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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

July 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-31>. 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, July 10, 2023.

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 May 9, 2023, City Council Meeting Minutes
 - 2) Repealing No Parking Zone on Amanda Lane – Ordinance 205-23
 - 3) Resolution for Recognition of City Attorney Forrest Reid – Resolution 2023-12Action: _____
- F. RECESS
- G. GUEST PRESENTATIONS
 - 1) Linn County Sheriff's Office Monthly Report
 - 2) Albany Fire Quarterly Report
- H. PUBLIC COMMENT

The public has the opportunity to address the Council during "Public Comment" while in the virtual meeting by virtually signaling by unmuting first, then those who call in will be acknowledged, or if the public prefers, may send written comments by email to cityclerk@cityofmillersburg.org. Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.

I. COUNCIL MEMBER AND STAFF COMMENTS

J. CITY MANAGER'S REPORT

- 1) Project Updates
- 2) Transition Parkway Design Update
- 3) Urban Renewal

K. CITY ATTORNEY'S REPORT

- 1) Wilbur-Ellis Update

L. UNFINISHED BUSINESS

- 1) Cemetery PLA and ROW Vacation Resolution
Action: _____

M. NEW BUSINESS

- 1) South Albany High School Donation Request
Action: _____

N. CLOSING COUNCIL COMMENT

O. 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 PUBLIC HEARING & REGULAR MEETING MINUTES

June 13, 2023 @ 6:30 p.m.

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Councilors Present: Mayor Scott Cowan, Councilors Dave Harms, Mike Hickam, John Sullivan and Mark Raum

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Matt Straite, Community Development Director; Jamie Comin, Billing Collections Specialist; Forrest Reid, City Attorney; Alan Sorem, City Attorney; Sheena Dickerman, City Recorder (Virtually)

D. CHANGES AND ADDITIONS TO THE AGENDA **6:30 p.m.**

E. CONSENT AGENDA **6:31 p.m.**

1) Approval of May 11, 2023, City Council Meeting Minutes

Mayor Cowan mentioned modifications to the draft minutes, a correction on page 2.

Action: **Motion to approve the Consent Agenda as corrected made by Councilor Mark Raum; seconded by Councilor Dave Harms.**

Mayor Scott Cowan: **Aye**

Councilor Dave Harms: **Aye**

Councilor Mike Hickam: **Aye**

Councilor Mark Raum: **Aye**

Councilor John Sullivan: **Aye**

Motion PASSED:5/0

City Attorney read into the record the changes to the minutes, the amendment is the first full paragraph on page 2 "Castillo added that when the property that has been zoned industrial for years is developed, a lot of them won't like that either, but she would support it when that time comes."

Cowan moved public comments up in the agenda.

G. PUBLIC COMMENT

6:32 p.m.

Michelle Matta, Cindy Mills and Bill Warden, Kindsey Lane, Millersburg- came to discuss a resident on their street. There is a new homeowner who is parking his cars on his lawn, a trampoline in the front yard, a camping trailer in the side lawn. Five to six cars parked sometimes blocking the sidewalk. Michelle Matta has written a formal complaint. Matt Straite is writing a letter to the resident to address the things that violate the code. Matta believes this resident is in violation of their CC&R's. City Attorney Forrest Reid pointed out that it would be a Homeowners Association concern, he explained the HOA process. City Manager Kevin Kreitman explained that this neighborhood was not in an HOA. Reid deferred to upcoming City Attorney Alan Sorem to review if there were any violations that the City could enforce. He explained the process if there were any violations. He explained some of the difficulties but added that the City wants to work with them to keep this a great community. He said that with CC&R's there may be items that they can take the person to court, the City doesn't have authority to address it unless it is addressed in the City Code.

Matta said that she had talked with the developer Ed Perlenfein and he had said that he gave the CC&R's to the City. Kreitman and Straite both replied saying that CC&R's were not the City's responsibility. Sorem said that they would need to get their own independent legal counsel. He explained the process; that if the person is in violation of the CC&R, they could retain independent counsel and see if they could be taken to court. He made it clear that this was a private enforcement and not the City's responsibility.

Councilor Mike Hickam added that he knew the CC&R's and there are items that the City would allow but the CC&R don't; he used an example of allowing chickens. Cowan said there was not a lot the City could do but the City was available to help. He encouraged them to have a conversation with their neighbor first. Kreitman stated that anything that is in violation of the City code, can be addressed. Reid affirmed they were on the right process and added that it would be a long process.

Straite said that City Clerk Sheena Dickerman was online but had nothing to report.

F. GUEST PRESENTATIONS

6:44p.m.

1.) Linn County Sheriff's Office Monthly Report

Deputy Steven Frambes, LCSO, reviewed the monthly LCSO report. Frambes discussed the citations, arrests (robbery and warrant), crashes and hit and runs. He mentioned an incident at Love's. Councilor Dave Harms asked if all the hours that were spent contributed to Millersburg's total contract hours. Frambes replied no. He explained that Deputies would be responding to that no matter what. He added that contract hours are extra patrol and time spent in Millersburg. If deputies included all those types of hours the cities wouldn't receive a lot of service.

Frambes continued saying traffic stops are the most the City has had in a while. Deputies are doing garage door checks; they knock on doors when they see a garage door open at night. Kreitman asked about the traffic citations. Frambes listed the speeds and said 15 mph plus are receiving citations. He added that by stopping and writing a citation it affects other drivers by slowing them down.

Hickam mentioned putting slips on doors where the garage door is open. Frambes replied there are security check slips, but he would rather communicate with the resident. He talked about when and how they use the security check slips.

H. PUBLIC HEARINGS

6:53 p.m.

Mayor Scott Cowan opened the public hearing at 6:53 p.m.

a. State Shared Revenue Funds

Assistant City Manager Janelle Booth explained the two-step process for the City to receive funds. This is done each year in June.

There were no public comments and no questions from Council.

Mayor Cowan closed the public hearing at 6:54 p.m.

- i. Certifying Eligibility to Receive State Shared Revenue Funds - Resolution 2023-07 and Election to Receive State Shared Revenue Funds - Resolution 2023-08

Action: **Motion to approve Resolutions 2023-07 and 2023-08 made by Councilor 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

Motion PASSED:5/0

- b. Adopting FY 2023-24 Budget & Making Appropriations - Resolution 2023-09

Mayor Scott Cowan opened the public hearing at 6:55 p.m.

Booth stated that there have been two Budget Committee meetings and the Committee recommends the Council adopt the Budget. She addressed an error on LB1 Form that has been corrected. She read the memo in the packet regarding the error*. This error will not affect or have an impact on the proposed budget amounts. She had talked with the State and this is the correct procedure. The LB1 form FY 2022-23 adopted values were missing some items from the supplemental budget that was adopted in the Spring.

No one from the public had a comment.

Mayor Cowan thanked staff, Council and members in the community that helped with the Budget Committee.

Mayor Scott Cowan closed the public hearing at 6:57 p.m.

Action: **Motion to approve Resolution 2023-09 made by Councilor Mike Hickam; seconded by Councilor Dave Harms.**

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 6:56 p.m.

Cowan brought up "Meet Your Councilors". He would like dates for an open house to have residents meet and talk to the Council about what's on their minds, to address any concerns and hear about good things happening.

J. CITY MANAGER'S REPORT 6:57 p.m.

a. Project Updates

Booth said the City received their pavement condition report, which is done every 5 years, and it is in the agenda packet. Streets are in good/fair condition. Rated PSI of 84/100. She discussed investing in fair roads to keep them in good condition. We will be looking into different options and surface treatments. She mentioned that the public has had concerns about the slurry seals because it is not the new asphalt that people are expecting. She emphasized that the City needs to do these projects in order to keep the roads in good shape. She added that the slurry seal is the best option for keeping the residential streets in good shape.

Raum asked what PSI was 5 years ago. Booth replied it was about the same.

Kreitman added that the City has funding because of the industries. He added that where other cities are struggling to maintain, the City has been able to maintain the streets.

Councilor Dave Harms shared that there were some slurries that were better than others. He had some concerns about the slurry seals in front of his house, they were curled up. Booth will look into the conditions of that area and why they may have not worked as well. She said it was the same contractor and process for the two that have been done. Cowan asked where it had been done. Booth replied it was multiple areas, Cowan would like to see the PCI rating continue to be 80 and

above. He acknowledged that funding is tight, and the current state fuel tax isn't sufficient, industry is what keeps the City's roads in good condition.

Booth explained that the person who owns all the duplexes on Amanda Lane is doing a project. In 2019, the City adopted an ordinance for designating no-parking zones on Waverly, Amanda, Bain and Tony. At that time, the property owner came to Council and asked if there was something that could be done to restore parking. Council directed staff to work with the property owner and to look into it. The property owner is now connecting all duplexes to sewer. They will be filling ditches, adding piping and widening shoulders for parking. An ordinance will be coming in the future that will modify the previous ordinance to remove Amanda Lane from the no parking designation. Harms asked for clarification that there was no water in Amanda Lane. Booth affirmed.

Hickam asked about fuel tax and electric cars, if the State was passing along the revenue. Booth said she will look into this.

K. CITY ATTORNEY'S REPORT 7:11 p.m.

Cowan mentioned that this was Forrest Reid's last official Council meeting. Recognition for his service will take place at the next Council meeting.

L. UNFINISHED BUSINESS 7:13 p.m.
None

M. NEW BUSINESS 7:13 p.m.
a. Cost of Living Adjustment

Kreitman said that every January the City looks at the Consumer Price Index (CPI) from January to January. The CPI was 5.9% this last year. The Budget proposal was a 5% cost of living increase. This excludes the City Manager, Assistant City Manager and Community Development Director because Council addresses them individually. The rate increase would be effective July 1, 2023.

Action: **Motion to adopt the COLA as budgeted for Fiscal Year 2023-24 made by Mayor Scott Cowan; seconded by Councilor Dave Harms.**

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

Passed 5/0

b. Adoption of Capital Improvements Program (CIP) – Resolution 2023-10

Booth said this was reviewed at the May 10, 2023, Budget Committee Meeting. It prioritizes infrastructure projects for the next five (5) years.

Action: Motion to approve Resolution 2023-10 made by Councilor John Sullivan; seconded by Councilor Mark Raum.

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

Passed 5/0

c. Master Fee Schedule Revision – Resolution 2023-11

Straite went through the updates highlighted in the packet.

Raum had questions regarding how the fees are derived. Booth discussed that the City follows what Albany has adopted for water and sewer fees to keep this cohesive since Albany performs the operation and maintenance on our water and sewer systems. Raum wanted to know if the fees covered the staff's time. Booth said it generally evens out between all the fees and time. Kreitman reminded that the fee for the final inspection is primarily residential. Cowan asked if there had been any complaints or concerns regarding fees. Straite and Booth mentioned there were complaints about connection charges. Straite said it has deterred some partitions from being done. Booth said the Council had previously modified the fees to exempt existing properties.

Action: Motion to approve Resolution 2023-11 made by Councilor Dave Harms; seconded by 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

d. Event Committee Applications

Kreitman said there were two applications for Dick and Kim Perdue.

Action: Motion to that the Council appoint Dick and Kim Perdue to the Event Committee made by Mayor Scott Cowan; seconded by Councilor Dave Harms.

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

Passed 5/0

e. Library Reimbursements

Kreitman said that during the Budget Committee meetings, staff made Council and the Committee aware that the library reimbursements had already been expended for the year and staff was asked to bring back to Council a proposal to remove the funding cap. He reminded the Council that last year the Council had increased the reimbursement amount from \$50 to \$80, which is what Albany is charging. The council did not increase the cap at that time. The cap was reached in March or April.

Kreitman added that the policy had some changes. He had included it in the packet.

Cowan explained why the City has a reimbursement program for the library and parks and recreation. Raum thanked the industries that allow the City to be able to do the program.

Action: **Motion that the Council eliminate the \$5,000 cap for library reimbursements and direct staff to continue reimbursement of library fees through the end of the fiscal year 2023 made by Councilor 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

Kreitman added that Budget Committee had requested that recognition of the industries be included in documentation regarding the program. He said it has been added.

f. Right-of-Way Dedication

Booth said the City owns property on the west side of the railroad tracks, which is being leased by Wilbur-Ellis. In order to access the property, there needs to be a new road. She pointed to the property that the staff is proposing as right-of-way. She added that Wilbur-Ellis is required to build the road. Sorem explained that this helps with City and State regulations.

Action: **Motion to approve the right-of-way dedication made by Councilor Mike Hickam; seconded by Councilor Dave Harms.**

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

Passed 5/0

g. Planning Commission Appointment

Kreitman said that Chair Anne Peltier resigned, June was her last meeting, as she is moving. He commented that applicant Jerry Horn worked at the papermill and was the previous President of the Timber Carnival.

Action: Motion to appoint Jerry Horn to the Planning Commission made by Mayor Scott Cowan; 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

N. CLOSING PUBLIC COMMENT

7:34 p.m.

Cowan asked that the council research ADUs as they may come up at future meetings. He reminded the Council that there were reasons, from the public and the previous Council, why the requirements were in place. Kreitman added that Straite had initial conversations with the Planning Commission.

O. CLOSING COUNCIL COMMENT

7:38 p.m.

Raum asked that staff look into Urban Renewal Districts. The Council agreed and directed staff to look into them.

Kreitman asked the public to be mindful of fireworks and be safe.

P. ADJOURNMENT Mayor Cowan adjourned the regular meeting at

7:38 p.m.

Respectfully submitted:

Reviewed by:

Jamie Comin
Billing Collections Specialist

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.



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: July 5, 2023 for the July 11, 2023 City Council Meeting
SUBJECT: Repealing No Parking Zone on Amanda Lane

Action Requested: Approval of Ordinance 205-23 repealing No Parking Zone on Amanda Lane.

Discussion: Waverly Dr., Amanda Ln., Bain St., and Toni St., are local residential streets with pavement widths averaging approximately 18 feet to 20 feet with little to no shoulder. These streets do not currently have a curb and gutter or sidewalks. Per the City's adopted Transportation System Plan (TSP) a local residential street should have a minimum paved width of 32 feet to allow parking on one side and 36 feet to allow parking on both sides. In 2019, Ordinance 142 was adopted designating No Parking zones on these streets.

The properties abutting Amanda Lane are under the ownership of a single entity who requested consideration of widening the shoulders to restore parking on this street. At the time, Council directed staff to work with the property owner if they were interested in performing this work. The owner is now completing a project to connect the existing structures on Amanda Lane to City wastewater services. As a part of this project, the owner has elected to widen the shoulders of the road to accommodate parking outside of the paved area. Given these improvements staff recommends the adoption of the attached ordinance, removing the No Parking zone requirement placed on Amanda Lane. The No Parking requirement associated with the remainder of the streets identified in Ordinance 142 shall remain in effect.

Budget Impact: None

Recommendation: Approval of Ordinance 205-23 repealing the No Parking zone on the entirety of Amanda Lane as identified in Ordinance 142.

Attachment(s):

- Ordinance 205-23

ORDINANCE NO. 205-23

AN ORDINANCE REPEALING NO PARKING ZONE ON THE ENTIRETY OF AMANDA LANE

WHEREAS, the City of Millersburg, under authority of Section 71.05 of the Code of Ordinances, may regulate parking and/or standing of vehicles; and,

WHEREAS, the City of Millersburg adopted Ordinance 142 designating No Parking Zones on the entirety of Waverly Drive, Amanda Lane, Bain Street, and Toni Street; and,

WHEREAS, the Amanda Lane has been widened and the City of Millersburg has determined that parking vehicles along Amanda Lane no longer presents a particular danger to the safety and welfare of the public; and,

WHEREAS, the City of Millersburg desires to repeal the No Parking Zone on Amanda Lane;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS: The designated No Parking Zone on Amanda Lane is repealed.

This Ordinance becomes effective thirty (30) days from date of passage.

PASSED by the Council and approved by the Mayor this 11th day of July, 2023.

Scott Cowan,
Mayor

ATTEST:

Sheena Dickerman, City Recorder



RESOLUTION 2023-12

A RESOLUTION OF THE CITY COUNCIL OF MILLERSBURG
COMMENDING FORREST REID FOR

OUTSTANDING DEDICATED SERVICE, WISDOM, AND COUNSEL TO THE CITY OF MILLERSBURG

WHEREAS, Forrest Reid began serving as Millersburg’s City Attorney on December 10, 1996; and,

WHEREAS, prior to accepting the City Attorney position with the City of Millersburg Forrest Reid worked in the law office of his father Roger Reid who previously served as Millersburg’s City Attorney; and,

WHEREAS, Forrest Reid has provided sound counsel to the City of Millersburg and assisted the City in maintaining strong relationships with the City of Albany and the major industries located in the City of Millersburg; and,

WHEREAS, Forrest Reid has worked effectively to address concerns of citizens and business owners of the community; and,

WHEREAS, Forrest Reid has volunteered countless hours to community events and causes during his time as City Attorney; and,

WHEREAS, Forrest Reid has provided leadership in his counsel to the Millersburg City Council which was instrumental in the following:

- Establishment of joint ownership of the Albany-Millersburg Water Reclamation Facility
- Establishment of City water rights
- Development of the Albany-Millersburg Water Facilities
- Establishment of a City Tax Rate
- Updates to the City’s Development and Municipal Codes
- Many additional programs, plans, and projects; and,

WHEREAS, Forrest Reid has acted in his role as City Attorney with the utmost integrity, honor, and accountability, while always keeping the welfare of the City of Millersburg front and center.

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

The City Council of the City of Millersburg hereby bestows upon Forrest Reid its deep appreciation and thanks for his contributions to the City of Millersburg and our citizens and wishes him happiness in his new ventures in retirement.

I HEREBY CERTIFY that the foregoing resolution was introduced and read at the regular meeting of the Millersburg City Council of the City of Millersburg on the 11th day of July 2023 and was duly adopted.

Scott Cowan, Mayor

Dave Harms, City Councilor

Mak Raum, Council President

Mike Hickam, City Councilor

ATTEST:

Sheena Dickerman, City Recorder

John Sullivan, City Councilor



LINN COUNTY SHERIFF'S OFFICE

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

2023

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

FOR THE MONTH OF: JUNE

TRAFFIC CITATIONS: -----	6
TRAFFIC WARNINGS: -----	26
TRAFFIC CRASHES: -----	2
ARRESTS MADE: -----	9
COMPLAINTS/INCIDENTS INVESTIGATED:-----	172

TOTAL HOURS SPENT: MILLERSBURG
158.50 hrs.

CONTRACT HOURS= 153 HOURS

Michelle Duncan,
Sheriff, Linn County

By: Sgt. Steven Frambes



CITY OF MILLERSBURG QUARTERLY REPORT JULY 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	20
May	16	36	20	26
June	17	23	16	31
Total	257	314	291	303

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	905
May	752	905	896	891
June	817	922	936	924
Total	9,725	10,449	11,291	11,501

Millersburg Response Times Average 911 Call Received to Arrival Time				
	FY 20	FY 21	FY 22	FY23
All Incidents	7:41	7:34	7:41	7:31

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	0
April	2	0	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	2
May	3	4	2
June	7	3	
Total	71	32	35

<i>Type of Call</i>	<i>Count</i>
SICK PERSON	50
FIRE ALARM ACTIVATION	29
LIFT ASSIST	20
UNCONSCIOUS FAINTING	19
CHEST PAIN	19
BREATHING PROBLEMS	15
UNKNOWN MEDICAL PROBLEM	13
FALL	13
STROKE	11
DIABETIC PROBLEM	11
SMALL MISC FIRE	10
SEIZURE	9
MVC INJURY	9
ABDOMINAL PAIN OR PROBLEMS	7
HEART PROBLEMS	6
SMOKE INVESTIGATION	5
ODOR INVESTIGATION	5
FIRE MOVEUP ONLY	4
HEMORRHAGE BLEED	4
OD INGESTION POISONING	4
PUBLIC ASSISTANCE	4
STRUCTURE FIRE	3
FIRE AGENCY ASSIST	3
CARDIAC OR RESPIRATORY ARREST	3
WIRE DOWN	3
PSYCHIATRIC SUICIDE ATTEMPT	2
HEADACHE	2
TRAUMA INJURY	2
STABBING GUNSHOT	2
ALLERGY, HIVES, REACTION, STING	2
HAZMAT INCIDENT	2
BACK PAIN	2
EXPLOSION	1
MEDICAL CALL STARTED	1
TRAIN INCIDENT	1
FIRE STANDBY	1
TRUCK FIRE	1
CAR FIRE	1
OB, CHILDBIRTH, MISCARRIAGE	1
ASSAULT, RAPE, VIOLENT TRAUMA	1
COLD OR HEAT EXPOSURE	1
BURN COMPLAINT	1
<i>Grand Total</i>	<i>303</i>



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: July 6, 2023, for Council Meeting July 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.

An overview of several specific tasks and projects is provided below.

Crack Sealing

Crack sealing work was completed on Friday, July 7. The streets included in this year's work were Knox Butte, Fir Avenue, Parker Lane, streets in Hoffman Estates, Alexander Lane, Blake Court, and North Park Court.

City Hall Drop Box Area and Sidewalk

Modifications in the City Hall parking lot are proposed to reconfigure the mailbox and city payment box pull up/drop off area and accommodate a new permanent ballot drop box. The new configuration will allow users to pull up to the boxes rather than requiring them to park and exit their vehicle to access the boxes.

The project also includes construction of two new ADA ramps and minor modifications to the parking lot striping, as well as construction of a sidewalk around the north end of City Hall. Quotes are due from contractors on Monday, July 10 and the work is planned to be completed by the end of September.

Old Salem Road Guardrail

Surface Transportation Block Grant (STBG) funding was allocated for this project in 2019 by AAMPO. The funding was designated for the 2022 federal fiscal year and is now available. Millersburg staff have been working with ODOT staff to get this project under contract for construction likely this summer. Currently the estimated project cost is \$75,000. Millersburg must provide 10.27% in matching funds (approximately \$7,700) and the remainder will be paid by STBG funds.

Waverly Drive Cox Creek Bridge Grant

Millersburg was awarded a grant for replacement of the Waverly Drive Cox Creek bridge. In order to utilize these funds, the project must be delivered by a certified agency; Linn County has agreed to do this on Millersburg's behalf. Currently the grant agreement is being reviewed by Linn County, ODOT, and Millersburg. Once the terms are satisfactory to all parties, the agreement will be signed and preliminary design will begin. Design and construction of the project will span several years. An update will be provided once a schedule is determined.

Regionally Significant Industrial Sites (RSIS) Program

In June, the revised RSIS agreement was signed by Business Oregon and the City of Millersburg. This agreement added approximately 200 acres of industrial land owned by Linn County and ATI to the City's existing RSIS area. The RSIS program allows for a portion of eligible site preparation costs to be reimbursed through future qualified income tax reimbursement. Although there is no immediate financial benefit to the City, there are potentially significant future benefits for Millersburg, as all income tax reimbursements will be paid directly to the City.



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: July 7, 2023, for the July 11, 2023 City Council Meeting
SUBJECT: Millers Pioneer Cemetery Right-of-Way Vacation and Dedication

Action Requested:

Council direction to move forward with right-of-way vacation on the east side of Woods Road and property exchange with Millers Pioneer Cemetery.

Discussion:

In May, 2023, Council was informed that staff have been working with the Millers Pioneer Cemetery (Cemetery) board chair to address conflicts with property/right-of-way lines on the north (Millersburg Drive) and east (Woods Road) sides of the cemetery. On the north side of the Cemetery, it appears the Cemetery fence, and some plots within the fence, extend into the Millersburg Drive right-of-way. This was known at the time of the Millersburg Drive improvements design in 2007 and future road improvements were planned to avoid this area.

On the east side of the Cemetery, it appears the Cemetery property line extends to what is now the centerline of Woods Road. Additionally, it appears that the Woods Road right-of-way extends into the back yards of four residential lots on the east side of Woods Road.

These discrepancies were identified after extensive work by a professional surveyor who specializes in historic property lines, cemeteries, and rights-of-way and have been missed by multiple prior surveys in the area. In cooperation with the Cemetery board chair, staff propose to exchange property with the Cemetery through a property line adjustment (PLA) process to establish the property lines in agreed-upon locations.

Staff also propose to vacate the Woods Road right-of-way within the yards of the four residential lots. This will officially establish the property lines/right-of-way lines in the locations where they had previously been thought to be located.

To start this process, Council must initiate the proceedings through a motion. The right-of-way vacation process includes noticing, a public hearing, and adoption of an ordinance. Due to the noticing timelines, the public hearing will likely take place in September.

Budget Impact:

Staff time and costs to perform noticing and record documents and deeds.

Millersburg City Council

Page 2

July 7, 2023

Recommendation:

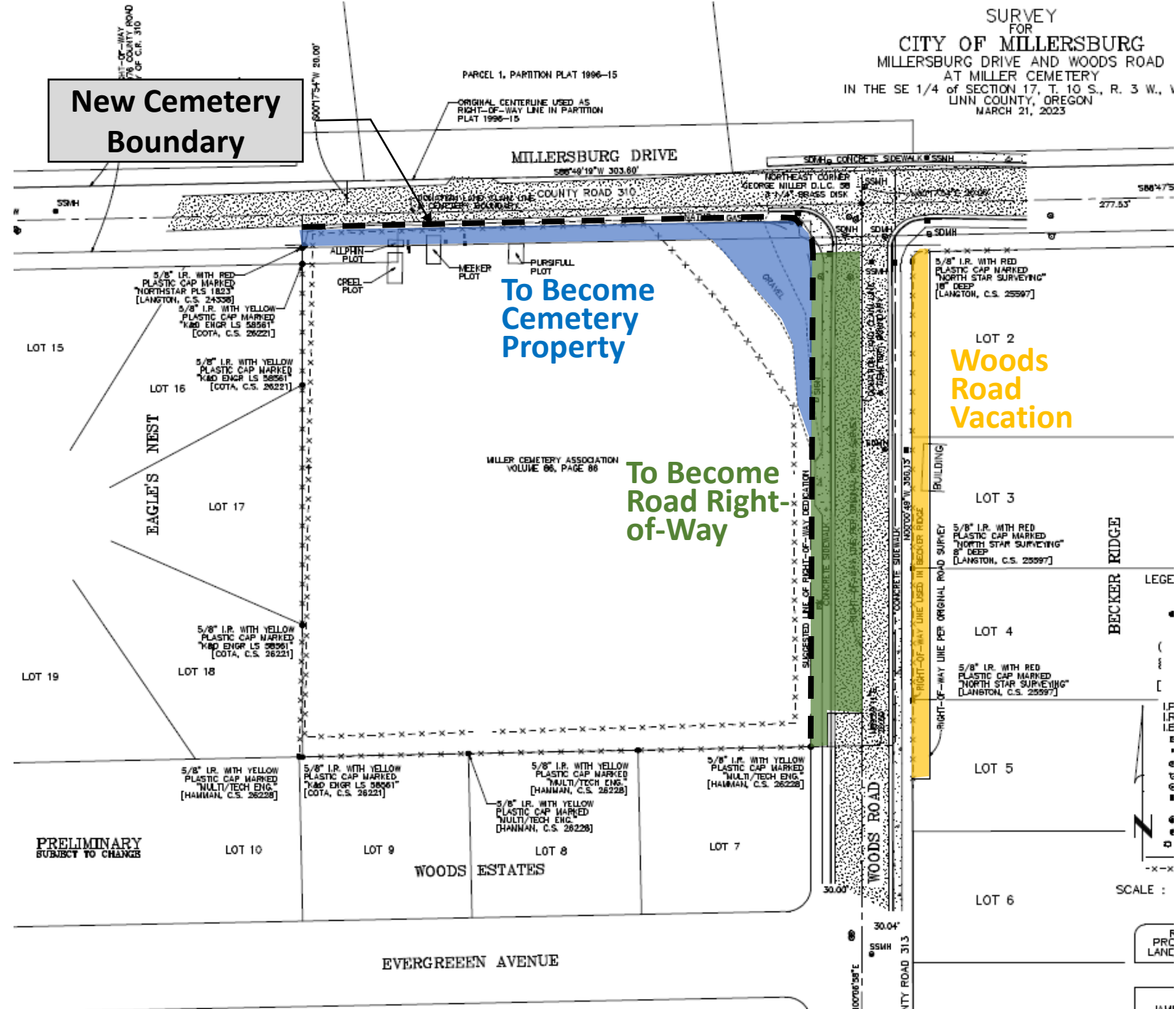
Staff recommends Council move to initiate the vacation and property exchange as described above.

Attachment(s):

- Property Map
- Woods Road Right-of-Way Vacation Legal Description

SURVEY FOR CITY OF MILLERSBURG MILLERSBURG DRIVE AND WOODS ROAD AT MILLER CEMETERY IN THE SE 1/4 OF SECTION 17, T. 10 S., R. 3 W., 1 LINN COUNTY, OREGON MARCH 21, 2023

New Cemetery Boundary

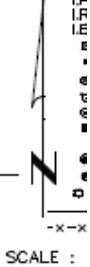


To Become Cemetery Property

To Become Road Right-of-Way

Woods Road Vacation

PRELIMINARY SUBJECT TO CHANGE



RIGHT-OF-WAY VACATION FOR CITY OF MILLERSBURG

A PORTION OF WOODS ROAD
IN THE SE 1/4 of SECTION 17, T. 10 S., R. 3 W., W.M.
LINN COUNTY, OREGON
MAY 5, 2023

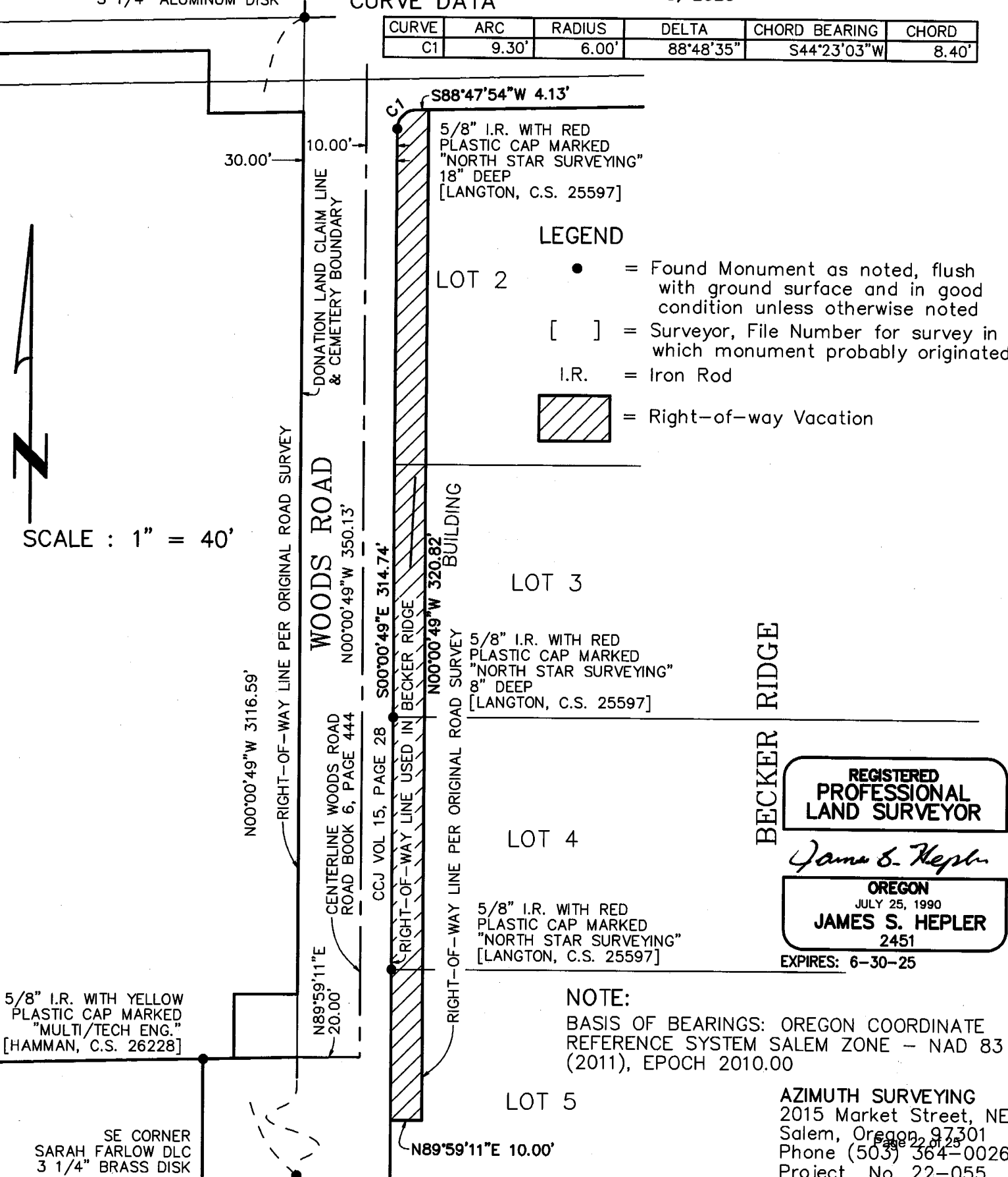
CURVE DATA

CURVE	ARC	RADIUS	DELTA	CHORD BEARING	CHORD
C1	9.30'	6.00'	88°48'35"	S44°23'03"W	8.40'

NORTHEAST CORNER
GEORGE MILLER D.L.C. 58
3 1/4" ALUMINUM DISK



SCALE : 1" = 40'



LEGEND

- LOT 2 ● = Found Monument as noted, flush with ground surface and in good condition unless otherwise noted
- [] = Surveyor, File Number for survey in which monument probably originated
- I.R. = Iron Rod
- = Right-of-way Vacation

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

James S. Hepler

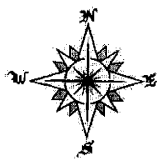
OREGON
JULY 25, 1990
JAMES S. HEPLER
2451

EXPIRES: 6-30-25

NOTE:

BASIS OF BEARINGS: OREGON COORDINATE REFERENCE SYSTEM SALEM ZONE - NAD 83 (2011), EPOCH 2010.00

AZIMUTH SURVEYING
2015 Market Street, NE
Salem, Oregon 97301
Phone (503) 364-0026
Project No. 22-055



AZIMUTH SURVEYING

2015 Market Street NE Salem, Oregon 97301

Phone (503) 364-0026

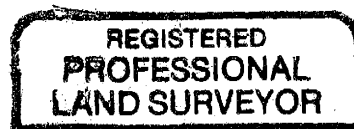
May 5, 2023

Legal Description for City of Millersburg

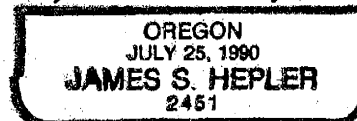
Woods Road Vacation

Beginning at a 5/8" iron rod at the westerly northwest corner of Lot 2, Becker Ridge, Linn County, Oregon, which point is 30.00 feet easterly from and at right angle to the west line of the Sarah Farlow Donation Land Claim in Township 10 South, Range 3 West of the Willamette Meridian, Linn County, Oregon, and running thence South 00°00'49" East, parallel with the west line of said Farlow Donation Land Claim, a distance of 314.74 feet to a re-entrant corner in the east line of Woods Road; thence North 89°59'11" East, along the most easterly south line of said Woods Road, a distance of 10.00 feet to an ell corner in the east line of said Woods Road; thence North 00°00'49" West, along the most northerly east line of said Woods Road, a distance of 320.82 feet to a point on the north line of Lot 2 of said Becker Ridge; thence South 88°47'54" West, along the north line of said Lot 2, a distance of 4.13 feet to the beginning of a 6.00 foot radius curve to the left; thence along the northwest line of said Lot 2 and along said curve to the left, the chord of which bears South 44°23'03" West 8.40 feet, and having a central angle of 88°48'35", a distance of 9.30 feet to the point of beginning.

Basis of Bearings: Oregon Coordinate Reference System - Salem Zone - NAD 83 (2011), Epoch 2010.00



James S. Hepler



Expires: 6-30-25



Due Date: April 18, 2023

Donations and Sponsorship Request Application

Not for profit groups and organizations, registered charities or government entity

Name of Organization/Government Entity: S.A.H.S. Senior All Night Party

Contact Person: Robert Yencopal Position: Parent

Phone: 5417608441 Email: lt.yencopal@gmail.com

Mailing Address: 3152 NE Nehalem Ave

Name of Project or Activity: S.A.H.S. Senior All Night Party

Project or Activity Start Date: June 2024 End Date: June 2024

Amount of Funding Sought: \$ 1,000

Total Cost of the Project or Activity: \$ 20,000

Has the Project or Activity been Held Previously? Yes No

Details:

South Albany H.S. has been participating in a Senior All Night Party for over 30 years.

Have you Received Funds from City of Millersburg Previously? Yes No

Is your Organization Not-for-Profit or a Government Entity? Yes No

PROJECT OR ACTIVITY DETAILS

Describe the project or activity for which you are seeking support.
(Feel free to attach any supporting documentation.)

This event helps the senior celebrate their accomplishments and allows them the opportunity to have one last night of fun and entertainment with their classmates in a safe and well supervised environment that is alcohol and drug free.. The Senior All Night Party is held immediately after graduation where we board busses and head to the event destination, in years past this has been Bullwinkle's Recreation Center. Once there dinner, snacks and entertainment is provided along with many different activities that are designed to appeal to each student. In years past there has been a gift for each student and various raffle prizes. Parent and school volunteers chaperone the entire night.

What is the purpose of your group/organization?

The purpose of this group is to raise funding to put on this event for the graduating class.

What are the objectives or outcomes to be achieved by the project or activity?

The objective of this activity is to provide a safe environment that is alcohol and drug free for the Senior to celebrate their graduation.

What is the benefit to the Millersburg community of the project or activity?
(e.g. job creation, structured activities for disadvantaged youth, support to senior citizens)

The benefit to the City of Millersburg is the opportunity to support a safe environment for the Seniors who reside in Millersburg, as well as their classmates, to celebrate their graduation.

How will the project or activity be promoted and how will you measure, evaluate, and report its success?
(e.g. audience surveys, attendee numbers, verbal feedback)

The Senior All Night Party will be promoted through social media and email. Success of this event will be measured by the number of attendees. In addition, verbal feedback will be sought from the previous years graduates and volunteers to look for ways to improve and also passed on to the next years Senior parents working to put the event on.

Has your organization applied to, or does it intend to apply to, another organization for cash or in-kind support for the project or activity? If yes, please provide details.

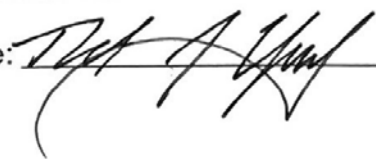
The transfer from the 2023 class to the 2024 class does not take place until June 8, 2023. With that said, the parents of the 2024 class have already began working on fundraisers that will occur over the next fiscal year as well as a plan for soliciting businesses for donations for the raffles prizes and money donations.

DECLARATION

Declaration of not-for-profit group or organization or registered charity.

I certify the organization making this application is a not-for-profit group or organization or a registered charity.

Name: Robert Yencopal Position: Parent

Signature:  Date: 05 JUNE 2023

SUBMISSION PROCESS

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Questions regarding this application should be directed to the City Recorder at (458) 233-6300 or email sdickerman@cityofmillersburg.org.