



Agenda

CITY OF MILLERSBURG City Council Regular Meeting & PUBLIC HEARING

Electronic Meeting
February 09, 2021 @ 6:30 PM

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, February 8.

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 January 12, 2020 City Council Meeting Minutes
- 2) Acceptance of Report on City Accounts Payable

Action: _____

GUEST PRESENTATIONS

- 3) Linn County Sheriff's Office Monthly Report

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.

PUBLIC HEARING

- 4) Water and Sewer Rates

COUNCIL MEMBER AND STAFF COMMENTS

CITY MANAGER'S REPORT

- 5) Project Updates

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

NEW BUSINESS

- 6) OMI DRC Contract
Action: _____
- 7) CH2M Hill (Jacobs) Contract Amendment
Action: _____
- 8) Galardi Rothstein Group Contract Amendment - Parks SDCs
Action: _____
- 9) Health Insurance - Information Only
- 10) YMCA Facility Discussion
Action: _____

CLOSING PUBLIC COMMENT

CLOSING COUNCIL COMMENT

ADJOURNMENT

Upcoming Meetings & Events:

February 16, 2021 @ 5:00 p.m. - Special City Council Meeting

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.



CITY COUNCIL MEETING & EXECUTIVE SESSION

Electronic Meeting

January 12, 2021 @ 4:00 p.m.

- A. CALL TO ORDER Regular meeting called to order by Mayor Lepin at 4:01 p.m.
- B. ROLL CALL
 Councilors Present: Mayor Jim Lepin, Councilor Scott Cowan, Councilor Elects, 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
- C. SWEARING IN OF COUNCILORS HARMS, MCPHEE, AND SULLIVAN
 City Attorney Forrest Reid provided the Oath of Office and swearing in, for Councilor Elects Dave Harms, Scott McPhee, and Councilor John Sullivan.
- D. ADJOURN TO EXECUTIVE SESSION, AUTHORIZED AND IDENTIFIED IN THE OREGON REVISED STATUTES BELOW:
- ORS 192.660(2)(e): Conduct deliberations with persons designated by the governing body to negotiate real property transactions.**
- ORS 192.660(2)(h): Consultation with legal counsel regarding the legal rights and duties of a public body with regard to current litigation or litigation to be filed.**

Mayor Lepin adjourned the regular meeting and entered Executive Session at 4:04 p.m.

The executive session concluded at 5:06 p.m., the City Council reconvened into regular session at 6:35 p.m..

RETURN TO REGULAR MONTHLY MEETING @ 6:30 P.M.

- A. CALL TO ORDER Regular meeting called to order by Mayor Lepin at 6:35 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 Lieutenant Brandon Fountain

Albany Fire Department – Fire Chief Shane Wooten

C. VOTE FOR MAYOR; VOTE FOR COUNCIL PRESIDENT

- 1) Councilor Cowan nominated Councilor Lepin for the position of Mayor for the next two years.

Action: **City Council voted to Elect Councilor Jim Lepin as Mayor for the City of Millersburg for a new 2-year term.**

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

PASSED: 5/0

- 2) Councilor McPhee nominated Councilor Cowan for the position of Council President for the next two years.

Action: **City Council voted to Elect Councilor Scott Cowan as Council President for a new 2-year term.**

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

PASSED: 5/0

D. CHANGES AND ADDITIONS TO THE AGENDA

None

E. CONSENT AGENDA

- 1) Approval of December 8, 2020 City Council Meeting Minutes
- 2) Approval of December 22, 2020 City Council Work Session Minutes
- 3) Acceptance of Report on City Accounts Payable

Action: **Motion to Accept Consent Agenda as Presented 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: Aye
Councilor John Sullivan: Aye

Motion PASSED: 5/0

F. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Monthly Report
Lieutenant Brandon Fountain reviewed the December 2020 monthly report and answered Council and staff questions regarding the report.
- 2) Albany Fire Department Quarterly Report
Albany Fire Chief Shane Wooten gave the quarterly report from October to December 2020. He shared highlights regarding the toy drive and Celebration of Lights parade and Albany Fire Department's participation. Mayor Lepin thanked the Albany Fire Department for their attendance at the parade.

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin discussed the current Council committee appointments and checked with the Council regarding any desired changes to the assignments. Councilor Cowan indicated he was fine with his assignments but volunteered to participate as the Council liaison on the Events Planning Committee instead of Mayor Lepin.
Action: **City Council Approved Committee Appointments as Presented with a Revision to Replace Mayor Lepin with Councilor Cowan as Council Liaison on the Events Planning Committee.**

I. CITY MANAGER'S REPORT

- 1) Housing Needs Analysis and Buildable Lands Inventory – John Morgan
Planning Director Morgan provided a brief background, and update, of the tasks accomplished to this point for the Housing Needs Analysis and Buildable Lands Inventory. He noted that every city in Oregon with a population over 2,500 has to have the ability to provide for the 20-year projected growth needs within their Urban Growth Boundary (UGB) based on the Oregon Population Forecast Program (OPFP) managed by Portland State University. Director Morgan and City Manager Kreitman spoke about timeline for the study and next steps.
- 2) Regionally Significant Industrial Sites (RSIS) Program
City Manager Kreitman spoke about the RSIS program noting that a local government can apply if they own industrially zoned site/s or act as a sponsor for a privately owned industrially zoned site/s. Staff is working with Business Oregon regarding the process. The Council supports staff submission of an application.
- 3) Project Updates
Assistant City Manager/City Engineer Booth reviewed the project updates memo. She reviewed the status for our adoption of the proposed new rate structure changes and proposed water and sewer rate adjustments that will be reviewed for a final time at the upcoming Open House, prior to the public hearing scheduled next month. She also noted that permit documents were received for the fire station project. Council was then asked if they were prepared to select a name for the proposed new street that will provide access to the new fire station and the City's industrial property. The Council discussed the names which had been proposed since the last council meeting, and the following motion was made for the new street name.

Action: **Motion that the New Street be named Transition Parkway made by Councilor Sullivan; seconded by Councilor 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

Assistant City Manager/City Engineer Booth updated the City Council regarding the Kathryn Avenue stormwater and pavement repair and reported that the stormwater system was full of solids and is currently being cleaned. She also noted that on Friday, January 8, there was some emergency pavement repair done on Kathryn Avenue, with the plan to have the permanent repair done this spring.

J. CITY ATTORNEY'S REPORT

- 1) City Attorney Forrest Reid reviewed the Oregon Open Meetings Law with City Council and after the review, asked each Councilor sign Exhibit B of Resolution 2018-26 stating the law had been reviewed with them by the City Attorney and to provide the signed forms back to the City Recorder.

K. UNFINISHED BUSINESS

- 1) Budget Committee Appointments – Continuation to fill positions #3 and #4 (Resolution 2020-21)

City Manager Kreitman and Assistant City Manager/City Engineer Booth provided information for the four applications received for the two open Budget Committee positions. Council shared their thoughts about individual candidates.

Action: **Motion for the Appointment of Lorri Headrick to Position 3 and Rob Yencopal to Position 4 on the Budget Committee made by Councilor Harms; 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. NEW BUSINESS

- 1) Ordinance Updates

- a. *Repealing and Replacing MC 1.20.010, Repealing MC 1.20.030 and Repealing and Replacing Title of Municipal Code 1.20* – Ordinance 179-21
City Manager Kreitman and City Attorney Reid provided background on the various revisions to clarify language and bring the Municipal Code up-to-date.

Action: **Motion for the Adoption of Ordinance 179-21 Updating Section 1.20, General Penalty of the Millersburg Municipal Code made by Councilor Sullivan; seconded by Councilor Harms.** Ordinance 179-21

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

Motion PASSED: 5/0

- b. *Repealing MC 7.28.245* – Ordinance 180-21
City Manager Kreitman spoke about the genesis for making the revisions to the Municipal Code addressing camping. Mayor Lepin asked what options LCSO and the City have for humane consideration of the homeless. City

Attorney Reid explained that the language being repealed is surplus and the new language in the Code provides options.

Action: **Motion for the Adoption of Ordinance 180-21 Updating Section 7.28 Parks and Open Space of the Millersburg Municipal Code made by Councilor McPhee; seconded by Councilor Harms.** Ordinance 180-21

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

Motion PASSED: 5/0

c. *Amending MC 14.16.010, Repealing and Replacing 14.16.020(1), and Amending 14.16.060* – Ordinance 181-21

City Attorney Reid noted that the amendment adds language and provides clarification of property owner's responsibility. It eliminates the City's responsibility to identify sidewalk concerns even as the City will continue to be proactive when areas of concern are noted.

Action: **Motion for the Adoption of Ordinance 181-21 Updating Section 14.16, Sidewalk Repairs of the Millersburg Municipal Code made by Councilor McPhee; seconded by Councilor Harms.** Ordinance 181-21

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

Motion PASSED: 5/0

M. CLOSING PUBLIC COMMENT
None

N. CLOSING COUNCIL COMMENT

1) Councilor Cowan shared his appreciation for City Attorney Reid reading the Ordinances. City Manager Kreitman noted there are some upcoming modifications proposed to the Charter to clarify some language and update some provisions. The plan is to bring them to Council in February's meeting.

O. ADJOURNMENT Mayor Lepin adjourned the meeting at 8:13 p.m.

Upcoming Meetings & Events:

January 19, 2020 @ 6:00 p.m. – Planning Commission Meeting

January 26, 2020 @ 5:00 p.m. – Open House – Water and Sewer Rates

**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
25	ADS. LLC, PO Box 74008582, Chicago, IL, 60674-8582										
12814.1220		09/26/20	ADS - amendment 13		10/26/20	\$6,611.00	\$6,611.00	04-1305	O&M COLLECTION SYS	\$223,000.00	\$124,070.02
							\$6,611.00				
828	Astrid Hesberg, Albany, OR,										
1/11/21		01/11/21	Astrid Hesberg - Reimbursement - Cell phone (Sep 2020)		01/11/21	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$9,268.67
1/11/21		01/11/21	Astrid Hesberg - Reimbursement - Soap		01/11/21	\$7.52	\$7.52	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$16,419.37
1/11/21		01/11/21	Astrid Hesberg - Reimbursement - Mileage		01/11/21	\$18.40	\$18.40	01-1351	MILEAGE	\$1,600.00	\$1,494.18
1/11/21		01/11/21	Astrid Hesberg - Reimbursement - Desk Calendar		01/11/21	\$4.97	\$4.97	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45
							\$65.89				
539	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321										
3168477		12/31/20	Barrett Business Services - Week Ending 12/27/2021 - Mark Yeager		01/30/21	\$67.60	\$67.60	01-1361	COVID Expenses	\$0.00	(\$25,487.61)
3169174		01/08/21	Barrett Business Services - Week Ending 1/3/2021 - Nicholas Bohanan		02/08/21	\$50.70	\$50.70	01-1361	COVID Expenses	\$0.00	(\$25,487.61)
3169176		01/08/21	Barrett Business Services - Week Ending 12/27/2021 - Mark Yeager		02/08/21	\$130.00	\$130.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$9,169.03
3169176		01/08/21	Barrett Business Services - Week Ending 12/27/2021 - Mark Yeager		02/08/21	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$691,660.84
							\$378.30				
839	Carol Farkas, Albany, OR, 97321										
12/30/20		01/11/21	Carol Farkas - Library Reimbursement		01/11/21	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,120.00
							\$40.00				
928	CG Fence LLC, 4071 NE Spring Ave, Albany, OR, 97322										
221539		01/06/21	CG Fence LLC - Tennis court fence repair		02/06/21	\$1,560.00	\$1,560.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45
							\$1,560.00				
50	City of Albany, PO Box 490, Albany, OR, 97321										
1/6/2021		01/11/21	City of Albany - Fire review fee		01/11/21	\$2,796.26	\$2,796.26	01-5332	PMNT TO LINN CO BUIL	\$255,000.00	\$52,857.83
							\$2,796.26				
251	Dustin Patton, Lebanon, OR, 97355										
01012021		01/11/21	Dustin Patton - Cell Phone Reimbursement (Jan)		01/11/21	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$9,268.67
							\$35.00				
916	ECONortwest, 222 SW Columbia St., Suite 1600, Portland, OR, 97201-6616										
23391		01/01/21	ECONorthwest - buildable lands inventory through 12/31/2020		01/30/21	\$1,920.00	\$1,920.00	01-1353	CONSULTANTS - PLAN	\$111,000.00	\$73,303.75
							\$1,920.00				
16	Forrest Reid, PO Box 329, Tangent, OR, 97389										

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
		12/2020	01/01/21	Forrest Reid - Legal Support through December 2020	01/30/21	\$12,075.00	\$12,075.00	01-1339	LEGAL SERVICES	\$190,000.00	\$35,543.90
							\$12,075.00				
1	Greater Albany Public School District 8J, 718 Seventh Avenue SW, Albany, OR,										
		1/1/21	01/11/21	Greater Albany School District - Construction Excise Tax (Oct - Dec)	01/11/21	\$7,819.02	\$7,819.02	01-5331	PMNT TO GAPS	\$223,000.00	\$48,049.48
							\$7,819.02				
566	Jake Gabell, Albany, OR, 97321										
		01012021	01/01/21	Jake Gabell - Cell Phone Reimbursement (Jan)	01/01/21	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$9,268.67
							\$35.00				
569	Janelle Booth, Philomath, OR, 97370										
		01012021	01/01/21	Janelle Booth - Cell Phone Reimbursement (Jan - March)	02/01/21	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$9,268.67
							\$105.00				
575	Kathie Strathern, Albany, OR, 97321										
		1/6/21	01/11/21	Kathie Strathern - Library Reimbursement	01/11/21	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,120.00
							\$40.00				
561	Kimberly Wollenburg, Oregon City, OR, 97045										
		01012021	01/01/21	Kimberly Wollenburg - Cell Phone Reimbursement (Jan-March)	01/01/21	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$9,268.67
							\$105.00				
837	Leaf Nicholas Albany, OR, 97321										
		24791029	01/11/21	Leaf Nicholas - Parks and Rec Reimbursement	01/11/21	\$106.40	\$106.40	01-2301	PARKS & RECREATION	\$15,000.00	\$12,557.80
							\$106.40				
449	Mary Messersmith Albany, OR, 97321										
		111R	01/11/21	Mary Messersmith - Parks and Rec Reimbursement	01/11/21	\$87.20	\$87.20	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45
							\$87.20				
252	Oregon Mayors Association, 1201 Court St NE Ste 200, Salem, OR, 97301										
		1/1/21	01/11/21	Oregon Mayors Association - annual membership fee	01/11/21	\$106.00	\$106.00	01-1336	DUES & SUBSCRIPTIO	\$14,000.00	\$3,989.38
							\$106.00				
842	PAC/WEST, 8600 SW St. Helens Drive, Wilisonville, OR, 97070										
		6821	12/28/20	PAC/WEST through December 2020	01/28/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$42,000.00	\$21,000.00
							\$3,500.00				
6	Petro Card, PO Box 34243, Seattle, WA, 98124-1243										
		C684985	12/31/20	Petro Card - Fuel through December 2020	01/18/21	\$67.03	\$67.03	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,100.00

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	
							\$67.03					
930	Roberson's Ford, 1920 SW Pacific Blvd, Albany, OR, 97321	123655	12/31/20	Roberson's Ford - Truck service	01/10/21	\$48.85	\$48.85	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45	
							\$48.85					
38	Robyn Vogler, Albany, OR, 97321	12/5/2020	01/11/21	Robyn Vogler - Library Reimbursement	01/11/21	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,120.00	
							\$40.00					
912	Saalfeld Griggs PC, P.O. Box 470, Salem, OR, 97308	420534	01/06/21	Saalfeld Griggs PC - Legal Support (Industrial Lease) through December 2020	02/06/21	\$2,199.50	\$2,199.50	01-1339	LEGAL SERVICES	\$190,000.00	\$35,543.90	
		421828	01/06/21	Saalfeld Griggs PC - Legal Support (condemnation) through December 2020	02/06/21	\$21,981.50	\$21,981.50	01-1339	LEGAL SERVICES	\$190,000.00	\$35,543.90	
							\$24,181.00					
13	Sean Shearer, Albany, OR, 97322	01012021	01/11/21	Sean Shearer - Cell Phone Reimbursement (Jan - March)	01/11/21	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$9,268.67	
							\$105.00					
285	Shawna Meekins, Albany, OR, 97321	83835814	01/11/21	Shawna Meekins - Parks and Rec Reimbursement	01/11/21	\$58.40	\$58.40	01-2301	PARKS & RECREATION	\$15,000.00	\$12,557.80	
							\$58.40					
922	Sure Clean Northwest, 1600 NE Century Drive, Albany, OR, 97322	59625	12/30/20	Sure Clean Northwest - Vital Oxide	01/30/21	\$3,000.00	\$3,000.00	01-1361	COVID Expenses	\$0.00	(\$25,487.61)	
							\$3,000.00					
615	Travis & Katie Younger Albany, OR, 97321	12/7/20	01/11/21	Travis & Katie Younger - Parks and Rec Reimbursement	01/11/21	\$200.00	\$200.00	01-2301	PARKS & RECREATION	\$15,000.00	\$12,557.80	
							\$200.00					
230	Valley Fire Control, 217 Main SE, Albany, OR, 97321-3023	93654	12/23/20	Valley Fire Control - Fire extinguisher service	01/23/21	\$106.25	\$106.25	01-1332	CONTRACTED SERVIC	\$81,440.00	\$60,389.53	
							\$106.25					
328	Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321	1418	12/31/20	Valley Merchant Police - gate lock through December 2020	01/30/21	\$367.50	\$367.50	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45	
							\$367.50					
652	Wheat LLC, 1141 Chemawa Rd N, Keizer, OR, 97321	6143	12/31/20	Wheat LLC - street sweeping through December 2020	01/30/21	\$1,975.77	\$1,975.77	02-1319	STREET SWEEPING	\$25,000.00	\$10	

**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	
							\$1,975.77					
786	Witherspoon Industries LLC, PO Box 1047, Lebanon, OR, 97355											
INV4235	12/31/20	Witherspoon Industries LLC - Jantorial through December 2020		01/30/20	\$600.00	\$600.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$60,389.53		
INV4235	12/31/20	Witherspoon Industries LLC - Jantorial through December 2020		01/30/20	\$325.00	\$325.00	01-1361	COVID Expenses	\$0.00	(\$25,487.61)		
							\$925.00					
85	Xterma Pest Control, Inc., P.O. Box 321, Sweet Home, OR, 97386											
COM1220 60	12/28/20	Xterma Pest Control - Through December 2020		01/11/21	\$60.00	\$60.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$60,389.53		
							\$60.00					
681	Xtreme Grafx, LLC, 505 Main SE, Albany, OR, 97321											
23901	01/11/21	Xtreme Grafx - Celebration Flyers		01/11/21	\$27.00	\$27.00	01-1326	MILLERSBURG CELEBR	\$30,000.00	\$14,981.53		
23920	01/11/21	Xtreme Grafx - Celebration Flyers		01/11/21	\$101.34	\$101.34	01-1326	MILLERSBURG CELEBR	\$30,000.00	\$14,981.53		
23922	01/11/21	Xtreme Grafx - Celebration Flyers		01/11/21	\$26.30	\$26.30	01-1326	MILLERSBURG CELEBR	\$30,000.00	\$14,981.53		
							\$154.64					
Total Bills To Pay:							\$68,674.51					

**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
7	4S Sign, LLC, 30255 HWY 34, Albany, OR, 97321										
		47600	01/08/21	4S Sign - no smoking signs	01/08/21	\$89.90	\$89.90	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45
							\$89.90				
539	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321										
		3169657	01/15/21	Barrett Business Services - Week ending 1/10/21 - Nicholas Bohanan	02/15/21	\$33.80	\$33.80	01-1361	COVID Expenses	\$0.00	(\$25,487.61)
		3169657	01/15/21	Barrett Business Services - Week ending 1/10/21 - Mark Yeager	02/15/21	\$130.00	\$130.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$9,169.03
		3169657	01/15/21	Barrett Business Services - Week ending 1/10/21 - Mark Yeager	02/15/21	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$691,660.84
							\$293.80				
540	Caryl Therese Thomas Albany, OR, 97321										
		12/28/20	01/19/21	Caryl Thomas - Library Reimbursement	01/19/21	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,160.00
							\$40.00				
773	CH2MHILL OMI, Department 1267, Denver, CO, 80291-1267										
		D3462400-01	01/07/21	CH2M Hill - Services Agreement through December 2020	02/07/21	\$2,666.00	\$2,666.00	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$9,333.50
							\$2,666.00				
48	Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838										
		4073468933	01/19/21	Cintas through January 2021	01/19/21	\$93.27	\$93.27	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$16,419.37
							\$93.27				
659	David Evans & Associates, Inc., Dept LA 24340, Pasadena, CA, 91185-4340										
		480607	01/14/21	David Evans and Associates - PCPI through December 2020	02/14/21	\$1,805.74	\$1,805.74	02-1303	PCPI EXPENSE	\$10,000.00	\$233.03
		480607	01/14/21	David Evans and Associates - PCPI through December 2020	02/14/21	\$1,805.75	\$1,805.75	03-1303	PCPI	\$10,000.00	\$542.31
		480607	01/14/21	David Evans and Associates - PCPI through December 2020	02/14/21	\$1,083.45	\$1,083.45	04-1303	SEWER PCPI	\$6,000.00	\$16.12
		480607	01/14/21	David Evans and Associates - PCPI through December 2020	02/14/21	\$1,083.45	\$1,083.45	05-1303	PCPI EXPENSE	\$6,000.00	\$325.39
							\$5,778.39				
327	De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602										
		70667476	01/01/21	De Lage Landen Financial Services - Printer Lease	02/01/21	\$374.55	\$374.55	01-1332	CONTRACTED SERVIC	\$81,440.00	\$60,389.53
							\$374.55				
584	First American Title Company of Oregon, P.O. Box 31001-2266, Pasadena, CA, 91110-2266										
		5156-71065252	01/15/21	First American Title Company - Misc Title Processing Fee	02/15/21	\$100.00	\$100.00	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$16,419.37
							\$100.00				

City of Millersburg
Council Approval Report
 (Council Approval Report)

Item 2

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
929 Gills Point S, 1425 W 2nd Street, The Dalles, OR, 97058		1888859	12/14/20	Gills Point S - Equipment Service	01/10/21	\$41.58	\$41.58	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45
							\$41.58				
765 Handy Hands Landscape C&M LLC, 31410 HWY 34, Tangent, OR, 97389		Jan 2021	01/19/21	Handy Hands Landscape - City Hall Landscape through December 2020	01/19/21	\$1,280.00	\$1,280.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$60,389.53
Jan 2021	01/19/21	Handy Hands Landscape - City House Landscape through December 2020	01/19/21	\$480.00	\$480.00	01-1357	RENTAL PROPERTY	\$12,000.00	\$8,490.81		
							\$1,760.00				
19 Linn County Planning and Building, PO Box 100, Albany, OR, 97321		Dec 2020	01/11/21	Linn County Planning and Building through December 2020	02/11/21	\$12,535.77	\$12,535.77	01-5332	PMNT TO LINN CO BUIL	\$255,000.00	\$52,857.83
							\$12,535.77				
585 MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553		8856	01/12/21	MorganCPS Group - Planning through December 2020	02/12/21	\$5,220.00	\$5,220.00	01-1353	CONSULTANTS - PLAN	\$111,000.00	\$73,303.75
							\$5,220.00				
53 Oregon Cascades West COG, 1400 Queen Ave. SE Suite 201, Albany, OR, 97322		Qtr2 FY20-21	01/14/21	COG - IT Support through December 2020	02/14/21	\$1,260.64	\$1,260.64	01-1332	CONTRACTED SERVIC	\$81,440.00	\$60,389.53
Qtr2 FY20-21	01/14/21	COG - IT Support through December 2020 - MS 2019 Office/Business	02/14/21	\$1,223.10	\$1,223.10	01-1361	COVID Expenses	\$0.00	(\$25,487.61)		
							\$2,483.74				
23 Pacific Power, PO Box 26000, Portland, OR, 97256-0001		1/6/2021	01/06/21	Pacific Power through December 2020	01/22/21	\$1,003.73	\$1,003.73	01-1317	CITY HALL UTILITIES	\$20,000.00	\$9,268.67
1/6/2021	01/06/21	Pacific Power through December 2020	01/22/21	\$21.03	\$21.03	01-1357	RENTAL PROPERTY	\$12,000.00	\$8,490.81		
1/6/2021	01/06/21	Pacific Power through December 2020	01/22/21	\$52.11	\$52.11	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45		
1/6/2021	01/06/21	Pacific Power through December 2020	01/22/21	\$706.99	\$706.99	01-4303	UTILITIES - FIRE STATI	\$8,000.00	\$5,393.42		
1/6/2021	01/06/21	Pacific Power through December 2020	01/22/21	\$3,400.79	\$3,400.79	02-1323	STREET LIGHTS POWE	\$42,000.00	\$21,984.24		
1/6/2021	01/06/21	Pacific Power through December 2020	01/22/21	\$1,154.04	\$1,154.04	04-1328	SEWER MISCELLANEO	\$10,000.00	\$2,813.69		
							\$6,338.69				
41 Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167		January 2021	01/19/21	Providence Health Plan through February 2021	02/01/21	\$7,346.90	\$7,346.90	01-1211	MEDICAL INSURANCE	\$91,062.00	\$45,279.70
							\$7,346.90				
568 R & R Tree Service, Inc., 1710 Commercial St NE, Salem, OR, 97301		RO267793	01/12/21	R&R Tree Service - Tree Trimming at City Park	02/12/21	\$1,150.00	\$1,150.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$54,014.45
							\$1,150.00				
223 Wallace W. Lien, P.O. Box 5730, Salem, OR, 97304											

City of Millersburg
Council Approval Report
 (Council Approval Report)

Item 2)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
		12-31-20	01/19/21	Wallace W Lien - Land Use Attorney through December 2020	01/19/21	\$875.00	\$875.00	01-1339	LEGAL SERVICES	\$190,000.00	\$35,543.90	
							\$875.00					
931	West Valley Landscapers, 1118 NE Landscaster Drive #337, Salem, OR, 97301											
		M2020-238R	01/19/21	West Valley Landscapers - Refund for M2020- 238R	01/19/21	\$72.80	\$72.80	01-1119	BUILDING PERMIT FEE	\$300,000.00	\$29,251.10	
							\$72.80					
							\$47,260.39					
				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
43	Aflac, 1932 Wynnton Road, Columbus, GA,										
		101226	01/12/21	Aflac through January 2021	02/01/21	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$32,738.43)
							\$49.08				
539	Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321										
		3170225	01/22/21	Barrett Business Services - Week ending 1/17/21	02/22/21	\$33.80	\$33.80	01-1361	COVID Expenses	\$0.00	(\$27,103.31)
		3170225	01/22/21	Barrett Business Services - Week ending 1/17/21	02/22/21	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$8,779.03
		3170225	01/22/21	Barrett Business Services - Week ending 1/17/21	02/22/21	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$691,400.84
		3170225	01/22/21	Barrett Business Services - Week ending 1/17/21	02/22/21	\$73.12	\$73.12	05-1313	RATE AND SDC STUDY	\$0.00	(\$73.12)
							\$496.92				
466	CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869										
		D3395300-07	01/20/21	CH2M Hill - Engineer support through December 2020	02/20/21	\$956.71	\$956.71	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$10,654.97
		D3395300-07	01/20/21	CH2M Hill - Engineer support through December 2020	02/20/21	\$568.93	\$568.93	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$10,654.97
		D3395300-07	01/20/21	CH2M Hill - Engineer support through December 2020	02/20/21	\$4,398.98	\$4,398.98	04-1301	20% CONSULTANTS - E	\$10,000.00	(\$1,141.50)
		D3395300-07	01/20/21	CH2M Hill - Engineer support through December 2020	02/20/21	\$326.26	\$326.26	05-1301	20% CONSULTANT - EN	\$10,000.00	\$9,321.24
							\$6,250.88				
773	CH2MHILL OMI, Department 1267, Denver, CO, 80291-1267										
		D3463400-02	01/27/21	CH2M Hill OMI - Service Agreement through January 2021	02/27/21	\$666.50	\$666.50	05-1307	OMI SERVICES FOR DI	\$10,000.00	\$6,001.00
							\$666.50				
242	Dick Welker Construction Inc., PO Box 1032, Albany, OR, 97321										
		3709	01/18/21	Dick Welker Construction - Clean storm drainage inlets	01/18/21	\$3,125.00	\$3,125.00	03-1331	STORM DRAINS & DITC	\$120,000.00	\$95,113.00
							\$3,125.00				
582	Jenny Wolfenbarger, Albany, OR, 97321										
		837647063	12/28/20	Jenny Wolfenbarger - Reimbursement for Wix website hosting	01/28/20	\$204.00	\$204.00	01-1326	MILLERSBURG CELEBR	\$30,000.00	\$14,777.53
							\$204.00				
20	Koontz, Blasquez & Co., P.C., PO Box 605, Albany, OR, 97321										
		67811	01/20/21	Koontz, Blasquez, and Associates - Payroll support through January 2021	01/20/21	\$288.00	\$288.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$56,366.34
							\$288.00				
204	Linn County Road Department, 3010 Ferry Street SW, Albany, OR, 97322										

**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
		188-21	01/27/21	Linn County Road Department - Conser Road sign repair	01/27/21	\$110.56	\$110.56	02-1329	SIGNS	\$5,000.00	\$4,655.29
							\$110.56				
54	Linn-Benton Utilities, PO Box 1722, Albany, OR, 97321-0489										
01/2021		01/25/21	01/25/21	Linn-Benton Utilities - Annual Membership Dues	01/25/21	\$125.00	\$125.00	01-1336	DUES & SUBSCRIPTIO	\$14,000.00	\$3,864.38
							\$125.00				
598	Oregon Association of Clean Water Agencies, 240 Country Club Road, Suite A, Eugene, OR, 97401										
8353		01/15/21	02/14/21	Oregon Association of Clean Water Agencies - Annual membership	02/14/21	\$220.00	\$220.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$56,366.34
							\$220.00				
842	PAC/WEST, 8600 SW St. Helens Drive, Wilsonville, OR, 97070										
1017		01/26/21	02/10/21	PAC/WEST - Consulting through January 2021	02/10/21	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$42,000.00	\$17,500.00
							\$3,500.00				
853	S&F Land Services, LLC, 4858 SW Scholls Ferry Rd, Suite A, Portland, OR, 97225										
20210035		01/12/21	02/12/21	S&F Land Services - Fire station Site	02/12/21	\$1,470.00	\$1,470.00	01-4404	Permanent Fire Station D	\$315,000.00	\$44,675.75
							\$1,470.00				
902	Soderstrom Architects, Ltd, 1200 NW Naito Parkway, Suite Number 410, Portland, OR, 97209										
8400		12/31/20	01/30/21	Soderstrom Architects - Fire Station design through December 2020	01/30/21	\$63,373.75	\$63,373.75	01-4404	Permanent Fire Station D	\$315,000.00	\$44,675.75
							\$63,373.75				
786	Witherspoon Industries LLC, PO Box 1047, Lebanon, OR, 97355										
INV4284		01/25/21	02/25/21	Witherspoon Industries - Janitorial through January 2021	02/25/21	\$600.00	\$600.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$56,366.34
INV4284		01/25/21	02/25/21	Witherspoon Industries - Janitorial through January 2021	02/25/21	\$325.00	\$325.00	01-1361	COVID Expenses	\$0.00	(\$27,103.31)
							\$925.00				
							\$80,804.69				
				Total Bills To Pay:							



TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Janelle Booth, Assistant City Manager/City Engineer
 DATE: February 3, 2021 for the February 9, 2021 City Council Meeting
 SUBJECT: Water and Sewer Rates Public Hearing

Action Requested:

Public Hearing - review of information on proposed water and sewer rate structure modifications, including future planned rate increases.

Discussion:

In 2018, the City began a study of water and sewer rates in order to outline a path to ensure utility revenues are sufficient to cover expenditures over the next ten years. Through multiple public meetings, the plan was developed and reviewed and has now culminated in proposed water and sewer rate structure changes and rate increases.

The rate structure changes are proposed to go into effect April 1, 2021. Proposed rate structures for both water and sewer are included as attachments to this report. Draft resolutions describing the rate structure changes for both water and sewer will be available for review during the public hearing. Additional background and explanatory information will also be provided at the hearing.

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%

Information on the changes to the rate structure framework and proposed increases has been communicated through public meetings, a flyer mailed to all utility customers in December, and a virtual open house held on January 26, 2021. Following this public hearing, the rate structures and planned increases over the next five years will be presented for adoption at the March 9, 2021 Council meeting, with the rate structure changes effective for the billing cycle beginning April 1, 2021.

Recommendation:

Review of information on proposed water and sewer rate structure modifications, including future planned rate increases, in preparation for adoption at March council meeting.

Attachment(s):

- Current and Proposed Water Rates
- Current and Proposed Sewer Rates
- 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	\$49.59	\$8.85
Commercial - Regular	C-R	\$49.59	\$4.64
Industrial - High	I-H	\$49.59	\$9.60
Industrial - Regular	I-R	\$49.59	\$8.41
Residential	R	\$39.03	\$2.70
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



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: February 2, 2021 for Council Meeting February 9, 2021

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 continue 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.

The attached Gantt chart has been updated to reflect the status of projects as of the end of 2020. A revised chart for 2021 will be provided at the March Council meeting.

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

Fire Station Project

Schedule:

The Fire Station project was advertised for bid on February 3, 2021 with bids due on March 9, 2021. Bids will be reviewed, and staff will provide a recommendation to award at a special council meeting on March 15, 2021. If awarded on this date, notice to proceed could be issued as early as April 6, 2021.

Award Procedure:

During design of the new fire station, alternate contracting methods for construction (CM/GC, design-build) were considered. Due to the size and type of the project, it was determined that these alternate methods would likely not result in cost savings. It was, however, decided that award of the contract should, in addition to price, consider contractor qualifications and experience to insure the best value is provided.

ORS 279C, which governs contracting procedures for public entities, requires competitive bidding (award to low bidder) unless there is an exemption. The local contract review board (City Council) may exempt a public improvement contract from the competitive bidding requirements, if the local contract review board approves findings in accordance with ORS 279C.335.

A public hearing has been scheduled for February 16, 2021 and noticed in accordance with ORS 279C requirements. Staff have drafted findings that are currently posted on our website for viewing at

<https://www.cityofmillersburg.org/building/page/public-hearing-competitive-bidding-exemption>.

Upcoming Projects

The permanent repair of concrete pavement in Kathryn Avenue has been sent out to contractors through our request for quotes process, which is allowed for projects less than \$100,000. Quotes are due February 11 with construction to be completed by the end of April. This project is budgeted for FY 2020-21.

The City Hall Parking Lot Repair project will be sent out for quotes in February, for construction later in the spring. This project is budgeted for FY 2020-21.

New Utility Billing and Online Payment Systems

The week of February 8, 2021, the City's first utility bills under the new billing system will be mailed. On February 17, 2021, utility bill customers will have access to the new online payment portal via Xpress Bill Pay and will be able to schedule automatic payments which has been one of City customers' biggest request.



TO: Millersburg City Council
FROM: Kevin Kreitman
DATE: February 1, 2021, for the February 9, 2021 City Council Meeting
SUBJECT: Professional Service Agreement Amendment with Operations Management International (CH2M Hill)

Action Requested:

Approval to sign Amendment 4 to the Professional Services Agreement with Operations Management International (OMI), to continue to provide Millersburg with an Oregon Certified Level 1 Distribution Direct Responsible Charge (DRC) operator.

Discussion:

The City of Millersburg, as a provider of water distribution, is required by law to provide a person who will act as DRC for our water infrastructure and to oversee our sampling plan and other regulatory requirements. The City of Millersburg entered into a contract with OMI January 1, 2017 for this service. Council last approved Amendment 3 for continuation of this service in October of 2019.

You will note that Amendment 4 includes deleting the current language in Article 2.3, which previously identified CH2M Hill staff resources associated with an interconnected agreement with the City of Lebanon, and replacing that language with language identifying an interconnected agreement with the City of Dallas location. This should have no impact on the services provided to Millersburg, and the personnel who are providing the services remains the same.

The cost associated with approval of Amendment 4 will result in a new monthly base fee for services of to \$684.83 compared to our current \$666.50 monthly rate, a 2.75% increase.

Budget Impact:

Total annual increase of the base monthly fee for service is \$219.96, with sufficient funds budgeted.

Recommendation:

Staff recommends Council approval of and authorization for the City Manager to sign Amendment 4 to the Professional Services Agreement with OMI.

Attachment(s):

- Amendment 4 Professional Services Agreement with OMI (CH2M Hill)

AMENDMENT NO. 4
to the
PROFESSIONAL SERVICES AGREEMENT
for
THE CITY OF MILLERSBURG, OREGON

This Amendment No. 4 (the "Amendment") to the Professional Services Agreement dated January 1, 2017 (the "Agreement") is made effective the __ day of January 2021 between the City of Millersburg, Oregon (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL").

NOW THEREFORE, Owner and CH2M HILL agree to amend the Professional Services Agreement as follows:

1. Article 2.3 is hereby deleted in its entirety and replaced with the following:

With CH2M HILL staff resources interconnected between this Agreement and the City of Dallas Agreement, should CH2M HILL's agreement with the City of Dallas terminate for any reason, this Agreement may be terminated at the same time. If the Parties wish to continue services under this Agreement upon termination of the City of Dallas Agreement, the Parties agree to re-negotiate the fee.

2. Appendix B, 1.1 is hereby deleted in its entirety and replace with the following:

Unless otherwise agreed to by the Parties in Appendix B hereto, monthly invoices will be issued by CH2M HILL for all Work performed under this Agreement. The monthly base fee for services is Six Hundred Eighty-Four Dollars and Eighty-Three Cents (\$684.83).

This Amendment No. 4 and the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

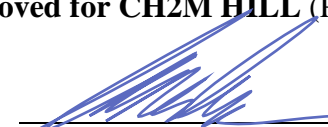
The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

IN WITNESS WHEREOF, the parties execute below:

Approved for Owner (Print and sign name)

By _____
Name _____
Title _____
Date _____

Approved for CH2M HILL (Print and sign name)

By 
Name Efrain Rodriguez
Title Manager of Projects
Date Jan 21, 2021

TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: February 1, for the February 9, 2021 City Council Meeting
SUBJECT: CH2M Contract Amendment

Action Requested: Approval of proposed Amendment 12 to CH2M Hill, Inc. Contract for Professional Services.

Discussion:

The CH2M Professional Services contract for on-call engineering services currently has an end date of June 30, 2021. Out of the total not-to-exceed contract amount of \$100,000 for FY 2020-21, approximately \$84,000 has been invoiced to date, with the largest portion of that spent on oversight for the Woods Road project in the summer/fall of 2020.

In order to continue to support ongoing projects, including sewer lift station emergency repairs and City property development, it is requested that the contract be amended with an additional not-to-exceed amount of \$40,000 for FY 2020-21.

Budget Impact:

Approval of the attached contract amendment authorizes up to an additional \$40,000 for a total of \$140,000 for engineering services for fiscal year 2020-21. This additional cost will come out of currently budgeted funds in the sewer, water, and streets accounts for projects in the 2020-21 budget.

Recommendation:

Approval of Amendment 12 to the CH2M Hill, Inc. Contract for Professional Services.

Attachment(s):

- CH2M Hill, Inc. Contract Amendment 12



**AMENDMENT 12
CONTRACT FOR PROFESSIONAL SERVICES**

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

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

CH2M HILL Engineers, Inc. (Contractor), 1000 NE Circle Blvd., Corvallis, Oregon 97330, a Delaware corporation, whose Federal Employer Identification Number is 32-0100027.

- 1. **Contract Amendment:** This amendment revises the Contract for Professional Services signed July 23, 2014 and as amended:

Amendment 1	June 12, 2015	Amendment 7	February 15, 2018
Amendment 2	March 2, 2016	Amendment 8	June 4, 2019
Amendment 3	June 3, 2016	Amendment 9	January 9, 2020
Amendment 4	December 19, 2016	Amendment 10	April 1, 2020
Amendment 5	February 21, 2017	Amendment 11	May 28, 2020
Amendment 6	May 2, 2017		

increasing the not-to-exceed amount by \$40,000 to a total value of \$140,000 between June 1, 2020 and June 1, 2021.

- 2. All other terms and conditions of the original contract and amendments apply.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in duplicate by the duly authorized persons whose signatures appear below. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this agreement represents and warrants to have the authority to execute this agreement.

CH2M HILL Engineers, Inc.

CITY OF MILLERSBURG

CH2M HILL authorized signer

Kevin Kreitman,
City Manger

Date

Date

TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Janelle Booth, Assistant City Manager/City Engineer
DATE: February 3, 2021, for the February 9, 2021 City Council Meeting
SUBJECT: Galardi Rothstein Group Parks SDC Agreement



Action Requested: Approval to amend current contract with Galardi Rothstein Group to include proposed Parks SDC study.

Discussion:

In May of 2018, the City of Millersburg entered into an agreement with Galardi Rothstein Group for a rate and SDC study. At that time the City had not completed our Parks Master Plan and did not include development of parks SDCs in the original agreement. With the completion of the Parks Master Plan, staff request amendment of the contact to include parks in the SDC study.

The attached proposal outlines the scope of work for the Parks SDC study and the proposed additional \$13,700 budget to add this item to the work already contracted.

Budget Impact:

In anticipation of the completion of the Parks Master Plan, the FY 2020-21 parks budget included \$6,000 for the development of the Parks SDC fee. An additional \$7,700 from the parks budget will be needed to complete the scope of work as proposed which staff believes can be absorbed in the current parks budget.

Recommendation:

It is requested that Council approve the attached Parks SDC study proposal with Galardi Rothstein Group and authorize the City Manager to enter into a contract amendment with Galardi Rothstein Group for said services.

Attachment(s):

- Proposed Parks SDC Study Scope and Budget



PROPOSAL

City of Millersburg Parks SDC Study

Project Understanding

The City of Millersburg (the City) would like to develop system development charges (SDCs) and rates for the parks system to reflect capital needs identified in the Parks System Master Plan (Conservation Technix, April 2020). The proposed scope and budget for the project is presented below.

Proposed Scope of Services

The overall goal of the study is to develop an SDC methodology and adoption process consistent with Oregon SDC law, and promote equitable cost recovery from new development.

The proposed scope of work for the study includes the following tasks:

Task 1 – Project Initiation and Management

Task 2 – Develop SDC Methodology

Task 3 – Presentations, Communications and Report

Each task is described in more detail below.

Task 1— Project Initiation and Management

We will review information from the Parks System Master Plan, prior completed projects, and census data. Project management

Task 2— SDC Methodology

Task 2.1: Evaluate System Level of Service Options

To be defensible, the SDCs must recover costs from new development in proportion to projected capacity requirements. Capacity requirements are generally estimated based on existing or planned levels of service (LOS), and may be stated in terms of the number of facilities or park acres per capita or existing investment per capita.

As part of this task, we will review the updated Master Plan and discuss with staff:

- Existing and future LOS standards by park and facility type
- Existing inventory and valuation options

The merits of each LOS approach will be evaluated for each park type.

Task 2.2: Develop System Cost Bases

The results of Task 2.1 will indicate the extent to which the SDC for each park type will reflect:

1. A combined reimbursement and improvement cost basis, where the SDC reflects a weighted average of existing and future system capacity values. In this case, the proportion of the fee that is related to existing system value vs. future planned improvement costs reflects the proportion of growth capacity needs to be met through existing system available capacity vs. planned expansion.
2. An improvement fee only cost basis, where the existing system is assumed to be fully utilized, and the SDC reflects the historical system value per capita, in order to maintain the existing LOS as new development is added to the system. This approach works well in cases where capacity expansion comes in the form of upgraded amenities at existing parks, as opposed to strictly increases in acreage.

We will review the City's existing inventory and financial records related to park acquisition and development to value existing system components. We will review the capital improvements included in the plan, and work with the City to determine the portion of each improvement that relates to capacity expansion for purposes of establishing SDC eligibility.

Task 2.3: Determine SDC Schedule

Once the system-wide cost of capacity has been determined, the fees for different types and sizes of development can be determined based on projected claims on system capacity. For parks systems, capacity needs are generally based on the number of people to be served – either resident population or nonresident employees and visitors. We will review with the City different bases for assessment of nonresidential parks SDCs. Finally, we will review U.S. Census and other data to determine average persons per household for different types of dwelling units (e.g., single family, multifamily, and mobile home), and review available information on employment density or other data for nonresidential to develop the fee schedule.

Task 3— Presentations, Communications and Documentation

3.1 Presentations. For budgeting purposes, we have assumed two meetings with the City Council. Estimated labor hours include development of presentation material and virtual attendance via Zoom or other technology platform.

3.2 Communication. Conference calls with City staff throughout the course of the project are anticipated to discuss data, alternative approaches, and results.

3.3 Documentation. We will prepare draft and final SDC study methodologies. The documentation will outline the data analyzed, methods used, and findings and recommendations.

Proposed Budget

A proposed budget is provided below, based on our current understanding of the project. It is assumed that work will be billed on a time and materials basis.

City of Millersburg Parks SDC Study

Budget Estimate

Task	Hours		Labor Costs (Rounded)	Expenses
	Galardi	Natanson		
Project Initiation and Management	12	0	\$2,200	\$0
Capacity analysis	8	8	\$2,700	\$0
Cost basis	10	4	\$2,500	\$0
Fee Schedule	8	8	\$2,700	\$0
Presentations & Documentation	17	3	\$3,600	\$0
Total	55	23	\$13,700	\$0
<i>Billing Rates</i>	<i>\$185</i>	<i>\$155</i>		



TO: Millersburg City Council
 FROM: Kevin Kreitman
 DATE: February 1, 2021 for February 9, 2021 Council Meeting
 SUBJECT: Health Insurance Plan Rates

Action Requested:

Review of information on our health insurance plan.

Discussion:

The City's health insurance plan is due for renewal on April 1st. Our medical insurance broker, Aldrich Advisors, has notified us of our health care provider, Providence Health Plans, new rates for our plans effective April 1, 2021.

As background, we moved to new plans two years ago which included the offering of a Health Savings Account (HSA) eligible plan and a non-HSA base medical plan for employees with the option to buy up to a plan with better coverage, in which employees would be responsible for the cost of the plan difference above our base plan offering.

Effective April 1, 2021, there are some changes to our current plans, with the HSA plan moving to a higher deductible and both in-and-out-of-network costs increasing by \$500.00 and \$1,000.00 respectively. The mapped non-HSA base plan out-of-pocket maximum for an individual and family are increasing by \$1,000.00 and \$2,000.00 respectively, with some changes to co-pay and prescription drug reimbursements, which our broker states should result in a wider group of members seeing their out-of-pocket drug costs reduced.

The City's intent is to continue to provide the ability for employees to subscribe to an enhanced plan; employees selecting the enhanced plan are responsible for contributions costs above the base (non-HSA) plan.

The monthly rates for the proposed renewals below are based on our current monthly insurance costs and current employee selections:

HSA <i>current (family)</i>	\$1,527.60	<i>proposed</i>	\$1,468.30	3.9% decrease
Non-HSA base plan	\$5,819.30	<i>proposed</i>	\$5,834.05	0.3% increase

We do not currently have any employees selecting the enhanced plan.

Our current fiscal year budget estimated a 2.03 percent insurance cost increase.

Budget Impact:

No impact, sufficient funds in current budget.

Recommendation:

No action required, information only.



TO: Millersburg City Council
 FROM: Kevin Kreitman
 DATE: February 1, 2021 for February 9, 2021 Council Meeting
 SUBJECT: Potential YMCA Facility Discussion

Action Requested:

Potential partnership with YMCA for the development of a new facility.

Discussion:

Over the past several years, discussions have taken place regarding the YMCA's interest in developing facilities in Millersburg. This past month, the City was approached by the Albany YMCA's CEO Chris Reese, regarding a potential grant for construction of a new YMCA facility to be located in Millersburg, if the City would be willing to partner in the venture by providing land for the facility. Possible locations considered were the property adjacent to City Hall or the site of our current temporary fire station. The YMCA is interested in providing an Early Learning Center (ELC) for children along with exercise/fitness and other classes and facilities similar to services currently provided at the Albany campus, with the exception of swim programs.

Additionally, the YMCA and Albany Boys and Girls Club leaders (Chris Reese and John Anderson, Executive Director of the Boys and Girls Club) have had preliminary discussions of the two organizations partnering to provide after school programs and youth sports programs at the facility (operated by the Boys and Girls Club) in addition to the programs provided by the YMCA. The community would benefit from a facility that would offer recreational and other services for children through senior adults in a joint partnership between the three agencies.

Staff and the Mayor met with YMCA staff on site Monday, February 1, to view the potential City property options, and all agreed that the current temporary fire station site, with its improvements and access off Conser Road, would be the best location on City-owned property for such a facility. Additionally, the YMCA is interested in potentially utilizing the current temporary station building for childcare once the facility is vacated, if required approvals for this use can be obtained.

The YMCA is excited about the potential development of facilities and is currently envisioning a 20,000 sq. ft. complex with the ability to expand, and has already entered into discussions with Reece and Associates on potential site layout designs. The City's participation in the venture would be limited to the value associated with the property and infrastructure in place at this time.

Budget Impact:

Would the City be willing to consider foregoing future potential lease or sale of identified City-owned property by partnering with YMCA through a long-term low

cost lease, if funding for the construction and operation of the facility can be secured by the YMCA?

Recommendation:

If the City is willing to consider a long-term, low cost lease and partnering with the YMCA for a joint use facility, staff request approval for the City Manager and staff to continue working with YMCA leadership to provide additional information regarding size of area needed and draft lease language for Council consideration if project funding can be secured.