



Agenda

CITY OF MILLERSBURG City Council Regular Meeting

Millersburg City Hall, 4222 NE Old Salem Road, Albany OR 97321
July 13, 2021 @ 6:30 PM

Remote Access for the meeting is available. Instructions for joining the meeting can be found at <https://www.cityofmillersburg.org/citycouncil/page/city-council-regular-meeting-8>. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Monday, July 12.

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

PLEDGE OF ALLEGIANCE

ROLL CALL

CHANGES AND ADDITIONS TO THE AGENDA

CONSENT AGENDA

- 1) Approval of June 8, 2021 City Council Meeting & Public Hearing Minutes
- 2) Annual Liquor License Renewals
- 3) Acceptance of City Accounts Payable Report

Action: _____

GUEST PRESENTATIONS

- 4) Linn County Sheriff's Office Monthly Report
- 5) Albany Fire Department Quarterly Report
- 6) Events Planning Committee - Celebration Update

PUBLIC COMMENT

The public has the opportunity to address the Council during "Public Comment." Those attending virtually may raise their hand electronically or request to speak upon unmuting. The public may also send written comments by email to cityclerk@cityofmillersburg.org. Please limit comments to one page and include your name

and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.

COUNCIL MEMBER AND STAFF COMMENTS

CITY MANAGER'S REPORT

7) Project Updates

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

NEW BUSINESS

8) Pacific Power Easement

Action: _____

9) Master Fee Schedule - Resolution 2021-13

Action: _____

CLOSING PUBLIC COMMENT

CLOSING COUNCIL COMMENT

ADJOURNMENT

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

Upcoming Meetings & Events:

July 20, 2021 @ 6:00 PM - Planning Commission Meeting

Rules of Conduct for Meetings

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

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

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

There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the meeting. If online participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off. If disruption continues, the participant(s) will be removed from the meeting.

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.



CITY COUNCIL MEETING & PUBLIC HEARING MINUTES

June 8, 2021 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:32 p.m.
- B. ROLL CALL
 Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan
 Councilors Absent: Councilor McPhee arrived late.
 Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder
 Presenters: Sergeant Beth Miller, Linn County Sheriff's Office
- C. CHANGES AND ADDITIONS TO THE AGENDA
 Albany Fire Department's Quarterly report is due next month so will not be presented.
- D. CONSENT AGENDA
 1) Approval of May 11, 2021 City Council Meeting & Public Hearing Minutes
 2) Approval of May 25, 2021 City Council Work Session Minutes
 Action: **Motion to Accept Consent Agenda as Presented made by Councilor Sullivan; seconded by Councilor Cowan.**
Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Absent
Councilor John Sullivan: Aye
 Motion PASSED: 4/0
- E. GUEST PRESENTATIONS
 1) Linn County Sheriff's Office Monthly Report
 Captain Michelle Duncan reviewed the May 2021 monthly report and provided an update to Council regarding the shooting in Millersburg noting there has been an arrest of a 17-year old for the shooting. She shared that most of the thefts in the city report to council were from vehicles and that there were a lot of false alarms in April. Also in April, there were a lot of extra patrols in areas that were seeing more thefts. She spoke about the increasing scams involving gift cards and cautioned residents to be aware of this and be cautious. There was some lengthy discussion regarding various incidents at Love's.
- F. PUBLIC COMMENT
 None

Mayor Lepin opened the public hearing on the Millersburg Charter Amendments at 6:43 p.m.

G. PUBLIC HEARING – Millersburg City Charter Amendments

There was no public comment on items 1, 2, or 3.

1) State Sharing Revenue Funds

a. Resolution 2021-10 – Certifying Eligibility to Receive State Sharing Revenue Funds

b. Resolution 2021-11 – Election to Receive State Sharing Revenue Funds

Action: **Motion to Approve Resolutions 2021-10 and 2021-11 regarding the Certification and Election for the City of Millersburg to Receive State Shared Revenue Funds made by Councilor John Sullivan Cowan; seconded by Councilor John Sullivan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

2) FY 2021-22 Budget - Resolution 2021-12 – Adopting Budget & Making Appropriations

Councilor McPhee brought up concerns and an idea about handling the community support donation requests from the Linn County Fair and the City of Albany Arts & Air Festival. Councilor Harms noted that they had developed a procedure to go through on donation requests, along with a checklist, and wanted to make sure the checklist was utilized at the last budget meeting he was unable to attend. Council confirmed it was. Councilor McPhee proposed moving the funding support in the FY 2021-22 budget for the 2022 Arts & Air Festival and the Linn County Fair to the Miscellaneous category under Community Support.

Action: **Motion to Approve Resolution 2021-22 Adopting the Proposed Budget for FY 2021-22 and Moving Funds from Community Support for Arts & Air and the Linn County Fair to Miscellaneous and Making Appropriations made by Councilor Scott McPhee; 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

3) Proposed Lease of City-Owned Property

City Manager Kreitman reviewed the staff report regarding the proposed lease of City-owned property by Wilbur-Ellis Company for approximately 25 acres.

Action: **Motion to Approve an Order Authorizing the Lease of City-Owned Property and Further Authorizing City Manager to Sign All Documents on Behalf of the City of Millersburg made by Councilor Dave Harms; seconded by Councilor Scott McPhee.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

Mayor Lepin closed the public hearing at 7:0 p.m.

H. PUBLIC COMMENT

None

I. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Councilor Scott Cowan provided the Council with an update on the Millersburg Celebration planning.
- 2) Councilor Harms complimented City Manager Kreitman, Assistant City Manager/City Engineer Booth, and City Attorney Reid for their efforts in working on the lease agreement with Wilbur-Ellis.

J. CITY MANAGER'S REPORT

- 1) Project Updates
Assistant City Manager/City Engineer Booth provided an update regarding the Fire Station Project and specific construction activities in progress.

K. CITY ATTORNEY'S REPORT

None

L. UNFINISHED BUSINESS

None

M. NEW BUSINESS

- 1) Cost of Living Adjustment

City Manager Kreitman reviewed the report recommending a cost of living adjustment for FY 2021-22 based on adopted City policy.

Action: **Motion to Adopt a Cost of Living Adjustment of 1.6% for Fiscal Year 2021-22 made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 5/0

- 2) Adoption of 2021-2025 Capital Improvements Program (CIP)

Assistant City Manager/City Engineer Booth shared that the CIP was reviewed during Budget Committee meetings and a few revisions were made based on comments from the Budget Committee.

Action: **Motion to Adopt the 2021-2025 Capital Improvements Program 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

N. CLOSING PUBLIC COMMENT

None

O. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin shared that there will be a litter patrol for Old Salem Road on Saturday, June 12 convening at City Hall at 9:00 a.m.

P. ADJOURNMENT Mayor Lepin adjourned the meeting at 7:27 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

DRAFT



TO: Millersburg City Council
VIA: Kevin Kreitman, City Manager
FROM: Kimberly Wollenburg, City Recorder
DATE: June 16, 2021 for the July 13, 2021 City Council Meeting
SUBJECT: Annual Liquor License Renewals

Action Requested:

Council approval for the following annual liquor license renewals.

Discussion:

The businesses below have submitted an application for liquor license renewals and have paid their fees.

Firehouse Corner Deli & Market
Humpty's Dump
Love's Travel Stop

The Linn County Sheriff's Office was contacted June 16, 2021 for input. They had nothing negative to report.

Budget Impact:

Revenue of \$45 to cover administrative costs

District 3 Renewals

MILLERSBURG
Page 1

License No./ Premises No.	Tradenname/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 312938 Prem. 51686	FIREHOUSE CORNER DELI & MARKET PATRICK A. MASON O - OFF-PREMISES SALES <i>day</i>	4050 OLD SALEM RD NE ALBANY, OR 97321 541-926-7773	
Lic. 313091 Prem. 4981	HUMPTY'S BAR & GRILL SMB LLC F-COM - FULL ON-PREMISES SALES <i>day</i>	916 OLD SALEM RD NE ALBANY, OR 97321 541-926-3111	
Lic. 313092 Prem. 4981	HUMPTY'S BAR & GRILL SMB LLC L - LIMITED ON-PREMISES SALES <i> </i>	916 OLD SALEM RD NE ALBANY, OR 97321 541-926-3111	
Lic. 313093 Prem. 4981	HUMPTY'S BAR & GRILL SMB LLC O - OFF-PREMISES SALES <i> </i>	916 OLD SALEM RD NE ALBANY, OR 97321 541-926-3111	
Lic. 312873 Prem. 59052	LOVE'S TRAVEL STOP #728 <i>W/Star</i> LOVE'S TRAVEL STOPS & COUNTRY S O - OFF-PREMISES SALES	6457 OLD SALEM RD NE ALBANY, OR 97321 541-928-1900	

Count for MILLERSBURG

5

Oregon Liquor Control Commission
 PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

COPY**Your Due Date For Renewal is June 10, 2021.**

<i>License Type:</i> OFF-PREMISES SALES	<i>District:</i> 3	<i>License:</i> 312873	<i>Premises:</i> 59052	<i>Code:</i> 227
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LOVE'S TRAVEL STOPS & COUNTRY STORES, INC. *Licensee(s)*
 ATTN: STORE LICENSING
 PO BOX 26210
 OKLAHOMA CITY, OK 73126

LOVE'S TRAVEL STOPS & COUNTRY STORES, INC.

Tradenname

LOVE'S TRAVEL STOP #728
6457 OLD SALEM RD NE
ALBANY OR 97321

CONFIDENTIAL

Operational Questions:											
(1) List contact information for the business.	Phone Number: 405-463-8891 Email: storelicensing@loves.com										
(2) List all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are not liquor related for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">None</td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	None				
Name	Offense	Date	City/State	Result							
None											
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <i>EXPLAIN:</i>										
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <i>EXPLAIN:</i>										
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES										

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2021. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

COPY

Licensee(s): LOVE'S TRAVEL STOPS & COUNTRY STORES INC

License: 312873

Premises: 59052

CONFIDENTIAL

<p>Payment #1 to OLCC: <i>Make check or money order payable to OLCC. Do not mail cash. Send your application and payment to OLCC License Renewals; PO Box 22297; Milwaukie, OR 97269.</i></p>	<p><i>Dollar Amount (\$)</i></p>
<p>RENEWAL FEE DUE DUE TO COVID-19 WE ARE TEMPORARILY SUSPENDING THE COLLECTION OF LATE FEES</p>	<p>\$200.00</p>

<p>Payment #2 to Local Government: <i>Make check or money order payable to City/County listed below if a fee is required. Do not mail cash.</i></p>	
<p>Local government City of Millersburg located at 4222 NE Old Salem Rd ; Albany, OR 97321 requires a \$15.00 processing fee. Send a copy of your completed application <u>with</u> this fee. Have you paid this processing fee? We will not process your application until this has been paid.</p>	<p><input checked="" type="checkbox"/> YES</p>

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

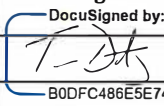
Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

SOCIAL SECURITY NUMBER AUTHORIZATION

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above. You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

<p>Signature Section: <i>Who must sign -- One member of an LLC. One officer of a corporation. One partner in a limited partnership. Each person if licensed as individuals.</i></p>						
Print Name	Social Security Number	Date of Birth	Sex M/F	Today's date	Signature DocuSigned by:  B0DFC486E5E749E...	SSN Authorization
Timothy J. Doty, II				4/28/2021		<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



Oregon Liquor Control Commission
 PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Item 2)

Your Due Date For Renewal is June 10, 2021.

<i>License Type:</i> OFF-PREMISES SALES	<i>District:</i> 3	<i>License:</i> 312938	<i>Premises:</i> 51686	<i>Code:</i> 227
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Licensee(s) **MASON, PATRICK A
MASON, TAMI J**

Tradename **FIREHOUSE CORNER DELI &
MARKET
4050 OLD SALEM RD NE
ALBANY OR 97321**

Operational Questions:											
(1) List contact information for the business.	Phone Number: [REDACTED] Email: <i>fireh</i> [REDACTED]										
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="5"><i>N/A</i></td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	<i>N/A</i>				
Name	Offense	Date	City/State	Result							
<i>N/A</i>											
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:										
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:										
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES										

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2021. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Licensee(s): MASON, PATRICK A (Exempt)

License: 312938

Premises: 51686

Payment #1 to OLCC: <i>Make check or money order payable to OLCC. Do not mail cash. Send your application and payment to OLCC License Renewals; PO Box 22297; Milwaukie, OR 97269.</i>	Dollar Amount (\$)
RENEWAL FEE DUE DUE TO COVID-19 WE ARE TEMPORARILY SUSPENDING THE COLLECTION OF LATE FEES	\$200.00

Payment #2 to Local Government: <i>Make check or money order payable to City/County listed below if a fee is required. Do not mail cash.</i>	
Local government City of Millersburg located at 4222 NE Old Salem Rd ; Albany, OR 97321 requires a \$15.00 processing fee. Send a copy of your completed application <u>with</u> this fee. Have you paid this processing fee? We will not process your application until this has been paid.	<input checked="" type="checkbox"/> YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

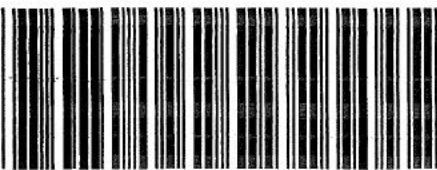
SOCIAL SECURITY NUMBER AUTHORIZATION

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above. You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature Section: <i>Who must sign -- One member of an LLC. One officer of a corporation. One partner in a limited partnership. Each person if licensed as individuals.</i>						
Print Name	Social Security Number	Date of Birth	Sex M/F	Today's date	Signature	SSN Authorization
Tami Mason	[REDACTED]	[REDACTED]	[REDACTED]	4/19/21	Tami Mason	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Patrick A. Mason	[REDACTED]	[REDACTED]	[REDACTED]	4/19/21	Patrick A. Mason	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



4 5 2 0 0 1 A 2

Your Due Date For Renewal is June 10, 2021.

License Type: FULL ON-PREMISES SALES	District: 3	License: 313091	Premises: 4981	Code: 225
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SMB LLC
 Server Education Designee(s)

Licensee(s) **SMB LLC**

BUCHANAN, SHIRLEY 6/5/2020



Tradename **HUMPTY'S BAR & GRILL**
916 OLD SALEM RD NE
ALBANY OR 97321

Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.	Name <u>SMB</u> DOB _____										
(2) List contact information for the business.	Phone Number: _____ Email: <u>shirley@smblc.com</u>										
(3) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are not liquor related for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Offense</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">City/State</th> <th style="text-align: left;">Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="padding: 5px;"><u>ran yellow road light Salem</u></td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	<u>ran yellow road light Salem</u>				
Name	Offense	Date	City/State	Result							
<u>ran yellow road light Salem</u>											
(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of NO LESS THAN \$300,000 .	Insurance Company <u>Princeton Excess</u> Policy # <u>JOA3C m00000100</u>										
(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES ◦ EXPLAIN:										
(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES ◦ EXPLAIN:										

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RENEWAL FEE DUE	\$800.00
DUE TO COVID-19 WE ARE TEMPORARILY SUSPENDING THE COLLECTION OF LATE FEES	

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Local government City of Millersburg located at 4222 NE Old Salem Rd ; Albany, OR 97321 requires a \$15.00 processing fee. Send a copy of your completed application with this fee. Have you paid this processing fee? We will not process your application until this has been paid.

YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

SOCIAL SECURITY NUMBER AUTHORIZATION

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2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above. You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature Section:
Who must sign -- One member of an LLC. One officer of a corporation. One partner in a limited partnership. Each person if licensed as individuals.

Print Name	Social Security Number	Date of Birth	Sex M/F	Today's date	Signature	SSN Authorization
Shirley Buchanan	[REDACTED]			6/8/21	<i>Shirley Buchanan</i>	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Shirley Buchanan						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



4 5 2 0 0 1 A 2

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: LIMITED ON-PREMISES SALES	District: 3	License: 313092	Premises: 4981	Code: 226
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SMB LLC

Licensee(s) SMB LLC

Server Education Designee(s)
BUCHANAN, SHIRLEY 6/5/2020



Tradename HUMPTY'S BAR & GRILL
916 OLD SALEM RD NE
ALBANY OR 97321

Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.	Name _____ DOB _____										
(2) List contact information for the business.	Phone Number: _____ Email: _____										
(3) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">N/A</td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	N/A				
Name	Offense	Date	City/State	Result							
N/A											
(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of NO LESS THAN \$300,000 .	Insurance Company <i>First Insurance</i> Policy # _____										
(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES & EXPLAIN:										
(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES & EXPLAIN:										

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2021. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Licensee(s): SMB LLC

License: 313092

Premises: 4981

Payment #1 to OLCC: <i>Make check or money order payable to OLCC. Do not mail cash. Send your application and payment to OLCC License Renewals; PO Box 22297; Milwaukie, OR 97269.</i>	Dollar Amount (\$)
RENEWAL FEE DUE	\$400.00
DUE TO COVID-19 WE ARE TEMPORARILY SUSPENDING THE COLLECTION OF LATE FEES	

Payment #2 to Local Government: <i>Make check or money order payable to City/County listed below if a fee is required. Do not mail cash.</i>	
Local government City of Millersburg located at 4222 NE Old Salem Rd ; Albany, OR 97321 requires a \$15.00 processing fee. Send a copy of your completed application with this fee. Have you paid this processing fee? We will not process your application until this has been paid.	<input checked="" type="checkbox"/> YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

SOCIAL SECURITY NUMBER AUTHORIZATION

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above. You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature Section:
Who must sign – One member of an LLC. One officer of a corporation. One partner in a limited partnership. Each person if licensed as individuals.

Print Name	Social Security Number	Date of Birth	Sex M/F	Today's date	Signature	SSN Authorization
Shirley Buchanan	[REDACTED]	[REDACTED]	[REDACTED]	6/8/21	<i>Shirley Buchanan</i>	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



4 5 2 0 0 1 A 2

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 313093	Premises: 4981	Code: 227
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SMB LLC

Licensee(s)

SMB LLC

Tradenname

HUMPTY'S BAR & GRILL
916 OLD SALEM RD NE
ALBANY OR 97321

Operational Questions:					
(1) List contact information for the business.	Phone Number:				
	Email:				
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<u>Name</u>	<u>Offense</u>	<u>Date</u>	<u>City/State</u>	<u>Result</u>
	N/A				
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:				
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:				
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES				

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2021. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Licensee(s): SMB LLC

License: 313093

Premises: 4981

Payment #1 to OLCC: <i>Make check or money order payable to OLCC. Do not mail cash. Send your application and payment to OLCC License Renewals; PO Box 22297; Milwaukie, OR 97269.</i>	Dollar Amount (\$)
RENEWAL FEE DUE DUE TO COVID-19 WE ARE TEMPORARILY SUSPENDING THE COLLECTION OF LATE FEES	\$200.00

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Local government City of Millersburg located at 4222 NE Old Salem Rd ; Albany, OR 97321 requires a \$15.00 processing fee. Send a copy of your completed application with this fee. Have you paid this processing fee? We will not process your application until this has been paid.	<input type="checkbox"/> YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

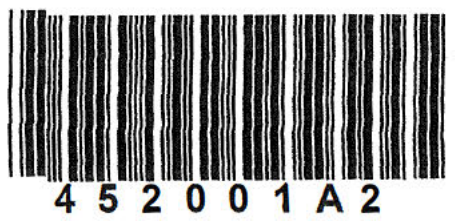
SOCIAL SECURITY NUMBER AUTHORIZATION

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above. You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature Section: <i>Who must sign -- One member of an LLC. One officer of a corporation. One partner in a limited partnership. Each person if licensed as individuals.</i>						
Print Name	Social Security Number	Date of Birth	Sex M/F	Today's date	Signature	SSN Authorization
[Redacted]	[Redacted]	[Redacted]	[Redacted]	10/8/21	<i>Shirley Buchanan</i>	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
18358							
06/21	06/09/2021	18358	16	Forrest Reid	MAY2021	01-40-230	11,375.00
Total 18358:							11,375.00
18359							
06/21	06/11/2021	18359	7	4S Sign LLC	47801	02-60-218	367.60
Total 18359:							367.60
18360							
06/21	06/11/2021	18360	43	Aflac	712296	01-21105	49.08
Total 18360:							49.08
18361							
06/21	06/11/2021	18361	539	Barrett Business Services Inc.	3179663	01-40-810	16.90
06/21	06/11/2021	18361	539	Barrett Business Services Inc.	3180259	04-80-213	130.00
06/21	06/11/2021	18361	539	Barrett Business Services Inc.	3180259B	04-80-712	130.00
Total 18361:							276.90
18362							
06/21	06/11/2021	18362	607	Business Connections, Inc.	072205212021	01-40-215	45.00
Total 18362:							45.00
18363							
06/21	06/11/2021	18363	870	CECO, INC.	CP00314269	01-45-211	186.62
Total 18363:							186.62
18364							
06/21	06/11/2021	18364	773	CH2MHILL OMI	D346340008	05-90-214	684.83
Total 18364:							684.83
18365							
06/21	06/11/2021	18365	524	Corvallis Clinic PC	179295	01-40-221	87.25
Total 18365:							87.25
18366							
06/21	06/11/2021	18366	327	De Lage Landen Financial Services, Inc.	72537454	01-40-223	374.55
Total 18366:							374.55
18367							
06/21	06/11/2021	18367	10	John Deere Financial	2683636	01-45-741	654.66
Total 18367:							654.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
18368							
06/21	06/11/2021	18368	961	Kerri and Christopher Elkins	682021	99-10990	42.75
Total 18368:							42.75
18369							
06/21	06/11/2021	18369	27	Metereaders LLC.	9798	05-90-213	1,060.20
Total 18369:							1,060.20
18370							
06/21	06/11/2021	18370	842	Pacific Northwest Development Group	1210	01-40-229	3,500.00
Total 18370:							3,500.00
18371							
06/21	06/11/2021	18371	617	Pacific Office Automation	438431	01-40-221	39.19
Total 18371:							39.19
18372							
06/21	06/11/2021	18372	960	Pamela Thomas	682021	01-40-231	40.00
Total 18372:							40.00
18373							
06/21	06/11/2021	18373	945	Real Estate Service Group, Inc	692021	01-40-223	6,800.00
Total 18373:							6,800.00
18374							
06/21	06/11/2021	18374	902	Soderstrom Architects Ltd	8620	01-50-721	5,446.58
Total 18374:							5,446.58
18375							
06/21	06/11/2021	18375	529	Terri Christenson	05262021	01-40-231	40.00
Total 18375:							40.00
18376							
06/21	06/11/2021	18376	615	Travis & Katie Younger	682021	01-40-231	40.00
Total 18376:							40.00
18377							
06/21	06/11/2021	18377	328	Valley Merchant Police, Inc	1707	01-45-211	315.00
Total 18377:							315.00
18378							
06/21	06/11/2021	18378	652	Wheat LLC	6341	02-60-214	1,975.77
Total 18378:							1,975.77

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
18379							
06/21	06/11/2021	18379	786	Witherspoon Industries LLC	INV4495	01-40-223	600.00
Total 18379:							600.00
18380							
06/21	06/18/2021	18380	539	Barrett Business Services Inc.	3180927	01-45-211	464.75
06/21	06/18/2021	18380	539	Barrett Business Services Inc.	3181758	01-45-211	304.20
06/21	06/18/2021	18380	539	Barrett Business Services Inc.	6162021	04-80-213	130.00
06/21	06/18/2021	18380	539	Barrett Business Services Inc.	6162021A	04-80-712	130.00
Total 18380:							1,028.95
18381							
06/21	06/18/2021	18381	48	Cintas Corporation-172	4086516611	01-40-221	93.27
Total 18381:							93.27
18382							
06/21	06/18/2021	18382	55	MidValley Newspapers	6162021	01-40-211	178.32
06/21	06/18/2021	18382	55	MidValley Newspapers	6162021A	01-40-211	852.24
Total 18382:							1,030.56
18383							
06/21	06/18/2021	18383	962	Mike Kosmicki	692021	99-10990	89.06
Total 18383:							89.06
18384							
06/21	06/18/2021	18384	807	Northwest Tractor Services LLC	1341	01-45-211	343.75
Total 18384:							343.75
18385							
06/21	06/18/2021	18385	352	Ross Christensen	6152021	01-40-231	40.00
Total 18385:							40.00
18386							
06/21	06/18/2021	18386	912	Saalfeld Griggs PC	430625	01-40-230	3,398.50
06/21	06/18/2021	18386	912	Saalfeld Griggs PC	432057	01-40-230	1,138.50
Total 18386:							4,537.00
18387							
06/21	06/18/2021	18387	501	State of Oregon	6162021	01-40-221	40.00
Total 18387:							40.00
18388							
06/21	06/24/2021	18388	43	Aflac	083491	01-21105	49.08
Total 18388:							49.08

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount	
18389								
06/21	06/29/2021	18389	828	Astrid Hesberg	06012021	01-40-215	.00	V
Total 18389:							.00	
18390								
06/21	06/24/2021	18390	539	Barrett Business Services Inc.	3180269	01-45-211	468.98	
Total 18390:							468.98	
18391								
06/21	06/24/2021	18391	870	CECO, INC.	CP00319088	01-45-211	167.09	
Total 18391:							167.09	
18392								
06/21	06/24/2021	18392	466	CH2MHill Engineers Inc	D339530012A	04-80-210	1,380.72	
06/21	06/24/2021	18392	466	CH2MHill Engineers Inc	D339530012B	01-40-210	7,396.66	
Total 18392:							8,777.38	
18393								
06/21	06/24/2021	18393	327	De Lage Landen Financial Services, Inc.	72866042	01-40-223	374.55	
Total 18393:							374.55	
18394								
06/21	06/24/2021	18394	916	ECONorthwest	23506	01-40-235	4,427.50	
Total 18394:							4,427.50	
18395								
06/21	06/24/2021	18395	765	Handy Hands Landscape C&M LLC	512021	01-40-239	480.00	
06/21	06/24/2021	18395	765	Handy Hands Landscape C&M LLC	52021	01-40-223	1,280.00	
Total 18395:							1,760.00	
18396								
06/21	06/30/2021	18396	569	Janelle Booth	07012021B	01-40-215	.00	V
Total 18396:							.00	
18397								
06/21	06/24/2021	18397	10	John Deere Financial	6232021	01-45-211	594.28	
Total 18397:							594.28	
18398								
06/21	06/24/2021	18398	964	Joshua Perkins	6232021	03-70-215	950.00	
Total 18398:							950.00	
18399								
06/21	06/30/2021	18399	494	Kevin Kreitman	07012021C	01-40-215	.00	V

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
Total 18399:							.00
18400							
06/21	06/30/2021	18400	561	Kimberly Wollenburg	07012021A	01-40-215	.00 V
Total 18400:							.00
18401							
06/21	06/24/2021	18401	19	Linn County Planning and Building	52021	01-52-211	4,044.16
Total 18401:							4,044.16
18402							
06/21	06/30/2021	18402	963	Matt Straite	07012021	01-40-215	.00 V
Total 18402:							.00
18403							
06/21	06/24/2021	18403	965	Piche Group Investmenst LLC	6232021	05-31-100	23.36
Total 18403:							23.36
18404							
06/21	06/24/2021	18404	793	Professional Security Alarm	2881107	01-40-223	123.00
Total 18404:							123.00
18405							
06/21	06/24/2021	18405	41	Providence Health Plan	6102021	01-40-132	714.57
Total 18405:							714.57
18406							
06/21	06/29/2021	18406	7	4S Sign LLC	47857	02-60-218	105.00
Total 18406:							105.00
18407							
06/21	06/29/2021	18407	136	ABC House	6282021	01-40-217	5,000.00
Total 18407:							5,000.00
18408							
06/21	06/29/2021	18408	791	Amy Curtis	4122021	01-45-210	200.00
Total 18408:							200.00
18409							
06/21	06/29/2021	18409	828	Astrid Hesberg	612021	01-40-215	35.00
Total 18409:							35.00
18410							
06/21	06/29/2021	18410	539	Barrett Business Services Inc.	3182080	01-45-211	447.85
06/21	06/29/2021	18410	539	Barrett Business Services Inc.	3182757	01-45-211	215.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
Total 18410:							663.33
18411							
06/21	06/29/2021	18411	135	Boys & Girls Club of Albany	6292021	01-40-217	5,000.00
Total 18411:							5,000.00
18412							
06/21	06/29/2021	18412	130	Carlye Schrader	462021	01-45-210	132.00
Total 18412:							132.00
18413							
06/21	06/29/2021	18413	378	Christy Pecyna	6242021	01-45-210	142.40
Total 18413:							142.40
18414							
06/21	06/29/2021	18414	50	City of Albany	6292021	01-40-217	2,500.00
Total 18414:							2,500.00
18415							
06/21	06/29/2021	18415	659	David Evans & Associates, Inc.	6102021	02-60-211	2,757.41
06/21	06/29/2021	18415	659	David Evans & Associates, Inc.	61020211	03-70-211	2,757.41
06/21	06/29/2021	18415	659	David Evans & Associates, Inc.	61020212	04-80-211	1,654.45
06/21	06/29/2021	18415	659	David Evans & Associates, Inc.	61020213	05-90-211	1,654.45
Total 18415:							8,823.72
18416							
06/21	06/29/2021	18416	251	Dustin Patton	6012021	01-40-215	35.00
Total 18416:							35.00
18417							
06/21	06/29/2021	18417	970	Jacob's Engineering Group Inc	D346340008A	05-90-214	684.83
Total 18417:							684.83
18418							
06/21	06/29/2021	18418	969	Jessica Hulburt	682021	01-45-210	50.40
Total 18418:							50.40
18419							
06/21	06/29/2021	18419	577	Justin Roberts	3042021	01-45-210	200.00
Total 18419:							200.00
18420							
06/21	06/29/2021	18420	143	Linn County Fair & Expo	6292021	01-40-217	3,000.00
Total 18420:							3,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
18421							
06/21	06/29/2021	18421	19	Linn County Planning and Building	042021	01-52-211	50,648.21
Total 18421:							50,648.21
18422							
06/21	06/29/2021	18422	139	Meals on Wheels	6282021	01-40-217	1,000.00
Total 18422:							1,000.00
18423							
06/21	06/29/2021	18423	460	Melissa Park	4022021	01-45-210	120.00
Total 18423:							120.00
18424							
06/21	06/30/2021	18424	967	Mike and Summer Wood	4202021	01-45-210	.00 V
Total 18424:							.00
18426							
06/21	06/29/2021	18426	585	MorganCPS Group	8890	01-40-235	10,600.00
Total 18426:							10,600.00
18427							
06/21	06/29/2021	18427	968	Nicholas Borninski	5272021	01-45-210	46.40
Total 18427:							46.40
18428							
06/21	06/29/2021	18428	902	Soderstrom Architects Ltd	8690	01-50-721	9,046.28
Total 18428:							9,046.28
18429							
06/21	06/29/2021	18429	786	Witherspoon Industries LLC	INV4539	01-40-223	875.67
Total 18429:							875.67
18430							
06/21	06/29/2021	18430	85	Xterma Pest Control Inc.	COM062160	01-40-223	60.00
Total 18430:							60.00
18431							
06/21	06/29/2021	18431	612	Miranda Halseth	4262021	01-45-210	196.80
Total 18431:							196.80
18432							
06/21	06/30/2021	18432	967	Mike and Summer Wood	4202021	01-45-210	120.00
Total 18432:							120.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
18433							
06/21	06/30/2021	18433	612	Miranda Halseth	6292021	01-45-210	.00 V
Total 18433:							.00
18434							
06/21	06/30/2021	18434	709	Foress Sign & Manufacturing LLC	6292021	01-40-223	1,250.00
06/21	06/30/2021	18434	709	Foress Sign & Manufacturing LLC	6302021	01-40-223	1,250.00
Total 18434:							2,500.00
Grand Totals:							165,462.56

Report Criteria:

Report type: Invoice detail
Check.Type = {<>} "Adjustment"



CITY OF MILLERSBURG QUARTERLY REPORT JUNE 8, 2021



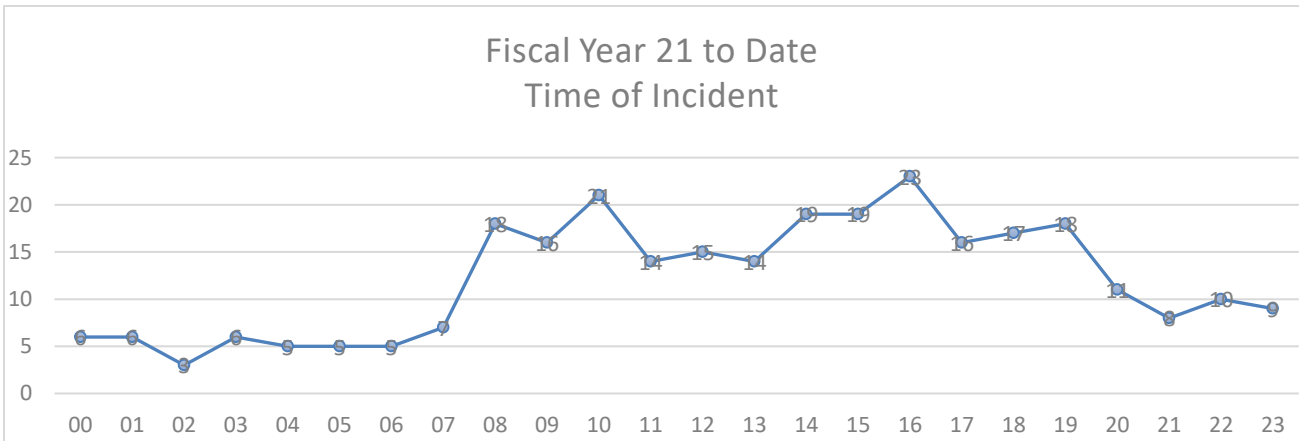
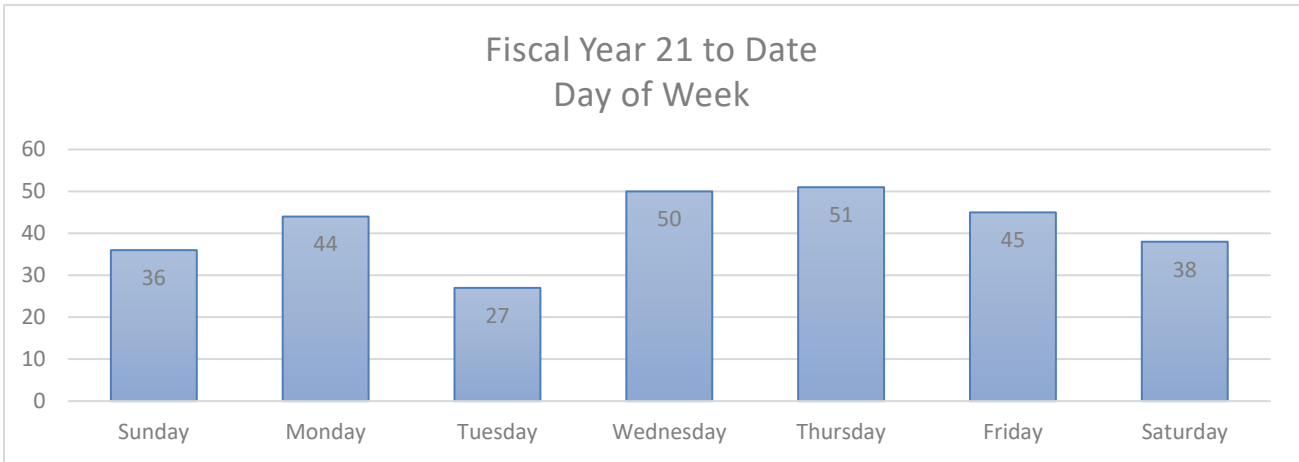
City of Millersburg Total Responses		
Month	Fiscal Year 20	Fiscal Year 21
July	18	17
August	26	26
September	15	28
October	30	29
November	14	21
December	23	30
January	24	29
February	28	26
March	28	21
April	18	28
May	16	36
June	17	
Total	257	291

Millersburg Response Times 911 Call Received to Arrival Time		
	FY 20 Average	FY 21 – To Date
All Incidents	7:41	7:38



<i>Type of Call</i>	<i>Count</i>
SICK PERSON	41
FIRE ALARM ACTIVATION	38
LIFT ASSIST	34
FALL	25
BREATHING PROBLEMS	17
UNCONSCIOUS FAINTING	15
STROKE	12
PUBLIC ASSISTANCE	11
CHEST PAIN	11
MVC INJURY	10
BURN COMPLAINT	9
SEIZURE	7
HEMORRHAGE BLEED	6
SMOKE INVESTIGATION	5
TRAUMA INJURY	5
UNKNOWN MEDICAL PROBLEM	5
PSYCHIATRIC SUICIDE ATTEMPT	4
WIRE DOWN	3
HEART PROBLEMS	3
DIABETIC PROBLEM	3
STRUCTURE FIRE	2
ASSAULT, RAPE, VIOLENT TRAUMA	2
PD CODE 3 EMS RESPONSE	2
ABDOMINAL PAIN OR PROBLEMS	2
SMALL MISC FIRE	2
CARDIAC OR RESPIRATORY ARREST	2
CARBON MONOXIDE INHALATION	2
OD INGESTION POISONING	2
SMALL NATURAL COVER FIRE	1
CAR FIRE	1
HAZMAT INCIDENT	1
CHOKING	1
PD CODE 1 EMS RESPONSE	1
OB, CHILDBIRTH, MISCARRIAGE	1
MEDICAL CALL STARTED	1
ALLERGY, HIVES, REACTION, STING	1
FIRE AGENCY ASSIST	1
TREE FIRE	1
ODOR INVESTIGATION	1
Grand Total	227

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



City of Millersburg Fire & Life Safety Evaluations	
July	5
August	4
September	1
October	1
November	2
December	15
January	6
February	10
March	16
April	1
May	3
Total	64

City of Millersburg Community Paramedic Referrals	
July	0
August	4
September	2
October	2
November	0
December	0
January	2
February	0
March	0
April	2
May	0
Total	12



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: July 8, 2021 for Council Meeting July 13, 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.

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

Fire Station Project

The building slab was poured on July 7. It will cure for a week prior to striping forms and initial finishing. Framing is scheduled to begin in late July. Site and utility work continues. The sanitary sewer main is being completed and the storm mains are being installed.

Street Maintenance Projects

Requests for quotes have been sent out for crack sealing, surface treatment, and curb painting this summer/fall. Crack sealing is planned for the Becker Ridge area and parts of Millersburg Drive. Slurry seal surface treatment is planned for the streets south, east, and west of the park, which were crack sealed last year. Curbs in front of fire hydrants will be re-painted in the Morningstar and Sweetwater neighborhoods, along with a section adjacent to the south entrance to the park on Zuhlke Lane and a portion at the west end of 54th Ave.

Hydrant Flushing

Fire hydrant flushing within the City of Millersburg began this week. The following information was posted to our website in case customers had questions or noticed any pressure fluctuations or discoloration of water:

Fire hydrant flushing within the City of Millersburg will begin Tuesday, July 5, 2021.

Annual flushing of the hydrants is necessary to provide better quality water and fire protection. Customers may experience fluctuations in pressure and/or discoloration of their water during flushing.

If you experience discolored water, run your cold water tap until it clears. During periods of discoloration, postpone washing clothes and limit your use of hot water until the cold water clears.

Why?

Even with high-quality treatment in place, natural sediment and mineral deposits can accumulate in the distribution system over time. If the sediment and deposits are not cleaned out, water quality can degrade and water flow can become restricted. Water lines are flushed for the following purposes:

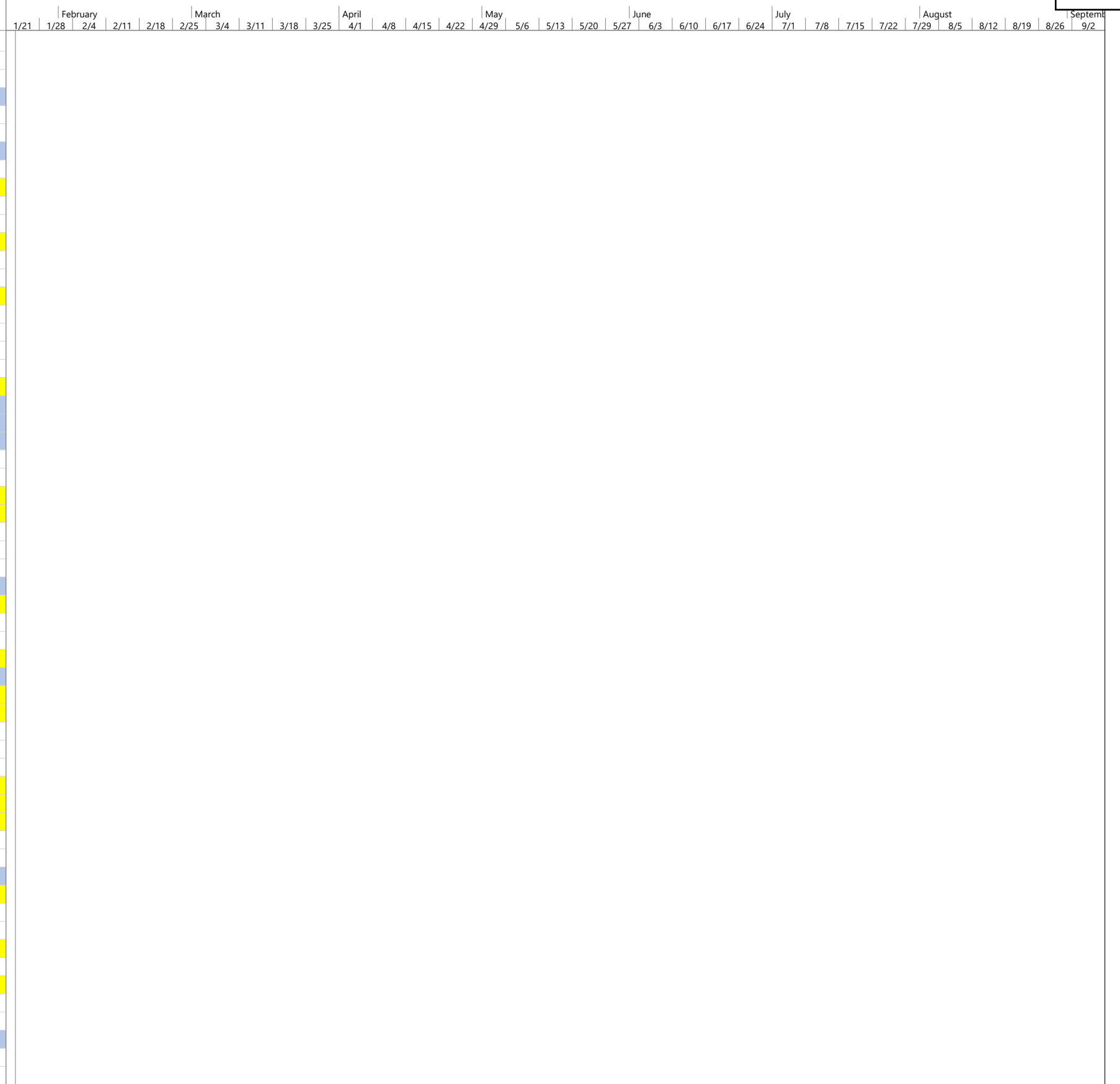
- Improve water quality
- Remove sediment and deposits
- Check valves, hydrants, and blow offs to ensure they are operable and working properly
- Test flow and pressure to ensure they are adequate for normal and emergency uses
- Improve the hydraulic capacity of the pipes which also improves pumping efficiency
- Identify problems and schedule necessary repairs

How?

The following methods are used to flush the distribution lines:

- Conventional flushing: Staff flushes water from hydrants and blow offs at a low velocity to remove sediment and improve water quality.
- Unidirectional flushing: Staff flushes water from hydrants and blow offs in one direction to achieve a specific velocity and turnover rate that not only removes sediment and improves water quality, but also scours the pipe and removes deposits.
- Flushing stations: There are several flushing stations throughout the distribution system. Timers are used to turn on the station to flush water. These are used in areas where the water is not circulated well and can become stagnate. The flushing stations are used for improving water quality and removing sediment.

ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names
1	?	Millersburg Tasks				
2	?					
3	✓	Charter and Council	261 days	Fri 1/1/21	Fri 12/31/21	
4	✓	Update of charter	60 days	Wed 2/17/21	Tue 5/11/21	Kevin,Forrest
5	?					
6	?	Ordinances and Code	261 days	Fri 1/1/21	Fri 12/31/21	
7	✓	Update water code	48 days	Fri 1/1/21	Tue 3/9/21	
8	?	Review and update building section of code	173 days	Fri 1/1/21	Tue 8/31/21	Kevin,Janelle
9	?	Comprehensive Plan Update	521 days	Fri 1/1/21	Fri 12/30/22	Matt,John
10	?					
11	?	Policies, Procedures, and Standards	260 days	Fri 1/1/21	Thu 12/30/21	
12	?	Billing policies				Kim
13	?					
14	?	Safety procedures and training	261 days	Fri 1/1/21	Fri 12/31/21	
15	?	Safety manual	236 days	Fri 1/1/21	Fri 11/26/21	Kevin,Janelle
16	?	Staff training plans	261 days	Fri 1/1/21	Fri 12/31/21	Kevin,Janelle
17	?	Ergo evaluations	261 days	Fri 1/1/21	Fri 12/31/21	Kevin,Janelle
18	?					
19	?	Budget	113 days	Fri 1/1/21	Tue 6/8/21	
20	?	2021-2022 Budget	92 days	Mon 2/1/21	Tue 6/8/21	Jake,Kevin,Janelle
21	✓	Develop proposed budget	62 days	Mon 2/1/21	Tue 4/27/21	
22	✓	Adopt budget	30 days	Wed 4/28/21	Tue 6/8/21	
23	?	CIP update	92 days	Mon 2/1/21	Tue 6/8/21	Janelle
24	?					
25	?	Equipment life/replacement costs tracking	261 days	Fri 1/1/21	Fri 12/31/21	
26	?	Parks/Maintenance Equipment	261 days	Fri 1/1/21	Fri 12/31/21	
27	?	City Hall Equipment	261 days	Fri 1/1/21	Fri 12/31/21	
28	?	Fire Station	153 days	Wed 6/1/22	Fri 12/30/22	
29	?					
30	?	City Hall work	260 days	Fri 1/1/21	Thu 12/30/21	
31	✓	City Hall Parking Lot	68 days	Fri 1/1/21	Tue 4/6/21	Janelle
32	?	Emergency generator	173 days	Fri 1/1/21	Tue 8/31/21	
33	?					
34	?	Planning, Building, and Development	261 days	Fri 1/1/21	Fri 12/31/21	
35	?	Consider UGB expansion	261 days	Fri 1/1/21	Fri 12/31/21	John,Kevin,Janelle
36	✓	Buildable Lands Inventory	41 days	Fri 1/1/21	Fri 2/26/21	
37	?	Housing Needs Analysis	173 days	Fri 1/1/21	Tue 8/31/21	
38	?	Implementation of Caselle community development mod	261 days	Fri 1/1/21	Fri 12/31/21	Matt Straite, Kim
39	?					
40	?	Economic Development	261 days	Fri 1/1/21	Fri 12/31/21	
41	?	Consider transient room tax	261 days	Fri 1/1/21	Fri 12/31/21	Kevin
42	?	City property conceptual layout/Industrial Park	261 days	Fri 1/1/21	Fri 12/31/21	Kevin,Janelle
43	?	Design of utilities and access to city property west of track	261 days	Fri 1/1/21	Fri 12/31/21	Janelle
44	?	Complete and submit RSIS application	123 days	Wed 2/10/21	Fri 7/30/21	Kevin
45	?					
46	?	Fire Station	368 days	Fri 1/1/21	Tue 5/31/22	
47	✓	Bidding and Award	51 days	Tue 1/26/21	Tue 4/6/21	Kevin,Janelle
48	?	Construction	301 days	Tue 4/6/21	Tue 5/31/22	Kevin,Janelle
49	?					
50	?	Parks	195 days	Fri 1/1/21	Thu 9/30/21	
51	?	Coating of walls and floors in restrooms			Thu 9/30/21	Sean
52	?					
53	?	Parks SDC analysis and update	131 days	Tue 2/9/21	Tue 8/10/21	Janelle
54	?					
55	?	Transportation/Streets	261 days	Fri 1/1/21	Fri 12/31/21	
56	✓	Kathryn Lane Repair	86 days	Fri 1/1/21	Fri 4/30/21	
57	?	Multiuse Path along Woods Road	261 days	Fri 1/1/21	Fri 12/31/21	
58	?	Beauty Strips Along Woods Road North	261 days	Fri 1/1/21	Fri 12/31/21	



Project: Task List
Date: Thu 7/8/21

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	Predecessors	Resource Names	Gantt Chart (1/21 to 9/2)																											
59	?																																		
60		Stormwater	261 days	Fri 1/1/21	Fri 12/31/21																														
61		Crooks Creek north trib project	261 days	Fri 1/1/21	Fri 12/31/21																														
62		Becker Ridge Detention Ponds Modifications	395 days	Mon 4/27/20	Fri 10/29/21		Janelle																												
63	?																																		
64		Water	261 days	Fri 1/1/21	Fri 12/31/21																														
65		Water Management and Conservation Plan Update	197 days	Tue 5/25/21	Wed 2/23/22		Janelle																												
66		Water Master Plan - submit finance component	238 days	Tue 5/4/21	Thu 3/31/22		Janelle																												
67	?																																		
68		Sewer	261 days	Fri 1/1/21	Fri 12/31/21																														
69		Morningstar Lift Station emergency repair	195 days	Fri 1/1/21	Thu 9/30/21		Janelle																												
70		Crooks Creek Lift Station controls upgrade	154 days	Mon 3/1/21	Thu 9/30/21																														
71																																			
72		Miscellaneous	261 days	Fri 1/1/21	Fri 12/31/21																														
73		Change city name for addressing	261 days	Fri 1/1/21	Fri 12/31/21		Kevin																												

Project: Task List
Date: Thu 7/8/21

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



TO: Millersburg City Council
FROM: Kevin Kreitman
DATE: July 7, 2021 for the July 13, 2021 City Council Meeting
SUBJECT: Easement to Pacific Power

Action Requested:

Review and final approval of a perpetual easement to PacifiCorp for the construction of power infrastructure for our new fire station and for future power service to City-owned industrial property.

Discussion:

With the City's previous sale of property to PacifiCorp for the construction of a new power substation to service the City and our industrial property, PacifiCorp has begun design to provide service to our new fire station and the future development of City-owned industrial property from the new power substation.

In staff discussion with PacifiCorp, they have requested the City grant them a perpetual utility easement of approximately 450 feet in length for construction of underground service. The requested easement would be located on the south side of the new street providing access to the fire station (Transition Parkway). The purpose of their request is to protect the underground infrastructure investment from the potential need for relocation at a future date.

The proposed easement would also house infrastructure for switching equipment, to provide power to existing customers and the future development of our industrial property. In consideration of the easement PacifiCorp is also willing to install a new vault for the City at their cost, which will be required to provide service to our new fire station.

Budget Impact:

There are no direct costs to the City. Installation of the requested infrastructure will enhance the availability of power to City-owned industrial property for future development.

Recommendation:

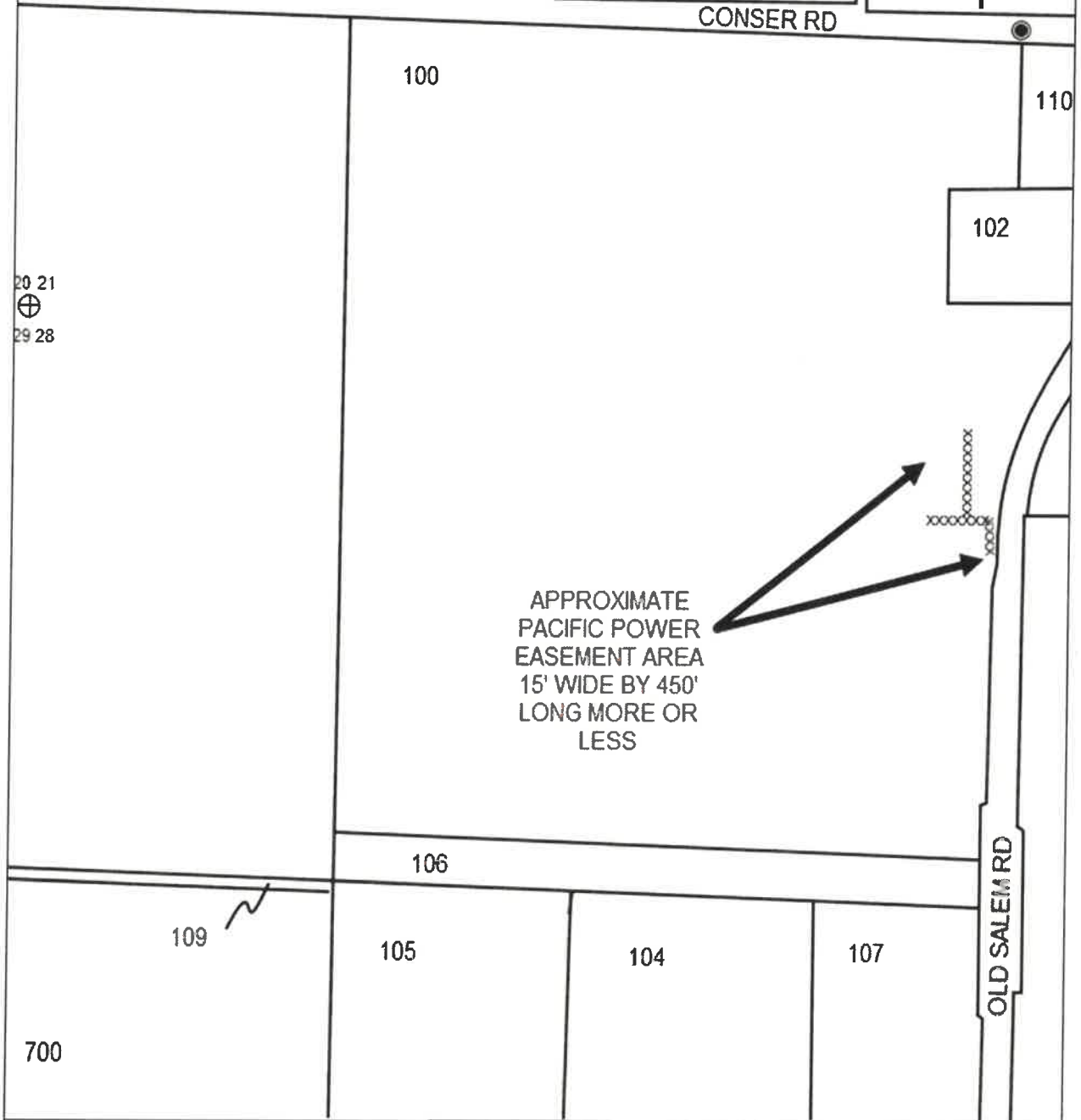
Staff requests Council approval of the easement with PacifiCorp and to authorize the City Manager to sign the necessary documents for the easement.

Attachment(s):

- Exhibit A
- Easement (to be provided)

PROPERTY DESCRIPTION

In the NW of Section 28, Township 10S, Range 03W
of the Willamette Meridian, Linn County, State of Oregon.
Map / Tax Lot or Assessor's Parcel No.: 10S03W2800100



CC#: 11256 WO#: 6957565

Landowner: CITY OF MILLERSBURG

Drawn by: HILL 33949

EXHIBIT A

This drawing should be used only as a representation of the location of the easement area. The exact location of all structures, lines and appurtenances is subject to change within the boundaries of the described easement area.





TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Matt Straite, Community Development Director
 DATE: July 8, 2021 for the July 13, 2021 City Council Meeting
 SUBJECT: Master Fee Schedule

Action Requested:

Council approval to consolidate fees into a Master Fee Schedule.

Discussion: The City charges fees for several different kinds of services. Right now these are implemented and administered through several different resolutions. This resolution is proposing to re-structure the fees into one Master Fee Schedule. This provides many benefits, including:

- Collecting most fees into one table provides for better customer service.
- Keeping fees in one resolution will assure no fees are overlooked in terms of needed updates.
- One Master Fee Schedule allows the City Council to address revisions holistically on an annual basis.

This new resolution is generally intended to organize fees into one schedule. Most of the fee amounts are unchanged, with the exception of grading permits which are increasing from \$50 to \$100 and access/encroachment right-of-way permits which are increasing from \$30 to \$50. Additionally, several of the water service fees are being updated to align with charges we receive from the City of Albany for services.

Some other substantive changes are proposed in the land use fee section, which includes the introduction of three new land use application types that did not previously exist: signs, code interpretations, and adjustments. The proposed fee schedule also includes the modification of some application names, reflected in fee schedule text. All proposed updates in the attached Master Fee Schedule are highlighted.

This consolidated Master Fee Schedule will require some former resolutions to be repealed while other existing resolutions will be modified.

With the new fee schedule, staff is recommending the modification of our connection charges. The resolutions establishing connection charges explains that the charges are to be updated automatically every January based on the Engineering News Record Seattle Construction Cost Index. Adoption of the Master Fee Schedule will require changing the month of the update from January to June.

Staff is recommending the connection charges be updated at this time, as proposed in the attached resolution, to adjust from the Construction Cost Index from January 2021 to June 2021. Going forward, they would be adjusted annually in July. If Council should prefer; however, they could elect to direct staff to maintain the current connection charges through June 2022 and update the connection charges from January 2021 to June 2022, along with update of the consolidated fee schedule in July 2022.

The goal of this effort is to consolidate all City fees into this new schedule, with the exception of SDCs, water rates, and sewer rates which utilize distinct methodologies.

Budget Impact:

The Master Fee Schedule is not proposing increases to fees except grading permits, access/encroachment right-of-way permits, and some water service charges. This effort is intended to re-organize the fees into one location. The three new land use application fees are proposed to cover the cost of processing those applications.

Recommendation:

Staff recommends Council approval of Resolution 2021-13 creating a Master Fee Schedule.

Attachment(s):

- Resolution 2021-13, Creating a Master Fee Schedule

RESOLUTION NO. 2021-13**A RESOLUTION REPEALING RESOLUTION NUMBERS 2017-11, 2017-14, 2018-2, 2018-29, AND 2019-20 AND AMENDING RESOLUTION NUMBERS 2018-11, 2019-13, 14, 15, 16, AND 17 TO CREATE A MASTER FEE SCHEDULE.**

WHEREAS, the City provides a number of services to the citizens and others; and,

WHEREAS, there are monetary costs associated with staff time and the materials necessary to provide such services of the City; and,

WHEREAS, the City Council finds it proper and reasonable to charge fees for certain services and thus establishes them herein; and,

WHEREAS, the City Council has previously adopted fees for processing services, licenses, rentals, permits, and land development within the City of Millersburg; and,

WHEREAS, the new Development Code adopted in 2020 resulted in the change of some names of the previous land use applications and added three new application types; and,

WHEREAS, the City Council believes it is necessary and prudent to establish land use fees for recovery of costs for processing the new land use application types;

WHEREAS, the City of Millersburg, in an effort to provide for better customer service and organization, desires to restructure many of the City fees to be located within one Master Fee Schedule; and,

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

1. The City hereby adopts Attachment “A” to this Resolution “Master Fee Schedule” which will be used for calculating fees pertaining to services, licenses, rentals, permits, and land development.
2. This Resolution repeals Resolution Numbers 2017-11, 2017-14, 2018-2, 2018-29, and 2019-20, and any previous resolutions setting forth City fees specific to services, licenses, rentals, permits, and land development.
3. Staff shall maintain a copy of this Resolution in the City’s administrative offices for public reference.
4. The Master Fee Schedule shall be evaluated and individual fees updated as required, by staff and the City Council annually in June.
5. Resolution 2018-11 is hereby amended to remove the fee requirement for right-of-way permits from Resolution 2018-11 and will address them in Resolution No. 2021-13.

6. Resolution 2019-17 is hereby amended to remove the fees from Resolution 2019-17 and will address them in Resolution No. 2021-13.
7. Resolutions 2019-13, 2019-14, 2019-15, and 2019-16 are hereby amended to remove the fee/charges requirements for water connection charges, sewer connection charges, street connection charges, storm water connection charges, respectively, from said resolutions and will address them in Resolution No. 2021-13. The annual adjustment to the fees is hereby amended to modify the date from the first day of January to the first day of July.
8. If any portion (section, subsection, paragraph, sentence, phase or clause) of this resolution is found to be invalid by a court of competent jurisdiction, the remaining portions of this Resolution shall remain in full force and effect.

Effective date: This resolution shall be effective upon its approval and adoption.

Duly passed by the Council this 13th day of July, 2021.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder

Attachment A

Master Fee Schedule for City Services

Service	Fee												
Service Fees and Licenses													
Service Fees													
• Photocopies	\$0.10 Per page												
• Lien Searches	\$15												
• Returned Checks	\$25												
Liquor License	\$15 Processing Fee (see ORS 471.166)												
Notary	\$0 – no fee												
Public Records Requests	None												
Water Service Fees	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Customer Type</th> <th style="text-align: left;">Property Owner</th> <th colspan="2" style="text-align: left;">Non property owner</th> </tr> </thead> <tbody> <tr> <td>Residential</td> <td>No Deposit</td> <td colspan="2" style="text-align: center;">\$100</td> </tr> <tr> <td>Multi Family</td> <td>No Deposit</td> <td colspan="2" style="text-align: center;">\$100</td> </tr> </tbody> </table>	Customer Type	Property Owner	Non property owner		Residential	No Deposit	\$100		Multi Family	No Deposit	\$100	
Customer Type	Property Owner	Non property owner											
Residential	No Deposit	\$100											
Multi Family	No Deposit	\$100											
• Account Deposit													
• New Account- Service Fees	\$20												
• Restore Service	Regular working hours \$45 After Hours \$60												
• Returned Electronic Item Fee	\$6												
• Tampering Fees	\$100												
• Meter Testing at Customer's Request	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Meter Size</th> <th colspan="3" style="text-align: left;">Service Charge Deposit</th> </tr> </thead> <tbody> <tr> <td>¾"</td> <td colspan="3" style="text-align: center;">\$15</td> </tr> <tr> <td>Larger than ¾"</td> <td colspan="3" style="text-align: center;">Actual Cost</td> </tr> </tbody> </table>	Meter Size	Service Charge Deposit			¾"	\$15			Larger than ¾"	Actual Cost		
Meter Size	Service Charge Deposit												
¾"	\$15												
Larger than ¾"	Actual Cost												
• Drop-in Meter Installation * over 2" see City Engineer	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">¾" Meter</th> <th style="text-align: left;">1" Meter</th> <th style="text-align: left;">1-1/2" Meter</th> <th style="text-align: left;">2" Meter</th> </tr> </thead> <tbody> <tr> <td>\$275</td> <td>\$340</td> <td>\$1,171</td> <td>\$1,883</td> </tr> </tbody> </table>	¾" Meter	1" Meter	1-1/2" Meter	2" Meter	\$275	\$340	\$1,171	\$1,883				
¾" Meter	1" Meter	1-1/2" Meter	2" Meter										
\$275	\$340	\$1,171	\$1,883										
• Full Installation with meter (excludes SDC's)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">¾" Meter</th> <th style="text-align: left;">1" Meter</th> <th style="text-align: left;">1-1/2" Meter</th> <th style="text-align: left;">2" Meter</th> </tr> </thead> <tbody> <tr> <td>Actual Cost</td> <td>Actual Cost</td> <td>Actual Cost</td> <td>Actual Cost</td> </tr> </tbody> </table>	¾" Meter	1" Meter	1-1/2" Meter	2" Meter	Actual Cost	Actual Cost	Actual Cost	Actual Cost				
¾" Meter	1" Meter	1-1/2" Meter	2" Meter										
Actual Cost	Actual Cost	Actual Cost	Actual Cost										
• Reduction of Meter Size (based on size of meter to be installed)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">¾" Meter</th> <th style="text-align: left;">1" Meter</th> <th style="text-align: left;">1-1/2" Meter</th> <th style="text-align: left;">2" Meter</th> </tr> </thead> <tbody> <tr> <td>\$275</td> <td>\$340</td> <td>\$1,171</td> <td>\$1,883</td> </tr> </tbody> </table>	¾" Meter	1" Meter	1-1/2" Meter	2" Meter	\$275	\$340	\$1,171	\$1,883				
¾" Meter	1" Meter	1-1/2" Meter	2" Meter										
\$275	\$340	\$1,171	\$1,883										
• Main Extensions	Actual cost plus 15% overhead												
• Fire Service extensions	Actual cost plus 15% overhead												
• Unauthorized use of fire hydrant	\$50 + \$2.00 per 100 cubic feet												
• Metered use of hydrant	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Refundable Deposit</td> <td style="text-align: center;">\$75</td> </tr> <tr> <td>Set Up</td> <td style="text-align: center;">\$50</td> </tr> <tr> <td>Bulk Rate</td> <td style="text-align: center;">\$2.00</td> </tr> <tr> <td>Relocation rate</td> <td style="text-align: center;">\$50</td> </tr> <tr> <td>Monthly Base Charge</td> <td style="text-align: center;">\$112.28</td> </tr> </tbody> </table>	Refundable Deposit	\$75	Set Up	\$50	Bulk Rate	\$2.00	Relocation rate	\$50	Monthly Base Charge	\$112.28		
Refundable Deposit	\$75												
Set Up	\$50												
Bulk Rate	\$2.00												
Relocation rate	\$50												
Monthly Base Charge	\$112.28												
Rentals													
Park Fees													
• Park Shelter Rental	Mon-Thu = Weekday Fri-Sun=Weekend												
○ Resident	\$35 weekday / \$50 weekend												
○ Non-Resident	\$75 weekday / \$100 weekend												
○ End of Year School Picnic	\$50 weekday / \$100 weekend												
○ Reservation of 100+ people	\$200												
• Park Alcohol Permit	\$15												
• Game Bag Rental	\$10 + \$40 deposit												

Permits	
Noise Permit	\$0 – no fee
Building Permits; Electrical Permits; and Plumbing, Mechanical and Specialty Code Permits	Fees are set by the Linn County Building & Planning Department
Demolition Permit	\$100.80
Food Vendor Permit	\$50
Grading Permit	\$100
Right-of-Way Permit	\$50 – Access or Encroachment \$100 – Impactive
Tree Permit	\$0

Land Development

Certificate of Occupancy	\$100
Connection Charges (Frontage Fees)	Fee per foot of street frontage, 50 foot minimum. See Resolutions 2019-13, 14, 15, and 16 for more details
<ul style="list-style-type: none"> • Water <ul style="list-style-type: none"> ○ 8 inch with existing service \$59 ○ 8 inch without service \$45 ○ 12 inch with existing service \$76 ○ 12 inch without service \$68 • Sanitary Sewer <ul style="list-style-type: none"> ○ Without existing lateral \$65 ○ With existing lateral \$78 • Street \$151 • Storm \$83 	

Land Use Fees ¹²³⁴⁵⁶⁷	Base Fee	Hours included with the base fee		
		Planning	Attorney	Engineer
• Property Line Adjustment	\$310	2	0	0
• Variance – Single Family Home	\$500	5	0	0
• Variance	\$1,010	10	0	0
• Partition	\$1,270	12	0	0
• Conditional Use Permit – Single Family Home	\$690	6	0	0
• Conditional Use Permit	\$1,380	12	0	0
• Site Development Review	\$1,750	15	0	0
• Site Development Review Modification	\$575	15	0	0
• Subdivision/PUD/Manufactured Home Park	\$3,355	15	1	2
• Zone Change (text or map)	\$2,995	15	1	0
• Comprehensive Plan Amendment (text or map)	\$3,555	15	2	2
• Vacation of Public ROW or Lands	\$1,995	5	1	1
• Annexation	\$2,710	5	1	1
• Pre-Application Conference ⁸	\$300	N/A	N/A	N/A
• Appeal fee is ½ the cost of the initial application		½ that of the parent case	½ that of the parent case	½ that of the parent case
• Signs	\$100	N/A	N/A	N/A
• Code Interpretations	\$1,270	10	2	0
• Adjustments	\$1,000	10	0	0
• Pre-application	\$300 ⁹	N/A	N/A	N/A
Private Construction of Public Improvements				
• Drawing review and application	\$100 Fixed Fee plus 0.6% of engineer’s construction cost estimate			
• Permit to construct public facilities	\$100 Fixed Fee plus:			
	4% of project cost from \$0 to \$25,000			
	3% of project cost from \$25,001 to \$50,000			
	2.5% of project cost above \$50,000			

¹ Plus the actual cost for planning consultant, attorney, or consulting engineer not covered by base fee. Each applicant shall be required to sign an agreement requiring the applicant to pay any and all costs as outlined above and determined by the City staff to be above the costs covered by the non-refundable base fees. This agreement is required to be submitted as part of each application.

² If multiple land use applications are necessary for a single project and combined for the purpose of processing, the

applicant shall pay the highest base fee of the applications necessary, plus 50% of the other base fees involved.

³ The fee for an appeal of decision from the Planning Commission to the City Council is one half the base fee for the application type.

⁴ If a professional study is submitted by an applicant, such as a traffic impact analysis, a geologic hazard study, or other study where the City needs to engage outside professionals to perform a peer review of the submitted study, the applicant shall pay the cost of that outside peer review. If agreed to by the applicant, the City can perform any needed studies with the costs paid by the applicant.

⁵ The City shall maintain records of costs for outside consultants which will be the basis of determining if extra fees are required as well as their amounts. These records will be available to the public.

⁶ If multiple land use applications are necessary for a single project and combined for the purpose of processing, the applicant shall pay the highest base fee of the applications necessary, plus 50% of the other base fees involved.

⁷ The base fee shall be paid with the initial application. If the City determines additional payments are necessary, at the City's discretion, a deposit can be required from which funds will be used to pay the extra fees. Any deposit amount not expended by the City will be refunded within thirty (30) days after final action on the application. If there is no deposit required, the applicant will be invoiced monthly for the extra fees. Collection of fees will be managed in the same manner as other City fees. Fees that are not paid in a timely manner will not stop the processing of a land use application, but the City will seek collection as with other City fees.

⁸ Flat Fee

⁹ \$150 of which will be applied to the base fee for a subsequent application if filed within ninety (90) days.

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