



Agenda

CITY OF MILLERSBURG

City Council Regular Meeting & PUBLIC HEARING

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

September 13, 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, September 12.

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

PLEDGE OF ALLEGIANCE

RECOGNITION OF JIM AND CONNIE LEPIN'S SERVICE TO THE COMMUNITY

ROLL CALL

CHANGES AND ADDITIONS TO THE AGENDA

CONSENT AGENDA

- 1) Approval of August 9, 2022 City Council Meeting
- 2) Approval of August 23, 2022 City Council Meeting & Public Hearing Minutes
- 3) Acceptance of City Accounts Payable Report

Action: _____

GUEST PRESENTATIONS

- 4) 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

- 5) Project Updates

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

NEW BUSINESS

- 6) Above Ground Storage Tanks - Ordinance 198-22
Action: _____
- 7) Appointment to Planning Commission - Jason Young
Action: _____
- 8) Property Transaction - Information to be Provided During Meeting; Pending Resolution 2022-13
Action: _____
- 9) Resignation of Jim Lepin from City Council and Appointment to Fill Vacant Council Position
Action: _____

CLOSING PUBLIC COMMENT

CLOSING COUNCIL COMMENT

ADJOURNMENT

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

Upcoming Meetings & Events:

For a schedule of meetings and events, visit the City's website calendar at <https://www.cityofmillersburg.org/meetings>

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

August 9, 2022 @ 6:30 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:29 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Mark Raum, and John Sullivan

Councilors Absent: None

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

Presenters: Linn County Sheriff's Office

D. CHANGES AND ADDITIONS TO THE AGENDA

None

E. CONSENT AGENDA

1) Approval of July 12, 2022, City Council Regular Meeting Minutes

2) Acceptance of City Accounts Payable Report

Action: **Motion to approve Consent Agenda as presented made by Councilor Mark Raum; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Mark Raum: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

F. GUEST PRESENTATIONS

1) Linn County Sheriff's Office Monthly Report

Lieutenant Brian Hardy, LCSO, presented the July 2022 report noting the number of citations issued (7) and 128 investigations done. He spoke about the continuing increase of catalytic converter thefts, including finding a business in Albany that accepts stolen converters, which is being addressed. He noted that during the recent speed study on Old Salem Road there were zero high risks speeds of the 31,000 vehicles counted. He then shared information regarding staffing and updates for service.

Councilor Raum asked about the pocket dials confirming those are usually 911 calls. Lieutenant Hardy shared that there was one repeated incident but many of them are often children playing with phones.

Councilor Cowan asked about the incidents at Love's. Lieutenant Hardy noted most are hit and runs within the parking lot. He said that Love's is a constant hot bed of incidents. He did share that management has been really helpful and most of them are dealing with their own trespasses.

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

None

I. CITY MANAGER'S REPORT

1) Project Updates

City Manager Kreitman and Assistant City Manager/City Engineer Booth provided updates regarding various projects in progress within the City. Assistant City Manager/City Engineer Booth shared information about the speed study happening within the City and that she doesn't have a current time frame for a report of the result from ODOT. The Council discussed the compliance numbers.

2) Caselle Update – YTD Budget Review

Unable to show dashboard due to technical difficulties.

3) Proposed Municipal Code Update for Above Ground Storage Tanks

City Manager Kreitman provided brief background regarding the Kinder Morgan storage tanks and also provided information regarding the regulations and process for removal. Councilor Raum asked if there would be any impact to the intermodal facility and City Manager Kreitman shared he didn't believe there would be any. Council concurred with moving forward with the update.

J. CITY ATTORNEY'S REPORT

- 1) City Attorney Reid noted he filed the ballot measure to prohibit psilocybin-related businesses in Millersburg at the County for the November 8, 2022 election. Resident Doug Iverson, Summit asked what kind publicizing of the ballot has been provided to the residents of Millersburg. City Attorney Reid and City Manager Kreitman noted there have been multiple articles on this issue and agreed that the City could post something neutral to the website regarding the ballot and make note of it in the utility billing in September. City Attorney Reid reiterated that the message from the City has to be neutral.

NEW BUSINESS

- 2) Acceptance of Deed for Millersburg Real Property – Resolution 2022-12
Assistant City Manager/City Engineer Booth reviewed the staff report regarding the identified parcels and provided a bit of background on each tract.
Action: **Motion to adopt Resolution 2022-12 made by Councilor Scott Cowan; seconded by Councilor Dave Harms.**
- | | |
|--------------------------|-----|
| Mayor Jim Lepin: | Aye |
| Councilor Scott Cowan: | Aye |
| Councilor Dave Harms: | Aye |
| Councilor Mark Raum: | Aye |
| Councilor John Sullivan: | Aye |
- Motion PASSED: 5/0
- 3) Approval of Intergovernmental Agreement with Linn County Sheriff's Office
City Manager Kreitman spoke about the IGA requesting a 5% increase this year and 4% in the two following years. This amount has been budgeted.
Action: **Motion to approve the Intergovernmental Agreement with the Linn County's Sheriff's Office for three years made by Councilor John Sullivan; seconded by Councilor Scott Cowan.**
- | | |
|--------------------------|-----|
| Mayor Jim Lepin: | Aye |
| Councilor Scott Cowan: | Aye |
| Councilor Dave Harms: | Aye |
| Councilor Mark Raum: | Aye |
| Councilor John Sullivan: | Aye |
- Motion PASSED: 5/0
- 4) David Evans Contract Amendment
Assistant City Manager/City Engineer Booth provided a background regarding the need for an amendment for the consultant to continue to work on the stormwater management plan tasks to support the MS4 permit.
Action: **Motion to approve Amendment 6 to David Evans and Associates contract for professional services made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**
- | | |
|--------------------------|-----|
| Mayor Jim Lepin: | Aye |
| Councilor Scott Cowan: | Aye |
| Councilor Dave Harms: | Aye |
| Councilor Mark Raum: | Aye |
| Councilor John Sullivan: | Aye |
- Motion PASSED: 5/0
- 5) Acceptance of Mayor Lepin's request to discontinue Councilor role as Mayor and move to Councilor position; appointment of Council member to Mayor's role
Mayor Lepin shared with the Council his concerns sitting as the current mayor when he is close to leaving Millersburg. He suggested the election of a new

mayor to allow for consistency within the Council regarding the various projects, and he would remain on Council to support the new mayor.

Action: **Motion to accept Mayor Lepin’s request to discontinue role as mayor and move to councilor position effective August 10, 2022 made by Councilor Mark Raum; seconded by Councilor John Sullivan.**

- Mayor Jim Lepin: Abstain
- Councilor Scott Cowan: Aye
- Councilor Dave Harms: Aye
- Councilor Mark Raum: Aye
- Councilor John Sullivan: Aye

Motion PASSED: 4/0

Action: **Motion to appoint Councilor Scott Cowan as mayor for the City of Millersburg made by Councilor John Sullivan; seconded by Councilor Mark Raum.**

- Mayor Jim Lepin: Aye
- Councilor Scott Cowan: Abstain
- Councilor Dave Harms: Aye
- Councilor Mark Raum: Aye
- Councilor John Sullivan: Aye

Motion PASSED: 4/0

Action: **Motion to appoint Councilor Mark Raum as Council President for the City of Millersburg made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**

- Mayor Jim Lepin: Aye
- Councilor Scott Cowan: Aye
- Councilor Dave Harms: Aye
- Councilor Mark Raum: Abstain
- Councilor John Sullivan: Aye

Motion PASSED: 4/0

K. CLOSING PUBLIC COMMENT

- 1) Don Miller, Millersburg Drive, thanked the Council for their efforts over the past years but expressed concern regarding past employees and other residents who constantly complain about the staff and Council efforts and suggested they run for office or move.
- 2) Don Miller, Millersburg Drive, spoke about his history and background with Councilor Lepin and their relationship.
- 3) Ron Post, Riverstone Loop, (participating online) first shared that the video and sound quality is not good tonight. He then thanked Mayor Lepin for all of his efforts over the past years and said Mayor Lepin would be missed.

L. CLOSING COUNCIL AND STAFF COMMENT

- 1) City Attorney Reid shared that we could share the psilocybin ballot text in the September utility billing and asked for Council wishes. Council concurred with putting the information in the September utility bills.

- 2) Councilor Cowan provided an update on the new fire station dedication and tours on the last Saturday and Sunday in July noting how well it was attended and the numerous positive remarks about the new fire station. He also shared information regarding the efforts within the City and encouraged residents to attend Council meetings and let the Council know how things are going.

M. ADJOURNMENT Mayor Lepin adjourned the regular meeting at 7:32 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

DRAFT



CITY COUNCIL SPECIAL MEETING

August 23, 2022 @ 4:00 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Cowan at 4:04 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Councilors Present: Mayor Scott Cowan, Councilors Jim Lepin, Dave Harms, Mark Raum, and John Sullivan

Councilors Absent: None

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

Presenters: None

D. PUBLIC COMMENT

1) None

E. NEW BUSINESS

1) Withdrawal of Territory (De-Annexation) – Ordinance 197-22

Community Development Director Straite went over presentation and reviewed timeline for UGB swap. No public input received except for DLCD to who confirmed we are following the correct process.

Action: **Motion to adopt Ordinance 197-22 to remove territory from the City limits and amend the Comprehensive Plan Land Use Map and Zoning Map with the revised City Limits made by Councilor Mark Raum; seconded by Councilor Jim Lepin.**

Mayor Scot Cowan:	Aye
Councilor Jim Lepin:	Aye
Councilor Dave Harms:	Aye
Councilor Mark Raum:	Aye
Councilor John Sullivan:	Aye

Motion PASSED: 5/0

F. CLOSING PUBLIC COMMENT

1) None

G. ADJOURNMENT Mayor Cowan adjourned the regular meeting at 4:11 p.m.

Respectfully submitted:

Reviewed by:

Janelle Booth
Assistant City Manager/City Engineer

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
19303					
08/04/2022	19303	American Legion Post 10	5x8 Oregon Flag	01-40-213	123.37
Total 19303:					123.37
19304					
08/04/2022	19304	Barrett Business Services Inc.	Week ending 7/24/2022 Jaydin Brockmann	01-45-211	637.00
Total 19304:					637.00
19305					
08/04/2022	19305	CH2MHill Engineers Inc	Task 8.1.3 Reg Sup WMCP	05-90-218	5,896.37
Total 19305:					5,896.37
19306					
08/04/2022	19306	City County Insurance Services	City County Insurance - Annual Renewal Property / Liability 22/23	01-40-212	45,658.37
Total 19306:					45,658.37
19307					
08/04/2022	19307	CivicPlus	Municode meetings annual renewal	01-40-223	2,400.00
Total 19307:					2,400.00
19308					
08/04/2022	19308	Coty Clack	Rec Reimbursement	01-45-210	128.00
Total 19308:					128.00
19309					
08/04/2022	19309	Dick Welker Construction Inc.	Clean S.S. Maiin TV S.S. Main	04-80-213	1,400.00
Total 19309:					1,400.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
19310					
08/04/2022	19310	Eads Broadcasting Corp.	Celebration-Advertising	01-56-210	900.00
Total 19310:					900.00
19311					
08/04/2022	19311	Forrest Reid	City Attorney - Monthly	01-40-230	14,650.00
Total 19311:					14,650.00
19312					
08/04/2022	19312	Gametime	Parks-replacement playground equip.	01-45-212	346.46
Total 19312:					346.46
19313					
08/04/2022	19313	Heath's Laundry	City Hall rug service	01-40-223	31.60
Total 19313:					31.60
19314					
08/04/2022	19314	Jimco Fence	Chain link fence for park ball field	01-45-211	428.00
Total 19314:					428.00
19315					
08/04/2022	19315	Pacific Northwest Development Group	Economic Development for July	01-40-229	3,500.00
Total 19315:					3,500.00
19316					
08/04/2022	19316	Ross Christensen	Library Reumb	01-40-231	80.00
Total 19316:					80.00
19317					
08/04/2022	19317	US Bank	Adobe Credit	01-40-222	11,196.68

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 19317:					11,196.68
19318					
08/04/2022	19318	Valley Merchant Police, Inc	Unlock Gate weekends and holidays	01-45-211	315.00
Total 19318:					315.00
19319					
08/04/2022	19319	Witherspoon Industries LLC	City Hall Janitorial	01-40-223	640.00
Total 19319:					640.00
19322					
08/10/2022	19322	ABC House	Community support Donation	01-40-217	5,000.00
Total 19322:					5,000.00
19323					
08/10/2022	19323	Barrett Business Services Inc.	Week ending 7/31//2022 Jaydin Brockmann	01-45-211	782.60
Total 19323:					782.60
19324					
08/10/2022	19324	Boys & Girls Club of Albany	Community support Donation	01-40-217	5,000.00
Total 19324:					5,000.00
19325					
08/10/2022	19325	CECO, INC.	Monthly Fuel July 2022	01-45-211	272.05
Total 19325:					272.05
19326					
08/10/2022	19326	City of Albany	Community Support Donation	01-40-217	.00
Total 19326:					.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
19327					
08/10/2022	19327	Jacob's Engineering Group Inc.	Professional services agreement Amendment No. 5	05-90-214	712.38
Total 19327:					712.38
19328					
08/10/2022	19328	K&D Engineering	Woods Road - Topography Survey	02-60-715	5,849.75
Total 19328:					5,849.75
19329					
08/10/2022	19329	Linn County Print & Supplies	Envelopes	01-40-221	715.00
Total 19329:					715.00
19330					
08/10/2022	19330	Meals on Wheels	Community Support Donation	01-40-217	1,000.00
Total 19330:					1,000.00
19331					
08/10/2022	19331	Metereaders LLC.	Meter reads in July 2022	05-90-212	1,102.00
Total 19331:					1,102.00
19332					
08/10/2022	19332	Oregon Cascades West COG	Jamie docking station & laptop	01-40-222	2,357.20
Total 19332:					2,357.20
19333					
08/10/2022	19333	Pacific Power	Monthly Power Usage	04-80-217	4,986.68
Total 19333:					4,986.68
19334					
08/10/2022	19334	Professional Security Alarm	Service Call	01-40-223	105.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 19334:					105.00
19335					
08/10/2022	19335	Republic Services #450	Trash service for new fire station	01-50-212	131.35
Total 19335:					131.35
19336					
08/10/2022	19336	Saalfeld Griggs PC	Purchase of City Right of Way- Consor Road Intersection	01-40-230	1,318.50
08/10/2022	19336	Saalfeld Griggs PC	General Real Estate	01-40-230	8,916.24
Total 19336:					10,234.74
19337					
08/10/2022	19337	South Albany High School Senior All Nigh	Community Support Donation	01-40-217	1,000.00
Total 19337:					1,000.00
19338					
08/10/2022	19338	South Willamette Valley Honor Flight	Community Support Donation	01-40-217	2,000.00
Total 19338:					2,000.00
19339					
08/10/2022	19339	Victoria Haight	Library Reimbursement	01-40-231	80.00
Total 19339:					80.00
19340					
08/10/2022	19340	Wheat LLC	Monthly Sweeping	02-60-214	2,511.67
Total 19340:					2,511.67
19341					
08/16/2022	19341	Business Connections, Inc.	Answering Service	01-40-215	45.00
Total 19341:					45.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
19342					
08/16/2022	19342	City of Albany	Sewer 4th Qtr FY 21/22	04-80-212	.00
08/16/2022	19342	City of Albany	4th Qtr FY 21/22	04-80-215	.00
08/16/2022	19342	City of Albany	Water treatment plant 4th Qtr FY 21/22	05-90-213	.00
Total 19342:					.00
19343					
08/16/2022	19343	Linn County Planning and Building	Monthly Building Permit Bill	01-52-211	4,173.58
Total 19343:					4,173.58
19344					
08/16/2022	19344	LS Networks	Monthly Internet and Phones	01-40-215	374.25
Total 19344:					374.25
19345					
08/16/2022	19345	Oregon Corrections Enterprises	Fire Station supplies	01-50-214	432.00
Total 19345:					432.00
19346					
08/16/2022	19346	Pacific Power	Fire Station power July-Aug 22	01-50-212	998.36
Total 19346:					998.36
19347					
08/16/2022	19347	Parks & Recreation	Parks & Rec Art & Air Fest.	01-40-217	3,000.00
Total 19347:					3,000.00
19348					
08/16/2022	19348	Providence Health Plan	Medical Insurance	01-40-132	6,703.65
Total 19348:					6,703.65
19349					
08/16/2022	19349	Singerlewak	Game bag rental deposit return	01-31-300	40.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 19349:					40.00
19351					
08/25/2022	19351	B&T	Fire Hydrant Curb Striping	02-60-215	1,400.00
Total 19351:					1,400.00
19352					
08/25/2022	19352	Barrett Business Services Inc.	Week ending 8/7/2022 Jaydin Brockmann	01-45-211	728.00
08/25/2022	19352	Barrett Business Services Inc.	Week ending 8/14/2022 Jaydin Brockmann	01-45-211	782.60
Total 19352:					1,510.60
19353					
08/25/2022	19353	Burcu Karaoglu	Library reimbursement	01-40-231	80.00
Total 19353:					80.00
19354					
08/25/2022	19354	Caselle Inc	Sheena Caselle Conference	01-40-225	990.00
Total 19354:					990.00
19355					
08/25/2022	19355	CECO, INC.	Monthly Fuel 8/22	01-45-211	226.57
Total 19355:					226.57
19356					
08/25/2022	19356	City of Albany	Wastewater charges 4th Qtr FY 21/22	04-80-712	311,161.80
08/25/2022	19356	City of Albany	4th Qtr FY 21/22	04-80-215	4,752.71
08/25/2022	19356	City of Albany	Water Capital Projects 4th Qtr FY 21/22	05-90-711	65,439.57
Total 19356:					381,354.08
19357					
08/25/2022	19357	David Evans & Associates, Inc.	Stormwater Management Plan	03-70-213	16,619.26

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 19357:					16,619.26
19358					
08/25/2022	19358	Dustin Patton	Cell Phone Reimbursement- July 2022	01-40-240	35.00
Total 19358:					35.00
19359					
08/25/2022	19359	Handy Hands Landscape C&M LLC	Handy Hands - Landscape City Hall	01-40-223	1,536.00
Total 19359:					1,536.00
19360					
08/25/2022	19360	Jacob's Engineering Group Inc.	Professional services agreement Amendment No. 5 effective 1/1/202	05-90-214	712.38
Total 19360:					712.38
19361					
08/25/2022	19361	John Deere Financial	John Deere Financial - Tractor repairs	01-45-211	786.38
Total 19361:					786.38
19362					
08/25/2022	19362	Linn County Sheriffs Office	2022/2023 1st Quater Law Enforcement Contract Services	01-50-211	36,394.00
Total 19362:					36,394.00
19363					
08/25/2022	19363	MetLife - Group Benefits	Billing period for 8/22	01-40-135	827.74
Total 19363:					827.74
19364					
08/25/2022	19364	Mid-Valley Media Group	Notice of public review 2022	01-40-211	728.76
Total 19364:					728.76

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
19365					
08/25/2022	19365	NW Natural	Monthly Gas- Firestation	01-50-212	42.55
Total 19365:					42.55
19366					
08/25/2022	19366	Shred-it	Monthly Shred	01-40-223	49.83
Total 19366:					49.83
19367					
08/25/2022	19367	Sierra Springs	Sierra water July 22	01-40-221	52.15
Total 19367:					52.15
19368					
08/25/2022	19368	Sunbelt Rentals Inc	Park Hazmat equipment	01-45-211	200.62
Total 19368:					200.62
19369					
08/30/2022	19369	Aflac	AFLAC - through August 2022	01-40-133	44.52
Total 19369:					44.52
19370					
08/30/2022	19370	Amy Maynard	Library Reimbursement	01-40-231	190.40
Total 19370:					190.40
19371					
08/30/2022	19371	Barrett Business Services Inc.	Week ending 8/21/2022 Jaydin Brockmann	01-45-211	768.95
Total 19371:					768.95
19372					
08/30/2022	19372	Brett Anson	Rec Reimbursement	01-45-210	200.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 19372:					200.00
19373					
08/30/2022	19373	CivicPlus	Municode Web Civic open subscription	01-40-223	2,085.92
Total 19373:					2,085.92
19374					
08/30/2022	19374	Coleen Haxby	Rec Reimbursement	01-45-210	.00
Total 19374:					.00
19375					
08/30/2022	19375	De Lage Landen Financial Services, Inc.	Monthly Printer Lease	01-40-222	374.55
Total 19375:					374.55
19376					
08/30/2022	19376	Pacific Northwest Development Group	Economic Development services for August 2022	01-40-229	3,500.00
Total 19376:					3,500.00
19377					
08/30/2022	19377	Pacific Office Automation	Printer Overages	01-40-222	255.72
Total 19377:					255.72
Grand Totals:					598,904.09



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: September 6, 2022, for Council Meeting September 13, 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 Speed Study

Field work for the ODOT speed study on Old Salem Road was completed the week of 8/5/22. Last week, city staff met with ODOT staff to review the data and ODOT staff recommendations. Official results will likely be several months out.

Truax Creek Bridge

Due to Congress passing the Infrastructure Investment and Jobs Act (IIJA), the local agencies received additional bridge replacement funding. Therefore, ODOT is scoping additional bridges for possible funding. The Truax Creek bridge was identified for this additional scoping effort, which has taken place over the past several months. City and Linn County staff have reviewed the cost estimate and the final scoping documents have been submitted to ODOT. Outcome should be announced later in the fall.

City Projects

- Woods Road Shared Use Path – Preliminary design underway. Design to be coordinated with Pacific Power transmission work along Woods Road.
- Crack Sealing – Quote solicitation. Work may take place this fall, if not it will be next spring.
- Old Salem Road AC Waterline – Design ongoing, coordinating with other agencies (ODOT, Linn County) and businesses. Construction work will be scheduled for windows during shutdowns of businesses.
- Stormwater Management Plan – In progress
- Industrial Property Survey – Work currently in progress, survey due by end of September
- Stormwater Check Valves – Removing existing check valve from West Valley Estates stormwater discharge pipe Crooks Creek and replacing with new check valve. Old check valve to be installed on stormwater pipe north of Millersburg Drive connecting two tributaries of Crooks Creek, in accordance with recommendations of Stormwater Master Plan.



TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: August 30, 2022, for the September 13, 2022, City Council Meeting
SUBJECT: Above Ground Storage Tanks Ordinance

Action Requested: Approval of the attached Ordinance regarding the abandonment of above ground storage tanks

Discussion:

The City has numerous business and industries who have and utilize above ground storage tanks. The attached ordinance expands upon Oregon Fire Code Provisions for the Abandonment and Status of Tanks 5704.2.13 and section 5704.2.13.2 Above Ground Storage Tanks.

The attached ordinance identifies fines associated with non-compliance and provisions for a one year grace period for remove of tanks currently exceeding the removal requirements of the ordinance, and allows the City Manager the ability to grant a period greater than one year in those cases in which the owner of tanks in violation can demonstrate that the complexity of removal cannot be completed within the one year time period.

Budget Impact:

None, it is not the City's intent to receive funds secondary to non-compliance, but rather to ensure compliance with the ordinance.

Recommendation:

It is requested that Council approve the attached ordinance regarding Above Ground Storage Tanks.

Attachment(s):

- Ordinance 198-22 Above Ground Storage Tanks

ORDINANCE NO. 198-22

**AN ORDINANCE REGARDING ABOVE GROUND STORAGE TANKS LOCATED
WITHIN THE CITY OF MILLERSBURG**

WHEREAS, the City of Millersburg endeavors to protect the health and safety of all residents, non-residents, and businesses of Millersburg; and,

WHEREAS, the City of Millersburg recognizes that abandoned above ground storage tanks may negatively impact the health and safety of all Millersburg residents, non-residents, and businesses of Millersburg; and,

WHEREAS, the City of Millersburg intends to encourage the decommissioning and removal of abandoned above ground storage tanks located within the City of Millersburg; and,

WHEREAS, it is most appropriate that this regulation be contained within The Millersburg Municipal Code Title 17- Fire Prevention;

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

- A. An above ground tank is considered abandoned when at least one of the following occurs:
 - 1. The tank has not been used in more than a year.
 - 2. Dispensing equipment has been removed.
 - 3. The State of Oregon, Weights and Measures, verifies the tank has not been used.
 - 4. The business or structure is no longer functioning as an active business at this site.

- B. All above ground tanks taken out of service must be abandoned under Issuance of a permit by the City of Millersburg's fire service provider (Albany Fire Department), in one of the following ways:
 - 1. Above ground tanks temporarily out of service: Above ground tanks temporarily out of service shall have all connecting lines isolated from the tank and be secured against tampering.
 - 2. Above ground tanks not used for a period of 90 days / out of service for 90 days: Above-ground tanks not used for a period of 90 days shall be safeguarded in accordance with all the following or be removed.
 - i. Flammable or combustible liquids shall be removed from the tank.

- ii. All piping, including tank fill line, gauge opening, vapor return and pump connection, shall be capped or plugged and secured from tampering.
- iii. Vent lines shall remain open and be maintained.

C. Above ground tanks out of service for one year: Above ground tanks that have been out of service for a period of one year shall be removed from the ground, including any secondary containment structures associated with the tank. Any soil contaminated from the above ground tank(s) shall be decontaminated in compliance with all State of Oregon and Federal requirements.

Non-compliance with this Ordinance shall be subject to a fine up to \$1000/day, payable to the City of Millersburg, beginning one year after the above ground tank(s) has been out of service.

For above ground tanks in non-compliance at the time of adoption of this Ordinance, a one (1) year grace period is provided for removal of said tanks prior to the commencement of above-mentioned fines. Further, the City Manager shall have the authority to enter into a binding agreement for removal of tanks and decontamination of sites, in those cases where it can be demonstrated that the complexity of removal of tanks cannot be accomplished within the one-year time period.

Information for closure/decommissioning of above ground tanks may be obtained by contacting the Albany Fire Department.

This regulation shall be contained within The Millersburg Municipal Code Title: Fire Prevention, currently Title 17.

APPROVED AND ADOPTED BY THE MILLERSBURG CITY COUNCIL THIS 13TH DAY OF SEPTEMBER, 2022.

Scott Cowan,
Mayor

ATTEST:

Kimberly Wollenburg,
City Recorder



COMMISSION AND COMMITTEE APPLICATION

Item 7

(Please print legibly or type)

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

Commission and/or Committee Preference:

Planning Commission

(list all for which you are applying)

Name: Jason Young

Preferred First Name: Jason

Residential Information:

Home Address: ████████ Castillo Dr NE
Albany, OR 97321

Phone: N/A

Cellular: ████████████████

E-mail: ████████████████████████████████

Fax: _____

(Optional)

Employment Information:

Employer's Name: Arauco North America, Inc.

Work Address: 2550 Old Salem Rd. NE

Phone: ████████████████████

Cellular: ████████████████

E-mail: ████████████████████████████████

Fax: _____

(Optional)

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

- List current or most recent occupation, business, trade, or profession:

Environmental Manager for an industrial manufacturing facility in the City of Millersburg.

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

I have participated in city counsel meetings on behalf of my employer. I have provided public comment on regulatory issues and rulemaking with the Legislature and Oregon DEQ.

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

I am interested in serving on this commission because I plan to be a part of this growing community and have a vested interest in public safety, economic viability, economic resilience and sustainability while preserving the environmental quality.

I have progressive experience as an environmental manager for one of our Millersburg businesses. This experience includes regulatory compliance with stormwater, air emissions, solid waste, hazardous waste and industrial wastewater and water treatment. I believe this knowledge and experience could be valuable for planning and development for the City.

- What contributions do you hope to make?

My contribution would be to approach city planning from the perspective of community member that also works for an industrial partner in the same community. I have an established reputation for active colaboration and conducting myslef with integrity and compassion. I have a passion for protecting our environment that is balanced with my knowledge of applied science and my desire is to bring a level of trust and patience to the process that allows community member to voice there concerns and either adapt plans to address those concerns or effectively communicate why the Planning Commission is chosing a different direction

Please consult the *Guide for Public Officials* and the *Guide for Public Officials 2015 Supplement* that are posted on the state of Oregon’s website at <http://www.oregon.gov/ogec/Pages/index.aspx> (see visual reference below).

Guide for Public Officials



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

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

Jason Young
Signature of Applicant

7/18/2022
Date