



Microphones will be muted and webcams will be turned off for presenters and members of the public unless called upon to speak.

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

This meeting is being recorded for public review on the City of Millersburg website.

CITY COUNCIL REGULAR MONTHLY MEETING

Electronic Meeting

December 8, 2020 @ 6:30 p.m.

Agenda

This meeting will be held remotely. Instructions for joining the meeting can be found at <https://www.cityofmillersburg.org/meetings>. 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, December 7.

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

- A. CALL TO ORDER
- B. ROLL CALL
- C. CHANGES AND ADDITIONS TO THE AGENDA
- D. CONSENT AGENDA
 - 1) Approval of November 10, 2020 City Council Meeting & Public Hearing Minutes
 - 2) Acceptance of Report on City Accounts PayableAction: _____
- E. GUEST PRESENTATIONS
 - 1) Linn County Sheriff's Office Monthly Report
 - 2) CECOP Intern Presentation
- F. 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.

G. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Executive Staff Compensation

H. CITY MANAGER'S REPORT

- 1) Project Updates
- 2) New Street Name

I. CITY ATTORNEY'S REPORT

J. UNFINISHED BUSINESS

K. NEW BUSINESS

- 1) Budget Committee Appointments – Resolution 2020-19

Action: _____

- 2) Canvas Votes & Certification of Election – Resolution 2020-20

Action: _____

L. CLOSING PUBLIC COMMENT

M. CLOSING COUNCIL COMMENT

N. ADJOURNMENT

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

Upcoming Meetings & Events:

December 22, 2020 @ 4:00 p.m. – City Council Work Session

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 MINUTES**

Held Virtually
November 10, 2020 @ 6:30 p.m.

A. CALL TO ORDER Mayor Lepin called the meeting to order at 6:31 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan

Councilors Absent: None

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

Presenters: Linn County Sheriff's Office – Sergeant Ryan Keyes
Republic Services – Julie Jackson

C. CHANGES AND ADDITIONS TO THE AGENDA

- 1) Moved up the discussion of the Millersburg Celebration of Lights to fall under presentations.

D. CONSENT AGENDA

- 1) Approval of November 10, 2020 City Council Meeting Minutes
- 2) Acceptance of Report on City Accounts Payable

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

E. PRESENTATIONS

- 1) Linn County Sheriff's Office Monthly Report

Sergeant Ryan Keys reviewed the October 2020 monthly report. Sergeant Keys specifically noted the number of fender benders at Love's. City Manager Kreitman pointed out the number of speed checks LCSO had done in October.

- 2) Millersburg Celebration of Lights – Mayor Lepin and Jenny Wolfenbarger

Mayor Lepin provided an introduction then asked for Events Planning Committee chair Jenny Wolfenbarger to give a brief update on the planning efforts. Chair Wolfenbarger answered some questions from the Council regarding the events. Mayor Lepin spoke about the funds that were not

expended in 2020 due to COVID and what Council would be willing to spend on the events this fiscal year. City Manager Kreitman gave some information on possibilities for lighting and support from Pacific Power in the amount of \$1000. There was a lot of discussion regarding what light decorations to purchase and how much to spend. There was additional discussion regarding the \$30,000 in the budget for the Celebration and that the Celebration didn't happen in 2020 so the funds are available. The estimated cost for lights and light displays is around \$17,000. The Council also agreed to have some kind of float inside the parade.

Action: **Motion for the Approval for the City to Spend up to \$17,000 for the Purchase of a Lighted Train, Snowman, Santa Claus, and Lights for the Trees at City Hall made by Councilor John Sullivan; 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

F. PUBLIC COMMENT

None

G. COUNCIL MEMBER AND STAFF COMMENTS

H. CITY MANAGER'S REPORT

1) Project Updates

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

2) Republic Services – Julie Jackson

Julie Jackson, Republic Services, discussed the need for the proposed \$15.00 contamination fee to be imposed when trash is put into the recyclable or yard debris carts. The Council asked questions regarding the circumstances for the application of the fee and how it would be determined. There was also question about having the yard debris picked up on a weekly basis. Councilor Cowan asked about a report in six months to see how many residents have been charged the fee. There was some additional discussion of adding weekly yard debris picked up at an extra \$2.00 per month and the fact that Republic Services picks up Christmas trees annually.

3) Fire Station Project Update

City Manager Kreitman and Assistant City Manager/City Engineer Booth provided an update regarding the fire station design and the status of the project. Lengthy discussion followed regarding an increase in cost for the project based on an increase in the size of the fire station from what was originally estimated. Several members of the Council expressed some

concern regarding costs and requested a strong focus on establishing a construction budget and remaining as close to it as possible. City Manager Kreitman reminded the Council the funding is available in the City's reserves.

I. CITY ATTORNEY'S REPORT

None

J. UNFINISHED BUSINESS

1) Water and Sewer Rates Update

Assistant City Manager/City Engineer Booth gave a presentation on the revised rate structure for water and sewer, the timeline for the structure change for billing, and the timeline for the rate changes, including the rate increase schedule for water and sewer through 2026. Millersburg resident, Ron Post, asked questions about the proposed for sewer rate increases and recommended that in the presentation to the public, staff address why this is needed, as the increases on sewer seems really high. City Manager Kreitman noted that the City went a number of years without any increases despite passing a resolution years ago that was never fully implemented.

K. NEW BUSINESS

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

Discussed under City Manager's report, item #2.

Action: **Motion for the Adoption of Resolution 2020-19 for the Addition of a Fee for Recycling or Yard Debris Carts that are Contaminated with Non-Recyclable Material made by Councilor Scott Cowan; seconded by Councilor John Sullivan.** Resolution 2020-19

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: No
Councilor Scott McPhee: No
Councilor John Sullivan: Aye

Motion PASSED: 3/2

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

City Manager Kreitman reviewed the staff report and the specifics of the request and agreement.

Action: **Motion for the Adoption of Resolution 2020-20 Authorizing the Execution of an Intergovernmental Agreement with the City of Lebanon for Emergency Biosolids made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Resolution 2020-20

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

Motion PASSED: 5/0

3) AeroClave Decontamination Unit Purchase

City Manager Kreitman reviewed the staff report and details regarding the request for the purchase and its use.

Action: **Motion for the Approval of the Purchase of an AeroClave RDS 6610 with Identified Accessories under the GSA Advantage Cooperative Purchasing Program made by Councilor Cowan; seconded by Councilor 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

L. CLOSING PUBLIC COMMENT

None

M. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin congratulated Councilors Dave Harms, Scott McPhee, and John Sullivan for being re-elected. Councilor Cowan congratulated them and thanked them for stepping forward.

N. ADJOURNMENT

Meeting adjourned at 9:33 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

November 17, 2020 @ 6:30 p.m. – Planning Commission Meeting (tentative)

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

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
7	4S Sign, LLC, 30255 HWY 34, Albany, OR, 97321										
47546		11/02/20	4S Sign - Signs	12/02/20	\$100.00	\$100.00	02-1329	SIGNS	\$5,000.00	\$4,765.85	
						\$100.00					
25	ADS. LLC, PO Box 74008582, Chicago, IL, 60674-8582										
12814.0920		09/26/20	ADS LLC - Amendment from July-Sept 2020	09/26/20	\$1,452.00	\$1,452.00	04-1305	O&M COLLECTION SYS	\$223,000.00	\$140,426.02	
						\$1,452.00					
48	Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838										
4057664696		08/04/20	Cintas - City Hall trthrough 8/4/2020	08/04/20	\$93.27	\$93.27	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,599.86	
						\$93.27					
50	City of Albany, PO Box 490, Albany, OR, 97321										
2377		11/01/20	City of Albany - Fire Protection	12/01/20	\$726,497.90	\$726,497.90	01-4301	CONTRACTED FIRE SE	\$1,418,000.00	\$691,502.10	
						\$726,497.90					
659	David Evans & Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340										
472818		09/15/20	David Evans & Associates - PCPI through 08/31/2020	10/15/20	\$1,424.11	\$1,424.11	02-1303	PCPI EXPENSE	\$10,000.00	\$4,036.38	
472818		09/15/20	David Evans & Associates - PCPI through 08/31/2020	10/15/20	\$1,424.11	\$1,424.11	03-1303	PCPI	\$10,000.00	\$4,345.65	
472818		09/15/20	David Evans & Associates - PCPI through 08/31/2020	10/15/20	\$854.47	\$854.47	04-1303	SEWER PCPI	\$6,000.00	\$2,298.13	
472818		09/15/20	David Evans & Associates - PCPI through 08/31/2020	10/15/20	\$854.47	\$854.47	05-1303	PCPI EXPENSE	\$6,000.00	\$2,607.40	
						\$4,557.16					
916	ECONortwest, 222 SW Columbia St., Suite 1600, Portland, OR, 97201-6616										
23140		11/01/20	ECONorthwest - through October 2020	11/30/20	\$781.25	\$781.25	01-1353	CONSULTANTS - PLAN	\$111,000.00	\$84,805.00	
						\$781.25					
703	Eileen Schneider, 5455 NE Nestucca Avenue, Albany, OR, 97321										
6619834		11/12/20	Eileen Schneider - Library Reimbursement	11/12/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,360.00	
						\$40.00					
19	Linn County Planning and Building, PO Box 100, Albany, OR, 97321										
Oct 2020		11/03/20	Linn County Planning and Building through October 2020	11/30/20	\$302.16	\$302.16	01-5332	PMNT TO LINN CO BUIL	\$255,000.00	\$92,786.42	
						\$302.16					
6	Petro Card, PO Box 34243, Seattle, WA, 98124-1243										
C658213		10/31/20	Petro Card - through October 2020	11/12/20	\$119.88	\$119.88	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87	
						\$119.88					
912	Saalfeld Griggs PC, P.O. Box 470, Salem, OR, 97308										
418338		11/02/20	Saalfeld Griggs - condemnation legal support through October 2020	12/02/20	\$9,948.10	\$9,948.10	01-1339	LEGAL SERVICES	\$190,000.00	\$90,683.40	

**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	
							\$9,948.10					
922	Sure Clean Northwest, 1600 NE Century Drive, Albany, OR, 97322											
59504	11/10/20	Sure Clean Northwest - Vital Oxide Sprayer		12/10/20	\$2,000.00	\$2,000.00	01-1361	COVID Expenses	\$0.00	(\$10,711.59)		
							\$2,000.00					
664	US Bank Equipment Finance, P.O. Box 790448, St Louis, MO, 63179-0448											
424956779	09/25/20	US Bank Equipment Finance - Printer Lease		10/22/20	\$490.00	\$490.00	01-1331	MAINT: OFFICE EQUIP	\$22,040.00	\$10,693.13		
							\$490.00					
686	Wheat LLC, 1141 Chemawa Road, Keizer, OR, 97303											
6064	10/31/20	Wheat LLC, Street sweeping through October 2020		11/30/20	\$1,975.77	\$1,975.77	02-1319	STREET SWEEPING	\$25,000.00	\$14,933.65		
							\$1,975.77					
719	Zions Bank, One South Main, Suite 1700, Salt Lake City, UT, 84133											
12/01/2020	11/02/20	Zions Bank - Principal Payment		12/01/20	\$369,000.00	\$369,000.00	05-1802	LOAN PAYMENTS	\$369,000.00	\$0.00		
12/01/2020	11/02/20	Zions Bank - Interest Payment		12/01/20	\$28,405.50	\$28,405.50	05-1806	INTEREST PAYMENT	\$56,811.00	\$28,405.50		
							\$397,405.50					
Total Bills To Pay:							\$1,145,762.99					

**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
43 Aflac, 1932 Wynnton Road, Columbus, GA,		243077	11/11/20	AFLAC - through November 2020	12/20/20	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$11,724.06)
							\$49.08				
466 CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869		D3395300-05	11/17/20	CH2M Hill Engineers - Engineer support through October 2020	12/17/20	\$802.77	\$802.77	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$16,090.86
D3395300-05	11/17/20	CH2M Hill Engineers - Engineer support through October 2020	12/17/20	\$2,612.06	\$2,612.06	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$16,090.86		
D3395300-05	11/17/20	CH2M Hill Engineers - Engineer support through October 2020	12/17/20	\$2,349.01	\$2,349.01	02-1301	20% CONSULTANTS EN	\$50,000.00	(\$8,076.10)		
D3395300-05	11/17/20	CH2M Hill Engineers - Engineer support through October 2020	12/17/20	\$164.78	\$164.78	04-1301	20% CONSULTANTS - E	\$10,000.00	\$6,099.82		
							\$5,928.62				
96 Cynthia Shaw, 3364 NE Siuslaw Avenue, Albany, OR, 97321		11/3/20	11/03/20	Cynthia Shaw - Library Reimbursement	11/03/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,360.00
							\$40.00				
659 David Evans & Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340		476577	11/16/20	David Evans and Associates - PCPI support through October 2020	12/16/20	\$2,058.54	\$2,058.54	02-1303	PCPI EXPENSE	\$10,000.00	\$4,036.38
476577	11/16/20	David Evans and Associates - PCPI support through October 2020	12/16/20	\$2,058.53	\$2,058.53	03-1303	PCPI	\$10,000.00	\$4,345.65		
476577	11/16/20	David Evans and Associates - PCPI support through October 2020	12/16/20	\$1,235.12	\$1,235.12	04-1303	SEWER PCPI	\$6,000.00	\$2,298.13		
476577	11/16/20	David Evans and Associates - PCPI support through October 2020	12/16/20	\$1,235.12	\$1,235.12	05-1303	PCPI EXPENSE	\$6,000.00	\$2,607.40		
							\$6,587.31				
242 Dick Welker Construction Inc., PO Box 1032, Albany, OR, 97321		3656	11/11/20	Dick Welker Construcion - Flush & TV Stormdrains	12/11/20	\$13,393.00	\$13,393.00	04-1305	O&M COLLECTION SYS	\$223,000.00	\$140,426.02
3666	11/16/20	Dick Welker Construcion - Flush & TV Stormdrains	12/16/20	\$684.00	\$684.00	04-1305	O&M COLLECTION SYS	\$223,000.00	\$140,426.02		
							\$14,077.00				
637 Erin Elizabeth Girt, 4347 NE Katelyn Way, Albany, OR, 97321		11/2020	11/19/20	Erin Girt - Library Reimbursement	11/19/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,360.00
							\$40.00				
765 Handy Hands Landscape C&M LLC, 31410 HWY 34, Tangent, OR, 97389		Nov 2020 1	11/19/20	Handy Hands - Landscape City Hall and Fire Station	11/19/20	\$1,280.00	\$1,280.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$66,599.86
Nov 2020	11/19/20	Handy Hands - Landscape City House	11/19/20	\$480.00	\$480.00	01-1357	RENTAL PROPERTY	\$12,000.00	\$9,483.53		
							\$1,760.00				

**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
585 MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553		8845	11/16/20	MorganCPS - Planning support through October 2020	12/19/20	\$6,620.00	\$6,620.00	01-1353	CONSULTANTS - PLAN	\$111,000.00	\$84,805.00
							\$6,620.00				
195 Poe's Backhoe Service, 6590 SE 7-Mile Lane, Albany, OR, 97322		1229	11/16/20	Poe's Backhoe Service - Moe Crooks Creek	12/16/20	\$15,180.00	\$15,180.00	03-1331	STORM DRAINS & DITC	\$120,000.00	\$120,000.00
							\$15,180.00				
41 Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167		12/1/2020	11/10/20	Providence Health Plan through December 2020	12/01/20	\$7,346.90	\$7,346.90	01-1211	MEDICAL INSURANCE	\$91,062.00	\$60,383.50
							\$7,346.90				
902 Soderstrom Architects, Ltd, 1200 NW Naito Parkway, Suite Number 410, Portland, OR, 97209		8302	10/31/20	Soderstrom Architects - Fire Station Design through Oct 2020	11/30/20	\$32,256.90	\$32,256.90	01-4404	Permanent Fire Station D	\$315,000.00	\$203,945.00
							\$32,256.90				
681 Xtreme Grafx, LLC, 505 Main SE, Albany, OR, 97321		23688	11/11/20	Xtreme Grafx - Celebration banner design	11/11/20	\$100.00	\$100.00	01-1326	MILLERSBURG CELEBR	\$30,000.00	\$30,000.00
							\$100.00				
Total Bills To Pay:							\$89,985.81				

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		011005-2020	11/30/20	Adamosky Technical Solutions - Outdoor paging system	12/30/20	\$2,647.00	\$2,647.00	01-1361	COVID Expenses	\$0.00	(\$10,711.59)
							\$2,647.00				
539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321		3164155	11/06/20	Barrett Business Services - week ending 11/1/20 - Nicholas Bohanan	12/06/20	\$67.60	\$67.60	01-1361	COVID Expenses	\$0.00	(\$10,711.59)
3164400	11/09/20	Barrett Business Services - week ending 10/25/20 - Nicholas Bohanan	12/09/20	\$76.05	\$76.05	01-1361	COVID Expenses	\$0.00	(\$10,711.59)		
3164706	11/13/20	Barrett Business Services - week ending 11/8/20 - Nicholas Bohanan	12/13/20	\$67.60	\$67.60	01-1361	COVID Expenses	\$0.00	(\$10,711.59)		
3166108	12/01/20	Barrett Business Services - week ending 11/22/20 - Nicholas Bohanan	12/01/20	\$67.60	\$67.60	01-1361	COVID Expenses	\$0.00	(\$10,711.59)		
3166269	12/03/20	Barrett Business Services - week ending 11/29/20 - Nicholas Bohanan	12/03/20	\$135.20	\$135.20	01-1361	COVID Expenses	\$0.00	(\$10,711.59)		
3166431	12/03/20	Barrett Business Services - week ending 11/15/20 - Nicholas Bohanan	12/03/20	\$101.40	\$101.40	01-1361	COVID Expenses	\$0.00	(\$10,711.59)		
3164155	11/06/20	Barrett Business Services - week ending 11/1/20 - Mark Yeager	12/06/20	\$390.00	\$390.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$13,221.38		
3165621	11/24/20	Barrett Business Services - week ending 11/15/20 - Mark Yeager	12/24/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$13,221.38		
3165624	11/24/20	Barrett Business Services - week ending 11/8/20 - Mark Yeager	12/24/20	\$390.00	\$390.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$13,221.38		
3166108	12/01/20	Barrett Business Services - week ending 11/22/20 - Mark Yeager	12/01/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$13,221.38		
3165621	11/24/20	Barrett Business Services - week ending 11/15/20 - Mark Yeager	12/24/20	\$260.00	\$260.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$692,700.84		
3165624	11/24/20	Barrett Business Services - week ending 11/8/20 - Mark Yeager	12/24/20	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$692,700.84		
3166108	12/01/20	Barrett Business Services - week ending 11/22/20 - Mark Yeager	12/01/20	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$692,700.84		
							\$2,335.45				
607 Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566		072211232020	11/23/20	Business Connections - Through November 2020	12/10/20	\$42.95	\$42.95	01-1317	CITY HALL UTILITIES	\$20,000.00	\$11,798.17
							\$42.95				
48 Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838		4068177059	11/23/20	Cintas - Mat service through November 2020	12/10/20	\$93.27	\$93.27	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
408177144	11/23/20	Cintas - soap service through November 2020	12/10/20	\$62.14	\$62.14	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
							\$155.41				
327 De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602		70270435	11/14/20	De Lage Landen Financial - Printer Lease	12/07/20	\$180.69	\$180.69	01-1332	CONTRACTED SERVIC	\$81,440.00	\$65,319.86

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	
							\$180.69					
251	Dustin Patton, 834 Manor Way, Lebanon, OR, 97355											
12012020	12/01/20	Dustin Patton - Cell Phone Reimbursement		12/01/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$11,798.17		
							\$35.00					
16	Forrest Reid, PO Box 329, Tangent, OR, 97389											
MB 1220	12/01/20	Forrest Reid - City Attorney through November 2020		01/01/20	\$9,400.00	\$9,400.00	01-1339	LEGAL SERVICES	\$190,000.00	\$90,683.40		
							\$9,400.00					
908	Hughes Fire Equipment Inc., 910 Shelley Street, Springfield, OR, 97477											
557377	11/24/20	Hughes Fire Equipment - City Truck Maintenance		12/24/20	\$3,031.49	\$3,031.49	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87		
							\$3,031.49					
566	Jake Gabell, 2620 Tuscan Lane NE, Albany, OR, 97321											
12012020	12/01/20	Jake Gabell - Cell Phone Reimbursement		12/01/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$11,798.17		
							\$35.00					
20	Koontz, Blasquez & Co., P.C., PO Box 605, Albany, OR, 97321											
67513	11/20/20	Koontz, Blasquez & Co - Payroll services through Nov 2020		12/20/20	\$144.00	\$144.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$65,319.86		
							\$144.00					
923	MECOP Inc., 435 NW th Street, Ste. A, Corvallis, OR, 97330-6492											
C2021-011	12/01/20	MECOP Inc - Annual Membership		01/31/21	\$3,000.00	\$3,000.00	01-1336	DUES & SUBSCRIPTIO	\$14,000.00	\$7,836.38		
							\$3,000.00					
27	Meterreaders, LLC., PO Box 1902, Lake Oswego, OR, 97035											
9559	11/30/20	Meterreaders, LLC - November 2020 Meter reads		12/30/20	\$1,164.45	\$1,164.45	05-1304	O&M TRANSMISSION LI	\$119,000.00	\$105,806.06		
							\$1,164.45					
842	PAC/WEST, 8600 SW St. Helens Drive, Wilisonville, OR, 97070											
6770	11/30/20	PAC/WEST - Economical development through November 2020		12/30/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$42,000.00	\$28,000.00		
							\$3,500.00					
617	Pacific Office Automation, 14747 NW Greenbriar Pkwy, Beaverton, OR, 97006											
093300	11/23/20	Pacific Office Automation - Printer overage		12/23/20	\$261.87	\$261.87	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79		
							\$261.87					
700	US Bank, P.O. Box 790428, St Louis, MO, 63179-0428											
11/20/2020	11/20/20	Lifemap - Disability insurance		12/20/20	\$178.32	\$178.32	01-1212	DISABILITY INSURANC	\$8,000.00	(\$3,530.62)		
11/20/2020	11/20/20	Republic Services - City Hall trash pickup		12/20/20	\$40.44	\$40.44	01-1317	CITY HALL UTILITIES	\$20,000.00	\$11,798.17		
11/20/2020	11/20/20	Verizon Wireless - Emergency Phone		12/20/20	\$36.22	\$36.22	01-1317	CITY HALL UTILITIES	\$20,000.00	\$11,798.17		

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
		11/20/2020	11/20/20	Envelopes.com - Envelopes for Celebration of Lights flyer	12/20/20	\$210.01	\$210.01	01-1326	MILLERSBURG CELEBR	\$30,000.00	\$29,900.00
		11/20/2020	11/20/20	Garten mail service through Oct 2020	12/20/20	\$670.46	\$670.46	01-1327	POSTAGE AND SHIPPI	\$6,000.00	\$3,663.67
		11/20/2020	11/20/20	Staples - copy paper	12/20/20	\$36.98	\$36.98	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		11/20/2020	11/20/20	Staples - copy paper and batteries	12/20/20	\$81.49	\$81.49	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		11/20/2020	11/20/20	Amazon - office supplies	12/20/20	\$43.76	\$43.76	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		11/20/2020	11/20/20	Amazon - Kitchen supplies	12/20/20	\$28.50	\$28.50	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		11/20/2020	11/20/20	Amazon - Chlorine Tests to water	12/20/20	\$37.92	\$37.92	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		11/20/2020	11/20/20	Site5 - monthly website hosting	12/20/20	\$15.95	\$15.95	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		11/20/2020	11/20/20	Amazon - office supplies	12/20/20	\$21.03	\$21.03	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		11/20/2020	11/20/20	Earth2O - monthly water	12/20/20	\$49.38	\$49.38	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$20,054.79
		11/20/2020	11/20/20	Shred-It - monthly service	12/20/20	\$46.41	\$46.41	01-1332	CONTRACTED SERVIC	\$81,440.00	\$65,319.86
		11/20/2020	11/20/20	Staples - Purell hand sanitizer	12/20/20	\$90.78	\$90.78	01-1361	COVID Expenses	\$0.00	(\$10,711.59)
		11/20/2020	11/20/20	NationalEW - Purell hand sanitizer	12/20/20	\$190.94	\$190.94	01-1361	COVID Expenses	\$0.00	(\$10,711.59)
		11/20/2020	11/20/20	Emergency Medical Products - N95 Masks	12/20/20	\$647.92	\$647.92	01-1361	COVID Expenses	\$0.00	(\$10,711.59)
		11/20/2020	11/20/20	Coastal Farm - gloves	12/20/20	\$13.98	\$13.98	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
		11/20/2020	11/20/20	Amazon - Cigarette Receptacles	12/20/20	\$169.23	\$169.23	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
		11/20/2020	11/20/20	Republic Services - park trash pickup	12/20/20	\$200.60	\$200.60	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
		11/20/2020	11/20/20	Amazon - Synthetic Gloves	12/20/20	\$270.00	\$270.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
		11/20/2020	11/20/20	Home Depot - bags	12/20/20	\$31.94	\$31.94	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
		11/20/2020	11/20/20	Republic Services - City Hall trash pickup	12/20/20	\$250.04	\$250.04	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
		11/20/2020	11/20/20	Verizon Wireless - Park iPad	12/20/20	\$40.01	\$40.01	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
		11/20/2020	11/20/20	Uline - Gas cans	12/20/20	\$190.25	\$190.25	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
		11/20/2020	11/20/20	Home Depot - Oil and Sprayer	12/20/20	\$18.96	\$18.96	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
											\$3,611.52
328	Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321										
1361		11/30/20	11/30/20	Valley Merchant Police - through November 2020	11/30/20	\$315.00	\$315.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$62,491.87
											\$315.00
											\$29,859.83

Total Bills To Pay:



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: City Staff
DATE: December 3, 2020 for Council Meeting December 8, 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.

Economic Development

We are continuing to see requests from Business Oregon on industries interested in Oregon and responded to a request for additional information from a prospect on power capabilities, with a response from Pacific Power with regard to their ability to meet those requests.

Phil Scheuers brought to our attention activity regarding a DEQ program on Green House Gas, and asked if our local industry had any interest in us tracking what is taking place regarding the program which is part of the Governor's Executive order regarding Cap-n-Trade, and providing information. We reached out to our major industries who this may impact and ATI, Arauco, and Ti Squared have responded that they would appreciate the tracking and follow-up. Phil will be providing them and the City with updates as the project moves forward. All three of the industries expressed their thanks to the City for offering this information and service, which we are able to provide through our contract with PacWest for economic development services and as a registered lobbyist for the City.

Phil has also completed a Millersburg incentive flier which will be added to our new website and is attached to this report.

Intermodal Project

A verbal update will be provided.

Celebration of Lights

The electrical work for the light display at City Hall has been completed and the plan is to have the displays up and illuminated Friday evening December 4th. The parade route has been finalized and the map is attached for your reference.

Website Launch

On December 1, the City's new website was launched. Our website name remains the same www.cityofmillersburg.org. Refinements and changes will be taking place over the next month, as we work with the site and find corrections or changes that need to be made. Additional content will be uploaded as we continue to build upon what we

Water and Sewer Rates

A flyer advertising the upcoming virtual open house on January 26 was sent out in utility bills in early December. Additional information, including a residential rates calculator, has been posted on the City website at <https://www.cityofmillersburg.org/utilities/page/proposed-water-and-sewer-rate-changes>. Our consultant (Deb Galardi) will be available for questions during the public hearing on February 9.

The upcoming schedule is:

- 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 5 years (regular council meeting date).
- April 1 – rate structure changes become effective.
- Early June, 2021 – residents receive first bill under new rate structures.

Fire Station Project

The Fire Station project is nearing the end of the design phase, and we are currently reviewing the detailed design drawings and specifications, as well as developing the bidding documents. We anticipate submitting for Millersburg land use review in December, targeting January for a hearing date.

According to the current schedule, the project will be ready for permitting and bidding in mid-January, with construction beginning in April. After further evaluation, it has been determined that we will not go through the prequalification process for contractors, but will instead incorporate experience requirements into the bidding documents.

We expect to receive the final cost estimate in mid-December, which we plan to review with Council at the work session on December 22. At that time, if cost reduction measures are found to be necessary, options will be discussed.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	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	257 days	Mon 1/20/20	Tue 1/12/21																														
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	117 days	Mon 8/3/20	Tue 1/12/21																														
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 days	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																												

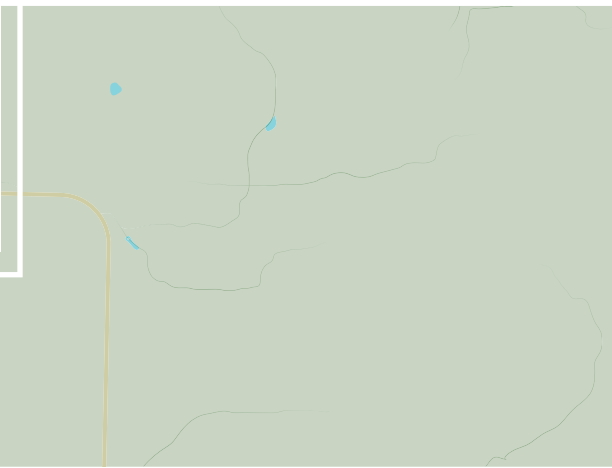
Project: Task List
Date: Wed 12/2/20

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]																											
60	✓	Site Survey	17 days	Fri 5/8/20	Mon 6/1/20	Janelle	[Gantt bar]																											
61	✗	Design	207 days	Thu 4/30/20	Fri 2/12/21	Kevin,Janelle	[Gantt bar]																											
62	✗	Construction	266 days	Mon 3/15/21	Mon 3/21/22	Kevin,Janelle	[Gantt bar]																											
63							[Gantt bar]																											
64	✓	Parks	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar]																											
65	✓	Parks Master Plan	74 days	Thu 1/2/20	Tue 4/14/20	Janelle	[Gantt bar]																											
66	?	Consider coating of walls and floors in restrooms			Fri 1/29/21	Sean	[Gantt bar]																											
67	?						[Gantt bar]																											
68	✗	Utilities	260 days	Thu 1/2/20	Wed 12/30/20	Kevin,Janelle,consultant	[Gantt bar]																											
69	✗	Implementation of new utility billing system	325 days	Thu 1/2/20	Wed 3/31/21	Kim	[Gantt bar]																											
70	✗	Rate analysis and update	390 days	Thu 1/2/20	Wed 6/30/21	Janelle	[Gantt bar]																											
71	✓	Water	309 days	Thu 1/2/20	Tue 3/9/21		[Gantt bar]																											
72	✓	Sewer	309 days	Thu 1/2/20	Tue 3/9/21		[Gantt bar]																											
73	✓	Stormwater?	304 days	Fri 5/1/20	Wed 6/30/21		[Gantt bar]																											
74	✗	SDC analysis and update	129 days	Thu 1/2/20	Tue 6/30/20	Janelle	[Gantt bar]																											
75	✓	Water	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar]																											
76	✓	Sewer	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar]																											
77	✓	Streets	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar]																											
78	✓	Stormwater	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar]																											
79	✓	Parks	215 days	Mon 4/6/20	Fri 1/29/21		[Gantt bar]																											
80	?						[Gantt bar]																											
81	✓	Transportation/Streets	260 days	Thu 1/2/20	Wed 12/30/20		[Gantt bar]																											
82	✓	Manhole Surface Repair	64 days	Thu 1/2/20	Tue 3/31/20		[Gantt bar]																											
83	✓	Kathryn Lane Repair	325 days	Thu 1/2/20	Wed 3/31/21		[Gantt bar]																											
84	✓	Woods Road Repair and Overlay	201 days	Thu 1/2/20	Thu 10/8/20		[Gantt bar]																											
85	✓	Surface Treatment - Sweetwater and Morningstar Subdivisions	211 days	Fri 1/10/20	Fri 10/30/20		[Gantt bar]																											
86	✓	Crack Sealing - SE Area	137 days	Mon 3/30/20	Tue 10/6/20		[Gantt bar]																											
87	✓	Thermoplastic Stop Bars and Legends	172 days	Thu 1/2/20	Fri 8/28/20		[Gantt bar]																											
88	✓	Beauty Strips Along Woods Road North	223 days	Mon 5/25/20	Wed 3/31/21		[Gantt bar]																											
89	?						[Gantt bar]																											
90	✓	Stormwater	260 days	Thu 1/2/20	Wed 12/30/20		[Gantt bar]																											
91	✓	Crooks Creek north trib project	295 days	Mon 7/27/20	Fri 9/10/21		[Gantt bar]																											
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]																											
93	✗	Becker Ridge Detention Ponds Modifications	243 days	Mon 4/27/20	Wed 3/31/21	Janelle	[Gantt bar]																											
94	✓	Erosion Control Permit Program	232 days	Thu 1/2/20	Fri 11/20/20	Janelle	[Gantt bar]																											
95	✗	Develop inspection and maintenance program	261 days	Thu 1/2/20	Thu 12/31/20	Janelle	[Gantt bar]																											
96	?						[Gantt bar]																											
97	✓	Water	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar]																											
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]																											
99	✗	Water master plan - submit finance component	261 days	Thu 1/2/20	Thu 12/31/20	Janelle	[Gantt bar]																											
100	?						[Gantt bar]																											
101	✓	Sewer	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar]																											
102	✓	Manhole grouting	112 days	Mon 1/27/20	Tue 6/30/20	Janelle	[Gantt bar]																											
103	✓	Burkhart Lift Station pumps replacement	134 days	Mon 2/3/20	Thu 8/6/20		[Gantt bar]																											
104	✓	Crooks Creek Lift Station evaluation	325 days	Thu 1/2/20	Wed 3/31/21		[Gantt bar]																											
105							[Gantt bar]																											
106	✓	Miscellaneous	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar]																											
107	✓	New website	239 days	Thu 1/2/20	Tue 12/1/20	Kim	[Gantt bar]																											
108	✗	Change city name for addressing	261 days	Thu 1/2/20	Thu 12/31/20	Kevin	[Gantt bar]																											
109							[Gantt bar]																											
110	✓	HR	29 days	Thu 1/2/20	Tue 2/11/20		[Gantt bar]																											
111	✗	Update employee manual	252 days	Thu 1/2/20	Fri 12/18/20	Kevin,Forrest	[Gantt bar]																											

Project: Task List
Date: Wed 12/2/20

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			



PROPERTY TAX INCENTIVES

Millersburg Enterprise Zone

Millersburg Industrial Park offers a unique resource and opportunities for businesses growing or relocating. In exchange for expanding in the Millersburg enterprise zone, eligible companies receive an exemption from local property taxes on their new investments and equipment between three to five years.

Construction-In-Progress

Unfinished facility improvements may be exempt from local property taxes for up to two years while under construction with April 1 filing each year.

Food Processing Machinery and Equipment (M&E)

Newly operational M&E is exempt from property tax for five years starting in or before 2025. This exemption encompasses real or personal property used in the primary processing of many types of goods for human consumption with certain limitations. The Oregon Department of Agriculture must certify equipment.



INCOME TAX INCENTIVES

Oregon Investment Advantage

This program helps businesses start or locate in Millersburg by providing a multi-year income tax deduction on new business operations, potentially eliminating state business tax liability.



FINANCIAL INCENTIVES

Oregon Business Expansion Program

An incentive program available to existing companies expanding operations in Oregon or new companies coming into the state. The Oregon Business Expansion Program (BEP) is a cash incentive based on the estimated increase in new personal income tax revenue resulting from the new hires from the project's expansion or relation.

Small Manufacturing Business Expansion Program

A cash-based forgivable loan for small manufacturing businesses' expansion projects.



TAX CREDITS

Employer-Provider Dependent Care Tax Credit

A 50% income tax credit for the annual cost of assisting employees with childcare and similar needs.

Work Opportunity Tax Credit

A federal tax credit incentive that Congress provides to private-sector businesses for hiring individuals from target groups who have consistently faced significant employment barriers.

Research Tax Credits

Corporate income tax credit for qualified research and basic research conducted each year in Oregon, as a state-level extension of the federal R&D tax credit.



OTHER PROGRAMS

Federal Opportunity Zone

Millersburg Industrial Park is located in a Federal Opportunity Zone. This designation incentivizes investments in low-income communities or regions in exchange for tax benefits for investors.

Strategic Reserve Fund

A discretionary tool used for various projects impacting economic development. This program requires a vetting process, with the Governor making the final approval.

City of Millersburg Celebration of Lights Parade 2020





TO: Millersburg City Council
FROM: Kevin Kreitman, City Manager
DATE: December 3, 2020, for the December 8, 2020 City Council Meeting
SUBJECT: Commission and Committee Re-Appointments

Action Requested:

Approval and appointment of Budget Committee Members.

Discussion:

In accordance with the Council's adopted Citizen Commission/Committee Member and Staff Manual, in November public notice of all current or anticipated vacancies was posted on the City's website.

The only vacancies this year are on the Budget Committee. The Budget Committee is comprised of five positions of which two appointments expire this year and three in 2022. The two positions expiring this year, Darrin Lane and Barry Holsworth do not wish to seek re-appointment. At the time of the posting, Committee Member Holsworth had expressed interest in re-appointment, but has since contacted us and asked to withdraw his name from consideration. We also had vacancies created by the resignation of two members whose appointments expire 12/31/22, David Denos who move outside of the city and Dennis Gunner who resigned.

We currently have received one application for the Budget Committee. Additional community members have expressed interest, but we have not received applications from them at this time. Given that we have new appointments and a need to fill current vacancies, Council will need to identify two appointments as new appointments with the term of office ending 12/31/2023; and two appointments filling vacancies with term of office ending 12/31/2022.

If additional applications are not received for Council consideration at the December Council meeting, staff will continue to show the open positions online and will forward additional applications at subsequent City Council meetings as needed for Council consideration until the vacancies are filled.

Budget Impact:

None

Recommendation:

Council consideration of the following appointments to the Budget Committee:

Allison Haley

Attachment(s):

- Resolution 2020 -19 Appointing Budget Committee Members
- Allison Haley Budget Committee Application

RESOLUTION 2020-19

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF
INDIVIDUALS TO THE CITY'S BUDGET COMMITTEE**

WHEREAS, the City's Budget Committee is comprised of five members, each appointed by the City Council, in addition to the Mayor and City Councilors, who are also voting members; and,

WHEREAS, effective 1/1/2021, the City Council will have four vacancies on the Budget Committee; and,

WHEREAS, the City Council must appoint four individuals to the Budget Committee in staggered terms, two of which expire on 12/31/2022, and two of which expire on 12/31/2023; and,

WHEREAS, recognizing the City Council may not have applicants for these vacant positions until after 1/1/2021;

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

The Millersburg City Council hereby authorizes the City Council to appoint individuals approved by the City Council to the Budget Committee when said approval is granted; and,

FURTHERMORE, the City Council shall appoint, in any order, and at their sole discretion, to the following positions:

- #1: Term ending 12/31/2023.
- #2: Term ending 12/31/2023.
- #3: Term ending 12/31/2022.
- #4: Term ending 12/31/2022.

**ADOPTED BY THE CITY COUNCIL AND EFFECTIVE THIS 8TH DAY OF
DECEMBER, 2020.**

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg, City Recorder
City of Millersburg, Oregon



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Kimberly Wollenburg, City Recorder
DATE: December 3, for the December 8, 2020 City Council Meeting
SUBJECT: Canvas Votes – Resolution 2020-20

Action Requested: Approval of Resolution Canvassing November 3, 2020 Election Votes.

Discussion: The City recently received the certification of the November 3, 2020 election results of votes cast by Millersburg registered voters. Per the Millersburg City Charter, the Council is to canvas the votes and act as the final judge of the election and qualifications of its members. The attached Resolution notes the results of the election and identifies the three winners of the election based on the votes then directs the City Recorder to send Certificates of Election to the winners.

Budget Impact: None.

Recommendation: Approve Resolution 2020-20 canvassing the votes cast at the November 3, 2020 general election and directing City Recorder to issue Certificates of Election to persons declared elected.

Attachment(s):

- Linn County Certification of Election Results
- Resolution 2020-20

**FINAL & OFFICIAL
WRITE-IN TALLY
FOR THE GENERAL ELECTION
NOVEMBER 3, 2020
LINN COUNTY, OREGON**

UNITED STATES PRESIDENT

OTHER	496
Total	496

US SENATOR

OTHER	98
Total	98

US REPRESENTATIVE IN CONGRESS, 4TH DISTRICT

OTHER	101
Total	101

SECRETARY OF STATE

OTHER	90
Total	90

STATE TREASURER

OTHER	85
Total	85

ATTORNEY GENERAL

OTHER	363
Total	363

STATE SENATOR, 9TH DISTRICT

OTHER	35
Total	35

STATE REPRESENTATIVE, 11TH DISTRICT

OTHER	23
Total	23

STATE REPRESENTATIVE, 15TH DISTRICT

OTHER	80
Total	80

STATE REPRESENTATIVE, 17TH DISTRICT

OTHER	46
Total	46

*Positions elected by write-in

X

CITY OF IDANHA – COUNCILOR (Continued)

DONALD SPIER	2
GREGG ELLISON	1
STEVE KINNEY	1
TRACI MARTINEZ	1
ZOLA SANER	1
SUSAN SMITH	1
BART SWISHER	1
Total	45

CITY OF LEBANON - MAYOR

OTHER	311
Total	311

CITY OF LEBANON - COUNCILOR, WARD I

OTHER	192
Total	192

CITY OF LEBANON – COUNCILOR, WARD II

OTHER	39
Total	39

CITY OF LEBANON – COUNCILOR, WARD III

OTHER	88
Total	88

CITY OF LYONS - MAYOR

OTHER	23
Total	23

CITY OF LYONS – COUNCIL MEMBERS

OTHER	23
Total	23

CITY OF MILL CITY - MAYOR

OTHER	53
Total	53

CITY OF MILL CITY – COUNCIL MEMBERS

OTHER	41
Total	41

CITY OF MILLERSBURG – COUNCIL MEMBERS

OTHER	144
Total	144

CITY OF SCIO - MAYOR

OTHER	45
Total	45

*Positions elected by write-in

X

CITY OF TANGENT – COUNCIL MEMBERS, POSITION 2 (Continued)

KATHRYN GROVES	1
JEFFRY JONES	1
CHRIS MEYER	1
DALE MCDOWELL	1
SEATON MCLENNAN	1
CHRIS MCVEY	1
CHUCK NORRIS	1
ROGER RHODES	1
MARLEY ROYER	1
PAUL RUPECHT	1
JEFF SHERMAN	1
TINA SMITH	1
LINDSEY SONNE	1
JEREMEY STILL	1
TUPAC	1
RONALD WALTEMATE	1
MARTIN WARREN	1
MARK WEAVER	1
SHELLY WILSON	1
<hr/>	
Total	116

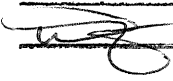
CITY OF WATERLOO - MAYOR

OTHER	9
<hr/>	
Total	9

CITY OF WATERLOO – COUNCIL MEMBERS

OTHER	7
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Total	7

I hereby certify this copy to be a true,
full and correct copy of the original now
on record in my office.
STEVE DRUCKENMILLER

 November 28, 2020
County Clerk
Deputy

*Positions elected by write-in

X

Office Report

Linn County

2020-11-20

General Presidential Election - Nov. 3, 2020

11:18:23

All Precincts, All Districts, All ScanStations, All Contests, All Boxes

Final and Official

Total Ballots Cast: 73216

City of Millersburg - Council Members (Vote for 3)

Precinct	Total Votes	Scott McPhee	Dave Harris	John Sullivan	Write-in	Write-in	Write-in	Over Votes	Under Votes
Precinct 076	3303	1049 31.76%	1044 31.61%	1066 32.27%	93 2.82%	31 0.94%	20 0.61%	0	2823
Total	3303	1049 31.76%	1044 31.61%	1066 32.27%	93 2.82%	31 0.94%	20 0.61%	0	2823

I hereby certify this copy to be a true,
 full and correct copy of the original now
 on record in my office.
 STEVE DRUCKENMILLER
 County Clerk
 Deputy

Steve Druckenmiller
 11/20/20

X

RESOLUTION 2020-20

**A RESOLUTION CANVASSING THE VOTES CAST AT
THE GENERAL ELECTION HELD NOVEMBER 3, 2020**

WHEREAS, a general City election was held on November 3, 2020, during which time legal voters of the City of Millersburg considered the election of City officers; and,

WHEREAS, pursuant to state law, the Linn County Clerk has certified the results of said election, said certification having been issued on the 20th day of November, 2020; and

WHEREAS, the City Charter, Section 28, requires that the City Council meet and canvass the returns of said election at the first regularly scheduled meeting following receipt of the Linn County Clerk’s certification of election results.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MILLERSBURG, OREGON, AS FOLLOWS:

Section 1. That the votes cast by electors of the City of Millersburg for three (3) City Councilors at the general election of November 3, 2020, are hereby found, determined, and declared to be as follows:

COUNCILOR	
Scott McPhee	1049
Dave Harms	1044
John Sullivan	1066
Write-in	93
Write-in	31
Write-in	20

Pursuant to Millersburg City Charter Section 9 (6), the Millersburg City Council is the final judge of the election and qualifications of its members.

Section 2. Pursuant to the foregoing election results, certified to by the Linn County Clerk and canvassed and ratified by the City Council by this resolution, it is hereby found, determined, and declared that the following are the official results of the general election held on November 3, 2020.

COUNCILOR	Scott McPhee
COUNCILOR	Dave Harms
COUNCILOR	John Sullivan

Section 4. The City Recorder is hereby directed to issue Certificates of Election to the persons declared elected in Section 2 above within thirty (30) days after the effective date of this Resolution.

Effective Date. This Resolution shall be effective upon its approval and adoption.

Duly Passed by the City Council this 8th day of December, 2020.

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg
City Recorder