



Agenda

CITY OF MILLERSBURG City Council Regular Meeting & PUBLIC HEARING

Electronic Meeting
November 10, 2020 @ 6:30 PM

This meeting will be held remotely. Instructions for joining the meeting can be found at <http://www.cityofmillersburg.org/city-advisory-group-meeting-material/>. 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, November 9.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/1161717173>

Phone number to join meeting: 503-212-9900

Meeting ID: 116 171 7173

CALL TO ORDER

ROLL CALL

CHANGES AND ADDITIONS TO THE AGENDA

CONSENT AGENDA

- 1) Approval of October 13, 2020 City Council Meeting & Public Hearing Minutes
 - 2) Acceptance of Report on City Accounts Payable
- Action: _____

GUEST PRESENTATIONS

- 3) Linn County Sheriff's Monthly Report
- 4) Republic Services - Julie Jackson

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.

COUNCIL MEMBER AND STAFF COMMENTS

- 5) Millersburg Celebration of Lights - Mayor

CITY MANAGER'S REPORT

- 6) Project Updates

7) Fire Station Project Updates

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

8) Water and Sewer Rates Update

NEW BUSINESS

9) Consideration of Republic Services Recycling and Yard Debris Contamination Fee - Resolution 2020-19

Action:_____

10) City of Lebanon Emergency Biosolids Hauling Intergovernmental Agreement - Resolution 2020-20

Action:_____

11) Aeroclave Decontamination Unit Purchase

Action:_____

CLOSING PUBLIC COMMENT

CLOSING COUNCIL COMMENT

ADJOURNMENT

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

Upcoming Meetings & Events:

November 17, 2020 @ 6:00 p.m. - Planning Commission Meeting (CANCELLED)

November 18, 2020 @ 6:00 p.m. - Events Planning Committee Meeting

November 24, 2020 @ 4:00 p.m. - City Council Work Session (tentative)

Rules of Conduct for Public Hearings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

The location of 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 OF MILLERSBURG
CITY COUNCIL MEETING & PUBLIC HEARING MINUTES**

Held Virtually
October 13, 2020 @ 6:30 p.m.

- A. CALL TO ORDER Mayor Lepin called the meeting to order at 6:32 p.m.
- B. ROLL CALL
Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, John Sullivan
Councilors Absent: Councilor Scott McPhee arrived at 6:51 p.m.
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder; Matt Straite, City Planner; John Morgan, Planning Director
Presenters: Linn County Sheriff's Office – Lieutenant Brandon Fountain
Albany Fire Department – Fire Chief Shane Wooten
John Pascone, President, Albany-Millersburg Economic Development Corporation
- C. CHANGES AND ADDITIONS TO THE AGENDA
None

Introduction by Mayor Lepin about how the public can comment and participate. He set specific guidelines to make sure everyone who wishes to gets a chance to comment.

- D. CONSENT AGENDA
- 1) Approval of September 8, 2020 City Council Meeting Minutes
 - 2) Approval of September 22, 2020 City Council Work Session Minutes
 - 3) Acceptance of Report on City Accounts Payable
- Action: **Motion to Accept Consent Agenda made by Councilor John Sullivan; seconded by Councilor Scott Cowan.**
- | | |
|---------------------------------|---------------|
| Mayor Jim Lepin: | Aye |
| Councilor Scott Cowan: | Aye |
| Councilor Dave Harms: | Aye |
| Councilor Scott McPhee: | Absent |
| Councilor John Sullivan: | Aye |

Motion PASSED: 4/0

- E. PRESENTATIONS
- 1) Linn County Sheriff's Office Monthly Report
Lieutenant Brandon Fountain reviewed the September 2020 monthly report. Noted an increase in breaking into vehicles.

- 2) Albany Fire Department Quarterly Report
Albany Fire Chief Shane Wooten gave the quarterly report and reminded everyone about the importance of maintaining social distance and washing hands and doing everything in their power to reduce the spread of infection. Mentioned AFD's involvement during the summer wild fire experiences.
- 3) Frank Lumber Enterprise Zone Application – John Pascone
John Pascone AMEDC provided an overview of the enterprise zone information and Frank Lumber's request.

F. PUBLIC COMMENT
None

Mayor Lepin opened public hearing at 6:55 p.m.

G. PUBLIC HEARING

- 1) Adoption of Revised Development Code
City Planner, Matt Straite, gave a presentation regarding the reason for the revision to the Development Code. He provided highlights on the changes starting with zoning changes, spoke about the addition of images, expanded definitions, new historic overlay, expanded sign section, mobile food vending section, and other changes. Next, he reviewed the new zoning map speaking about the proposed changes such as the northeast proposed Millersburg zone change to commercial use, the creation of a town center area in the central east of the City (near the City Hall), and changes in the southern portion of the City.

Public Comment

- 1) Jordan Schweiger, Old Salem Road, speaking for the Tabernaclo de Sion, requested a zone change to rezone the entire property of old school to be residential and that existing use of the church be a deemed continuing use since school was intended to teach and church is keeping with mission. He notes that that plan is to develop that surround vacant land into residential 10,000 square foot lots. He further noted that Millersburg needs more housing and shared the benefits to the church's other neighbors to have the vacant land used. The Council asked Mr. Schweiger questions regarding the request and lengthy discussion followed.
- 2) Maria Bahena, the pastor's wife, asked for zone change for the church to residential so the church can use the income from the sales of the houses to pay for the church to become debt free.
- 3) Lindy Schweiger, supported the request and understands the Council concerns. She presented on how having more housing would be beneficial to the community.
- 4) Wayne Scheler, Old Salem Road, requested that the properties at 1405 and 1415 Old Salem Road, being changed to general industrial. He notes there is not a conditional use provision for a dwelling unit. Said when you have a large site there is often a dwelling unit for security purposes. He's requesting that the provision that addresses dwelling units be added to the general

industrial zone to allow dwelling units if needed for the future. City Planning Director John Morgan noted that it is common to have caretaker provisions and he believes this could be a conditional use. City Manager Kreitman noted that since there is currently a caretaker dwelling there, this would then be legal nonconforming.

- 5) Lisa Metzger-Dittmer, 54th Avenue, noted an issue with zoning stating that her property is currently rural and proposed new zoning is residential low and while they are grandfathered in, does that mean that if they lose a structure, they would be unable to replace the structure legally. Ms. Metzger-Dittmer asked for that zone to stay rural instead of moving to low density residential. The Council discussed with the City Planner and Planning Director the conditions permitted in rural residential and how the change would affect the current residents in the zone.

Mayor Lepin closed public hearing at 8:02 p.m. and opened for Council deliberations.

Council Deliberations

- 1) Councilor McPhee asked City Planner Straite about residential low density setbacks and side yards being different at 5' for a single-story and 8' for a double. City Planner Straite noted this didn't come up during the discussions, and Planning Director Morgan confirmed the discussion wasn't had. Councilor McPhee would like this to be considered. He also asked about accessory structures and the 10' setback for side yards. He asked if there is anywhere else there is a 10' setback off a single-story structure in a residential zone.

City Planner Straite noted that 10' was applied when it went to City Council and it had a staggered setback as the height rose with the Planning Commission. Suggestion is to change setbacks to match what is set for residences, which are 5' on single-family homes, 8' on two-story homes and matching setbacks to side yards to single-family homes.

Action Discussions: Action: **Motion to Bring Forth the Discussion on the Development Code and Revisions to Comprehensive Plan made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**

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

Motion PASSED: 5/0

Councilor Cowan opened for further discussion regarding the various comments made during public comment period. He noted it sounded as if the change to allow a caretaker dwelling unit in the general industrial property was worked out. He next noted that Ms. Metzger-Dittmer's is also worked out as it sounds as if there isn't going to be an issue with her use. He is not prepared to make a decision on the church property and feels he

doesn't have enough information. The only thing he believes that is open for discussion is the setbacks. Planning Director Morgan said that the caretaker dwelling needs to be reflected in a motion.

Action: **Motion to Approve Ordinance 178-20, Repealing all Ordinances that Comprised the Land Use Development Code, Replacing them with a New Millersburg Development Code, Adopting a New Zoning Map and a New Comprehensive Plan Land Use Map, and Amending the Comprehensive Plan with Proposed Changes to Development Code Text to Add a Single Caretaker Unit as a Conditional Use in LI and GI Zones, Change Side Setbacks in RL Zone to 5 Feet for a Single-Story and 8 Feet for Two-Story Structures, and Change Side Setbacks for Accessory Structures in RL and RM Zones to 5 Feet for Single-Story and 8 Feet for Two-Story Structures made by Councilor Scott Cowan; seconded by Councilor Dave Harms.**

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

Motion PASSED: 5/0

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Councilor Cowan comments gave huge thanks to the Planning Commissioners and staff for a well-presented document for the future.
- 2) Mayor Lepin shared that the Events Planning Committee met the previous evening regarding planning some events for the holiday season.

I. CITY MANAGER'S REPORT

1) Project Updates

City Manager Kreitman briefly went over request by Republic Services for a contamination fee for garbage being placed in recyclable materials for recyclables. Council agreed to have staff move forward with gathering information for and preparation of a resolution for a \$15.00 charge.

City Manager Kreitman reviewed briefly two policies that were recently completed—Recovery of Overpayment to Employees and Use of Electronic Devices.

City Manager Kreitman and Assistant City Manager/City Engineer Booth provided an update regarding the fire station design. Lengthy discussion followed regarding various concerns on the types of doors for the fire station and some changes to the roof pitch and structure, including impacts to suitability for future solar. City Manager Kreitman noted that the current concept renderings are based on feedback provided by the City Council at previous meetings. Discussions followed regarding whether there should be requested changes at this stage and the implications on costs and scheduling. Staff shared they would get cost and scheduling impacts to

share with council, along with updated concept renderings from additional view points for Council review.

Assistant City Manager/City Engineer Booth reviewed the rest of the projects noted in the Projects Update staff report and task list.

- 2) Assistant City Manager/City Engineer Booth provided information on the Waverly Drive, Cox Creek Bridge proposed grant submission requesting Council motion in support of grant.

Action: **Motion to Approve City Staff Applying for the 2025-2027 Local Bridge Projects Grants for Funding to Replace the Waverly Drive – Cox Bridge made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**

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

Motion PASSED: 5/0

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

- 1) Benefits and Compensation Policy

City Manager Kreitman reviewed the revisions to the Benefits and Compensation Policy based on previous Council input.

Action: **Motion to Approve Revised Benefits and Compensation Policy (CP 100.1, version 2.0 dated October 2020) with changes to Leave Accruals Effective December 27, 2020 made by Councilor John Sullivan; made by Councilor Dave Harms.**

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

Motion PASSED: 5/0

L. NEW BUSINESS

- 1) Frank Lumber Enterprise Zone Application – Resolution 2020-18

No further discussion after earlier presentation by John Pascone.

Action: **Motion to Accept Consent Agenda made by Councilor Scott Cowan; seconded by Councilor Scott McPhee**

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

Motion PASSED: 5/0

2) Ordinance 178-20 Development Code and Comprehensive Plan
(By Council Action, moved earlier in meeting)

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL COMMENT

- 1) Councilor Scott McPhee noted he agreed with comment made by Wayne Scheler regarding solar panels on a pitched roof.

O. ADJOURNMENT

Meeting adjourned at 10:07 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

October 22, 2020 @ 6:30 p.m. – Planning Commission Meeting

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
539	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321									
3161104	10/02/20	Barrett Business Services - Week Ending 9/27/20, Nicholas Bohanan	11/02/20	\$67.60	\$67.60	01-1361	COVID Expenses	\$0.00	(\$7,718.02)	
3161106	10/02/20	Barrett Business Services - Week Ending 9/27/20, Mark Yeager	11/02/20	\$390.00	\$390.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$14,781.38	
				\$457.60						
466	CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869									
D3395300-04	10/09/20	CH2M Hill - Engineering support through 9/20	11/09/20	\$642.58	\$642.58	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$16,744.46	
D3395300-04	10/09/20	CH2M Hill - Engineering support through 9/20	11/09/20	\$11.02	\$11.02	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$16,744.46	
D3395300-04	10/09/20	CH2M Hill - Engineering support through 9/20	11/09/20	\$7,017.84	\$7,017.84	02-1301	20% CONSULTANTS EN	\$50,000.00	\$13,152.26	
D3395300-04	10/09/20	CH2M Hill - Engineering support through 9/20	11/09/20	\$14,210.52	\$14,210.52	02-1301	20% CONSULTANTS EN	\$50,000.00	\$13,152.26	
D3395300-04	10/09/20	CH2M Hill - Engineering support through 9/20	11/09/20	\$1,169.49	\$1,169.49	04-1301	20% CONSULTANTS - E	\$10,000.00	\$7,269.31	
				\$23,051.45						
48	Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838									
4062874852	10/01/20	Cintas through 9/20	10/10/20	\$93.27	\$93.27	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,231.39	
				\$93.27						
659	David Evans & Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340									
475613	10/12/20	David Evans and Associates - PCPI Support through 9/20	11/12/20	\$1,421.34	\$1,421.34	02-1303	PCPI EXPENSE	\$10,000.00	\$6,881.83	
475613	10/12/20	David Evans and Associates - PCPI Support through 9/20	11/12/20	\$1,421.33	\$1,421.33	03-1303	PCPI	\$10,000.00	\$7,191.09	
475613	10/12/20	David Evans and Associates - PCPI Support through 9/20	11/12/20	\$852.80	\$852.80	04-1303	SEWER PCPI	\$6,000.00	\$4,005.40	
475613	10/12/20	David Evans and Associates - PCPI Support through 9/20	11/12/20	\$852.80	\$852.80	05-1303	PCPI EXPENSE	\$6,000.00	\$4,314.67	
				\$4,548.27						
327	De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602									
69556900	10/01/20	De Lage Landen Financial Services - Copier Lease through 10/20	11/01/20	\$392.15	\$392.15	01-1332	CONTRACTED SERVIC	\$81,440.00	\$79,297.70	
				\$392.15						
916	ECONortwest, 222 SW Columbia St., Suite 1600, Portland, OR, 97201-6616									
23043	10/01/20	ECONorthwest - Buildable Lands Inventory	10/30/20	\$2,111.25	\$2,111.25	01-1353	CONSULTANTS - PLAN	\$111,000.00	\$91,477.50	
				\$2,111.25						
107	Grove, Mueller & Swank, P.C., PO Box 2122, Salem, OR, 97308-2122									
94686	10/01/20	Grove, Mueller & Swank - FY 19/20 Financial Audit	10/30/20	\$9,000.00	\$9,000.00	01-1302	ACCOUNTING & AUDIT	\$20,000.00	\$20,000.00	
				\$9,000.00						
765	Handy Hands Landscape C&M LLC, 31410 HWY 34, Tangent, OR, 97389									
Aug & Sep City Hal	10/01/20	Handy Hands Landscape - City Hall Landscape for 8/20 and 9/20	10/30/20	\$2,560.00	\$2,560.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$79,000.00	

City of Millersburg
Council Approval Report
(Council Approval Report)

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Aug & Sep House	10/01/20	Handy Hands Landscape - City House Landscape for 8/20 and 9/20	10/30/20	\$960.00	\$960.00	01-1357	RENTAL PROPERTY	\$12,000.00	\$11,003.14
Oct 2020	10/01/20	Handy Hands Landscape - City Park work on 10/1/20	10/30/20	\$1,865.00	\$1,865.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
					\$5,385.00				
914		Hicks Striping & Curbing, Inc., PO Box 9127, Brooks, OR, 97305-0127							
16375	09/30/20	Hicks Striping & Curbing - striping on 54th Ave	10/30/20	\$3,300.00	\$3,300.00	02-1404	STREET CONSTRUCTI	\$245,500.00	\$245,500.00
					\$3,300.00				
86		Letha Brunell							
10/7/2020	10/14/20	Letha Brunell - Library Reimbursement	10/14/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,680.00
					\$40.00				
19		Linn County Planning and Building, PO Box 100, Albany, OR, 97321							
Sep 2020	10/01/20	Linn County Planning and Building - September 2020	10/30/20	\$47,392.59	\$47,392.59	01-5332	PMNT TO LINN CO BUIL	\$255,000.00	\$140,481.17
					\$47,392.59				
649		Lynn Dunn							
10/01/2020	10/15/20	Lynn Dunn - Library Reimbursement	10/15/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,680.00
					\$40.00				
701		Mendy Lou Posey							
10/5/2020	10/15/20	Mendy Posey - Library Reimbursement	10/15/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,680.00
					\$40.00				
585		MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553							
8833	10/12/20	MorganCPS Group - planning support through 9/20	11/12/20	\$3,780.00	\$3,780.00	01-1353	CONSULTANTS - PLAN	\$111,000.00	\$91,477.50
					\$3,780.00				
23		Pacific Power, PO Box 26000, Portland, OR, 97256-0001							
Oct 2020	09/28/20	Pacific Power - through 9/20	10/14/20	\$614.43	\$614.43	01-1317	CITY HALL UTILITIES	\$20,000.00	\$14,637.96
Oct 2020	09/28/20	Pacific Power - through 9/20	10/14/20	\$20.72	\$20.72	01-1357	RENTAL PROPERTY	\$12,000.00	\$11,003.14
Oct 2020	09/28/20	Pacific Power - through 9/20	10/14/20	\$51.82	\$51.82	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
Oct 2020	09/28/20	Pacific Power - through 9/20	10/14/20	\$328.89	\$328.89	01-4303	UTILITIES - FIRE STATI	\$8,000.00	\$6,741.82
Oct 2020	09/28/20	Pacific Power - through 9/20	10/14/20	\$3,338.46	\$3,338.46	02-1323	STREET LIGHTS POWE	\$42,000.00	\$32,082.40
Oct 2020	09/28/20	Pacific Power - through 9/20	10/14/20	\$1,179.08	\$1,179.08	04-1328	SEWER MISCELLANEO	\$10,000.00	\$6,542.29
					\$5,533.40				
6		Petro Card, PO Box 34243, Seattle, WA, 98124-1243							
C642404	10/01/20	Petro Card through 9/20	10/18/20	\$92.96	\$92.96	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
					\$92.96				
855		Rachel Stackhouse							

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		9/15/20	10/15/20	Rachel Stackhouse - Library Reimbursement	10/15/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,680.00
							\$40.00				
912	Saalfeld Griggs PC, P.O. Box 470, Salem, OR, 97308										
416560		10/05/20	11/05/20	Saalfeld Griggs - Legal support for condemnation	11/05/20	\$9,319.00	\$9,319.00	01-1339	LEGAL SERVICES	\$190,000.00	\$122,340.50
							\$9,319.00				
711	TopLoc Asphalt Maintenance, LLC, P.O. Box 8495, Bend, OR, 97708										
5277		10/14/20	10/14/20	TopLoc Asphalt Maintenance - Asphalt crack seal	10/14/20	\$15,487.50	\$15,487.50	02-1322	STREET & ROAD REPAI	\$148,000.00	\$33,655.00
							\$15,487.50				
223	Wallace W. Lien, P.C., P.O. Box 5730, Salem, OR, 97304										
9/2020		10/15/20	10/15/20	Wallace W Lien - legal support through 9/20	10/15/20	\$2,310.00	\$2,310.00	01-1339	LEGAL SERVICES	\$190,000.00	\$122,340.50
							\$2,310.00				
652	Wheat LLC, 1141 Chemawa Rd N, Keizer, OR, 97321										
6020		09/30/20	10/30/20	Wheat LLC - street sweeping for 9/20	10/30/20	\$2,163.27	\$2,163.27	02-1319	STREET SWEEPING	\$25,000.00	\$19,072.69
							\$2,163.27				
							\$134,577.71				
				Total Bills To Pay:							

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
442	Brad Hulburt	83757789	10/16/20	Brad Hulburt - Rec Reimbursement	10/16/20	\$58.40	\$58.40	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$58.40				
378	Christy Pecyna	121617028	10/16/20	Christy Pecyna - Rec Reimbursement	10/16/20	\$154.20	\$154.20	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$154.20				
735	Ciera Christensen	121608205	10/16/20	Ciera Christensen - Rec Reimbursement	10/16/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$200.00				
823	Helen Naegle	121614863	10/16/20	Helen Naegle - Rec Reimbursement	10/16/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$200.00				
566	Jake Gabell	83786267	10/16/20	Jake Gabell - Rec Reimbursement	10/16/20	\$130.40	\$130.40	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$130.40				
917	Kyle Kennedy	121616722	10/16/20	Kyle Kennedy - Rec Reimbursement	10/16/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$200.00				
449	Mary Messersmith	27173	10/16/20	Mary Messersmith - Rec Reimbursement	10/16/20	\$87.20	\$87.20	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$87.20				
464	Michelle McGee	21976907	10/16/20	Michelle McGee - Rec Reimbursement	10/16/20	\$35.20	\$35.20	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$35.20				
287	Sarah Rae	118469538	10/16/20	Sarah Rae - Rec Reimbursement	10/16/20	\$108.80	\$108.80	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$108.80				
517	Travis & Jessica Johnson	7/2/2020	10/16/20	Travis and Jessica Johnson - Rec Reimbursement	10/16/20	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$12,922.60
							\$200.00				

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
781 Adamosky Technical Solutions Corporation, 15511 NE 23rd St, Vancouver, WA, 98684		010002-2020	10/19/20	Adamosky Technical Solutions - Camera for meeing room	10/31/20	\$645.44	\$645.44	01-1361	COVID Expenses	\$0.00	(\$8,574.71)
							\$645.44				
43 Aflac, 1932 Wynnton Road, Columbus, GA,		858771	10/12/20	AFLAC through October 2020	11/01/20	\$73.62	\$73.62	01-9210	Payroll Taxes Payable	\$0.00	(\$12,984.02)
							\$73.62				
539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321		3161537	10/09/20	Barrett Business Services - Week ending 10/4/20 - Nicholas Bohanan	11/01/20	\$67.60	\$67.60	01-1361	COVID Expenses	\$0.00	(\$8,574.71)
		3162095	10/16/20	Barrett Business Services - Week ending 10/11/20 - Nicholas Bohanan	11/16/20	\$76.05	\$76.05	01-1361	COVID Expenses	\$0.00	(\$8,574.71)
		3161537	10/09/20	Barrett Business Services - Week ending 10/4/20 - Mark Yeager	11/01/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$13,741.38
		3162095	10/16/20	Barrett Business Services - Week ending 10/11/20 - Mark Yeager	11/16/20	\$390.00	\$390.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$13,741.38
		3161537	10/09/20	Barrett Business Services - Week ending 10/4/20 - Mark Yeager	11/01/20	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$693,090.84
		3162095	10/16/20	Barrett Business Services - Week ending 10/11/20 - Mark Yeager	11/16/20	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$693,090.84
							\$1,053.65				
762 Code Publishing Co, 9410 Roosevelt Way NE, Seattle, WA, 98115-2844		67936	10/07/20	Code Publishing Co - Ordinances updates (33 pages)	11/06/20	\$724.35	\$724.35	01-1332	CONTRACTED SERVIC	\$81,440.00	\$70,598.30
							\$724.35				
335 EC Electrical Construction Co, PO Box 35146, #43035, Seattle, WA, 98124-5146		200385	10/19/20	EC Electrical Consulting - Linework	11/19/20	\$517.50	\$517.50	01-1357	RENTAL PROPERTY	\$12,000.00	\$9,504.92
							\$517.50				
171 K&E Excavating Incorporated, 3871 Langley Street SE, Salem, OR, 97317		H397-01	10/12/20	K&E Excavating - Woods road overlay project	11/12/20	\$178,050.00	\$178,050.00	02-1404	STREET CONSTRUCTI	\$245,500.00	\$64,150.00
							\$178,050.00				
835 Matt Straite Photography, 8495 SW Dakota Dr, Tualatin, OR, 97062		1003	10/14/20	Matt Straite Photograpy - Fall park pictures	11/14/20	\$120.00	\$120.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$70,598.30
							\$120.00				
903 Municode, PO Box 2235, Tallahassee, FL, 32316-2235		00349816	10/19/20	Municode - annual website hosting	11/19/20	\$300.00	\$300.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$70,598.30
							\$300.00				
919 Providence Health Plan, Unit 31, PO Box 4900, Portland, OR, 97208-4900		000125	10/14/20	Providence Health Plan EAP through Dec 2020	11/13/20	\$60.90	\$60.90	01-1211	MEDICAL INSURANCE	\$91,062.00	\$60

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							\$60.90					
41	Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167											
11/1/2020	10/12/20	Providence Health Plan - through November 2020			11/01/20	\$7,346.90	\$7,346.90	01-1211	MEDICAL INSURANCE	\$91,062.00	\$60,793.50	
							\$7,346.90					
902	Soderstrom Architects, Ltd, 1200 NW Naito Parkway, Suite Number 410, Portland, OR, 97209											
8211	10/01/20	Soderstrom Architects - Fire station design through Aug 2020			10/01/20	\$29,101.25	\$29,101.25	01-4404	Permanent Fire Station D	\$315,000.00	\$227,413.75	
							\$29,101.25					
455	U & D Trucking and Nursery, 3555 NE Dunlap Ave, Albany, OR, 97322											
10/13/20	10/13/20	U and D Nursery - Yearly Backflow Tests			11/13/20	\$40.00	\$40.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$70,598.30	
10/13/20	10/13/20	U and D Nursery - Yearly Backflow Tests			11/13/20	\$40.00	\$40.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$63,310.26	
10/13/20	10/13/20	U and D Nursery - Yearly Backflow Tests			11/13/20	\$40.00	\$40.00	01-4306	Maintenance and Supplie	\$2,000.00	\$1,960.00	
							\$120.00					
84	Ultrex, 110 SW 9th Avenue, Albany, OR, 97321											
INV89237	09/30/20	Ultrex - contract overage for 6/27/20 - 9/26/20			10/30/20	\$113.26	\$113.26	01-1332	CONTRACTED SERVIC	\$81,440.00	\$70,598.30	
							\$113.26					
918	Vandim Municipal Software Inc., 1000 Business Center Drive, Lake Mary, FL, 32746											
294762	10/13/20	Vadim Municipal Software / Central Square - UB and GL software			11/13/20	\$4,449.64	\$4,449.64	01-1332	CONTRACTED SERVIC	\$81,440.00	\$70,598.30	
							\$4,449.64					
Total Bills To Pay:							\$222,676.51					

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
48	Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838										
		4065545136	10/27/20	Cintas - Oct 2020 City Hall mats	11/06/20	\$93.27	\$93.27	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,044.85
		4065545147	10/27/20	Cintas - Oct 2020 City Park	11/06/20	\$194.88	\$194.88	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$63,115.38
							\$288.15				
270	Linn County Assessment and Taxation, PO Box 100, Albany, OR, 97321										
		11/15/2020 0101	10/27/20	Linn County Property Tax - 10S3W28-101	11/15/20	\$736.98	\$736.98	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 100	10/27/20	Linn County Property Tax - 10S3W28-100	11/15/20	\$783.81	\$783.81	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 101	10/27/20	Linn County Property Tax - 10S3W28-101	11/15/20	\$499.67	\$499.67	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 106	10/27/20	Linn County Property Tax - 10S3W28-106	11/15/20	\$48.20	\$48.20	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 109	10/21/20	Linn County Property Tax - 10S3W25-109	11/15/20	\$8.83	\$8.83	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 200	10/27/20	Linn County Property Tax - 10S3W29-200	11/15/20	\$2.29	\$2.29	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 203	10/27/20	Linn County Property Tax - 10S3W29-203	11/15/20	\$677.03	\$677.03	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 205	10/27/20	Linn County Property Tax - 10S3W29-205	11/15/20	\$32.88	\$32.88	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 207	10/27/20	Linn County Property Tax - 10S3W29-207	11/15/20	\$105.48	\$105.48	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
		11/15/2020 4301	10/27/20	Linn County Property Tax - 10S3W21-4301	11/15/20	\$221.31	\$221.31	01-1356	PROPERTY TAXES	\$9,000.00	\$5,883.52
							\$3,116.48				
903	Municode, PO Box 2235, Tallahassee, FL, 32316-2235										
		00349815	10/19/20	Municode - Website enhancements	11/19/20	\$750.00	\$750.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$69,848.30
							\$750.00				
921	Rebecca Chase										
		10/26/2020	10/27/20	Rebecca Chase - Library Reimbursement	10/27/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,440.00
							\$40.00				
920	Sharon Gray										
		810761	10/27/20	Sharon Gray - Library Reimbursement	10/27/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,440.00
							\$40.00				
							\$4,234.63				
							Total Bills To Pay:				

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
752	Angela Marie Apple-McConahy	09/05/2020	11/03/20	Angela McConahy - Library Reimbursement	11/03/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,400.00
							\$40.00				
539	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321	3162950	10/23/20	Barrett Business Services - Week ending 10/18/20 - Mark Yeager	11/23/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$13,221.38
		3163366	10/30/20	Barrett Business Services - Week ending 10/25/20 - Mark Yeager	11/30/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$13,221.38
		3162950	10/23/20	Barrett Business Services - Week ending 10/18/20 - Mark Yeager	11/23/20	\$260.00	\$260.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$692,700.84
		3163366	10/30/20	Barrett Business Services - Week ending 10/25/20 - Mark Yeager	11/30/20	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$692,700.84
							\$910.00				
282	Bureau of Labor and Industries, 800 NE Oregon St.,#1045, Portland, OR, Woods Road	11/03/20	11/03/20	Bureau of Labor and Industries - Prevailing Wage Rate for Woods Road Project	11/03/20	\$169.55	\$169.55	02-1404	STREET CONSTRUCTI	\$245,500.00	\$63,980.45
							\$169.55				
607	Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566	072210212020	10/21/20	Business Connections through October 2020	11/10/20	\$42.95	\$42.95	01-1317	CITY HALL UTILITIES	\$20,000.00	\$12,503.05
							\$42.95				
762	Code Publishing Co, 9410 Roosevelt Way NE, Seattle, WA, 98115-2844	68083	10/25/20	Code Publishing Co - Ordinances 177-20	11/24/20	\$417.05	\$417.05	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,693.13
							\$417.05				
327	De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602	69915821	10/22/20	De Lage Landen Financial Services - Printer Lease	12/01/20	\$374.55	\$374.55	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,693.13
							\$374.55				
251	Dustin Patton	11012020	11/03/20	Dustin Patton - Cell Phone Reimbursement	11/03/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$12,503.05
							\$35.00				
16	Forrest Reid, PO Box 329, Tangent, OR, 97389	MB Oct. 2020	11/01/20	Forrest Reid - City Attorney through October 2020	11/30/20	\$19,800.00	\$19,800.00	01-1339	LEGAL SERVICES	\$190,000.00	\$90,631.50
							\$19,800.00				
566	Jake Gabell	11012020	11/03/20	Jake Gabell - Cell Phone Reimbursement	11/03/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$12,503.05
							\$35.00				
20	Koontz, Blasquez & Co., P.C., PO Box 605, Albany, OR, 97321										

City of Millersburg Council Approval Report (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		67221	10/20/20	Koontz Blasquez and Co - Payroll services through October 2020	11/20/20	\$192.00	\$192.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,693.13
							\$192.00				
12	Linn County Sheriff's Office, 1115 Jackson Street SE, Albany, OR, 97322										
2020/2021 2nd Qu	10/26/20	Linn County Sheriff's Office - 2020/2021 2nd Quarter Law Enforcement Contract Service	11/26/20	\$33,502.50	\$33,502.50	01-4302	LINN COUNTY CONTRA	\$134,010.00	\$67,005.00		
							\$33,502.50				
53	Oregon Cascades West COG, 1400 Queen Ave. SE Suite 201, Albany, OR, 97322										
Qtr1 2020	10/26/20	Oregon Cascades West COG - IT Support through September 2020	11/26/20	\$924.87	\$924.87	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,693.13		
							\$924.87				
842	PAC/WEST, 8600 SW St. Helens Drive, Wilsonville, OR, 97070										
6684	10/29/20	PAC/WEST through October 2020	11/30/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$42,000.00	\$28,000.00		
							\$3,500.00				
23	Pacific Power, PO Box 26000, Portland, OR, 97256-0001										
11/12/2020	11/03/20	Pacific Power through October 2020	11/03/20	\$662.64	\$662.64	01-1317	CITY HALL UTILITIES	\$20,000.00	\$12,503.05		
11/12/2020	11/03/20	Pacific Power through October 2020	11/03/20	\$21.39	\$21.39	01-1357	RENTAL PROPERTY	\$12,000.00	\$9,483.53		
11/12/2020	11/03/20	Pacific Power through October 2020	11/03/20	\$51.32	\$51.32	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,611.75		
11/12/2020	11/03/20	Pacific Power through October 2020	11/03/20	\$373.21	\$373.21	01-4303	UTILITIES - FIRE STATI	\$8,000.00	\$6,039.72		
11/12/2020	11/03/20	Pacific Power through October 2020	11/03/20	\$3,371.76	\$3,371.76	02-1323	STREET LIGHTS POWE	\$42,000.00	\$25,372.18		
11/12/2020	11/03/20	Pacific Power through October 2020	11/03/20	\$1,118.20	\$1,118.20	04-1328	SEWER MISCELLANEO	\$10,000.00	\$4,245.01		
							\$5,598.52				
902	Soderstrom Architects, Ltd, 1200 NW Naito Parkway, Suite Number 410, Portland, OR, 97209										
8261	09/30/20	Soderstrom Architects - Firestaiton Design	11/30/20	\$23,468.75	\$23,468.75	01-4404	Permanent Fire Station D	\$315,000.00	\$203,945.00		
							\$23,468.75				
700	US Bank, P.O. Box 790428, St Louis, MO, 63179-0428										
10/20/2020	10/20/20	Lifemap - Disability Insurance	11/20/20	\$178.32	\$178.32	01-1212	DISABILITY INSURANC	\$8,000.00	(\$3,530.62)		
10/20/2020	10/20/20	Verizon Wireless - Emergency Phone	11/20/20	\$40.01	\$40.01	01-1317	CITY HALL UTILITIES	\$20,000.00	\$12,503.05		
10/20/2020	10/20/20	Garten - Monthly Mailings for September 2020	11/20/20	\$168.62	\$168.62	01-1327	POSTAGE AND SHIPPI	\$6,000.00	\$3,663.67		
10/20/2020	10/20/20	Amazon - Office Supplies	11/20/20	\$89.99	\$89.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
10/20/2020	10/20/20	Costco - Office Supplies	11/20/20	\$180.35	\$180.35	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
10/20/2020	10/20/20	Stabples - Office Supplies	11/20/20	\$68.56	\$68.56	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
10/20/2020	10/20/20	Amazon - Office Supplies	11/20/20	\$21.99	\$21.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
10/20/2020	10/20/20	Amazon - Office Supplies	11/20/20	\$164.99	\$164.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
10/20/2020	10/20/20	Amazon - Office Supplies	11/20/20	\$179.99	\$179.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
10/20/2020	10/20/20	Keurig - Office Supplies	11/20/20	\$19.44	\$19.44	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
10/20/2020	10/20/20	Site5 - Website Hosting	11/20/20	\$15.95	\$15.95	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
10/20/2020	10/20/20	Staples - Office supplies	11/20/20	\$50.61	\$50.61	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		

**City of Millersburg
Council Approval Report
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		10/20/2020	10/20/20	Staples - Office Supplies, paper yearly supply	11/20/20	\$1,176.81	\$1,176.81	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		10/20/2020	10/20/20	Earth2O - Water	11/20/20	\$21.38	\$21.38	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		10/20/2020	10/20/20	Tractor Northwest - Field Cutting	11/20/20	\$567.50	\$567.50	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,693.13
		10/20/2020	10/20/20	Tractor Northwest - Field Cutting	11/20/20	\$410.00	\$410.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,693.13
		10/20/2020	10/20/20	Tractor Northwest - Field Cutting	11/20/20	\$225.00	\$225.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,693.13
		10/20/2020	10/20/20	Shred-It - Monthly Service	11/20/20	\$44.20	\$44.20	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,693.13
		10/20/2020	10/20/20	Oregon APWA - Fall Conference for Janelle	11/20/20	\$75.00	\$75.00	01-1334	EDUCATION & TRAININ	\$2,500.00	\$2,375.00
		10/20/2020	10/20/20	IIMC Webinar	11/20/20	\$50.00	\$50.00	01-1334	EDUCATION & TRAININ	\$2,500.00	\$2,375.00
		10/20/2020	10/20/20	Mt Angel Publishing - Mid-WV Visitors Guide	11/20/20	\$795.00	\$795.00	01-1355	PRINTING & ADVERTISI	\$5,000.00	\$4,205.00
		10/20/2020	10/20/20	Staples - Purell Sanatizing Stations	11/20/20	\$136.88	\$136.88	01-1361	COVID Expenses	\$0.00	(\$8,711.59)
		10/20/2020	10/20/20	Lowe's - Plunger	11/20/20	\$13.96	\$13.96	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,611.75
		10/20/2020	10/20/20	Verizon Wireless - Parks iPad	11/20/20	\$36.22	\$36.22	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,611.75
		10/20/2020	10/20/20	Amazon - Park Supplies	11/20/20	\$84.66	\$84.66	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,611.75
		10/20/2020	10/20/20	Home Depot - Ear plugs	11/20/20	\$9.97	\$9.97	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,611.75
							\$4,825.40				
328	Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321										
1306		10/31/20		Valley Merchant Police through October 2020	11/30/20	\$307.50	\$307.50	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,611.75
							\$307.50				
223	Wallace W. Lien, P.C., P.O. Box 5730, Salem, OR, 97304										
10-25-20		11/03/20		Wallace Lien - Land Use Attorney through October 2020	11/03/20	\$280.00	\$280.00	01-1339	LEGAL SERVICES	\$190,000.00	\$90,631.50
							\$280.00				
				Total Bills To Pay:			\$94,423.64				



LINN COUNTY SHERIFF'S OFFICE

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

2020

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

FOR THE MONTH OF: October

TRAFFIC CITATIONS:	_____	8
TRAFFIC WARNINGS:	_____	8
TRAFFIC CRASHES:	_____	1
ADULTS CITED/VIOLATIONS:	_____	0
ADULTS ARRESTED :	_____	9
JUVENILES CITED/VIOLATIONS:	_____	0
JUVENILES ARRESTED:	_____	0
COMPLAINTS/INCIDENTS INVESTIGATED:	_____	130

TOTAL HOURS SPENT: MILLERSBURG 165

CONTRACT HOURS= 153 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

MILLERSBURG EVENTS COMMITTEE PROUDLY PRESENTS



SCHEDULE OF EVENTS

- Outdoor Lighting Contest
- Kids Window Decorating
- Light Up City Hall
- Giving Back

Celebration of Lights Parade

(We'll bring the parade to YOU!)

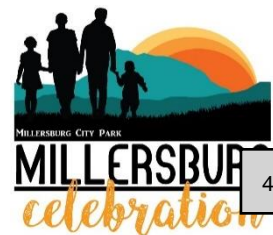
December 19, 2020

Starts @ 6:00 pm

For more information or to register for these events please visit, www.millersburgcelebration.com

Join City Hall & the Events Committee this holiday season for a Celebration of Lights! Celebration of Lights is a family-friendly event that features an outdoor lighting contest, window decorations and a neighborhood parade. We understand 2020 has been a truly unprecedented year. Let's come together and celebrate this holiday season in true

Millersburg fashion.



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: November 3, 2020 for Council Meeting November 11, 2020

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. In order to facilitate tracking these tasks, a Gantt chart has been developed. As staff continues to work on these tasks, the Gantt chart will be periodically updated and provided for Council and public information. The most recent version of the Gantt chart is attached to this memo. Tasks in blue are complete, tasks in yellow are in progress, and tasks that are not colored have not been started.

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

Development/Industries

Seeing continued interest on commercial and industrial properties within the City. Since September, staff have submitted proposals for three state leads for industrial developments looking for 20 to 200 acres of property.

Committee Vacancies

There will be two vacancies and one member up for reappointment on the Budget Committee in 2021. Applications will be accepted through November 30, 2020 for consideration of appointment by City Council at the December 8, 2020 Council Meeting.

Bridge Grant Application

City and Linn County staff have completed and submitted an application for the upcoming round of 2025-2027 Local Bridge Projects (LBP) grants for funding to replace the Waverly Drive - Cox Creek Bridge.

Wastewater Collection System

Recently, City of Albany operations staff noticed issues with fats, oils, and greases (FOG) at the sewer lift station near Crooks Creek. This is the first time significant FOG issues have been observed in this lift station. This could be due to increased population, more people staying home and cooking (pouring/washing grease down the drain), or materials that have accumulated over time and recently washed down into the lift station.

Once Millersburg's new website is launched, public education materials will be posted to the website. Based on discussion with Albany's FOG program staff, Millersburg residents are eligible to request a grease lid and scraper under Albany's FOG program. This information, along with a link to the information on the website, will be pushed out to our residents through social media.

ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names	Gantt Chart (1/21 to 8/26)																											
1	?	Millersburg Tasks																																
2	?																																	
3	?	Charter and Council	261 days	Thu 1/2/20	Thu 12/31/20																													
4	?	Update of charter	261 days	Thu 1/2/20	Thu 12/31/20	Kevin,Forrest																												
5	?																																	
6	?	Ordinances and Code	390 days	Thu 1/2/20	Wed 6/30/21																													
7	?	Update code/resolutions for current billing cycle	232 days	Mon 1/20/20	Tue 12/8/20																													
8	✓	Update streets and traffic section of code	132 days	Mon 3/9/20	Tue 9/8/20	Janelle																												
9	?	Update building section of code	92 days	Mon 8/3/20	Tue 12/8/20																													
10	✓	Update parks section of code	0 days	Tue 2/11/20	Tue 2/11/20	Janelle																												
11	?	Comprehensive Plan Update	390 days	Thu 1/2/20	Wed 6/30/21	Matt,John																												
12	?																																	
13	?	Policies, Procedures, and Standards	260 days	Thu 1/2/20	Wed 12/30/20																													
14	?	Fleet policy and best practices for vehicles				Kevin,Janelle																												
15	?	Computer/electronics use policy				Kevin,Janelle																												
16	?	Equipment use policy				Kevin,Janelle																												
17	?	Billing policies				Kim																												
18	?																																	
19	?	Safety procedures and training	261 days	Thu 1/2/20	Thu 12/31/20																													
20	?	Safety manual			Thu 12/31/20	Kevin,Janelle																												
21	?	Staff training plans	261 days	Thu 1/2/20	Thu 12/31/20	Kevin,Janelle																												
22	?	Ergo evaluations	261 days	Thu 1/2/20	Thu 12/31/20	Kevin,Janelle																												
23	?																																	
24	?	Budget		Tue 1/23/18																														
25	✓	2020-2021 Budget	112 days	Mon 1/27/20	Tue 6/30/20	Jake,Kevin,Janelle																												
26	✓	Develop proposed budget	67 days	Mon 1/27/20	Tue 4/28/20																													
27	✓	Adopt budget	31 days	Tue 4/28/20	Tue 6/9/20																													
28	?	CIP update	70 days	Wed 2/5/20	Tue 5/12/20	Janelle																												
29	?																																	
30	?	Equipment life/replacement costs tracking	260 days	Thu 1/2/20	Wed 12/30/20																													
31	?	City Hall Equipment																																
32	?	Parks/Maintenance Equipment																																
33	?	Fire Station																																
34	?																																	
35	?	City Hall work	260 days	Thu 1/2/20	Wed 12/30/20																													
36	✓	East Conference Room reorganization	260 days	Thu 1/2/20	Wed 12/30/20	Kevin,Kim																												
37	✓	Upgrade phone system	22 days	Thu 1/2/20	Fri 1/31/20	Janelle,Kevin,Kim																												
38	?	Parking lot and sidewalk around north end of City Hall	302 days	Thu 1/2/20	Fri 2/26/21	Janelle																												
39	?	Cabinets in conference rooms	261 days	Wed 7/1/20	Wed 6/30/21																													
40	?	Emergency generator	261 days	Wed 7/1/20	Wed 6/30/21																													
41	?																																	
42	?	Planning, Building, and Development	260 days	Thu 1/2/20	Wed 12/30/20																													
43	✓	Complete Land Use Development Code Revision	203.25 day	Thu 1/2/20	Tue 10/13/20	John Morgan																												
44	?	Consider UGB expansion	325 days	Thu 1/2/20	Wed 3/31/21	John,Kevin,Janelle																												
45	?	Buildable Lands Inventory	303 days	Mon 2/3/20	Wed 3/31/21																													
46	?	Housing Needs Analysis	303 days	Mon 2/3/20	Wed 3/31/21																													
47	?	Implementation of Caselle community development mod	256 days	Mon 6/8/20	Mon 5/31/21	Kevin,Janelle																												
48	?																																	
49	?	Economic Development	261 days	Thu 1/2/20	Thu 12/31/20																													
50	?	Consider business registration				Kevin																												
51	✓	Consider fuel tax	349 days	Thu 7/1/21	Tue 11/1/22	Kevin																												
52	?	Consider transient room tax				Kevin																												
53	?	City property conceptual layout/Industrial Park	261 days	Thu 1/2/20	Thu 12/31/20	Kevin,Janelle																												
54	?	Design of utilities and access to city property west of tract	239 days	Mon 2/3/20	Thu 12/31/20	Janelle																												
55	✓	Wetland delineation for city owned property	110 days	Mon 1/27/20	Fri 6/26/20	Janelle																												
56	?																																	
57	?	Fire Station	651 days	Thu 1/2/20	Thu 6/30/22																													
58	✓	Develop RFQ to select design firm	12 days	Thu 1/2/20	Fri 1/17/20	Kevin,Janelle																												

Project: Task List
Date: Thu 11/5/20

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names	Gantt Chart (1/21 to 8/26)																											
59	✓	Select design firm and negotiate contract	63 days	Fri 1/17/20	Tue 4/14/20	Kevin,Janelle	[Gantt bar from 1/17/20 to 4/14/20]																											
60	✓	Site Survey	17 days	Fri 5/8/20	Mon 6/1/20	Janelle	[Gantt bar from 5/8/20 to 6/1/20]																											
61	⚠	Design	207 days	Thu 4/30/20	Fri 2/12/21	Kevin,Janelle	[Gantt bar from 4/30/20 to 2/12/21]																											
62	⚠	Construction	266 days	Mon 3/15/21	Mon 3/21/22	Kevin,Janelle	[Gantt bar from 3/15/21 to 3/21/22]																											
63																																		
64	✓	Parks	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar from 1/2/20 to 12/31/20]																											
65	✓	Parks Master Plan	74 days	Thu 1/2/20	Tue 4/14/20	Janelle	[Gantt bar from 1/2/20 to 4/14/20]																											
66	?	Consider coating of walls and floors in restrooms			Mon 11/30/20	Sean	[Gantt bar from 11/30/20 to 11/30/20]																											
67	?																																	
68	⚠	Utilities	260 days	Thu 1/2/20	Wed 12/30/20	Kevin,Janelle,consultant	[Gantt bar from 1/2/20 to 12/30/20]																											
69	⚠	Implementation of new utility billing system	325 days	Thu 1/2/20	Wed 3/31/21	Kim	[Gantt bar from 1/2/20 to 3/31/21]																											
70	⚠	Rate analysis and update	390 days	Thu 1/2/20	Wed 6/30/21	Janelle	[Gantt bar from 1/2/20 to 6/30/21]																											
71	✓	Water	309 days	Thu 1/2/20	Tue 3/9/21		[Gantt bar from 1/2/20 to 3/9/21]																											
72	✓	Sewer	309 days	Thu 1/2/20	Tue 3/9/21		[Gantt bar from 1/2/20 to 3/9/21]																											
73	✓	Stormwater?	304 days	Fri 5/1/20	Wed 6/30/21		[Gantt bar from 5/1/20 to 6/30/21]																											
74	⚠	SDC analysis and update	129 days	Thu 1/2/20	Tue 6/30/20	Janelle	[Gantt bar from 1/2/20 to 6/30/20]																											
75	✓	Water	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar from 1/2/20 to 7/14/20]																											
76	✓	Sewer	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar from 1/2/20 to 7/14/20]																											
77	✓	Streets	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar from 1/2/20 to 7/14/20]																											
78	✓	Stormwater	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar from 1/2/20 to 7/14/20]																											
79	✓	Parks	194 days	Mon 4/6/20	Thu 12/31/20		[Gantt bar from 4/6/20 to 12/31/20]																											
80	?																																	
81	✓	Transportation/Streets	260 days	Thu 1/2/20	Wed 12/30/20		[Gantt bar from 1/2/20 to 12/30/20]																											
82	✓	Manhole Surface Repair	64 days	Thu 1/2/20	Tue 3/31/20		[Gantt bar from 1/2/20 to 3/31/20]																											
83	✓	Kathryn Lane Repair	325 days	Thu 1/2/20	Wed 3/31/21		[Gantt bar from 1/2/20 to 3/31/21]																											
84	✓	Woods Road Repair and Overlay	201 days	Thu 1/2/20	Thu 10/8/20		[Gantt bar from 1/2/20 to 10/8/20]																											
85	✓	Surface Treatment - Sweetwater and Morningstar Subdivisions	211 days	Fri 1/10/20	Fri 10/30/20		[Gantt bar from 1/10/20 to 10/30/20]																											
86	✓	Crack Sealing - SE Area	137 days	Mon 3/30/20	Tue 10/6/20		[Gantt bar from 3/30/20 to 10/6/20]																											
87	✓	Thermoplastic Stop Bars and Legends	172 days	Thu 1/2/20	Fri 8/28/20		[Gantt bar from 1/2/20 to 8/28/20]																											
88	✓	Beauty Strips Along Woods Road North	159 days	Mon 5/25/20	Thu 12/31/20		[Gantt bar from 5/25/20 to 12/31/20]																											
89	?																																	
90	✓	Stormwater	260 days	Thu 1/2/20	Wed 12/30/20		[Gantt bar from 1/2/20 to 12/30/20]																											
91	✓	Crooks Creek north trib project	295 days	Mon 7/27/20	Fri 9/10/21		[Gantt bar from 7/27/20 to 9/10/21]																											
92	⚠	Have Millersburg storm drain facilities added to Albany GIS system through IGA	238 days	Thu 1/2/20	Mon 11/30/20	Janelle	[Gantt bar from 1/2/20 to 11/30/20]																											
93	⚠	Becker Ridge Detention Ponds Modifications	243 days	Mon 4/27/20	Wed 3/31/21	Janelle	[Gantt bar from 4/27/20 to 3/31/21]																											
94	⚠	Erosion Control Permit Program	325 days	Thu 1/2/20	Wed 3/31/21	Janelle	[Gantt bar from 1/2/20 to 3/31/21]																											
95	⚠	Develop inspection and maintenance program	238 days	Thu 1/2/20	Mon 11/30/20	Janelle	[Gantt bar from 1/2/20 to 11/30/20]																											
96	?																																	
97	✓	Water	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar from 1/2/20 to 12/31/20]																											
98	⚠	Look into requirements for becoming a certified distribution system operator and performing DRC duties	219 days	Mon 3/2/20	Thu 12/31/20	Janelle	[Gantt bar from 3/2/20 to 12/31/20]																											
99	⚠	Water master plan - submit finance component	237 days	Thu 1/2/20	Fri 11/27/20	Janelle	[Gantt bar from 1/2/20 to 11/27/20]																											
100	?																																	
101	✓	Sewer	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar from 1/2/20 to 12/31/20]																											
102	✓	Manhole grouting	112 days	Mon 1/27/20	Tue 6/30/20	Janelle	[Gantt bar from 1/27/20 to 6/30/20]																											
103	✓	Burkhart Lift Station pumps replacement	134 days	Mon 2/3/20	Thu 8/6/20		[Gantt bar from 2/3/20 to 8/6/20]																											
104	✓	Crooks Creek Lift Station evaluation	325 days	Thu 1/2/20	Wed 3/31/21		[Gantt bar from 1/2/20 to 3/31/21]																											
105																																		
106	✓	Miscellaneous	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar from 1/2/20 to 12/31/20]																											
107	⚠	New website	235 days	Thu 1/2/20	Wed 11/25/20	Kim	[Gantt bar from 1/2/20 to 11/25/20]																											
108	⚠	Change city name for addressing	261 days	Thu 1/2/20	Thu 12/31/20	Kevin	[Gantt bar from 1/2/20 to 12/31/20]																											
109																																		
110	✓	HR	29 days	Thu 1/2/20	Tue 2/11/20		[Gantt bar from 1/2/20 to 2/11/20]																											
111	⚠	Update employee manual	227 days	Thu 1/2/20	Fri 11/13/20	Kevin,Forrest	[Gantt bar from 1/2/20 to 11/13/20]																											

Project: Task List
Date: Thu 11/5/20

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: November 3, 2020 for the November 10, 2020 City Council Meeting
SUBJECT: Fire Station Project Update



Design Update:

The Fire Station project is rapidly progressing, and we expect to receive the 60% design development submittal for review on Friday 11/6.

Interior design concepts have been presented and material selections are beginning. Concepts currently being considered can be shared during the Council meeting, if desired.

According to the current project schedule, the project will be ready for permitting and bidding in mid-January, with construction beginning in April.

At the Council meeting, staff will share the latest drawings and renderings.

Cost Estimate:

We received a preliminary cost estimate. Details will be reviewed during the Council meeting. A more detailed cost estimate will be provided in mid-November.



TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Janelle Booth, Assistant City Manager/City Engineer
 DATE: November 3, 2020 for the November 10, 2020 City Council Meeting
 SUBJECT: Water and Sewer Rate Structure Modifications

Action Requested:

Review of information on proposed water and sewer rate structure modifications, including future planned rate increases, in preparation for upcoming public hearing.

Discussion:

At the May, 2020 work session, recommended water and sewer rate structure changes and rate increases were reviewed. These changes are the outcome of a water and sewer rates study and outline a path to ensure utility revenues are sufficient to cover expenditures over the next ten years. The proposed rate structures are attached.

The rate structure changes are proposed to go into effect April 1, 2021. Rate increases are proposed to take place over the following five years, per the schedule below.

Proposed Rate Increase Schedule

Date	Water	Sewer
February 1, 2022	3.0%	7.5%
February 1, 2023	3.0%	7.5%
February 1, 2024	3.0%	7.5%
February 1, 2025	3.0%	7.5%
February 1, 2026	3.0%	3.0%

Additional information on the changes to the rate structure framework will be communicated through public outreach.

Path to implementation of water and sewer rate changes

- **Nov 10** - Finalized rate structures (both water and sewer) presented to Council at the November Council meeting.
- Public outreach will be conducted in the following ways:
 - **Late November** - Information will be posted to the City website.
 - **Late November/Early December** - A flyer will be sent out in utility bills (the flyer will provide information as well as advertise an open house in January).

- **January 26** – Conduct virtual open house in place of (or in addition to) regular work session. The purpose of the open house is to communicate, educate, and provide information to residents about the proposed changes.
- **February 9** – Conduct a public hearing (regular Council meeting date).
- **March 9** – Adopt the rate plan, including new rate structures and planned increases over the next five years (regular Council meeting date).
- **End of March 2021** – rate structure changes become effective.

Recommendation:

Review of information on proposed water and sewer rate structure modifications, including future planned rate increases, in preparation for upcoming public hearing.

Attachment(s):

- Current and proposed water rate schedule
- Current and proposed sewer rate schedule
- Community Rate Comparison
- Sample bill impacts

Current and Proposed Water Rates

Current Water Rate Schedule

Customer Class	Current Rates	
	Residential RES	Commercial ¹ COM
Fixed Charge (\$/meter/month)		
3/4 inch	\$12.41	\$16.25
1 inch	\$16.37	\$23.73
1.5 inch	\$24.56	\$54.09
2 inch	\$36.88	\$86.58
3 inch		\$173.33
4 inch		\$270.78
6 inch		\$541.39
Volume Charge (\$/ccf)	\$2.55/\$2.20 ²	\$2.55/\$2.00 ²

¹Under current rate structure, all customers not classified as residential are commercial

²Volume charges are Block 1/Block 2. The cutoff between Block 1 and Block 2 is 6 units or 600 cf.

Proposed Water Rate Schedule

Customer Class	Revised Rates		
	Residential RES	Commercial COM	Industrial IND
Fixed Charge (\$/meter/month)			
3/4 inch	\$16.27	\$21.15	\$35.52
1 inch	\$21.47	\$30.89	\$51.87
1.5 inch	\$32.21	\$70.41	\$118.22
2 inch	\$48.36	\$112.70	\$189.24
3 inch		\$225.63	\$378.85
4 inch		\$352.49	\$591.84
6 inch		\$704.75	\$1,183.32
Volume Charge (\$/ccf)	\$2.00	\$2.00	\$1.90

Current and Proposed Sewer Rates

Current Sewer Rate Schedule

Customer Class	Code	Current Rates	
		Fixed	
Commercial	COM	Varies	
Industrial	IND	Varies	
Residential	RES	\$52.83	
water only customer	WTR	0	

Proposed Sewer Rate Schedule

Customer Class	Code	Revised Rates	
		Fixed	Volume ¹
Commercial - High	C-H	\$46.13	\$7.98
Commercial - Regular	C-R	\$46.13	\$4.31
Industrial - High	I-H	\$46.13	\$8.93
Industrial - Regular	I-R	\$46.13	\$7.82
Residential	R	\$36.31	\$2.51
water only customer	WTR	0	0

¹Volume charges are based on winter average water use per unit or 100 cf.

TOTAL WATER AND SEWER UTILITY BILL

2019-20 Average Monthly Utility Bills in Oregon Cities Single-Family Residential Customers - Total Water and Sewer Bill

Population 2018 PSU	City / District	800 cu ft	
		\$ / mo	Rank
9,225	Sweet Home	\$156.01	1
16,920	Lebanon	\$151.29	2
4,715	Philomath	\$126.80	3
53,145	Albany	\$117.17	4
3,366	Jefferson	\$108.60	5
2,615*	Millersburg - Proposed	\$92.90	6
2,615*	Millersburg - Current	\$84.94	7
165,265	Salem	\$75.51	8
59,280	Corvallis	\$72.40	9
	Average	\$109.51	

*2019 PSU population

Rates are calculated on 3/4-inch meters for residential accounts only; all units calculated in cubic feet
800 cubic feet is the comparison used by the League of Oregon Cities

2019-20 Average Monthly Utility Bills in Oregon Cities
Single-Family Residential Customers - Total Water and Sewer Bill

Population 2018 PSU	City / District	Monthly		water 800 cu ft		sewer 800 cu ft	
		Base Rate	Rank	\$ / mo	Rank	\$ / mo	Rank
165,265	Salem	\$75.51	8	\$31.70	8	\$43.81	8
59,280	Corvallis	\$72.40	9	\$30.00	9	\$42.40	9
53,145	Albany	\$117.17	4	\$54.43	5	\$62.74	4
16,920	Lebanon	\$151.29	2	\$69.29	1	\$82.00	2
9,225	Sweet Home	\$156.01	1	\$66.24	2	\$89.77	1
4,715	Philomath	\$126.80	3	\$59.80	3	\$67.00	3
3,366	Jefferson	\$108.60	5	\$59.52	4	\$49.08	7
2,615*	Millersburg - Current	\$84.94	7	\$32.11	7	\$52.83	6
2,615*	Millersburg - Proposed	\$92.90	6	\$32.27	6	\$60.63	5
	Average	\$109.51		\$48.37		\$61.14	

*2019 PSU population

Rates are calculated on 3/4-inch meters for residential accounts only; all units calculated in cubic feet
 800 cubic feet is the comparison used by the League of Oregon Cities

Sample Bill Impacts

Comparison of Current and Revised Residential Monthly Bills (Combined)

	Water	Sewer	Total	\$ Change	% Change
Small User Winter (4 ccf); Summer (4 ccf)					
Current	\$22.61	\$52.83	\$75.44		
Revised Structure	\$24.27	\$49.83	\$74.10	(\$1.33)	-1.8%
Average Winter (5 ccf) and Summer (20 ccf)					
Current	\$58.51	\$52.83	\$111.34		
Revised Structure	\$56.27	\$52.53	\$108.80	(\$2.53)	-2.3%
Moderately High User: Winter (10 ccf); Summer (30 ccf)					
Current	\$80.51	\$52.83	\$133.34		
Revised Structure	\$76.27	\$66.03	\$142.30	\$8.97	7%
High User: Winter (15 ccf); Summer (40 ccf)					
Current	\$102.51	\$52.83	\$155.34		
Revised Structure	\$96.27	\$79.53	\$175.80	\$20.46	13%

1 ccf = 100 cubic feet = 748 gallons



September 28, 2020

Mayor Lepin
Members of the Millersburg City Council
City of Millersburg Staff

This report provides information necessary to calculate the annual Refuse Rate Index effective January 1, 2021. As stated in the Rate Modification and Rate Adjustment Statement this calculation is based on the Consumer Price Index, fuel pricing and disposal cost. Based on these factors, the adjustment effective January 1, 2021 would be calculated at 0.03%, or an average of 8¢ per residential account per month. As we work through difficult economic times for the City and our customers, Republic Services is not requesting the 0.03% increase for 2021. Rates for 2021 will remain the same as in 2020.

We are requesting two additions to the approved rate sheet for recycling and yard debris contamination and they are listed on the following page. These would be effective January 1, 2021

We appreciate your comments and suggestions as you review this document. Feel free to contact me with questions.

Best Regards,

A handwritten signature in blue ink that reads "Julie Jackson".

Julie Jackson

Municipal Relations Manager
Republic Services
541-286-3313
ljackson6@republicservices.com

Proposed Additions to the Approved Rate Sheet

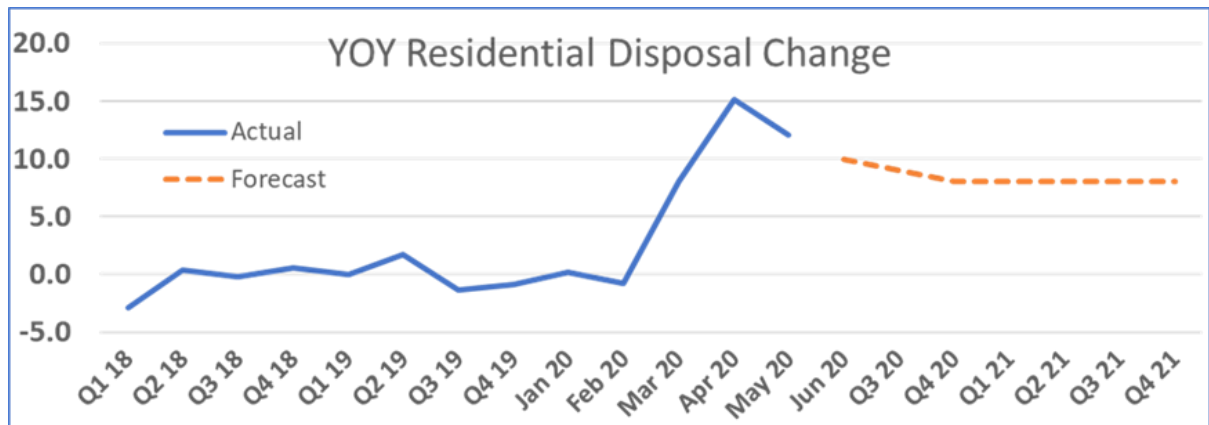
Recycling/Yard Debris Contamination Fee

This fee would be charged when the driver sees plastic bags in either recycling or yard debris carts on the hopper camera inside the truck. Customer account would be noted, with a warning letter sent on the first offense. The fee would be assessed only if contamination occurs again.

Contamination Fee: \$15.00 per occurrence (Proposed)

Residential volumes increased as much as 40% during the shelter-in-place weeks.

- Residents forced to remain home
- More family with children home from college and school
- Panic purchasing in early weeks
- More e-Commerce and at-home delivery



Republic Services - City of Millersburg RRI

	Index: June 30, 2019	Index: June 30, 2020	% Change	Weight	Refuse Index
CPI - West Size Class B/C All Urban Consumers	155.956	158.816	1.8%	65%	1.2%
CPI - West Coast Ultra Low Sulfur Diesel	3.631	2.945	-18.9%	10%	-1.9%
Coffin Butte Disposal Rate (4.0% cap)	\$ 44.00	\$ 48.00	4.0%	25%	1.0%
				Rate Adjustment %	0.3%
					100.0%
				Adjustment Factor	100.3%

RESOLUTION 2020-19

**A RESOLUTION APPROVING THE ADDITION OF A FEE FOR RECYCLING OR
YARD DEBRIS CARTS THAT ARE CONTAMINATED WITH NON-RECYCLABLE
MATERIALS FOR COLLECTION AND DISPOSAL SERVICES PROVIDED BY
ALBANY-LEBANON SANITATION, D/B/A REPUBLIC SERVICES**

WHEREAS, Albany-Lebanon Sanitation, d/b/a Republic Services, has an exclusive franchise agreement with the City of Millersburg whereby Republic Services is permitted to collect, transport, and convey solid waste and recyclable materials within the city and to reuse, recycle, or otherwise recover materials or energy from such solid waste and dispose of the remainder; and,

WHEREAS, Republic Services requests imposition of a contamination fee for recycling or yard debris carts that are contaminated with non-recyclable materials; and,

WHEREAS, the Millersburg City Council agrees that a contamination fee should be added for recycling or yard debris carts that are contaminated with non-recyclable materials;

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

The Millersburg City Council hereby authorizes the addition of a contamination fee for services provided by Republic Services as part of their exclusive franchise agreement with the City of Millersburg, as set out in Exhibit A, for recycling or yard debris carts that are contaminated with non-recyclable materials.

**ADOPTED BY THE CITY COUNCIL AND EFFECTIVE THIS 10th DAY OF
November, 2020.**

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg, City Recorder
City of Millersburg, Oregon

EXHIBIT A**for the Resolution 2020-19 Approving the Addition of a Fee for Recycling or Yard Debris Carts that are Contaminated with Non-Recyclable Materials for Collection and Disposal Services Provided by Albany-Lebanon Sanitation, D/B/A Republic Services****Recycling/Yard Debris Contamination Fee**

This fee is charged when the driver sees plastic bags in either recycling or yard debris carts on the hopper camera inside the Republic Services sanitation truck. The customer's account would be noted, with a warning letter sent on the first offense. The fee would only be assessed if contamination occurs again.

Contamination fee: \$15 per occurrence

TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: October 29, 2020 for the November 10, 2020 City Council Meeting
SUBJECT: City of Lebanon Emergency Biosolids Hauling Intergovernmental Agreement



Action Requested:

Staff recommends Council enter into an Intergovernmental Agreement (IGA) with the City of Lebanon and the City of Albany to haul excess solids from the Lebanon Wastewater Treatment Plant (WWTP) to the Albany-Millersburg Water Reclamation Facility (WRF) by adopting the attached resolution.

Discussion:

The previous Emergency Biosolids Hauling IGA with the City of Lebanon has expired. City of Lebanon staff contacted City of Albany staff to request another agreement to haul excess biosolids from the Lebanon WWTP to the WRF. During the previous agreement, 550,000 gallons of biosolids were received. The attached memo from City of Albany staff to Albany City Council provides additional information on this subject.

The City of Albany considered this issue at their October 28, 2020 Council meeting and adopted the attached resolution. City of Albany staff has requested that City of Millersburg staff present this issue before the Millersburg City Council for consideration as a joint owner in the WRF.

Budget Impact: None anticipated.

Recommendation: Adoption of Resolution 2020-20 Authorizing Execution of an Intergovernmental Agreement with the City of Lebanon for Emergency Biosolids.

Attachment(s):

- City of Albany Biosolids Memo and Action
- Resolution 2020-20
- Attachment 1 Emergency Biosolids Hauling Intergovernmental Agreement



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager
Chris Bailey, Public Works Operations Director

FROM: Kristin Preston, P.E., Wastewater Superintendent

DATE: November 5, 2020, for the October 28, 2020, City Council Meeting

SUBJECT: City of Lebanon Biosolids Hauling Intergovernmental Agreement
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Staff recommends Council enter into an Intergovernmental Agreement (IGA) with the City of Lebanon to haul excess solids from the Lebanon Wastewater Treatment Plant (WWTP) to the Albany-Millersburg Water Reclamation Facility (WRF) by adopting the attached resolution.

Discussion:

The previous Emergency Biosolids Hauling IGA with the City of Lebanon has expired. City of Lebanon staff contacted City of Albany staff to request another agreement to haul excess biosolids from the Lebanon WWTP to the WRF. During the previous agreement approximately 550,000 gallons of biosolids were received. The Lebanon WWTP produces liquid Class B biosolids, which can be land applied but only during the summer months. In past years, Lebanon WWTP has had to dispose of excess biosolids due to lack of storage capacity within the facility. Liquid biosolids are not accepted at local landfills.

While Lebanon searches for a long-term solution, the Albany-Millersburg WRF could continue to provide aid in the short term. The WRF currently disposes of its dewatered solids at Coffin Butte Landfill. Liquid biosolids from the Lebanon WWTP has successfully been mixed with liquid Albany WRF solids within the plant and then dewatered and disposed of in the same fashion. Lebanon WWTP liquid biosolids vary in thickness, which will vary the amount of dewatered solids to dispose of. Staff has calculated costs based on dry tons as a way to normalize this variation.

The total cost for Albany to haul and dispose of wastewater solids at the landfill has risen slightly since the last IGA with Lebanon was developed. Currently, it costs the City of Albany approximately \$596/dry ton of solids that are hauled to Coffin Butte. This cost includes hauling fees, dumpster liners, polymer usage, power, and labor. In the proposed IGA, staff recommends charging the City of Lebanon \$670/dry ton delivered to the WRF, an increase of \$20 per dry ton over the previous IGA. This allows for \$74/dry ton for other costs that are more difficult to itemize such as additional wear on our dewatering equipment. Hauling fees increase \$20/dry ton after each successive calendar year of the proposed IGA, which is reflective of anticipated hauling cost increases for the City of Albany.

The amount of solids Lebanon may need to dispose of is unknown, which is why the proposed IGA contains a maximum as well as discretion for staff to accept more than the maximum if it will not adversely affect WRF operations. The IGA requires that Lebanon pay for laboratory analysis necessary for hauling the mixed dewatered solids to Coffin Butte Landfill. The agreement also gives Albany WRF staff the option to refuse acceptance of Lebanon's solids for odor issues, excessive solids backup (liquid or dewatered), equipment breakdown, or if the landfill refuses to accept the solids.

Lebanon's Class B biosolids should be less odorous than the unclassified sludge produced at the WRF. Staff have not experienced any odor issues associated with the Lebanon biosolids. Additionally, a weekly maximum of 75,000 gallons was set to keep the solids delivered from Lebanon well within the available capacity at the WRF and to help maintain steady dewatering and hauling activities.

During the previous IGA, City of Albany staff acquired a three-year agreement with Republic Services, Inc., to haul the mixture of Lebanon WWTP and WRF biosolids to the Coffin Butte Landfill. The three-year term is Republic Services' standard for this type of material. Initial testing fees to setup the agreement with Republic Services were paid by the City of Lebanon in accordance with that IGA. This testing will be required again within the next three years to maintain the Republic Services service. Staff requests this Biosolids Hauling IGA with the City of Lebanon be for a three-year term.

The continuance of this IGA was captured in the 2019-2021 budget and thus is not impacted.

KP:CB:kc
Attachment (1)

RESOLUTION 2020-20

A RESOLUTION AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF LEBANON FOR BIOSOLIDS HAULING

WHEREAS, Albany, Millersburg, and Lebanon are municipal corporations of the state of Oregon; and,

WHEREAS, Albany and Millersburg own and Albany operates the Albany-Millersburg Water Reclamation Facility (WRF); and,

WHEREAS, Lebanon owns and operates the Lebanon Wastewater Treatment Plant (WWTP); and,

WHEREAS, Lebanon may have a need to transport excess WWTP solids during the 2021-2023 calendar year; and,

WHEREAS, Albany has available capacity at the WRF to accept a limited quantity of Lebanon's excess WWTP solids; and,

WHEREAS, Albany, Millersburg, and Lebanon, are units of local government, authorized under ORS 190.010 to enter into written intergovernmental agreements for the performance of specified activities; and,

WHEREAS, the newly negotiated intergovernmental agreements call for adoption of the written intergovernmental agreements by resolution of each respective City Council.

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

The Millersburg City Council hereby authorizes the mayor and city manager to execute the attached EMERGENCY BIOSOLIDS HAULING AGREEMENT with the City of Lebanon.

ADOPTED BY THE CITY COUNCIL AND EFFECTIVE THIS 10TH DAY OF NOVEMBER, 2020.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg, City Recorder
City of Millersburg, Oregon

EMERGENCY BIOSOLIDS HAULING AGREEMENT

THIS AGREEMENT is made and entered into on this ____ day of _____ 2020, by and between the CITY of ALBANY, a Municipal Corporation, hereinafter referred to as “Albany,” the CITY of MILLERSBURG, a Municipal Corporation, hereinafter referred to “Millersburg,” and the CITY of LEBANON, a Municipal Corporation, hereinafter referred to as “Lebanon.”

RECITALS

WHEREAS, Albany, Millersburg, and Lebanon are Municipal Corporations of the State of Oregon; and

WHEREAS, Albany and Millersburg own and Albany operates the Albany-Millersburg Water Reclamation Facility (WRF); and

WHEREAS, Lebanon owns and operates the Lebanon Wastewater Treatment Plant (WWTP);

WHEREAS, Lebanon may have a need to transport excess WWTP solids during the 2021-2023 calendar years; and

WHEREAS, Albany has available capacity at the WRF to accept a limited quantity of Lebanon’s excess WWTP solids; and

WHEREAS, Albany, Millersburg, and Lebanon are units of local government, authorized under ORS 190.010 to enter into written intergovernmental agreements for the performance of specified activities.

NOW, THEREFORE, the Parties agree as follows:

1. Background

- 1.1 Lebanon’s WWTP produces a Class B biosolids with an average solids content of between two and four percent.
- 1.2 In the winters of 2015-2016 and 2016-2017 Lebanon had to make unplanned emergency arrangements to remove solids from their WWTP due to solids overloading within the plant. Making arrangements to dispose of large quantities of biosolids during the winter months is complicated and expensive if prior planning has not been done.
- 1.3 Albany’s WRF has a well-established procedure whereby wastewater treatment plant solids from the WRF are dewatered and hauled to the Coffin Butte landfill.
- 1.4 Capacity exists within the Albany WRF to accept a limited quantity of wastewater treatment plant solids from the Lebanon WWTP.
- 1.5 The Albany-Millersburg WRF has accepted limited quantities of wastewater treatment plant solids from the Lebanon WWTP since 2017 without negatively impacting WRF performance or landfill disposal of Albany’s treatment plant solids.

2. Covenants of Lebanon

- 2.1 Lebanon shall pay for testing and other requirements necessary to gain approval from the Coffin Butte landfill for disposal of their WWTP solids prior to delivering any WWTP solids to the WRF.
- 2.2 Lebanon shall notify Albany at least 7 days prior to delivering WWTP solids to the WRF.
- 2.3 Lebanon shall deliver WWTP solids in quantities not to exceed 75,000 gallons per calendar week. Total solids delivered to the WRF shall not exceed 500,000 gallons or 65 dry tons, whichever is met first, for the duration of this Agreement. Albany staff have discretion to accept more than the maximums listed here if it will not adversely affect operations.
- 2.4 Lebanon shall test the solids percentage in each load to be delivered to the WRF. Test results will be sent to Albany WRF staff weekly and be accurate to at least one-tenth of a percentage.

- 2.5 Lebanon shall provide all staff and equipment necessary to deliver the WWTP solids to the designated WRF receiving tank.
- 2.6 Lebanon shall pay Albany for handling and disposal of the delivered WWTP solids according to the terms of Section 4 of this Agreement.

3. **Covenants of Albany**

- 3.1 Albany shall arrange for testing of the Albany/Lebanon sludge cake mix and submit results to Republic Services for final landfill approval.
- 3.2 Albany shall reasonably maintain capacity within the WRF for the acceptance of Lebanon WWTP solids delivered according to the terms of this Agreement, however, Albany may refuse to accept solids due to any of the following: odor issues, excessive solids backup (cake or liquid), equipment breakdown, or the Coffin Butte landfill refuses to accept solids.
- 3.3 Albany shall not unreasonably delay the delivery of solids from the Lebanon WWTP.
- 3.4 Albany shall process and dispose of the Lebanon WWTP solids in accordance with the permits and requirements of Republic Services and the Coffin Butte landfill.
- 3.5 Albany shall maintain records of the volume and percent of solids delivered to the WRF and shall prepare monthly invoices to Lebanon according to the terms of Section 4 of this Agreement.

4. **Charge for Service**

- 4.1 Lebanon agrees to pay \$670 per dry ton of solids delivered to the Albany WRF during the 2021 calendar year. Each additional calendar year the cost increases \$20/dry ton received (\$690 in 2022, \$710 in 2023). The dry tonnage will be calculated per load based on total gallons and the percent of solids for each load delivered.
- 4.2 Albany will invoice Lebanon for payments required per this Agreement monthly. Lebanon agrees to pay all amounts owed by the dates shown, unless otherwise agreed to in writing by both parties. Any late payment shall bear interest at three (3) percent per annum if not paid within 30 days of invoice. Interest shall accrue automatically without written notice from Albany. Unless otherwise requested by the City of Albany, payments shall be submitted to:

City of Albany Public Works Department
 Attention: Jeff Babbitt
 333 Broadalbin Street SW
 PO Box 490
 Albany, OR 97321-0144

- 5. **Indemnification:** Each Party agrees to indemnify and hold the other Party and its agents harmless from any governmental or third party claims or damages, including costs of defense and mitigation, resulting, or claimed to result, in any manner from the indemnifying Party's acts or omissions in violation of the terms of this Agreement.
- 6. **Modification:** All modifications to the Agreement must be approved in writing by both cities' governing bodies.
- 7. **Term and Termination:** The term of this Agreement is three (3) years.
- 8. **Good Faith:** With regard to their respective obligations and commitments under this Agreement, each party covenants that it shall act in good faith and deal fairly with the other party.

- 9. **Dispute Resolution:** It is the intent of the Parties to limit the issues available for dispute resolution. The issues raised must be related to interpretation of the express terms of this Agreement and the enforcement thereof and/or damages for breach. Disputes shall first be subject to mediation followed by binding arbitration. Either party may initiate the mediation/arbitration process by providing written notice to the other suggesting the persons proposed to mediate or arbitrate and the procedures and timelines, therefore. Should the parties be unable to agree upon these matters, within 30 days of the written demand for mediation/arbitration set forth above, either party may apply to the presiding judge of Linn County for the selection of the mediator and/or arbitrator(s) and the presiding judges selection thereof shall be binding. In such event, the mediator or arbitrator(s) thus selected shall determine the procedures and timelines to be employed and the Parties shall share equally in all dispute resolution costs.
- 10. **Costs and Attorney Fees.** If suit, action, arbitration, or mediation is instituted to interpret or enforce the terms of this Agreement or with respect to any dispute under this Agreement, the prevailing party is entitled to recover from the other party the sum that the court, arbitrator, or mediator may adjudge reasonable as costs and expert witness and attorney fees in any such proceeding, at trial, on any appeal or petition for review, and in any bankruptcy proceeding (including the adjudication of any issues peculiar to bankruptcy law), in addition to all other sums provided by law.
- 11. **Compliance with Applicable Law:** The Parties shall comply with all federal, state, and local laws and ordinances applicable to the Agreement, including, without limitation, applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.
- 12. **Severability:** The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction or authorized regulatory agency to be illegal or in conflict with any law or applicable government regulation, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid or in conflict with regulations. In the event that the invalidation of the term or provision results in the Agreement thereby failing in its essential purpose, the parties may proceed pursuant to law subject to the dispute resolution procedures contained here.
- 13. **Construction of Contract:** This Agreement shall not be construed against either Party regardless of which Party drafted it. Other than as modified by this Agreement, the applicable rules of contract construction and evidence shall apply.
- 14. **Waiver:** No provision of this Agreement may be waived except in writing by the Party waiving compliance. No waiver of any provision of this agreement shall constitute waiver of any other provision, whether similar or not, nor shall any one waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision.
- 15. **Resolution:** Both Parties agree to adopt this Agreement by Resolution of its respective City Council.

FOR CITY OF LEBANON:

FOR CITY OF ALBANY:

Paul Aziz, Mayor

Sharon Konopa, Mayor

Nancy Brewer, Interim City Manager

Peter Troedsson, City Manager

Approved as to Content:

Approved as to Content:

Ron Whitlatch, Engineering Services Director

Chris Bailey, Public Works Operations Director

Approved as to Form:

John Tre' Kennedy, City Attorney

Approved as to Form:

Sean Kidd, City Attorney

FOR CITY OF MILLERSBURG:

Jim Lepin, Mayor

Kevin Kreitman, City Manager

Approved as to Form:

Forrest Reid, City Attorney

DRAFT



TO: Millersburg City Council
 FROM: Kevin Kreitman, City Manager
 DATE: November 2, 2020, for the November 10, 2020 City Council Meeting
 SUBJECT: Purchase of AeroClave Decontamination Unit

Action Requested: Approval to purchase an AeroClave RDS 6110 portable decontamination unit.

Discussion: The City has taken a number of steps in response to Covid-19, including facility upgrades and decontamination of our public spaces. This has included the daily decontamination of our park restrooms and playground equipment with Vital Oxide, which is a hospital-grade disinfectant used to treat areas and is a disinfectant solution that produces no harmful by-products for the environment, contains no VOC's, is 100% biodegradable, and has a National Safety Foundation (NSF) rating: No Rinse Required on food contact surfaces at full strength.

This product is EPA listed for use against Covid-19 and can also be used for the inactivation of MRSA, Norovirus, HIV, H1N1, Hepatitis B, Hepatitis C, and Legionella, as examples. It also eliminates 99.999% of bacteria, including E. Coli, Salmonella, and Listeria and can provide longer term effectiveness on mold, and mold spores.

Our current application method is spray treatment of our park restrooms, playground equipment, and table areas. Purchase of this unit will provide the ability to decontaminate larger enclosed areas such as spaces in City Hall or City vehicles, should the need arise due to a Covid-19 exposure. It can also be used following in-person meetings, should they resume. The AeroClave RDS 6110 is designed specifically for use in interior spaces and utilizes the same product we are currently using at our parks. This unit would provide us with a "fogging" capability we do not currently possess, providing decontamination of even hard to reach areas which cannot be obtained with manual cleaning.

The unit can be programmed based on the size of the room or area requiring decontamination and is able to decontaminate spaces up to 15,000 cubic feet at a time. It would also be our intent make the unit available to Albany Fire Department for decontamination of the fire station if required. The cost of the unit with a portable hand applicator, should not exceed \$29,048, and is reimbursable under the CARES act.

This unit is available for purchase under GSA Advantage, a government cooperative purchasing program which is recognized in the State of Oregon for pricing agreements which do not require a quote or bid process.

Budget Impact:

This purchase is eligible for reimbursement under the CARES Act.

Recommendation:

Approval for the City Manager to enter into an agreement with AeroClave for the purchase of an RDS 6110 with quoted accessories.

Attachment(s):

- AeroClave RDS 6110 and Accessories Quote

**AeroClave, LLC**4007 Forsyth Road
Winter Park
Florida
United States 32792

Item 11)

Valid Till: Mar 31, 2021

Quote Number : 1491633000012131248

BILL TO:**4222 NE Old Salem Road**Albany
Oregon
USA
97321**SHIP TO:****4222 NE Old Salem Road**Albany
Oregon
USA
97321Account Name: **City of Millersburg (OR)**
Contact Name: **Kevin Kreitman**

Quote Stage:

S.No.	Product Details	Qty	List Price	Discount	Total
1.	RDS6110 AeroClave Room Decontamination System, Model 6110	1	\$ 27,499.00	\$ 0.00	\$ 27,499.00
2.	APA25 AeroClave Portable Applicator, Hand Sprayer, 25'	1	\$ 1,249.00	\$ 0.00	\$ 1,249.00
3.	RDS6110 - shipping	1	\$ 300.00	\$ 0.00	\$ 300.00
				Sub Total	\$ 29,048.00
				Tax	\$ 0.00
				Adjustment	\$ 0.00
				Grand Total	\$ 29,048.00

Terms and Conditions

WE ARE NOT ACCEPTING RETURNS/CANCELLATIONS UNDER ANY CIRCUMSTANCES DURING THIS CRITICAL TIME

ALL PRICES ARE LISTED IN USD (\$)

The information contained in this quote is applicable for 30 days.

On-site training is available for \$2,000/day.

Vital-Oxide Disinfectant pricing is as follows (1 case = four 1 gallon bottles):

- 1-11 cases - \$140.00 USD (GSA: \$126.95 USD) per case + \$20.00 shipping per case
- 12-47 cases - \$132.00 USD (GSA: \$119.90 USD) per case + free shipping (Contiguous United States only)
- 48 case pallet - \$120.00 USD (GSA: \$108.82 USD) per case + free shipping (Contiguous United States only)

Hardware and Vital Oxide quantity discounts available.

With each purchase, AeroClave will provide 12 months free parts and labor warranty. For customers within a 30-mile radius, this will be performed on-site. For customers outside a 30-mile radius, AeroClave will provide a loaner unit while the unit is under repair. If unit problem is determined to be a manufacturing or workmanship defect, AeroClave will pay for the shipping both ways. If problem is determined to be caused by operator error or abuse, freight cost will be the responsibility of the owner.

4007 Forsyth Road
Winter Park, FL 32789
Phone: 800-788-9119 Fax: 407-339-0019
www.aeroclave.com

Refund and return policy:

If you need to return equipment due to failure or manufacturers defects, please see defective equipment below.

Returns must be made within 30 days of the invoice date of your purchase. If you return a product to us,

we will refund your purchase price, minus shipping charges, and any applicable restocking fees.
Nondefective

returns are subject to a 20% restocking fee, as we can no longer sell the equipment as new. We will not accept returns on obviously used equipment. You are responsible for the cost of return shipping and handling unless an error was made on our part. All returns must include a Return Merchandise Authorization Number (RMA#). Packages without a RMA# will not be accepted. The RMA# enables us to coordinate your return with the receiving, technical and customer service departments to get the fastest response to your needs. RMA# requests are made by calling (800) 788.9119 or via email at info@aeroclave.com. Returned items must be in original packaging, in as-new condition with the original packing slip, all warranty cards, manuals and accessories. No refunds or exchanges will be made without the original packaging and accessories.

Item 11)

Should you have any questions regarding this quote, please contact Michael Quinoy (mquinoy@aeroclave.com). We look forward to working with you.

Thanks for your business!

AeroClave LLC