/2022	19051	Witherspoon Industries LLC	City Hall Janitorial supplies	01-40-221	1,069.93
Total 19051:					1,069.93
Grand Totals:					915,243.39

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



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: March

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

TOTAL HOURS SPENT: Millersburg 165

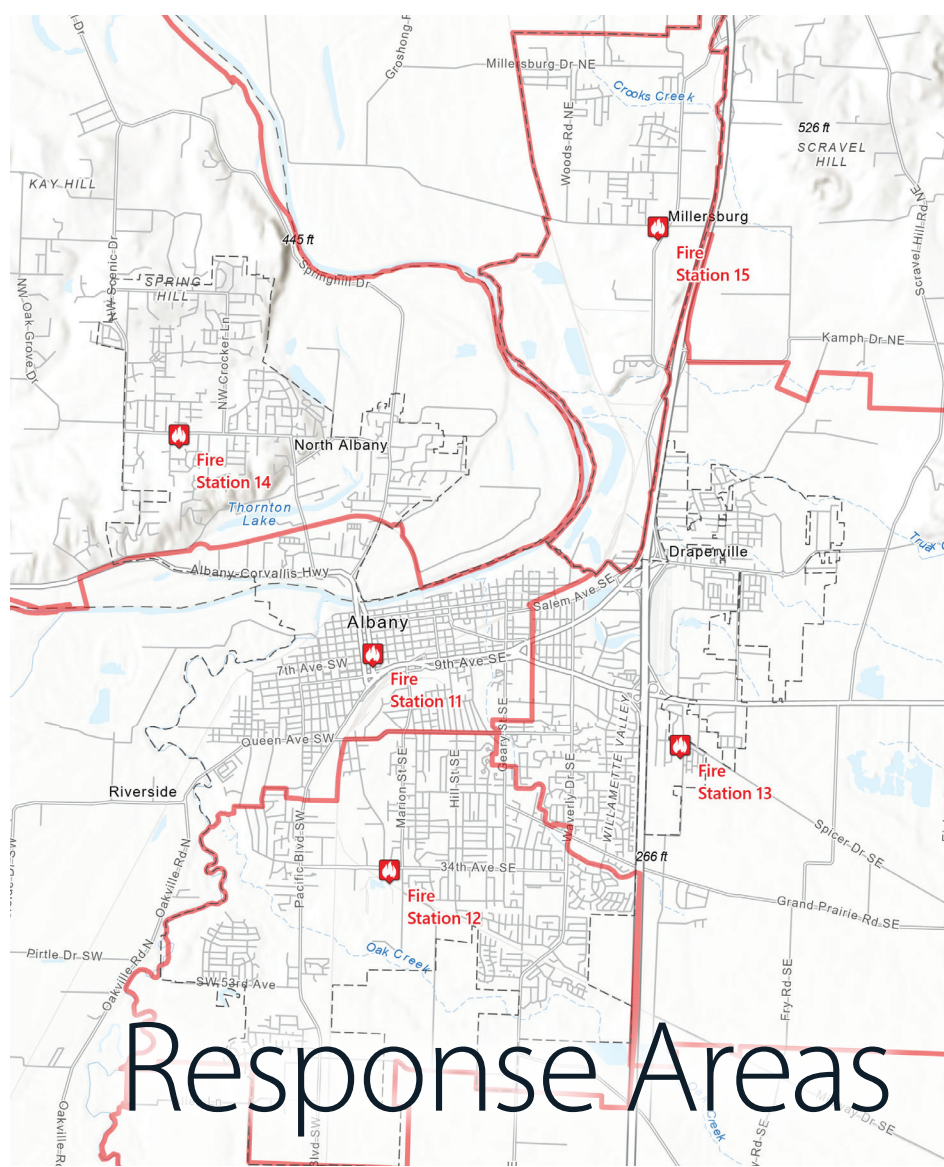
CONTRACT HOURS= 153 HOURS

**Michelle Duncan,
Sheriff, Linn County**

By: Sergeant Steven Frambes



Albany Fire Department 2021 Annual Report



*Prevent and
Protect From
Harm.*

It is the vision of the Albany Fire Department to be a diversified, safety-conscious, professional organization striving to be a leader in the fire service and community; participating in partnerships with private, public, and nonprofit organizations; continually looking for innovative means of delivering services; maintaining a high level of technical proficiencies through training and education; and understanding that the priority is to prevent rather than react to an emergency. We are courteous, caring, take pride in doing our job, and provide excellent community services.

Chief's Message

2021

lived up to the notion that time flies. It seems like just yesterday when an unknown virus was working its way into our region. We all had to rethink the way we conduct our business of keeping others safe and helping them when they most need it. While many thought the pandemic would be limited to just one year, that narrative was not the case.

The pandemic and its effects continued to affect our community and department like the previous year. We navigated multiple virus surges, vaccine mandates, and hospital bed shortages leading to a significant increase in interfacility transfers. Any one of these items is significant, let alone all three, along with myriad of other associated issues. We continued to partner with outside agencies such as Linn County Public Health, which improved the level of service we provide to our members and community. Despite all this uncertainty and continuous change, the members of Albany Fire Department continued to provide exceptional customer service.

In 2021 the department was faced with navigating a city-wide budget shortfall. Originally the department was going to lose a total of eleven positions, but our city council made the very difficult decision to adopt a city-wide utility fee to raise enough money to save positions in the city, specifically six firefighter positions. Unfortunately, the department still had to reduce the number of its members, but thankfully we were able to retain those needed to maintain critical emergency service levels. Our department is grateful for the council's decision and their leadership.

Early in the year, construction of Station 15 began, and it is slated to be completed in the summer of 2022. This station will serve the community of Millersburg, and our firefighters for decades to come. The City of Millersburg continues to be an excellent partner and we are fortunate they have chosen the Albany Fire Department to provide fire protection to their community. We will begin providing ambulance services as well beginning in the summer of 2022.

As the year ended, the department realized a record number of responses for the year; 11,248 requests for our services. This is partly due to effects of COVID-19 but is also reflective of the growth and changing demographics in our community.

Considering all the challenges we faced, the members of the Albany Fire Department rose to the challenge. They all handled themselves with patience, grace, and professionalism. They worked exceptionally hard in difficult and uncertain times. They continued to work to make our community safer through education and preventive efforts, while at same time meeting the unprecedented demand for our service. As fire chief, I am very proud of every member of our department, and more importantly, our community can be proud of their first responders!



Shane D. Wooton
Fire Chief



Ongoing COVID-19 Response

As with 2020, COVID continued to dominate many aspects of our lives. We began to get better acquainted with the Greek alphabet, as we learned of Delta and Omicron and how quickly they spread throughout the community. As soon as the first vaccines became available, the department began hosting vaccine clinics in conjunction with Linn County Public Health to vaccinate local first responders. Then, as doses of the vaccine became more widely available, AFD expanded its activities to assist Linn County Public Health and Samaritan Health with conducting public vaccine clinics. AFD is still working diligently to navigate frequently changing public health directives, in order to protect ourselves and the public, while providing the highest quality of care.

Conflagrations

26 personnel deployed in 2021 to the following incidents:



June 30



July 6



July 7



July 12



August 10



August 13



August 24



September 9

Wrentham Market Road Fire & Sunset Valley Fire

Jack Fire

Bootleg Fire

Grandview Fire

Middle Fork Complex

Patton Meadow Fire

Devil's Knob Complex

Cougar Peak Fire



Ice Storm

February 12 witnessed a short, sharp ice storm along the Willamette Valley. A sudden cold snap, coupled with seasonal precipitation, led to freezing temperatures and ice. Burdened under the weight of a heavy load of ice, many trees collapsed into roads and onto power lines, leading to power outages affecting thousands in Albany alone. The State declared a state of emergency, and the City of Albany worked with FEMA to receive aid. The chaos caused by the storm led to a department-wide record number of calls in one shift: 55 calls in one day!

Personnel Changes

Retirements

One of the privileges afforded to AFD leadership is the chance to send off a valued colleague at the end of a long and distinguished career. This year AFD said goodbye to:



AO Steve Surmeier (26.5 years)



AO Gary Eaton (22 years)



LT John Zimmerman (26 years)

AO Promotional Process

The retirement of two apparatus operators created openings which were filled through a rigorous promotional process in April. Eight candidates underwent a physically and mentally demanding, multi-day testing and evaluation process. AFD was proud to welcome Dylan Kidd (*left*) and Ira Doran (*right*) to the AO ranks.



**Newly-promoted
Lt. Shane Castle**

New Firefighter/EMTs

In order to fill gaps in the ranks, AFD welcomed five new firefighters this year:



FF/EMT Sadie Ford
(March)



FF/EMTs Andrew Blake
& Cameron Koumentis
(September)



FF/EMTs Joshua
Andrade & Ashley Safa
(November)

Recruits go through a demanding academy when they arrive. AFD personnel were instrumental in helping conduct 2021's three recruit academies to train our new firefighters up to AFD standards in fire and EMS skills.

AIC LT Academy

AFD is always looking to the future, and with that, its future leaders. The department conducted an Acting in Capacity Lieutenant Academy early in the year. Guided by Lieutenant Alex Chang, this academy taught courses in leadership, administration, budgeting, and fire tactics. Those who completed the academy will be among the next generation of officers to lead AFD personnel.

Performers of the Year

Due to ongoing COVID prevention measures, the Annual Department Awards Banquet was cancelled. This did not stop Chief Wooton and the department from acknowledging the stellar performers who made up our Performers of the Year:



Medic of the Year:
Firefighter
Grant Hadley



Firefighter of the Year:
Firefighter
(now Lt.)
Shane Castle



Apparatus Operator of the Year:
Apparatus
Operator
Lon Lemkau



Officer of the Year:
Lieutenant
Jason Katzenstein



Humanitarian of the Year:
Firefighter
Matt Johnson

Albany Fire was honored to present Unit Citations and Lifesaving awards:

For the May 29, 2021,
rescue of three victims on the North Santiam River:

- Firefighter Gabe Anderson
- Firefighter Tyler Larrabee

For the June 18, 2021,
rescue of two victims on the North Santiam River:

- Deputy Chief Chris LaBelle
- Emergency Manager Chuck Perino
- Lieutenant John Zimmerman
- Firefighter Trevor Daley



Training

In order to keep our skills sharp, AFD is always training. Although this is not a complete record of the year's training, there were numerous training highlights throughout 2021:



Advanced Cardiac Life Saving (ACLS) training in March. Personnel who took this training certified in the latest life-saving procedures for patients experiencing a cardiac event.

In May, the department conducted Vent-Enter-Search (VES) training. This is a rapid rescue technique used to safely enter into a structure and perform a search of the room or house to locate and remove victims.

AFD is always looking for ways to improve our customer service. Also in May, the department hosted a new training in Transgender Patient

Awareness for firefighters and police officers, to better respond to our transgender and LGBTQ+ community members. Personnel learned how to improve interactions with the local transgender community and provide a level of care that enables patients to feel safe and supported.

In June, in anticipation of the coming wildland fire season, AFD personnel went through their annual wildland fire refresher training. As Albany (and surrounding areas) continue to grow and encroach on wildland areas (creating a "wildland-urban interface"), this training is becoming more and more crucial throughout the state of Oregon.

June also saw the entire department recertify in Basic Life Saving, (BLS, or CPR) training. This certification is a requirement for all first responders in the department.

In August, AFD personnel participated in a thorough round of obstetric training. Using a specialty obstetrical mannequin that can simulate childbirth, AFD personnel trained in different techniques to ensure that, when they have a difficult delivery, they will know the best and safest methods for doing so.



In September, crews focused on Vertical Ventilation training. This

technique involves cutting a hole in the roof of a structure to remove heat and smoke, allowing firefighters to attack the fire more safely from below. This technique also draws the fire toward the hole, allowing victims inside a better chance for survival.

In October, in conjunction with APD, AFD conducted an Active Threat exercise. This exercise centered on coordination between police and EMS elements in the event of an active threat event. We always welcome opportunities to exercise our skills and train with our partners for low frequency/high intensity events like these.



Events

EMS Recertification

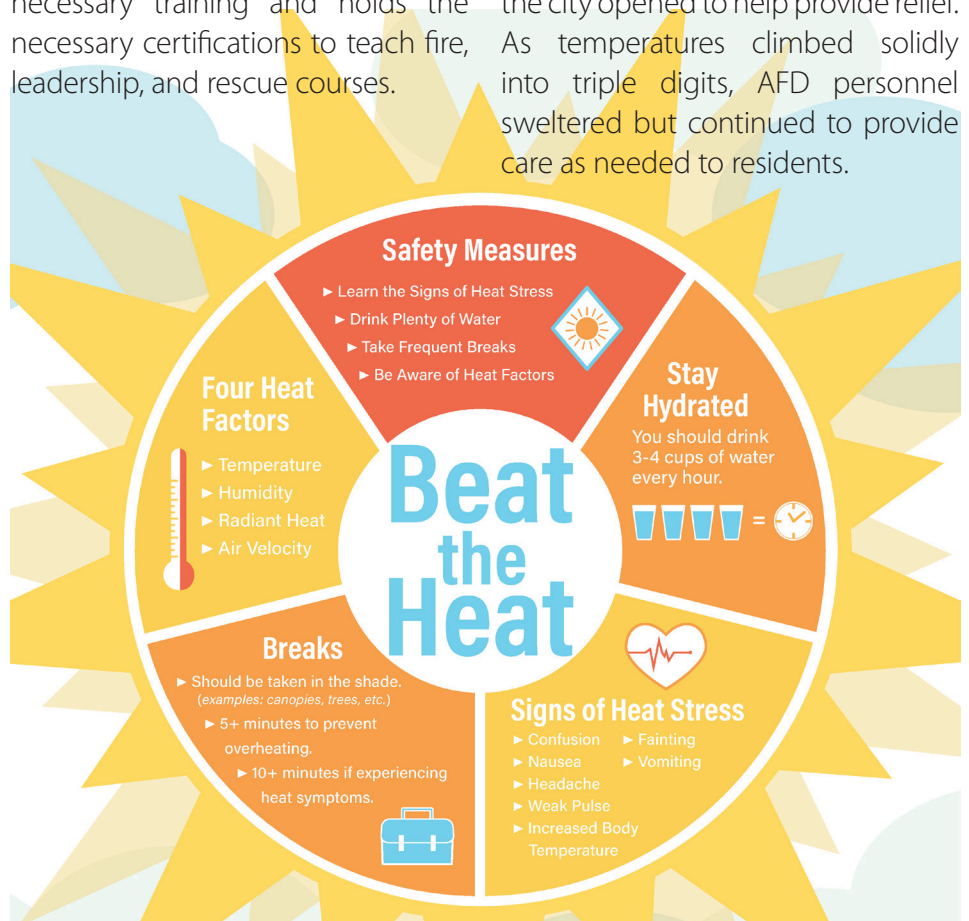
Every other year, first responders are required to recertify their Emergency Medical Service (EMS) credentials through the Oregon Health Authority. The Training Division worked with the Deputy Chief of EMS to validate the many hours of training that personnel take in airway, breathing, and cardiology, trauma, medical emergencies, pediatric and obstetric emergencies, and other education topics approved by the medical director. Every year, each first responder within the department spends numerous hours training according to their EMS level. Some of this training is taken under the guidance of the department's Field Trainers (FTOs), each of whom specializes in a specific discipline within EMS.

DPSST Recertification

In October the department was audited for its training certifications. Every three years, the department works with their DPSST Liaison to verify that AFD conducts the necessary training and holds the necessary certifications to teach fire, leadership, and rescue courses.

Heatwave

The end of June saw a record-breaking heatwave engulf the area, leading to hundreds of fatalities throughout the Pacific Northwest. Several cooling centers throughout the city opened to help provide relief. As temperatures climbed solidly into triple digits, AFD personnel sweltered but continued to provide care as needed to residents.



Water Rescue

At the end of August, AFD Water Rescue Team (in conjunction with the Salem, Polk County, and Jefferson fire departments) successfully rescued six young people who had gotten trapped in rapids on the North Santiam River and were stranded on the rocks. Fortunately, no one was injured in the incident.



New Equipment

In June, Albany Fire took guardianship of a new response vehicle for Regional HazMat Team #5 (Albany, Corvallis, and Lebanon fire personnel serve on this elite team, which responds regionally to hazardous materials releases). This state-of-the-art vehicle, equipped with cellular and satellite communications, is designed to function as a command vehicle in the event of a hazardous materials response and is ready to respond at a moment's notice.



Heart monitors

In December, AFD received the new Zoll "X" series heart monitors, replacing our older heart monitors from 2006 which are no longer supported. These monitors will go into operation in early 2022. Since the older monitors are still operational, some will go onto the engines, some will be donated to another department, and the new monitors will go onto our ambulances.



Portable radios

In 2021, we were finally able to replace our 16-year-old portable radios. (Portable radios have an industry life standard of seven years.) That AFD was able to keep these old radios functional is a testament to the careful shepherding of resources that we strive for. The new portable radios (which will eventually broadcast in simulcast) cost approximately \$100,000, which came from AFD's Equipment Replacement Fund. New chargers for the radios have been installed in all the vehicles and crews have been trained in their deployment. This will expand our communication capabilities and aid in the response we can provide.

Ventilators

In December, AFD received the shipment of our new Zoll "Z-vent" ventilators. These state-of-the-art ventilators offer increased air pressure to support the increased air requirements of COVID patients. These ventilators, purchased with COVID ARPA funds, will be staged on our ambulances in early 2022.



Public Outreach



Annual AFFCAF/Rick Rebel Memorial Golf Tournament

In August, for the first time since COVID broke out, AFD personnel were able to participate in the annual AFFCAF/Rick Rebel Memorial Golf Tournament. Over \$9,000 was raised toward helping the community through such worthy endeavors as providing bike helmets, life vests, and accommodations for those affected by fires.



Little Library

In June, Albany Fire opened its own branch of the Little Library. Housed in the original mailbox from old Station 11 and located outside the entrance of new Station 11, the Little Library offers members of the public an opportunity to leave a book or take a book and enjoy the delights of reading.



New Sign Board

Purchased with COVID relief funds, an LED monument sign was installed in front of Station 11 along Highway 20 in March, 2021. This is another means the department can use to get public safety messages out to the community.



Car Seat Program

As the head technician for the car seat program, Deputy Fire Marshal Alfredo Méndez helps teach people how to properly install and maintain their children's car seats. This year DFM Méndez installed over 46 car seats, up from 17 in 2020 (this low number is due to COVID-related closures), and 34 in 2019.

Public Outreach



5th Annual AFD Toy Drive

Every year AFD organizes a toy drive, along with DHS and citizens and businesses within the community. While it's always a wonderful feeling for the crews to have this opportunity to play Santa, this year AFD was thrilled to report a record-breaking result – our largest ever response! This year's toy drive helped over 460 children (almost 200 of whom are in foster care) in Linn County, as well as an additional 12 families. There were so many toys that they overflowed the rooms designated to hold them, and AFD was even able to donate extra toys to other agencies and charities in need. As always, AFD remains grateful to the community at large for their generosity.

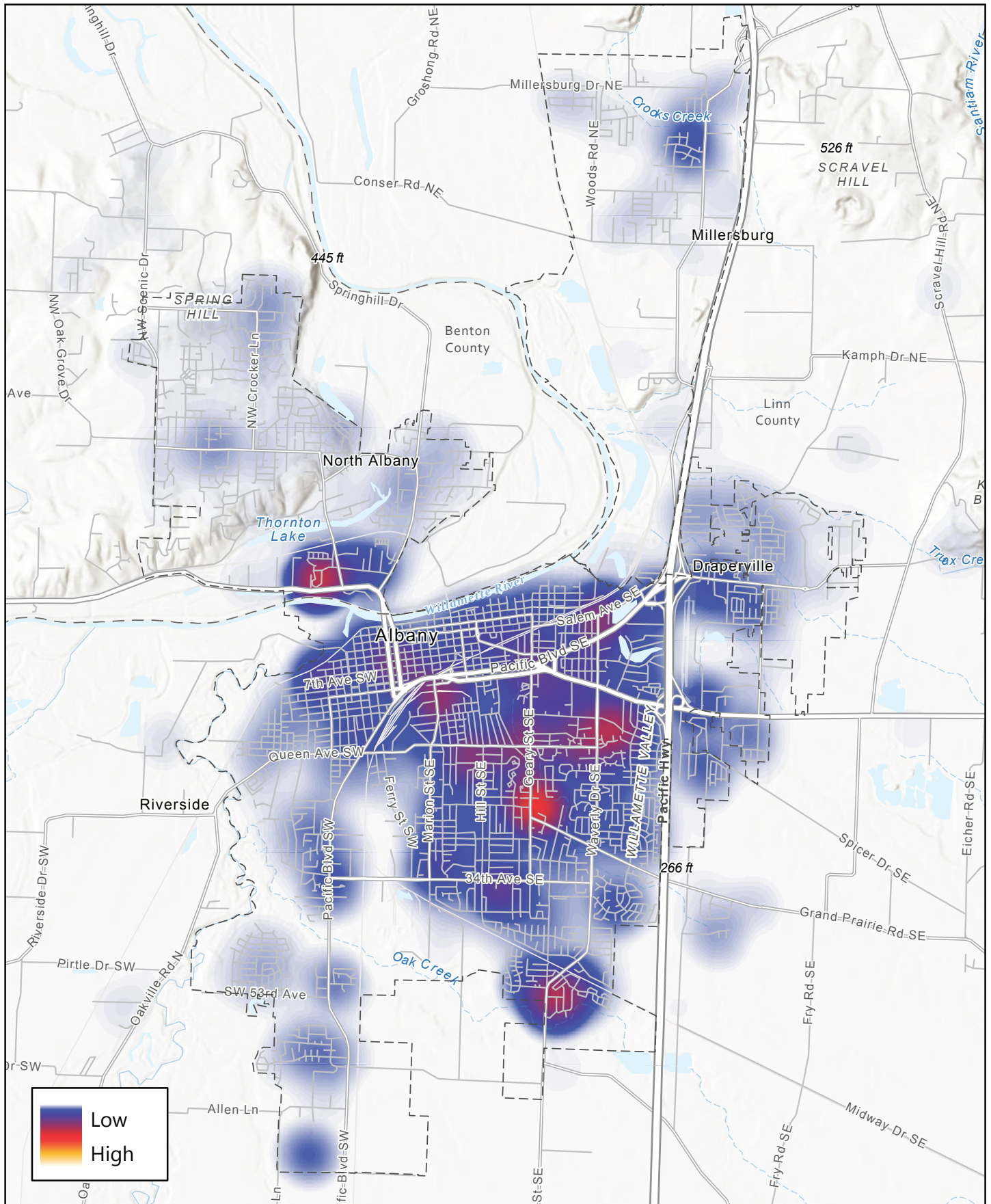
Station 15 Project

Construction on the new station in Millersburg was started in April 2021 and will be completed the Summer of 2022. The station is currently weathered in, and good progress has been made. There have been a few delays in construction and overall delays in receiving many supplies needed for the construction.

The City of Millersburg continues to be a great partner in building this station. AFD and Millersburg have collaboratively worked through many details to assure the station will meet the community's needs for decades to come. The crews have also been instrumental in generating ideas on how the station can function well for the first responders and Millersburg.

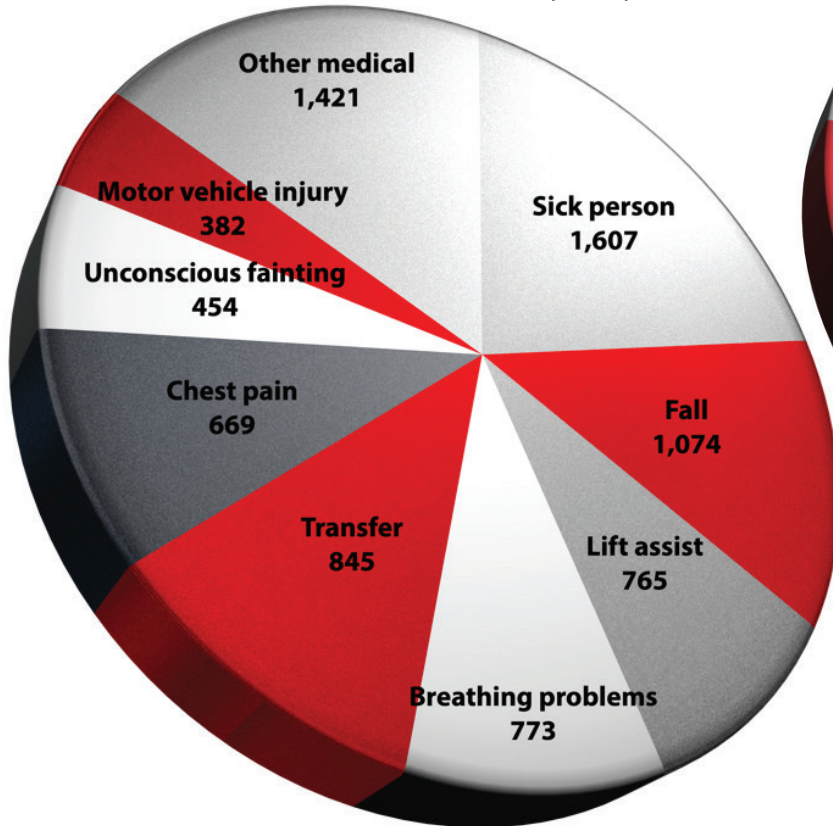


Statistics

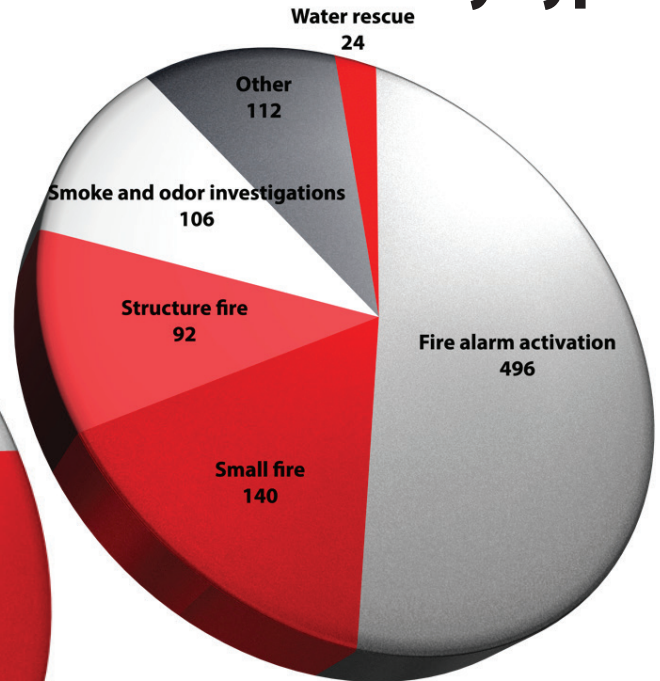


0 0.5 1 Miles

2021 EMS Calls by Type

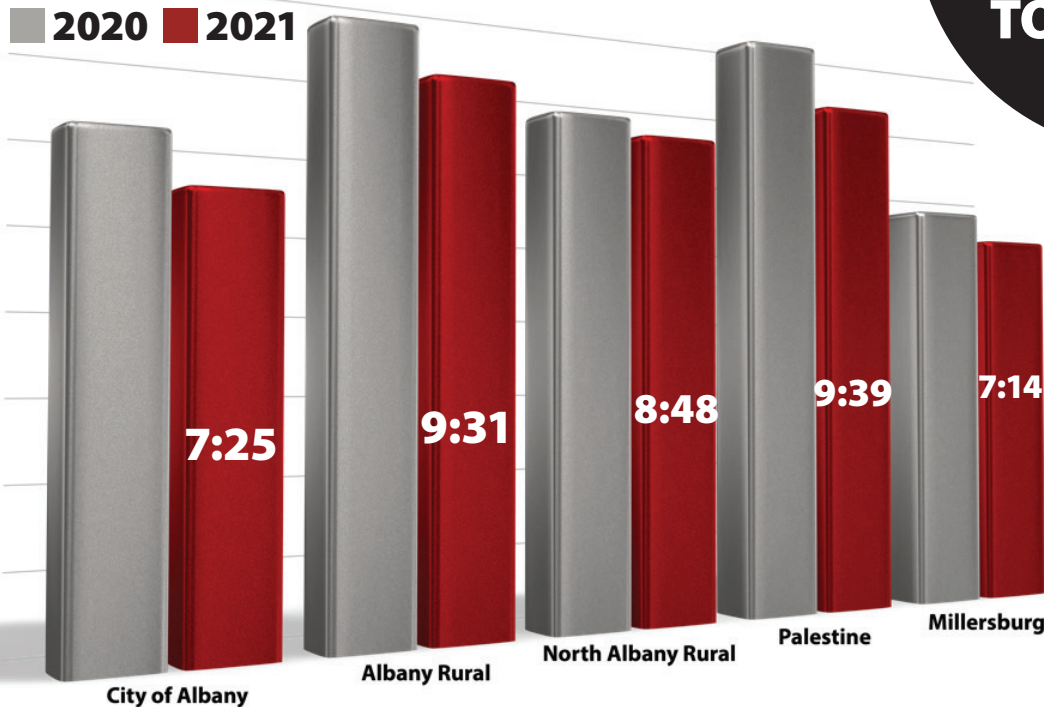


2021 Fire Calls by Type



NEW RECORD:
11,248
TOTAL CALLS

Average response times



14%
MORE CALLS
VS. 2020

Budget Summary

Our annual operating budget is made up of 79% property tax revenue, 18% ambulance service revenue, and 3% grants and other minor program revenue. Our 2021 annual operating budget is \$18,196,800, which includes \$15,336,157 for Personnel Services and \$2,860,000 for Materials and Services. Personnel Services includes wages, benefits, and overtime, representing 84% of the annual operating budget. Materials and Services includes program costs, facility maintenance and utilities, apparatus maintenance, operational contractual services, and all other non-capital operating expenses, representing the remaining 16% of the annual operating budget.



Public Safety Levy

The City of Albany receives tax revenue from a public safety levy first passed in 2002. The levy funds eight positions in the Fire Department, six that are front line responders. In May 2020, the levy was renewed by voters at the same rate for the next five years. Albany Fire is always extremely grateful for the public's support in passing this levy, which enables us to continue to provide our same high level of service.

Budget Shortfall

The City of Albany's general fund was facing a budget shortfall headed into the biennial budget process due to expenses (notably, personnel healthcare and retirement obligations) outpacing revenues. The City Council voted to enact a city services fee on City utility bills to offset the anticipated shortfall. Fire receives portion of the fee revenue equal to the department's share of the general fund. AFD was able to save six firefighter positions because of the additional fee revenue, but we were unable to avoid the loss of one Deputy Fire Marshal and two single-role personnel, effectively ending the Medic 10 program. AFD remains grateful to the citizens and the City Council for their continued support of our department and the services we provide.



Fire Protection Contracts

Albany Fire receives funds for providing fire protection services outside city limits to Albany Rural, North Albany Rural, and Palestine Rural Fire Protection Districts, as well as to the City of Millersburg.



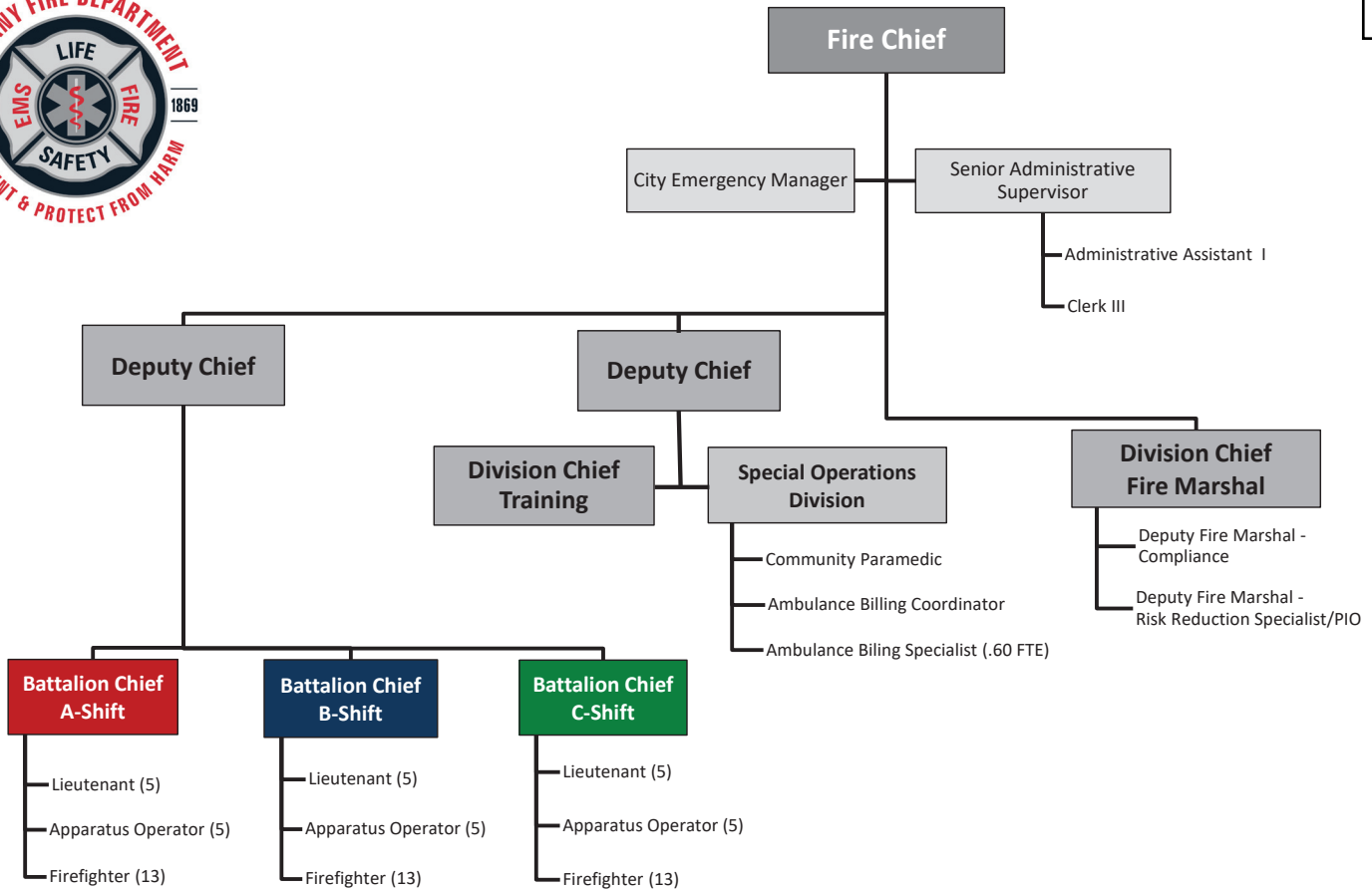
Grants

At any given time, AFD staff can be found applying for one or more of the many grants available to modernize or acquire new equipment, receive special training, or even hire new personnel. Important grants that support AFD operations include the federal Assistance to Firefighter and Staffing for Adequate Fire and Emergency Response opportunities.



FireMed

FireMed is a membership program covering ambulance services. An annual fee of \$70 covers the member's out-of-pocket expenses for medically necessary ground ambulance services. The program averages about 2,500 memberships annually, and a membership covers the primary member and all dependents regularly living in the household. Residents can apply for a membership year-round, although the program runs July 1-June 30.



Thank you for taking the time to read our annual report. We believe it is important to summarize and share the great work the members of Albany Fire Department do on a day-to-day basis.

There is little doubt that 2022 will come with its own set of challenges in the form of rising call volumes and potential new variants of COVID, but regardless of what happens, know that the members of the Albany Fire Department are here to fulfill our mission to:

“Prevent and Protect from Harm.”

fire.cityofalbany.net

541-917-7700

or send us a message at fire.cityofalbany.net/contact-us

Follow us:



@albanyfiredepartment



@albanyfire1869



Professional Affiliations

Department of Public Safety Standards and Training • International Association of Arson Investigators • International Association of Fire Fighters Local #845
Oregon Department of Forestry • Oregon Fire Chief's Association • Oregon Fire Service Office Administrators • Oregon Fire Marshal's Association
Oregon State Fire Marshal • Oregon State Marine Board

Community Partners

Albany Chamber of Commerce • Albany Police Department • Albany Rotary Club • BottleDrop • City of Millersburg • Country Financial
Linn County Public Health • Linn County Sheriff's Office • Little Wuesten Café • Lowe's • Margin Coffee • NoDinx • Samaritan Health Services • Sybaris • Tradewinds

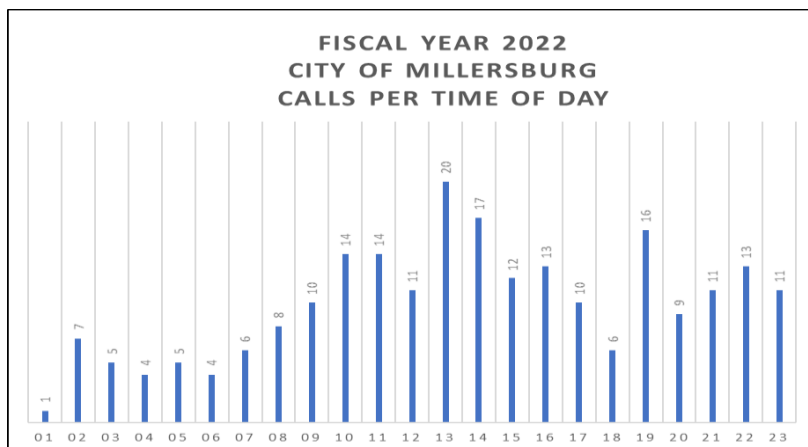


CITY OF MILLERSBURG QUARTERLY REPORT JANUARY 11, 2022



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	26
November	14	21	20
December	23	30	24
January	24	29	24
February	28	26	22
March	28	21	19
April	18	28	
May	16	36	
June	17	23	
Total	257	314	231

Millersburg Response Times Average 911 Call Received to Arrival Time			
	FY 20	FY 21	FY 22 (Average)
All Incidents	7:41	7:34	7:37



<i>Type of Call</i>	<i>Count</i>
SICK PERSON	29
FIRE ALARM ACTIVATION	27
BREATHING PROBLEMS	22
FALL	21
UNCONSCIOUS FAINTING	16
LIFT ASSIST	14
CHEST PAIN	13
MVC INJURY	12
UNKNOWN MEDICAL PROBLEM	10
SEIZURE	6
TRAUMA INJURY	5
SMOKE INVESTIGATION	5
STROKE	5
CARDIAC ARREST	4
STRUCTURE FIRE	4
WIRE DOWN	4
HEMORRHAGE BLEED	4
HEART PROBLEMS AICD	3
ABDOMINAL PAIN OR PROBLEMS	3
ODOR INVESTIGATION	2
HAZMAT INCIDENT	2
SMALL MISC FIRE	2
OD INGESTION POISONING	2
PUBLIC ASSISTANCE	2
FIRE AGENCY ASSIST	1
CAR FIRE	1
TREE FIRE	1
MUTUAL AID TO SCENE	1
AIRCRAFT INCIDENT	1
HEADACHE	1
BURN COMPLAINT	1
ALLERGY, HIVES, REACTION STING	1
FIRE MOVEUP ONLY	1
LARGE NATURAL COVER FIRE	1
DIABETIC PROBLEM	1
FLUE FIRE	1
ASSAULT, RAPE, VIOLENT TRAUMA	1
CHOKING	1
Grand Total	231

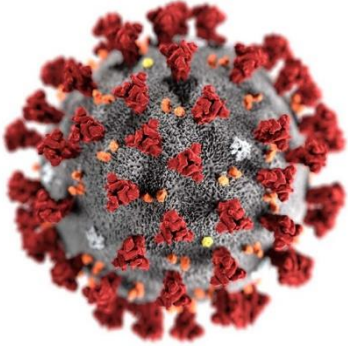
City of Millersburg Fire & Life Safety Evaluations		
Month	FY 21	FY 22
July	5	0
August	4	2
September	1	1
October	1	2
November	2	1
December	15	2
January	6	4
February	10	4
March	16	
April	1	
May	3	
June	7	
Total	71	5

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

YOU'RE MOVING

BEGINNING JULY 1ST YOUR AMBULANCE AND FIREMED SERVICES WILL BE PROVIDED BY ALBANY FIRE DEPARTMENT

FOR FIREMED QUESTIONS:
[HTTPS://BIT.LY/3QISQC1](https://bit.ly/3QISQC1), CALL 541-917-7710 OR
 EMAIL AMBULANCEBILLING@CITYOFALBANY.NET





TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Janelle Booth, Assistant City Manager/City Engineer
 DATE: April 7 for the April 12, 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:

- Install wood ceilings
- Tile walls
- Appliance delivery
- FRP on walls
- Casework installation
- piping in App Bay
- PPL - power to building
- Cement board siding patching
- Exterior paint
- OH door install started
- Pressure tested water main, TV storm & sanitary under paving
- Concrete paving formwork at north side
- Generator was installed

Upcoming Work – Next Three Weeks:

- Lighting controls above grid
- Install ceilings/stain wood ceilings
- Meeting room & lobby flooring install
- MEP trim in restrooms
- Install decon washer
- Measure/install countertops
- Install stair handrails
- Install access controls
- Electrical/IT gear install
- Cement siding patch & paint

- Siding trims
- OH door install/power to overhead doors
- Coordinate waterline & light conduits
- Roadside swales
- Base rock/fabric at path
- Concrete at north side
- Install light poles and flagpoles
- Wire generator
- NW Natural gas install

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: \$3,690,303 (61% 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.
- Change Order 6 – electrical changes, access and video surveillance, other misc. changes, over excavation for roadway. Total amount of CO 6 - \$29,506.

	Original Contract Cost	Change Orders	% of Contract
Total	\$6,025,230	\$211,227	3.5%
Station	\$5,142,570	\$192,890 ^{1,2}	3.7%
Public Infrastructure	\$882,660	\$18,337 ³	2.1%

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

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

³Includes over-excavation of \$5,555 based on price established in bid

Attachment(s):

- Current 3-week look ahead schedule



5395 Millersburg Fire Station 15 Three Week Look Ahead

Schedule #34

Milestones:
 Notice to Proceed: 4/1/21
 Preconstruction Meeting: 4/6/21
 1200C Permit Recieved: 5/4/21
 Start of Work: 5/10/21
 Substantial Completion: 5/30/22
 Final Completion: 6/28/22

SCHEDULE FOR WEEKS: 4/4/2022 to 4/25/2022

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	
		4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25		
Building Interior																									
Lighting control above grid	Superior	Lighting Control	Lighting Control	Lighting Control	Lighting Control																				
Cover Inspection Grid Ceilings	County					Inspection																			
Drop Ceiling Tiles	Mid Valley								Tiles																
Install Wood Ceiling	WBC	Wood Ceiling	Wood Ceiling																						
Stain Wood Ceilings	Kilty	Stain	Stain	Stain	Stain	Stain																			
MEPF Trim Out Wood Ceilings	MEP F Subs								Trim	Trim	Trim														
Meeting Room Flooring Install	NW Flooring															Floors	Floors	Floors	Floors	Floors					
Lobby Flooring	NW Flooring															Floors	Floors	Floors	Floors	Floors					
Wall Panels Install	WBC															Wall Panels	Wall Panels	Wall Panels	Wall Panels	Wall Panels					
MEP Trim Out Restrooms	MEP			Trims	Trims	Trims																			
Install Bathroom Accessories	WBC								Accessories	Accessories	Accessories	Accessories	Accessories												
Delivery Decon Washer	Kellys	Delivery	Delivery																						
Measure Countertops	ACD			Counter tops																					
Install Countertops	PRO				Counter Tops	Counter Tops										Countertops									
Kitchen Cabinets Install	ACD				Cabinets																				
Install handrail at Stairs	Norse	Handrail	Handrail																						
Access Controls	Convergent															Access Controls	Access Controls								
IT / Comm Room Gear Install	MEP/ City	Install IT Room Gear	Install IT Room Gear	Install IT Room Gear	Install IT Room Gear	Install IT Room Gear			Install IT Room Gear	Install IT Room Gear	Install IT Room Gear	Install IT Room Gear	Install IT Room Gear	Install IT Room Gear											
Electrical Gear Install	Superior	Electrical Room	Electrical Room	Electrical Room	Electrical Room	Electrical Room																			
Door Prep Repair	Chown															Repair									
Building Exterior																									
Cement Siding Patching	Siding Specialists	Patching	Patching	Patching																					
Exterior Paint	Kilty				Prep/ Paint	Prep/ Paint			Prep/ Paint	Prep/ Paint	Prep/ Paint	Prep/ Paint	Prep/ Paint												
Paint Courtyard Fence Frame	Kilty	Fence	Fence	Fence																					
MEP Siding Trims	MEP subs								Siding Trims	Siding Trims	Siding Trims	Siding Trims	Siding Trims			Siding Trims	Siding Trims	Siding Trims	Siding Trims	Siding Trims					
Overhead Door Jamb Flashings	Santiam	Flashings																							
Overhead Door Install	OHD	Overhead Doors Install	Overhead Doors Install	Overhead Doors Install	Overhead Doors Install																				
Power to Overhead Doors	Superior		Power																						
Site Work																									
Chlorinate Water Line	WCC	Chlorinate	Chlorinate	Chlorinate																					
Street Light Conduits	Superior/ PPL / WBC		Conduits	Conduits	Conduits																				
Opticom & Signals Conduits Install	WCC & Superior									Opticom	Opticom	Opticom													
Roadside Swales	Wildish Construction Co.	Swales	Swales	Swales	Swales	Swales																			

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
		4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	
Soil in Roadside Swales	Rexius										Soil	Soil	Soil											
Base Rock & Fabric Multi Use Path	WCC			Rock	Rock	Rock			Rock	Rock	Rock													
Concrete Curbs North Side	WCC	Curbs	Curbs	Curbs	Curbs	Curbs			Curbs	Curbs	Curbs	Curbs	Curbs											
Concrete Paving North Side	WCC	Conc Paving	Conc Paving	Conc Paving	Conc Paving	Conc Paving			Conc Paving	Conc Paving	Conc Paving	Conc Paving	Conc Paving											
Rock Grade for Asphalt paving	WCC															Rock Grade	Rock Grade	Rock Grade	Rock Grade	Rock Grade			Rock Grade	
On Site Light Poles	Superior				Light Poles	Light Poles																		
Install Flag Poles	WBC								Flagpoles	Flagpoles														
Generator Install	Superior	Generator	Generator	Generator	Generator																			
Generator Start Up	Superior	?																						
NWNG Install Gas Line	NWNG	?																						
NWNG Install Meter	NWNG	?																						



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: April 7, 2022, for Council Meeting April 12, 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.

CIP Projects

Along with our annual budget process, staff are preparing the Capital Improvement Plan (CIP) document for review at the first budget meeting. This document will include projects for public facilities, parks, streets, stormwater, sewer, and water. Specific projects budgeted for the coming fiscal year will be discussed in detail.

The City received a letter from a resident regarding one of the projects in the Stormwater Master Plan and CIP. That letter is attached to this memo and has been entered into the record. Staff intends to present the history of this project and share additional information at the first budget meeting for Council and Budget Committee consideration.

From: [duane liner](mailto:duane_liner)
To: cityclerk@cityofmillersburg.org; [City Clerk](#); [Janelle Booth](#)
Cc: smw58@comcast.net
Subject: Request for Project to Be Completed. CIP Project # 3001
Date: Sunday, April 3, 2022 8:28:25 PM

You don't often get email from danburyuconn@hotmail.com. [Learn why this is important](#)

For 4/12/22 City Council Meeting. Public Comment / Request

Hello City of Millersburg Council & Assistant City Manager / City Engineer Janelle Booth

My name is Duane Liner and I am the owner of 3057 Millersburg Dr NE.

I am writing regarding Storm Water Capital Improvement Project # 3001 NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS. This is listed in the City of Millersburg Capital Improvements Plan City of Millersburg 2021-2025

2021 – 2022 3001 NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS \$20,000

2022 – 2023 3001 NORTH TRIBUTARY OF CROOKS CREEK IMPROVEMENTS \$185,000

The above are found on pages 43-45

This project is shown as funded per pages 7-8.

I am requesting that the Council move to have this project advanced and completed as quickly as possible. I believe this project has been proposed for a long time and that there is a history of flooding from Morning Star Road to west of my property. Completion of this project will I believe be of great benefit to me and my neighbors and resolve a long-standing problem.

I have only had a chance to speak to a couple of neighbors regarding my plan to ask the City & Council to complete this project. These neighbors support this request for the project to be advanced and completed. Neighbors I spoke to on 4/1/22 were:

Scott Weddle 3353 Millersburg Dr

Ed Wright 3111 Millersburg Dr

It is my understanding there will also be a Budget Meeting 4/26. I will not be able to attend but I ask for that meeting that this project continue to be prioritized as the number 1 storm water improvement project and that work on it be advanced if possible.

I thank you for your consideration in this matter.

Thank you

- Duane & Hong Liner. Owners: 3057 Millersburg Dr NE

TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: April 1, 2022, for the April 12, 2022, City Council Meeting
SUBJECT: Updating of Contract for Audit Services



Action Requested: Update of expired contract with Grove, Mueller & Swank P.C. for audit services.

Discussion: The City entered into a contract for services with Grove, Mueller & Swank P.C. (Auditors) for audit services beginning in 2018, after 43 years of service by our previous audit firm. Staff is confident in the services our Auditors have provided the last three years, especially given the significant changes which occurred during those three years with our budgeting processes, billing procedure changes from monthly to bi-monthly, and utility rate changes.

Additionally, the workload required for this year increased even more with City staff changes and our movement to a new financial and billing system which resulted in account conversions from one platform to another. With those changes, not all fund balances correctly converted, requiring adjusting journal entries to properly move funds from one account to the proper account line. The Auditors assisted with investigating discrepancies and provided staff a listing journal showing the required line-item adjustments.

Per State requirements, our Auditors are required to enter into a contract for services with us each year. Based on the professionalism and assistance they have provide the last three years, staff recommends entering into a contract which would automatically renew annually unless notice is received by either party prior to May 1st, for the fiscal year beginning July 1st, of either parties' intent not to renew.

Budget Impact: The first-year fee estimate for FY 2022 is \$18,500. The estimate includes current inflation rates and salary impacts, and Implementation of GASB 87 (Leases) that will impact the City's reporting requirements going forward.

Recommendation: Council concurrence with staff recommendation for an annual contract with automatic renewal for audit services with Gove, Mueller, & Swank P.C.

Attachment(s): None



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: Janelle Booth, Assistant City Manager/City Engineer

DATE: April 6, 2022, for the April 12, 2022, City Council Meeting

SUBJECT: COVID Relief Funds

Action Requested: Adoption of resolution accepting COVID relief funds and designating them for expenditure on the fire station project.

Discussion: Millersburg will receive a total of \$567,788.19 through the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF), which was authorized by the American Rescue Plan Act (ARPA). At the time the FY 2021-22 budget was adopted, the estimated amount of Millersburg's distribution was \$521,203.00; this amount was included in the budget as COVID Funds. Once the amounts were finalized, Millersburg's actual allocation was \$567,628.53. In addition, Millersburg received a residual distribution in the amount of \$159.66.

In order to expend these funds, they must be included in our annual budget. The attached resolution modifies our revenue line item for COVID Funds from \$521,203 to \$567,788.19. In addition, the resolution also designates the expenditure of these funds on the fire station construction project, which is a qualified expenditure in the ARPA program. This resolution satisfies a reporting requirement for receipt of the funds.

Budget Impact: Inclusion of the full amount of the CSLFRF funding in the current fiscal year budget enables us to spend the funding during this fiscal year.

Recommendation: Staff recommends Council adopt the attached resolution.

Attachment:

- Resolution 2022-04 A Resolution to Accept and Allocate Additional Funds for FY 2021-22

RESOLUTION 2022-04

**A RESOLUTION TO ACCEPT AND ALLOCATE ADDITIONAL FUNDS
FOR FY 2021-2022**

WHEREAS, the City of Millersburg (City) 2021-2022 Budget appropriated \$521,203 in line item 01-38-800, COVID Funds; and,

WHEREAS, the final allocation to the City from the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF), which was authorized by the American Rescue Plan Act (ARPA), is \$567,788.19; and,

WHEREAS, the City wishes to expend all appropriated CSLFRF funds during the 2021-2022 fiscal year for the Fire Facility Construction project; and,

WHEREAS, the Fire Facility Construction project is a qualified expenditure under the CSLFRF and ARPA;

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

The City of Millersburg 2021-2022 Budget is hereby modified as follows:

Line Item	21/22 Adopted Budget	21/22 Revised Budget
01-38-800 COVID Funds	\$521,203	\$567,788.19

and,

FURTHER, that the funds received from the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) be allocated for the specific purpose of the Fire Facility Construction project.

**ADOPTED BY THE CITY COUNCIL AND EFFECTIVE THIS 12th DAY OF APRIL
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: April 6, 2022, for the April 12, 2022, City Council Meeting

SUBJECT: Fluoride

Action Requested: Review of information regarding potential impacts associated with the City of Albany's possible reconsideration of the use of fluoride in their water system.

Discussion: The City of Albany had a councilor ask about the continued use of fluoride in the city water system. The City of Albany currently has an ordinance requiring the addition of fluoride to their water system. Millersburg staff have not located a similar ordinance and our current Intergovernmental Agreement with the City of Albany does not address the addition of fluoride to our water.

We have, however, located minutes from the March 11, 2003, City Council meeting in which the topic of fluoride in the water was discussed with the construction of the new Albany-Millersburg Water Treatment Facility. In that discussion, the city engineer, Jim McWade, asked Council to decide regarding designing the new joint water treatment plant to include fluoridation at the facility. He shared that Albany planned to put fluoride in their water and it would be easier if it could be put in at the plant instead of at an injection point further down the line. Council at that time voted 4-1 in favor of a motion to include fluoride in Millersburg's water system. That motion resulted in the addition of fluoride injection at the Albany-Millersburg Water Treatment Plant.

There are three possible paths forward on this issue:

1. Albany City Council elects to maintain fluoridation of their water; no changes to the current infrastructure and Intergovernmental Agreement (IGA) are necessary.
2. Albany City Council decides to discontinue fluoridation of their water, Millersburg reconsiders and also decides to discontinue fluoridation. Fluoride injection at the water treatment plant would be discontinued, equipment would remain in place, and no changes to the current Intergovernmental Agreement (IGA) would be necessary. Changes to operations at the Albany-Millersburg Water Treatment Plant could require involvement of the Joint Water and Wastewater Management Committee.
3. Albany City Council decides to discontinue fluoridation of their water and Millersburg City Council elects to maintain fluoridation. In this scenario, Millersburg and Albany staff anticipate the following impacts/requirements:

- Fluoride injection at the water treatment plant would be discontinued; equipment would remain in place. Changes to operations at the Albany-Millersburg Water Treatment Plant could require involvement of the Joint Water and Wastewater Management Committee.
- Installation of a new injection facility and equipment at a new location downstream of the master meter separating Albany's and Millersburg's water distribution systems. The cost of this new facility is not known at this time.
- Negotiation with the City of Albany for the cost of the new fluoridation station. Because Albany's action to discontinue fluoridation would require the new station, they could be liable for the cost of the facility.
- Identification of and contract with an operator for the new injection facility. Through renegotiation of the IGA, it may be possible for Albany staff to operate this facility for Millersburg.

Budget Impact: Possible budget impacts depend on the actions of both city councils, as discussed above. If Albany City Council decides to move forward with a change to the current system, cost estimates will be developed.

Recommendation: Millersburg Council previously decided to include fluoride in the public water system. Unless Council wishes to revisit this decision, staff recommends Council direct staff to draft a memo to Albany Public Works describing the potential impacts to Millersburg's water system for consideration during their discussion of fluoridation of water at their April 27, 2022, City Council meeting.