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Rules of Conduct for Public Meetings

No person shall be disorderly, abusive, or disruptive of the orderly conduct of the meeting. Microphones will be muted and webcams will be turned off for remote participants unless called upon to speak or during public comment period.

Persons shall not comment or testify without first receiving recognition from the presiding officer and stating their full name and city of residence.

During public hearings no person shall present irrelevant, immaterial, or repetitious testimony or evidence.

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.

CITY COUNCIL MEETING

In-Person Meeting with Remote Access Available

Millersburg City Hall

4222 NE Old Salem Road, Millersburg OR 97321

April 11, 2023 @ 6:30 p.m.

Agenda

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-28>. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Monday, February 13, 2022.

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. CHANGES AND ADDITIONS TO THE AGENDA

E. CONSENT AGENDA

1) Approval of March 14, 2023, City Council Meeting Minutes

Action: _____

F. GUEST PRESENTATIONS

1) Linn County Sheriff's Office Monthly Report

2) Albany Fire Department Quarterly Report

G. 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. Comments will be limited to three minutes. 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.

H. COUNCIL MEMBER AND STAFF COMMENTS

I. CITY MANAGER'S REPORT

- 1) Project Updates
- 2) Accounts Receivable Policy and Procedures

J. CITY ATTORNEY'S REPORT

- 1) Farm Property Leases
- 2) Correction to the Record

K. PUBLIC HEARINGS

- 1) DC 23-01 Minor TSP Update

L. UNFINISHED BUSINESS

M. NEW BUSINESS

- 1) Award RFP for North Millersburg Park Design and Public Outreach
Action: _____
- 2) David Evans Contract Amendment 7
Action: _____
- 3) Jacobs Contract Amendment 17
Action: _____
- 4) Municipal Code Chapter 12.45 Post-Construction Stormwater Amendment
Action: _____
- 5) Planning Commission Appointment
Action: _____
- 6) Events Planning Committee Appointments
Action: _____

N. CLOSING PUBLIC COMMENT

O. CLOSING COUNCIL COMMENT

P. ADJOURNMENT

Upcoming Meetings & Events:

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

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 REGULAR MEETING MINUTES

March 14, 2023 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Cowan at 6:30 p.m.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
Councilors Present: Mayor Scott Cowan, Councilors Dave Harms, Mike Hickam, Mark Raum, and John Sullivan

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Matt Straite, Community Development Director; Sheena Dickerman, City Recorder; Forrest Reid, City Attorney
- D. CHANGES AND ADDITIONS TO THE AGENDA **6:30 p.m.**
None
- E. CONSENT AGENDA **6:31 p.m.**
1) Approval of February 14, 2023, City Council Meeting Minutes
Action: **Motion to approve Consent Agenda as presented made by Councilor Mark Raum; seconded by Councilor Dave Harm.**
Mayor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mike Hickam: Aye
Councilor Mark Raum: Aye
Councilor John Sullivan: Aye
Motion PASSED:5/0
- F. GUEST PRESENTATIONS **6:32 p.m.**
1) Linn County Sheriff's Office Monthly Report
Sergeant Steven Frambes, LCSO, reviewed the monthly LCSO report*. Three arrests were made. He shared that a deputy found an unresponsive female at Love's with narcotics nearby, the deputy administered Narcan and provided CPR, which saved her life. Cowan asked if the officer involved would receive a "lifesaving" award. Frambes explained that the deputy's supervisor would write a letter for their personnel file and supervisors will give a "lifesaving" award later. He mentioned that the deputy involved was not responding to a call but was being proactive. Cowan asked if there was anything the City could do to recognize the deputy's actions.

Frambes mentioned a citation was given to a resident for having junk on the property, the property is located on Millersburg Drive. This has been an ongoing

situation and will go before court in March. Cowan asked what the City's process was for the citations. City Attorney Forrest Reid explained that Community Development Director Matt Straite would send a letter asking for the resident to comply, if the resident does not comply then LCSO is contacted to give a citation. City Manager Kevin Kreitman shared that the property is in foreclosure. Reid stated that if the City ended up doing the clean-up of the property a lien would be put on the property.

G. PUBLIC COMMENT

6:39 p.m.

Skip Hamilton, Millersburg, said he attended the Sofidel open house and was interested in information regarding the land swap. Cowan said the County Commissioners denied the Urban Growth Boundary (UGB) swap at a meeting earlier in the day. Kreitman clarified that the UGB swap was for property within the City that was not developable to be swapped with property that would be developable. This would not have been an expansion of the city. He emphasized that the UGB swap started long before Sofidel expressed interest. The state knew the City was in the process of the swap and that Sofidel was looking for developable property.

Hamilton asked who to contact with any further questions. Kreitman replied either Community Development Director Matt Straite, Assistant City Manager Janelle Booth, or himself would be able to answer any questions.

H. Public Hearing

6:42 p.m.

Mayor Scott Cowan opened the public hearing at 6:42 p.m.

1) Supplemental Budget FY 2022-2023

Booth shared that the proposed supplemental budget was reviewed in a work session. She asked if the Council wanted to review it again or do a summary. The Council chose hearing a summary.

Booth explained the reason for and the requirements for the City to do a supplemental budget*. One of the reasons for the accelerated schedule was for infrastructure. She added that this was not due to the UGB swap but other projects, including Transition Parkway. The reason for multiple new line items is in order that funds are better accounted for from the various funding sources. She added that there will be extra-legal costs with regards to the wastewater system and other projects that the City had already intended to do, but the timing was unknown when the original budget was proposed.

Booth mentioned the need for a budget line item for refunds of security deposits on privately constructed public works projects. This would allow for a holding account for deposits and the refund process to be done in a

clear way. She added that these types of projects usually cross budget years. Kreitman added that refunds have been paid out of revenue accounts and the auditors wanted the change.

Booth said that some of windows in the Council Chambers have failed and needed to be replaced. The City has funds set aside for maintenance projects, but this addition would allow for the projects to be done quickly. Booth added that the new Economic Development Fund doesn't require a supplemental budget but with talking with the auditors it was decided to present it all during this process. This fund is for tracking funding that would be coming in for economic development and being spent. The City will qualify for State grant funds and reimbursement funds, which would require detail tracking.

Cowan asked if Councilors or anyone from the public had any questions. There was no one.

Cowan asked what the total was for the supplemental budget. Booth replied approximately \$1.4 million, with most coming out of streets and water fund SDC's that are already set aside for projects. Kreitman added that the Transition Parkway project has been discussed for 5 years and funds have been set aside for it.

Mayor Scott Cowan closed the public hearing at 6:49 p.m.

Raum stated the total increase is \$1,407,250.

Action: **Motion to approve Resolution 2023-03 to adopt the supplemental budget in FY 2022/2023 made by Mark Raum ; seconded by Councilor John Sullivan.**

Mayor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Mike Hickam:	Aye
Councilor Mark Raum:	Aye
Councilor John Sullivan:	Aye

Passed 5/0

I. Council Member and Staff Comments
None

J. CITY MANAGER'S REPORT

6:50 p.m.

1) Project Updates-

Booth mentioned that two trees will be removed from Miller Cemetery. An arborist had evaluated the trees and determined that they would need to

be removed. Staff wanted them removed before the trees fell. The City went through the process of the arborist permit and documented that the trees were a hazard. She added that the Cemetery had some removed on the east side after having a tree fall into the cemetery. Kreitman added that the City doesn't want to remove trees that are healthy, but these were unhealthy

Booth gave an update on parks and ballfields. Maintenance staff take every opportunity to mow and take care of vegetation, but the weather is the controlling factor. Staff have been working with youth sports organizations on the use of the fields, but the fields are too wet.

Striate shared the City's plans to build a new park off of NE Millersburg Drive. The City recently received grant funding for the new park. The next step is request for proposals (RFP). The RFPs are due on March 20, 2023. Cowan asked what the grant amount was. Striate replied \$32,000 with an \$8,000 match. The match would mostly be accounted for by staff time.

Striate mentioned the upcoming Transportation System Plan (TSP) update. The last update was done in 2016. The minor changes will be presented at a Planning Commission public hearing on April 4, 2023, and will be at the City Council public hearing meeting on April 11, 2023.

Councilor Mike Hickam asked to return to the park presentation slide*. He asked if there was a plan for a sidewalk along Woods Road. Booth replied yes, it would tie into the Woods Road multi-use path project. She said Council would receive updates on the project. The next step is wetland delineation. The project is to extend a sidewalk and a multi-use path where the sidewalk currently stops. The previous intent was that improvements would take place when development happens. Since it is unknown when development would happen, staff is working on a project to create safe walking conditions. Cowan reiterated that in previous conversations safety along Woods Road has always been a high priority.

Hickam commented that Woods Road seems to be the only way to access the new park. Kreitman pointed out that people that are on the south end of Woods Road would most likely continue to use Millersburg Park. The intent is to address those that are in the northeast part of the city.

2) Budget Calendar-

Kreitman recommended the Council appoint Booth as the budget officer for the upcoming budget public hearings. He pointed out the budget dates were in the agenda packet.

3) Events Committee Open House –

Kreitman mentioned that the invitation for the Events Committee open house had been mailed to the Millersburg community. Posters for the event were passed around for the Council to review*. He asked Council to let staff

know if they had anything to add or change. Cowan asked if anyone had inquired about participating on the committee. Straite replied there has been some interest.

- 4) Transition Parkway Open House- Booth said that postcards for the open house would be in the mail the next day. This will be an opportunity for people to hear what is being planned for Transition Parkway. She shared that Straite contacted the property owners that would be most directly impacted to set up individual meetings. Hickam asked if staff had investigated sending text messages to the community for City events. Straite showed where the public could sign up for email alerts. He explained that the software used is currently only set up to do emails. The web provider can do text messages, but at an additional cost. Hickam stated he was more interested in seeing if people signed up for the notifications. Straite said there are 10 people currently signed up to receive alerts. Councilor John Sullivan mentioned that at his place of employment they use a call blast that is relatively inexpensive. Cowan suggested looking into it.

Kreitman pointed out for those in attendance and online where on the City's website the agenda and agenda packets are located. He added that most cities of Millersburg size do not provide much information in their agenda packets. Millersburg provides substantial staff reports with the agenda packet for the community to know what is happening. Straite added that the City also does live streams of meetings.

Cowan suggested bringing the conversation regarding community communication to the next work session.

K. CITY ATTORNEY'S REPORT- **7:08 pm.**
None

L. UNFINISHED BUSINESS **7:08 pm.**
None

M. NEW BUSINESS **7:08 pm.**

- 1) Health Insurance Renewal – Kreitman said this is information only. The City received renewals from the health insurance provider. It is an 8.9% increase this year. No one on staff is on the Health Savings Account (HSA) plan. He pointed out that in 2021 there was a .3% increase and last year there was a 5% decrease in premiums. The cost will be \$8,466.70 per month, which is currently budgeted and will need to be budgeted in the next fiscal year.

2) Quitclaim Deed for Water Rights-

Booth explained that the City received a request from the farmer that had been leasing City property for the past 5 to 10 years to release the water rights that he had applied for from the state. The City has removed most of the property from the farm lease. The water rights run with the land. The farmer would like to transfer the water rights to land that he will use. She emphasized that the City was not involved in obtaining the water rights and it would not hinder the City from obtaining water rights in the future. There would be no negative impact on the City. City Attorney Forrest Reid added that it is an appropriate and normal course of action. The farmer paid for it and did the work necessary for the water rights.

Action: **Motion to approve the Quitclaim Deed and allow the City Manager to sign for it made by Councilor Dave Harms; seconded by Councilor John Sullivan.**

Mayor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mike Hickam: Aye
Councilor Mark Raum: Aye
Councilor John Sullivan: Aye

Passed 5/0

3) Letter State Audit Division-

Kreitman said that during the audit staff became aware of some errors that took place when the City switched over to a new accounting software system in 2021. Due to those deficiencies the City must submit to the State identifying the deficiencies and how the deficiencies were corrected. The City must show that the Council reviewed the letter either by minutes or resolution. A resolution was decided due to the deadline it needed to be submitted by.

Action: **Motion to approve Resolution 2023-04 made by Councilor John Sullivan; seconded by Councilor Mike Hickam.**

Mayor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mike Hickam: Aye
Councilor Mark Raum: Aye
Councilor John Sullivan: Aye

Passed 5/0

N. CLOSING PUBLIC COMMENT

7:14 p.m.

Laurie Hackstedt, Millersburg, asked if the City could address the traffic speed on Alexander Lane. Kreitman said that deputies patrolled there but they did not see excessive speeds during those times. He added that more speed signs could be put out at that location. Booth said that if Council wanted staff could ask LCSO to put a speed trailer on Alexander Lane. Cowan agreed that a speed trailer at that location to collect the data was a good idea. Kreitman added that a speed sign could be put up at that location. There are radar speed signs that can be purchased and moved throughout the City. Hackstedt said it would be beneficial to have signs for both directions.

O. CLOSING COUNCIL COMMENT

7:19 p.m.

None

P. ADJOURNMENT Mayor Cowan adjourned the regular meeting at 7:19 p.m.

Respectfully submitted:

Reviewed by:

Sheena Dickerman
City Recorder

Kevin Kreitman
City Manager

*Presentation materials or documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing info@cityofmillersburg.org.



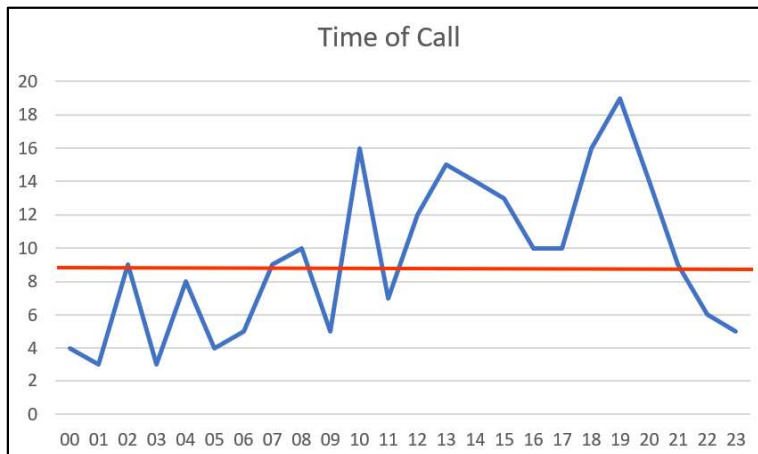
CITY OF MILLERSBURG QUARTERLY REPORT APRIL 11, 2023



City of Millersburg Total Responses				
Month	FY 20	FY 21	FY 22	FY 23
July	18	17	35	20
August	26	26	34	24
September	15	28	27	22
October	30	29	26	25
November	14	21	20	35
December	23	30	24	34
January	24	29	24	22
February	28	26	22	20
March	28	21	19	24
April	18	28	24	
May	16	36	20	
June	17	23	16	
Total	257	314	291	226
FY23 Projected Total 301				

Albany Fire Department Total Responses				
Month	FY 20 Total	FY 21 Total	FY 22 Total	FY 23 Total
July	888	858	1,070	992
August	886	884	1,048	968
September	871	893	1,010	920
October	856	866	958	972
November	793	824	941	970
December	792	876	945	1,158
January	809	883	911	1,007
February	752	817	829	914
March	819	795	853	880
April	690	926	864	
May	752	905	896	
June	817	922	936	
Total	9,725	10,449	11,291	8,781
FY23 Projected Total 11,708				

Millersburg Response Times Average 911 Call Received to Arrival Time				
	FY 20	FY 21	FY 22	FY 23
All Incidents	7:41	7:34	7:41	7:33



CUSTOMER SERVICE · DIVERSE ORGANIZATION · INTEGRITY ·
HEALTH & WELFARE · PROFESSIONALISM & TEAMWORK

City of Millersburg Community Paramedic Referrals			
Month	FY 21	FY 22	FY 23
July	0	2	8
August	4	1	0
September	2	4	0
October	2	0	2
November	0	0	1
December	0	0	0
January	2	0	0
February	0	0	0
March	0	0	
April	2	0	
May	0	2	
June	2	3	
Total	14	12	11

City of Millersburg Fire & Life Safety Evaluations			
Month	FY 21	FY 22	FY 23
July	5	0	4
August	4	2	4
September	1	1	4
October	1	2	6
November	2	1	4
December	15	2	1
January	6	4	5
February	10	4	3
March	16	3	0
April	1	6	
May	3	4	
June	7	3	
Total	71	32	31

Type of Call	Count
<i>SICK PERSON</i>	37
<i>FIRE ALARM ACTIVATION</i>	22
<i>UNCONSCIOUS FAINTING</i>	16
<i>CHEST PAIN</i>	15
<i>BREATHING PROBLEMS</i>	13
<i>LIFT ASSIST</i>	13
<i>STROKE</i>	10
<i>UNKNOWN MEDICAL PROBLEM</i>	10
<i>FALL</i>	10
<i>DIABETIC PROBLEM</i>	8
<i>SEIZURE</i>	7
<i>MVC INJURY</i>	7
<i>SMALL MISC FIRE</i>	6
<i>SMOKE INVESTIGATION</i>	5
<i>HEART PROBLEMS</i>	4
<i>PUBLIC ASSISTANCE</i>	4
<i>ODOR INVESTIGATION</i>	3
<i>CARDIAC ARREST</i>	3
<i>HEMORRHAGE BLEED</i>	3
<i>ABDOMINAL PAIN</i>	3
<i>WIRE DOWN</i>	3
<i>OD, INGESTION, POISONING</i>	3
<i>FIRE MOVEUP ONLY</i>	3
<i>TRAUMA INJURY</i>	2
<i>STRUCTURE FIRE</i>	2
<i>BACK PAIN</i>	2
<i>HAZMAT INCIDENT</i>	2
<i>FIRE AGENCY ASSIST</i>	1
<i>HEADACHE</i>	1
<i>PSYCHIATRIC, SUICIDE ATTEMPT</i>	1
<i>EXPLOSION</i>	1
<i>MEDICAL CALL STARTED</i>	1
<i>STABBING/GUNSHOT</i>	1
<i>CAR FIRE</i>	1
<i>OB, CHILDBIRTH, MISCARRIAGE</i>	1
<i>COLD OR HEAT EXPOSURE</i>	1
<i>ALLERGIC REACTION</i>	1
Grand Total	226



Albany Fire Department 2022 Annual Report



Mission, Vision, and Values

The Albany Fire Department has an established mission:

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

Our commitment to provide an exceptional service to our community was on display this past year. I continue to be amazed at the high level of commitment shown by members of our department as they continue to work and look for ways we can complete our department's mission of Prevent and Protect from Harm. Our members have shown themselves to be dedicated and resilient as we slowly work our way out from under the pandemic and continue to look for improvements in all areas of the department both emergency and non-emergency alike.

This past year we saw yet another record year for calls for service. While we are actively working on ways to manage 911 usage, the population of Albany continues to grow and the number of people needing our services is more now than ever.

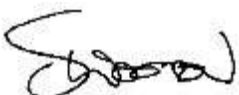
This past year we held the grand opening of Station 15 in the city of Millersburg. This station was paid for by the citizens of Millersburg and is operated by Albany Fire Department first responders. The partnership between Millersburg and the Albany Fire Department became operational in 2017 and has culminated in the grand opening of a new fire station and the start of providing ambulance services to their community, which both occurred over the summer.

This year the department found itself the recipient of two U.S. Department of Homeland Security grants. The first was the Staffing for Adequate Fire and Emergency Response (SAFER) grant; this grant will allow the department to hire three additional firefighters for three years at no cost to the department.

This grant will help us have more firefighters available to respond to the needs of our community. In addition, the department received the U.S. Homeland Security Assistance to Firefighters (AFG) grant. This grant will cover most of the cost of purchasing a new fire engine for our fleet.

We look forward to a new year of exciting opportunities as we try to add ambulance capacity to a strained emergency medical services (EMS) system, while also looking for ways to improve our service to the community. It is of great importance to us that we ensure provided tax dollars entrusted to our department are used in a manner that benefits the safety of everyone in our service area.

We are grateful for the support our community provides and are equally grateful to be able to serve you in a manner that is comprised of compassion, integrity, and professionalism. Thank you for your trust.



Shane D. Wooton
Fire Chief



Start of Acting-In-Capacity Apparatus Operator (AIC AO) Academy

Some of the most involved training that goes on in AFD is that for firefighters interested in becoming an Apparatus Operator (or “AO”). Every year AFD conducts an academy for personnel who are looking to learn about the engines and how to drive and operate them. The program, which takes approximately a year, takes candidates through learning about each and every aspect of AFD suppression vehicles (tender, engine, and aerial) from their make and capabilities, to how to drive and operate them under emergency conditions.



January/February

TIMS Training

Every year numerous first responders throughout the country are killed responding to traffic incidents. Since I-5 forms part of the AFD response area, this training is particularly important. Traffic Incident Management System, or TIMS training (taught by ODOT), teaches our firefighters how to stay safe, manage the scene, and survive a traffic response.

New Ventilators and Heart Monitors

As noted in the 2021 Annual Report, the new Zoll “Z-Vent” ventilators were placed on the ambulances this month. These new ventilators can provide the greater air pressure needed by COVID patients to breathe. In addition to the new ventilators, the ambulances also got new heart monitors. The original ones from the ambulances then went onto the engines (the old ones from the engines are now obsolete), so now all AFD engines and ambulances have up-to-date equipment to provide patient care in the case of a cardiac event. The whole department trained in how to use them under the guidance of the Zoll representative.



Performers of the Year

Every year, AFD personnel get to vote on the people they feel best exemplify AFD values in the performance of their jobs. We are pleased to announce the following awards:



Officer of the Year

Lt. Alex Chang



Apparatus Operator of the Year

Keith Gillespie



Firefighter of the Year

Jessica Jackovich



Medics of the Year

Frank Clifton and Jackson Mehl



Humanitarian of the Year

Chris McNeese

AFD is very proud of its performers of the year and the hard work they put into making both the department and the community a better place.

Advanced Cardiac Life-Saving (ACLS)

Every year AFD hosts recertification training for Paramedic-level personnel in Advanced Cardiac Life-Saving, or ACLS. This advanced training, which builds on Basic Life Support skills, greatly increases the likelihood of patient's survival in the case of a life-threatening cardiovascular condition.

March

8th Grade CPR classes

As part of our community outreach effort, AFD staff went to the local schools to teach CPR classes to 8th graders. These classes are part of a program to teach CPR to as many community members as possible, and build a safer community. This program is offered in partnership with the Albany Public Safety Foundation.





Fire Investigation course

AFD hosted a one-week Fire Investigation course for the Office of the State Fire Marshal. This course brought together fire investigators from all over the state to learn how to conduct a proper fire investigation. The course included such investigation topics as arson and electrical fires, and coincided with training being done at the Burn to Learn house. It was of great use to the investigators to see real fire sets and investigate realistic scenarios of fires and arsons.

April

Burn to Learn

The Training Division is always looking for ways to provide realistic and up-to-date training for the Department. From time to time, people will donate structures to the department, and we can do what is called a “Burn to Learn,” staging a controlled fire for firefighters to practice in a real-time, live fire event. These are not regular occurrences, so when a citizen contacted us with a viable location (the department has strict requirements for what constitutes a viable structure), the department was excited to be able to stage a Burn to Learn for the benefit of our firefighters. After using the donated property to conduct various search and rescue trainings, and after the different fire scenarios were set up for the Fire Investigation course, AFD conducted the actual burn. It provided good training for both seasoned and new personnel.



Operations Tune-up

This training encompasses Incident Command System (ICS) training, and is used to train the future generation of AFD leaders while enhancing leadership skills for current leadership. This training also provides clear and consistent strategy and tactics between firefighters and command during fireground operations. This is the beginning of ongoing training ventures that will continue to hone fireground skills and communications.

May

Wildland Fire Refresher Training

Every year the department conducts wildland fire refresher training (RT-130) to prepare for the start of the wildfire season. This training was conducted throughout the month of May for AFD personnel so they can maintain a high level of readiness for wildfire season.



June/July

Hiring process for four new firefighters

AFD began the task of interviewing prospective candidates to fill vacant positions in the department.

Promotion process for Apparatus Operator (AO)

AFD conducted a promotion process to laterally appoint a new AO. Seven candidates tested for the position in a rigorous two-day process (day one: a lengthy written exam, day two: the practical exam, held at the Corvallis training tower). AFD is proud to welcome firefighter Brian Cashman to the ranks of Apparatus Operators.



Rescue Technician training

AFD acquired another house through donation to use in June for training on ventilation, victim removal, breaching, and other non-burn skills. This training is similar that conducted during a Burn to Learn, but the house remains intact.

Field Training and Evaluation Program (FTEP)

The Field Training and Evaluation Program (FTEP) training took place in July. This training, hosted by AFD at Station 11, brought together first responders (both law enforcement and fire personnel from around the state) to learn how to take skills and knowledge obtained in the classroom/academy and apply them to actual performance in on-the-job situations.

\$35,000 grant

As part of the Office of the State Fire Marshal's Response Ready Oregon Initiative, the department applied for and received a \$35,000 grant to increase staffing during the wildfire season. This grant, which was available to departments throughout the state, provided critical funding to hire or pay extra staffing to respond to wildland fires with the goal of keeping those fires small and away from communities. This grant was of great use to AFD to increase on-duty capacity throughout the 2022 fire season at the local level and allow us to mobilize quickly to fight fires at the local, regional, and state (conflagration) levels.





Station 15 grand opening

Station 15 in Millersburg celebrated its grand opening in July. This state-of-the-art space will not only serve as a fire station, but has enhanced facilities that can be used by City of Millersburg staff as well. The bid for the station was originally awarded in Spring 2020; Albany Fire Department gave input on the floorplan and amenities, and the City of Millersburg provided the funding to build the station.

Below: Station 15 ribbon cutting ceremony, featuring Millersburg Mayor Scott Cowan and Albany Mayor Alex Johnson II.





Federal Grants Awarded

In September, AFD received the fantastic news that the department received two critical grants: the Assistance to Firefighters Grant (AFG) and the Staffing for Adequate Fire and Emergency Response (SAFER) grant.

The AFG awarded \$642,727, which will go toward the purchase of a new fire engine. This engine will replace a 30-year-old engine that lacks current safety features.

The SAFER grant awarded \$1,332,378 to fully fund the hire of three new firefighters for a period of three years. The increase in staffing will bring the Department up to national standards for responding to fires and increase safety for all personnel. Those new hires will start in 2023.

August/September/October

Recruit Academy 2022-A

AFD is proud to welcome our four newest firefighters: Ashley Safa; Jordan Humphries; Parker Romviel; and Knightin Tomaz as they begin their academy. They will train together throughout the academy and are projected to join crews on the line at the beginning of December.



November

Ventilation training

AFD continued its benchmark training with vertical ventilation training. Using a prop on loan from the Department of Public Safety, Standards, and Training (DPSST), AFD personnel practiced their ladder skills and ability to vent a roof in the event of a fire. Training like this is critical to maintaining the firefighting skills necessary in the event of a fire.

Active threat training

Much of the training AFD conducts is in the hope that we will never need to use it. A good example of this is Active Threat training – training that tells what to do in the event of a mass shooting. The end of the month had AFD personnel reviewing our active threat policy and practicing triage on simulated victims of a mass shooter.



Hosting wildland basic air operations training

Based on its centralized location and the proximity of the local airport, AFD applied for and received a grant from DPSST to facilitate the wildland S-270, Basic Air Operations, training course for personnel across the state. The class will be held in early 2023.

More hiring

The end of the month also saw AFD conducting interviews to fill the positions opened by the award of the SAFER grant. AFD is hiring for three positions, with offers going out in December. The new firefighters are scheduled to begin their academy in early 2023.

December

Recruit academies 2022-A and 2022-B

Recruit Academy 2022-A graduated their Academy, and they now go on the line, joining A, B, and C shifts, respectively. Offers have gone out to a new group of recruits, who are scheduled to begin their academy in late winter/early spring of 2023.

The beginning of Recruit Academy 2022-B began with the addition of firefighter Davis Blackmon. An academy of one can present challenges for training, but the department is taking this as an opportunity to deliver enhanced training, not only to the recruit, but to the trainers as well, with Recruit Blackmon also training with on-shift crews during his academy.

Updating medical protocols

Medical procedures and technology is always changing and advancing. The department's medical protocols have been updated to reflect the most current equipment and practices. The department spent the early part of the month training on the changes in our never-ending drive to provide the best care possible to our community.

December 23 ice storm

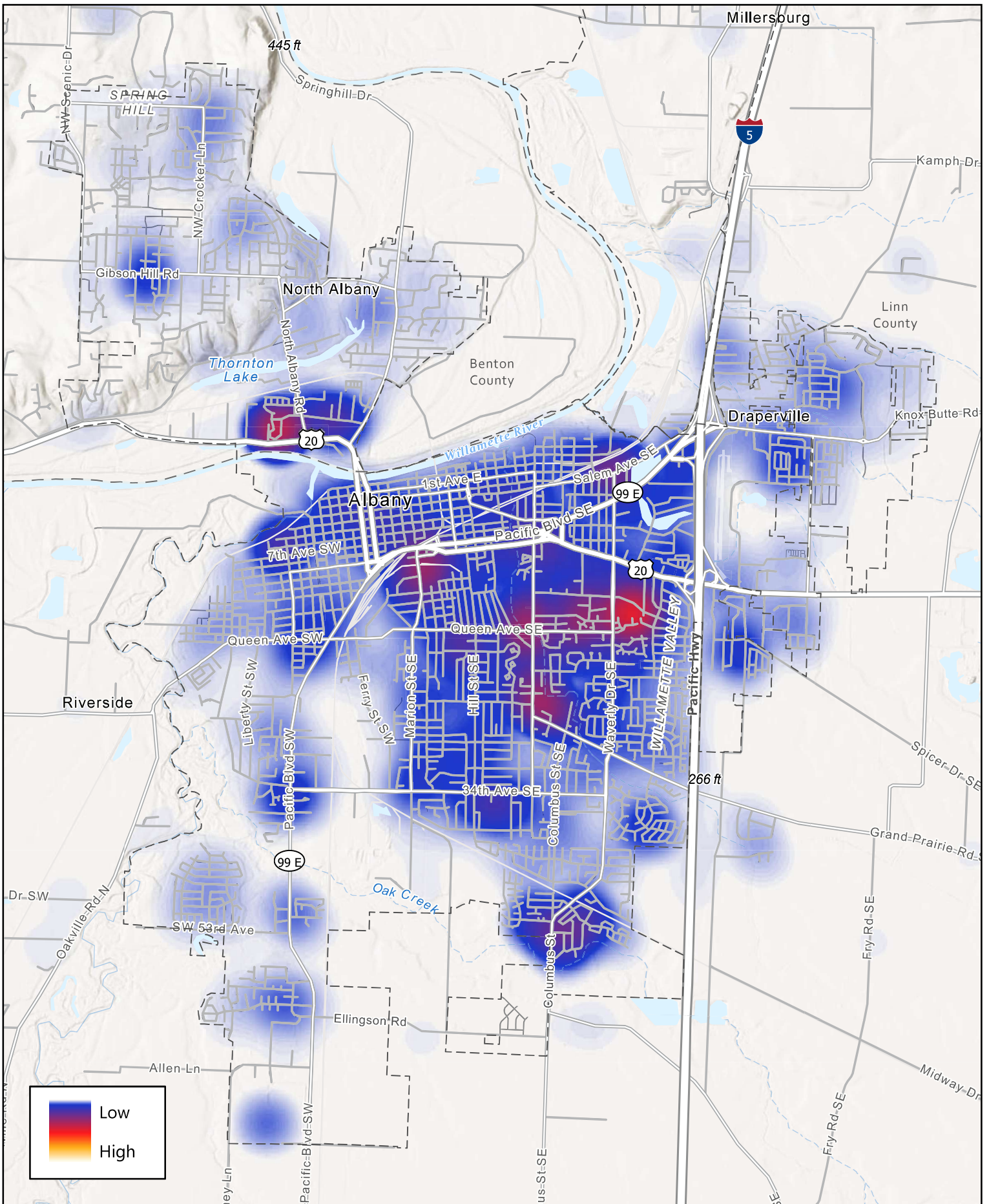
Right in the middle of everyone's last minute Christmas preparations, a surprise ice storm swept through the Willamette Valley, leading the department to a record number of calls ever in one day – 85! This is almost double the previous record. Crews were in motion all day, mostly due to the numerous calls for falls on the ice.



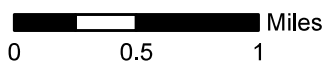
Larry Allen and B.J. Vorderstrasse in the newly restored Seagraves engine.
Photo courtesy of the Albany Democrat Herald.

Restoration of classic Seagraves engine

Members of the Muster Team (retirees Larry Allen and BJ Vorderstrasse, joined by graphic artist Bob Johnson) and several current members of AFD joined in the final efforts to restore the department's 1925 Seagraves to its former glory. This work comprised repairing and restoring the engine, gold-leafing and pinstriping, re-upholstering the seats, and polishing the silver and brass fittings. Work began in 2020 and the restored Seagraves should roll out in 2023.



J:\ArcGIS_Pro_Projects\Fire\Annual_Report\APRX\Annual_Report_2020.aprx



AFD Responses in 2022



Albany FireFighters Community Assistance Fund

AFFCAF, a non-profit organization started in 2004, serves the community through the Albany Fire Department. AFFCAF is funded by firefighters themselves, fundraisers, and generous donations from the community. When firefighters see a need outside the scope of ambulance, fire, and rescue services (such as temporary financial assistance to fire or accident victims, non-emergency transport to the hospital, bike helmets for local youth and adults, or free loaner safety vests for water activities for example), AFFCAF will answer that need. Fundraisers include the annual AFFCAF Cornhole Tournament, and the Rick Rebel Memorial Golf Tournament. This year, AFFCAF also partnered with Antiques in the Streets, who made a very generous donation of \$8,300 to AFFCAF.

2022 Year in Review



In Memoriam

On July 6, 2022, retired Lieutenant Mark Matthews lost his courageous battle with cancer and became the first Line of Duty Death in our department's 153-year history. AFD mourns his loss and remembers his 24 years of service.

MEDICAL CALLS

89%
OF TOTAL CALLS

294 FIRES

41 HAZMAT CALLS
4 EXPLOSIONS
469 FALSE ALARMS

OUTREACH

1,029
COMMUNITY
PARAMEDIC VISITS

6,580
LIFE SAFETY
ED CONTACTS

1,180
BUSINESS SAFETY
INSPECTIONS

507

**MOTOR
VEHICLE
COLLISIONS**

10,858

**TRAINING
HOURS**

DECEMBER 2022
HISTORICALLY HIGH
CALL LOAD

1,158
EMERGENCY CALLS

609
AMBULANCE TRANSPORTS

TOTAL 2022 CALL VOLUME: 11,260

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
National Fire Protection Association • 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 Firefighters Community Assistance Fund • Albany Public Safety Foundation • Antiques in the Streets
Costco • Country Financial Albany and Bend • Greater Albany Rotary Club • Home Depot • Lowe's • Margin Coffee • NoDinx • Rotary Club of Albany
Samaritan Health Services • Sybaris • Tradewinds • Wal-Mart

Government Partners

City of Albany, especially the Albany Police Department and the Albany Public Safety Commission • City of Millersburg
Linn County, especially Linn County Public Health and the Linn County Sheriff's Office
Albany Rural Fire Protection District • North Albany Rural Fire Protection District • Palestine Rural Fire Protection District



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: April 5, 2023, for Council Meeting April 11, 2023
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.

Millersburg Park Buildings

The north shelter and restroom roof replacement is anticipated to be complete by the end of the week. The south restroom building roof has been prepped and is ready for new roofing to be installed beginning Monday 4/10. Although there was water staining, only one sheet of plywood needed to be replaced due to water damage. The lights in the shelter were also changed to LED and the wall switch was changed to a timer.

Alexander Lane Speed Concern

A citizen expressed concern regarding speeds on Alexander Lane. A request has been made for the County speed trailer to be placed on the western end of Alexander. Staff have reviewed the placement of speed limits signs on Alexander Lane and public works staff will be installing additional speed limit signage.

Transition Parkway

The Transition Parkway open house was held on April 5 to share information about the project with the community. Design is progressing and utility coordination meetings are scheduled for the upcoming weeks.

Woods Road Multi-Use Path

Wetland delineation field work is scheduled for April 13 and 14. Staff are working to obtain property owner permission for the delineation and continue discussion about right-of-way acquisition in the future.

ONE-YEAR LAND LEASE

This one year land lease is entered into between the **City of Millersburg, Oregon**, hereinafter referred to as "Lessor" and **Creekside Valley Farms, LLC**, hereinafter referred to as "Lessee."

Witnesseth:

The Lessor hereby leases to Lessee, and Lessee hereby takes and rents from Lessor, the following described real property consisting of approximately 20 acres located behind the Millersburg City Hall at the intersection of Old Salem Road and Conser Road, hereinafter known as Parcel 1, located in the City of Millersburg, Linn County, Oregon, on the terms and conditions stated below:

1. Term:

The term of the Lease shall commence on September 15, 2023, and shall continue for one (1) calendar year through September 15, 2024. This Lease may be renewed annually by mutual agreement of the parties if said renewal is signed by the Lessor and Lessee no later than April 20th of the year the annual Lease is to terminate.

Unless earlier terminated as provided herein, the Lessee shall promptly vacate and surrender possession of the property in a quiet and peaceful manner, and in as good a state of repair as when Lessee took possession, subject, however, to normal wear and tear and damage by the elements.

2. Possession:

The Lessee's right to possession and obligations under this Lease shall commence on the first day of this Lease.

3. Rent:

The Lessee agrees to pay to the Lessor rent as follows: Total annual rent of \$3,500. First payment of one-half (1/2) of the annual Lease (\$1,750) is due no later than 4:00 PM on the 10th working day after the date signed by Lessee. The remaining balance of \$1,750 is due in full no later than 12 noon, September 14, 2024.

4. Use of The Leased Property:

The subject property of this Lease shall be used only for lawful and normal agricultural farming operations and is further **restricted and limited to production of annual crops, and for no other purpose**. The Lessee shall farm said land in accordance with the practices of good husbandry and shall allow no waste or strip to occur to said property. Lessee shall furnish all tools, implements, seeds, labor, and other materials and devices necessary for proper farming operations and husbandry.

5. Representations:

Lessee certifies that this Lease is accepted and executed upon the basis of Lessee's own examination and personal knowledge of the premises and opinion as to the rental value thereof; that no attempt has been made to influence Lessee's judgment, and that said Lessee takes possession of said property in the condition existing at the time of execution of this Lease.

6. Lessor's Warranty:

The Lessor warrants that Lessor is the owner of the property described herein and has the right to lease the same. The lessor will defend Lessee's right to lease the same. The Lessor will defend Lessee's right to quiet enjoyment of the property from the lawful claims of all persons during the term of this Lease.

7. Assignment and Sub-Lease:

The Lessee shall not assign, transfer, or set over this Lease or Sub-Lease any portion or all of the property subject to this Lease to any third person, firm, or corporation without the prior written consent of the Lessor, which will not be unreasonably withheld.


8. Indemnity of Lessor by Lessee Against Loss:
Lessee covenants and agrees to indemnify and save harmless Lessor against any and all claims arising from Lessee's conduct or management of, or from any work or thing whatsoever done in or about the Leased premises, or arising from any act of negligence of Lessee or any of his agents, contractors, or employees, or arising from any action, injury, or damage whatsoever, however caused to any person or persons or to the property of any person or persons, during the term of this Lease on or about the Leased premises, and from and against all costs, counsel fees, expenses, and liabilities incurred in or about such premises and from any claim or action or proceeding brought thereon.
9. Default Notice and Remedies:
The following shall be the offense of default:
 - A. Failure by Lessee to pay any rent or other charge within twenty (20) days after it is due. Any assignment for the benefit of creditors, adjudication in bankruptcy, or attachment under writ of attachment issued out of any court, of or against the Lessee herein, shall at the option of the Lessor, constitute a default upon the part of the Lessee and shall terminate this Lease. Any assignee, trustee, or attaching creditor shall have no right to enter upon property under and by virtue of this Lease and upon exercise of this option by the Lessor, the Lessor shall be entitled to re-enter the property and retain possession thereof without being liable for damage or injury to the property of the Lessee thereon, except that occasioned by the Lessor's intentional, negligent act, or omission.
 - B. The Lessee's failure, refusal, or neglect to perform or fulfill any term or condition of this Lease shall constitute default and if said default shall continue for a period of twenty (20) days after notice in writing is given to the Lessee by the Lessor, then in that event the Lessor shall have the right and option to declare this Lease void and terminated, and the further right to re-enter and remove from said property the person and property of the Lessee without being liable for injury therefor. In addition, the Lessor shall have all other legal remedies or actions available to him by reason of the laws of this state or the United States.
10. Attorney's Fees:
Should suit or action be instituted by either party to this Lease for enforcement of the terms and conditions of this Lease, it is agreed that the party prevailing shall be allowed such sums as the Court shall determine as reasonable attorney's fees in the prosecution of such suit or action and on appeal, if any.
11. Waiver:
Failure by the Lessor at any time to require performance by the Lessee of any of the provisions of this Lease shall in no way affect the Lessor's right hereunder to enforce the same, nor shall any waiver by the Lessor of any default herein provided for be held to be a waiver of any succeeding default or a waiver of this non-waiver clause.
12. Successor Interests:
The covenants, conditions, and terms of this Lease shall extend to and be binding upon and inure to the benefit of the heirs, administrators, personal representatives, successors, and assigns of the parties hereto; provided, however, that nothing contained in this paragraph shall alter the restrictions hereinabove contained relating to assignment or sale.
13. Right to Sell:
Lessee acknowledges that this Leased property may be sold by Lessor during the term of this Lease and in that event the Lessor will make every effort to fulfill the terms of this Lease.
14. Attorney Representation:
This Lease has been prepared by Forrest Reid, Millersburg City Attorney, on behalf of Lessor. It is understood and agreed by the Lessee that Lessee has been advised that Lessee may seek Lessee's own independent legal counsel regarding Lessee's rights under this Lease.

15. Limitation of damages:

Lessee acknowledges that Lessor makes no representation regarding availability of this Leased land beyond the term of this Lease, and Lessor is not responsible to Lessee for any loss of crop or loss of revenue resulting from Lessee's crop remaining in the ground beyond the term of this Lease. Lessee acknowledges that Lessee assumes all liability and potential loss of crop and/or revenue if Lessee chooses to plant an annual crop that is harvestable for a period longer than the term of this lease.

IN WITNESS WHEREOF, the parties hereto have hereunder caused this Lease to be executed.

LESSOR
CITY OF MILLERSBURG



LESSEE
CREEKSIDE VALLEY FARMS, LLC

Date

3-31-2023
Date

ONE-YEAR LAND LEASE

This one year land lease is entered into between the **City of Millersburg**, Oregon, hereinafter referred to as "Lessor" and **Creekside Valley Farms, LLC**, hereinafter referred to as "Lessee."

Witnesseth:

The Lessor hereby leases to Lessee, and Lessee hereby takes and rents from Lessor, the following described real property consisting of approximately 38-acres located immediately west of the Burlington-Northern railroad tracks and south of Conser Road, hereinafter known as Parcel 2, located immediately north of the 25-acre parcel of Wilbur-Ellis property, all located in the City of Millersburg, Linn County, Oregon, on the terms and conditions stated below:

1. Term:

The term of the Lease shall commence on September 15, 2023, and shall continue for one (1) calendar year through September 14, 2024. This Lease may be renewed annually by mutual agreement of the parties if said renewal is signed by the Lessor and Lessee no later than April 20th of the year the annual Lease is to terminate.

Unless earlier terminated as provided herein, the Lessee shall promptly vacate and surrender possession of the property in a quiet and peaceful manner, and in as good a state of repair as when Lessee took possession, subject, however, to normal wear and tear and damage by the elements.

2. Possession:

The Lessee's right to possession and obligations under this Lease shall commence on the first day of this Lease.

3. Rent:

The Lessee agrees to pay to the Lessor rent as follows: Total annual rent of \$10,336. First payment of one-half (1/2) of the annual Lease (\$5,168) is due no later than 4:00 PM on the 10th working day after the date signed by Lessee. The remaining balance of \$5,168 is due in full no later than 12 noon, September 14, 2024.

4. Use of The Leased Property:

The subject property of this Lease shall be used only for lawful and normal agricultural farming operations and is further **restricted and limited to production of annual crops, and for no other purpose**. The Lessee shall farm said land in accordance with the practices of good husbandry and shall allow no waste or strip to occur to said property. Lessee shall furnish all tools, implements, seeds, labor, and other materials and devices necessary for proper farming operations and husbandry.

5. Representations:

Lessee certifies that this Lease is accepted and executed upon the basis of Lessee's own examination and personal knowledge of the premises and opinion as to the rental value thereof; that no attempt has been made to influence Lessee's judgment, and that said Lessee takes possession of said property in the condition existing at the time of execution of this Lease.

6. Lessor's Warranty:

The Lessor warrants that Lessor is the owner of the property described herein and has the right to lease the same. The lessor will defend Lessee's right to lease the same. The Lessor will defend Lessee's right to quiet enjoyment of the property from the lawful claims of all persons during the term of this Lease.

7. Assignment and Sub-Lease:
The Lessee shall not assign, transfer, or set over this Lease or Sub-Lease any portion or all of the property subject to this Lease to any third person, firm, or corporation without the prior written consent of the Lessor, which will not be unreasonably withheld.
8. Indemnity of Lessor by Lessee Against Loss:
Lessee covenants and agrees to indemnify and save harmless Lessor against any and all claims arising from Lessee's conduct or management of, or from any work or thing whatsoever done in or about the Leased premises, or arising from any act of negligence of Lessee or any of his agents, contractors, or employees, or arising from any action, injury, or damage whatsoever, however caused to any person or persons or to the property of any person or persons, during the term of this Lease on or about the Leased premises, and from and against all costs, counsel fees, expenses, and liabilities incurred in or about such premises and from any claim or action or proceeding brought thereon.
9. Default Notice and Remedies:
The following shall be the offense of default:
 - A. Failure by Lessee to pay any rent or other charge within twenty (20) days after it is due. Any assignment for the benefit of creditors, adjudication in bankruptcy, or attachment under writ of attachment issued out of any court, of or against the Lessee herein, shall at the option of the Lessor, constitute a default upon the part of the Lessee and shall terminate this Lease. Any assignee, trustee, or attaching creditor shall have no right to enter upon property under and by virtue of this Lease and upon exercise of this option by the Lessor, the Lessor shall be entitled to re-enter the property and retain possession thereof without being liable for damage or injury to the property of the Lessee thereon, except that occasioned by the Lessor's intentional, negligent act, or omission.
 - B. The Lessee's failure, refusal, or neglect to perform or fulfill any term or condition of this Lease shall constitute default and if said default shall continue for a period of twenty (20) days after notice in writing is given to the Lessee by the Lessor, then in that event the Lessor shall have the right and option to declare this Lease void and terminated, and the further right to re-enter and remove from said property the person and property of the Lessee without being liable for injury therefor. In addition, the Lessor shall have all other legal remedies or actions available to him by reason of the laws of this state or the United States.
10. Attorney's Fees:
Should suit or action be instituted by either party to this Lease for enforcement of the terms and conditions of this Lease, it is agreed that the party prevailing shall be allowed such sums as the Court shall determine as reasonable attorney's fees in the prosecution of such suit or action and on appeal, if any.
11. Waiver:
Failure by the Lessor at any time to require performance by the Lessee of any of the provisions of this Lease shall in no way affect the Lessor's right hereunder to enforce the same, nor shall any waiver by the Lessor of any default herein provided for be held to be a waiver of any succeeding default or a waiver of this non-waiver clause.
12. Successor Interests:
The covenants, conditions, and terms of this Lease shall extend to and be binding upon and inure to the benefit of the heirs, administrators, personal representatives, successors, and assigns of the parties hereto; provided, however, that nothing contained in this paragraph shall alter the restrictions hereinabove contained relating to assignment or sale.
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IN WITNESS WHEREOF, the parties hereto have hereunder caused this Lease to be executed.

LESSOR
CITY OF MILLERSBURG

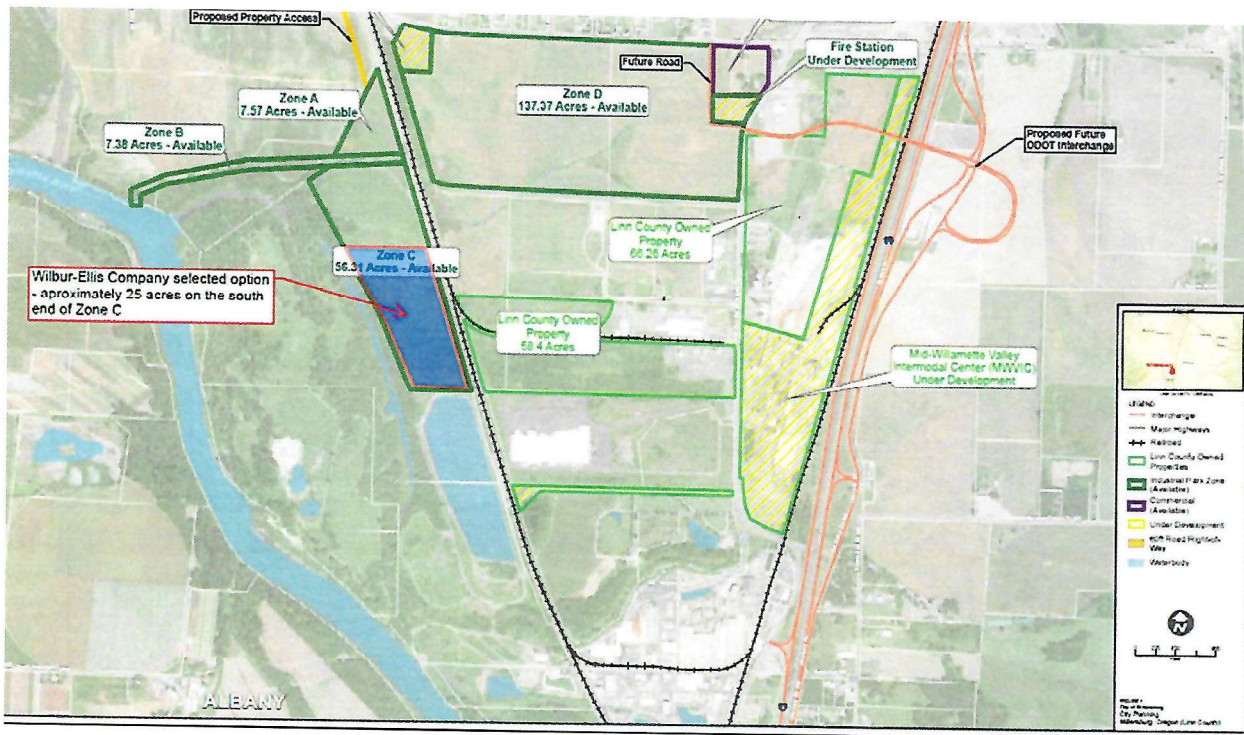


LESSEE
CREEKSIDE VALLEY FARMS, LLC

Date

3-31-2023

Date





File No: DC 23-01 Adoption of a minor update to the Transportation System Plan.

Proposal: The City is proposing a minor update the Transportation System Plan (TSP) to make small updates including, but not limited to:

1. remove the southern portion of the proposed Greenway recreational trail,
2. add a new street to the plan called NE Transition Parkway,
3. and add a multi-use trail to a new linear park along the south side of NE Conser Road.

The TSP also acts as the Transportation Chapter of the City's Comprehensive Plan; therefore, this is considered a post-acknowledgment Comprehensive Plan Amendment.

I. BACKGROUND

A. Applicant: City of Millersburg

B. Location: City Wide

C. Review Type: The proposed TSP update is considered a Comprehensive Plan Amendment which is a Type IV review and requires a hearing before the Planning Commission whereby the Commission makes a recommendation to the City Council. A subsequent hearing before the City Council is required for a final action and ordinance adoption. Any appeal of the City Council's decision relating to this matter will be considered by the Oregon Land Use Board of Appeals (LUBA).

D. Public Notice and Hearing: Notice has been provided to the State through the Department of Land Conservation and Development (DLCD), published in the Democrat Herald on March 15, 2023, and posted at City Hall. A notice was published to the DLCD on February 24, 2023. The notice was posted in City Hall on March 15, 2023. Information related to the hearing is posted on the City's website here - <https://www.cityofmillersburg.org/planning/page/land-use-matters-application>.

E. Review Criteria: Millersburg Development Code; Section 5.11.30. These criteria also require compliance with the applicable Statewide Planning Goals, OAR 660-012 the Transportation Planning Rule, OAR 734-051 Highway approaches, access control, spacing standards and medians, and consistency with the Regional Transportation Plan (RTP), the Oregon Statewide Transportation Improvement Program (STIP) and Oregon Administrative Rules. Each is discussed in Section II.

F. Background: The City's first TSP was created in 2016. Since that time development within the City and changes in policy direction have resulted in the need for a minor update. As outlined above, the 3 basic goals include the following:

- Remove the southern portion of the Greenway Trail. This portion of the proposed Greenway Trail was originally included in the TSP with the intent of creating the possibility of a trail network that would ultimately connect to trails in Simpson Park, located along the Willamette River on the southwest edge of the City. The trail was never designed or constructed. No steps were taken to implement the trail. However, some key things have changed since the TSP was adopted in 2016 that have resulted in the need to remove the trail from the plans. First, the City has removed over 160 acres of property from the City (de-annexation) along the river. At the time this was drafted the City was working to also revise the Urban Growth Boundary to exclude most of the lots that would feature the Greenway Trail. Second, after publication of the original TSP the City was contacted by industries who had property that the proposed trail would cross. They expressed concerns with maintaining required security to their sites and potential negative impacts with the proposed trail. Third, the City is aware of ongoing issues with a large homeless population in the area of Simpson Park. Extending a trail from the NE Conser Road area to Simpson Park would expand opportunities for homeless encampments along the river, and potentially create a more direct connection to Millersburg's residential areas, which the City does not want to encourage.
- Add a new street called NE Transition Parkway. Shortly after the TSP was adopted the City Council began discussing the plan to more actively market the large City-owned lots on the south side of NE Conser Road. However, there is a need to buffer these industrially zoned lots from the existing homes along NE Conser Road. Additionally, the City Council did not want traffic from the new industrial developments to use NE Conser Road, again, because there are homes that front Conser Road and use it as a primary point of access. Therefore, the City started designing a new street that would generally parallel NE Conser Road but re-direct new industrial traffic away from the existing residential area and place a linear park with a berm and landscaping between NE Conser Road and NE Transition Parkway. The Park would be designed with a 100-foot width and the new NE Transition Parkway right-of-way would be 80 feet wide, thus buffering the two kinds of development. When the City started building a new Fire Station, Station 15 just south of City Hall along Old Salem Road this plan was incorporated into the design. The station used the concept of NE Transition Parkway as the entry point off of NE Old Salem Road. As a result, portions of NE Transition Parkway already exist. The plan is to connect this existing street with the intersection of Woods Road and NE Conser Road, such that traffic using NE Woods Road and NE Conser west of the City limits would use NE Transition Parkway to travel eastbound from Woods Road instead of NE Conser Road.
- Add a multi-use path in the Linear Park along NE Conser Road. The TSP included updated sidewalks and bike lanes along NE Conser Road. These are no longer needed because the new linear park will be located adjacent to NE Conser Road and that park includes a multi-use path. The path will achieve the same function as sidewalks along NE Conser Road, but be superior because it will be located just outside the right-of-way, separated from vehicle traffic, increasing safety for pedestrians and bicyclists.

It should be noted that the minor update to the TSP will include some additional

smaller changes, such as updating all new local streets that have been constructed since 2016. The update will also add language that would open the door to use of roundabouts should the City desire to use them in the future.

The City is planning to embark on a large scale, comprehensive TSP update within the next couple of years. The larger update will comply with new State requirements, specifically the Climate Friendly and Equitable Communities (CFEC) Rule changes. As such, the City has tried to minimize changes in this current minor TSP update to just the few changes that were more urgent. Additionally, this minor update does not reconcile the overall financial aspects of the changes, such as accommodating for TSP projects that have been completed, or the difference between 2016 dollar values and 2023 dollar values. These will all be addressed in the next larger TSP update.

II. CRITERION

This section contains all applicable City and State provisions that apply to the proposed Comprehensive Plan amendment and how each provision is met.

A. CITY OF MILLERSBURG DEVELOPMENT CODE CRITERIA

Amendments to the Comprehensive Plan text are required to satisfy the following criteria. These come from Section 5.11.030 of the existing Millersburg Development Code.

Decision Criteria (1). There are no negative impacts of the proposed amendment on land use and development patterns within the city, as measured by:

(a) Traffic generation and circulation patterns

ANALYSIS: The proposed TSP edits will add a new road to the street system. The land uses are not proposed to change, in fact, land use and zoning designations flanking the new street have been in place since the City was established. The new road will not create changes to land use patterns; rather, it will better accommodate the land use patterns that already existed. It should also be noted that the new street is not intended to address any increase in demand or need for additional capacity. The intent of the new road is to create better circulation and funnel traffic away from residential areas, while also creating a buffer between land uses. As stated in the background section, this new road will keep new significant traffic away from the existing NE Conser Road and help buffer the residential areas from the industrially zoned property south of NE Conser Road. NE Conser Road will no longer be a through street on the western section of the street¹, near the intersection of NE Woods Road and NE Conser Road. The intent of the design is to discourage through traffic from using NE Conser Road. As traffic is reduced on NE Conser Road, the street will also become safer for the homes near or on NE Conser Road. Bus stops will be safer because there will be less traffic on NE Conser Road. Access will still exist at the western terminus of NE Conser Road, but the intersection will be designed so that

¹ Meaning one would no longer be able to drive uninterrupted along NE Conser Road, but would have to turn onto NE Transition Parkway in order to go, for example, from City Hall to the City limits on the west.

through traffic is discouraged, especially for trucks.

Additionally, these changes will reduce the traffic burden at the intersection of NE Conser Road and Old Salem Road. NE Transition Parkway will connect with Old Salem south of the NE Conser Road and Old Salem Road intersection and will likely include a traffic signal soon (based on demand from new development, as required by the individual traffic studies submitted for land use projects).

The addition of a multi-use path in the linear park will have strong benefits to pedestrian circulation in the City and supports the existing TSP concepts for new sidewalks on NE Conser Road, but implements them in a better way that is more safe for those using the path. The elimination of part of the Greenway trail will have no negative impacts on development because the trail was primarily intended for recreational purposes, not to provide pedestrian circulation to job centers, shopping, or a destination of any kind. While a pedestrian link between the large number of homes in the north part of the City and Simpson Park would have been a benefit, the negative impacts of the trail implementation now outweigh the benefits. The elimination of that access, based on the negative effects it would bring, are now in the best interest of the City.

Therefore, these changes will have beneficial impacts on traffic patterns within the City and assure that new traffic generated by development will have adequate capacity.

FINDING: Based on the analysis above, the project meets the required criteria.

(b) Demand for public facilities and services

ANALYSIS: Streets and trails are public facilities. While the proposed TSP update will add more streets and trails to the system, these are responding to the requirements of land use zoning patterns that existed before the TSP was created in 2016. The addition of NE Transition Parkway to the TSP is not addressing new demand, rather, it is addressing the City Council's increased sensitivity to the interface between residential and industrial land uses. The new road will result in better traffic flow for the City but will not actually increase capacity. Land use and development patterns within the City will not be negatively impacted. The changes proposed in the trail system will find one trail removed, and a path added². The proposed trail will be easier to maintain because it will be adjacent to existing streets, as where the southern portion of the Greenway Trail would have been very difficult to maintain due to its placement through areas that have no development. As such, the cost of the City to maintain the new path would be lower than the removed trail. In addition, as noted previously, the southern portion of the Greenway Trail would have likely resulted in higher policing needs due to its poor visibility and vehicular access.

FINDING: Based on the analysis above, the project meets the required criteria.

(c) Level of park and recreation facilities

² The terms path and trail are used interchangeably in this report.

ANALYSIS: The proposed TSP changes would introduce support systems for a new park and a new multi-use path through that park. The new path and the new park are intended to help buffer the residential uses from the industrial uses. Therefore, there will be no negative impacts on land development patterns, as they are responding to patterns that already existed prior to the 2016 TSP. The changes proposed to the TSP are related to the new park, but the park is not one of the actual changes proposed, and therefore any impacts of a new park to the City are beyond the scope of the analysis for the TSP update. The overall trail length is proposed to be reduced, because the southern portion of the Greenway Trail was longer than the proposed multi-use path within the Linear Park. This is not a negative impact however, because the southern portion of the Greenway Trail would likely have brought negative impacts, was less likely to be constructed, and the new trail will be better policed and is more likely to be constructed.

FINDING: Based on the analysis above, the project meets the required criteria.

(d) Economic activities

ANALYSIS: No negative results are anticipated to the economy as a result of the TSP edits because the addition of buffers between uses and improvements in traffic flow through the industrial area south of NE Conser Road should help the economy.

FINDING: Based on the analysis above, the project meets the required criteria.

(e) Protection and use of natural resources

ANALYSIS: The new street proposed by the TSP update is located in an area of the City that is zoned industrial and previously farmed as an interim use. The new path is proposed within an all new park area, which will bring more trees to the interior of the City. The removal of the southern portion of the Greenway Trail will help preserve the areas where the path was planned. While trails through wildlife areas are often encouraged, the southern portion of the Greenway Trail would have likely resulted in negative impacts to the natural areas because they would act as a conduit to bring homeless campers into the natural areas, which would result in their destruction. The effects would have been similar to the destruction that has occurred in Simpson Park. Removing the trail from the plan will ultimately result in the protection of the areas that were previously planned for the trail.

FINDING: Based on the analysis above, the project meets the required criteria.

(f) Compliance of the proposal with existing adopted special purpose plans or programs.

ANALYSIS: The TSP is a special purpose plan, as it is specific to the transportation planning for the City. The TSP contains policies that act as the transportation policies for the Comprehensive Plan. The proposed updates are not inconsistent with the existing policies of the TSP; rather the update will strengthen the city's ability to

implement the policies.

FINDING: Based on the analysis above, the project meets the required criteria.

Decision Criteria (2). A demonstrated need exists for the proposed amendment.

ANALYSIS: The property south of NE Conser Road has been zoned Industrial since before the City was incorporated in 1974. Ownership of the land changed over the years. Today the property directly adjacent to NE Conser Road is owned by the City. After the 2016 TSP the City began marketing the industrial property. The Council expressed concerns at that time about the interface between the two land uses, residential and industrial. This led to the concept of the buffer, which includes the linear park, pathway, and new street, NE Transition Parkway.

A TSP is not intended to be a static document. State requirements for TSPs and the policies of the TSP itself require that a TSP be updated from time to time. As things change in the City, the document should reflect new trends, concepts, and Council priorities. The City has determined that the changes proposed were significant enough together to warrant a minor update to the plan. Part of the new street has already been constructed and the City is working on the design of the rest of the new street, linear park and path. Construction is planned to follow. Adding these to the TSP will help clearly communicate the focus the City now has, both financially and staff time, on these projects. The removal of the southern portion of the Greenway Trail also helps communicate City priorities that have changed since the 2016 adoption of the TSP.

FINDING: Based on the analysis above, the project meets the required criteria.

Decision Criteria (3). The proposed amendment complies with all applicable Statewide Planning Goals and Administrative Rule requirements.

ANALYSIS: Of the 19 Statewide Planning Goals, Goals 1, 2, 5 and 12 are applicable to the proposed TSP update.

Goal 1 requires citizen involvement. This land use application is subject to a Millersburg land use review, which includes a significant citizen involvement component. This process has been established by the City and determined to be consistent with this goal. The mandatory public notice of the action and decision, and the hearings on this case before the Planning Commission and City Council are all avenues of citizen participation.

Goal 2 requires that land use decisions 1) have an adequate factual base, 2) that alternatives have been considered, and 3) that implementation measures are consistent with and adequate to carry out the comprehensive plan. This Goal is implemented by the Millersburg Development Code which requires that all Land Use approvals follow the process outlined in Goal 2. This Land Use planning process was utilized in drafting the proposed TSP minor update, and the adoption of the Comprehensive Plan Amendment also uses this established process. Alternatives have

been considered throughout the drafting of the updates and the proposed changes will update the Transportation Chapter of the Comprehensive Plan.

Goal 5 Natural Resources, Scenic and Historic Areas, and Open Spaces. The southern portion of the Greenway Trail was proposed to be located within a Willamette Greenway overlay zone, which implements part of Goal 5. The trail would have been fully consistent with the overlay; however, removing the trail does not conflict with the overlay either. Removal of the trail implements the overlay by limiting impacts of human activity within the overlay zone. Regarding the proposed new street, the construction of the street will have impacts to identified wetland areas. The City is applying for fill permits with the Department of State Lands prior to the construction or fill activity. The City Development Code requires that any fill project obtain permits prior to any fill activity within wetlands. The Development Code addresses this, the addition of the street in the TSP is fully consistent with the requirements of Goal 5, because permits would still be required prior to disturbance. This TSP update was transmitted to the State for review.

Goal 12, the Transportation Planning Rule (TPR), OAR 600-012-0060, requires that where an amendment to a comprehensive plan or zoning regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures that assure that allowed land uses are consistent with the function, capacity, and performance standards of the facility. As stated before, the land uses are not proposed to change. The proposed updates will change the traffic flow but is not planned to add significant capacity. These are simply better solutions to traffic needs and adds buffering between land uses that are not changing. The removal of the southern portion of the Greenway Trail will not have a significant effect on pedestrian circulation because the trail was essentially a recreational trail and not intended to act as a pathway to destinations like workplaces or shopping. Also see the review of the Planning Rule compliance below in subsection B of his report.

FINDING: Based on the analysis above, the project meets the required criteria.

Decision Criteria (4). The amendment is appropriate as measured by at least one of the following criteria.

(a) It corrects identified error(s) in the provisions of the Plan;

ANALYSIS: This criterion does not apply, as there are no identified error(s) in the provisions of the current TSP, shy of the omission of a planned street and pathway.

FINDING: Based on the analysis above, this criterion does not apply.

(b) It represents a logical implementation of the Plan;

ANALYSIS: The minor update to the TSP is required to reflect the evolving transportation priorities of the City Council. These include vehicular, pedestrian, and bicycle circulation in the City. Plans like the TSP must be updated in order to be

implemented properly.

FINDING: Based on the analysis above, the project meets the required criteria.

(c) It is mandated by changes in Federal, State, or local law;

ANALYSIS: This criterion does not apply.

FINDING: Based on the analysis above, this criterion does not apply.

(d) It is otherwise deemed by the City Council to be desirable, appropriate, and proper.

ANALYSIS: The buffer became a priority for the City Council when they elected to actively market their property. The TSP update is memorializing the process that was started with the City Council.

FINDING: Based on the analysis above, the project meets the required criteria.

B. OAR 660-012 THE TRANSPORTATION PLANNING RULE

As the State set out to implement Goal 12, the Transportation Goal, they created a host of rules and legislation to support the Goal. Oregon Administrative Rule (OAR) 660-012 is where the bulk of the implementing requirements are located. This section of OARs is also known as the Transportation Planning Rule or TPR for short. These set of rules generally explain that when an amendment to the Comprehensive Plan would 'significantly' affect an existing or planned transportation facility, the City must assure that the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the streets in the plan remain at acceptable levels. Modelling is typically used to show if the changes will continue to meet the acceptable levels. While Cities define these levels the OAR's explain what constitutes a "significant affect."

The proposed TSP update would qualify as a significant event because the City is proposing to change the street classification of NE Conser Road and adding for the new NE Transition Parkway.³

It should be noted that the State recently adopted new rules for the TPR and thus for implementing City TSPs. This suite of new rules is commonly called the Climate Friendly and Equitable Communities (CFEC) rules. OAR 660-012-0012(2)b explains that the CFEC rules do not apply to this minor update because the OAR is in a state of transition as the new CFEC rules come into effect. Further, the proposed update is considered a 'minor update' as outlined in OAR 660-012-830 because the arterial designation is being removed from one street (NE Conser Road) and applied to another street (NE Transition Parkway).⁴ No new arterial street is being proposed. The improvements to NE Transition Parkway alone are estimated to cost less than 5 Million.

OAR 660-012-0025 Refinement Plans.

Rule 25 requires findings of compliance with Statewide Planning Goals. These are included

³ See OAR 660-012-0060(1)(a).

⁴ See OAR 660-012-015(1) and (2)c, and 660-012-0830(1)(b)(A)

in Section A of this staff report.

OAR 660-012-0030 Determination of Need.

Subsection (3) explains that within a UGB the need for identification of new facilities shall be based on population and employment forecasts. The proposed new street is not intended to address any newly identified jobs or needs that were not there before. There are no land use changes proposed. Rather, they are intended to address the need for a land use buffer between two land uses. The street will also be designed to better address the needs of industrial traffic by including a center lane for turning, however, this is not based on any new need identified in a study or land use application.

Regarding the removal of the lower section of the Greenway Trail, OAR 660-012-0050(5) also requires that the TSP be modified to remove any identified improvement that is no longer intended to be constructed. The lower section of the trail was identified in the TSP as a conceptual idea. A specific need for the trail was not identified in the TSP, but it seems clear that the intent was recreational. A multi-use trail is still proposed along Old Salem Road that will not have the same natural environment, but will function to get pedestrians north and south through the City.

OAR 660-012-0060 Plan and Land Use Regulations

As discussed previously, the OARs require the proposed amendments be deemed significant because the street classifications are changing, for NE Conser Road they are being downgraded⁵, and for NE Transition Parkway, the classification of arterial is being applied.

Subsection (2) explains that if a change is significant then the City has to assure that the traffic from the land uses will not cause the changed streets to trigger the City's mobility targets at the end of the 20 year planning period.⁶ The City's mobility targets are on page 13 of the adopted TSP (and are not proposed to change at this time). These require that all City facilities function at a level of service (LOS) of D or better. A level of service is an indicator of how long cars must wait at intersections. LOS D means cars have to wait more than 35-80 seconds at signalized intersections. Linn County administers NE Old Salem Road, which connects to NE Transition Parkway and NE Conser Road; therefore, the County mobility targets would be applied at those intersections as well. The County mobility targets are shown on page 86 of the 2018 County TSP. They require an LOS of E or better but only during peak hours.

Traditionally, the City would meet the OAR requirement by providing a traffic study which would use modeling to forecast intersection functionality as the City builds out. For the proposed TSP updates, however, these will not result in new impacts. NE Conser Road is currently an arterial. That street is proposed to be downgraded to a local, which does not typically require any modeling for impacts. The new NE Transition Parkway will take the place of the arterial classification that was previously designated to NE Conser Road; in other words, the arterial designation is just shifting to the south 100 feet. The arterial intersection, currently at NE Conser Road and NE Old Salem Road, will shift about 1,000 feet to the south at NE Transition Parkway and NE Old Salem Road.

⁵ The text of the update specifies that the downgrade will happen automatically once NE Transition Parkway is completed and operational.

⁶ Every TSP is designed to assure that the 20 year forecast of residential and industrial growth can be accommodated with the street build forecast of the same time period.

The trail changes do not currently require any traffic modeling. As such, the City did not perform any traffic modeling for the proposed TSP update, but plans to do full modeling for a larger TSP update planned for next year.

Additionally, the OARs do permit changes without a traffic study in subsection (2)(b) and (3)(c). All proposed changes satisfy the requirements of subsection (2)(b) because funding for the new facilities is addressed in the update, and (3)(c) because the property is not located within an interchange area (meaning, within ¼ mile of a State road intersection).

C. OAR 734-051 HIGHWAY APPROACHES, ACCESS CONTROL, SPACING STANDARDS and MEDIANS

This section of OARs established minimum transportation standards, highway approaches, access control, spacing standards and medians. Millersburg, has adopted its own transportation standards. The changes proposed to the TSP do not include any changes to standards. The proposed TSP update is fully consistent with the Oregon Access Management Rules. Additionally, most of the standards included in this State OAR is implemented through our Development Code, not our TSP.

D. CONSISTENCY WITH OTHER APPLICABLE TRANSPORTATION SYSTEM PLANS

Several OARs require that any amendments to a TSP be compatible and consistent with other transportation plans that may also be applicable to the City. In Millersburg this would include State, regional, and local plans. As explained in the existing Millersburg TSP, these include:

1) Linn County Transportation System Plan

The City of Millersburg is located within Linn County. Some streets within the City are owned and maintained by the County, including Old Salem Road. The County TSP is generally designed to address transportation needs outside urban growth boundaries (UGBs), though the County TSP does apply to County maintained streets within the City UGB. As previously explained, the minor update to the TSP is not proposing any changes to standards. Looking through the lens of proposed projects, the proposed changes to projects within the City's TSP are City lead projects and do not show as proposed projects in the County TSP, not aspirational or fiscally constrained.

The County TSP does list proposed projects within Millersburg, specifically:

- project BP-04 to improve bike and pedestrian improvements near the I-5 undercrossing at Exit 235,
- BR-39 proposing a bridge replacement at the southern end of the City, and
- CI-10 proposing I-5 interchange improvements that would create new on ramps and off ramps in the City.

The City TSP updates do not impact any of these County identified projects. The proposed street changes to NE Conser Road and NE Transition Parkway will connect to County facilities, specifically Old Salem Road and to a lesser extent, NE Conser Road west of the City limits. As stated previously, the shared intersections will be required to meet both City and County standards, and therefore be consistent with both TSPs. The

2016 City TSP was found to be consistent with the County TSP. The County was transmitted a copy of the proposed City TSP update for review. No comment was provided by the County at the time this staff report was drafted.

2) Albany Area MPO Regional Transportation Plan (AAMPO RTP)

Metropolitan Planning Organizations are transportation policy making bodies required for areas with a population of 50,000 or more. The Albany area crossed the threshold in 2010 at which time the Albany Area Metropolitan Planning Organization (AAMPO) was formed. Millersburg is part of the metropolitan area and thus, subject to the MPO's version of a TSP, which they call a Regional Transportation Plan (RTP). The RTP builds upon policy direction and priorities identified in local planning documents to guide the development and management of the regional transportation system, primarily used to align with Federal funds with transportation priorities in the Albany region. The current RTP was drafted in 2018, after the City's 2016 TSP. All of the City's proposed 2016 projects are also listed in the RTP, including the projects that are proposed to be modified in the City's minor TSP update. These do not amount to an inconsistency because the inclusion in the RTP was simply a reflection of the 2016 City TSP. Cross listing these projects in both the City TSP and the regional RTP allowed better access to Federal funds, should Millersburg ever require any to implement the project list. AAMPO is also in the process of updating the RTP, as such, the project lists from each City will be revised at that time to accurately reflect any revised City priorities. Additionally, Cascades West, who administers and staffs AAMPO, was transmitted a copy of the proposed City TSP update for review. No comment was provided by AAMPO at the time this staff report was drafted.

3) Albany Transportation System Plan

The Albany TSP predates the Millersburg TSP. The Albany plan was adopted in 2010, planning for a 2030 horizon. The Albany TSP identifies projects within Millersburg, but these are for rail traffic only. The Albany plan also addresses the fact that there are high employment levels in Millersburg, resulting in a large number of Albany residents commuting into Millersburg along I-5 and Old Salem Road. The updates proposed will not impact any aspect of the Albany TSP. The City TSP was analyzed in 2016 for consistency with the Albany Plan and found to be consistent. Albany was transmitted a copy of the proposed City TSP update for review. No comment was provided by Albany at the time this staff report was drafted.

4) Oregon Statewide Transportation Improvement Program (STIP)

The Statewide Transportation Improvement Program, or STIP for short, is the State-wide transportation plan. Most of the STIP budget addresses maintenance, but new projects that enhance the current system are also part of the program. The STIP generally addresses state freeways and roads, but can include projects within Cities as well. The State revises the STIP every few years. The STIP works hand in hand with the AAMPO RTP to channel Federal and State funding to priority projects. The current STIP draft plan (for the years 2024 through 2027) includes one project within Millersburg, the replacement of the Cox Creek Bridge. This has no direct relationship with the changes proposed in the City TSP, and therefore, there are no conflicts with the STIP. NE Transition Parkway will not require Federal funds. As noted above, the proposed project will not impact any freeway on ramps or State roads in the area. ODOT was transmitted a copy of the proposed City TSP update for review. Mr. James Feldmann with ODOT responded in an

email dated March 23, 2023. A separate memo was developed responding to ODOT comments. See attached. In summary, staff revised the TSP redline-strikeout version that was attached to the staff report to address most concerns raised on the ODOT comment email. Some of the comments will be further addressed in the larger TSP update planned for the next year.

In summary, the proposed TSP update is fully consistent with all State, regional, and local transportation plans.

III. STAFF RECOMMENDATION TO THE PLANNING COMMISSION

Based on the above findings of fact, the proposed amendments satisfy the applicable criteria. Staff recommends that the Planning Commission recommend approval of Application No. DC 23-01 to the City Council.

IV. STAFF RECOMMENDED MOTION FOR TO THE CITY COUNCIL *(assuming the Planning Commission recommends approval)*

Based on the findings of fact in the staff report, the proposed amendment satisfies the applicable criteria. Staff and the Planning Commission recommend that the City Council approve DC 23-01 and adopt Ordinance No. 202-23.

V. EXHIBITS

- A. Proposed Comprehensive TSP Text Amendments
- B. Public Hearing Notice
- C. Mr. James Feldmann ODOT email dated March 23, 2023.
- D. Staff Memo responding to ODOT email.

City of Millersburg

Transportation System Plan

Prepared for

City of Millersburg
4222 NE Old Salem Road
~~Albany~~Millersburg, Oregon



Prepared by

David Evans and Associates, Inc.
2100 SW River Parkway
Portland, Oregon



DAVID EVANS
AND ASSOCIATES INC.

~~December 2016~~ Updated April 2023

ACKNOWLEDGEMENTS

The development of this Transportation System Plan has been the collective effort of the following people:

City of Millersburg Staff

- Barbara Castillo
- Janelle Booth (CH2M)
- Don Driscoll

Project Management Team (PMT) / Technical Advisory Committee (TAC)

- Barbara Castillo, City of Millersburg
- Janelle Booth, City of Millersburg (CH2M)
- Don Driscoll, City of Millersburg
- Darrin Lane, Linn County
- Theresa Conley, Oregon Cascades West Council of Governments
- Dan Fricke, Oregon Department of Transportation Project Manager
- Keith Blair, Oregon Department of Transportation
- Dorothy Upton, Oregon Department of Transportation
- Sam Ayash, Oregon Department of Transportation
- Christina McDaniel-Wilson, Oregon Department of Transportation

Citizen Advisory Groups

- Millersburg City Council
- Millersburg Planning Commission

Consultant Team

- Michelle Alexander, Project Manager (DEA)
- Angela Rogge, Deputy Project Manager (DEA)
- Andrew Mortensen, QA/QC Manager (DEA)
- Jordan Henderson, Traffic Analyst (DEA)
- Gigi Cooper, Planner (DEA)
- Natalie Warner, Planner (DEA)
- Ted Stewart, Civil Engineer (DEA)
- Angie Jones, Project Assistant/Graphics Specialist (DEA)
- Garth Appanaitis, Transportation Engineer (DKS)

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Volume 2 – Reference Material

Volume 2 is a separate companion document to the Millersburg Transportation System Plan (Volume 1) and contains technical memorandums and other supporting documentation.

- A. Technical Memorandum #1: Public and Stakeholder Involvement Strategy
- B. Technical Memorandum #2: Review of Plans and Policies
- C. Technical Memorandum #3: Regulatory Review
- D. Technical Memorandum #4: Goals, Policies, and Objectives
- E. Technical Memorandum #5: Evaluate Existing Conditions
- F. Technical Memorandum #6: Baseline Conditions and Needs
- G. Technical Memorandum #7: Solutions Evaluation
- H. Technical Memorandum #8: Finance Program
- I. Technical Memorandum #9: Transportation Guidelines
- J. Technical Memorandum #10: Implementing Ordinances
- K. Technical Memorandum #11: Summary of Findings

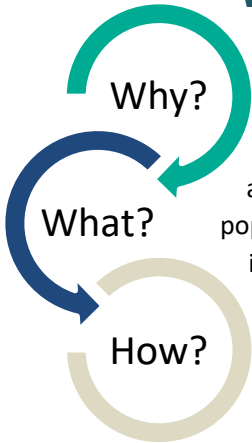
ACRONYMS AND ABBREVIATIONS LIST

AAMPO RTP	Albany Area MPO Regional Transportation Plan
ACS	Albany Construction Specifications
ADA	Americans with Disabilities Act
CALM	Corvallis, Albany, Lebanon Model
CIP	Capital Improvement Program
DLCD	Department of Land Conservation and Development
I-5	Interstate 5
LOS	level of service
LUDC	Land Use Development Code
MPO	Metropolitan Planning Organization
OCWCOG	Oregon Cascades West Council of Governments
ODOT	Oregon Department of Transportation
PMT	Project Management Team
PNWR	Portland & Western Railroad
RRFB	Rapid Rectangular Flashing Beacon
RTP	Regional Transportation Plan
SDC	system development charge
SOV	single-occupant vehicle
SPIS	Safety Priority Index System
SRTS	Safe Routes to School
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TGM	Transportation Growth Management
TPR	Transportation Planning Rule
TSMO	Transportation System Management and Operations
TSP	Transportation System Plan
UGB	Urban Growth Boundary
UP	Union Pacific
VMT	Vehicle Miles Traveled

EXECUTIVE SUMMARY

The Millersburg Transportation System Plan (TSP) details projects and policies that address transportation facilities in the City of Millersburg. Population growth and new development in recent years has led to the need for creation of a TSP. This document provides a 20-year list of improvement projects and a plan for implementing the projects to serve as a vision for the community. The project team developed a TSP consistent with state, regional, and local plans and in compliance with the requirements of the state Transportation Planning Rule (TPR).

Why Have a TSP?



The purpose of the TSP is to guide the maintenance, development, and implementation of the transportation system, to accommodate 20 years of growth in population and employment, and to implement the plans and regulations of the regional government and the State of Oregon, including the Regional Transportation Plan (RTP) and the Oregon TPR.

The TSP will serve as the transportation element of the Millersburg Comprehensive Plan. The Comprehensive Plan includes goals and policies, whereas the TSP provides detail on the sub policies and implementation strategies.

What Is a Transportation System Plan (TSP)?

A TSP provides a long-term guide for investments in the transportation network that improve existing facilities and plan for future growth. At the most basic level, it provides a blueprint for all modes of travel: vehicle (both personal and freight), bicycle, pedestrian, and transit. It is also an opportunity to build on community values and protect what makes Millersburg a great place to live, work, and visit.

The Millersburg TSP contains goals, objectives, projects, and implementation guidelines needed to provide mobility

for all users, now and in the future. It examines current transportation conditions and looks ahead 20 years at what may be needed to accommodate planned growth in the city and surrounding communities. Elements of the plan can be implemented by agencies (city, state or federal) as well as private developers.

What Are the Planned Improvements?

The preferred improvements list resulting from the selection and prioritization process is summarized in Table 1. These improvements may be as simple as adding a sidewalk to one side of the street or may involve a complete upgrade to improve the quality of the facility for vehicles, bicyclists, and pedestrians. All new street construction for development would meet the city standards. The trails projects are off-street facilities that connect and expand the trail network and also connect to, or cross, the street network.

How Will Improvements Get Funded and Implemented?

Assuming that the current trend in Millersburg's system development charge (SDC) receipts and gas tax revenues continues, and assuming revenue from regular receipts from Oregon's discretionary funds program, Millersburg's transportation revenue may exceed \$194,000 annually (2016 dollars) and a total of \$4.47 million by year 2040.

This TSP offers a menu of ~~20~~ **21** projects that can be selected as funding sources become available or as adjacent improvements are made. Recognizing that current funding resources are not sufficient for implementing all of the city improvements, the project list was further divided into *Financially Constrained Improvements* (see Table 1), which have a reasonable likelihood of being funded with existing sources, and *Aspirational Improvements*, which would require new funding sources for implementation. There were ~~nine~~ **ten** projects identified as Financially Constrained Improvements. The total comes to nearly \$4 million in city-funded improvements, which is within the forecast of city revenue for transportation projects, based on recent trends.

MILLERSBURG TSP

Table 1. Summary of Financially Constrained Improvements

ID	Improvement	Description	Purpose	Planning-Level Cost Opinion (2016 Dollars) ¹
S6	Reconstruct Millersburg Dr	Reconstruct Millersburg Dr west of Woods Rd to city limits; upgrade to arterial cross-section (bike lanes, curb, gutter, sidewalk) with development	Regional multimodal connectivity and safety	\$1.14 mil ²
S7	Reconstruct Morningstar Rd	Reconstruct Morningstar Rd to arterial cross-section (bike lanes, curb, gutter, sidewalk)	Regional multimodal connectivity and safety	\$650,000
S8	Reconstruct Woods Rd	Two Phases: Reconstruct Woods Rd to arterial cross-section (bike lanes, curb, gutter, sidewalk) – <i>Would preclude need for Improvement B3</i> Phase I: North of Alexander Ln Phase II: South of Alexander Ln	Regional multimodal connectivity and safety	I: \$1 mil II: \$500,000
B4	Old Salem Rd Shoulder Lanes (interim project)	Construct continuous bicycle access on Old Salem Rd from north to south city limits by widening shoulder at locations where shoulder is less than 2 feet	Regional bicycle connectivity and safety	\$50,000
B5	Conser Rd Bicycle Lanes	Extend bicycle lanes on Conser Rd to west city limits (paint only)	Local bicycle and pedestrian access, active living, safety, and connectivity	\$10,000
P1	Millersburg Park-City Hall Shared-Use Path	Construct shared-use path between Millersburg Park and City Hall, providing important inter-neighborhood connectivity	Multimodal safety and connectivity	\$100,000
P5	Conser Rd Sidewalks Multi-Use Path	Extend the north side sidewalk west to city limits; extend south side sidewalk west to city limits as development occurs Proposed 12' off-street path within a linear park separating Conser Road from Transition Parkway (park features and landscaping not included in cost)	Pedestrian access, safety, and connectivity	\$250,000 \$885,000⁵
P6	Old Salem Rd Sidewalks	Construct new sidewalks along west side of Old Salem Rd, north of Nygren Rd	Pedestrian access, safety, and connectivity	\$200,000
P7	Alexander Dr Pedestrian Crossing	Provide a RRFB ³ and ADA ⁴ ramp pedestrian crossing across Alexander Dr near city park	Pedestrian access, safety, and connectivity	\$40,000
S11	Transition Parkway	New arterial street connecting the Woods Road and Conser Road intersection to Old Salem, south of existing Conser Road	Regional multimodal connectivity and safety	\$6.0 mil⁵
Total Improvement Costs				\$3,940,000⁶
Millersburg Forecasted Funds through Planning Horizon				\$4,470,000
Approximate Funds Available (Pavement Maintenance/Other)				\$530,000

MILLERSBURG TSP

ID	Improvement	Description	Purpose	Planning-Level Cost Opinion (2016 Dollars) ¹
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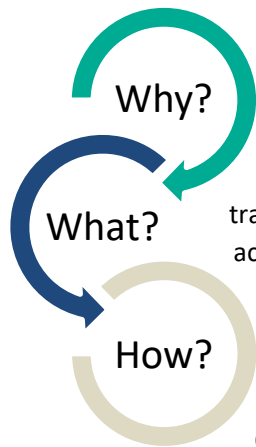
Notes:

1. Does not include the cost of right-of-way.
2. This improvement is development-driven; cost is expected to be shared with developer.
3. RRFB = Rapid Rectangular Flashing Beacon.
4. ADA = Americans with Disabilities Act.
5. This project was added in a 2023 TSP amendment, therefore the dollars shown for this project are 2023 dollars. This project is driven by development of industrial property south of Conser Road and has been planned since 2018. The project will be funded by a combination of development fees and state economic development grants.
6. This amount was not updated to reflect the additions made in 2023.

INTRODUCTION

The Millersburg Transportation System Plan (TSP) details projects and policies that address transportation facilities in the City of Millersburg (the City). Population growth and new development in recent years has led to the need for creation of a TSP. This document provides a 20-year list of improvement projects and a plan for implementing the projects. The TSP has been developed in compliance with the requirements of the state Transportation Planning Rule (TPR) and to be consistent with state, regional, and local plans.

Transportation System Planning Process



Why Have a TSP?

The purpose of the TSP is to guide the maintenance, development, and implementation of the transportation system, to accommodate 20 years of growth in population and employment, and to implement the plans and regulations of the regional government and the State of Oregon, including the Regional Transportation Plan (RTP) and the Oregon TPR.

The TSP will serve as the transportation element of the Millersburg Comprehensive Plan. The Comprehensive Plan includes goals and policies, whereas the TSP provides greater detail on the subpolicies and implementation strategies.

Why Is a TSP Important?

Transportation is part of everyday life for citizens and businesses in Millersburg. Whether you are heading to Millersburg City Park, commuting around town, traveling to another nearby community, or just passing through, you are using some form of transportation to achieve that task. Businesses rely on transportation for employees and transportation of goods, both locally or on highways, such as Jefferson Highway (OR 164) or Interstate 5 (I-5), for longer trips. It is also important to remember that

transportation is not just about driving a car or truck; it could be walking, riding a bicycle, or taking transit. It can also include rail, air, water, and pipeline facilities that serve both businesses and people. A healthy transportation system is vital to the livability and economy of a community.

So, what does a healthy transportation system look like? It should:

- Provide a well-connected travel network for both residents and businesses
- Offer choices of how to travel (driving, walking, bicycling, transit)
- Support safe travel for all system users
- Accommodate the needs of both local users and those visiting or traveling through the community

The City of Millersburg is a compact community located in the Willamette Valley. It already has a transportation system with many of these features, but there are gaps in the system that need to be completed. As the community grows, the system also needs to expand. These are the reasons for developing, and continually updating, a TSP. **One such update was done in 2023.**

What Is a TSP?

A TSP provides a long-term guide for investments in the transportation network that improve existing facilities and plan for future growth. At the most basic level, it provides a blueprint for all modes of travel: vehicle (both personal and freight), bicycle, pedestrian, and transit. It is also an opportunity to build on community values and protect what makes Millersburg a great place to live, work, and visit.

The Millersburg TSP contains goals, objectives, projects, and implementation guidelines needed to provide mobility for all users, now and in the future. It examines current transportation conditions and looks ahead 20 years at what may be needed to accommodate planned growth in the city and surrounding communities. Elements of the plan can be implemented by agencies (city, state or federal) as well as private developers.

How Was the TSP Developed?

The Millersburg TSP was produced through a collaborative process that involved public agencies and the community.

MILLERSBURG TSP

Over a period of one year, members of the Project Management Team (PMT), and Technical Advisory Committee (TAC) met to aid in the development of the TSP. Additionally, the Planning Commission members and City Councilors attended joint sessions to help shape the TSP, and open houses were held to solicit input from the community.



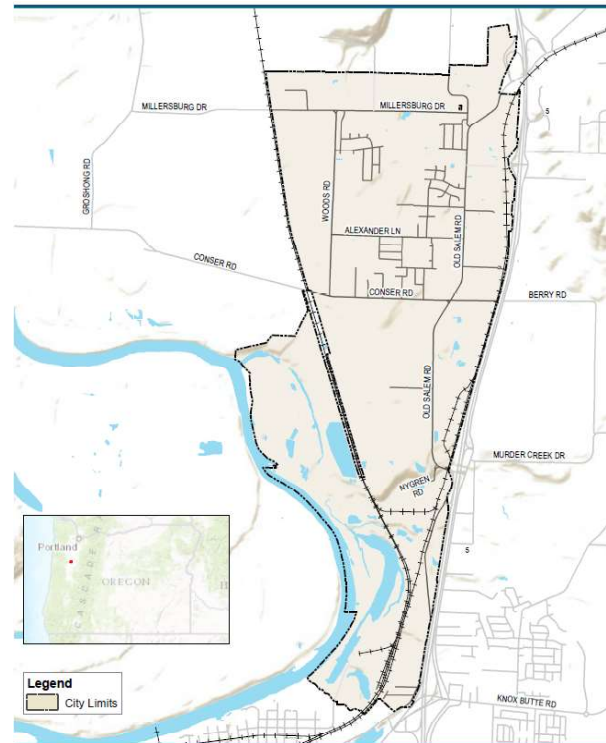
Citizens help identify areas of concern at the first community Open House in March, 2016.

This document (Volume I of the TSP) provides a summary of each of the key analysis and evaluation steps. The majority of this report focuses on the modal plans, proposed projects, and transportation standards. Volume II of the TSP provides the detail and supporting documentation that led to the development of the plan.

Study Area

The study area boundary is consistent with the City of Millersburg city limits [in 2016](#) as shown in Figure 1. The Urban Growth Boundary (UGB) was also taken into consideration for the planning horizon (20 years).

Figure 1. Study Area



Coordination with Area Plans

The transportation system in the City of Millersburg is influenced by state, regional, and local transportation and land use regulations, plans, and policies, as well as planned transportation improvement projects. A few roads within the City are under the jurisdiction of Linn County, and several ODOT facilities serve to connect Millersburg with the region. The TSP included coordination with existing and ongoing plans to ensure that the new plan was consistent with other regional efforts. These efforts were to ensure that the development of the Millersburg TSP is compatible and compliant with applicable regulations, plans, and policies.

The screening of existing and ongoing plans included:

- Projects from Other Planning Documents (Ongoing):
 - Linn County Transportation System Plan
 - Albany Area MPO Regional Transportation Plan (AAMPO RTP)
 - Albany TSP
- Projects in Capital Plans:

- 2015-2018 Oregon (Final) Statewide Transportation Improvement Program (STIP)
- Millersburg Streets Capital Improvement Program (CIP)

That said, the TSP is a City of Millersburg document; this TSP, including the project lists, does not have any legal or regulatory effect on state or county land or transportation facilities. Without additional action by the State of Oregon or Linn County, any project that involves a non-city facility is only a recommendation. Coordination and cooperation with the City and governmental partners are needed to develop and plan a well-connected and efficient transportation network. The TSP does not, however, obligate the State of Oregon, Linn County or any other governmental partner to take any action or construct any projects.

Goals and Objectives

The vision for Millersburg’s transportation system is reflected in its goals and objectives. These were developed by reviewing the goals from the transportation element of the current Comprehensive Plan (1984) and modified slightly to be consistent with the Millersburg Strategic Plan.

Goals Are broad, overarching statements about the City’s desired outcomes. While not always appearing attainable, a goal describes a principle that will influence how decisions are made about future transportation investments in Millersburg.

Policies Describe the approach that will be used by Millersburg to guide the City toward each goal.

Objective Is a *measurable outcome*, sometimes referred to as a “performance indicator,” that indicates if (or how) a policy is achieved. These objectives also address the performance-based planning requirements established in MAP-21, which are also embodied in the Draft AAMPO RTP.

Goal 1: Increase safety and security for all travel modes.

Policies

- Educate the public about areas of multimodal transportation safety concerns
- Identify improvements at locations with existing safety issues
- Coordinate with emergency response agencies to design and operate a transportation system that supports timely and safe response

Objectives

1. Reduce the number of injury and fatal crashes
2. Reduce emergency response times through improved connectivity



Goal 2: Enhance connectivity for all travel modes.

Policies

- Develop a balanced transportation system that includes all modes of transportation
- Coordinate with regional planning partners to introduce accessible, regular, and reliable public transportation services
- Encourage compact community development to facilitate multimodal network connectivity and circulation

Objectives

1. Increase the sidewalk coverage on collector and arterial streets
2. Increase the total length of shared-use paths (off-street) and collector/arterial bike lanes (on-street)
3. Introduce and improve transit frequency and coverage
4. Reduce out-of-direction travel



Goal 3: Promote economic development and preserve the mobility of existing freight routes to ensure the efficient movement of goods.

Policies

- Facilitate the through-movement of goods and services along city arterial streets and state highways

- Facilitate the movement of freight by rail and truck
- Promote intermodal safety at and near railway crossings

Objective:

1. Increase total number of jobs by enhancing freight mobility



Goal 4: Provide for a balanced, multimodal transportation system that meets existing and future needs.

Policies

- Maximize efficiency of existing street system
- Maintain acceptable roadway and intersection operations
- Adopt access management standards, multimodal level of service policies/mobility targets, street functional classification, and design standards that balance the need for access with the need for automobile, transit, pedestrian, and bicycle safety, and with the need for efficient movement of through traffic
- Ensure that the benefits and impacts of the transportation system are socially equitable
- Maintain the condition of the street and sidewalk system infrastructure
- Plan for transportation improvements necessary to support future growth and transportation system needs
- Provide a transportation system that serves a balance of transportation modes

Objectives

1. Add local streets, as identified in the adopted TSP, to increase connectivity
2. Increase walking, bicycling, and transit mode shares
3. Maintain the transportation system in a state of good repair
4. Increase transit frequency and reliability
5. Reduce Vehicle Miles Traveled (VMT) per capita



Goal 5: Plan and design a transportation system to enhance livability and support positive health impacts.

Policies

- Identify the 20-year, multimodal system needs to accommodate developing or undeveloped areas without undermining the “small town” character of Millersburg
- Design and construct transportation system improvements that, to the degree possible, mitigate noise, energy consumption, and neighborhood disruption
- Design and construct transportation facilities with aesthetics and streetscaping to enhance livability, where appropriate and financially feasible
- Encourage bicycle tourism by promoting and upgrading recreational routes through the City and surrounding areas
- Support active transportation options
- Identify and support beneficial public health impacts when planning and funding transportation projects
- Support physical activity by maintaining existing recreational corridors and increasing pathway and trail connections

Objectives

1. Increase the total length of shared-use paths and trails
2. Improve health and wellness of the general population by increasing active transportation choices and access to care facilities



Goal 6: Demonstrate responsible stewardship of funds and resources.

Policies

- Prioritize preservation of the existing transportation system
- Maximize the cost-effectiveness of transportation improvements
- Support inter-jurisdictional coordination to improve project delivery and leverage funding opportunities

Objectives

1. Minimize new capital cost expenditures when possible
2. Reduce system lifecycle costs through advanced planning (maintenance and preservation)
3. Increase total transportation revenue



Goal 7: Coordinate transportation and land use decision-making to foster development patterns that increase transportation options, encourage physical activity, and decrease reliance on the automobile

Policies

- Provide transportation facilities and services that reflect and support the land use designations and development patterns identified in the Millersburg Comprehensive Plan
- Encourage integration of bicycle and pedestrian facilities into site designs for community activity centers such as schools, parks, employment and shopping areas, and major transit stops

Objectives

1. Increase relative land values



Goal 8: Provide for a diversified transportation system that ensures mobility for all.

Policies

- Provide greater transportation options for those who are transportation-disadvantaged
- Improve accessibility of the public transportation system

Objectives

1. Distribute transportation system user benefits evenly across all population groups
2. Confirm or revise city transportation design standards (as needed) to help ensure that they meet the requirements set forth in the Americans with Disabilities Act (ADA)



Goal 9: Protect the natural and built environment by judicious use of capacity enhancements and reduction in single-auto trip dependence.

Policies

- Maintain acceptable roadway and intersection operations where feasible, considering environmental, land use, and topographical factors
- Reduce regional roadway environmental impacts by promoting transportation options and/or transportation system management and operations (TSMO) strategies in place of capacity upgrades, wherever feasible
- Reduce the regional carbon footprint by reducing stopped delay, trip lengths, and vehicle miles traveled
- Increase multimodal access to public parks and nature reserves to better expose the public to the benefits of environmental stewardship

Objectives

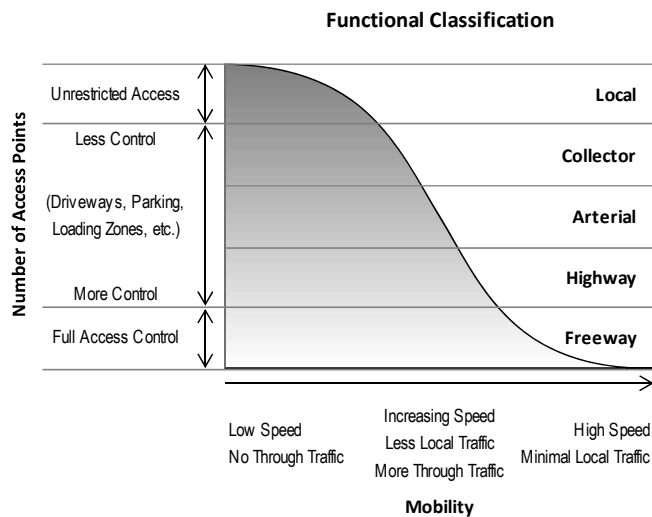
1. Reduce total air contaminants and toxins created by the regional transportation system
2. Reduce total CO₂ impacts on lifecycle caused by the transportation system
3. Reduce transportation-system-related risks to the natural, built, and cultural resources

DESIGN GUIDELINES AND MULTIMODAL POLICY

Design guidelines provide clear guidance for how projects in this plan should look and, combined with supporting code, the guidelines also ensure that future development is consistent with the goals of this TSP. This section defines the functional classification of the transportation system and the appropriate street design, access, and mobility targets for these functional classifications.

Functional Classification Plan

Street and highway classifications indicate purpose, design, and function. This functional classification plan ensures that streets are built and maintained with features to support demand from both the surrounding land uses and from traffic that may be traveling through parts of the city. It also describes how adjacent properties are accessed and how much mobility the street provides, as illustrated below.



The functional classification system for the Millersburg street network includes four general classifications, as listed below and depicted in Figure 2. Though not specifically called out, all Millersburg streets are urban; Millersburg city limits are included in the Federal Aid Urban Boundary (FAUB). The next section (Multimodal Street Design Guidelines) provides detailed descriptions of each functional classification.

Arterial streets are intended to move traffic, loaded from collector streets, between areas and across portions of a city or region. Arterials can be principal or minor arterials given the level of traffic served.

Collector streets gather traffic from neighborhoods but also serve abutting lands, particularly commercial uses. Major collector streets can serve higher density residential, commercial, industrial, or mixed land uses than minor collectors.

Local residential streets are intended to serve the adjacent land without carrying through traffic. To maintain low volumes, local residential streets shall be designed to encourage low-speed travel.

Private streets do not serve local traffic and are not maintained by the City.

Federal Functional Classification

The Federal Functional Classification system is used to identify roadways eligible for federal funds. The size of Millersburg supports a simplified functional classification plan (described above). However, in order to be eligible for federal aid funding, Millersburg is consistent with the federal aid classification system.

All Federal Functional Classification are listed below. The categories apply to both urban and rural areas.

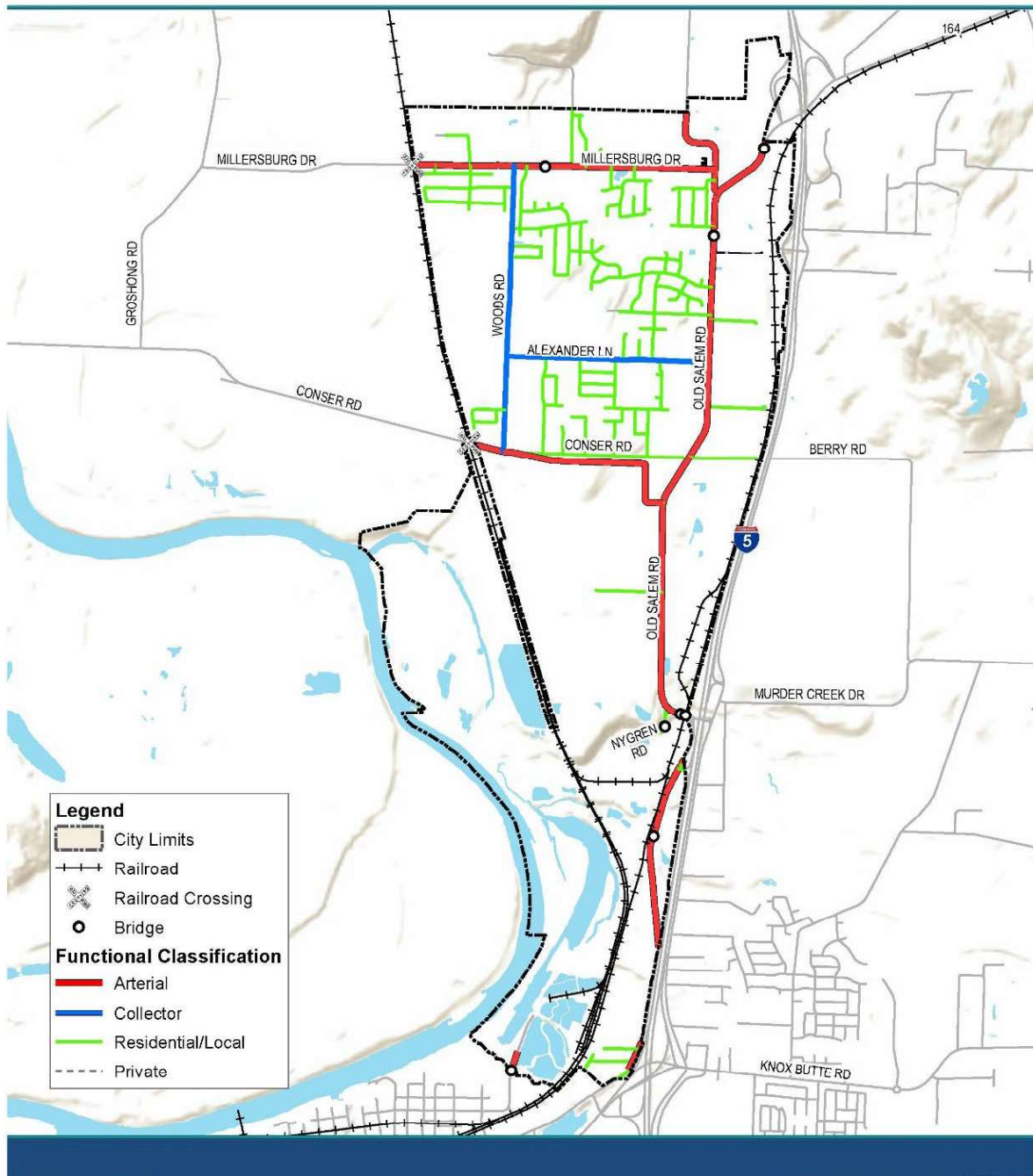
- Principal Arterial
 - Interstate
 - Other Freeways & Expressways
- Minor Arterial
- Collector
 - Major Collector
 - Minor Collector
- Local

The federal classifications of streets in Millersburg are urban minor arterials, urban major collectors or local streets. Federal Aid eligible roads include roads federally designated as urban minor collector, major collector, minor arterial and principal arterial.

Interstate See *Technical Memorandum 9: Transportation Guidelines* in Volume 2 of this plan for further details.

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Figure 2. Millersburg Functional Classification Plan (revised 2023)



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Data Sources:
ESRI, ArcGIS Online, World Topography Map, 2015.
Linn County, Oregon, 2015.



Figure 2

Millersburg Functional
Classification Plan

Note: Conser Road between Woods Road and Old Salem Road will be downgraded to a Residential/Local Road once Transition Parkway is completed. Until that time it is classified as an Arterial.

Multimodal Street Design Guidelines

The traditional term “street standards” implies a focus on the requirements to serve motor vehicles but the design guidance actually addresses pedestrian, bicycle, and motor vehicle needs. The guidelines included in the TSP are multimodal and generally apply to new development. When determining a street cross-section, both functional classification and surrounding land use should be considered.

Where the City is upgrading existing streets and cannot obtain more right-of-way, it shall not be bound by a strict application of the standard cross-sections in the design guidelines. Safety and efficiency for all modes should be the primary concern when designing the upgrade. In many cases, the right-of-way width is more than necessary to provide the suggested cross-section; this limits fences from abutting the sidewalk and allows the City flexibility in adjusting sidewalks/landscaping, adding new features, putting in utilities, or addressing other future unknowns.

The TSP ~~updates the~~ right-of-way and roadway widths **are** outlined in ~~Article 5 of~~ the City of Millersburg Land Use

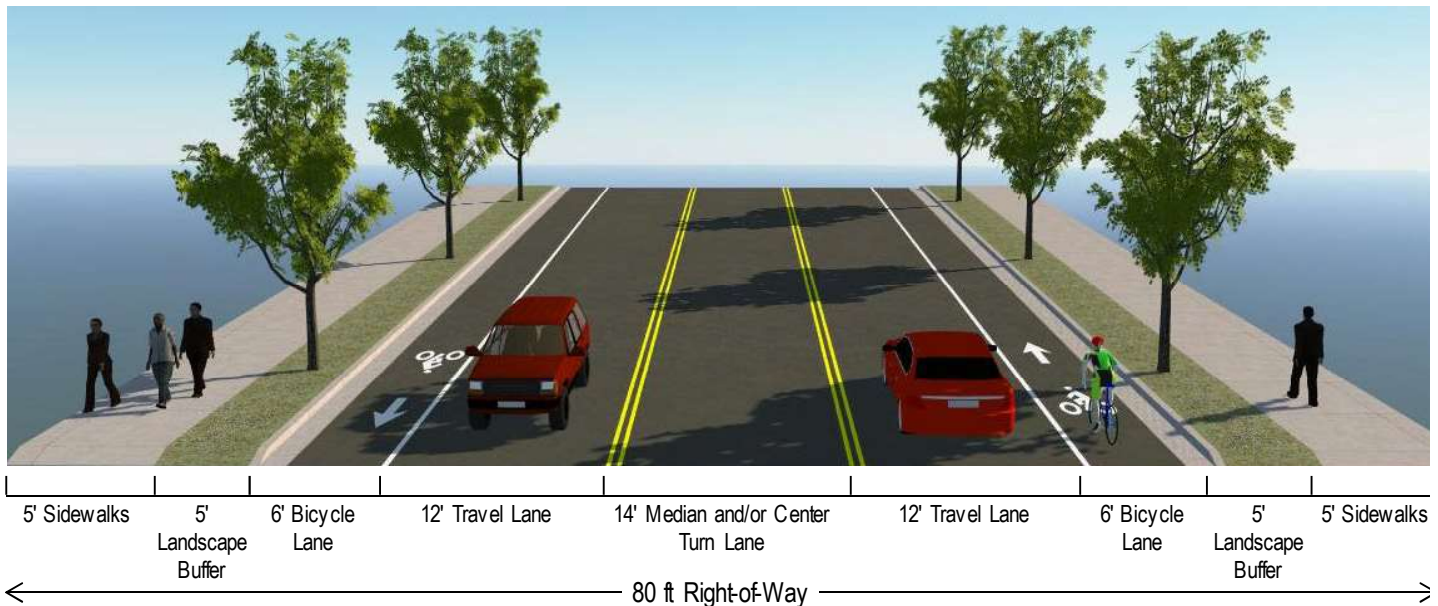
Development Code (LUDC) to make them consistent with the emphasis on multimodal connectivity. The City is expected to continue to follow the adopted Albany Construction Specifications (ACS) for all public construction.

Arterials

Arterial streets form the primary roadway network within and through a region. They provide a continuous roadway system that distributes traffic between different neighborhoods and major traffic generators. They provide limited access to abutting land, and have a greater focus on mobility and through traffic movement. Arterial streets carry the highest volumes on the City’s network. On-street parking is rarely provided on new arterial streets.

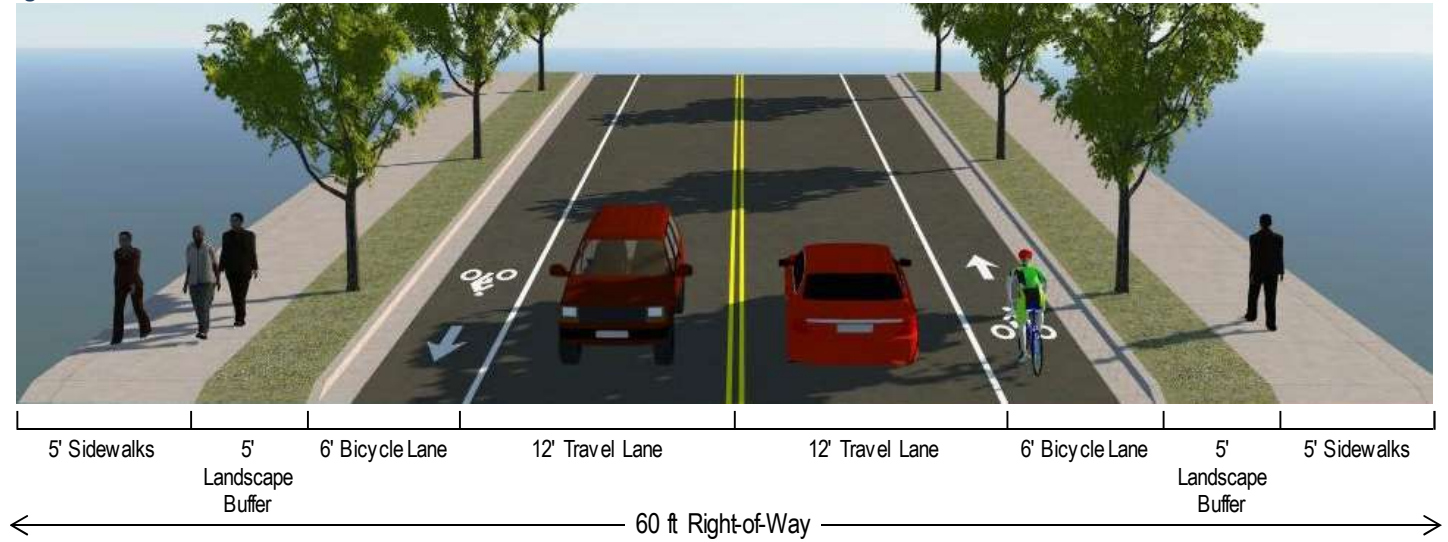
Figure 3 illustrates a three-lane arterial that follows the ~~existing~~ LUDC guidelines. The center turn lane has potential to accommodate a raised median or pedestrian refuge. Figure 4 also illustrates an arterial cross-section, but without a center turn lane and/or median. **Roundabouts may also be included on Arterials.**

Figure 3. Three-Lane Arterial Cross-Section



MILLERSBURG TSP

Figure 4. Two-Lane Arterial Cross-Section



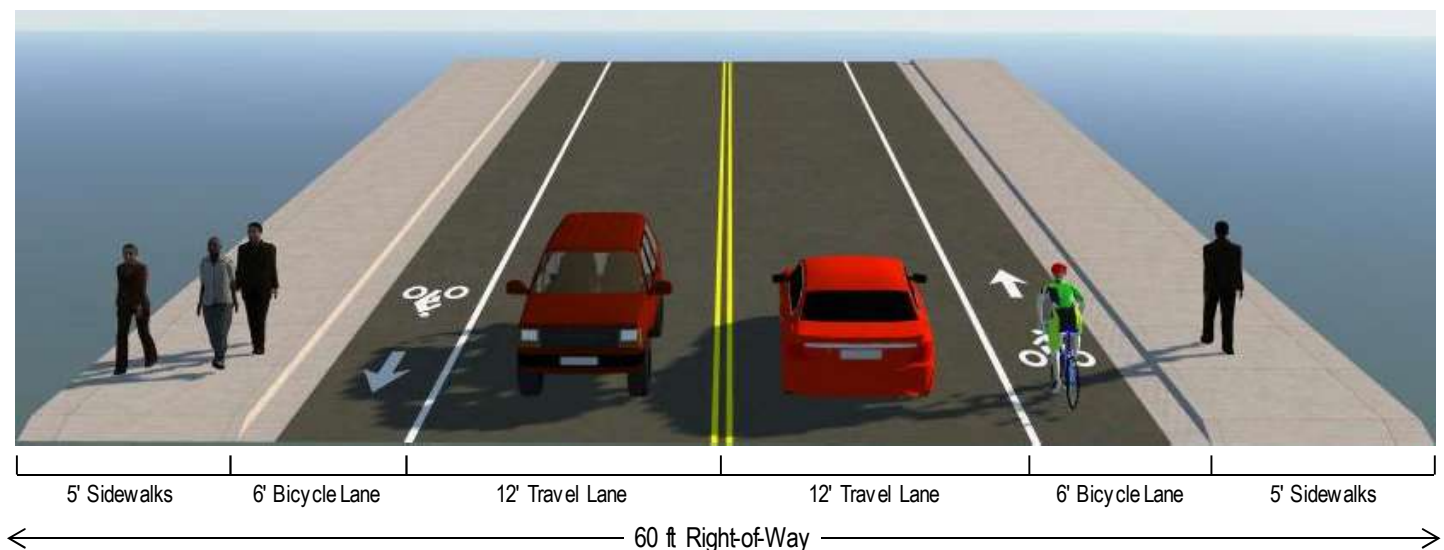
Collectors

Collector streets gather traffic from and distribute traffic to the local neighborhood and arterial streets. Collector streets are primarily intended to serve abutting lands and local access needs of neighborhoods. Collector streets can serve residential, commercial, industrial, or mixed land uses. This section provides guidelines for suggested cross-sections for collectors depending on the use. These guidelines are intended to be flexible. For example, roundabouts may be included on collectors.

The residential collector cross-section includes two travel lanes with bike lanes and sidewalk, and may or may not have a landscape buffer, as illustrated below in Figure 5. An option to include on-street parking on both sides of the street has also been included (see Table 2).

A residential collector with a shared-use path has been identified as an option that provides an off-street bicycle facility for users who are not equipped for or are uncomfortable bicycling adjacent to vehicular travel lanes.

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



Local Streets

Local streets are intended to serve adjacent land uses with unrestricted access and almost no traffic traveling through the area. These streets serve all modes of travel and should have sidewalks to accommodate pedestrians. Bicyclists are expected to share the roadway with motor vehicles because demands are low and travel speeds are slow. Local residential streets are narrower and generally allow on-street parking (see Figure 6), while local industrial streets may be wider to accommodate turning trucks.

Skinny (Narrow Street Exception)

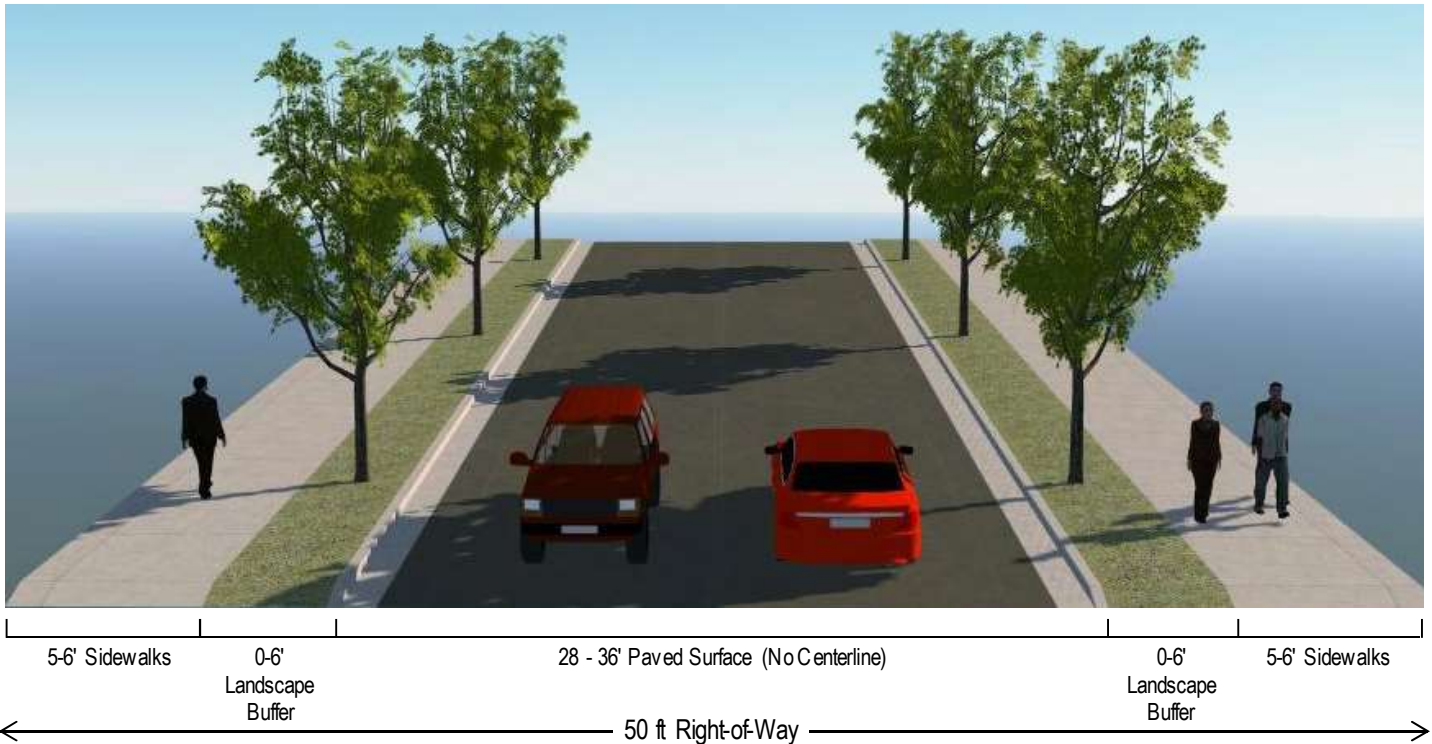
An exception to the local residential standard may be considered by the Planning Commission under certain conditions (suggested update to LUDC Section 5.123 (5)(d)):

- Distance between cross streets is no more than 600 feet.
- The street shall be adequate to serve the number of dwelling units.

- The street is a cul-de-sac not designed to provide future through-connection.
- Expected parking demand can be met off street (considering the land uses/zoning in the vicinity).
- The street is provided as an infill connecting street within an existing grid system or will be a short segment (no more than two blocks) fulfilling a similar secondary role in a proposed subdivision.

Although the City may agree that a wide street is not necessary *now*, it may become necessary in the future. For this reason, the Planning Commission may require dedication of a standard right-of-way—with reduced paving width when initially built—so that the City is able increase capacity when needed. The Planning Commission may also consider requiring the provision of additional parking on a one-to-one basis to compensate for loss of on-street parking. Such parking may be located in mini-lots or some other alternative.

Figure 6. Local Residential Cross-Section



Note: This graphic does not include dimensions for the “Alley” cross-section – see Table 2 for details.

Cul-de-Sac Streets

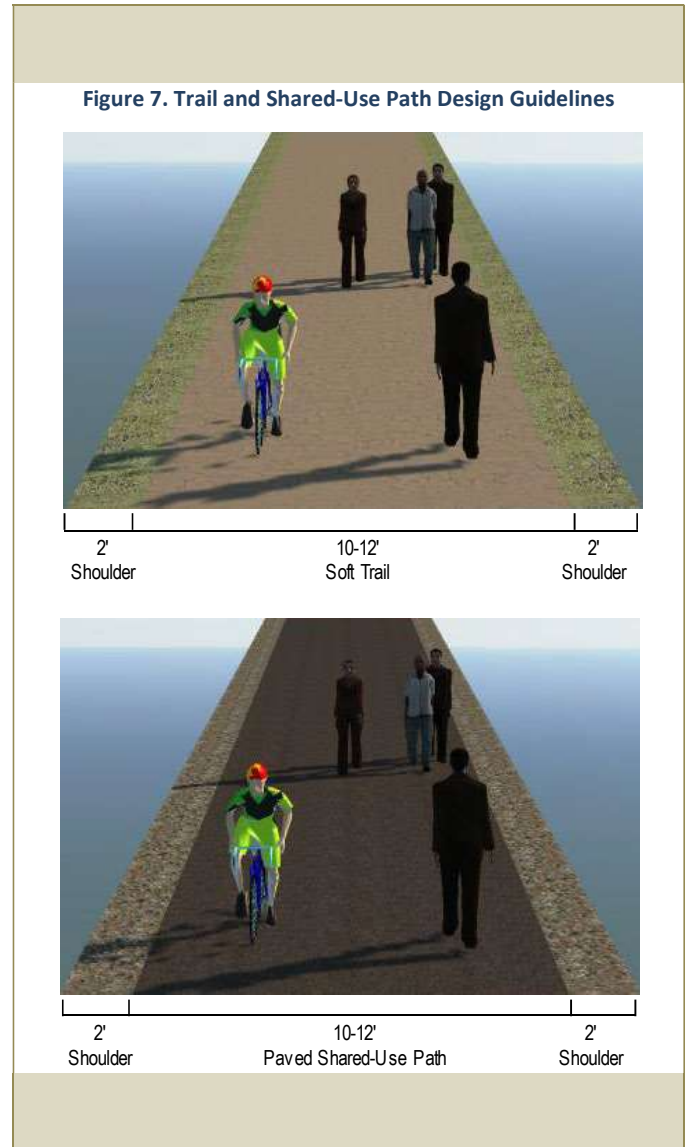
Cul-de-sac streets are common in the newer parts of the community. Few are longer than 200 feet, although the current LUDC allows a maximum length of ~~600~~ **400** feet.¹ Cul-de-sac streets are intended to serve only the adjacent land in residential neighborhoods. Based on recent guidance from the Department of Land Conservation and Development (DLCD) and from various urban planning organizations, it is suggested that the City of Millersburg prohibit cul-de-sac streets except in special circumstances. New cul-de-sac streets should not be permitted except where topography or other natural or human-made features prohibit through connections. If a cul-de-sac is used and it is longer than 150 feet, it should be designed to provide adequate space for access and maneuverability of large and emergency vehicles.

Trails and Shared-Use Paths

Shared-use paths and trails can provide opportunities for bicycle and pedestrian connectivity where new street connections are not feasible. The term “Shared-Use Path” means a multi-use trail or other path, physically separated from motorized vehicular traffic by an open space or barrier and usable for transportation purposes. Shared-use paths can be used by pedestrians, bicyclists, skaters, equestrians, and other nonmotorized users.

Trails generally have a soft surface (barkdust, woodchips, etc.) while shared-use paths are harder surfaces (see Figure 7). The design guidelines in Table 2 suggest a minimum width of 10 feet, although the City may reduce the width of the travelway surface to a minimum of 8 feet in constrained areas such as environmentally sensitive, rural, or development-limited areas of the City. Another exception could be made to reduce the paved shared-use path to an 8 foot width and provide a “single-track” (one-way) soft surface running path on one side.

¹ City of Millersburg Land Use Development Code Section ~~5-123~~ **(9)-3.02.030**



MILLERSBURG TSP

Table 2. City of Millersburg Multimodal Street Design Guidelines

Functional Classification	Right-of-Way ¹	Design Widths						
		Curb-To-Curb Paving ²	Within Curb-To-Curb Area				Landscape Buffer (Both Sides)	Sidewalks (Both Sides)
			Motor Vehicle Travel Lane	Median and/or Center Turn Lane	Bike Lane (Both Sides)	On-Street Parking		
Arterial⁸								
2 Lanes	60 ft	36 ft	12 ft	N/A	6 ft	N/A	5 ft	5 ft
2 Lanes + Center Turn	80 ft	50 ft	12 ft	14 ft	6 ft	N/A	5 ft	5 ft
Collector – Residential⁸								
No parking	60 ft	36 ft	12 ft	N/A	6 ft	N/A	0–5 ft	5 ft
Parking both sides	60 ft	50 ft	12 ft		6 ft	7 ft	N/A	5 ft
With Shared-Use Path ³	60 ft	36 ft	12 ft		6 ft	N/A	4.5 ft	5 ft one side, 10 ft multi-use path other side
Local – Residential⁸								
Parking one side	50 ft	32 ft	Unstriped	N/A	N/A	Unstriped	4 ft	5 ft
Parking both sides	50 ft	36 ft	Unstriped			Unstriped	None or 4 ft	5 ft
Skinny ^{4,5}	50 ft	28 ft	Unstriped			Unstriped	5–6 ft	5–6 ft
Alley ⁵	20–24 ft	18–20 ft	N/A			N/A	N/A	N/A
Local – Industrial⁸								
Parking both sides	60 ft	40 ft	Unstriped	N/A	N/A	Unstriped	Behind ⁶	5–6 ft
Local – Commercial Service/Alley								
No parking	30 ft	20 ft	Unstriped	N/A	N/A	N/A	N/A	4 ft ⁷
Parking one side	40 ft	28 ft	Unstriped			Unstriped		
Trails								
Trails	10–20 ft	10–12 ft	N/A	N/A	N/A	N/A	2–7 ft	N/A

Notes:

- Right-of-way may be wider than the suggested cross-section; this limits fences from abutting the sidewalk and allows for flexibility in cases of unforeseen growth or development.
- Curbs are generally 6 inches wide.
- Collector with Shared-Use Path includes sidewalk on one side of street and path on other side of street.
- This standard is only applicable to residential streets under certain conditions and requires Planning Commission approval for the exception.
- Not appropriate standards for commercial streets.
- Street trees shall be located on the outside edges of the right-of-way.
- Sidewalk required on one side only.
- Center medians and roundabouts may be included**

Access Guidelines

Design and analysis guidelines generally are put in place to encourage a reduction in trip length by providing connectivity and limiting out-of-direction travel. Improving roadway network connectivity can enhance accessibility for various travel modes and balance traffic levels among existing roadways and streets by better dispersing traffic. Proper implementation of certain design techniques will improve safety, reduce congestion, and potentially lessen the need to invest in capacity-adding roadway projects.

Local Street Connectivity

Much of the local street network in Millersburg is centralized and fairly well connected in a grid network. However, several physical and natural barriers exist, such as rivers, railroad tracks, and wetlands. Collector streets should be located wherever necessary to relieve congestion on local streets. In general, collectors should be spaced ¼ mile apart.



Looking east: Zuhlke Road currently dead-ends. Extending Zuhlke Road to Old Salem Road could improve local street connectivity.

Roadway and Access Spacing

Access management is key to balanced urban growth. As evidence, the lack of prudent access management plans has led to miles of strip commercial development along the arterial streets of many urban areas. Business activities along arterial streets lead to increased traffic demand and, in turn, the provision of roadway improvements to accommodate the increasing traffic demand. Roadway improvements stimulate more business activity and traffic demand. This cycle often continues to build, and requires extensive capital investments for roadway improvements and relocation. However, with the tightening of budgets by federal, state, and local governments, the financial resources to pay for such solutions are becoming increasingly scarce.

Reducing capital expenditures is not the only argument for implementing access management. Additional driveways along arterial streets lead to an increased number of potential conflict points among vehicles entering and exiting the driveways and the through vehicles on the arterial streets. This increased conflict leads to increased vehicle delay and deterioration in the level of service on the arterial. Increases in volumes and conflict points may also lead to a reduction in safety. Thus, it is essential that all levels of government try to maintain the efficiency of existing streets through better access management.

Table 3 describes access spacing guidelines by roadway functional classification for all categories of city streets in Millersburg.

Table 3. Access Management Guidelines

Functional Classification	Posted Speed	Minimum Spacing between Driveways ^{1,2}	Minimum Spacing between Intersections ^{1,2}
State-managed Arterial	35–45 mph	ODOT Standard	ODOT Standard
Arterial	35–45 mph	300 ft	600 ft
Collector	25–30 mph	50 ft	300 ft
Local Residential	25 mph	Access to each lot permitted	125 ft
Local Industrial	25 mph	Access to each lot permitted	300 ft

Notes:

1. Desirable design spacing; existing spacing will vary. Each parcel is permitted one driveway regardless of the minimum driveway spacing standard, although shared access is encouraged.
2. Spacing standards are measured centerline to centerline.

Mobility Targets

Mobility targets help agencies maintain acceptable and reliable performance, primarily vehicular, for a transportation system. They apply to land use decisions as a way to understand how development could impact the function of the transportation system. The Transportation Planning Rule (TPR) also requires that comprehensive plan amendments and zone changes be consistent with the adopted TSP, and uses mobility targets as one tool for evaluating consistency.

Level of service (LOS) is a widely recognized and accepted measure and descriptor of traffic operations. At both stop-controlled and signalized intersections, LOS is a function of control delay, which includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay. Six standards have been established, ranging from LOS A, where there is little or no delay, to LOS F, where there is delay of more than 50 seconds at unsignalized intersections, or more than 80 seconds at signalized intersections.

The City of Millersburg’s mobility targets would be applicable to roads owned by the City and are based on LOS, as listed below:

- LOS D or better for signalized intersections²
- LOS D or better for unsignalized intersections

County facilities within the City of Millersburg will be required to meet Linn County mobility targets, which are currently under review as part of the Linn County TSP update process. At the time the Millersburg TSP was written, Linn County had established a goal of maintaining LOS D or better throughout the county-owned arterial and collector system for the planning horizon.



² At the time this TSP was written, Millersburg did not have any current or planned signalized intersections, though one is

anticipated for the intersection of Transition Parkway and Old Salem Road.

MODAL PLANS

This chapter describes the preferred transportation system plan for the City of Millersburg, which includes seven different elements (multimodal street system; bicycle and pedestrian system; transit; and air, rail, pipeline, and water transportation). There were three parts to the assessment of each of these elements of the transportation system:

- Conduct an inventory of transportation facilities to understand what is complete (fully meets standards) and where gaps in the system exist.
- Evaluate how the system works today from an operational perspective and a safety perspective.
- Anticipate how well the system will accommodate future growth in Millersburg and the surrounding region over the next 20 years.

Each of these elements is summarized briefly in this section, and the detailed inventory is presented in *Technical Memorandum #5: Evaluate Existing Conditions* and *Technical Memorandum #6: Future Baseline Conditions and Needs* (these technical memos can be found in TSP Volume II).

Multimodal Street System

Millersburg generally has a well-connected network of arterial and collector streets that allow traffic to move through the city. The residential developments also loosely follow a grid system, though street connections between neighborhoods are limited by the presence of wetlands.

The railroad tracks to the west and I-5 to the east are significant barriers to future expansion. Old Salem Road is the main arterial providing north-south access to Millersburg and it is a Linn County facility within Millersburg city limits.

A full inventory of the street network is included in *Technical Memorandum #5: Evaluate Existing Conditions* in TSP Volume II.

Existing and Future Traffic Conditions

A review of how existing intersections are working shows little to no congestion on the transportation network. Not surprisingly, given its connection to the City of Albany to the

south and access to I-5, the intersection of Old Salem Road (east-west) at Old Salem Road (north-south) is the busiest in the city, but even this intersection experiences only minor congestion during peak travel hours in the morning and evening.

Millersburg's current population is just over 1,600 residents within the city limits. The Corvallis, Albany, Lebanon Model (CALM) travel demand forecasting model, which is based on the regional long-range land use assumptions for the year 2040, anticipates an almost 48 percent increase in households for the City of Millersburg for that time frame. This population growth and the projected increase in employment will create an added stress on the transportation network in the future.

Future traffic volumes were estimated for the year 2040, which is consistent with regional forecasting for the region. Volumes on the street system are forecasted to increase by 20 to 30 percent over the next 20 years. Most of the growth in volume would occur on Old Salem Road. With this growth, study area intersections would still operate within mobility targets, even during the busiest hours of the day. Additional data about future conditions is included in *Technical Memorandum #6: Future Baseline Conditions and Needs* in TSP Volume II.

Safety Review

A safety analysis was conducted to determine whether any significant, documented safety issues exist within Millersburg and to inform future measures or general strategies for improving overall safety. The detailed analysis includes a review of crash records, critical crash rates, and ODOT Safety Priority Index System (SPIS) data which is included in *Technical Memorandum #5: Evaluate Existing Conditions* of TSP Volume II.

A review of five-year of crash data³ showed that of the 28 documented crashes, approximately 60 percent occurred at intersections and about 40 percent were along street segments. Just over one-third of the crashes resulted in minor injury or injuries, but there were no crashes that resulted in a fatality or severe injury.

³ Between January 1, 2009, and December 31, 2013.

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The two areas within Millersburg that had the greatest number of crashes were:

- Old Salem Road at Conser Road (3 crashes)
- Old Salem Road between Conser Road and Nygren Road (6 crashes)

When compared to state averages and comparable locations within Millersburg, these locations did not raise significant concerns. However, the majority of crashes were fixed object collisions that occurred due to driver error. Insufficient signage, striping or roadway lighting are common causes for this type of collision; modernization and maintenance of these facilities could improve safety. [A roundabout at Old Salem Road and Conser Road would help address safety.](#)

Street System Deficiencies and Projects

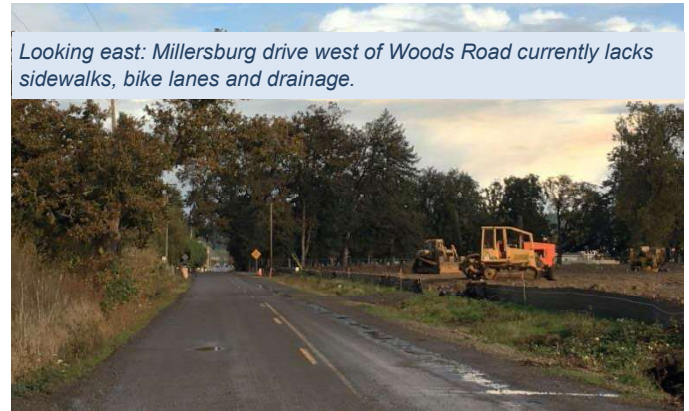
Most of the deficiencies in the street system are related to network connectivity (all modes) and substandard roadway facilities.

The street network was assessed for urban design deficiencies, such as missing curb and gutter, sidewalks, or bike facilities. Streets that include all of these amenities are multimodal and provide a range of safe travel options for all types of users. Millersburg has street segments throughout its system that provide multimodal connectivity, but many streets remain unimproved along some segments.

The multimodal street system improvements focus on auto, truck, and associated pedestrian and bicycle system enhancements. These improvements are summarized in Figure 8, and the financially constrained improvements are described in further detail below (and summarized in Table 4). Descriptions of the aspirational improvements are summarized in Table 5, which is located in the Implementation chapter at the end of this document.

S6 – Reconstruct Millersburg Drive (Modernization)

Currently, Millersburg Drive west of Woods Road is a two-lane roadway without a shoulder or any dedicated bicycle or pedestrian facilities, although it is classified as an arterial. Project S6 would modernize Millersburg Drive to an arterial standard (assumed two travel lanes, bike lanes, sidewalks, landscaping, no parking) west of Woods Road to the city limits.



Looking east: Millersburg drive west of Woods Road currently lacks sidewalks, bike lanes and drainage.

S7 – Reconstruct Morningstar Road (Modernization)

Currently, Morningstar Road within the city limits is a two-lane roadway without a shoulder or any dedicated bicycle or pedestrian facilities, although it is classified as an arterial. Project S7 would modernize Morningstar Road to an arterial standard (assumed two travel lanes, bike lanes, sidewalks, potential landscaping, no parking) within the city limits. Morningstar serves as an access to the northern residential areas of Millersburg and also farmland to the north. This project should include coordination with Linn County.



Looking north: Morningstar Road lacks bicycle and pedestrian facilities and is showing signs of pavement distress

S8 – Reconstruct Woods Road (Modernization)

Currently, Woods Road is a two-lane roadway without a shoulder or any dedicated bicycle or pedestrian facilities, although it is classified as a collector. Project S8 would modernize Woods Road to a collector standard (assumed two travel lanes, bike lanes, sidewalks, potential landscaping, no parking) within the city limits.

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Woods Road serves as the most direct connection to Millersburg City Park for the northern residential areas of Millersburg and future planned residential developments. Currently, bicycles and pedestrians in the northwestern region of Millersburg are forced to share a high-speed facility with motor vehicles. If funding is limited, the project would be implemented in two phases that would incrementally upgrade Woods Road to a collector standard (assumed two travel lanes, bike lanes, sidewalks, potential landscaping, no parking) for its entire length. Phase I would complete the modernization of Woods Road from Alexander Lane to Millersburg Drive. Phase II would modernize Woods Road from Conser Road to Alexander Lane.



Looking south: Woods Road lacks pedestrian and bicycle facilities.

Future Connections

~~Many of the aspirational (unfunded) multimodal street projects that were identified are future local roadway connections that would improve connectivity of neighborhoods to arterial and collector routes. The City previously identified the Zuhlke Lane extension (Project S1) in the 2015 capital improvement plan. All of the future new roadway connections are expected to be driven by development. Because alignments have not yet been determined, the lines on Figure 8 are intended only to indicate the concept and to serve as starting points for planning.~~



Looking west: Zuhlke Road currently dead ends. Extending Zuhlke Road to Woods Road could improve local street connectivity. (Project S1)

S11 – Construct Transition Parkway (New Street)

To accommodate traffic growth associated with development of Millersburg industrial properties, route higher speed away from Millersburg’s residential areas, and provide a buffer between the existing residential zones north of Conser Road and the industrially zoned property south of Conser Road, a new street is proposed. Transition Parkway, an Arterial, will provide a parallel route to the south of Conser and feature a park with a multimodal path between the two streets. Once constructed, industrial and pass-through local traffic will use Transition Parkway. Conser will continue to serve as a frontage street for residents and will be downgraded to a Residential/Local street classification. Conser Road will terminate near Woods Road to discourage truck and pass-through traffic from using Conser Road. The geometry of the new road where it intersects with Old Salem Road should align with west side access to a future Millersburg I-5 interchange.

Future Connections

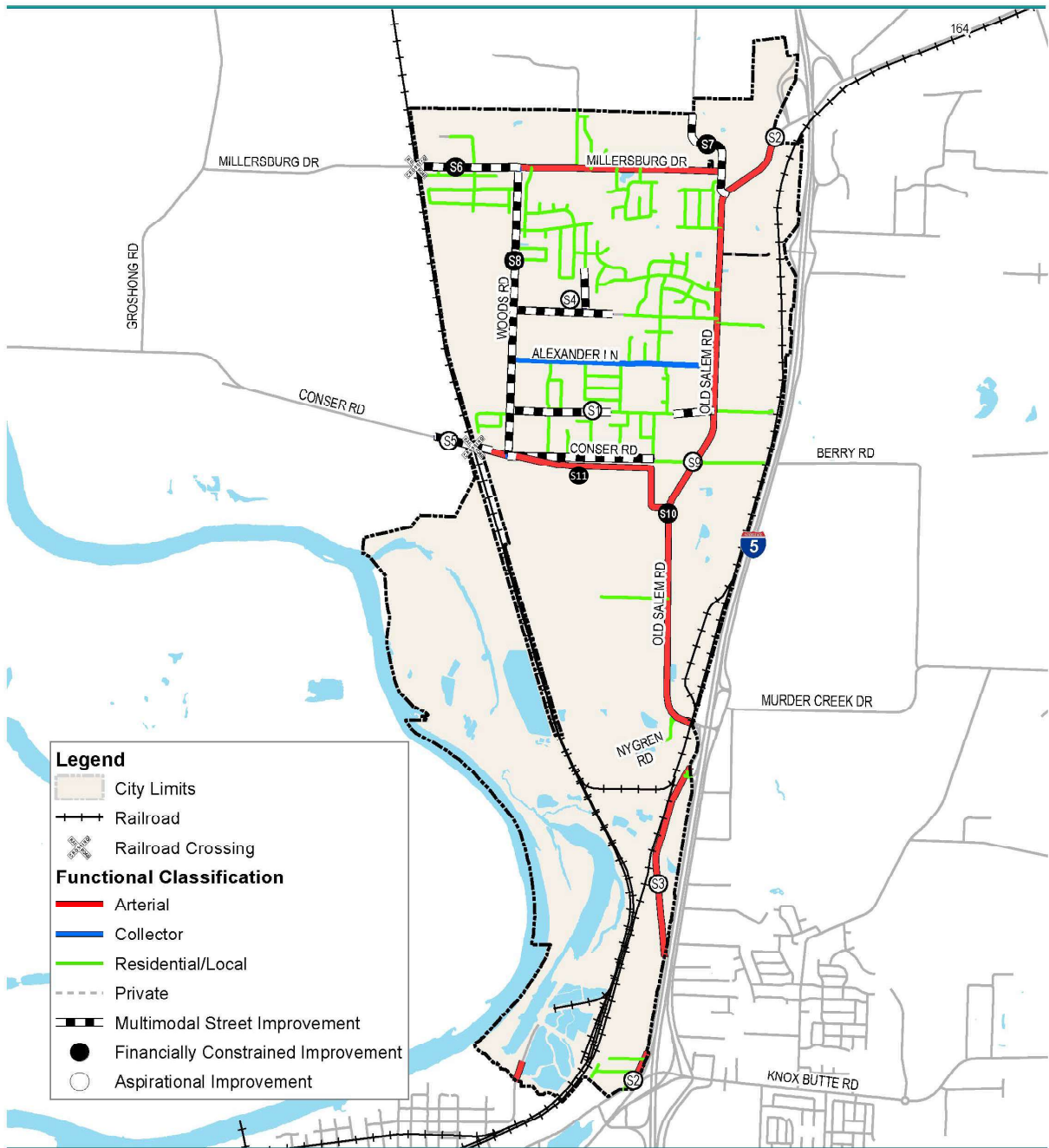
Many of the aspirational (unfunded) multimodal street projects that were identified are future local roadway connections that would improve connectivity of neighborhoods to arterial and collector routes. The City previously identified the Zuhlke Lane extension (Project S1) in the 2015 capital improvement plan. All of the future new roadway connections are expected to be driven by development. Because alignments have not yet been determined, the lines on Figure 8 are intended only to indicate the concept and to serve as starting points for planning. Past Goal Exceptions by Linn County and an I-5 Reconnaissance Study completed by ODOT in 2022 contemplate a new I-5 interchange serving Millersburg located almost entirely on the east side of the Interstate. The western landing of the future I-5 interchange over

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crossing would be located south of Conser Road, according to the study, and should align with the future Transition Parkway at the planned signalized intersection at Old Salem Road. An Interchange Area Management Plan process would further refine the future Millersburg I-5 interchange design, seek public input and work with affected property owners.

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Figure 8. Multimodal Street Improvement Options (revised 2023)



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Data Sources:
 ESRI, ArcGIS Online, World Topography Map, 2015.
 Linn County, Oregon, 2015.



Figure 8

Street
 Modal Plan

Bicycle and Pedestrian System

Millersburg's bicycle and pedestrian system would benefit from many of the modernization projects identified under the multimodal street system improvements. Additionally, a conceptual trail system was developed that would connect neighborhoods to community gathering places (such as Millersburg Park, City Hall, and Simpson Park).

Existing Conditions

The condition of the City of Millersburg bicycle and pedestrian system varies widely from neighborhood to neighborhood. Most of the newer subdivisions have complete sidewalk systems, while older neighborhoods lack adequate facilities. Generally, the arterial or collector roadways either have shoulder or striped bicycle lanes, but not both. Morningstar Road and Woods Road do not have any bicycle or pedestrian facilities.

Most of the collector and arterial streets are two lanes with narrow cross-sections, low traffic demand and posted speeds greater than 30 mph. Because there are no schools within Millersburg, the major bicycle and pedestrian generators are the two city parks (generally accessed via Alexander Lane) and City Hall.

Bicycle Projects

Figure 9 illustrates the location of existing bicycle facilities along with the type and location of future improvements. It identifies all projects that benefit the system, including those described for the pedestrian plan. The financially constrained improvements are described in further detail below. Descriptions of the aspirational improvements are summarized in Table 5, which is located in the Implementation chapter at the end of this document.

B4 – Old Salem Road Shoulder Lanes (Interim Project)

Project B4 would create continuous bicycle access on Old Salem Road from north to south city limits by widening shoulder at spot locations where shoulder is less than two feet.

As seen in Figure 9, Old Salem Road lacks significant shoulder lanes east of the railroad tracks. Ideally, this segment of Old Salem Road would be modernized to an arterial standard (Project S3); however, there are other projects that have a higher priority. Project B4 is a cost-

effective alternative that provides an interim solution to the discontinuous bicycle access on Old Salem Road by expanding the shoulder at locations where bicycles have to share the road with high-speed vehicular travel.

B5 – Conser Road ~~Bicycle Lanes~~ Multi-Use Path

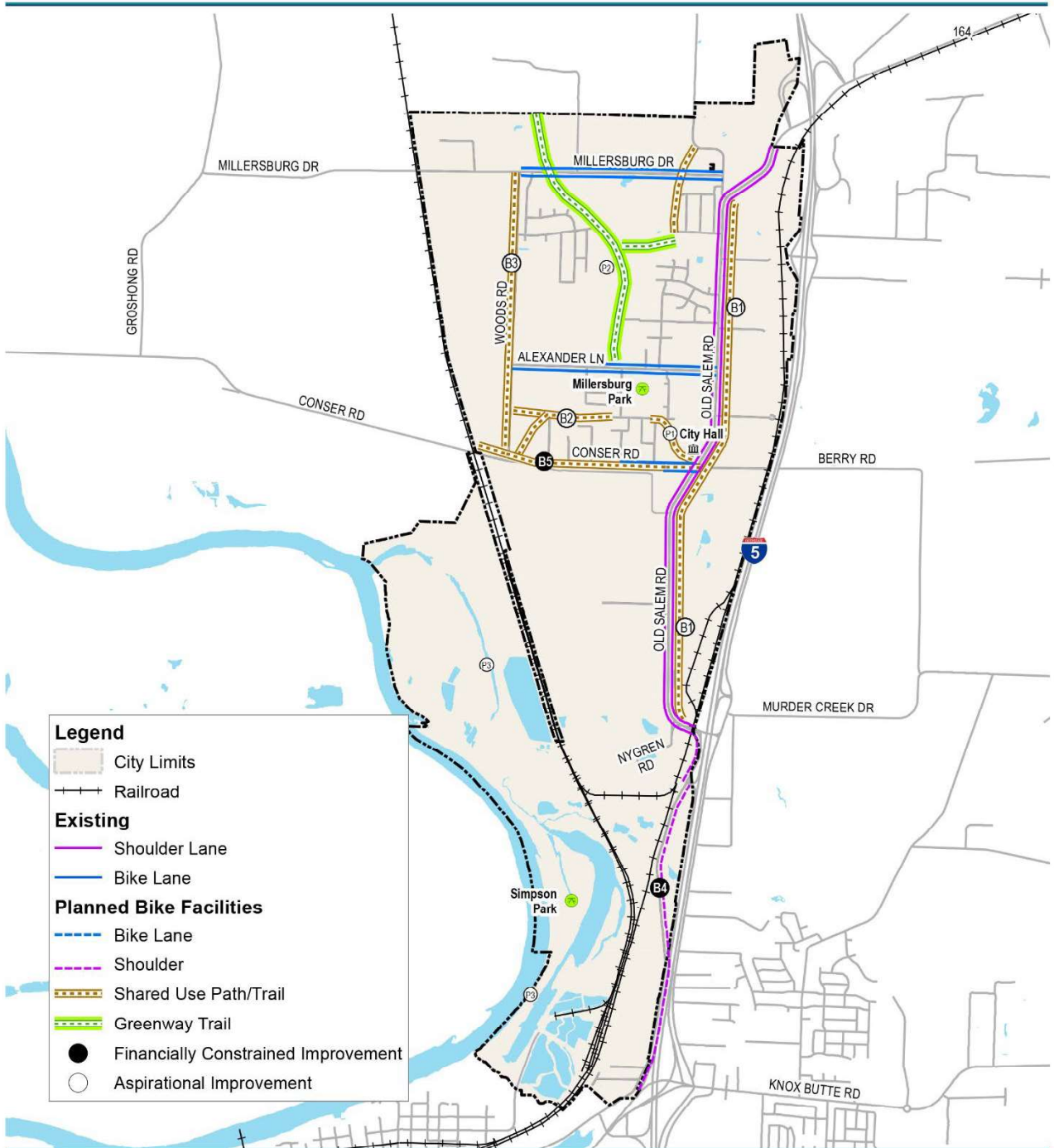
~~Currently, there are intermittent and faded bicycle lane stencils painted on either side of Conser Road. Project B5 would restripe and extend the bicycle stencils and fog line for the length of Conser Road between Old Salem Road and the western city limits. An off-street multi-use path is proposed within a linear park between Conser Road and Transition Parkway. This is intended to be 12 feet wide, designed for pedestrian and bicycle use.~~



Conser Road (looking east) lacks marked bicycle lanes and the pavement quality is poor/fair.

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Figure 9. Bicycle Modal Plan (revised 2023)



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Data Sources:
 ESRI, ArcGIS Online, World Topography Map. 2015.
 Linn County, Oregon. 2015.



Figure 9

Bicycle
 Modal Plan

Pedestrian Projects

Figure 10 illustrates the location of existing pedestrian facilities along with the type and location of future improvements. It identifies all projects that benefit the system, including those described for the bicycle plan. The financially constrained improvements are described in further detail below. Descriptions of the aspirational improvements are summarized in Table 5, which is located in the Implementation chapter at the end of this document.

P1 – Millersburg Park-City Hall Shared Use Path

Millersburg Park and City Hall are the major pedestrian and bicycle activity centers in Millersburg. Project P1 would construct a shared-use path between Millersburg Park and City Hall, providing important inter-neighborhood connectivity and separating pedestrians from the vehicular travel way.



P5 – Conser Road Sidewalks Multi-Use Path

Project P5 would improve pedestrian **and bicycle** mobility and access between neighborhoods and to local destinations, such as City Hall and the Corner Store (**Firehouse Corner Deli & Market Center Market**). The improvement would **extend the north side sidewalk west to the city limits and the south side sidewalk west to the city limits as development occurs include a 12' path located within a linear park that separates Conser Road and Transition Parkway.**



P6 – Old Salem Road Sidewalks

This project would extend the sidewalk on the west side of Old Salem Road to the intersection with Nygren Road. This would fill a gap in the network, and provide pedestrian connectivity from the Millersburg residential area to Willamette Memorial Park (cemetery) and a major employment center off Nygren Road.



P7 – Alexander Drive Pedestrian Crossing

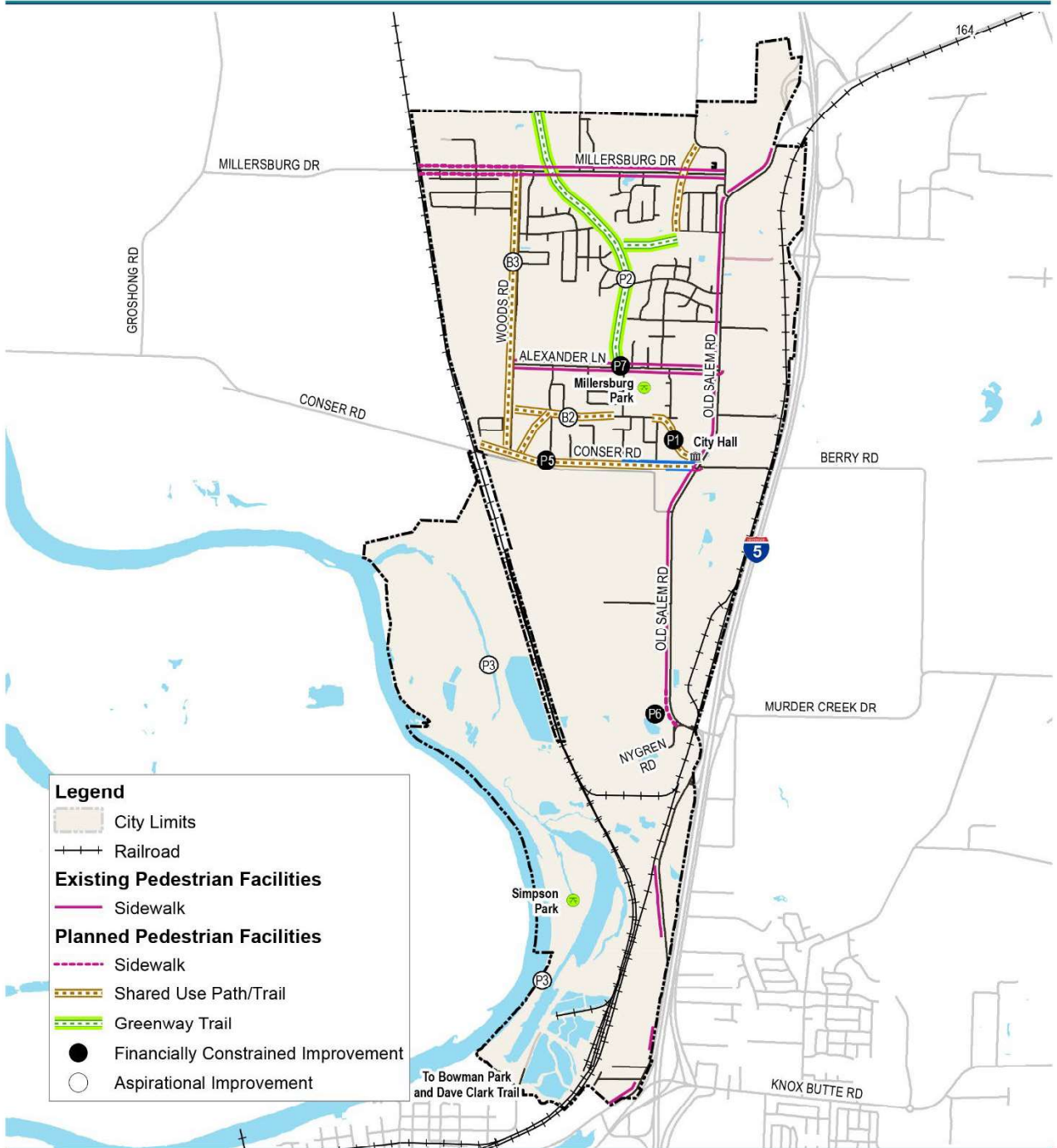
Project P7 would provide a pedestrian-activated Rapid Disabilities Act (ADA) ramp pedestrian crossing across Alexander Drive near Millersburg Park. This project would provide improved pedestrian access, safety, and connectivity between neighborhoods and the park.



Alexander Drive (looking east) provides bicycle and pedestrian access to Millersburg City Park but lacks a safe pedestrian crossing

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Figure 10. Pedestrian Modal Plan (revised 2023)



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Data Sources:
 ESRI, ArcGIS Online, World Topography Map. 2015.
 Linn County, Oregon. 2015.



Figure 10

Pedestrian
 Modal Plan

Conceptual Shared-Use Path and Trail Network

Many of the aspirational (unfunded) bicycle and pedestrian projects would prioritize bicycle and pedestrian traffic on separated or buffered facilities, primarily shared-use paths and trails. Alignments have not been determined, and the lines on Figure 9, Figure 10, and Figure 11 are intended only to indicate the concept and to serve as starting points for planning. The conceptual network focuses on neighborhood shared-use paths, a potential greenway, and a regional trail system connection from Millersburg to parks and trails to the south.

Neighborhood Shared-Use Paths are intended to provide access for non-motorized users that are not or cannot be provided by the multimodal street system.

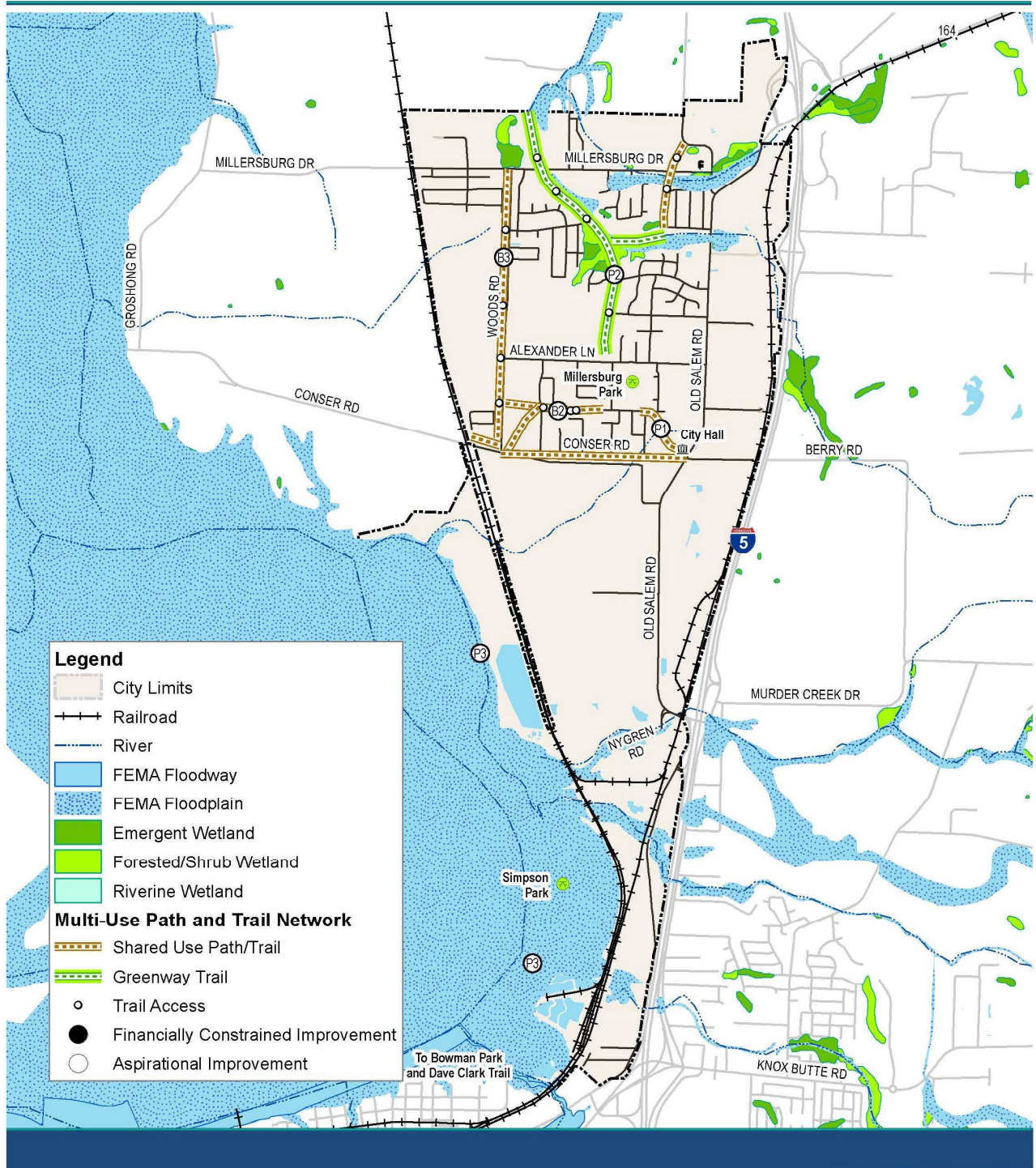
P2 – The Millersburg Greenway Trail concept would build a greenway trail within the Crooks Creek riparian corridor, linking Millersburg Park and north Millersburg neighborhoods. Because of its proximity to wetlands and floodplains, this trail could be a soft, seasonal trail or a network of boardwalks and shared-use paths.



~~***P3 – The “Four Lakes” Trail*** is a conceptual plan for a regional trail connection from Conser Road along the Willamette River to Simpson Park and south to Bowman Park and Dave Clark Trail (in the City of Albany). An initial step would be to develop a feasibility plan in conjunction with regional partners. The trail would need to be seasonal due to its path through floodplains and wetlands.~~

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Figure 11. Conceptual Shared-Use Path and Trail Network (revised 2023)



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Data Sources:
 ESRI, ArcGIS Online, World Topography Map, 2015.
 Linn County, Oregon, 2015.



Figure 11
 Conceptual
 Shared Use Path
 and Trail Network

Transit

Because no transit system currently exists in the City of Millersburg, this section focuses on transit-supportive improvements. The Albany Area MPO Regional Transportation Plan (AAMPO RTP) and associated Transit Development Plan will identify projected transit service demand and potential coverage plans for the Metropolitan Planning Organization (MPO) area that includes Millersburg. The extension of public transit service from Albany to Millersburg could be provided by, and in coordination with, Millersburg's regional planning partners. The primary purpose of these improvements is to support regional planning efforts to extend public transit service to Millersburg.

The City does not have a transit system in place; however, Albany Call-A-Ride provides public transportation service in Millersburg for seniors and individuals with disabilities. Oregon Cascades West Council of Governments (OCWCOG) Rideline also provides medical transportation services to individuals who are eligible for Medicaid. Both of these services help fill key gaps in the transportation (and transit) systems. Further discussion on the existing public transportation system may be found in *Technical Memorandum #5: Evaluate Existing Conditions* in Volume II of the TSP.

Air Transportation

The City of Millersburg does not have an airport within its UGB but the Albany Municipal Airport is near the study area. The Albany Municipal Airport is located south and east of I-5 between Knox Butte Road and Santiam Highway, southeast of the southern city limits of Millersburg.

Rail Transportation

There are currently two railroads that travel through and serve the Millersburg area: Union Pacific (UP) and Portland & Western Railroad (PNWR). There are two at-grade crossings immediately west of the city limits. The crossing on Millersburg Road is stop-controlled, and the crossing on Conser Road is an active gated crossing.

Freight Rail Service

In the United States, rail lines are classified as Class I, II or III based on operating revenue, from highest to lowest, respectively. Both the UP and PNWR lines operate freight trains through the Millersburg area. UP runs adjacent to I-5

on the east side of Millersburg, while the PNWR line borders the western city limits. In a single day, the UP track serves approximately 25 through freight trains as a Class I railroad. PNWR serves approximately ten freight trains per day as a Class III railroad. Currently, UP serves seven industries and PNWR serves five industries within the study area, although both UP and PNWR have the potential to handle any freight commodity throughout the area.

Just south of the study area are the Albany/Millersburg Rail Yards, where a project funded through the "Connect Oregon II" grant program was completed in 2014. This project will improve the switching operations by shifting some operations from the Albany yard to the Millersburg yard, which is located at the southern end of Millersburg, between the Willamette River and Old Salem Road.

Passenger Rail Service

Passenger rail service is not available in Millersburg itself; however, an Amtrak station is located approximately 4 miles south of the city limits in the City of Albany. Amtrak provides north-south passenger rail service through the Willamette Valley corridor via its trains: the Amtrak Cascades (between Eugene, Oregon, and Vancouver, British Columbia) and the Amtrak Coast Starlight (between Los Angeles, California, and Seattle, Washington). The passenger rail service runs approximately six passenger trains per day on track owned by UP.⁴

Pipeline Transportation

A major pipeline owned by Santa Fe Pacific Pipeline-North travels through Millersburg along the I-5 corridor and carries petroleum products. International Paper Company-Albany operates a natural gas line that travels through the southern edge of Millersburg.⁵ No changes to the pipeline system are planned.

Water Transportation

Millersburg does not have any designated navigable waterways. A navigable waterway should have current use as a necessary mode of transport for people or commerce. The Willamette River could be considered navigable, although currently, the Willamette River does not play a role in the transportation of people or freight. For it to become an active transportation mode, users would be restricted in height and width because of the stationary highway and railroad bridge crossings.

⁴ Albany Area MPO Regional Transportation Plan Existing Transportation Conditions, October 14, 2015.

⁵ National Pipeline Mapping System Public Map Viewer, Pipeline and Hazardous Materials Safety Administration, 2012.

IMPLEMENTATION

The TSP requires not only a list of planned improvements, but also a plan for implementing them. This portion of the TSP identifies funding sources and planned projects. This section reconciles the available funds with the community needs and planned projects to determine and prioritize the listed project to aid in decision-making if needs exceed the available funds.

Funding Sources

Funding sources in the TSP are categorized by federal, state, and local origin. Many Oregon cities are finding that their portion of state and federal gas tax and vehicle registration receipts is largely used to offset street maintenance expense, and that very little of these receipts is available for capital improvements.

The City of Millersburg currently uses two primary revenue sources to fund transportation system expenses: (1) State Highway Fund (gas tax) and (2) transportation system development charges (SDCs) (SDCs are described in the Local Funding Sources section below). In addition to the current funding sources, the Oregon Department of Transportation (ODOT) estimates that Millersburg may receive a total of \$700,000 (a nonbinding estimate) in discretionary funds by the year 2040 planning horizon.

Year 2040 Funding Forecast: \$4.47 million

Assuming that the current trend in Millersburg's SDC receipts and gas tax revenues continues, and assuming revenue from regular receipts from Oregon's discretionary funds program, Millersburg's transportation revenue could exceed \$194,000 annually (in 2016 dollars) for a total of \$4.47 million by the year 2040. *Technical Memorandum #8: Finance Program* in Volume II of the TSP provides more detailed discussion on Millersburg's historical funding and the potential for future funding.

Federal Grants/Programs

The federal Highway Trust Fund is largely sourced by the federal gas tax and is distributed by formula to individual states through the Surface Transportation Program (STP). ODOT relies on these distributions to fund many of the

safety, highway, and bridge improvement projects identified in the Statewide Transportation Improvement Program, or STIP.

STP Funds – are available through FAST Act legislation, administered through and by ODOT. STP funds are flexible and can be used for different types of capital improvements and transportation programs. STP funds may also be available from the AAMPO if the project has regional significance.

Federal Enhancement Funds – are available to complete capital improvements and programs related to pedestrian, bicycle, and other alternative travel modes to the automobile. This program can also be used for historic preservation of transportation facilities.

State Grants

The State of Oregon provides grant funds to local jurisdictions to conduct transportation studies, improve bicycle and pedestrian facilities, and participate in state-sponsored transportation activities. Millersburg has not financed any capital projects through State of Oregon grant funds in recent years.

Transportation Growth Management (TGM) Grants - The State of Oregon also awards TGM grants on a competitive basis; the TGM program is jointly administered through the DLCD and ODOT. The City of Millersburg may use these funds to conduct planning and transportation studies related to managing growth and reducing reliance on the single-occupant vehicle (SOV). Historically, Millersburg has not funded any local planning studies through TGM grants.

Local Funding Sources

The City of Millersburg adopted its transportation SDC in 2005. The City collects these funds as new development occurs in the City. Charges (fees) are roughly based on trip generation rates by different types of land uses (such as single-family residential, commercial, industrial, etc.). These funds can only be used to fund transportation improvements that are caused through the impacts of new growth and cannot be used to fix existing capacity deficiencies or maintain existing facilities.

Project Priorities

This section provides a prioritized list of improvements that address transportation deficiencies while considering constraints of the existing system. It includes specific information on cost estimates, and groups the improvements into two categories: Financially Constrained and Aspirational. Improvements listed under financially constrained (see Table 4) reflect improvements that are reasonably likely to be funded through the 2040 planning horizon. The aspirational improvements (see Table 5) might also be constructed within the planning horizon; however, although they are desired by the community, these aspirational projects currently do not have an identified funding source.

The improvement list for the TSP was developed in steps:

- Review improvements in existing plans
- Identify additional improvements
- Evaluate proposed improvements:
 - Primary Evaluation: Evaluation criteria were applied to improvements across all modes based on consistency with Millersburg’s transportation goals. These criteria provided a means to evaluate very different improvements using the broad criteria for all improvement types.
 - Secondary Evaluation: Evaluation of improvements based on community needs and timeline



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Table 4. Summary of Financially Constrained Improvements

ID	Improvement	Description	Purpose	Planning-Level Cost Opinion (2016 Dollars) ¹
S6	Reconstruct Millersburg Dr	Reconstruct Millersburg Dr west of Woods Rd to city limits; upgrade to arterial cross-section (bike lanes, curb, gutter, sidewalk) with development	Regional multimodal connectivity and safety	\$1.14 mil ²
S7	Reconstruct Morningstar Rd	Reconstruct Morningstar Rd to arterial cross-section (bike lanes, curb, gutter, sidewalk)	Regional multimodal connectivity and safety	\$650,000
S8	Reconstruct Woods Rd	Two Phases: Reconstruct Woods Rd to arterial cross-section (bike lanes, curb, gutter, sidewalk) – <i>Would preclude need for Improvement B3</i> Phase I: North of Alexander Ln Phase II: South of Alexander Ln	Regional multimodal connectivity and safety	I: \$1 mil II: \$500,000
B4	Old Salem Rd Shoulder Lanes (interim project)	Construct continuous bicycle access on Old Salem Rd from north to south city limits by widening shoulder at locations where shoulder is less than 2 feet	Regional bicycle connectivity and safety	\$50,000
B5	Conser Rd Bicycle Lanes Multi-Use Path	Extend bicycle lanes on Conser Rd to west city limits (paint only) Proposed 12' off street path within a linear park separating Conser Road from Transition Parkway	Local bicycle and pedestrian access, active living, safety, and connectivity	\$885,000 \$10,000³
P1	Millersburg Park-City Hall Shared-Use Path	Construct shared-use path between Millersburg Park and City Hall, providing important inter-neighborhood connectivity	Multimodal safety and connectivity	\$100,000
P5	Conser Rd Sidewalks	Extend the north side sidewalk west to city limits; extend south side sidewalk west to city limits as development occurs	Pedestrian access, safety, and connectivity	\$250,000
P6	Old Salem Rd Sidewalks	Construct new sidewalks along west side of Old Salem Rd, north of Nygren Rd	Pedestrian access, safety, and connectivity	\$200,000
P7	Alexander Dr Pedestrian Crossing	Provide an RRFB and ADA ramp pedestrian crossing across Alexander Dr near city park	Pedestrian access, safety, and connectivity	\$40,000
S11	Transition Parkway	<u>New Arterial street connecting the Woods Road and Conser Road intersection to Old Salem, south of existing Conser Road</u>	<u>Regional multimodal connectivity and safety</u>	<u>\$6.0 mil³</u>
Total Improvement Costs				\$3,940,000⁴
Millersburg Forecasted Funds through Planning Horizon				\$4,470,000
Approximate Funds Available (Pavement Maintenance/Other)				\$530,000

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ID	Improvement	Description	Purpose	Planning-Level Cost Opinion (2016 Dollars) ¹
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Notes:

1. Does not include the cost of right-of-way.
2. This improvement is development-driven; cost is expected to be shared with developer.
3. This project was added in a 2023 TSP amendment, therefore the dollars shown for this project are 2023 dollars. This project is driven by development of industrial property south of Conser Road and has been planned since 2018. The project will be funded by a combination of development fees and state economic development grants.
4. This amount was not updated to reflect the additions made in 2023.

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Table 5. Summary of Aspirational Improvements

ID	Improvement	Description ¹	Purpose	Planning-Level Cost Opinion (2016 Dollars) ²
S1	Zuhlke Ln Extension	Two phases (to be determined by need): (1) extend Zuhlke Ln west to connect to Woods Rd and (2) extend Zuhlke Ln west to connect to Old Salem Rd	Multimodal connectivity, development, and access	I: \$1 mil II: \$400,000
S2	Millersburg gateway treatments	Provide gateway treatments at northern and southern end of Millersburg (Old Salem Rd)	Tourism and livability	\$15,000 each
S3	Reconstruct Old Salem Rd	Reconstruct Old Salem Rd to arterial cross-section (bike lanes, curb, gutter, sidewalk)	Regional multimodal connectivity and safety	\$1.8 mil
S4	New local streets	The TSP will map the general location of new street connectivity within future development areas— construction of new streets will occur with development	Local multimodal connectivity, development, and access	\$10,000
S5	Grade-separated railroad crossing on Conser Rd	Provide safe, multimodal access across Union Pacific Railroad	Multimodal safety and connectivity	\$4.9 mil ²
S9	Realign Conser Rd at Old Salem Rd	Realign the current offset intersection to a standard 4-leg intersection	Regional multimodal connectivity and safety	\$260,000
S10	Future I-5 Interchange Connection	Add a new connection from NE Old Salem Road (south of Conser Road) to a new, fully directional interchange at Millersburg that would replace existing Murder Creek and Viewcrest interchanges	Local multimodal connectivity, development, and access	\$3.3 mil
B1	Old Salem Rd Shared-Use Path	Construct a 10- to 12-foot-wide bicycle and pedestrian path parallel to Old Salem Rd from the north city limit to the south city limit and within existing right-of-way	Regional bicycle and pedestrian connectivity, safety, and active living	\$3.1 mil
B2	East-West Shared-Use Paths	Construct a local pathway system connecting neighborhoods to Millersburg Park and City Hall	Local bicycle and pedestrian access, active living, and connectivity	\$200,000- \$300,000
B3	Woods Rd Shared-Use Path	Construct a 10- to 12-foot-wide bicycle and pedestrian path parallel to Woods Rd and within existing right-of-way	Local bicycle and pedestrian access, active living, safety, and connectivity	\$440,000
P2	Millersburg Greenway	Construct a greenway trail within the Crooks Creek riparian corridor, linking Millersburg Park and north Millersburg neighborhoods	Multimodal safety, connectivity, and active living	\$530,000
P3	“Four Lakes” Trail	Complete a feasibility plan and construct “Four Lakes” Trail from Conser Rd along the Willamette River to Simpson Park and south to Bowman Park and Dave Clark Trail (in Albany); coordinate with Conser Rd/UP Railroad Crossing Improvement (Improvement S5)	Regional multimodal connectivity, tourism, and active living	\$625,000

MILLERSBURG TSP

ID	Improvement	Description ¹	Purpose	Planning-Level Cost Opinion (2016 Dollars) ²
Transportation Programs or Projects – Not Funded by City of Millersburg				
T1	Transit Stop	Identify general location of future transit stop(s) and amenities. <i>Note: The RTP and associated Transit Development Plan will identify projected transit service demand and potential coverage plans for the MPO area, including Millersburg. The extension of public transportation service from Albany to Millersburg could be provided by and in coordination with Millersburg’s regional planning partners.</i>	Increase travel options to Millersburg residents	
TSM1	Speed Warning System on Century Dr	Install a speed warning system on Century Dr	Vehicular safety	
TSM2	Install speed limit signs on Woods Rd and Conser Rd	Conduct a speed study to identify appropriate speed limit posting and properly sign the roadways	Multimodal safety	
TDM	Support Transportation Demand Management	Work with OCWCOG to identify TDM programs and potential funding sources (grants or TDM funds)	Increase travel options to Millersburg residents	
SRTS	Support Safe Routes to School	Work with OCWCOG and Albany School District to implement Safe Routes to School (SRTS) program	Increase travel options to Millersburg residents, safety, and regional connectivity	

Note:

1. The highway, bike lane, sidewalk, crosswalk, and transit amenity design elements described are identified for the purpose of creating a reasonable cost estimate for planning purposes. The actual design elements for any facility are subject to change, and will ultimately be determined through a preliminary and final design process. If the improvement impacts a state facility, it will be subject to ODOT approval.
2. Does not include the cost of right-of-way.



NOTICE OF PUBLIC REVIEW
April 4, 2023, 6:00 p.m.
And April 11, 2023, 6:30 p.m.
Hearing will be in person and
by phone/computer.

See Agenda on the City website for details.

The City of Millersburg will hold a **PLANNING COMMISSION** hearing on April 4, 2023 at the above time and place, and a **CITY COUNCIL** hearing on April 11, 2023 at the above time and place to consider the action described below. The action may be heard later than the time indicated, depending on the agenda schedule. Interested parties are invited to send written comment or attend the hearing. A staff report relating to the proposal will be available seven (7) days prior to the first public hearing. For further information, contact Millersburg City Hall at (458) 233-6306.

The location of the meeting is accessible to the disabled. If you need any special accommodations to attend or participate in the meeting, please notify City Hall twenty-four (24) hours before the meeting.

- APPLICANT:** City initiated
- LOCATION:** City wide
- CRITERIA:** Millersburg Development Code; Section 5.11.30. These criteria also require compliance with the applicable Statewide Planning Goals, OAR 660-012 the Transportation Planning Rule, OAR 734-051 Highway approaches, access control, spacing standards and medians, and consistency with the regional transportation system plan, the Oregon Transportation Plan (OTP) and Oregon Administrative Rules.
- FILE No.:** DC 23-01
- REQUEST:** The City is proposing a minor update the Transportation System Plan (TSP) to remove the proposed Greenway Recreational Trail, add a new street called NE Transition Parkway, and add a multi-use path to a new linear park along the south side of NE Conser Road. The TSP also acts as the Transportation Chapter of the City's Comprehensive Plan; therefore, this is considered a post-acknowledgment Comprehensive Plan Amendment. See this link for more detail and proposed edits to the TSP/ Comprehensive Plan chapter 9.700:
<https://www.cityofmillersburg.org/planning/page/land-use-matters-application>

Matt Straite

From: FELDMANN James <James.FELDMANN@odot.oregon.gov>
Sent: Thursday, March 23, 2023 4:28 PM
To: Matt Straite; Justin Peterson; Malone, Daineal; Ruetters, Matthew
Cc: Janelle Booth
Subject: RE: Review of minor update to Millersburg's TSP (DC 23-01)

Hi Matt, thanks for sharing the TSP update.

Here are comments from Region 2 Planning:

- Page ii and page 27. Tables 1 and 4 appear to be identical but footnotes differ. Check final to make sure consistent or clarify difference between the two tables.
- Page ii and page 27. The financially constrained (FC) amount increased by \$6.635M but the totals didn't change as noted. Not clear why this is addressed by a footnote rather than changing the totals.
- Page ii and page 27. The FC amount includes state economic development grants, which are assumed to be competitive grants. The TPR doesn't define which types of funding can be included, but that's uncommon to include such grants in the FC amount given their uncertainty and discretionary nature. Consider removing competitive grants or noting more about them in the funding section.
- Page ii and page 27. P1 and P5, both 'shared-use path' and 'multi-use path' terms are used. Consider using one term.
- Page ii and page 27. S11, suggested to clarify alignment with future Millersburg I-5 interchange, such as "The geometry of the new road where it intersects with Old Salem Road should align with west side access to a future Millersburg I-5 interchange."
- Page 16. Same as above regarding S11 language.
- Page 16. Future Connections, suggested additional language, such as "Past Goal Exceptions by Linn County and an I-5 Reconnaissance Study completed by ODOT in 2022 contemplate a new I-5 interchange serving Millersburg located almost entirely on the east side of the Interstate. The western landing of the future I-5 interchange over crossing would be located south of Conser Road, according to the study, and should align with the future Transition Parkway at the planned signalized intersection at Old Salem Road. An Interchange Area Management Plan process would further refine the future Millersburg I-5 interchange design, seek public input and work with affected property owners."
- Page 20. Same as above regarding P5 path.

Cheers,
James

James Feldmann AICP | Sr Transportation Planner
ODOT Region 2 Area 4 | Lincoln Benton Linn County
Corvallis Office | 541-257-7669

From: Matt Straite <mstraite@cityofmillersburg.org>
Sent: Thursday, March 2, 2023 4:31 PM
To: FELDMANN James <James.FELDMANN@odot.oregon.gov>; Justin Peterson <jpeterson@ocwcog.org>; Malone, Daineal <daineal.malone@co.linn.or.us>; Ruetters, Matthew <matthew.ruetters@cityofalbany.net>
Cc: Janelle Booth <jbooth@cityofmillersburg.org>
Subject: Review of minor update to Millersburg's TSP (DC 23-01)

On March 2, 2023 Matt Straite sent an email to agencies and departments that play a role in transportation services in the mid-Willamette region requesting their review of the proposed edits to the City's Transportation System Plan (TSP). These include ODOT, AAMPO, Albany, and the Linn County Road Department.

On March 23, 2023 Mr. James Feldmann with ODOT responded with comments on the changes. These are addressed below. Staff responses are shown in *italics*.

- Page ii and page 27. Tables 1 and 4 appear to be identical but footnotes differ. Check final to make sure consistent or clarify difference between the two tables.

The tables do contain similar information; however, one is intended to be a higher-level executive summary, the other is within the body text. As such, they are attempting to communicate slightly different information to slightly different audiences. Because the intent of this minor update is limited to just the changes in proposed projects, the addition of streets added to the system since 2016, and some minor text regarding roundabouts, the City will address this comment in the larger planned update anticipated to begin next year.

- Page ii and page 27. The financially constrained (FC) amount increased by \$6.635M but the totals didn't change as noted. Not clear why this is addressed by a footnote rather than changing the totals.

Great comment. ODOT did not have the staff report when they reviewed the proposed edits. The staff report fully explains why the totals were not updated. The issue was 2016 dollar values verses 2023 dollar values. Adding the cost of the Transition Parkway project to the totals would have blended the two different years dollar values and presented an inaccurate value. This will be addressed in the larger TSP update planned to start next year.

- Page ii and page 27. The FC amount includes state economic development grants, which are assumed to be competitive grants. The TPR doesn't define which types of funding can be included, but that's uncommon to include such grants in the FC amount given their uncertainty and discretionary nature. Consider removing competitive grants or noting more about them in the funding section.

Any funds not provided by grants would be provided by the other identified funds. The footnote was intended to provide the reader with a list of the possible funding sources, not a list of secured funds. This will be addressed in the larger TSP update planned to start next year.

- Page ii and page 27. P1 and P5, both 'shared-use path' and 'multi-use path' terms are used. Consider using one term.

Great comment. This will be addressed in the larger TSP update planned to start next year.

- Page ii and page 27. S11, suggested to clarify alignment with future Millersburg I-5 interchange, such as "The geometry of the new road where it intersects with Old Salem Road should align with west side access to a future Millersburg I-5 interchange."

Great comment. The proposed text was added on page 16.

- Page 16. Same as above regarding S11 language.

The proposed text was added.

- Page 16. Future Connections, suggested additional language, such as “Past Goal Exceptions by Linn County and an I-5 Reconnaissance Study completed by ODOT in 2022 contemplate a new I-5 interchange serving Millersburg located almost entirely on the east side of the Interstate. The western landing of the future I-5 interchange over crossing would be located south of Conser Road, according to the study, and should align with the future Transition Parkway at the planned signalized intersection at Old Salem Road. An Interchange Area Management Plan process would further refine the future Millersburg I-5 interchange design, seek public input and work with affected property owners.”

Great suggestion. Additional text was added to the Future Connections section.

- Page 20. Same as above regarding P5 path.

Great comment. This will be addressed in the larger TSP update planned to start next year.

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Good afternoon all. The City is proposing a minor update to our Transportation System Plan (TSP). The updates include:

1. remove the proposed Greenway recreational trail,
2. add a new street to the plan called NE Transition Parkway,
3. and add a multi-use trail to a new linear park along the south side of NE Conser Road.

The TSP also acts as the Transportation Chapter of the City's Comprehensive Plan; therefore, this is considered a post-acknowledgment Comprehensive Plan Amendment. We transmitted this through the DLCD PAPA system as well, and you all should get notice through them; but I wanted to send it to you personally as well. Please have any comments back to me before Monday April 3, 2023. And feel free to contact me with any questions.

Matt Straite

Community Development Director
City of Millersburg
458-233-6306



ORDINANCE NO 202-23

AN ORDINANCE AMENDING THE TRANSPORTATION SYSTEM PLAN AND THE COMPREHENSIVE PLAN TRANSPORTATION CHAPTER

WHEREAS, the City of Millersburg has jurisdiction to provide for the transportation needs and options for the City of Millersburg; and,

WHEREAS, the State of Oregon Planning Goal 12 requires cities to create a plan to accommodate transportation needs; and,

WHEREAS, the City of Millersburg, in an effort to provide for transportation needs for the citizens of Millersburg, has a Transportation System Plan that also acts as the Transportation Chapter in its adopted Comprehensive Plan; and,

WHEREAS, the Transportation Chapter of the Comprehensive Plan has been in effect since 1983 and was slightly revised in 2001; and,

WHEREAS, the City's Transportation System Plan (TSP) was completed in 2016 and replaced the Transportation Chapter that existed at that time; and,

WHEREAS, in 2023 some minor updates were required to the Transportation Chapter to address a buffer between different land uses, safety, and to reflect City Council priorities; and,

WHEREAS, a Comprehensive Plan Amendment was processed as case number DC 23-01 after following all required land use processes, including all notifications required by the City of Millersburg Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received notice on February 24, 2023, more than 35 days in advance of the first hearing; and,

WHEREAS, the Millersburg Planning Commission acknowledged that all required criteria were met and findings included in the staff report, and recommended to the Millersburg City Council on April 4, 2023, that the City Council approve the Transportation System Plan and Comprehensive Plan Amendments.

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

1. The Transportation System Plan is hereby amended by the City Council consistent with the amended version provided to the City Council on April 11, 2023, and made a part of the record.

2. The Comprehensive Plan is hereby amended by the City Council consistent with the amended version of the Transportation Chapter provided to the City Council on April 11, 2023, and made a part of the record.
3. A copy of this Ordinance shall be filed in the office of the City Recorder of the City of Millersburg, and these changes shall be made in the Millersburg Comprehensive Plan.

FURTHERMORE, this ordinance shall become effective 30 days after the adoption.

PASSED by the Council this 11th day of April, 2023.

Scott Cowen
Mayor

ATTEST:

Sheena Dickerman
City Recorder



TO: Millersburg City Council
FROM: Matt Straite, Community Development Director
DATE: April 5, 2023, for the April 11, 2023, City Council Meeting
SUBJECT: Award of contract to AKS Engineering and Forestry for the conceptual design, outreach and entitlement project for the new North Millersburg Park

Action Requested:

Award of contract to AKS for conceptual design, outreach and entitlement of the new North Millersburg Park on Millersburg Drive.

Discussion:

The City of Millersburg has received a grant from Oregon Parks Department (OPD) for \$32,000 for the conceptual design, public outreach, and entitlement for the new North Millersburg Park. The City subsequently released a Request For Proposal (attached) for the project. Two proposals were submitted, one from AKS Engineering and Forestry and one from Otak CPM. A review team comprised of City staff and the Chair of the Parks Commission reviewed the proposals (both attached) and recommend awarding the project to AKS.

AKS addressed all the RFP requirements, agreed to the stipulated fix-funds amount for the work, are local, and thoroughly met all the review criteria outlined in the RFP.

Budget Impact:

The grant requires a local funding match of \$8,000. The grant allows for the funding match to be in-kind staff time. Staff expects that the match will be fully provided by in-kind staff time. This is a reimbursement grant, so initial payments would come from the general fund until reimbursed by OPD.

Recommendation:

Staff recommends Council award AKS Engineering and Forestry the project for conceptual design, outreach, and entitlement of the North Millersburg Park.

Attachment(s):

- Otak CPM Proposal dated March 20, 2023
- AKS Engineering Proposal dated March 20, 2023
- City RFP

March 20, 2023

Matt Straite
City of Millersburg
4222 NE Old Salem Road,
Albany, OR 9321

RE: RFP for Conceptual Design, Public Outreach, and Entitlements for a new park in North Millersburg

Dear Mr. Straite and members of the Selection Committee,

It is wonderful to hear about the City of Millersburg's Grant from the Oregon State Parks Department and your plans for another park.

From reviewing your RFP, it appears the ultimate priority for this project is to arrive at a solid concept design that reflects the goals and needs of your growing community, meets land use requirements, and honors the State requirements, including SCORP. In consideration of this objective and the 4.4 acre size of your proposed park, we would like to suggest an alternate approach that would prioritize the investment in the design outcome by strategically leveraging community input, rather than an extensive pre-design public outreach process that is eventually consolidated into the park's concept design. If the City of Millersburg would be interested in our services to facilitate this alternate process, we would be happy to discuss.

Our suggested (alternative) Approach:

- Select a Landscape Architecture firm, from an select list of local landscape architects with experience designing community parks, to provide:
 - 2-3 *preliminary* concept designs, based on the City of Millersburg's goals; the goals and policies outlined in your 2020 Parks System Master Plan, state design requirements and priorities, *and* the selected design firm's expertise and lessons learned in designing community parks.
 - Possible design charette with the City Parks Commission to support the development of these preliminary concept designs. The pros/cons of this option could be weighed with the City.
 - Participation at a public meeting to share the preliminary concept designs with the Millersburg community.
 - Meet with the City to prioritize community feedback for incorporation into the Concept Design.
 - Refinement of the community's most preferred preliminary concept design to include prioritized community feedback into the Concept Design that will be used as a basis for land use entitlements, design development, construction documents, and ultimately the construction of a new park for Millersburg.
- Conduct a kickoff meeting with selected Landscape Architect and the City to review/confirm goals for this park and site, review state requirements (including SCORP), the project

development budget, and to establish a project schedule, including the preliminary concept design review meeting with the public.

- Landscape Architect will perform their due diligence around site conditions and land use requirements and create 2-3 preliminary design concepts.
- Conduct a public meeting with the City Parks Commission to present these preliminary concept designs and to gather community feedback and, if appropriate, preferences.
- Summarize community feedback and review/prioritize with the City Parks Commission.
- The Landscape architect will refine the most liked scheme to include priorities from City and community feedback meeting.
- Share this final concept design with the community and proceed with land use entitlements.

A potential alternate version of this approach would be to utilize a local collegiate design program (Portland State University's School of Architecture or University of Oregon's School of Architecture & Environment) to provide the concept design work. This approach would likely require more meetings to guide the students and outcomes to best serve the City of Millersburg and to provide timely and quality feedback to the design students. This could be a potential win-win for all involved.

We believe that both options would allow the City of Millersburg to readily achieve your objectives within your budget for this scope of work.

If the City of Millersburg would be interested in a facilitator/owner's representative/project manager for this scope of work, we would recommend Cathy Kraus for this role. Cathy is a licensed architect and is very experienced with facilitating both community engagement and the project design & development process. Cathy thrives on advocating for her clients and their projects and is especially passionate about projects that serve the greater good. I have attached her resume for your review and consideration.

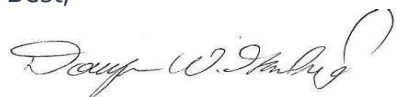
Here is our rate table:

Rate Table:		
Doug Garland	\$	190
Cathy Kraus	\$	165
Project Coordinator/Support	\$	100

If you would like to discuss these suggestions and/or our potential involvement, please contact myself (listed below) or Cathy Kraus at cathy.kraus@otak.com or Teams: 360.906.9436 or Cell: 503.913.3777.

Thank you for thinking of us for your project!

Best,



Doug Garland, Project Practice Area Manager

doug.garland@otak.com

Teams: 971.323-0859 | Cell: 503.508.3792

Cathy Kraus

Senior Project Manager

STRENGTHS: Connectedness | Empathy | Maximizer | Strategic | Input



Cathy Kraus has over 30 years of experience as a licensed architect and owner representative contributing to and leading an extensive array of projects. Her thorough understanding of the planning, design, and construction process; collaborative leadership style; and stakeholder engagement skills make her an ideal choice for Millersburg’s new park project. Cathy has an extensive background in both new build and adaptive reuse and renovation of existing facilities. Cathy is adept at working with multiple stakeholders to reconcile competing goals and priorities, creating consensus, and delivering projects that all groups consider a success. Her values-based project leadership infused with thoughtful communication, high integrity and transparency, and commitment to high-functioning teams give her the means to manage projects efficiently and diplomatically.

EXPERIENCE

30 Years

EDUCATION

BS/BA, Architectural Studies, Cum Laude, (Washington State University)

REGISTRATIONS & CERTIFICATIONS

Registered Architect, WA, #5771, 1991

AFFILIATIONS

School District Art Literacy Program, past educator
Forest Hills Elementary, past School Advisory Committee Member
School, past Assistant Track & Field Coach
Oregon Food Bank volunteer
SOLV Oregon volunteer

AWARDS & HONORS

Progress Achiever award, NBBJ
2021 DJC Women of Vision

Selected Project Experience

La Plaza Esperanza Facility; Gresham, OR

Senior Project Manager—DAY CPM is providing owner’s representation services to the LatinoNetwork’s culturally-specific parent-child development program. Cathy will be leading the development of the client’s new, 18,000 SF, community, and preschool facility from concept designer through occupancy. Construction is targeted to begin June 2022 with preschool opening in September 2023.

Vancouver Clinic Expansion Project; Clark County, WA

Project Manager—DAY CPM is provided full-service owner representation services for three new medical office buildings including executive sponsor engagement, budget management, strategic planning, scheduling overview, A/E coordination, contract management, stakeholder collaboration, and project management through closeout. Cathy coordinated, reviewed, and advocated for all aspects of these projects from full size cardboard mock-ups (to assess workflows in improved patient delivery models) through design, construction, furniture/fixture/ equipment (FF&E) coordination and move-in, to allow Vancouver Clinic stakeholders to focus on their current workloads most efficiently. Under Cathy’s leadership both projects finished approximately a month early and significantly under total project budget.

Deschutes County North County Campus; Redmond, OR

Owner Representative—This current project consists of a full remodel/repurpose (including selective demolition and systems replacements) of two existing buildings and related site work. This will provide a new North County campus hub for Deschutes County’s including Behavioral Health, Public Health, a new backup emergency dispatch center, and shared County services. Cathy’s responsibilities included procurement of A&E and CM/GC services, overseeing project development, and coordinating review/input from an extensive group of Deschutes County stakeholders including Facilities. Challenges include strategically navigating current regional and Central Oregon construction market conditions (which include procurement, supply chain issues and labor shortages) to manage project budget and schedule, as well as upgrading Deschutes County’s A&E and CM/GC procurement packages and approach to be their “best procurement process to date.”

Additional Experience

- Tigard-Tualatin School District (TTSD) 23J Bond Program; Tigard, OR
- Secure Residential Adolescent Treatment Center, Trillium Family Services; Corvallis, OR*
- Visio World Headquarters; Seattle, WA*
- Seattle Preparatory School Renovation; Seattle, WA*
- Rosalie Whytel Museum of Doll Art; Bellevue, WA*

*Experience Prior to Otak CPM

Presentations/Publications

Article: “The Rewards of Psychological Safety in Design and Construction,” AIA Academy of Architecture for Health, No. 23 (published March 2022)

Presentations: “The Rewards of Psychological Safety in Design and Construction”:

- Seattle AIA Architecture for Health Spring Conference (April 2021)
- Oregon Society of Healthcare Engineering (OSHE) (May 2022)
- Panel Presentation: “Navigating Construction during COVID-19: A Case Study in How Team Culture Influenced Project Outcomes” (January 2021), Idaho Society of Healthcare Engineering (ISHE)



CITY OF MILLERSBURG

***Request for Letter Proposals -
North Millersburg Park***

**Matt Straite, Community Development Director
4222 NE Old Salem Road
Millersburg, OR 97321
458-233-6306**

Completed March 20, 2023



***AKS Engineering
& Forestry, LLC***

Julie Wirth-McGee, PWS
3700 River Road N, Suite 1
Keizer, OR 97303
(503) 400-6028 ext. 417
wirthmcgee@aks-eng.com

March 20, 2023



Matt Straite, Community Development Director
City of Millersburg
4222 NE Old Salem Road
Millersburg, OR 97321

RE: RESPONSE TO REQUEST FOR LETTER PROPOSALS— NORTH MILLERSBURG PARK

Dear Matt,

AKS Engineering & Forestry, LLC (AKS) is pleased to present our letter proposal for the City of Millersburg North Millersburg Park project. AKS has over 26 years of experience successfully partnering with municipalities throughout Oregon to provide conceptual design, public outreach, and entitlements services for parks, trails, and recreational facilities. AKS offers a diverse range of land development and entitlement services in-house that sets us apart from other qualified firms, and makes us the perfect partner for this project. AKS is willing to contract with the City of Millersburg (City) for this project and asserts we will be able execute the City's contract within the not-to-exceed amount of \$32,000. As a principal of AKS, Zach is authorized to negotiate and sign any contract that may result from this letter proposal.

AKS has partnered with over 100 clients on over 180 parks, trails, and recreational facilities throughout the Pacific Northwest, including 23 park, trail, and recreational facility projects out of our local Keizer office, which opened in 2010. Our team has delivered similar projects for several municipalities including Hillsboro, Cornelius, Happy Valley, Hubbard, Keizer, Marion County, Salem, Stayton, and Wilsonville. Our experience includes conceptual design, land use planning and permitting, landscape design, public outreach and education, natural resource assessments and permitting, civil engineering, forestry/forest engineering, and arboriculture. AKS has helped facilitate public meetings to support new parks, trails, and recreational facilities, in addition to working with adjacent property owners to ensure everyone understands the project's intent and to obtain stakeholder buy-in. There are three projects that we would like to highlight for you in this letter proposal. Graphics depicting the conceptual designs for each project have been provided as an attachment to our proposal.

- » **Claggett Creek Park** – AKS is currently partnering with the City of Keizer to design and permit this passive park that is bordered by residential development to the north. The park will include wetland restoration to enhance floodplain connectivity along with a new boardwalk and interpretive signage.
- » **Mariposa Neighborhood Park** – AKS collaborated with a nonprofit accessibility group to design this active park in the City of Cornelius with accessible surfacing and integrated play equipment.
- » **Mill Creek Park** – AKS designed this hybrid neighborhood park in the City of Stayton that preserved existing natural areas and provided educational opportunities, and included a dual-purpose stormwater facility that can be used during the summer months as a sports field.

AKS has direct experience working with the City on several current projects, including the Transition Parkway and Linear Park Project where AKS is assisting the City with the attainment of state and federal permits to impact wetlands during construction of this much needed east-west transportation corridor and linear park near City Hall. AKS is also gearing up to assist the City with wetland delineation fieldwork and reporting on the Woods Road NE pathway project that will provide area residents with a safe multimodal transportation corridor on the west side of the City between the proposed North Millersburg Park and the new linear park along Transition Parkway. We have also been assisting the City with the sale of one of their industrial properties south of Conser Road to bring needed employment opportunities to the area.

I will serve as your Project Manager and primary point of contact for AKS. I can be reached by phone at 503.400.6028 or by email at wirthmcgee@aks-eng.com. **Because I live in the City of Millersburg, I offer significant local expertise and the ability to meet with you on short notice.** AKS is excited to continue our relationship with the City and help achieve your community goals.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC

Julie Wirth-McGee, PWS | Project Manager
3700 River Road N, Suite 11 | Keizer, OR 97303
P: (503) 400-6028 ext. 417
wirthmcgee@aks-eng.com

Zach Pelz, AICP | Principal
3700 River Road N, Suite 11 | Keizer, OR 97303
P: (503) 400-6028 ext. 410
pelzz@aks-eng.com

PROJECT APPROACH

AKS understands that the execution of this new park will take place over two distinct phases. The first phase, which is the subject of this solicitation, seeks to develop a conceptual design for a new park in North Millersburg that reflects the community’s needs, values, and vision for the area, and to gain the necessary entitlements from the City to construct the park at an unspecified future date. The second phase in executing the project will likely involve the preparation of final design plans for the park, identification of sources of funding and value engineering, soliciting bids from competent contractors to construct the park and its related components, and monitoring construction through completion to ensure that the project is built to plan.

As outlined in the City’s Request for Letters, the first phase of the project includes the following subtasks:

- » **Conduct public outreach for a new park.** AKS will work alongside the City’s Project Manager and select members of the City’s Parks Commission to identify a detailed public outreach plan that will solicit meaningful community input within the limited project budget. As the first step in the public outreach effort, AKS recommends a site level assessment to confirm the boundaries of the 2019 wetland delineation are still accurate, and to assess existing conditions, and property and regulatory characteristics pertinent to the site. This baseline of existing conditions will be essential to the public outreach effort so that the City can accurately convey to stakeholders what areas of the site are eligible for future parks use, how such areas may be used, and what are the associated land use and related requirements associated with various types of park uses on the property (e.g. active recreational facilities, including athletic fields have a higher parking requirement than more passive uses, etc.). **Build upon public outreach.** This phase of the project will build upon public outreach that the City has already completed as a component of the 2020 Parks System Master Plan. AKS anticipates that outreach/input gathering will occur via a community survey and mailer, a community open house, and a public hearing before the City’s Planning Commission. AKS will work alongside the City’s Project Manager and Parks Commission members to develop a survey questionnaire and distribution schedule, and community open house materials and feedback opportunities that solicit meaningful feedback about the project. AKS will prepare an inventory of feedback received from the survey and community open house, highlighting key themes and concepts, and will meet with the City’s Project Manager and members of the Parks Commission to gain consensus on key themes and priorities.
- » **Create a conceptual park design.** Using the existing conditions plan from step 1 as a base map, AKS will prepare a conceptual park design that incorporates key themes and priorities as expressed during the public outreach phase. The conceptual design will be founded on a scoring matrix that will incorporate public input as it relates to the demographic and societal changes facing outdoor recreation providers and the close-to-home recreation priorities identified in the Oregon Statewide Comprehensive Outdoor Recreation Plan. AKS will meet with the City’s Project Manager and members of the Parks Commission to present the draft plan and solicit their feedback. AKS will prepare a final conceptual park design based on feedback from the City’s Project Manager and Parks Commission members.
- » **Assist the City’s Project Manager in obtaining necessary land use entitlements.** AKS will support the City’s Project Manager in the preparation of plans and/or exhibits to demonstrate compliance with applicable site development requirements (e.g. site landscaping, natural resource protection/preservation, vehicle and bicycle parking, vehicle and pedestrian circulation, lighting, building setbacks, etc.) and related approval criteria.

AKS stands apart from other parks planning and design firms because of the extensive suite of services offered in-house. AKS provides surveying, land use planning, civil engineering, natural resources, landscape architecture, and construction management services, among others. This broad range of services under one roof greatly enhances communication across the project team and allows us to better manage project schedules from concept through construction, all of which results in improved project efficiency. Additionally, our survey and construction management expertise can help the City better estimate construction costs for the second phase of the project so that the City can select a concept that is financially feasible and that has the best possible likelihood of implementation.

Julie will be working closely with Kirsti Hauswald, RLA, for the concept design and community outreach portion of this project. Below is a brief overview of Kirsti’s background and relevant project experience.

<p>Kirsti Hauswald, RLA, LEED AP® <i>Landscape Architect</i></p>	<ul style="list-style-type: none"> » Registered Landscape Architect (RLA) and LEED AP® with over 16 years of experience » Performs site assessments and final walk-through site visits to confirm landscape installation and permitting compliance » Background includes public presentations; site analyses; landscape designs; planting and irrigation plans; 3-D renderings; construction documentation; material specifications; cost estimates; bidding and construction administration for public projects, including parks and trails, playgrounds and other recreational facilities; and stormwater low impact development approach (LIDA) projects » Experience includes master planning, educational facilities, support for artificial turf athletic field conversions, frontage and pedestrian improvements, public and utility infrastructure, sustainable landscape designs, stormwater management designs, and natural resource mitigation enhancement plans 	<ul style="list-style-type: none"> » City of Stayton Mill Creek Park Master Plan » 2 City of Vancouver Master Plan & Inclusive Park Improvements » City of Happy Valley Pleasant Valley Villages Neighborhood Park » 7 City of Hillsboro Projects » Wheeler County Parks Master Plan » Port of Kalama Infrastructure & Recreational Projects » 8 Projects for the Tualatin Hills Park and Recreation District (THPRD)
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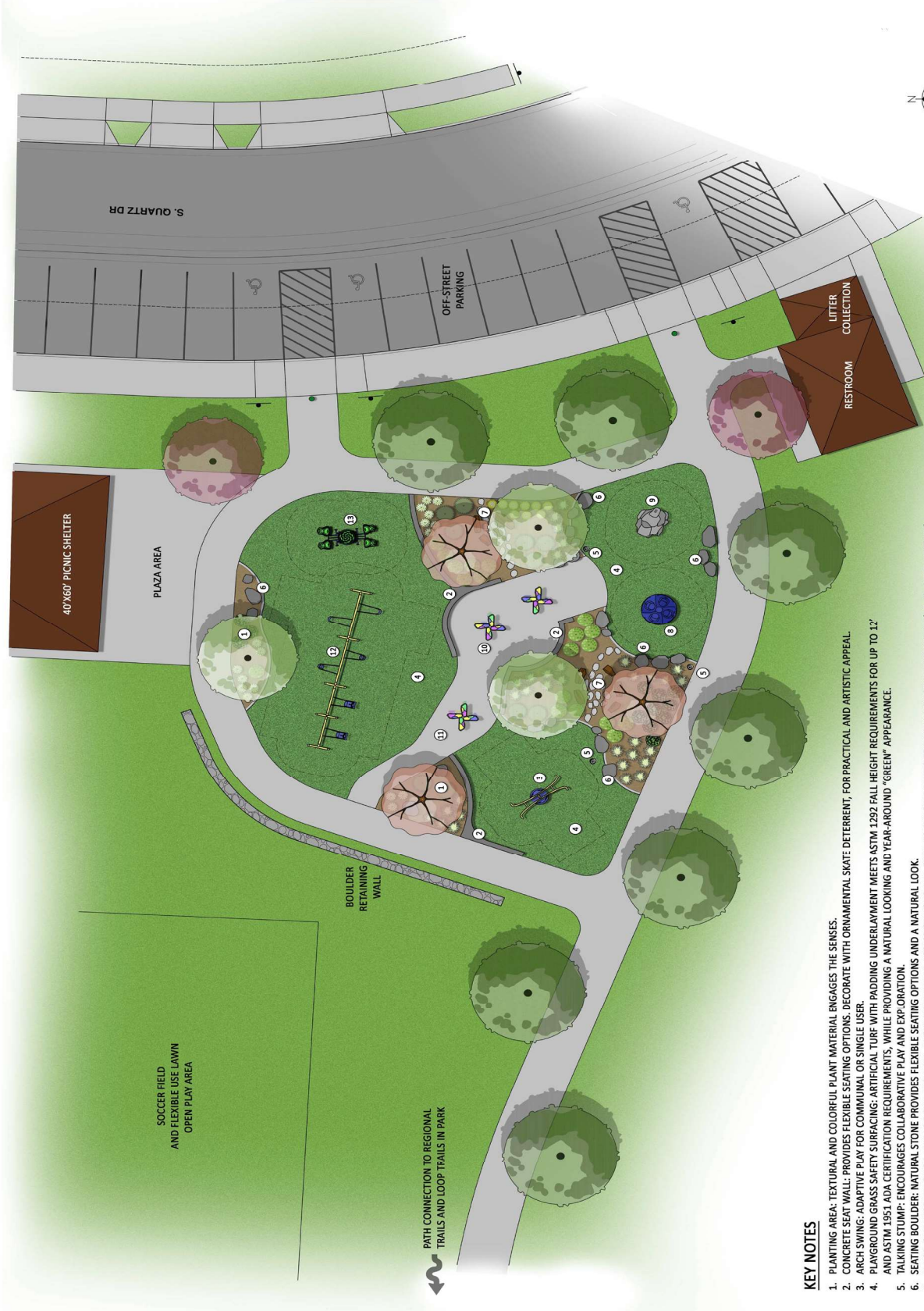


DATE: 07/26/2022

CONCEPTUAL PARK TRAIL LAYOUT	
EXHIBIT	
A	
CLAGGETT CREEK PARK WETLANDS	
DRWN: BTW	AKS ENGINEERING & FORESTRY, LLC
CHKD: RCW	3700 RIVER RD N, STE 1
AKS JOB:	KEIZER, OR 97303
4353-34	503.400.6028 WWW.AKS-ENG.COM



* SHOWN AS 10-FT PATH WITH WITH 2-FT GRAVEL SHOULDERS



**MARIPOSA COMMUNITY PARK
CORNELIUS, OREGON**

KEY NOTES

1. PLANTING AREA: TEXTURAL AND COLORFUL PLANT MATERIAL ENGAGES THE SENSES.
2. CONCRETE SEAT WALL: PROVIDES FLEXIBLE SEATING OPTIONS. DECORATE WITH ORNAMENTAL SKATE DETERRENT, FOR PRACTICAL AND ARTISTIC APPEAL.
3. ARCH SWING: ADAPTIVE PLAY FOR COMMUNAL OR SINGLE USER.
4. PLAYGROUND GRASS SAFETY SURFACING: ARTIFICIAL TURF WITH PADDING UNDERLAYMENT MEETS ASTM 1292 FALL HEIGHT REQUIREMENTS FOR UP TO 12' AND ASTM 1951 ADA CERTIFICATION REQUIREMENTS, WHILE PROVIDING A NATURAL LOOKING AND "YEAR-AROUND "GREEN" APPEARANCE.
5. TALKING STUMP: ENCOURAGES COLLABORATIVE PLAY AND EXPLORATION.
6. SEATING BOULDER: NATURAL STONE PROVIDES FLEXIBLE SEATING OPTIONS AND A NATURAL LOOK.
7. FLAGSTONE PASS THROUGH AND LOG SEATING AREA: PROVIDES FLEXIBLE ACCESS OPTIONS AND CREATES OPPORTUNITIES FOR INTERACTION WITH NATURE (I.E. PLANT MATERIAL), EXPLORATION, AND SOLITUDE.
8. MERRY-GO-ALL: INCLUSIVE GROUP PLAY FOR UP TO 12-USERS (4-SEATED; 8-STANDING); SPINNING SENSATION.
9. CLIMBING BOULDER: NATURAL APPEARANCE WITH ANTI-GRAFFITI COATING; CLIMBING ACTIVITY.
10. SHADOW PLAY FLOWERS: SPINNING ACTIVITY WITH LIGHT/SHADOW PLAY; VISUALLY APPEALING STATEMENT PIECE AND INCLUSIVE OF ALL ABILITIES.
11. CONCRETE ACCESS PATH.
12. SWING SET: 2-BELT SEATS; 2-TODDLER SEATS; 2-ADAPTIVE SEATS.
13. ROLL-ALL SEE-SAW: ADAPTIVE SEATS WITH BOUNCING AND SPINNING MOTION.



DATE 02/20/2019

AKS JOB #225

AKS
 AKS ENGINEERING & FORESTRY, LLC
 1700 SW 15th Street, Ste. 100
 Portland, OR 97205
 P: 503.255.8151
 F: 503.553.6152
 aks-engineering.com

ENGINEERING - SURVEYING - NATURAL RESOURCES
 FORESTRY - PLANNING - LANDSCAPE ARCHITECTURE

MILL CREEK PARK MASTER PLAN

MILL CREEK NEIGHBORHOOD PARK
 STATYON, OREGON

EXHIBIT 1 - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Qualifications, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Respondent is not in any way involved in collusion and has no known apparent conflict of interest in submitting a Response.

Certifications

Non-Collusion The undersigned Respondent hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, potential Respondent, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Respondents or potential Respondents, or to secure through any unlawful act an advantage over other Respondents or the City. The fees, prices, and Response submitted herein have been arrived at in an entirely independent and lawful manner by the Respondent without consultation with other Respondents or potential Respondents or foreknowledge of the prices or Responses to be submitted in response to this solicitation by other Respondents or potential Respondents on the part of the Respondent, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

Discrimination The undersigned Respondent has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

Conflict of Interest The undersigned Respondent and each person signing on behalf of the Respondent certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Response, or in the services to which this Response relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Response to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Qualifications, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Respondent's response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Respondent's submittals.

Respondent must disclose any apparent or perceived conflict of interest, including but not limited to, current or past relationships with Proposers, contractors, subcontractors, or engineers associated with this Project. Furthermore, Respondent must disclose any current or past relationship as a City of Millersburg employee. If a perceived conflict may exist, then attach a letter of explanation disclosing the potential conflict or relationship.

Disadvantaged, Minority, Emerging Small Business (DMESB) (check box that applies): Yes No


Reciprocal Preference Law – Residency (check applicable box): Resident Proposer
 Non-Resident Proposer

Signature Block

The Respondent hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Blair Carlson - Managing Member	503.563.6151 Ext. 202
Respondent's Name	Telephone Number
12965 SW Herman Road, Suite 100	93-1222759
Tualatin, OR 97062	Tax Id Number/Social Security Number
Mailing Address, City, State, Zip	carlsonb@aks-eng.com
(503) 563-6152	

Facsimile Number



Signature

Email Address



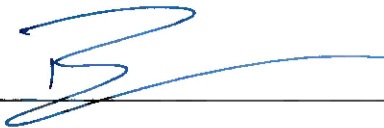
Date

EXHIBIT 2 - CERTIFICATION STATEMENT FOR CORPORATION OR INDEPENDENT CONTRACTOR

A. Contractor is a Corporation, Limited Liability Company, or a Partnership

I certify under penalty of perjury that Contractor is a (check one):

- Corporation Limited Liability Company Partnership Nonprofit Corporation authorized to do business in the State of Oregon

Signature: 

Title: MANAGING MEMBER Date: 3/17/23

B. Contractor is a Sole Proprietor Working as an Independent Contractor

Contractor certifies under penalty of perjury, that the following statements are true:

1. If Contractor is providing services under this Contract for which registration is required under ORS Chapter 71 (Architects and Landscape Contractors) or 701 (Construction Contractors), Contractor has registered as required by law.
2. Contractor is free to determine and exercise control over the means and manner of providing the service subject to the right of the City to specify the desired results.
3. Contractor is responsible for obtaining all licenses or certifications necessary to provide the services.
4. Contractor is customarily engaged in providing services as an independent business. Contractor is customarily engaged as an independent contractor if at least three of the following statements are true.

Note: Check all that apply. You must check at least three to establish that you are an independent contractor.

- A. Contractor's services are primarily carried out at a location that is separate from Contractor's residence or primarily carried out in a specific portion of the residence which is set aside as the location of the business.
- B. Contractor bears the risk of loss related to the services provided under this Contract.
- C. Contractor provides services to two or more persons within a 12-month period or Contractor routinely engages in business advertising solicitation or other marketing efforts reasonably calculated to obtain new contracts for similar services.
- D. Contractor makes a significant financial investment in the business.
- E. Contractor has the authority to hire additional persons to provide the services and has authority to fire such persons.

Signature: 

EXHIBIT 3 - REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Failure of the Respondent to complete and sign this form may result in the rejection of the submitted offer. The Respondent will notify the City of Millersburg within 30 days of any change in the information provided on this form.

The Respondent certifies to the best of its knowledge and belief that neither it nor any of its principals:


1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or Responses by and federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

If Respondent is unable to attest to any of the statements in this certification, Respondent shall attach an explanation to their offer. The inability to certify to all of the statements may not necessarily preclude the Respondent from award of a contract under this procurement.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:

(Notarization is not required.)

Signature:  Date: 3/17/23

Print Name and Title: BLAIR CARLSON - MANAGING MEMBER

Contact Person for this Procurement: Zach Pelz, AICP | Principal

Phone: (503) 400-6028 ext. 410 Email: pelzz@aks-eng.com

EXHIBIT 4 – CERTIFICATION OF INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense for insurance noted below.

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027. **Employer's Liability Insurance with coverage limits of not less than \$500,000 must be included.** THIS COVERAGE IS REQUIRED. If Contractor does not have coverage, and claims to be exempt, Contractor must indicate exemption within their Bid/Response submittal letter with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

Professional Liability insurance covering any damages caused by error, omission or any negligent acts of the Contractor, its subcontractors, agents, officers, or employees performance under this Contract. **Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$3,000,000.**

If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.

Required By City Not Required By City (Needs Finance Insurance Review and Approval).

Commercial General Liability insurance with coverage satisfactory to the City on an occurrence basis. **Combined single limit shall not be less than \$2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than \$3,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits).

If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.

If this box is checked, the limits shall be \$5,000,000 per occurrence and \$5,000,000 in annual aggregate.

Required By City Not Required By City (Needs Finance Insurance Review and Approval.)

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per occurrence shall not be less than \$2,000,000.**

If this box is checked, the limits shall be \$1,000,000 per occurrence.

If this box is checked, the limits shall be \$5,000,000 per occurrence.


Required By City Not Required By City (Needs Finance Insurance Review and Approval.)

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Contractor's coverage will be primary in the event of loss.

Contractor shall furnish a current Certificate of Insurance to the City. Contractor shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Contractor shall immediately notify the City of any change in insurance coverage. The certificate shall also state the deductible or retention level. The City must be listed as an Additional Insured by Endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage. The Certificate shall state the following in the description

of operations: "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions." A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the City.

Certificate holder should be: City of Millersburg, 4222 NE Old Salem Road, Albany, OR 97321. Certificates of Insurance can be faxed to the City of Millersburg, attention Sheena Dickerman, sdickerman@cityofmillersburg.org

Contractor's Acceptance:  _____ Completed at City by: _____



REQUEST FOR LETTER PROPOSALS

CONCEPTUAL DESIGN, PUBLIC OUTREACH, AND ENTITLEMENT OF A NEW PARK IN MILLERSBURG

ADVERTISEMENT:
FEBRUARY, 2023

RFQ CLOSING DATE: MARCH 20, 2023

City Manager, Kevin L. Kreitman, EFO

**For more information regarding this Request for Proposals,
contact Matt Straite at (458) 233-6306.**

North Millersburg Park Conceptual Design, Public Outreach, and Entitlement

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City of Millersburg Request for Letter Proposal- North Millersburg Park

Proposals Due by 4:00 p.m., Monday, March 20, 2023

PROPOSERS SUBMITTAL CHECKLIST

Proposals must be submitted by the time designated in the Request for Letter Proposal at Millersburg City Hall and marked received with time and date by City staff. Any RFPs submitted after the designated closing time or delivered to any other location will be determined nonresponsive and will not be opened. It is the responsibility of the Consultant to deliver the RFP by the indicated deadline to the designated location.

If the Consultant submits an RFP via a delivery service (Fedex, UPS, etc.), the required sealed envelope must be enclosed in the delivery service packaging, and the outside of the delivery service envelope must be clearly marked that a sealed Statement of Qualifications is enclosed.

Email submissions are acceptable but must be submitted by the deadline. These can be sent to mstraite@cityofmillersburg.org

Proposers need only submit 1 copy of their proposal. All proposals are intended to be short and simple letter proposals. As such, all proposals should be no more than 2 pages of text. Graphics such as samples of client work can be added in addition to the 2 pages of text. Resumes are not required.

All proposals should include the following information:

- Introductory Letter and Project approach
 - Statement of willingness to contract with the City
 - Name of person(s) authorized to negotiate and to sign legal contracts
 - Contact information: email address, telephone
 - Signature of legally authorized person
 - A statement explaining that the contract can be executed within the not-to-exceed amount of \$32,000

- Certification of Insurance Requirement (not included in the 2 page limit)

SECTION 1 – INTRODUCTION AND SCOPE OF WORK

The Proposer must adhere to these requirements and conditions for any resulting Contract, any subcontracts, and any related contracts resulting from the award.

1.1 BACKGROUND AND PROJECT INFORMATION

The City of Millersburg (City), Oregon, has received a grant from the Oregon State Parks Department. The grant is intended to do three tasks. Subtasks will be established with help of the selected consultant. The primary tasks include:

1. Perform public outreach for a new park (details below)
2. Create a conceptual park design, and
3. Help complete the land use entitlements process here at the City.

Actual construction level documents would be pursued under a different grant. It is not clear yet what kind of park will be planned, because the public outreach will help illuminate if this will be a more passive park, an active park, or a hybrid of the two. A parks master plan was completed in April of 2020 that included some information about the park, including previous outreach regarding this park site (link below).

The need for the new park was identified in our 2020 Parks System Master Plan. The study used a parkland gap analysis that reviewed parkland walksheds, or a 10-minute walking analysis and potential residential growth areas to identify areas where new parks were needed. One of two identified gaps existed in north Millersburg, near Millersburg Drive NE and Parker Lane NE. The City has previously acquired property in this area, the very property proposed for a new park now. The plan and its survey contents can be found here:

https://www.cityofmillersburg.org/sites/default/files/fileattachments/parks_and_recreation/page/117/mburg_psmf_vf-042820lowres_0.pdf

While the subtasks will be further refined with the consultant, they are anticipated to include a kick off meeting with the City to identify the City goals and aims for the park space; a review of State requirements including those outlined in the Statewide Comprehensive Outdoor Recreation Plan (SCORP), a public outreach effort that will likely include surveys, open houses, and meetings with the newly formed City Parks Commission; a conceptual design for the park space reflecting the City, State, and public identified needs; and full land use approval of the design. The City and the consultant will work together on the outreach; the consultant will provide the conceptual design, and City staff will largely be responsible for the land use approval. The project will be managed by City staff, specifically the Community Development Director, Matt Straite, in close coordination with the Parks Commission. Land use approval will be by the Planning Commission.

The City does anticipate that the park will feature an educational component because it is located near an active waterway. Enhancement of the natural area is one of the goals listed in the Park Master Plan and the City plans to weave that into the conversation

while the public is providing input. The ultimate design will need to implement the public's desires, but it will also need to implement the goals and policies of the Parks Master Plan and the Comprehensive Plan which both call for the preservation of natural areas. Design of constructed facilities will incorporate water quality features in accordance with the city's stormwater permit.

The City also anticipates that the park will include, or reserve space for, a trail that will connect to future trails identified in the City's Transportation System Plan and Parks Master Plan.

This grant is intended to help the City reach out to the public to see what kind of features the public would like to see in the eventual park design. The ultimate design of the proposed park will likely include many of these features. Table 12.1 identifies Statewide priorities in the SCORP. The table identifies features for close-to-home parks that include trails, restrooms, children's play areas, picnic shelters, and day use facilities. The site could easily accommodate all these features.

1.2 SITE INFORMATION

The project site is a 4.4 acre property in a unique location with unique site constraints. The property is located directly adjacent to the rear of 13 residential lots to the west and south, the access is narrow and must mitigate impacts to an existing residence on Millersburg Drive, and that access must be shared with the existing home. See the illustration below. Site photos are attached.

The site does border a natural waterway that is known to be home to a beaver population and other wildlife species. The proposed park is bordered on the north and the east by a proposed trail shown on Figure 15 of the City Parks Master Plan.

North Millersburg Park Vicinity Map



1.3 COSTS

The project has already been budgeted for a not-to-exceed total of \$40,000 (\$32,000 through the grant and \$8,000 as a local match). The contract award is intended to be \$32,000, the \$8,000 City match is intended to be in-kind staff time contribution. This will largely play into support services for meetings, and the City plans to do most of the work on Task 3, land use entitlement of the park.

Therefore, all work by the consultant should not exceed \$32,000.

SECTION 2 – PROCUREMENT REQUIREMENTS

2.1 COMPLIANCE WITH LAWS AND REGULATIONS

The selected Proposer will be required to comply with all pertinent federal, state, and local laws and regulations including compliance with the Millersburg Municipal Code and all building code requirements.

2.2 ISSUING OFFICE AND SUBMITTAL LOCATION

The City of Millersburg Community Development Department has issued this Request for Letter Proposal document.

Each Proposer shall provide at least one (1) copy of their Proposal with one copy.

Proposals must be delivered to the front counter (City Hall) by the closing date, Monday, March 20, 2023, no later than 4:00 p.m. Email submissions will be accepted as well (mstrait@cityofmillersburg.org).

Submittal Address and Questions:

Matt Straite
Community Development Director
City of Millersburg

4222 NE Old Salem Road
Millersburg, OR 97321
E-mail: mstrait@cityofmillersburg.org
Phone: 458-233-6306

Proposals received after the specified date and time will not be given further consideration. Proposers submitting Proposals are solely responsible for the means and manner of their delivery, and are encouraged to confirm delivery prior to the deadline.

2.2 TIMETABLE FOR SELECTION PROCESS

The City anticipates the following general timeline for receiving and evaluating the RFPs. Interviews will likely not be required but the City reserves the right to interview. The timeline listed below may be changed if it is in the City's best interest to do so.

Request for Proposal Issued	February 28, 2023
Proposals Due	March 20, 2023, 4:00 p.m.
Review of Proposals and Optional Interviews	March 21– March 27, 2023
Council Approval	Planned April 11, 2023 6:30pm

2.3 CHANGES TO THE SOLICITATION BY CITY ADDENDA

The City of Millersburg reserves the right to make changes to the Request for RFPs by written addendum, which shall be issued to all interested Proposers known to the City of Millersburg to have received the RFP Documents.

A prospective Proposer may request additional information or clarification by submitting a written request as set forth above in **Section 2.1 Issuing Office and Submittal Locations**. All requests for additional information or clarification must be submitted to the City of Millersburg no later than the date set in the RFP schedule above.

The City of Millersburg will evaluate any request submitted but reserves the right to determine whether to issue an addendum. If in the City Community Development Director's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an addendum as stated above. Any addenda shall have the same binding effect as though contained in the main body of the RFPs. Oral instructions or information concerning the scope of work of the project given out by City of Millersburg managers, employees, or agents to the prospective Proposers shall not bind the City of Millersburg. The following apply to addenda:

- A. All addenda, clarification, and interpretations will be delivered to interested Proposers known by the City of Millersburg to have received a complete set of the Request for RFPs documents.
- B. No addenda will be issued later than the date set in the RFP Schedule, except an addendum, if necessary, postponing the date for receipt of RFPs, withdrawing the invitation, modifying elements of the request resulting from a delayed process, or requesting additional information, clarification.
- C. Prior to submitting their RFPs, each Proposer shall ascertain they have received all Addenda issued and receipt of each Addendum shall be acknowledged in the appropriate location on each Addendum and included with the RFP submittal.

2.4 SITE VISTS

A site visit is not planned or required. If a proposer feels that a site visit is needed in order to submit a proposal, please contact Matt Straite at the City.

2.5 CANCELLATION

The City of Millersburg reserves the right to cancel this RFP solicitation or award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City of Millersburg's best interest, OAR 137-048-0250. In no event shall the City of Millersburg have any liability for the cancellation of award.

2.6 LATE RFPs

All RFPs that are not received by the deadline stated in the Request for RFPs Schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within City of Millersburg's internal distribution systems, do not excuse the Proposer's responsibility for submitting the RFP to the correct location by the stated deadline.

2.7 CONDITIONS OF SUBMITTAL

By the act of submitting a response to this Request for RFPs, the Proposer certifies that:

- A. The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the City of Millersburg, has a direct or indirect financial interest in the RFPs, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Proposer's response to this solicitation.
- B. The Proposer has examined all parts of the Request for RFP, including all requirements and contract terms and conditions thereof, and, if its RFP is accepted, the Proposer shall accept the contract documents thereto unless substantive changes are made in same without the approval of the Proposer.
- C. The Proposer, if an individual, is of lawful age, is the only one interested in this RFP, and that no person, firm, or corporation, other than that named, has any interest in the RFP, or in the proposed contract.
- D. The Proposer has demonstrated quality experience providing the required professional services.

2.8 COST OF RFP AND ASSOCIATED RESPONSES

This RFP does not commit the City of Millersburg to paying any costs incurred by any Proposer in the submission or presentation of RFP, or in making the necessary studies for the preparation thereof. Responses to this solicitation are purely voluntary. Proposer shall not include any such expenses as part of their RFP.

2.9 CITY TO REQUEST CLARIFICATION, ADDITIONAL RESEARCH, AND REVISIONS

- A. The City of Millersburg reserves the right to obtain clarification of any point in RFP or to obtain additional information necessary to properly evaluate a particular RFP. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of their RFP.
- B. The City of Millersburg may obtain information from any legal source for clarification of any RFP or for information on any Proposer. The City of Millersburg need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.
- C. The City of Millersburg may perform, at its sole option, investigations of the responsible Proposer. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the City of Millersburg, become part of the public records and may be disclosed accordingly.
- D. The City reserves the right to investigate references including customers other than those listed in the Proposer's submission. Investigation may include past performance with respect to its successful performance of similar projects, conformance to Owner's budget, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment to employees and workers or other criteria as determined by the City.

- E. The City of Millersburg reserves the right to request revisions of RFPs after the submission of RFPs and before award.
- F. The City of Millersburg reserves the right to negotiate revisions to the final contract, as well as price, with the successful Proposer.
- G. To the maximum extent allowed by law, the City may waive RFP irregularities or strict compliance with any requirement herein if it concludes such action to be in its best interest.

2.10 REJECTION OF RFPs

The City of Millersburg reserves the right to reject any or all RFPs received as a result of this request. Proposers RFPs may be rejected for one or more of the following reasons, including but not limited to:

- A. Failure of the Proposer to adhere to one or more of the provisions established in this Request for RFPs.
- B. Failure of the Proposer to submit RFPs in the format specified herein.
- C. Failure of the Proposer to submit RFPs within the time requirements established herein.
- D. Failure of the Proposer to adhere to ethical and professional standards before, during, or following the RFP process.

The City of Millersburg may reject any RFPs not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all RFPs upon a finding of the City of Millersburg that it is in the public interest to do so.

2.11 MODIFICATION OR WITHDRAWAL OF RFP BY PROPOSER

- A. An RFP may not be modified, withdrawn, or canceled by the Proposer for 60 (sixty) calendar days following the time and date designated for the receipt of RFPs.
- B. RFPs submitted early may be modified or withdrawn only by notice to the City of Millersburg Community Development Director, at the RFPs submittal location, prior to the time designated for receipt of RFPs. Such notice shall be in writing over the signature of the Proposer. All such communications shall be so worded as not to reveal the material contents of the original RFPs.
- C. Withdrawn RFPs may be resubmitted up to the time designated for the receipt of RFPs provided that they are then fully in conformance with these Instructions to Proposers.

2.12 RFP OWNERSHIP

- A. All RFPs submitted become and remain the property of the City of Millersburg and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.
- B. Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the City of Millersburg shall make available to any person requesting information through the City of Millersburg's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining

permission from any Proposer to do so after the Notice of Intent to award has been released.

2.13 DURATION OF RFPs

RFPs' terms and conditions shall be firm for a period of at least ninety (90) days from the deadline for receipt of submittal. The successful RFP shall not be subject to changes of terms if accepted during the ninety (90) day period. Changes in terms by others after the acceptance of RFPs will not be considered.

2.14 AFFIRMATIVE ACTION/NONDISCRIMINATION

By submitting RFPs, the Proposer agrees to comply with the Fair Labor Standards Act (FLSA); Title VII of the Civil Rights Act of 1964; Executive Order 11246, (as amended); Fair Employment Practices; Equal Employment Opportunity Act; Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; Age Discrimination in Employment Act of 1967 (ADEA); and Oregon Revised Statutes (ORS). By submitting a SOQs, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts.

2.15 COLLUSION

A Proposer, submitting an RFP hereby certifies that no officer, agent, or employee of the City of Millersburg has a financial interest in this proposal; that the RFP is made in good faith without fraud, collusion, or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection or obligation to any undisclosed person or firm.

2.16 INTENT TO AWARD

All responsive and evaluated respondents to this Request for RFPs will be notified of the City's recommendation and the City's intent to award an agreement. The notice of intent to award an agreement will be directed to the person who has signed the RFP on behalf of the Proposer.

2.17 NOTICE TO PROCEED

Work under any subsequent Agreement may not begin until the Notice to Proceed has been issued. The City will issue the Notice to Proceed after execution of the Contract. The Notice to Proceed will state the date work under the Agreement shall begin.

2.18 CITY REPRESENTATIVE AND CONTRACT ADMINISTRATOR

The City's Representative or designee shall have full authority to act on behalf of the City with respect to administration of the provisions of this Contract, including the authority to stop the work whenever such stoppage may be necessary to ensure the proper execution of the Contract. The Representative or designee shall also have authority to reject all work that does not conform to the Contract Documents.

The City's Contract Representative/Administrator will be Matt Straite, Community Development Director, or his designee.

2.19 NOTICES, INVOICES, AND PAYMENTS

All notices, invoices, and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills, and payments sent by mail should be addressed as follows:

CITY OF MILLERSBURG: Att: Matt Straite
4222 NE Old Salem Road
Millersburg, Oregon 97321

PROPOSER: (Address), (City, State, Zip)

And when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this section.

2.20 DEFINITIONS (as used in this Statement of qualifications document, except where the context otherwise clearly requires)

- CITY, OWNER means the City of Millersburg, Oregon.
- CITY'S REPRESENTATIVE, CONTRACT ADMINISTRATOR means the person or persons designated by the City to administer this Contract and monitor compliance hereunder.
- CONTRACT DOCUMENTS means all written documents existing at the time of execution of this Contract and setting forth the obligations of the parties, including the Request for Proposals, Scope of Services, Special Provisions, Non-Collusion and Conflict of Interest Certification, Corporation or Independent Contractor Status, and RFPs Response, and other attachments, exhibits, or addendums applicable to the final Contract Documents. In addition, written amendments to the Contract Documents executed by the parties from time to time, and any documents expressly incorporated by reference elsewhere in the Contract Documents enumerated above.
- CONTRACTOR, PROPOSER, RESPONDENT means the person or firm that has undertaken to perform the work subject of this contract and by whom or on whose behalf the contract was signed.
- OAR means Oregon Administrative Rules
- ORS means Oregon Revised Statutes
- RESPONSIBLE PROPOSER means a Person that has submitted a proposal and meets the standards set forth in the designated OAR and has not been debarred or disqualified by the Contracting Agency.
- RESPONSIVE RFPs means RFPs that substantially comply in all material respects with all prescribed procurement procedures and applicable solicitation requirements. When used alone, Responsive means having the characteristic of substantially complying in all material respects with applicable solicitation requirements.

- STATEMENT OF TIME means a period of time, unless stated as a number of City business days, shall include Saturdays, Sundays, and holidays. The word "day" as used in this RFQ document, and any resulting contract awarded as a result of this process, shall constitute a calendar day of 24 hours measured from midnight to the next midnight.
- WORK means all tasks specified or necessarily implied in these Contract Documents to perform and complete their intended result. The term encompasses all labor, materials, supplies, tools, equipment, fuel, administrative and support services, overhead, and other direct and indirect expenses necessary to achieve the result intended by the Contract Documents.

SECTION 3 – SELECTION PROCESS AND RFP REQUIREMENTS

3.1 SELECTION PROCESS

The City will evaluate the submittals received, and select a proposal deemed in the best interest of the City.

It is the intent of the City to enter into a contract with the most qualified proposer deemed most appropriate by the City. Upon completion of the evaluations, a detailed scope of work and schedule of payment will be negotiated with the Proposer.

3.2 RFP SUBMITTAL INSTRUCTIONS

Interested Proposers are to submit at least one (1) complete copy of their RFP by **4:00 p.m. local time on March 20, 2023**. Failure to comply with these instructions may result in the rejection of the RFP.

- A. RFPs must be submitted on letter-sized (8.5" X 11") paper. Margins must be at least ½" on all sides. Font size can be no smaller than 10.
- B. The maximum total number of pages (of text) in the letter RFP must not exceed two (2) single-sided pages or one (1) double-sided page.
- C. Additional images or graphics may be submitted, these will not count towards the 2 page limit. Resumes are not needed.

3.3 PROPOSER REPRESENTATIONS

The Proposer further agrees to the following:

- A. To examine the anticipated scope of services and conditions thoroughly.
- B. To provide for appropriate insurance, deposits, and bonds, if required.
- C. That any and all registration and certification requirements are met as set forth and required in the Oregon Revised Statutes.

3.4 JOINT PARTNERSHIPS OR JOINT VENTURES

If Proposer is a partnership or joint venture, information must be provided for each partner or joint ventures, and each partner or joint ventures must sign the RFP and any contracts on behalf of both itself and the Proposer submitting the RFP, and each will be jointly and severally liable. In the case of a legal partnership or joint venture, a written Memorandum of Understanding between the parties must be submitted with the RFP setting forth the business and service delivery agreements between the parties.

3.5 STATEMENT OF QUALIFICATIONS' REQUIREMENTS

Failure to complete any question or request for information, in whole or in part, or any deliberate attempt by the Proposer to mislead the City, may disqualify the Proposer. Each Proposer shall meet the requirements described in Section 4.4 and demonstrate their experience, qualifications, and commitment to providing the anticipated scope of services.

3.6 ADDITIONAL ATTACHMENTS TO RFP SUBMITTAL

The following shall be included with the RFP Response:

- A. Non-Collusion and Conflict of Interest Certification ([Exhibit 1](#)) – Sign and submit with RFPs.
- B. Certification Statement for Corporations or Independent Contractors ([Exhibit 2](#)) - Complete and submit with RFP.
- C. Certification Regarding Debarment, Suspension and Other Responsibility Matters ([Exhibit 3](#)) - Complete and submit with RFP.
- D. Certification of Insurance Requirements ([Exhibit 4](#)) – Sign and submit with RFP.
- E. Addenda - All addenda of this Request for RFP should be submitted as part of the RFP response. Receipt of each addendum shall be acknowledged by the Proposer by signing in the appropriate designated location. Each Proposer should ascertain, prior to submitting an RFP, that the Proposer has received all addenda issued by the City of Millersburg.

SECTION 4 – EVALUATION CRITERIA

4.1 RFP EVALUATION PROCESS

Millersburg staff will review and evaluate each RFP based on compliance with this Request for Proposal and will recommend approval of the contract to the City Council. Each response will be evaluated on the Proposer's background, qualifications, and understanding of the services requested, and the following:

- a) Proposer's experience with public outreach, including the ability to reach underprivileged populations
- b) Ability of proposer to design unique and inviting public spaces that adapt to site constraints
- c) Proposer's competency and experience, particularly with similar sized parks
- d) Proposer's ability to complete the project in a timely fashion
- e) Proposer's ability to work within the budget indicated

Each RFP will be judged on its completeness and quality of its content. If additional information is deemed necessary as part of the evaluations, such information will be solicited to complete the evaluation process. The Community Development Director may request clarification related to the RFP response. The City of Millersburg reserves the right to request an in-person interview and/or presentation from one or more of the Proposers submitting Statements of Qualifications. The City of Millersburg is not obligated to interview or meet with all respondents.

4.2 PRICE AGREEMENT NEGOTIATIONS

The City will attempt to negotiate a detailed scope of work though the cost is fixed based on the grant awarded. However, the City may, in its sole discretion, terminate negotiations and reject the RFP if it appears agreement cannot be reached. The negotiation process may continue in this manner through successive Proposers until an agreement is reached or the City terminates the Proposer contracting process, ORS 279C.110.

4.4 PUBLIC RECORDS LAW

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which Proposer requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the Proposal the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City of Millersburg as result of the RFP.

4.5 CANCELLATION

The City of Millersburg reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City of Millersburg's best interest. In no event shall the City of Millersburg have any liability for the cancellation of award.

4.6 LATE PROPOSALS

All Proposals that are not received by the deadline stated in the RFP schedule will be

considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within the City of Millersburg internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the stated deadline. Proposers are encouraged to confirm receipt of their proposals.

4.7 DISPUTES

In case of any doubt or differences of opinion as to items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City of Millersburg shall be final and binding upon all parties.

SECTION 5 - CONTRACT REQUIREMENTS

5.1 CONTRACT AWARD

The award of a contract is accomplished by executing a contract with a written agreement that incorporates the negotiated scope of work along with the not-to-exceed fee proposal. All such materials constitute the Contract Documents. The Issuing Office is the sole point of contact for the issuance and compliance of the contract and insurance. The contract shall be substantially in the form of the City's Sample Professional Services Retainer Agreement ([Attachment C](#)).

In addition, the Proposer should indicate there is no conflict of interest or collusion on the part of the Proposer's submission of a Statement of Qualifications for the services being solicited under this Request for SOQs, see [Exhibit 1](#), Non-Collusion and Conflict of Interest Certification. If a perceived conflict may exist, then attach a letter of explanation disclosing the potential conflict or relationship.

The Proposer hereby agrees to accept the contract terms of the attached Sample Agreement. Otherwise, exceptions to the contract must be submitted by the Proposer with their RFPs' response and included in the Introductory Letter.

5.2 INSURANCE CERTIFICATES

The successful Proposer must be covered by Workers' Compensation Insurance, which will extend to and include work in Oregon. If Proposer is exempt from Workers' Compensation, Proposer should indicate they are exempt from workers' compensation within the Introductory Letter of the Statement of Qualifications.

As listed in the Agreement ([Attachment C](#)), the successful Proposer must also submit Certificates of Insurance addressing general liability insurance, automobile and collision insurance, and professional liability insurance. An overview of the Insurance Requirements is defined in [Exhibit 4](#). Proposer shall submit Exhibit 4 to acknowledge and accept the insurance requirements noted therein.

The Proposer shall demonstrate willingness and ability to provide a Certificate of Insurance that reflects the Insurance Requirements within approximately ten (10) days of the Notice of Contract Award.

EXHIBIT 1 - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Qualifications, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Respondent is not in any way involved in collusion and has no known apparent conflict of interest in submitting a Response.

Certifications

Non-Collusion The undersigned Respondent hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, potential Respondent, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Respondents or potential Respondents, or to secure through any unlawful act an advantage over other Respondents or the City. The fees, prices, and Response submitted herein have been arrived at in an entirely independent and lawful manner by the Respondent without consultation with other Respondents or potential Respondents or foreknowledge of the prices or Responses to be submitted in response to this solicitation by other Respondents or potential Respondents on the part of the Respondent, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

Discrimination The undersigned Respondent has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

Conflict of Interest The undersigned Respondent and each person signing on behalf of the Respondent certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Response, or in the services to which this Response relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Response to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Qualifications, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Respondent's response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Respondent's submittals.

Respondent must disclose any apparent or perceived conflict of interest, including but not limited to, current or past relationships with Proposers, contractors, subcontractors, or engineers associated with this Project. Furthermore, Respondent must disclose any current or past relationship as a City of Millersburg employee. If a perceived conflict may exist, then attach a letter of explanation disclosing the potential conflict or relationship.

Disadvantaged, Minority, Emerging Small Business (DMESB) (check box that applies): Yes No

Reciprocal Preference Law – Residency (check applicable box): Resident Proposer
 Non-Resident Proposer

Signature Block

The Respondent hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Respondent's Name

Telephone Number

Mailing Address, City, State, Zip

Tax Id Number/Social Security Number

Facsimile Number

Email Address

Signature

Date

EXHIBIT 2 - CERTIFICATION STATEMENT FOR CORPORATION OR INDEPENDENT CONTRACTOR

A. Contractor is a Corporation, Limited Liability Company, or a Partnership

I certify under penalty of perjury that Contractor is a (check one):

- Corporation Limited Liability Company Partnership Nonprofit Corporation authorized to do business in the State of Oregon

Signature: _____

Title: _____ Date: _____

B. Contractor is a Sole Proprietor Working as an Independent Contractor

Contractor certifies under penalty of perjury, that the following statements are true:

1. If Contractor is providing services under this Contract for which registration is required under ORS Chapter 71 (Architects and Landscape Contractors) or 701 (Construction Contractors), Contractor has registered as required by law.
2. Contractor is free to determine and exercise control over the means and manner of providing the service subject to the right of the City to specify the desired results.
3. Contractor is responsible for obtaining all licenses or certifications necessary to provide the services.
4. Contractor is customarily engaged in providing services as an independent business. Contractor is customarily engaged as an independent contractor if at least three of the following statements are true.

Note: Check all that apply. You must check at least three to establish that you are an independent contractor.

- A. Contractor's services are primarily carried out at a location that is separate from Contractor's residence or primarily carried out in a specific portion of the residence which is set aside as the location of the business.
- B. Contractor bears the risk of loss related to the services provided under this Contract.
- C. Contractor provides services to two or more persons within a 12-month period or Contractor routinely engages in business advertising solicitation or other marketing efforts reasonably calculated to obtain new contracts for similar services.
- D. Contractor makes a significant financial investment in the business.
- E. Contractor has the authority to hire additional persons to provide the services and has authority to fire such persons.

Signature: _____

Title: _____

Date: _____

**EXHIBIT 3 - REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Failure of the Respondent to complete and sign this form may result in the rejection of the submitted offer. The Respondent will notify the City of Millersburg within 30 days of any change in the information provided on this form.

The Respondent certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or Responses by and federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

If Respondent is unable to attest to any of the statements in this certification, Respondent shall attach an explanation to their offer. The inability to certify to all of the statements may not necessarily preclude the Respondent from award of a contract under this procurement.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:

(Notarization is not required.)

Signature: _____ Date: _____

Print Name and Title: _____

Contact Person for this Procurement: _____

Phone: _____ Email: _____

EXHIBIT 4 – CERTIFICATION OF INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense for insurance noted below.

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027. **Employer's Liability Insurance with coverage limits of not less than \$500,000 must be included.** THIS COVERAGE IS REQUIRED. If Contractor does not have coverage, and claims to be exempt, Contractor must indicate exemption within their Bid/Response submittal letter with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

Professional Liability insurance covering any damages caused by error, omission or any negligent acts of the Contractor, its subcontractors, agents, officers, or employees performance under this Contract. **Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$3,000,000.**

If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.

Required By City Not Required By City (Needs Finance Insurance Review and Approval).

Commercial General Liability insurance with coverage satisfactory to the City on an occurrence basis. **Combined single limit shall not be less than \$2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than \$3,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits).

If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.

If this box is checked, the limits shall be \$5,000,000 per occurrence and \$5,000,000 in annual aggregate.

Required By City Not Required By City (Needs Finance Insurance Review and Approval.)

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per occurrence shall not be less than \$2,000,000.**

If this box is checked, the limits shall be \$1,000,000 per occurrence.

If this box is checked, the limits shall be \$5,000,000 per occurrence.

Required By City Not Required By City (Needs Finance Insurance Review and Approval.)

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Contractor's coverage will be primary in the event of loss.

Contractor shall furnish a current Certificate of Insurance to the City. Contractor shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Contractor shall immediately notify the City of any change in insurance coverage. The certificate shall also state the deductible or retention level. The City must be listed as an Additional Insured by Endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage. The Certificate shall state the following in the description

of operations: "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions." A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the City.

Certificate holder should be: City of Millersburg, 4222 NE Old Salem Road, Albany, OR 97321. Certificates of Insurance can be faxed to the City of Millersburg, attention Sheena Dickerman, sdickerman@cityofmillersburg.org

Contractor's Acceptance: _____ Completed at City by: _____









TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: April 4, for the April 11, 2023 City Council Meeting
SUBJECT: David Evans Contract Amendment

Action Requested: Approval of proposed Amendment #7 to David Evans and Associates, Inc. Contract for Professional Services.

Discussion:

In June of 2022 the David Evans contract was amended to include a task for development of a Stormwater Management Plan. The plan was completed in 2022 and submitted as a part of the City's DEQ MS4 permit annual review.

The City received an acceptance letter from the DEQ on annual review for the progress we have made to comply with the MS4 permit. However, there are still additional plans and programs that must be developed by the permit compliance date of February 28, 2024.

Staff is requesting an additional contract amendment for a not-to-exceed amount of \$18,900 for DEA's continuing support of MS4 permit requirements. There are sufficient funds remaining in the current fiscal year stormwater budget to support this contract amendment.

Budget Impact:

Approval of the attached Contract Amendment authorizes up to an additional \$18,900 for FY 2022-23.

Recommendation:

Staff recommends Council approve Amendment #7 with David Evans and Associates, Inc. Contract for Professional Services.

Attachment(s):

- Contract for Professional Services with David Evans and Associates, Proposed Contract Amendment #7 and Scope of Work

Exhibit A
Scope of Work
Amendment #7

Overview:

Provide additional support to the City of Millersburg in complying with the Phase II Municipal Separate Storm Sewer (MS4) General Permit issued by the Oregon Department of Environmental Quality (DEQ).

A Stormwater Management Plan (SWMP) with multiple attachments and the 2022 Annual Report was provided to the City for submission to DEQ by the November 1, 2022, deadline. The City recently received a response from DEQ indicating that “Based on the details outlined in the annual report, the City of Millersburg is currently meeting the requirements of the permit that was modified on March 12, 2021.” To address remaining MS4 support tasks, additional services to complete the City’s MS4 documentation are being proposed.

Assumptions:

Payment will be made on a Time and Materials basis with a 3.04 multiplier, as shown in Exhibit B – Cost Estimate.

Prior to the additional budget added with this Amendment #7, Task 6 currently has a Not-to-Exceed limit of \$61,928.64.

This Amendment #7 adds an additional \$18,900.00 to Task 6, increasing the total contract Not-to-Exceed limit to \$577,900.00.

General Scope of Work:

Task 6: In addition to the previously negotiated scope of work for Task 6, Consultant shall Assist the City in further developing programmatic documents in compliance with the MS4 Permit, as described below:

Consultant shall:

- Submit final SWMP word documents to Janelle Booth, Assistant City Manager/City Engineer.
- Develop the Pollutant Parameter Action Levels document for the Illicit Discharge Detection and Elimination Plan. A review of Pollutant Parameter Action Levels proposed by surrounding communities located within the Willamette Basin will be conducted to determine what parts can or should be adopted by the City.
- Revise the Erosion Prevention and Sediment Control (EPSC) Plan, including:
 - Reworking sections and the order of text
 - Comparing DEQ control measures with details in the EPSC Plan
 - Developing Enforcement Escalation Steps
- Complete the Post-Construction Stormwater Management Standard Operating Procedures Plan, including:
 - Options for sites where 100% infiltration is not possible

- Developing Enforcement Escalation Steps
- Conduct a final review of the Ordinance and Engineering Standards language. Recommend additional revisions as needed.

Deliverables:

- Final SWMP and all word documents to Janelle Booth, Assistant City Manager/City Engineer.
- Pollutant Parameter Action Levels to be added to the Illicit Discharge Detection and Elimination Plan
- Revised Erosion Prevention and Sediment Control Plan that includes Enforcement Escalation
- Post-Construction Stormwater Management Standard Operating Procedures Plan*

* Final Recommended Ordinance and Engineering Standards revisions to satisfy MS4 Permit requirements.



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: April 4, for the April 11, 2023 City Council Meeting
SUBJECT: Jacobs Contract Amendment

Action Requested: Approval of proposed Amendment #17 to Jacobs (CH2M Hill, Inc.) Contract for Professional Services.

Discussion:

At the time the Transition Parkway design was scoped, it contained multiple construction phases to meet anticipated development needs. Changes to the required timeline have eliminated the need for separate construction packages and now allow for one consolidated bid package. This changes the overall scope and schedule of the design project; several tasks have been eliminated. The attached amendment reflects these changes, along with the new project design schedule.

Although some cost savings are realized by this change due to consolidation of tasks (approximately \$18,000), three additional tasks have been identified: support for wetlands permitting, a city required stormwater management plan, and an optional materials procurement package. The total requested approval amount in this amendment is \$92,915. This includes approximately \$40,000 for the development of a separate bid package for the materials procurement task. This option will only be utilized if it becomes necessary for the City to procure pipe materials ahead of the construction contract due to projected supply chain delays. If this bid package is required, some of the additional cost may be offset by savings in contractor markups on the materials.

Budget Impact:

Approval of the attached contract amendment modifies the tasks in the original scope of work and includes up to \$92,915 for additional engineering design services for the Transition Parkway project. The additional costs anticipated to be expended in the current fiscal year are included in this year's budget.

Recommendation:

Approval of Amendment #17 to the CH2M Hill, Inc. Contract for Professional Services.

Attachment(s):

- CH2M Hill, Inc. Contract Amendment #17
- Scope of work

**AMENDMENT 17
CONTRACT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made and entered into by and between the following parties:

CITY OF MILLERSBURG, (City), 4222 NE Old Salem Road, Albany, Oregon, 97321; and,

CH2M HILL Engineers, Inc. (Contractor), 1100 NE Circle Blvd. Suite 300, Corvallis, Oregon 97330, a Delaware corporation, whose Federal Employer Identification Number is 32-0100027.

1. **Contract Amendment:** This amendment revises Amendment 16 to the Contract for Professional Services signed July 23, 2014 and as amended increasing the not-to-exceed amount for the Transition Parkway and Linear Park Project by \$92,915 to a total of \$1,765,275.
2. The modified scope of work for the Transition Parkway and Linear Park Project task is presented as Exhibit A to this amendment.
3. Exhibit A to the Contract for Professional Services (July 23, 2014) contemplated assigned tasks associated with "General tasks associated with sanitary sewer, storm sewer & drainage, roads, parks and other typical municipal systems" and "Project identification and development." The Transition Parkway and Linear Park Project scope provides services in these categories.
4. All other terms and conditions of the original contract apply.

CH2M HILL Engineers, Inc.

CITY OF MILLERSBURG

CH2M HILL authorized signer

Kevin Kreitman,
City Manger

Date

Date

Amendment ~~16~~17: Exhibit A

City of Millersburg – Transition Parkway and Linear Park Design and Bidding Services

Scope of Work and Estimated Fee

Introduction

The City of Millersburg, Oregon (City) would like to design improvements to the Central Industrial Property, located adjacent to and south of Conser Road to support industrial development. The improvements include an arterial road, stormwater management facilities for the arterial road, extension of water and sewer utilities in the arterial road ROW, and a linear park including a multi-use path to provide a buffer between the residential areas north of Conser Road and the industrial development, see the detailed description of elements in Article Scope of Work: General and Figure A.

This amendment describes the changes to the scope of work as requested by the City of Millersburg. Scope that has been removed from the project will be shown with ~~striketrough~~ and added or modified scope will be shown as underlined.

The project is broken into the following phases:

- Phase 1: Planning for the linear park & Preliminary Engineering ~~for the Early Package and Balance of Project and Intermediate Engineering for the Early Package~~
- Phase 2: ~~Permitting and Final Engineering for the Early Package, Intermediate Engineering for the Balance of Project~~
- Phase 3: ~~Bidding Services for the Early Package, and Permitting, Final Engineering and Bidding Services for the Balance of Project~~

~~To meet the City's schedule needs, a portion of the design elements have been separated into an Early Package to allow an earlier construction start as compared to the Balance of Project Package.~~

Following evaluation of qualifications-based proposals, the City selected CH2M Hill Engineers, Inc. (now a wholly owned subsidiary of Jacobs Engineering Group Inc.) on July 23, 2014 to perform On-Call Engineering Services. This scope of work will be performed in accordance with the terms and conditions, as amended for the On-Call Engineering Services contract. This scope of work outlines the activities required to progress the Transition Parkway and Linear Park project through final engineering including preparation of construction documents and bidding services, concluding with City selection of a contractor to construct the project.

Scope of Work

General

The following describes the elements of the scope of work to be completed:

- Project Management, Design Management, and administration for the project

- Planning Activities for the Linear Park including development of conceptual layouts, rendering development of one ground level perspective view and one aerial view per conceptual layout, support during the Parks Commission input phase, and finalizing the concept.
- Geotechnical program including desktop review, field exploration, analysis, development of a Geotechnical Baseline Report for use by the construction contractor and the Geotechnical Recommendations Technical Memorandum for use by the design team for Transition Parkway and the Transition Parkway retaining wall.
- Design of Transition Parkway including geometric design, street lighting, sidewalks, bike lanes, signing and striping, landscaping, temporary irrigation and retaining walls where needed along the northern edge of the ROW.
- Design of Transition Parkway stormwater management system including typical infiltration swale and conveyance to existing drainages on site.
- Validation of the City's Arterial Road pavement section.
- Design of 15 PROWAG compliant curb ramps
 - NW, NE and SW corners of Transition Parkway and Woods Road
 - SW and SE of Castillo Drive and Conser Road
 - Multi-use Path W and E of Castillo Drive extension
 - 8 Ramps across Transition Parkway
- Design of three full intersections at:
 - Transition Parkway and Woods Road
 - Castillo Drive and Conser Road
 - Transition Parkway and Castillo extension
- Design of 8 pedestrian crosswalks without, but with the capability to add beacons.
 - East of Woods Road crossing Conser Road
 - East and west of Castillo Drive crossing Conser Road
 - 5 crosswalks across Transition Parkway
- Design of the Linear Park including layout, grading, lighting, multi-use path, irrigation, and landscaping.
- Design of Linear Park stormwater management system including typical infiltration swale and conveyance to Transition Parkway stormwater system.
- Design of an 18-inch water line and connections to existing where shown in Figure A.
- Design of 12-inch waterlines and connections to existing where shown in Figure A.
- Design of gravity sewer to connect to existing in Transition Parkway.
- Development of project construction details.
- Application for the 1200-C permit including development of OR DEQ Phase 1, 2, and 4 Erosion and Sediment Control drawings.
- Development of project specifications for construction.
- Assembly of a construction bid package for the project.
- Bidding Services.

Our approach to completing the project is organized into three phases with 14 main tasks, which are further subdivided into several subtasks. The tasks and subtasks include:

Task 1 Phase 1 Project Management and QA/QC

Task 1.1 Phase 1 Project Management

Task 1.2 Phase 1 QA/QC

Task 2 Phase 1 Planning – Linear Park

Task 2.1 Develop Concepts

Task 2.2 Parks Commission Review

Task 2.3 Finalize Concept

Task 3 Phase 1 Preliminary Engineering—Early Package

Task 3.1 Geotechnical Evaluation

Task 3.2 30% Roll Plot and Specifications

~~Task 4 Phase 1 Preliminary Engineering—Balance of Project Package~~

~~Task 4.1 30% Design Drawings and Specifications~~

~~Task 5 Phase 1 Intermediate Engineering—Early Package~~

~~Task 5.1 Prepare 60% Drawings and Specifications~~

Task 6 Phase 2 Project Management and QA/QC

Task 6.1 Phase 2 Project Management

Task 6.2 Phase 2 QA/QC

~~Task 7 Phase 2 Permitting—Early Package~~

~~Task 7.1 NPDES 1200-C Permit~~

~~Task 8 Phase 2 Final Engineering—Early Package~~

~~Task 8.1 Prepare 100% Dwgs and Specs~~

Task 9 Phase 2 Intermediate Engineering—Balance of Project

Task 9.1 Prepare 60% Drawings and Specifications

Task 10 Phase 3 Project Management and QA/QC

Task 10.1 Phase 3 Project Management

Task 10.2 Phase 3 QA/QC

~~Task 11 Phase 3 Bidding Services—Early Package~~

~~Task 11.1 Bidding Period Services~~

~~Task 11.2 Conformed Documents~~

Task 12 Phase 3 Permitting—Balance of Project

Task 12.1 NPDES 1200-C Permit

Task 13 Phase 3 Final Engineering—Balance of Project Package

Task 13.1 Prepare 90% Dwgs and Specs

Task 13.2 Prepare 100% Dwgs and Specs

Task 14 Phase 3 Bidding Services—Balance of Project Package

Task 14.1 Bidding Period Services

Task 14.2 Conformed Documents

Task 15 Procurement Package (Optional Task)

Task 15.1 Materials Procurement Package

Task 15.2 Procurement Bidding Services

Task 16 Environmental Permitting Support

Task 16.1 Environmental Permitting Figure Support

Task 16.2 Environmental Permitting Stormwater Management Plan

Task 16.3 Environmental Permitting Impact Calculations

Task 17 City Stormwater Management Plan

Task 17.1 Stormwater Management Plan

The work included under each subtask is detailed further in the following sections.

General Assumptions

The level of effort and cost are based on the following general assumptions:

- The Transition Parkway alignment and linear park as shown in Figure A will generally be the location and arrangement of the final design.
- Except where noted, deliverables will be electronic and up to five (5) hard copies (half-size drawings) of final submittals will be provided.
- Drawings will be prepared in MicroStation (to be converted to AutoCAD at the conclusion of each phase, if requested by the City) and will be presented as half-size (11"x17") and full-size (22"x34") sheets.
- JACOBS will implement their company CAD standards which are based on National CAD Standards.
- It is noted that services covered under this project will be authorized by task. Work will begin with notice in writing from the City and end with delivery of deliverables as defined by this scope of work and the limits in the authorization.
- City will provide JACOBS with all data in City's possession relating to JACOBS's services on the project in response to data requests from JACOBS to the City. JACOBS will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the City.
- City will make its facilities and property accessible to JACOBS as required for JACOBS's performance of its services and will provide labor and safety equipment as required by JACOBS for such access.
- The City will be responsible for and obtain permanent easements for the completed design if necessary. No scope is included to produce documents or descriptions for easement acquisition.
- The City is responsible for all project permits, unless described in this scope.
- The project will be ~~executed in two construction contracts, with the Early Package being delivered using a modified 4-phase delivery process with major milestone deliverables at 30%, 60%, and 100% (Construction Documents) and the Balance of Project Package being delivered using a 4-phase delivery process with major milestone deliverables at 30%, 60%, 90% and 100% (Construction Documents).~~
- A traffic study or traffic signal warrant analysis is not included in this scope. Intersection design will not accommodate future signals.
- Future crosswalk beacons are assumed to be solar and battery powered with wireless communication. No conduit routing or handholes are required.
- Any required utility relocations will be designed by others.
- Excavation spoil from the Special Soil handling area noted on Figure A will be disposed of on site.

- Environmental analysis and soil testing is not included in this scope, Jacobs is relying on information provided by the City of location, handling and disposal requirements.
- A separate material procurement package is not included in this scope.
- Power distribution and communication utility design will be by others but need to be coordinated with the JACOBS design.
- The project will use EJCDC General Conditions.
- The project will use JACOBS Supplementary Provisions (with input and confirmation from the City).
- The project will use JACOBS Division 0 specifications.
- In general, the project will rely on City of Millersburg Standard Specifications modified where necessary through development of special provisions.
- The use of Jacobs CSI Formatted 49 Division technical specifications will be limited to elements that have a significant information gap in the standard specifications.
- A consolidated set of formal comments from the City will be solicited at major milestones, adjudicated and incorporated into the subsequent deliverable.
- The City will engage in informal review and will provide input as the design progresses between milestone deliverables.
- Services During Construction will be amended into this contract or negotiated as a separate contract prior to or during bidding.
- Each package will follow the design-bid-build project delivery approach.
- An allowance has been included in each phase for one translation of Microstation CAD files to AutoCAD files for each package, if requested by the City.
- Budgets will be managed to the total amount of the authorized in writing.
- Environmental Site Assessment services are not included in this scope of work.
- In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the project, JACOBS has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, JACOBS makes no warranty that City's actual project costs, financial aspects, economic feasibility, or schedules will not vary from JACOBS's opinions, analyses, projections, or estimates.

Additional assumptions are noted under individual subtasks.

City Provided Information and Services

The level of effort and cost are based on the following general assumptions for City-provided information and services.

- City will provide as-built record drawings in AutoCAD and PDF format for all facilities on the property.
- City will provide locations and descriptions of known utilities and utility easements in project area.
- City staff will lead public involvement and permitting/regulatory agency consultation activities with JACOBS support.
- City staff will lead the communications with required state agencies to satisfy requirements for project funding with JACOBS support.
- City will provide timely responses to requests for information and review comments.

Task 1 Phase 1 Project Management and QA/QC

Task 1.1 Phase 1 Project Management

This task includes activities needed to initiate, plan, manage, and close the project. Throughout the project, the JACOBS project manager will maintain frequent and open communication with the City's project manager and will work closely with the City's project manager to anticipate changes in project needs, accomplished by a weekly project meeting with the City PM. This task includes preparing the project execution plan/project instructions to assist in performing the work and preparing monthly progress reports and progress billings in a format approved by the City's project manager.

Assumptions:

- Phase 1 will have a 6-month duration.

Deliverables:

- Monthly progress reports submitted with invoice documentation.
- Weekly PM Meeting notes.

Task 1.2 Phase 1 QA/QC

As part of each design phase, JACOBS will carry out a quality assurance program (QAP). The purpose of this QAP is to monitor the quality of the Project through the use of internal quality assurance/quality control (QA/QC) reviews as described herein. JACOBS will manage multidiscipline internal QA/QC review activities with a senior review team. A QC review will be performed on technical and cost calculations leading up to each milestone prior to the City's review of design deliverables.

The Quality Management Plan (QMP) prepared in Phase 1 for the project will continue to serve as a guide for all phases of the project. Key features of the QMP will include:

- A single point of contact responsible for all quality management, identified as the project Quality Control Manager (QCM).
- Independent quality review performed by discipline-specific quality reviewers to provide critical analysis without bias.
- Procedures for engineers; detailed checks of reports, calculations, drawings and specifications.

QA personnel will verify conformance with the QMP and confirm that required checking and review functions are completed.

Design quality review documentation will demonstrate that quality review process is complete and review comments are acceptably addressed as a component of the overall records management system. The following documentation will be prepared, collected and properly stored in the project records system:

- Technical verification forms for each discipline used to document internal quality reviews.
- Design review forms used by the City to document review comments, and design team response to each comment.
- Project discipline checklists or milestone checklists signed by the reviewer and the appropriate project staff.
- Review-related correspondence with City staff and other external agencies or entities.

The level of effort for this task includes preparation of the QMP, QC reviews and documentation for Phase 1 design.

Deliverables:

- Quality Management Plan
- Discipline Technical Verification Forms as documentation of Phase 1 QC reviews

Task 2 Phase 1 Planning – Linear Park

Task 2.1 Develop Concepts

The JACOBS team will work with City staff to bound themes, establish goals and priorities for the linear park (approximately 100 feet by 4,000 feet) through a workshop in alignment with the City's Parks Master Plan. The results of the workshop will be developed into concepts for the linear park for review by the City.

Assumptions:

- City will provide an electronic copy of the current Parks Master Plan in PDF format.
- City staff will participate in a half day in-person workshop at City Hall with Jacobs staff including PM and Landscape Architect.
- The information received and documented at the workshop will provide enough direction to allow generation of linear park concepts.
- An allowance of 100 hours is included for development of up to 1 aerial rendering and 1 ground perspective rendering per option, up to 3 options at the City's request.
- Up to 3 virtual models will be developed to support the renderings.
- Cost Estimates for the concepts are not scoped.

Deliverables:

- Draft and Final Workshop Agenda
- Workshop notes
- Up to three 2-d planning level figures describing concepts for the linear park.
- Up to three aerial renderings.
- Up to three ground perspective renderings.
- Narrative description of each concept.

Task 2.2 Park Commission Review

JACOBS will support City staff in engaging the City Parks Commission for input into refining the preliminary concepts developed in Task 2.1.

Assumptions:

- JACOBS will develop one slide deck of up to ten (10) PowerPoint slides that can be adapted for use with different groups.
- City will be responsible direct coordination with the Parks Commission and tracking responses.
- Materials will be provided only in English. Translated versions can be provided as a supplemental service.
- City will collect and document input from the Parks Commission and provide to JACOBS.

Deliverables:

- Draft and final PowerPoint slide deck.

Task 2.3 Finalize Concept

JACOBS will take the input from Task 2.2 and evolve the concepts into a single Preferred Alternative. The Preferred Alternative will be developed in to 30% drawings in this task.

Assumptions:

- The final concept will not go back through a public information process.
- The TM will briefly document the concept generation and evaluation process.
- The Linear Park 30% drawings will be reviewed concurrently by Jacobs and the City separate from the Task 3.2 30% Roll Plot and Specifications List deliverable.

Deliverables:

- Brief Technical Memorandum describing the Preferred Alternative
- Draft and Final 2-d Planning figures of the Preferred Alternative
- 30% Drawings
- Specifications list

Task 3 Phase 1 Preliminary Engineering —~~Early Package~~

Task 3.1 Geotechnical Evaluation and Laboratory Testing

This task covers the work necessary to perform a limited geotechnical site investigation along the alignment of the proposed roadways, utilities and other project facilities. The site investigation will include completion of up to ten (10) shallow borings or test pits located along the proposed alignment.

Prior to the start of the field exploration, JACOBS will complete a one-day site visit to review the proposed alignment, evaluate access conditions, document ground conditions, mark proposed boring or test pit locations, and gather information required for utility locates notification. JACOBS will also complete a limited review of readily available published geologic mapping and subsurface information from any previous explorations at the site that can be provided by the City.

JACOBS will submit a utility locates and clearance request using the Oregon One-Call Utility Notification Center. It is assumed that the City will also support utility locates and provide information on any known utilities along the proposed project alignment.

JACOBS will provide full-time observation and logging of borings and test pits. The soil/rock encountered will be identified by a geotechnical engineer or engineering geologist in accordance with ASTM D2488, Standard Practice for Description and Identification of Soils (Visual-Manual Procedures), and recorded on exploration logs.

Baseline Approach

Each of the proposed ten (10) borings or test pits will be advanced to maximum depths of 15 feet. Soil samples will be collected from the borings and test pits.

Infiltration testing will be performed at up to three (3) of the test pit locations. Infiltration testing will be performed in general accordance with the open pit falling head infiltration test procedure described in *Portland Stormwater Management Manual – December 2020* (City of Portland, 2020).

Laboratory testing will be conducted on select soil samples obtained from the borings. Testing of soil samples is anticipated to consist primarily of general index property tests, (i.e. grain size, water content, and Atterberg Limits) and infiltration testing.

Task 3.1.2 Geotechnical Data Report

This task consists of completing the activities needed to develop a draft and final geotechnical data report. The geotechnical data report will be prepared so that it can be included with Contract Documents and will include a general description of the local geology and other subsurface information available from published sources, location map of the borings and test pits, a description of the exploration program, exploration logs, groundwater level observation information, infiltration test results and laboratory test results.

The draft geotechnical data report will be submitted for client review. After review comments are received from the City, adjudicated comments will be incorporated, and the final geotechnical data report will be issued.

Deliverables

- Electronic submittal of the draft geotechnical data report
- Three bound hard copies and electronic submittal of the final geotechnical data report

Task 3.1.3 Geotechnical Recommendations Technical Memorandum

JACOBS will analyze the data from the borings and test pits as well as results from infiltration testing and geotechnical laboratory testing and use the data to provide design and construction recommendations for the proposed project. JACOBS will perform the following geotechnical assessment and:

- Characterize subsurface along project alignment and assign engineering properties to soil layers
- Assess seismicity and seismic hazards at the project site
- Provide foundation design recommendations for illumination and signal poles
- Evaluate lateral earth pressures (both static and seismic) for use in design of proposed retaining walls
- Assess global stability of existing and new slopes, as well as retaining walls, present at the project site
- Provide soil parameters for use in pavement design
- Provide infiltration test results and soil parameters for use in design of stormwater facilities
- Evaluate earthwork, site preparation, and preliminary grading considerations
- Evaluate suitability of native materials for reuse onsite
- Evaluate requirements for excavation slopes and shoring systems.
- Evaluate the probable infiltration capacity of the soil on-site for stormwater facilities.
- Evaluate the need for groundwater control and provide recommendation on what requirements should be included in the specifications.

Deliverables

- Electronic submittal of the draft geotechnical recommendations technical memorandum (TM)

- Three hard copies and electronic submittal of the final geotechnical recommendations TM

Task 3.1 Assumptions:

The scope of services for the geotechnical task is based on the following assumptions:

- The scope of this task will cover the entire project, ~~both the Early Package and the Balance of Project Package.~~
- JACOBS will notify Oregon’s Utility Notification Center more than 48 working hours prior to performing subsurface explorations. The City will be responsible for locating and marking their own underground utilities in the vicinity of the proposed borings and test pits and assisting JACOBS with identification of other known utilities located along the proposed project alignment.
- No rock coring is scoped.
- Up to ten (10) borings or test pits will be advanced along the alignment in areas easily accessible using a track-mounted drill rig or track mounted excavator. Soil cuttings from the borings will be spread on site in grass areas. Excavated soil from test pits will be used to backfill each test pit and placed and compacted in lifts using the excavator bucket.
- Completion of borings and test pits, logging, and abandonment of the borings for the baseline approach will take approximately 16-hours (two (2) 8-hour work days) of field activities to complete.
- One mobilization of a track-mounted drill rig and/or track mounted excavator will be required.
- The City will arrange for entry to the proposed exploration locations. No additional traffic control is assumed to be required and no temporary traffic control effort is included in this scope.
- Soils encountered during the field exploration will be free of environmental contamination requiring special monitoring, handling, testing, or disposal. No borings will be completed for the center parcel.
- The scope of work will not include analyses to evaluate the potential for seismically induced liquefaction of foundation soils beyond a screening assessment. No evaluation or discussion of ground improvement to mitigate for the potential for liquefaction will be included.
- In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These conditions and cost/execution effects are not the responsibility of JACOBS.

Task 3.2 30% Roll Plot and Specifications

Task 3.2.1 Design Workshops

The purpose of this subtask is to align the JACOBS design team with the City through workshops. The workshops will provide an open forum for the transfer of information. JACOBS will work with the City’s staff to ensure the City’s project concepts are understood and to determine how best to integrate the concepts into the design. A draft agenda will be developed ahead of each workshop.

Task 3.2.1.1 Design Kickoff / Intersection Design Workshop

The purpose of this task is to kick off the design efforts for the project by reviewing the project scope and design criteria, confirming design standards and documenting City preferences. The workshop will

also establish the preliminary concept for the intersection design at Woods Road, Transition Parkway and Conser Road.

Assumptions:

- Workshop held at City of Millersburg City Hall
- Workshop attended by Jacobs Staff: Project Manager, Design Manager, Roadway Engineer, Curb Ramp Engineer
- Workshop length is up to 4 hours (including approx. 2 hrs for the intersection) plus site walk

Deliverables:

- Draft and Final Workshop Agenda
- Workshop minutes, decision log

Task 3.2.2 Prepare 30% Roll Plot and Predesign Report

JACOBS will prepare to a 30% level of design, a roll plot establishing locations, road and utility alignments, and preliminary verification of vertical grades of the entire alignment.

This subtask will include preparation of a brief written summary of the recommended type and features of construction materials, preliminary planting list, and design standards. No specifications will be written in this task, only a specifications list will be produced.

Assumptions:

- Utilities will be installed through open-cut construction methods. Trenchless methods will not be evaluated or designed.

Deliverables:

- 30% Roll Plot
- Specifications list
- Predesign Report

Task 3.2.3 Preliminary Cost Opinion

A preliminary cost opinion (in accordance with AACE International, the Association for the Advancement of Cost Engineering Class 3 Estimate) for all project design work will be integrated into the overall 30% cost opinion for the project.

The cost opinion will include a summary of project construction cost developed under this task.

Deliverables:

- Preliminary Design engineers opinion of probable cost with list of pay items.

Task 3.2.4 Design Review Workshop

Prepare for and participate in one design review workshop will be held with JACOBS team and City staff. This assumes that City staff will participate in the workshop. The workshop will be 4 hours in duration with City staff at City offices.

The workshop will be conducted following development of the 30% deliverable.

Assumptions:

- Review meeting will occur in City offices and will include one JACOBS team staff member in City offices and other required JACOBS staff members connecting via teleconference

Deliverables:

- Meeting notes will be distributed electronically to staff present at the meeting

~~Task 4 — Phase 1 Preliminary Engineering — Balance of Project~~

~~Task 4.1 — 30% Design Drawings and Specifications~~

~~Task 4.1.1 — Design Workshops~~

~~The purpose of this subtask is to align the JACOBS design team with the City through workshops. The workshops will provide an open forum for the transfer of information. JACOBS will work with the City's staff to ensure the City's project concepts are understood and to determine how best to integrate the concepts into the design. A draft agenda will be developed ahead of each workshop.~~

~~Task 4.1.1.1 — Design Kickoff / Intersection Design Workshop~~

~~The purpose of this task is to kick off the design efforts for the project by reviewing the project scope and design criteria, confirming design standards and documenting City preferences. The workshop will also establish the preliminary concept for the intersection designs at Castillo Drive and extension and Conser Road, and Transition Parkway and Castillo Drive Extension.~~

~~Assumptions: —~~

- ~~• Workshop held at City of Millersburg City Hall~~
- ~~• Workshop attended by Jacobs Staff: Project Manager, Design Manager, Roadway Engineer, Curb Ramp Engineer~~
- ~~• Workshop length is up to 6 hours (including approx. 2 hrs for each intersection) plus site walk~~

~~Deliverables:~~

- ~~• Draft and Final Workshop Agenda~~
- ~~• Workshop minutes, decision log.~~

~~Task 4.1.2 — Prepare 30% Drawings and Predesign Report~~

~~Project drawings will be prepared to a 30% level of design completion establishing locations, road and utility alignments, and preliminarily verifying vertical and horizontal grades. Prepare drawings based on the drawing list in Appendix A. The drawings will be prepared using Microstation computer software are planned to be converted to AutoCAD by JACOBS for delivery to the City at the end of this phase if requested.~~

~~This subtask will include preparation of a brief written summary of the recommended type and features of construction materials, preliminary planting list, and design standards. No specifications will be written in this task, only a specification list will be developed.~~

~~Assumptions:~~

- ~~• Utilities will be installed through open cut construction methods. Trenchless methods will not be evaluated or used.~~

Deliverables:

- 30% drawings (see Drawings list denoting drawings submitted with 30% design)
- Specifications list
- Predesign Report

Task 4.1.3 — Preliminary Cost Opinion

A preliminary cost opinion (in accordance with AACE International, the Association for the Advancement of Cost Engineering Class 3 Estimate) for all project design work will be integrated into the overall 30% cost opinion for the project.

The cost opinion will include a summary of project construction cost developed under this task.

Deliverables:

- Preliminary Design engineers opinion of probable cost with list of pay items.

Task 4.1.4 — Design Review Workshop

Prepare for and participate in one design review workshop will be held with JACOBS team and City staff. This assumes that City staff will participate in the workshop. The workshop will be 4 hours in duration with City staff at City offices.

The workshop will be conducted following development of the 30% deliverable.

Assumptions:

- Review meeting will occur in City offices and will include one JACOBS team staff member in City offices and other required JACOBS staff members connecting via teleconference

Deliverables:

- Meeting notes will be distributed electronically to staff present at the meeting

Task 5 — Phase 1 Intermediate Engineering — Early Package

Task 5.1 — Prepare 60% Design

The purpose of this task is to utilize the conceptual decisions of the project that were made in Task 3.2 Phase 1 Preliminary Engineering — Early Package to complete and finalize the preliminary calculations, develop draft plans and specifications, and develop the project design to achieve a true “design freeze” at the conclusion of this task. Major piping, and the site plan are all finalized during this phase to allow detailing in the next phase of design. Specific activities and work products from this phase are described in the following subtasks. Any City provided comments on the Task 3 Phase 1 Preliminary Engineering — Early Package will be responded to by the design leads, adjudicated and incorporated in this Task as appropriate.

Task 5.1.1 — Prepare 60% Drawings & Specifications

Drawings will be created based on the Preliminary Design and advanced to a 60% level of content. See anticipated drawing list in Appendix A. Technical specifications will have a first draft written in this task. Coordination with the City for initial development of the front end specifications. An estimated construction schedule will be created based on the 60% design.

Assumptions:

- See General Assumptions

Deliverables:

- 30% Design City comment responses
- 60% Drawings
- 60% Specifications
- 60% Estimated Construction Schedule

Task 5.1.2 — 60% Cost Opinion

A Class 2 cost opinion (in accordance with AACE International, the Association for the Advancement of Cost Engineering) will be developed based on the 60% design drawings and specifications.

Deliverables:

- AACE Class 2 Construction Cost Opinion based on the 60% Deliverables.

Task 5.1.3 — 60% Design Review Workshop

JACOBS will prepare for and participate in one design review workshop meeting. The meeting will be held with the JACOBS team and City staff. This assumes that City staff will participate in each workshop. The workshops will be 4 hours in duration with City staff at City offices.

The workshop will be conducted following development the 60% deliverable.

Assumptions:

- Review meetings will occur in City offices and will include two JACOBS team staff members in City offices and other required JACOBS staff members connecting via teleconference.

Deliverables:

- Meeting notes will be distributed electronically to staff present at the meeting

Task 6 Phase 2 Project Management and QA/QC

Task 6.1 Phase 2 Project Management

This task includes activities needed to initiate, plan, manage, and close the project. Throughout the project, the JACOBS project manager will maintain frequent and open communication with the City's project manager and will work closely with the City's project manager to anticipate changes in project needs. This task includes preparing the project execution plan/project instructions to assist in performing the work and preparing monthly progress reports and progress billings in a format approved by the City's project manager.

Assumptions:

- Phase 2 will have a 5-month duration.

Deliverables:

- Monthly progress reports submitted with invoice documentation.
- Weekly PM Meeting notes.

Task 6.2 Phase 2 QA/QC

The Quality Management Plan (QMP) prepared in Phase 1 for the project will continue to serve as a guide for all phases of the project.

The level of effort for this task includes QC reviews and documentation for Phase 2.

Deliverables:

- Discipline Technical Verification Forms as documentation of QC reviews

~~Task 7 — Phase 2 Permitting — Early Package~~

~~Task 7.1 — NPDES 1200-C Permit~~

~~An NPDES permit for storm water discharges must be obtained for construction activities that disturb one or more acres of land. This task covers completing the application to obtain an NPDES Storm Water discharge Permit #1200-C for the project. The application will be completed in accordance with Oregon Department of Environmental Quality (DEQ) requirements. The application will include completion of:~~

- ~~• NPDES 1200-C Application Form~~
- ~~• Land Use Compatibility Statement Form~~

~~In addition, this scope includes preparation of Erosion and Sediment Control Drawings, required by the 1200-C NPDES permit. The Drawings must be submitted to DEQ at least 30 days before commencement of construction activities. The Drawings must be submitted with the permit application if the construction schedule will not allow for the 30-day review period. The required information for this application includes:~~

- ~~• Narrative Site Description~~
- ~~• ESC Drawings~~
- ~~• Erosion and Sediment Control Details~~

Assumptions:

- ~~• The ESC Drawings from the package will be able to be used directly without modification for the permit.~~
- ~~• The 1200-C application does not require a separate cover or index drawings.~~
- ~~• The City will submit the completed application to DEQ and will provide the necessary application and permit fees.~~

Deliverables:

- ~~• 1200-C Construction Stormwater General Permit Application for City to submit.~~

~~Task 8 — Phase 2 Final Engineering — Early Package~~

~~Task 8.1 — Prepare Bid Package~~

~~The purpose of this task is to incorporate Task 5 Phase 1 Intermediate Engineering — Early Package City 60% comments into the final contract drawings, specifications, and schedules for competitive bidding. All final contract documents will be stamped with professional seals as required. Key activities during this phase will include:~~

- ~~• Finalize specification front-end documents, including General Conditions, General Requirements, bidding documents, bonds, and Instruction to Bidders. City input is required at this point to determine construction contract requirements and insurance requirements.~~
- ~~• Coordinate with City on advertising and bidding process.~~
- ~~• Prepare final construction drawings.~~

- ~~Prepare final technical specifications.~~
- ~~Prepare final calculations.~~
- ~~Complete final checking and coordination review.~~
- ~~JACOBS will modify the contract documents to reflect all agreed upon final review comments from the City, applicable regulatory agencies and JACOBS's quality control review team. The final documents will then be stamped and submitted to the City.~~

Task 8.2.1 ~~Prepare Bid Package~~

~~This subtask will finalize the Bid Document package. Any outstanding items requiring input from the City for the front end specifications will be resolved. An estimated construction schedule will be finalized based on the 100% design.~~

Assumptions:

- ~~The design concepts at the end of 60% are frozen and will be detailed in the 100% Design phase. Any major deviation from the 60% concepts will be evaluated for impacts to design cost and delivery schedule~~

Deliverables:

- ~~Hard copy and PDF Bid package consisting of Div 0 and Div 1, technical specifications and drawings~~
- ~~Hard copy and PDF Bid package Estimated Construction schedule~~

Task 8.1.2 ~~100% Cost Opinion~~

~~The Class 2 cost opinion (in accordance with AACE International, the Association for the Advancement of Cost Engineering) developed in the previous phase will be updated based on the 100% design drawings and specifications.~~

Deliverables:

- ~~Updated AACE Class 2 Construction Cost Opinion based on the 100% Deliverables.~~

Task 9 ~~Phase 2 Intermediate Engineering—Balance of Project~~

Task 9.1 ~~Prepare 60% Design~~

The purpose of this task is to utilize the conceptual decisions of the project that were made in Task 43.2 ~~Phase 1 Preliminary Engineering—Balance of Project~~ to complete and finalize the preliminary calculations, develop draft plans and specifications, and develop the project design to achieve a true “design freeze” at the conclusion of this phase. Structures, major piping, and the site plan are all finalized during this phase to allow detailing in the next phase of design. Specific activities and work products from this phase are described in the following subtasks. Any City provided comments on the Task 43.2 ~~Phase 1 Preliminary Engineering—Balance of Project~~ will be responded to by the design leads, adjudicated and incorporated in this Task as appropriate.

Task 9.1.1 ~~Prepare 60% Drawings & Specifications~~

Drawings will be created based on the Preliminary Design and advanced to a 60% level of content. See anticipated drawing list in Appendix A. Technical specifications will have a first draft written in this task. Coordination with the City for initial development of the front-end specifications. An estimated construction schedule will be created based on the 60% design.

Assumptions:

- See General Assumptions

Deliverables:

- 30% Design City comment responses
- Updated Linear Park Technical Memorandum, if required.
- 60% Drawings
- 60% Specifications
- 60% Estimated Construction Schedule

Task 9.1.2 60% Cost Opinion

A Class 2 cost opinion (in accordance with AACE International, the Association for the Advancement of Cost Engineering) will be developed based on the 60% design drawings and specifications.

Deliverables:

- AACE Class 2 Construction Cost Opinion based on the 60% Deliverables.

Task 9.1.3 60% Design Review Workshop

JACOBS will prepare for and participate in one design review workshop meeting. The meeting will be held with the JACOBS team and City staff. This assumes that City staff will participate in each workshop. The workshops will be 4 hours in duration with City staff at City offices.

The workshop will be conducted following development the 60% deliverable.

Assumptions:

- Review meetings will occur in City offices and will include two JACOBS team staff members in City offices and other required JACOBS staff members connecting via teleconference.

Deliverables:

- Meeting notes will be distributed electronically to staff present at the meeting

Task 10 Phase 3 Project Management and QA/QC

Task 10.1 Phase 3 Project Management

This task includes activities needed to initiate, plan, manage, and close the project. Throughout the project, the JACOBS project manager will maintain frequent and open communication with the City's project manager and will work closely with the City's project manager to anticipate changes in project needs. This task includes preparing the project execution plan/project instructions to assist in performing the work and preparing monthly progress reports and progress billings in a format approved by the City's project manager.

Assumptions:

- Phase 3 will have a 11-month duration.

Deliverables:

- Monthly progress reports submitted with invoice documentation.
- Weekly PM Meeting notes.

Task 10.2 Phase 3 QA/QC

The Quality Management Plan (QMP) prepared in Phase 1 for the project will continue to serve as a guide for all phases of the project.

The level of effort for this task includes QC reviews and documentation for Phase 3.

Deliverables:

- Discipline Technical Verification Forms as documentation of QC reviews

~~Task 11 — Phase 3 Bidding Services — Early Package~~

~~Task 11.1 — Bidding Period Services~~

~~JACOBS will provide services to assist the City in selection of a single Contractor assigned to construct the project. JACOBS will provide services under this task up to the limits of the budget allocated. These services are expected to consist of the following:~~

~~Task 11.1.1 — Administration of Project Advertisement —~~

~~JACOBS will support the City in advertising the Project. The City will prepare, arrange and pay for advertisement of the project in a local newspaper. The City will arrange for a Plan Center to host the documents for bidders to obtain documents and maintain interested bidders. The City will distribute the contract documents and maintain a list of plan holders and a list of registered parties. JACOBS will provide support such as responses to City inquiries and requested adjustments to the bid package.~~

Assumptions

- ~~Up to 8 hours of JACOBS support will be provided for advertising the Project.~~

~~Task 11.1.2 — Prequalification Support —~~

~~JACOBS will support the City in developing prequalification requirements.~~

Assumptions

- ~~An allowance of 60 hours of JACOBS support will be provided for contractor prequalification for the Project.~~

~~Task 11.1.2 — Respond to Bidder Questions~~

~~It is assumed that the City will be the contact for receipt of bidder questions and requests for information (RFI). JACOBS will receive bidder questions and RFIs from the City and develop responses.~~

~~JACOBS will provide technical interpretation of the Bid Documents and will prepare, for City approval, proposed responses to all proposers' substantive questions and requests, which may be in the form of addenda. Responses to bidder questions will be provided by City to bidders. Substantive questions will be questions that cannot be answered by referral of proposers to unambiguous Bid Documents and the associated specifications and drawings for resolution and require JACOBS's interpretation or clarification by addenda.~~

Deliverables

- ~~Log of bid questions with responses in Excel and PDF format.~~

~~Task 11.1.3 — Conduct Pre-Bid Conference~~

~~JACOBS will assist the City in arranging and conducting one pre-bid conference. In consultation with City, JACOBS will develop the draft agenda and content of the pre-bid conference. JACOBS will take minutes or make other provisions for documenting the results of the pre-bid conference. Also, JACOBS will record all questions and requests for additional information and shall, after coordination with City, issue responses and additional information.~~

Assumptions

- ~~Pre-Bid Conference will be held at City Hall~~

- ~~Attending Jacobs staff will be PM and Lead Transportation Engineer.~~

Deliverables

- ~~Preparation of pre-bid conference minutes, and coordinate issuance of responses and additional information.~~

Task 11.1.4 — Prepare and Issue Addenda

JACOBS will prepare all Addenda to the Bid Documents and will provide Addenda to the City for distribution. A maximum of three addenda are assumed. All Addenda will be approved by the City.

Deliverables

- ~~Addenda during bid period.~~

Task 11.1.5 — Evaluate Bids

JACOBS will review submitted bids for responsiveness in accordance with the requirements Oregon Revised Statue 279C.375.(3), and including: ~~bonds, insurance certificates, construction schedules, alternative bids and other documentation included with the contractors bid. Results will be organized and recorded in a spreadsheet. JACOBS will prepare a bid abstract and unit price comparison and in consultation with City staff, make recommendations for contract award regarding the responsible bidder. JACOBS will assist City staff in contract approval presentation to the City Council~~

Deliverables

- ~~Bid responsiveness spreadsheet~~
- ~~Bid abstract spreadsheet~~
- ~~Recommendation for award~~

Task 11.1.2 — Bid Protest Support

JACOBS will support the City in ~~for bid protests.~~

Assumptions

- ~~An allowance of 40 hours of JACOBS support will be provided for bid protests for the Project.~~

Task 11.2 — Conformed Documents

JACOBS will incorporate addenda during bidding phase into the contract documents.

Assumptions:

- ~~Incorporate Addenda into CAD drawings.~~
- ~~Stamp block will show Conformed Docs Language.~~

Deliverables

- ~~PDF sets of full-size drawings, half-size conformed drawings and specifications.~~
- ~~Translation of CAD files into AutoCAD format~~

Task 12 Phase 3 Permitting—~~Balance of Project~~

Task 12.1 NPDES 1200-C Permit

An NPDES permit for storm water discharges must be obtained for construction activities that disturb one or more acres of land. This task covers completing the application to obtain an NPDES Storm Water discharge Permit #1200-C for the project. The application will be completed in accordance with Oregon Department of Environmental Quality (DEQ) requirements. The application will include completion of:

- NPDES 1200-C Application Form
- Land Use Compatibility Statement Form

In addition, this scope includes preparation of Erosion and Sediment Control drawings, required by the 1200-C NPDES permit. The drawings must be submitted to DEQ at least 30 days before commencement of construction activities. The drawings must be submitted with the permit application if the construction schedule will not allow for the 30-day review period. The required information for this application includes:

- Narrative Site Description
- ESC Drawings
- Erosion and Sediment Control Details

Assumptions:

- The ESC Drawings from the package will be able to be used directly without modification for the permit.
- The 1200-C application does not require a separate cover or index drawings.
- The City will submit the completed application to DEQ and will provide the necessary application and permit fees.

Deliverables:

- 1200-C Construction Stormwater General Permit Application for City to submit.

Task 13 Phase 3 Final Engineering—~~Balance of Project~~

Task 13.1 Prepare 90% Design

The purpose of this task is to incorporate Task ~~96~~ Phase 2 Intermediate Engineering—~~Balance of Project~~ City 60% comments into the final contract drawings, specifications, and schedules for competitive bidding. Key activities during this phase will include:

- Updated Linear Park Technical Memorandum, if required.
- Finalize specification front-end documents, including General Conditions, General Finalize specification front-end documents, including General Conditions, General Requirements, bidding documents, bonds, and Instruction to Bidders. City input is required at this point to determine construction contract requirements and insurance requirements.
- Coordinate with City on advertising and bidding process.
- Prepare 90% construction drawings.
- Prepare 90% technical specifications.
- Prepare final calculations.

Task 13.1.1 Prepare 90% Drawings & Specifications

Drawings will be detailed based on the 60% Design and advanced to a 90% level of content. Technical specifications will be finalized. Coordination with the City for final development of the front-end specifications (Division 0 and Division 1) will occur.

An estimated construction schedule will be updated based on the 90% design.

Assumptions:

- The design concepts at the end of 60% are frozen and will be detailed in the 90% Design phase. Any major deviation from the 60% concepts will be evaluated for impacts to design cost and delivery schedule

Deliverables:

- Adjudicated responses to City 60% comments
- 90% drawings
- 90% Specifications
- 90% Estimated Construction Schedule

Task 13.1.2 90% Cost Opinion

The Class 2 cost opinion (in accordance with AACE International, the Association for the Advancement of Cost Engineering) developed in the previous phase will be updated based on the 90% design drawings and specifications.

Deliverables:

- Updated AACE Class 2 Construction Cost Opinion based on the 90% Deliverables.

Task 13.1.3 90% Design Review Workshop

JACOBS will prepare for and participate in one design review workshop meeting. The meeting will be held with the JACOBS team and City staff. This assumes that City staff will participate in each workshop. The workshops will be 3 hours in duration with City staff at City offices.

The workshop will be conducted following development the 90% deliverable.

Assumptions:

- Review meetings will occur in City offices and will include two JACOBS team staff members in City offices and other required JACOBS staff members connecting via teleconference

Deliverables:

- Meeting notes will be distributed electronically to staff present at the meeting

Task 13.2 Prepare 100% Deliverable

The purpose of this task is to incorporate City 90% comments into the final contract drawings, specifications, and schedules for competitive bidding. All final contract documents will be stamped with professional seals as required. Key activities during this phase will include:

- Coordinate with City on advertising and bidding process.
- Prepare final construction drawings.
- Prepare final technical specifications.
- Prepare final calculations.
- Complete final checking and coordination review.

- JACOBS will modify the contract documents to reflect all agreed upon final review comments from the City, applicable regulatory agencies and JACOBS's quality control review team. The final documents will then be stamped and submitted to the City.

Task 13.2.1 Prepare 100% Drawings, Specifications and Construction Schedule

This subtask will finalize the Bid Document package through response, adjudication and incorporation of City comments on the 90% Design Deliverable. Any outstanding items requiring input from the City for the front-end specifications will be resolved. An estimated construction schedule will be finalized based on the 100% design.

Deliverables:

- Hard copy and PDF Bid package consisting of Div 0 and Div 1, technical specifications and drawings
- Hard copy and PDF Bid package Estimated Construction schedule

Task 14 Phase 3 Bidding Services—Balance of Project

Task 14.1 Bidding Period Services

JACOBS will provide services to assist the City in selection of a single Contractor assigned to construct the project. JACOBS will provide services under this task up to the limits of the budget allocated. These services are expected to consist of the following.

Task 14.1.1 Administration of Project Advertisement

JACOBS will support the City in advertising the Project. The City will prepare, arrange and pay for advertisement of the project in a local newspaper. The City will arrange for a Plan Center to host the documents for bidders to obtain documents and maintain interested bidders. The City will distribute the contract documents and maintain a list of plan holders and a list of registered parties. JACOBS will provide support such as responses to City inquiries and requested adjustments to the bid package.

Assumptions

- Up to 8 hours of JACOBS support will be provided for advertising the Project.

Task 14.1.2 Prequalification Support

JACOBS will support the City in developing prequalification requirements.

Assumptions

- An allowance of 60 hours of JACOBS support will be provided for contractor prequalification for the Project.

Task 14.1.2 Respond to Bidder Questions

It is assumed that the City will be the contact for receipt of bidder questions and requests for information (RFI). JACOBS will receive bidder questions and RFIs from the City and develop responses.

JACOBS will provide technical interpretation of the Bid Documents and will prepare, for City approval, proposed responses to all proposers' substantive questions and requests, which may be in the form of addenda. Responses to bidder questions will be provided by City to bidders. Substantive questions will be questions that cannot be answered by referral of proposers to unambiguous Bid Documents and the associated specifications and drawings for resolution and require JACOBS's interpretation or clarification by addenda.

Deliverables

- Log of bid questions with responses in Excel and PDF format.

Task 14.1.3 Conduct Pre-Bid Conference

JACOBS will assist the City in arranging and conducting one pre-bid conference. In consultation with City, JACOBS will develop the draft agenda and content of the pre-bid conference. JACOBS will take minutes or make other provisions for documenting the results of the pre-bid conference. Also, JACOBS will record all questions and requests for additional information and shall, after coordination with City, issue responses and additional information.

Deliverables

- Preparation of pre-bid conference minutes, and coordinate issuance of responses and additional information.

Task 14.1.4 Prepare and Issue Addenda

JACOBS will prepare all Addenda to the Bid Documents and will distribute Addenda to the City. A maximum of three addenda are assumed. All Addenda will be approved by the City.

Deliverables

- Addenda during bid period.

Task 14.1.5 Evaluate Bids

JACOBS will review submitted bids for responsiveness in accordance with the requirements Oregon Revised Statue 279C.375.(3), and including: bonds, insurance certificates, construction schedules, alternative bids and other documentation included with the contractors bid. Results will be organized and recorded in a spreadsheet. JACOBS will prepare a bid abstract and unit price comparison and in consultation with City staff, make recommendations for contract award regarding the responsible bidder. JACOBS will assist City staff in contract approval presentation to the City Council

Deliverables

- Bid responsiveness spreadsheet
- Bid abstract spreadsheet
- Recommendation for award

Task 14.1.2 Bid Protest Support

JACOBS will support the City in for bid protests.

Assumptions

- An allowance of 40 hours of JACOBS support will be provided for bid protests for the Project.

Task 14.2 Conformed Documents

JACOBS will incorporate addenda during bidding phase into the contract documents.

Assumptions:

- Incorporate Addenda into CAD drawings.
- Stamp block will show Conformed Docs Language.

Deliverables

- PDF sets of full-size drawings, half-size conformed drawings and specifications.
- Translation of CAD files into AutoCAD format

Task 15 Procurement Package – (Optional Task)

Task 15.1 Materials Procurement Package

The purpose of this task is to prepare 100% bid-ready documents for procurement of potable water pipe, valves, fittings, and appurtenances to construct the potable water conveyance, distribution and service features required for the project.

Assumptions:

- The City will work closely with Jacobs in developing the procurement package, that will be advanced directly to 100%.
- City will provide review comments on the package within 7 calendar days and will provide one set of consolidated comments.
- No drawings will be prepared.
- Technical specifications will be based on Jacobs' master specifications (49 divisions).
- Front-end specifications will be based on Engineers Joint Contract Documents Committee specifications.
- From Task authorization to delivery of documents will take 6 weeks.
- The package will be developed based on assumed materials, or on final design dependent on when the City authorizes the task.
- If the package is developed based on assumed materials, prior to final design, required materials are subject to be different, and Jacobs is not liable for changes.

Deliverables:

- 100% procurement specifications, electronic delivery, PDF format.

Task 15.2—Procurement Bidding Period Services

JACOBS will provide services to assist the City in selection of a single Contractor assigned to provide materials for the project in the procurement package. JACOBS will provide services under this task up to the limits of the budget allocated. These services are expected to consist of the following:

Task 15.2.1 Administration of Project Advertisement

JACOBS will support the City in advertising the procurement package. The City will prepare, arrange and pay for advertisement of the procurement package in a local newspaper. The City will arrange for a Plan Center to host the documents for bidders to obtain documents and maintain interested bidders. The City will distribute the contract documents and maintain a list of plan holders and a list of registered parties. JACOBS will provide support such as responses to City inquiries and requested adjustments to the bid package.

Assumptions

- Up to 8 hours of JACOBS support will be provided for advertising the Project.
- A pre-bid conference is not included in this task scope.

Task 15.2.2 Respond to Bidder Questions

It is assumed that the City will be the contact for receipt of bidder questions and requests for information (RFI). JACOBS will receive bidder questions and RFIs from the City and develop responses.

JACOBS will provide technical interpretation of the Bid Documents and will prepare, for City approval, proposed responses to all proposers' substantive questions and requests, which may be in the form of addenda. Responses to bidder questions will be provided by City to bidders. Substantive questions will be questions that cannot be answered by referral of proposers to unambiguous Bid Documents and the associated specifications and drawings for resolution and require JACOBS's interpretation or clarification by addenda.

Deliverables

- Log of bid questions with responses in Excel and PDF format.

Task 15.2.3 Prepare and Issue Addenda

JACOBS will prepare all Addenda to the Bid Documents and will distribute Addenda to the City. A maximum of three addenda are assumed. All Addenda will be approved by the City.

Deliverables

- Addenda during bid period.

Task 15.2.4 Evaluate Bids

JACOBS will review submitted bids for responsiveness in accordance with the requirements Oregon Revised Statue 279C.375.(3), and including: bonds, insurance certificates, construction schedules, alternative bids and other documentation included with the contractors bid. Results will be organized and recorded in a spreadsheet. JACOBS will prepare a bid abstract and unit price comparison and in consultation with City staff, make recommendations for contract award regarding the responsible bidder. JACOBS will assist City staff in contract approval presentation to the City Council

Deliverables

- Bid responsiveness spreadsheet
- Bid abstract spreadsheet
- Recommendation for award

Schedule

The schedule for delivery of the procurement package is TBD, but generally can be developed to a bid ready condition within 6 weeks from task authorization.

Task 16 Environmental Permitting Support

Task 16.1 Environmental Permitting Figure Support

JACOBS will provide services to develop figures for the City's environmental permit application.

Assumptions

- Jacobs is responsible for developing up to 3 drawings for each figure type, including: Figure 4: Existing Conditions, Figure 5: Site Plans and Figure 6: Cross-Sections.
- Figures will be developed for 8.5"x11" sheet size.
- Figures will be delivered in PDF format.
- The environmental permit application is being completed by others.
- Draft Figures in January, 2023, Final Figures end of February 2023.

Deliverables

- Figure 4: Existing Conditions
- Figure 5: Site Plans
- Figure 6: Cross-Sections

Task 16.2 Environmental Permitting Stormwater Management Plan

JACOBS will develop a Stormwater Management Plan to support the JPA 401/404 environmental permit application requirements.

Assumptions

- An allowance of 80 hours of JACOBS time has been included for performing calculations, developing the report and required figures.
- Stormwater Management Plan final delivered end of February, 2023.

Deliverables

- Environmental Permitting Stormwater Management Plan.

Task 16.3 Environmental Permitting Impact Calculations

JACOBS will develop impact calculations to support the JPA 401/404 environmental permit application requirements.

Assumptions

- An allowance of 40 hours of JACOBS time has been included for performing calculations and developing the impact areas and volumes.

Deliverables

- Environmental Permitting impact areas and volumes.

Task 17 City Stormwater Management Plan

Task 17.1 Stormwater Management Plan

JACOBS will develop a Stormwater Management Plan to support the City of Millersburg permit application requirements.

Assumptions

- An allowance of 40 hours of JACOBS time has been included for performing calculations, developing the report and required figures.
- Stormwater Management Plan final delivered end of July, 2023.

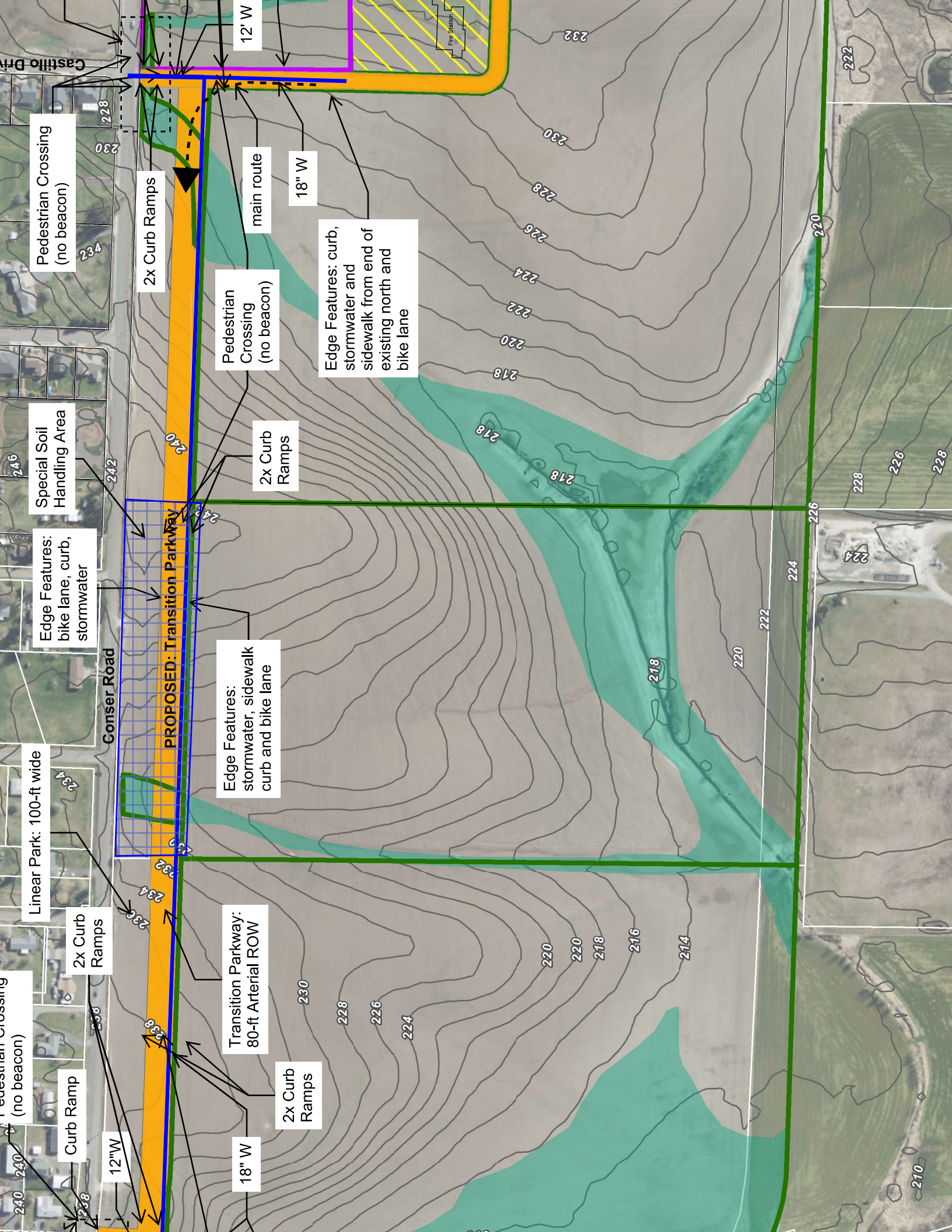
Deliverables

- City of Millersburg Stormwater Management Plan.

Preliminary Drawing List

The anticipated drawings and delivery level are listed in Appendix A.

FIGURE A



Pedestrian Crossing (no beacon)

2x Curb Ramps

Pedestrian Crossing (no beacon)

Edge Features: curb, stormwater and sidewalk from end of existing north and bike lane

2x Curb Ramps

Special Soil Handling Area

Edge Features: bike lane, curb, stormwater

PROPOSED: Transition Parkway

Edge Features: stormwater, sidewalk curb and bike lane

Linear Park: 100-ft wide

2x Curb Ramps

Transition Parkway: 80-ft Arterial ROW

2x Curb Ramps

Curb Ramp

12" W

18" W

Fire Station

Pedestrian Crossing (no beacon)

240

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Conser Road

Castillo Drive

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TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: April 4, for the April 11, 2023 City Council Meeting
SUBJECT: Post-Construction Stormwater Quality Municipal Code Amendment

Action Requested:

Staff request Council adoption of a proposed modification to the Municipal Code for Surface Water within the City of Millersburg.

Discussion:

In 20XX Millersburg adopted Municipal Code Title 12, Surface Water. At that time, the City was not yet a permittee under the Department of Environmental Quality MS4 Phase 2 permit. The code language at the time of adoption anticipated many of the requirements of the MS4 Phase 2 permit, but some items were still being discussed with DEQ, including the minimum threshold for new or replaced impervious area that would require stormwater quality treatment.

Now that the City is a permittee under the Phase 2 MS4 permit, a change in this threshold from 10,000 square feet to 5,000 square feet is required to come into compliance with the permit.

Budget Impact:

None.

Recommendation:

Adoption of Ordinance 203-23.

Attachment(s):

- Ordinance 203-23, Amending Municipal Code Section 12.45.040

ORDINANCE NO. 203-23

AN ORDINANCE AMENDING MUNICIPAL CODE SECTION 12.45.040, POST-CONSTRUCTION STORMWATER QUALITY

WHEREAS, the City of Millersburg desires to provide for the effective management of stormwater to protect the health, safety, and general welfare of the citizens of the City of Millersburg; and,

WHEREAS, the City of Millersburg desires to protect and enhance the water quality and natural functions of watercourses and water bodies through the regulation of stormwater; and,

WHEREAS, the Oregon Department of Environmental Quality Municipal Separate Storm Sewer System Phase 2 permit requires post-construction stormwater quality treatment for project sites discharging stormwater to the MS4 that create or replace 5,000 square feet or more of impervious surface area; and,

WHEREAS, the City of Millersburg intends to comply with applicable State and Federal laws;

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

The City of Millersburg amends Section 12.45.040 of the Municipal Code, POST-CONSTRUCTION STORMWATER QUALITY, by deleting:

“(2) The development creates and/or replaces less than 10,000 square feet of impervious surface, cumulatively.”

And replacing it with:

“(2) The development creates and/or replaces less than 5,000 square feet of impervious surface, cumulatively.”

This Ordinance becomes effective thirty (30) days from date of passage.

APPROVED by the Council this 11th day of April, 2023.

Scott Cowan, Mayor
City of Millersburg, Oregon

ATTEST:

Sheena Dickerman
City Recorder



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

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

Commission and/or Committee Preference:

PLANNING COMMISSION

(list all for which you are applying)

Name: DEREK BURCHFIELD

Preferred First Name: DEREK

Residential Information:

Home Address:	[Redacted]	Phone:	[Redacted]
E-mail:	[Redacted]	Cellular:	[Redacted]
		Fax:	_____ (Optional)

Employment Information:

Employer's Name:	[Redacted]	Phone:	[Redacted]
Work Address:	[Redacted]	Cellular:	[Redacted]
E-mail:	[Redacted]	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:

I am currently a maintenance planner. My role consists of planning day to day maintenance activities, down day maintenance, and major maintenance outages. Coordinating outside contractors, rental equipment, safety training, and specific job/ task planning. Procurement of tools and materials, data entry, & initiating purchase requisitions.

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

Past activities include volunteering at the Sweet Home music festival, Bi Mart country music festival for Central Linn High School, Lane & Tillamook county beach clean up, Lane County volunteer search & rescue.

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

Being involved with the city you live in is a great way to give back to the community. Being able to help a city grow, improve the quality of living in the community, and providing a positive impact on the economy through proper planning & scheduling. Strong mechanical background, good knowledge of maintenance/ workflow processes, and clear communication are a few qualifications I bring to the table.

- What contributions do you hope to make?

Understanding the work that needs to be done, logical thinking, attention to detail, and continuous improvement. As a maintenance planner, I possess the ability to resolve issues through root cause analysis and deductive reasoning. These are some of the contributions I can make for an effective planning team.



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.](#)

Derek Burchfield

Signature of Applicant

4/6/2023

Date



COMMISSION / COMMITTEE

SUPPLEMENTAL FORM

Your Name DEREK BURCHFIELD

Commission / Committee Name PLANNING COMMISSION

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check “yes,” “no,” or “not applicable” below as to whether or not you authorize this information being available to the public:

Home Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Telephone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Home Fax Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Personal Cell Number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home E-mail Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Telephone Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Fax Number Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Cell Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work E-mail Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable

Generally, only information for which you have checked “yes” will be released. If you have chosen “no” to all and a citizen wants to communicate with you, the City will suggest that s/he either:

- send a letter to you c/o the City Recorder, 4222 NE Old Salem Road, Albany, OR 97321; then the City will forward it to you; or
- leave a phone message or e-mail message with the City Recorder who will then give the message to you.

Signature Derek Burchfield

Date 4/6/2023



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

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

Commission and/or Committee Preference:

PLANNING COMMISSION
(list all for which you are applying)

Name: DOUGLAS N IVERSON Preferred First Name: DOUG

Residential Information:

Home Address:



Phone:



Cellular:

E-mail:

Fax:

(Optional)

Employment Information:

Employer's Name:

Retired

Work Address:

Phone:

Cellular:

E-mail:

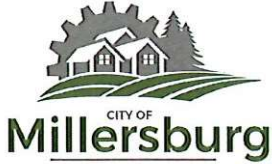
Fax:

(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:

FAB Tech.
Intel Corp. - Hillsboro, OR



COMMISSION / COMMITTEE SUPPLEMENTAL FORM

Your Name DOUGLAS N IVERSON

Commission / Committee Name PLANNING COMMISSION

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check "yes," "no," or "not applicable" below as to whether or not you authorize this information being available to the public:

Home Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Telephone Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Fax Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Personal Cell Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home E-mail Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Telephone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Fax Number Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Cell Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work E-mail Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable

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- leave a phone message or e-mail message with the City Recorder who will then give the message to you.

Signature Douglas N Iverson

Date 4/3/23



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

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

Commission and/or Committee Preference:

Events Committee

(list all for which you are applying)

Name: Ann Hillman

Preferred First Name: Ann

Residential Information:	
Home Address: <u>[REDACTED] Crown Ln NE</u>	Phone: <u>[REDACTED]</u>
E-mail: <u>[REDACTED]</u>	Cellular: <u>[REDACTED]</u>
	Fax: _____ <i>(Optional)</i>

Employment Information:	
Employer's Name: <u>[REDACTED]</u>	Phone: _____
Work Address: <u>[REDACTED]</u>	Cellular: _____
E-mail: _____	Fax: _____ <i>(Optional)</i>

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:

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

West Salem Little League - Concessions (Purchase food/drinks and schedule volunteers for working); 4 years

West Salem Athletic Booster Club (Secretary) 4 years

West Salem Grand Party (Secretary) 2 years

West Salem Titan Auction 3 years (multiple roles)

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

We've recently (this winter) moved to Millersburg (closer to my husbands work in Lebanon).

With my children no longer in School (I have no where to lend a hand)

- I hope to make some new local friends

I heard there were fun community activities (i.e. Wednesday Market, Christmas Lights, Town Garage Sale)

- What contributions do you hope to make?

I dont have a network of local folks to pull in unfortunatley and I'm not good at asking for money (I steer away from those roles in prior commitees).

But - I'm dependable (if I say I'll do it - I will)

I know what it's like to work hard with a team and enjoy the end results. I'm good at organizing and coordinating almost anything.

If I'm not selected for the commitee I'll gladly be on a voulnteer list for future activites.



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Guide for Public Officials



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[Click here to access the guide.](#) [Click here for Guide for Public Officials 2015 Supplement.](#)

Ann Hillman 4/6/23

Signature of Applicant

Date



COMMISSION / COMMITTEE

SUPPLEMENTAL FORM

Your Name Ann Hillman

Commission / Committee Name Events Commitee

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check “yes,” “no,” or “not applicable” below as to whether or not you authorize this information being available to the public:

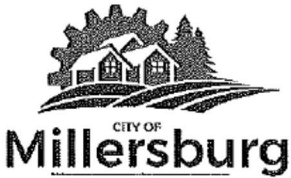
Home Address	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Telephone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Home Fax Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Personal Cell Number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home E-mail Address	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Telephone Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Fax Number Work	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Cell Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work E-mail Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable

Generally, only information for which you have checked “yes” will be released. If you have chosen “no” to all and a citizen wants to communicate with you, the City will suggest that s/he either:

- send a letter to you c/o the City Recorder, 4222 NE Old Salem Road, Albany, OR 97321; then the City will forward it to you; or
- leave a phone message or e-mail message with the City Recorder who will then give the message to you.

Signature _____

Date Ann Hillman 4/6/23



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

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

Commission and/or Committee Preference:
<u>Events Planning Committee</u> <small>(list all for which you are applying)</small>

Name: Dianne Hargrove Preferred First Name: Dianne

Residential Information:	
Home Address:	[REDACTED]
Phone:	[REDACTED]
Cellular:	<u>5</u>
E-mail:	[REDACTED]
Fax:	<u>N/A</u> <small>(Optional)</small>

Employment Information:	
Employer's Name:	<u>Retired</u>
Work Address:	_____
Phone:	_____
Cellular:	_____
E-mail:	_____
Fax:	_____ <small>(Optional)</small>

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:
Last position was a Tech Writer for a government contractor/
Navy. Now retired.

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

All activities were in Ridgecrest, CA.

March of Dimes Walk-a-thon's

Fair Booths for Cable Comp. & Credit Union

Car Sales for Credit Union

Home Shows

Salvation Army Board - Fundraising activities

Multiple Holiday Parties & Navy Ball

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

New to the area - felt best way to get to know the area better as well as getting involved / meet people.

Have a marketing background.

- What contributions do you hope to make?

Planning & doing legwork for the events to happen.

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

Guide for Public Officials



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

Signature of Applicant

Date



COMMISSION / COMMITTEE SUPPLEMENTAL FORM

Your Name Dianne Hargrove

Commission / Committee Name Events Planning Committee

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check "yes," "no," or "not applicable" below as to whether or not you authorize this information being available to the public:

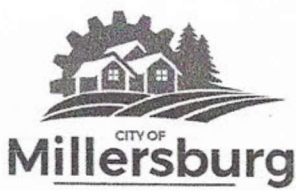
Home Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Telephone Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Fax Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Personal Cell Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home E-mail Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Telephone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Fax Number Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Cell Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work E-mail Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable

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- leave a phone message or e-mail message with the City Recorder who will then give the message to you.

Signature Dianne Hargrove

Date 3/21/23



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

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

Commission and/or Committee Preference:

Events Committee

(list all for which you are applying)

Name: Elizabeth Hernandez

Preferred First Name: Liz

Residential Information:	
Home Address: <u>[REDACTED]</u>	Phone: _____
	Cellular: <u>[REDACTED]</u>
E-mail: <u>[REDACTED]</u>	Fax: _____
	<i>(Optional)</i>

Employment Information:	
Employer's Name: <u>Stay at home mom</u>	
Work Address: _____	Phone: _____
_____	Cellular: _____

E-mail: _____	Fax: _____
	<i>(Optional)</i>

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:

Stay at home mom. I worked in Human Resources for five years and prior to that was in management with the same company for 14 years. I left to be home with my youngest child and then relocated for my husbands career ultimately returning to the same area.

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

I am in my second year as Vice President of the Parent Teacher Club for Meadow Ridge Elementary. I help brainstorm, organize and execute events. Currently, I volunteer twice a week in my daughters class running small reading groups. I also did this last year for another teacher. While working in Human Resources I was also the volunteer coordinator and worked closely with multiple agencies in Albany.

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

I wish to be involved with the community to help provide events that promote neighborhood togetherness. I believe this can be achieved by being involved with the events committee.

- What contributions do you hope to make?

I hope to help create an environment that promotes inclusiveness and encourages others to participate with this wonderful community!

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

Guide for Public Officials



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tool.

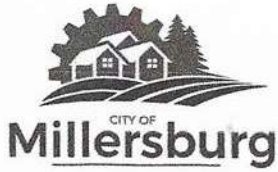
Click here to access the guide. Click here for Guide for Public Officials 2015 Supplement.

OJE HERNANDEZ

Signature of Applicant

3/21/2023

Date



COMMISSION / COMMITTEE

SUPPLEMENTAL FORM

Your Name Elizabeth Hernandez

Commission / Committee Name _____

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check "yes," "no," or "not applicable" below as to whether or not you authorize this information being available to the public:

Home Address	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Telephone Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Fax Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Personal Cell Number	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home E-mail Address	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Telephone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work Fax Number Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Cell Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work E-mail Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable

Generally, only information for which you have checked "yes" will be released. If you have chosen "no" to all and a citizen wants to communicate with you, the City will suggest that s/he either:

- send a letter to you c/o the City Recorder, 4222 NE Old Salem Road, Albany, OR 97321; then the City will forward it to you; or
- leave a phone message or e-mail message with the City Recorder who will then give the message to you.

Signature Elizabeth Hernandez

Date 3/21/2023



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

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




Commission and/or Committee Preference:

Events Committee

(list all for which you are applying)

Name: Kathie Strathern

Preferred First Name: Kathie

Residential Information:	
Home Address:	
E-mail:	
Phone:	_____
Cellular:	
Fax:	_____ (Optional)

Employment Information:	
Employer's Name:	<u>Retired</u>
Work Address:	_____ _____ _____
E-mail:	_____
Phone:	_____
Cellular:	_____
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:
Customer service, project coordinator, project manager.
- _____



COMMISSION / COMMITTEE

SUPPLEMENTAL FORM

Your Name Kathie Strathern

Commission / Committee Name Events Committee

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check "yes," "no," or "not applicable" below as to whether or not you authorize this information being available to the public:

- | | | | |
|-----------------------|------------------------------|--|--|
| Home Address | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
| Home Telephone Number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Not Applicable |
| Home Fax Number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Not Applicable |
| Personal Cell Number | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
| Home E-mail Address | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
| | | | |
| Work Address | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Not Applicable |
| Work Telephone Number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Not Applicable |
| Work Fax Number Work | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Not Applicable |
| Cell Number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Not Applicable |
| Work E-mail Address | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Not Applicable |

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Signature _____

Date 3/24/2023

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

AARP Tax Aide volunteer. School volunteer

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

I have the time to devote to helping research and coordinate the events. I am resourceful and excellent at researching.

- What contributions do you hope to make?

Giving of my time to impliment events



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



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[Click here to access the guide.](#) [Click here for Guide for Public Officials 2015 Supplement](#)

Signature of Applicant

3/24/2023

Date



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)




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

Commission and/or Committee Preference:

(list all for which you are applying)




Name: Michele Hickam Preferred First Name: _____

Residential Information:

Home Address:		Phone:	_____
		Cellular:	
E-mail:		Fax:	_____

(Optional)

Employment Information:

Employer's Name:		Phone:	
Work Address:		Cellular:	_____
E-mail:	_____	Fax:	_____

(Optional)

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

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

Compliance Specialist

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

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

- What contributions do you hope to make?

To strengthen our community and provide events for all



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



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

Michele HICKAM

Signature of Applicant

28 March 2023

Date



COMMISSION / COMMITTEE SUPPLEMENTAL FORM

Your Name Michele Hickam

Commission / Committee Name Events planner

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check "yes," "no," or "not applicable" below as to whether or not you authorize this information being available to the public:

Home Address	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Telephone Number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home Fax Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Personal Cell Number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Home E-mail Address	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Address	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Telephone Number	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Work Fax Number Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Cell Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable
Work E-mail Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Applicable

Generally, only information for which you have checked "yes" will be released. If you have chosen "no" to all and a citizen wants to communicate with you, the City will suggest that s/he either:

- send a letter to you c/o the City Recorder, 4222 NE Old Salem Road, Albany, OR 97321; then the City will forward it to you; or
- leave a phone message or e-mail message with the City Recorder who will then give the message to you.

Signature

Date 28 March 2023