



Agenda

CITY OF MILLERSBURG
City Council Regular Meeting & PUBLIC HEARING
In-Person Meeting with Remote Access Available
August 10, 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-10>. 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, August 9.

Meeting link to join via computer:

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

Phone number to join meeting: 503-212-9900

Meeting ID: 116 171 7173

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES AND ADDITIONS TO THE AGENDA

CONSENT AGENDA

- 1) Approval of July 13, 2021 City Council Meeting Minutes
- 2) Acceptance of City Accounts Payable Report

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." 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.

PUBLIC HEARING

- 4) Modifications to Methodology for Calculating Park Systems Development Charges

COUNCIL MEMBER AND STAFF COMMENTS

CITY MANAGER'S REPORT

[5\)](#) Fire Station Project Report

[6\)](#) Project Updates

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

NEW BUSINESS

[7\)](#) Appointment to Vacant Planning Commission Position

Action: _____

[8\)](#) Department of Land Conservation District Grant Support - Resolution 2021-14

Action: _____

[9\)](#) Updates to Millersburg Municipal Code Ordinances 189-21, 190-21, and 191-21

Action: _____

CLOSING PUBLIC COMMENT

CLOSING COUNCIL COMMENT

ADJOURNMENT

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

Upcoming Meetings & Events:

Visit the City's online calendar: <https://www.cityofmillersburg.org/calendar>

Rules of Conduct for Public Hearings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.

2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.

3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.

4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

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



CITY COUNCIL MEETING & PUBLIC HEARING MINUTES

July 13, 2021 @ 6:30 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:32 p.m.

B. PLEDGE OF ALLEGIENCE

C. ROLL CALL

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

Councilors Absent: Councilor Cowan

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

Presenters: Sergeant Beth Miller, Linn County Sheriff's Office
Albany Fire Chief Shane Wooten
Events Planning Committee Chair Jenny Wolfenbarger

D. CHANGES AND ADDITIONS TO THE AGENDA

E. CONSENT AGENDA

1) Approval of June 20 2021 City Council Meeting & Public Hearing Minutes

2) Annual Liquor License Renewals

3) Acceptance of City Accounts Payable Report

Action: **Motion to Accept Consent Agenda as Presented made by Councilor Harms; seconded by Councilor McPhee.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Absent

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 4/0

F. GUEST PRESENTATIONS

1) Linn County Sheriff's Office Monthly Report

Sergeant Beth Miller introduced Deputy Chandler Bolton, who is a deputy assigned primarily to the City and Sergeant Mike Rossiter who was shadowing her. She next reviewed the June 2021 monthly report. She noted that the church had several vehicles broken into. She shared that the length of the report was due to the deputies providing more details regarding their patrols. She also noted that a lot of the reports were related to speeding complaints and running stop signs; however, the deputies were generally unable to verify the speeding and running stop signs.

She also spoke about the fourth of July weekend. It was reported to her that things seemed to stop around 11:00 p.m. and that there was only one actual call about illegal fireworks. She stated that the deputy on duty did try to investigate some issues from things he saw but was unable to track down those responsible.

2) Albany Fire Department

Fire Chief Shane Wooten provided the second quarter 2021 Albany Fire Department report for Millersburg. After reviewing the report, he shared some accomplishments by his staff and introduced a new member. He also shared that there were no fourth of July-related incidents within Millersburg and that he gave out a Chief's award to Don and Lorri Headrick with Tradewinds, noting his appreciation for all of the support provided by the Headricks to Albany Fire.

3) Events Planning Committee Celebration Update

Events Planning Committee Chair Jenny Wolfenbarger provided an update regarding the planning for the Celebration in 2021. After sharing with the Council the plans for the Celebration on September 11, she asked the Council about the purchase of a 14' LED panel holiday tree for the Celebration of Lights in December, noting the size of the tree could be increased throughout the years. The Council supported the purchase of the tree.

G. PUBLIC COMMENT

- 1) Danny Duncan, Alexander Lane, spoke about his desire to extend his driveway and explained what he wanted to accomplish, including his challenges in backing up a big RV into his driveway from Alexander Lane. Mayor Lepin asked if this was discussed with staff. Assistant City Manager/City Engineer Booth explained the Code requirements and past discussions with Mr. Duncan. She also noted that in order to allow his request, as Alexander Lane is a collector, a code change would be required. There was discussion regarding safety concerns. The Council agreed that they would like staff to further consider how the code might be changed to address Mr. Duncan's issue and bring this item to Planning Commission for consideration.

H. COUNCIL MEMBER AND STAFF COMMENTS

None

I. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth provided an update regarding the Fire Station Project and specific maintenance and construction activities in progress. Councilor McPhee asked about the status of the parking lot lines painting. Assistant City Manager/City Engineer Booth provided information that a request for quotes had gone out recently.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

1) Pacific Power Easement

City Manager Kreitman reviewed the request from Pacific Power for an access easement.

Action: **Motion to Approve the Easement with PacificCorp and Authorize the City Manager to Sign Easement made by Councilor McPhee; seconded by Councilor John Sullivan.**

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

Motion PASSED: 4/0

2) Master Fee Schedule – Resolution 2021-13

Community Development Director Straite presented information from the staff report regarding the background behind the creation of a Master Fee Schedule.

Action: **Motion to Adopt Resolution 2021-13 Creating a Master Fee Schedule, made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

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

Motion PASSED: 4/0

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL COMMENT

None

O. ADJOURNMENT Mayor Lepin adjourned the meeting at 7:48 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

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
18458							
07/21	07/21/2021	18458	25	ADS. LLC	128140621	04-80-213	6,641.00
Total 18458:							6,641.00
18459							
07/21	07/21/2021	18459	870	CECO, INC.	00321011	01-45-211	245.93
Total 18459:							245.93
18460							
07/21	07/21/2021	18460	524	Corvallis Clinic PC	180020	01-40-223	92.25
Total 18460:							92.25
18461							
07/21	07/21/2021	18461	659	David Evans & Associates, Inc.	490880	02-60-211	1,555.55
07/21	07/21/2021	18461	659	David Evans & Associates, Inc.	490880A	03-70-211	1,555.55
07/21	07/21/2021	18461	659	David Evans & Associates, Inc.	490880B	04-80-211	933.34
07/21	07/21/2021	18461	659	David Evans & Associates, Inc.	490880C	05-90-211	933.33
Total 18461:							4,977.77
18462							
07/21	07/21/2021	18462	916	ECONorthwest	24194	01-40-235	1,187.50
Total 18462:							1,187.50
18463							
07/21	07/21/2021	18463	765	Handy Hands Landscape C&M LLC	062021	01-40-239	480.00
07/21	07/21/2021	18463	765	Handy Hands Landscape C&M LLC	62021	01-40-223	1,280.00
07/21	07/21/2021	18463	765	Handy Hands Landscape C&M LLC	7132021	01-45-211	9,830.00
Total 18463:							11,590.00
18464							
07/21	07/21/2021	18464	966	Jacob's Engineering Group Inc.	D346340009	05-90-214	684.83
Total 18464:							684.83
18465							
07/21	07/21/2021	18465	270	Linn County Assessment and Taxation	7192021	01-40-221	10.00
Total 18465:							10.00
18466							
07/21	07/21/2021	18466	869	Municode	00361273	01-40-223	2,400.00
Total 18466:							2,400.00
18467							
07/21	07/21/2021	18467	807	Northwest Tractor Services LLC	1370	01-40-223	400.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
							400.00
		Total 18467:					400.00
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07/21	07/21/2021	18468	53	Oregon Cascades West COG	FY2122DUES	01-40-227	3,529.22
		Total 18468:					3,529.22
18469							
07/21	07/21/2021	18469	698	Outdoor Fence Company	42112	01-45-211	705.96
		Total 18469:					705.96
18470							
07/21	07/21/2021	18470	41	Providence Health Plan	7122021	01-40-132	9,316.15
		Total 18470:					9,316.15
18471							
07/21	07/21/2021	18471	919	Providence Health Plan	003729	01-40-132	69.60
		Total 18471:					69.60
18472							
07/21	07/21/2021	18472	912	Saalfeld Griggs PC	433946	01-40-230	2,191.50
		Total 18472:					2,191.50
18473							
07/21	07/21/2021	18473	974	Vanessa Kennedy	522021	01-40-231	40.00
		Total 18473:					40.00
18474							
07/21	07/21/2021	18474	652	Wheat LLC	6379	02-60-214	1,975.77
		Total 18474:					1,975.77
18475							
07/21	07/27/2021	18475	539	Barrett Business Services Inc.	3184544	01-45-211	80.28
		Total 18475:					80.28
18476							
07/21	07/27/2021	18476	975	Brenda Nelson	6292021	01-45-210	81.60
		Total 18476:					81.60
18477							
07/21	07/27/2021	18477	282	Bureau of Labor and Industries	7272021	01-50-725	6,025.23
		Total 18477:					6,025.23
18478							
07/21	07/27/2021	18478	607	Business Connections, Inc.	072207212021	01-40-215	45.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
Total 18478:							45.00
18479							
07/21	07/27/2021	18479	870	CECO, INC.	CP00324380	01-45-211	67.95
Total 18479:							67.95
18480							
07/21	07/27/2021	18480	327	De Lage Landen Financial Services, Inc.	73197243	01-40-223	374.55
Total 18480:							374.55
18481							
07/21	07/27/2021	18481	272	Earth2O	06112021	01-45-211	24.79
07/21	07/27/2021	18481	272	Earth2O	6112021	01-40-221	24.59
Total 18481:							49.38
18482							
07/21	07/30/2021	18482	121	Elisha Saville	6302021	01-45-210	.00 V
07/21	07/30/2021	18482	121	Elisha Saville	7192021	01-45-210	.00 V
Total 18482:							.00
18483							
07/21	07/27/2021	18483	709	Foress Sign & Manufacturing LLC	37638	01-40-222	1,850.00
Total 18483:							1,850.00
18484							
07/21	07/27/2021	18484	976	Francisco Ramirez	7232021	01-45-210	52.00
Total 18484:							52.00
18485							
07/21	07/27/2021	18485	10	John Deere Financial	7232021	01-45-211	39.34
Total 18485:							39.34
18486							
07/21	07/27/2021	18486	536	Julianne Folin	7232021	01-45-210	48.00
07/21	07/27/2021	18486	536	Julianne Folin	7242021	01-45-210	40.00
Total 18486:							88.00
18487							
07/21	07/27/2021	18487	836	LS Networks	INV62594	01-40-215	585.81
Total 18487:							585.81
18488							
07/21	07/27/2021	18488	483	MetLife - Group Benefits	712021	01-40-135	346.68
Total 18488:							346.68

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
18489							
07/21	07/27/2021	18489	56	Republic Services #450	045000336720	01-50-212	101.96
Total 18489:							101.96
18491							
07/21	07/30/2021	18491	121	Elisha Saville	6212021	01-45-210	76.00
07/21	07/30/2021	18491	121	Elisha Saville	6302021A	01-45-210	130.40
Total 18491:							206.40
18492							
08/21	08/05/2021	18492	48	Cintas Corporation-172	4091816882	01-40-221	93.27
Total 18492:							93.27
18493							
08/21	08/05/2021	18493	167	City County Insurance Services	10137	01-40-212	37,790.68
Total 18493:							37,790.68
18494							
08/21	08/05/2021	18494	50	City of Albany	7212021	01-40-218	348.00
Total 18494:							348.00
18495							
08/21	08/05/2021	18495	272	Earth2O	006914	01-40-221	25.59
08/21	08/05/2021	18495	272	Earth2O	006914A	01-45-211	10.79
Total 18495:							36.38
18496							
08/21	08/05/2021	18496	526	FEI Testing & Inspection Inc	31824	01-50-725	2,191.00
Total 18496:							2,191.00
18497							
08/21	08/05/2021	18497	16	Forrest Reid	72021	01-40-230	8,400.00
Total 18497:							8,400.00
18498							
08/21	08/05/2021	18498	977	Gills Point S	1943462	01-45-741	166.00
Total 18498:							166.00
18499							
08/21	08/05/2021	18499	963	Matt Straite	1010	01-40-221	390.00
Total 18499:							390.00
18500							
08/21	08/05/2021	18500	27	Metereaders LLC.	9888	05-90-213	1,072.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Check Amount
Total 18500:							1,072.55
18501							
08/21	08/05/2021	18501	842	Pacific Northwest Development Group	1309	01-40-229	7,000.00
Total 18501:							7,000.00
18502							
08/21	08/05/2021	18502	902	Soderstrom Architects Ltd	8758	01-50-721	33,632.50
Total 18502:							33,632.50
18503							
08/21	08/05/2021	18503	700	US Bank	07202021	01-40-216	4,160.76
Total 18503:							4,160.76
18504							
08/21	08/05/2021	18504	328	Valley Merchant Police, Inc	1833	01-45-211	300.00
Total 18504:							300.00
18505							
08/21	08/05/2021	18505	85	Xterma Pest Control Inc.	COM0721160	01-40-223	160.00
Total 18505:							160.00
Grand Totals:							151,792.80

Report Criteria:

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



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

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

2021

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

FOR THE MONTH OF: July

TRAFFIC CITATIONS: _____	15
TRAFFIC WARNINGS: _____	7
TRAFFIC CRASHES: _____	5
ADULTS CITED/VIOLATIONS: _____	1
ADULTS ARRESTED: _____	11
JUVENILES CITED/VIOLATIONS: _____	0
JUVENILES ARRESTED: _____	0
COMPLAINTS/INCIDENTS INVESTIGATED: _____	168

TOTAL HOURS SPENT: MILLERSBURG 172.75

CONTRACT HOURS = 153 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Beth Miller

**NOTICE OF PUBLIC HEARING TO CONSIDER MODIFICATIONS
AND ADOPTION OF THE METHODOLOGY FOR CALCULATING
SYSTEMS DEVELOPMENT CHARGES**

NOTICE IS HEREBY GIVEN that pursuant to ORS 223.304, the City of Millersburg issues this 90-day public notice to all interested parties of the City of Millersburg's intent to modify its Parks Systems Development Charge. A public hearing on the new methodology is scheduled before the Millersburg City Council on August 10, 2021. All interested parties are invited to attend this meeting.

The proposed methodology will be available for public review at 4222 NE Old Salem Road, Millersburg City Hall no later than June 11, 2021. The proposed methodology will also be posted on the City's website: www.cityofmillersburg.org.

Parks Systems Development Charges, should they be adopted, will be effective on September 14, 2021.

If you wish to comment but cannot attend the public hearing, please address written comments as follows:

Janelle Booth, Assistant City Manager/City Engineer
City of Millersburg
4222 NE Old Salem Road
Albany OR 97321
jbooth@cityofmillersburg.org

Written comments must be received by 4 p.m. August 3, 2021 in order to be considered.



Methodology Report
Park System Development Charges

Prepared for CITY OF MILLERSBURG | June 7, 2021



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Introduction

Oregon legislation establishes guidelines for the calculation of system development charges (SDCs). Within these guidelines, local governments have latitude in selecting technical approaches and establishing policies related to the development and administration of SDCs. A discussion of this legislation follows.

SDC Legislation in Oregon

In the 1989 Oregon state legislative session, a bill was passed that created a uniform framework for the imposition of SDCs statewide. This legislation (Oregon Revised Statute [ORS] 223.297-223.314), which became effective on July 1, 1991, (with subsequent amendments), authorizes local governments to assess SDCs for the following types of capital improvements:

- Drainage and flood control
- Water supply, treatment, and distribution
- Wastewater collection, transmission, treatment, and disposal
- Transportation
- Parks and recreation

The legislation provides guidelines on the calculation and modification of SDCs, accounting requirements to track SDC revenues and expenditures, and the adoption of administrative review procedures.

SDC Structure

SDCs can be developed around two concepts: (1) a reimbursement fee, and (2) an improvement fee, or a combination of the two. The **reimbursement fee** is based on the costs of capital improvements *already constructed or under construction*. The legislation requires the reimbursement fee to be established or modified by an ordinance or resolution setting forth the methodology used to calculate the charge. This methodology must consider the cost of existing facilities, prior contributions by existing users, gifts or grants from federal or state government or private persons, the value of unused capacity available for future system users, rate-making principles employed to finance the capital improvements, and other relevant factors. The objective of the methodology must be that future system users contribute no more than an equitable share of the capital costs of *existing* facilities. Use of reimbursement fee revenues are restricted only to capital expenditures for the specific system which they are assessed, including debt service.

The methodology for establishing or modifying an **improvement fee** must be specified in an ordinance or resolution that demonstrates consideration of the *projected costs of capital improvements identified in an adopted plan and list*, that are needed to increase capacity in the system to meet the demands of new or expanded development. Use of revenues generated through improvement fees are dedicated to capacity-increasing capital improvements or the repayment of debt on such improvements. An increase in capacity is established if an

improvement increases the level of service provided by existing facilities or provides new facilities.

In many systems, growth needs will be met through a combination of existing available capacity and future capacity-enhancing improvements. Therefore, the law provides for a **combined fee** (reimbursement plus improvement component).

Credits

The legislation requires that a credit be provided against the improvement fee for the construction of “qualified public improvements” by a developer or other private party. Qualified public improvements are improvements that are required as a condition of development approval, identified in the system’s capital improvement program, and either (1) not located on or contiguous to the property being developed, or (2) located in whole or in part, on or contiguous to, property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

Update and Review

The methodology for establishing or modifying improvement or reimbursement fees shall be available for public inspection. The local government must maintain a list of persons who have made a written request for notification prior to the adoption or amendment of such fees. The legislation includes provisions regarding notification of hearings and filing for reviews. “Periodic application of an adopted specific cost index or... modification to any of the factors related to the rate that are incorporated in the established methodology” are not considered “modifications” to the SDC methodology. As such, the local government is not required to adhere to the notification provisions under these circumstances. The criteria for making adjustments to the SDC rate, which do not constitute a change in the methodology, are further defined as follows:

- “Factors related to the rate” are limited to changes to costs in materials, labor, or real property as applied to projects in the required project list.
- The cost index must consider average change in costs in materials, labor, or real property and must be an index published for purposes other than SDC rate setting.

The notification requirements for changes to the fees that *do* represent a modification to the methodology are 90-day written notice prior to first public hearing, with the SDC methodology available for review 60 days prior to public hearing.

Other Provisions

Other provisions of the legislation require:

- Preparation of a capital improvement program or comparable plan (prior to the establishment of an SDC), that includes a list of the improvements that the jurisdiction intends to fund in whole or in part with SDC revenues and the estimated timing, cost, and eligible portion of each improvement.

- Deposit of SDC revenues into dedicated accounts and annual accounting of revenues and expenditures, including a list of the amount spent on each project funded, in whole or in part, by SDC revenues.
- Creation of an administrative appeals procedure, in accordance with the legislation, whereby a citizen or other interested party may challenge an expenditure of SDC revenues.

The parks SDC methodology presented in this report has been prepared in accordance with Oregon SDC requirements.

Note: The calculations contained in this report were produced using numbers that extend beyond the decimal places shown in the tables presented, so slight variations exist due to rounding. These variations are not material.

Park SDC Methodology

The methodology used to calculate parks SDCs begins with determination of the “cost basis” (the costs in aggregate associated with meeting the capacity needs of growth). Then, growth costs are divided by the projected growth units (population and employees) to determine the system-wide unit costs of capacity. Finally, the SDC schedule is developed which identifies how the system-wide costs will be assessed to individual development types.

Determine Capacity Needs

Park capacity is measured in terms of people served – resident population and nonresident employees. **Table 1** provides population and employment data derived from the United States (U.S.) Census Bureau and other sources.

Table 1

City of Millersburg Parks SDC Analysis
 Park SDC Population and Employment Data

Year	Population ¹	Employment ²	Equivalent Population
Current	2,850	2,050	3,418
2040	5,436	3,927	6,524
Future Growth	2,586	1,877	3,106
% Of 2040			47.6%

¹Source: Certified Population Forecast Portland State University.

²Current from U.S. Census 2018 “On the Map” Inflow Outflow analysis.

Future from Albany Area MPO Regional Transportation Plan (2018 - 2040).

The concept of *equivalent population* is used to recognize different utilization levels of parks by the general population (to estimate residential development needs) and employees (to estimate nonresidential development needs). Employees are assumed to have an equivalency factor significantly less than residents, owing to the limited number of hours available outside of work for park use. Equivalent population assumptions are shown in **Table 2** based on more detailed calculation shown in Appendix A.

Table 2

City of Millersburg Parks SDC Analysis
 Park SDC Equivalent Population Allocation

	Growth Units	Equivalency Factors ¹	Residential Equivalents ²	% Total
Population	2,586	1.00	2,586	83.3%
Employment	1,877	0.28	520	16.7%
Total	4,463		3,106	100%

¹ Based on hours available for park use and portion of workers from outside the city (Appendix A).

² Growth units X equivalency factor.

Develop Cost Basis

The parks SDC methodology is based on a combined reimbursement and improvement fee. The **reimbursement fee** is based on the costs of capital improvements *already constructed or under construction*. The **improvement fee** is based on the *projected* costs of capital improvements identified in an adopted plan and list, that are needed to increase capacity in the system to meet the demands of new or expanded development.

Reimbursement Fee

The reimbursement fee is based on the costs of park improvements and amenities included in the City’s historical bid tabs. The original construction costs have been brought forward to 2020 dollars based on the Engineering News Record (ENR) construction cost index. The improvements shown in **Table 3** were constructed at City Park which is a community-wide park that has capacity to serve both existing and future development. The reimbursement fee cost basis includes 47.6 percent of City Park improvements and amenities, based on new development’s share of projected future equivalent population, from Table 1.

Table 3
City of Millersburg Parks SDC Analysis
Park SDC Reimbursement Fee Cost Basis

	Replacement	Reimbursement	
	Cost	%	\$
City Park			
Landscape	\$81,513	47.6%	\$38,808
Additional rock	\$70,897	47.6%	\$33,753
Park Improvements	\$140,036	47.6%	\$66,670
Park shelter	\$248,207	47.6%	\$118,170
Jogging path improvements	\$120,257	47.6%	\$57,253
Total	\$660,909		\$314,655

Source: City of Millersburg Bid Tabs
April 2020 ENR = 11991

As shown in **Table 3**, the reimbursement cost basis is \$314,655.

Improvement Fee

Table 4 (next page) provides the parks SDC Project List and improvement fee cost basis. The Project List includes improvements to existing parks, new park acquisition, and additional facilities. The majority of the planned improvements will benefit both existing and future development through enhanced levels of service of park and recreation facilities. Therefore, the costs for most improvements are all allocated between existing and future development in proportion to each group’s share of the total future equivalent population (47.6 percent for growth).

Table 4
 City of Millersburg Parks SDC Analysis
 Parks SDC Analysis
 Park SDC Project List

Name	Timing	Total Cost	Future Growth %	Future Growth \$
City Park				
Additional paved access pathways (playground & picnic tables)	2021	\$25,000	47.6%	\$11,902
Replace benches with ADA compliant models	2021	\$10,000	47.6%	\$4,761
Tree replacement/planting & landscape enhancements	2021	\$35,000	0.0%	\$0
North ballfield renovation (regrading & drainage improvements)	2023	\$50,000	47.6%	\$23,805
South ballfield infield mix	2023	\$15,000	47.6%	\$7,141
Playground ramp	2020	\$1,500	47.6%	\$714
Play safety surface refills (engineered wood chips)	2020	\$4,500	47.6%	\$2,142
Volleyball sand (refill)	2022	\$2,000	47.6%	\$952
Tennis court resurfacing	2021	\$30,000	47.6%	\$14,283
Tennis court landscape renovation	2022	\$20,000	0.0%	\$0
Picnic shelter	2025	\$45,000	47.6%	\$21,424
Basketball court & parking lot striping	2023	\$8,000	47.6%	\$3,809
Beyond 5 years				
Pickleball court installation	5+	\$60,000	47.6%	\$28,566
Property acquisition for expansion of City Park (east)	5+	\$450,000	47.6%	\$214,242
Reconfigure park layout to accommodate 2 baseball fields and a soccer field, and additional parking	5+	\$1,250,000	47.6%	\$595,117
City Park Subtotal		\$2,006,000		\$928,859
Acorn Park				
Paved pathways (universal access to all amenities)	2022	\$15,000	47.6%	\$7,141
Playground upgrades	2022	\$20,000	47.6%	\$9,522
Play safety surface refills (engineered wood chips)	2021	\$4,500	47.6%	\$2,142
Accessible benches & picnic tables	2022	\$10,000	47.6%	\$4,761
Picnic shelter (small)	2023	\$25,000	47.6%	\$11,902
Picnic table pads	2022	\$3,000	47.6%	\$1,428
Acorn Park Subtotal		\$77,500		\$36,897
Neighborhood Park Site				
New park acquisition	2021	\$750,000	51.7%	\$387,676
New park acquisition	2024	\$400,000	51.7%	\$206,761
Neighborhood park master plan & development	2026-30	\$750,000	51.7%	\$387,676
Neighborhood Park Site Subtotal		\$1,900,000		\$982,113
Future Sites				
Sports fields and parking in property behind City Hall	5+	\$1,500,000	47.6%	\$714,140
Splash pad installation	5+	\$350,000	47.6%	\$166,633
Future Sites Subtotal		\$1,850,000		\$880,773
Trails/Multi-Use Paths				
Nature Trails	5+	\$300,000	47.6%	\$142,828
Multi-use path between Park and City Hall	5+	\$350,000	47.6%	\$166,633
Multi-use path south of Conser	5+	\$850,000	47.6%	\$404,680
Trails/Multi-Use Paths Subtotal		\$1,500,000		\$714,140
Total		\$7,333,500		\$3,542,782

Source: Parks System Master Plan (April 2020).

In the case of new park acquisition and development, growth is allocated a slightly higher share of costs (51.7 percent) as the existing 0.6 acres associated with Acorn Park is credited against existing development’s future capacity needs. Renovation improvements that do not enhance park capacity are excluded from the improvement fee cost basis (e.g., some landscape improvements).

As shown in Table 4, the total improvement fee cost basis is about \$3.5 million

Develop Unit Costs

To determine the SDC schedule, the system-wide unit costs of capacity are first determined, as shown in **Table 5**. The unit cost calculations begin with allocation of the cost basis between residential and nonresidential development based on each group’s share of future equivalent population. As shown in Tables 1 and 2, total growth in equivalent population is estimated to be 3,106, including 2,586 new residents (83.3 percent) and 520 nonresidential equivalents (16.7 percent). Based on these allocations, residential development is responsible for almost \$3.2 million in project costs, and nonresidential is allocated \$645,841.

Table 5
City of Millersburg Parks SDC Analysis
Park SDC Unit Cost Calculation

	Capital	Growth Compliance	Costs	Growth Res/Emp	\$/Unit
Improvement Fee					
Growth Costs					
Residential	\$2,949,624		\$2,949,624	2,586	\$1,141
Nonresidential	\$593,159		\$593,159	1,877	\$316
Total	\$3,542,782	\$0	\$3,542,782		
Reimbursement Fee					
Growth Costs					
Residential	\$261,973	\$0	\$261,973	2,586	\$101
Nonresidential	\$52,682		\$52,682	1,877	\$28
Total	\$314,655	\$0	\$314,655		
Total					
Growth Costs					
Residential	\$3,211,597	\$0	\$3,211,597	2,586	\$1,242
Nonresidential	\$645,841	\$0	\$645,841	1,877	\$344
Total	\$3,857,437	\$0	\$3,857,437		

The growth capacity units for both residential and nonresidential developments are people; in the case of residential it is total growth in population, and in the case of nonresidential the unit of measure is employment. The growth in population and employment during the 20-year planning period is estimated to be 2,586 and 1,877, respectively. Dividing the residential cost by the total growth in population yields a unit cost per person of \$1,242. Similarly, the unit cost for nonresidential is determined to be \$344 per employee.

Compliance Costs

Compliance costs generally include costs associated with developing the SDC methodology and project list (i.e., a portion of parks planning costs). **Table 6** shows the calculation of the compliance charge per person. SDC methodology updates and annual accounting costs are 100 percent related to new growth, while the parks planning costs are allocated in proportion to equivalent population. Total compliance costs are estimated to be \$115,000 during the

planning period. As with improvement costs, annual compliance costs are allocated to residential and nonresidential in proportion to the equivalent population.

Table 6
City of Millersburg Parks SDC Analysis
Park SDC Compliance Costs

	Total	Amortize	Annual \$	Growth %	Growth \$
Parks Plan Update	\$100,000	10	\$10,000	48%	\$4,761
SDC Methodology Updates	\$14,000	10	\$1,400	100%	\$1,400
Annual Accounting, Reporting	\$1,000	1	\$1,000	100%	\$1,000
Total	\$115,000		Total		\$7,161
Residential Share					\$5,962
Nonresidential Share					\$1,199
Annual Growth					
Residential Share					129
Nonresidential Share					94
Compliance \$/person					
Residential Share					\$46
Nonresidential Share					\$13

SDC Schedule

SDCs are assessed to different development types based on average dwelling occupancy and employee density (employees per thousand square feet), as estimated by local or regional data. Data from the American Community Survey for Millersburg were used to determine the average occupants per household shown in **Table 7**. Estimated employment per 1,000 square feet (sf) reflects regional data for low density communities in Oregon.

Table 7
City of Millersburg Parks SDC Analysis
Parks SDC Schedule

Development Type	Units	SDCr	SDCi	Compliance	Total SDC
Residential (\$/dwelling unit)	pphh¹				
Single-Family	2.82	\$285	\$3,212	\$130	\$3,627
Multifamily	2.14	\$217	\$2,444	\$99	\$2,760
Mobile Home	1.29	\$131	\$1,477	\$60	\$1,668
Nonresidential (\$/1,000 sf)	emp/1000 sf²				
Office	2.9	\$80	\$903	\$37	\$1,020
Retail	2.0	\$56	\$632	\$26	\$714
Industrial & Institutional	1.7	\$47	\$527	\$21	\$595
Warehousing	0.5	\$15	\$171	\$7	\$193

pphh = persons per household

¹ Source: 2017 American Community Survey 5-Year Estimates.

² Metro Urban Growth Report Appendix 6 (Rev. 10/2015); based on outer ring (lowest) densities.

As shown in Table 7, single family dwellings are estimated to average 2.82 persons per household, compared to an average of 2.14 for multifamily and 1.29 for mobile homes. Based on these occupancy levels and the combined park unit cost and compliance charge of about \$1,288 per person, the SDCs for residential dwellings range from \$1,668 (for mobile home) to \$3,627 for single family.

For nonresidential development, the SDC per 1,000 square feet for each nonresidential type is computed by multiplying the cost per employee (\$357 including compliance charge) by the estimated employees per 1,000 sf (ranging from 0.5 to 2.9). The SDC per 1,000 square feet of building area ranges from \$193 for warehouse to \$1,020 for office developments.

Except when the City Engineer has approved an applicant's alternative employment density estimate, the City shall apply the SDCs included in Table 7 (as adjusted for future inflation or changes to the Project List). The SDC rates for any large nonresidential developments where the applicant provides sufficient data to support an alternative estimate of employees per 1,000 sf will be determined based on the cost per employee in effect at the time and the development's specific estimate of employees per 1,000 square feet.

Inflationary Adjustments

In accordance with Oregon statutes, it is recommended that the SDCs be adjusted annually based on a standard inflationary index. Specifically, the City uses the ENR Seattle Construction Cost Index (CCI) as the basis for adjusting the SDCs annually. Costs in this report are based on published data from 2020 (ENR CCI for Seattle = 11,991).

Appendix A – Parks Residential Equivalency

Introduction

Nonresidential development creates demand for parks through employees (living inside or outside the city) that use parks in conjunction with commuting, lunch or other breaks during the workday, company picnics, or other activities, and through overnight visitors that come to the area to recreate or otherwise participate in park-related activities in conjunction with their visit.

While the nexus between nonresidential development and park system capacity needs is accepted, specific assumptions of how much park usage may be attributable to nonresidential development relative to residential development vary across jurisdictions and often reflect local policy considerations. The impact on parks from employees and visitors relative to residents is referred to as the “residential equivalency.”

Hours of Opportunity Model

The SDC methodology determines the residential equivalency for employees based on an “hours of opportunity” model. This approach establishes estimated park usage based on the number of hours different types of users have available during the day to visit parks. It assumes that employees – both resident and nonresident – have opportunities to use parks during the weekdays for a limited time (generally right before or after work and during breaks). In comparison, residents are assumed to have potential use of parks during non-work or school hours (for employed adults or school age children), or throughout the day (in the case of residents who are unemployed or otherwise not in the work force). Nonresident employees are generally assumed to have the lowest potential park use opportunity due to the need to travel from outside the service area.

Table A-1 (next page) provides the detailed assumptions related to hours of park use available to resident and nonresident groups. The assumptions shown in the table are identical to those used by many other agencies in Oregon. The calculated residential equivalency factors from an hours of opportunity approach vary based on the demographics of the specific service area, and whether the nonresidential development impact is assumed to include park usage from both workers living inside the service area and outside, or just outside the area (as in the case of the City’s SDC methodology).

Table A-1
 City of Millersburg Parks SDC Analysis
 Weighted Average Park Availability Hours by Class

Season/Period	Residents				
	Not-Employed Adult	Kids (5-17)	Employed Inside	Employed Outside	Non-Resident Employee
Summer (Jun-Sep)					
Weekday					
Before Work			1		1
Breaks			1		1
After Work			2		2
Other Leisure	12	12	2	2	0
Subtotal	12	12	6	2	4
Weekend					
Leisure	12	12	12	12	0
Subtotal	12	12	12	12	0
Hours/Day	12.00	12.00	7.71	4.86	2.86
Spring/Fall (Apr/May, Oct/Nov)					
Weekday					
Before Work			0.5		0.5
Breaks			1		1
After Work			1		1
Other Leisure	10	4	2	2	0
Subtotal	10	4	4.5	2	2.5
Weekend					
Leisure	10	10	10	10	0
Subtotal	10	10	10	10	0
Hours/Day	10.00	5.71	6.07	4.29	1.79
Winter (Dec-Mar)					
Weekday					
Before Work			0.5		0.5
Breaks			1		1
After Work			0.5		0.5
Other Leisure	8	2	1	1	0
Subtotal	8	2	3	1	2
Weekend					
Leisure	8	8	8	8	0
Subtotal	8	8	8	8	0
Hours/Day	8.00	3.71	4.43	3.00	1.43
Annual Average					
Weighted Hours	10.00	7.14	6.07	4.05	2.02

Application of Model to Millersburg Demographic Data

Table A-2 (next page) provides the demographic data used to determine the seasonally weighted average number of hours available for park use per person per day for residents (7.22) and nonresident employees (2.02).

Table A-2
 City of Millersburg Parks SDC Analysis
 Estimation of Potential Park Use

Category	Persons	Avg. Hours/ Person/Day	Person Hours/Day	% Total
Residents				
Kids (5-17) ²	335	7.14	2,392	14%
Non-Employed Adults ³	778	10.00	7,779	45%
Employed Adults ¹				
Work In City	23	6.07	140	1%
Work out of City	664	4.05	2,687	16%
Subtotal	1,800	7.22	12,998	76%
Nonresidents				
Employed Adults	2,027	2.02	4,101	24.0%
Total in Jobs City	2,050		17,100	100%

¹U.S. Census 2019 ACS 5-Year Estimates Table S0101

²U.S. Census 2018 On the Map Inflow Outflow analysis

Table A-3 shows the calculation of the residential equivalency per employee based on the assumptions in Table A-1 and A-2. The residential equivalency of 0.28 is the product of the nonresident employee usage factor ($7.22/2.02 = 0.28$) and the portion of employees that work in the area but live outside (99 percent).

Table A-3
 City of Millersburg Parks SDC Analysis
 Residential Equivalency per Employee

Category	Value	Factor
Average Hours/person/day		
Resident weighted average	7.22	
Nonresident employee	2.02	0.28
Employees working in District ¹		
Living in City	23	
Living outside City	2,027	99%
Total	2,050	
Residential Equivalency per Employee		0.28

¹U.S. Census 2018 On the Map Inflow Outflow analysis



TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Janelle Booth, Assistant City Manager/City Engineer
 DATE: August 4 for the August 10, 2021 City Council Meeting
 SUBJECT: Fire Station 15 Project Report

Project Summary:

Architect: Soderstrom
 Owner's Representative: David Evans and Associates
 Contractor: Wildish Building Company
 Construction Notice to Proceed Date: 4/1/2021
 Construction Completion Date: 5/31/2022
 Project Description: Construction of a 10,200 square foot new fire station, including site work and construction of new public street.

Work to Date:

Site earthwork, including geotech inspections and required over-excavation
 Under slab utilities
 Site utilities 75%
 Public Improvements – sewer line
 Building slab and 80% polish
 Placement of oil/water separator

Upcoming Work – Next Month:

Utility pads and enclosures
 Framing scheduled to begin the week of August 9.
 Public storm main

Financial Update:

	Original Contract Cost	Change Orders	% of Contract
Total	\$6,025,230	TBD	TBD
Station	\$5,142,570	TBD*	TBD
Public Infrastructure	\$882,660	\$12,782	1.4%

*Includes over-excavation of \$3,600 based on price established in bid

Total Invoiced and Paid to Date: \$1,090,161 (18% of total project cost)

Changes:

Item	Status	Amount
Over-excavation (based on price established in bid)	Approved	\$3,600
Sanitary sewer stub-outs for future connections and MH cone	Owner Directed	\$12,781.60
Miscellaneous framing and other coordination items	Pending	TBD
CMU instead of metal utility enclosures (generator, HVAC equipment, trash)	Owner Directed - Pending	TBD
Site electrical – utility requirement	Pending	TBD
Total to Date		\$16,381.60

Attachment(s):

- Construction Schedule
- Current 3-week look ahead schedule



5395 Millersburg Fire Station 15

Three Week Look Ahead

Schedule #6

Milestones:
 Notice to Proceed: 4/1/21
 Preconstruction Meeting: 4/6/21
 1200C Permit Received: 5/4/21
 Start of Work: 5/10/21
 Substantial Completion: 5/2/22
 Final Completion: 5/31/22

SCHEDULE FOR WEEKS: **7/27/2021** to **8/16/2021**

Activity	Crew/Sub	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	Remarks	
		7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16		
Sanitary to Building Tie In	Wildish Construction Co.							Sanitary Tie-In	Sanitary Tie-In															
Oil Water Separator Excavate	Wildish Construction Co.							Excavate																
Oil Water Install	Brothers								Oil Water	Oil Water	Oil Water													
Oil Water Inspection	Brothers											Inspection												
Backfill Oil Water	Wildish Construction Co.														Backfill									
Foundation Drains	Wildish Construction Co.							Foundation	Foundation															
Rock Fill to Building Edge	Wildish Construction Co.								Rock Fill															
Storm to Outfall by 9-1-21	Wildish Construction Co.																							
Channeling @ Manholes	Wildish Construction Co.																							
Site Electric Coordination Meeting	PPL																							
Excavate for Site Electrical	Wildish Construction Co.																							
Water Main Line Install	Wildish Construction Co.																							
Street Excavate and Fabric	Wildish Construction Co.																							
Pour Concrete Curbs on Slab	Wildish Building Co.	Pour																						
Strip & Cure Curbs	Wildish Building Co.		Strip & Cure	Strip & Cure	Strip & Cure			Strip & Cure																
Polish Concrete 80%	CRJ							Polish	Polish	Polish	Polish	Polish												
Frame Building Walls	NFS														Framing	Framing	Framing	Framing				Framing		
Erect Steel Columns	Norse															Steel	Steel	Steel						
Owner Design Utility Slabs	Owner	Design	Design	Design	Design																			
Order Utility Slab Parts	Wildish Building Co.							Parts	Parts	Parts	Parts	Parts												
Utility Slabs Underslab Rough In	Superior Electric														Rough In	Rough In	Rough In							
Form Utility Slabs Concrete	Wildish Building Co.																	Utility Slabs	Utility Slabs				Utility Slabs	



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: August 4, 2021 for Council Meeting August 10, 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.

Street Maintenance Projects

Contracts have been awarded for crack sealing, surface treatment, and curb painting this summer/fall.

- Crack Sealing
Where: Becker Ridge area and parts of Millersburg Drive
When: September 20 (tentative)
- Slurry Seal Surface Treatment
Where: Streets south, east, and west of Millersburg Park
When: August 19-20
- Curbs Painting
Where: In front of fire hydrants in the Morningstar and Sweetwater neighborhoods, in front of all mailbox pods, adjacent to the south entrance to the park on Zuhlke Lane, and the west end of 54th Ave.
When: September 2-3

Park Restrooms

City staff have been working to obtain quotes and determine the best method for coating/painting the inside restroom walls and floors. This work was intended to take place this summer. However, it has recently come to our attention that there are several leaks in the roofs of these structures. Before coating the interiors, the roof leaks need to be addressed and any damaged structure needs to be repaired. Staff are working to obtain quotes for this work as well. Because the roof repairs were not anticipated at the time the current fiscal year budget was developed, it is likely that a supplemental budget will be needed in order to make the repairs this year. An alternative could be to

plan this year and budget to complete the work early in the summer of 2022. The advisability of this will depend on the extent of the leaks and whether additional damage will be done if the repair is put off until next year.

Crooks Creek Mowing

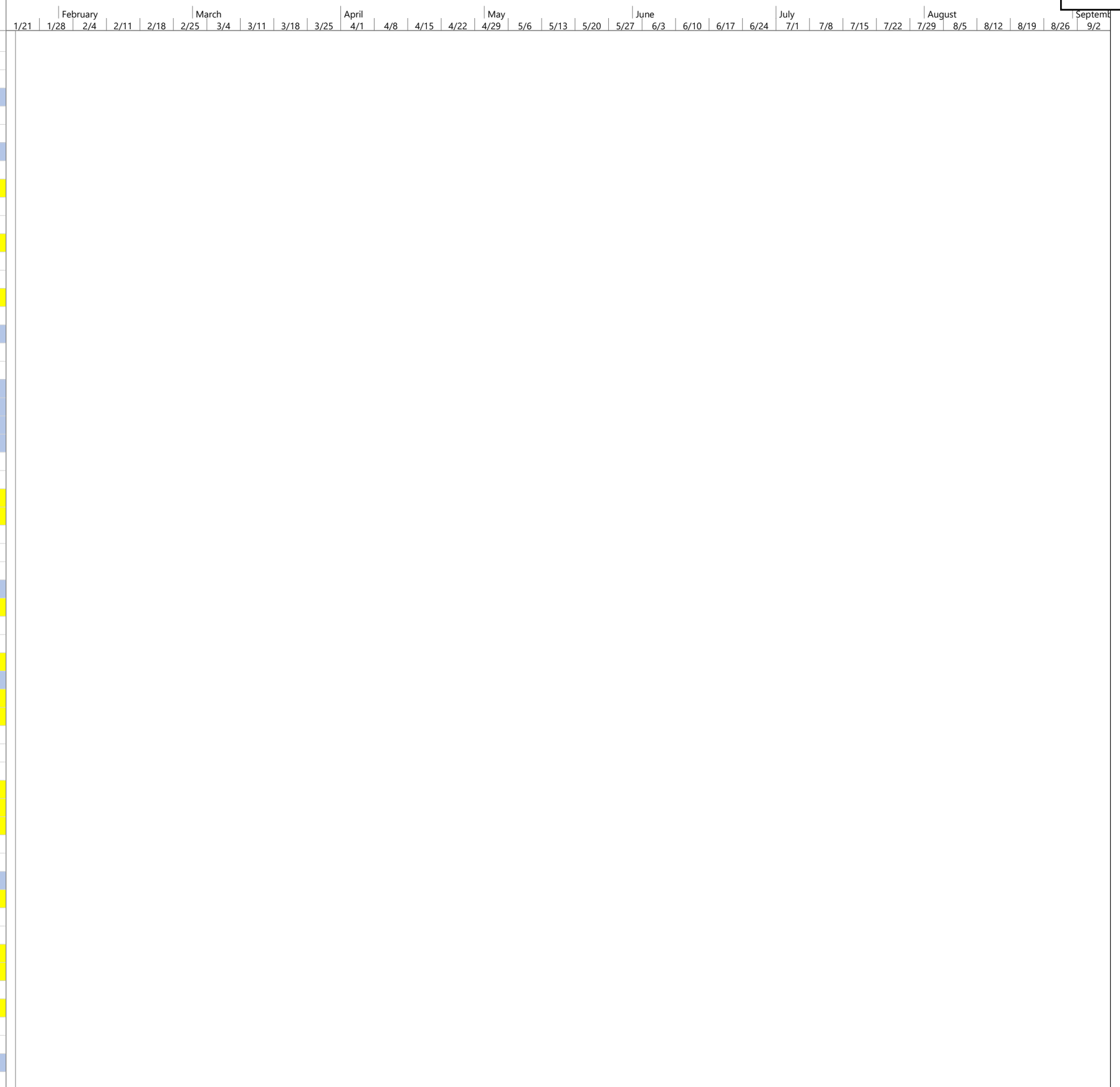
For the past several years, the City has hired a contractor to cut vegetation within Crooks Creek in the late summer or early fall, when flow in the channel is minimal. Although Crooks Creek is located primarily on privately owned property, the City had determined in the past that it was in the best interest of the City to perform this work on a regular basis to maintain the conveyance capacity of the creek, which is the primary drainage course for stormwater within the northern residential area of the City.

Millersburg Municipal Code section 12.10 addresses drainageways within the City and gives the City the authority to perform this work, even when it is on private property. However, Millersburg's code and the Oregon Drainage Rule also state that maintaining historic conveyance of stormwater flow is the responsibility of the property owner.

Prior to contracting for clearing of the creek this year, staff would request council direction on whether to continue the practice of having the creek cleaned annually by a contractor retained by the City. If council does not want to continue this practice, staff will reach out to the property owners reminding them of their responsibility to maintain the creek as a stormwater conveyance, and provide additional information and technical support as needed. The City would still ensure that the creek channel is kept clear at the crossings of Old Salem Road and Millersburg Drive.

In addition to woody vegetation, the main type of obstruction removed from the creek channel on a regular basis is beaver dams. Although it is legal for anyone to remove the dams, the City cannot legally remove beavers unless they are on public property, and then they must be trapped by a licensed professional. Without removal of the beavers, it is common for dams to be rebuilt shortly after removal. Because the majority of Crooks Creek is on private property, the City does not have the ability to address the beavers themselves. Private property owners do have this ability, and there is no permit required. For this reason, it would be more effective for private property owners to address beavers if and when they become a problem on their property rather than the City removing beaver dams once a year.

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	216 days	Fri 1/1/21	Fri 10/29/21	
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	138 days	Wed 2/10/21	Fri 8/20/21	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			Fri 10/29/21	Randy
52	?	Repair/replace roofs on park restroom buildings			Fri 10/29/21	Randy
53	?					
54	?	Parks SDC analysis and update	156 days	Tue 2/9/21	Tue 9/14/21	Janelle
55	?					
56	?	Transportation/Streets	261 days	Fri 1/1/21	Fri 12/31/21	
57	✓	Kathryn Lane Repair	86 days	Fri 1/1/21	Fri 4/30/21	
58	?	Multiuse Path along Woods Road	261 days	Fri 1/1/21	Fri 12/31/21	



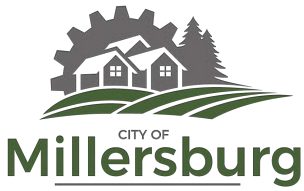
Project: Task List
Date: Wed 8/4/21

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

Project: Task List
Date: Wed 8/4/21

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			



COMMISSION AND COMMITTEE APPLICATION

Item 7)

(Please print legibly or type)

CITY HALL
4222 NE Old Salem Road
Albany, OR 97321
www.cityofmillersburg.org
(458) 233-6300

Commission and/or Committee Preference:

Planning Commission

(list all for which you are applying)

Name: Michael J. Hickam

Preferred First Name: Mike

Residential Information:	
Home Address: <u>████████ Anthony Ln</u> <u>Albany Or 97321</u>	Phone: _____ Cellular: <u>████████</u>
E-mail: <u>████████</u>	Fax: _____ <i>(Optional)</i>

Employment Information:	
Employer's Name: <u>████████</u>	Phone: <u>5-████████</u>
Work Address: <u>████████</u> <u>████████</u>	Cellular: _____
E-mail: <u>████████</u>	Fax: _____ <i>(Optional)</i>

Please provide information as requested below to describe your qualifications to serve on this City of Millersburg Commission or Committee. Feel free to provide additional information you wish to share with the City.

- List current or most recent occupation, business, trade, or profession:
Financial Services Manager / Chief Budget Officer

- List community/civic activities. Indicate activities in which you are or have been active:

Was active youth coach for baseball and football. Current PCP for republican party.

- Indicate why you are interested in serving on this commission or committee and what other qualifications apply to this position.

Interested in expanding knowledge of local government and working to keep our community growing but still a preferred choice to live.

- What contributions do you hope to make?

To improve the economic development and quality of life of Millersburg while at the same time protecting property value and reducing environment damage and conserving resources.

Please consult the *Guide for Public Officials* and the *Guide for Public Officials 2015 Supplement* that are posted on the state of Oregon's website at <https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx> (see

Guide for Public Officials



The guide has been revised to include informational links to statutes and rules to give you a more complete reference tool.

[Click here to access the guide.](#) [Click here for Guide for Public Officials 2015 Supplement.](#)

Michael J Hickam
Signature of Applicant

6/11/21

Date



COMMISSION AND COMMITTEE APPLICATION

Revid 8/4/18

Item 7

(Please print legibly or type)

CITY HALL
4222 NE Old Salem Road
Albany, OR 97321
www.cityofmillersburg.org
(458) 233-6300

Commission and/or Committee Preference:

Planning Commission
(list all for which you are applying)

Name: Lynn Dunn Preferred First Name: Lynn

Residential Information:

Home Address: [Redacted] Summit Dr. Phone: N/A
Albany, OR 97321 Cellular: [Redacted]

E-mail: [Redacted] Fax: N/A
(Optional)

Employment Information:

Employer's Name: _____ Phone: _____
 Work Address: N/A Cellular: N/A

E-mail: _____ Fax: _____
(Optional)

Please provide information as requested below to describe your qualifications to serve on this City of Millersburg Commission or Committee. Feel free to provide additional information you wish to share with the City.

- List current or most recent occupation, business, trade, or profession:
Classroom teacher, Greater Albany Public Schools - 1976-2013

- List community/civic activities. Indicate activities in which you are or have been active:

²⁰/₂₁ Volunteer - Historic Carousel + Museum, Albany
¹⁹/₂₁ Volunteer - Albany Public School Foundation
¹⁷/₁₈ Volunteer - Clark County Parks, Las Vegas/Henderson, Nevada - Wetlands
⁰⁶/₁₂ Volunteer - SAHS Booster Club
 SAHS Steering Committee

1976-2013 - Numerous Education Committees
 - local - Teacher Assoc, Science Curriculum
 - State - Elem. Ed, Science, Student Eval.
 - National - Science Curriculum

- Indicate why you are interested in serving on this commission or committee and what other qualifications apply to this position.

• We moved to Millersburg in 2018 and have been impressed with the "family" community feeling. As our city grows I would hope we continue to maintain that overall feeling of Millersburg "family and friends".

- What contributions do you hope to make?

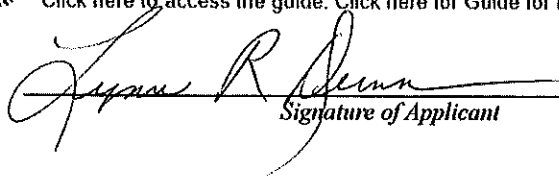
I would look forward to continue to steer in a direction that promotes civic pride and a feeling of "family and friends".

Please consult the *Guide for Public Officials* and the *Guide for Public Officials 2015 Supplement* that are posted on the state of Oregon's website at <https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx> (see

Guide for Public Officials



The guide has been revised to include informational links to statutes and rules to give you a more complete reference tool. Click here to access the guide. Click here for Guide for Public Officials 2015 Supplement.



 Signature of Applicant

8/14/2021

 Date



TO: Millersburg City Council
 VIA: Kevin Kreitman, City Manager
 FROM: Matt Straite, Community Development Director
 DATE: August 3, 2021 for the August 10, 2021 City Council Meeting
 SUBJECT: Resolution of Support for DLCDC Grant Applications

Action Requested:
 Adoption of Resolution 2021-14.

Discussion: The Department of Land Conservation and Development (DLCDC) is providing cities with grant funds to address the implementation needs of HB2001 and HB2003. These two State bills were approved with very specific housing requirements. Traditionally, these grant funds are used by cities over 10,000 in population, because most requirements fall on larger cities; however, some funds are available to help smaller cities to also address housing implementation needs. City staff has worked with the DLCDC to identify two possible projects that would meet the requirements of the grants and help the City prepare for future housing needs.

The first project is a request to have a consultant draft a new Housing Chapter to the City's Comprehensive Plan. The City is planning to revise the entire Comprehensive Plan; this would be the first chapter of that effort and would build on the soon-to-be-completed Housing Needs Assessment.

The second proposed project is an Urban Growth Boundary (UGB) Alternatives Analysis. This will help us analyze and prepare for an expansion or revision to the City's UGB based on the direction from the City's Housing Needs Assessment and Economic Needs Analysis.

One requirement of the grant applications is that the City Council adopt a resolution supporting the grant applications.

Budget Impact:
 At this time the application is just expressing interest in the grant funds; details of the grants have not yet been formalized. Matching funds are not required, although the City will provide in-kind contribution of staff time for items such as staff reports and co-hosting public meetings and workshops. Submittal of the applications does not obligate the City to move forward on these projects at this time. Staff will share with Council any grant requirements prior to final acceptance.

Recommendation:
 Staff recommends Council approval of Resolution 2021-14 supporting the submittal of grant applications to the DLCDC for housing related projects.

- Attachment(s):
- Resolution 2021-14 Expressing Support of DLCDC Grant Applications
 - DLCDC Grant Attachment 1
 - DLCDC Grant Attachment 2

RESOLUTION NO. 2021-14

**A RESOLUTION INDICATING COUNCIL SUPPORT OF TWO DLCD
HOUSING GRANT APPLICATIONS**

WHEREAS, the Oregon Department of Land Conservation and Development (DLCD) is accepting applications for Local Government Grants addressing housing implementation needs related to HB 2001 and 2003; and,

WHEREAS, the City of Millersburg desires to participate in this grant program to the greatest extent possible as a means of addressing housing needs; and,

WHEREAS, City Council and staff have identified two possible projects for grant funding: 1) Consultant assistance to draft a new Housing Chapter for the Comprehensive Plan, and 2) Consultant assistance to draft an Urban Growth Boundary and Urban Reserves Alternatives Analysis. Both are high priority needs; and,

WHEREAS, the DLCD requires the City Council to express support for the proposed projects in order to begin the grant funds application process,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG, OREGON, that the City Council demonstrates its support for the submittal of grant applications to the DLCD for the creation of a Housing Chapter for the Comprehensive Plan, and an Urban Growth Boundary and Urban Reserves Alternatives Analysis.

Effective Date: This Resolution shall be effective upon its adoption.

Duly Adopted by the City Council this 10th day of August, 2021.

Jim Lepin
Mayor

Attest:

Kimberly Wollenburg
City Recorder

2021 DLCD Housing Grant Proposal- Comprehensive Plan Housing Chapter



Attachment No. 1

Proposed Project Summary.

The City of Millersburg is requesting funding assistance to create a Comprehensive Plan Housing Chapter to kick off a full revision of the City's Comprehensive Plan. This would include public outreach, intergovernmental coordination, and drafting of a new Housing Chapter which would build on a soon-to-be-completed Housing Needs Assessment (HNA).

The application for the funds requested information in the following categories.

A. Goals and Objectives.

The primary objective of this project is to have a consultant help the City prepare a hearings-ready draft of a Comprehensive Plan amendment to update the Housing Chapter of the Comprehensive Plan. This will help Millersburg kick off a full Comprehensive Plan update, starting with the Housing Chapter. The project is estimated to be completed in August of 2022.

The goal is primarily to complete a periodic update of the Housing Chapter. This will reflect and implement the soon-to-be-completed HNA and the many changes that have been made in State requirements regarding housing, including HB2001 and HB2003. These Comprehensive Plan revisions will help accommodate the housing needs identified in the HNA to meet the 20-year residential projections.

B. Products and Outcomes.

The objective of the proposed project is to produce a hearings-ready document that will be the first chapter in the revised Comprehensive Plan. The problem the City is trying to address is that the current version of the Housing Chapter was drafted when the City was first created. It is not clear to the City if the current version of the Housing Chapter has the right tools to implement housing, specifically if the Chapter is doing all it can to ease housing development and address the housing needs for the City and State. The City has changed, and the Housing Chapter needs to reflect what the City has become and where it needs to go in the future. Infill opportunities are disappearing and the City needs to outline a path forward to fulfill its housing requirements as outlined in Goal 10 and current legislation.

It is anticipated that the project will establish all-new housing policies for the City of Millersburg designed to:

- Help the City stay consistent and compliant with Goal 10.

- Ensure an adequate supply of housing exists to accommodate the 20-year residential projections.
- Address housing needs as identified in the HNA.
- Create policies to potentially remove barriers and implement baseline standards assuring housing will be of high quality.
- Create policy to help carefully foster higher density, more affordable development in a way that the City is comfortable with.
- Identify and employ implementation tools that foster the goals established by the City.

The intention is to assure clear and strong pathways exist for new housing, while being sensitive to a community that has historically been cautious of higher density or affordable housing. The key is to create policies that include safeguards to assure the existing population that their concerns will be met, while still allowing new, more affordable housing on smaller lots or multi-family units.

C. Work Program, Timeline & Payment.

The City of Millersburg has identified the following work program to accomplish the project. It is anticipated that the consultant will help further craft the tasks and work products:

Task 1: Project Kick-Off

Timeline: January 2022

The purpose of the project kick-off is for Consultant to become familiar with the existing Comprehensive Plan, the recently completed Millersburg HNA, the City's planning documents, including a new Development Code, for the parties to confirm the goals of the project, and to further craft the schedule and community outreach. The Consultant will meet with the City to ask preliminary questions, establish project expectations, project coordination, and most importantly, become familiar with City housing concerns. Consultant will follow up with an outline of action items for each party, identified through this initial meeting with the City and develop a proposed schedule for the actions required to complete all tasks. The level of detail required for the proposed project schedule should be determined with mutual agreement by the City and the Consultant.

Task 1 Consultant Deliverables

- Summary of major tasks and action items for the Project
- Proposed Project schedule

Task 1 City Deliverables

- Copy of relevant City data or documents

Task 2: Community Outreach

Timeline: January 2022-May 2022

Task 2.1: Outreach Program

Consultant will prepare an outreach program, identifying the goals of the outreach, the methods for reaching the intended audiences, and a plan to carry out the outreach. This may include any of the following:

- A digital or paper survey
- An open house to meet people face to face to get feedback
- Pop-up events/tables at local events like the farmers market
- Planning Commission workshops

Task 2.2 Outreach

Using the outreach program, the consultant and the City will carry out one or more outreach activities to gain feedback on the Housing Chapter. The consultant will summarize all outreach in a memo to staff, identifying key concerns/goals from the public.

Task 2.3 Advisory Committee Meeting

The Consultant and staff will meet with an Advisory Committee. This will be comprised of either the Planning Commission or a Committee selected from members of the Commission, City Council, the public, and other key stakeholders. This is intended to be an introduction to the process and get some early feedback on goals for the Housing Chapter.

Task 2.1 Consultant Deliverables

- Outreach Program draft
- Outreach Program final

Task 2.2 City/Consultant Deliverables

- Survey/Open House/Pop-up event materials (flyers, banners, etc.)
- Carry out outreach

Task 2.3 Consultant Deliverables

- Materials for the first Advisory Committee meeting

Task 3: Draft Housing Chapter

Timeline: March 2022-June 2022

Consultant will prepare a draft Comprehensive Plan Housing Chapter containing the following:

- Goal 10 implementation measures
- City housing goals and policies
- Data from the PSU population forecasts
- Data and information from the HNA
- Data and information from the Economic Opportunities Analysis (as needed)
- A review of housing trends of the region/state and what they mean to the City
- A review of opportunities and constraints associated with housing and equity considerations
- A list of actions needed to implement the policies and goals of the Chapter
- Input from the public
- Input from the City (City Council, Planning Commission, staff)

Task 3 Consultant Deliverables

- Two drafts of the Comprehensive Plan Housing Chapter

Task 3 City Deliverables

- One round of coordinated comments from staff

Task 4: Second Advisory Committee meeting

Timeline: June 2022

The City will schedule, and provide notice and an agenda for, one advisory committee meeting to review the draft Comprehensive Plan Housing Chapter. Consultant will coordinate with City on meeting arrangements and facilitate the Advisory Committee meeting.

Task 4 Consultant Deliverables

- Presentation materials to explain preliminary analysis and findings to the Advisory Committee, the public, and interest groups
- Advisory Committee meeting notes
- Public meeting summary

Task 4 City Deliverables

- Advisory Committee meeting notices and agendas

Task 5: Hearings-Ready Ordinance, Findings and Final Housing Chapter

Timeline: July 2022-August 2022

Consultant will prepare a hearings-ready draft of an ordinance, findings, a PowerPoint presentation/meeting materials for the adoption hearings, and the Housing Chapter of the Comprehensive Plan.

City will create a staff report and schedule Planning Commission and City Council hearings for the adoption of the Housing Chapter of the Comprehensive Plan. Consultant will coordinate with the City on meeting arrangements and plan on attending all hearings in a support capacity.

Task 5 Consultant Deliverables

- Hearings-ready draft ordinance, findings, a PowerPoint presentation/ meeting materials, and the Housing Chapter
- Presentation materials to explain preliminary analyses and findings to the Advisory Committee, the public, and interest groups
- Attendance for all public hearings

Task 5 City Deliverables

- Staff report and notices for hearings

D. Evaluation Criteria.

The proposed project helps implement housing priorities expressed in HB2001 and HB2003. While many of the requirements of these bills fall on larger jurisdictions, the new Housing Chapter will help implement the intent of State Bills, which is to streamline housing development and remove any possible barriers. A careful review and re-drafting of the Comprehensive Plan Housing Chapter will set policy which the City uses to guide Zoning Code and many other City processes to help create housing. This includes removing roadblocks, streamlining housing permits, and many other goals expressed in the two State Bills. Revising the Housing Chapter will also help the City address the need for a standard periodic update to meet Goal 10.

Though our City is small, the structure of staffing inside City Hall has grown to reflect a commitment to creating a strong and stable City. The City has recently hired a full time Community Development Director with the intent of leveraging that position to assist in long range planning efforts like the one proposed in this grant application. This shows commitment by the City to managing this project and provide staff time as an in-kind contribution towards the completion of the project, such as co-hosting meetings, internal reviews of materials, drafting staff reports and many others. The new Director brings with him a history of strong project management for long range

planning efforts like the new proposed Housing Chapter. He has the capacity to manage this and other grant-funded projects.

E. Project Partners.

The proposed project will include coordination with the Department of Land Conservation and Development (DLCD) and the Oregon Cascades West Council of Governments (OCWCOG). Both will have opportunities to provide input on the goals for the Housing Chapter and provide review of the draft documents prior to adoption.

F. Advisory Committees.

The scope of work includes the creation of an Advisory Committee. The Advisory Committee will be comprised of either our Planning Commission or a Committee selected by our City Council from members of the Planning Commission, City Council, the public, and other key community stakeholders. The scope shows the Committee meeting at least twice - first to help set goals and second to review the draft Housing Chapter. The scope also calls for direct public outreach. The specifics of this have not been defined because the intent is to have the Consultant craft an outreach program catered to the goals of the project. The direct-to-public outreach will likely be an open house, pop-up events, surveys, or a combination of each of these. These are all intended to meet the requirements of Goal 1. It is also worth noting that the adoption of the Housing Chapter will require a public hearings process that will go through the Planning Commission and the City Council, with ample opportunities for public participation.

2021 DLCD Housing Grant Proposal- Urban Growth Boundary Alternatives Analysis

Attachment No. 2

Proposed Project Summary.

The City of Millersburg has recently performed a Housing Needs Assessment (HNA) and is about to launch an Economic Opportunities Analysis (EOA). Building on the HNA and EOA, the City is attempting to get a better idea of where the City could best grow or revise the City's Urban Growth Boundary (UGB) when required. Any changes to a City's UGB require a full analysis of the area surrounding a City to identify the properties best suited to a proposed UGB revision.

Additionally, the City is interested in establishing Urban Reserves. An Urban Reserve is an area outside the City limits where the City has agreed with the County to 'reserve' an area for future growth. Where the State requires Cities to accommodate their 20 year projected populations, an Urban Reserve designated area for the next 30 year accommodation. An agreement between the City and County over future growth locations can help assure that County development within the Reserve does not hamper the ability for the City to eventually grow in those areas. The dedication of Urban Reserves also requires a similar alternatives evaluation. This kind of analysis can be done in tandem with a study of a UGB alternatives analysis.

The City is requesting funding assistance to create a UGB Alternatives and Urban Reserve Analysis as required by State Goal 14 (OAR 660-024 and ORS 197.298).

The DLCD grant application requests information in the following categories.

A. Goals and Objectives.

The primary objective of this project is to understand where the City could, and should grow. The City is required to plan for the accommodation of the 20-year growth forecast. Additionally, the City would like to have a clear understanding of possible growth areas for the next 30 years, in order to 'reserve' areas for planned growth well beyond the 20 years required by the State. This is done by planning areas for an Urban Reserve.

The City is looking to have a consultant help the City prepare a UGB Alternatives & Urban Reserves Analysis that can guide the City in making revisions to the City's UGB and plan for growth areas in Urban Reserves.

At the time this was drafted, the City had not yet completed the HNA and EOA. Either

of these may suggest an expansion of the UGB. Similarly, the City has been discussing possibly changing the UGB limits (using a UGB swap outlined in OAR 660-024-0070) to better utilize property in both residential and commercial/industrial applications. Both of these would require a UGB Alternatives Analysis based on State requirements.

The project is estimated to be completed in May of 2023.

The goal is to better understand the places where the City should grow or alter the UGB based on the State's priority system established in State law.

B. Products and Outcomes.

The objective of the proposed project is to produce a UGB Alternatives & Urban Reserves Analysis document to aid decision making. The problem the City is trying to address is to identify areas that the City can grow into or revise the current UGB boundary to better utilize the City's zones. The analysis would illustrate the options most preferred by the State using the State priority system. The outcome of the study would provide for a better informed decision making process for staff and the City Council to use when ultimately altering the UGB.

It is anticipated that the project will analyze the optimal locations for UGB and Urban Reserve updates designed to:

- Help the City stay consistent and compliant with Goal 10.
- Ensure an adequate supply of housing exists to accommodate the 20-year residential projections.
- Address housing needs as identified in the HNA.
- Address needs identified in the EOA.
- Assure that the City considers the priority system outlined in OAR 660-024.
- Maximize the efficiency of the Residential, Commercial, and Industrial zones in the City.

C. Work Program, Timeline & Payment.

The City of Millersburg has identified the following work program to accomplish the project. It is anticipated that the Consultant will help further craft the tasks and work products:

Task 1: Project Kick-Off

Timeline: May 2022

The purpose of the project kick-off is for the Consultant to become familiar with the existing Comprehensive Plan, the City's existing UGB, the recently completed Millersburg HNA and EOA, the City's planning documents, including

a new Development Code, for the parties to confirm the goals of the project, and to further craft the schedule. The Consultant will meet with the City to ask preliminary questions, establish project expectations, perform project coordination, and most importantly, become familiar with City UGB concerns. Consultant will follow up with an outline of action items for each party identified through this initial meeting with the City and develop a proposed schedule for the actions required to complete all tasks. The level of detail required for the proposed project schedule should be determined with mutual agreement by the City and the Consultant.

Task 1 Consultant Deliverables

- Summary of major tasks and action items for the Project
- Proposed Project schedule

Task 1 City Deliverables

- Copy of relevant City data or documents

Task 2: Identify Study Area

Timeline: June 2022

Consistent with OAR 660-024-0065 the Consultant will prepare a study area for the UGB and Urban Reserves evaluation. This is created factoring in several specific requirements outlined in State law. As this is intended to also establish an Urban Reserve, the study area will need to comply with OAR 660-021 as well. The Consultant will prepare maps for the study area and meet with the City and County to discuss.

Task 2 Consultant Deliverables

- Draft Study Area Maps
- Final Study Area Maps
- Meeting materials

Task 3: Draft UGB Alternatives and Urban Reserve Analysis

Timeline: June 2022 – December 2022

Task 3.1 Draft Study

Consultant will prepare a draft UGB Alternatives and Urban Reserve Analysis addressing:

- Goal 10 requirements
- Goal 14 requirements
- Requirements from OAR 660-02, OAR 660-024 and ORS 197.298
- City housing goals and policies
- Data from the PSU population forecasts
- Data and information from the HNA
- Data and information from the EOA
- Input from the City and County

Consultant provide a first draft to the City, then meet with City staff and possibly County staff to discuss City comments prior to creating a workshop draft.

Task 3.2 Joint Planning Commission and City Council workshop

The Consultant will work with staff to conduct a joint Planning Commission and City Council workshop to review the findings from the study and seek input. These will also be open to the public. A final draft of the study will follow the meeting in preparation for adoption of map changes.

Task 3 Consultant Deliverable

- Two drafts of the Analysis
- Meeting materials

Task 3 City Deliverables

- One round of coordinated comments from staff
- City will help host the workshop

Task 4: Draft Comprehensive Land Use Map and Zoning Map for UGB and Urban Reserves

Timeline: June 2022 – December 2022

The Consultant will work with the City to prepare draft Comprehensive Land Use and Zoning designations (maps) for all areas in the proposed UGB expansion/modified area and the Urban Reserves. This will fold in the outcomes of the HNA and EOA as well as direction from the City staff and City Council regarding the eventual desired growth patterns for the City. All mapping must be consistent with the requirements of OAR 660-021.

Task 4 Consultant Deliverable

- Draft and final Comprehensive Plan Land Use Map and Zoning Map for proposed UGB expansion/modified areas and Urban Reserves area.
- Meeting materials

Task 5: Draft IGA, all findings, and materials for public hearings

Timeline: December 2022-May 2023

Task 5.1: Draft IGA

The State rules and Laws for Urban Reserves require that the County and City have a clear understanding of responsibilities and policies that assure the land use actions within the reserves do not work counter to the eventual transition to urban uses. As such, an Intergovernmental Agreement (IGA) between the City and County will clarify roles, responsibilities, and policy to implement OAR 660-021. The Consultant will help the City draft and adopt an IGA.

Task 5.2: Findings and Comprehensive Plan Text Amendments

As the last task in the project, the City Council will adopt the Comprehensive Plan Land Use map and Zoning maps. Additionally, the Urban Reserves require Comprehensive Plan policy text amendments, as outlined in State rules and laws. The Consultant will help the City prepare Comprehensive Plan text amendments needed to implement the proposed Urban Reserves, and provide the findings required to adopt/approve all amendments, including showing consistency with OAR 660-021.

Task 5 Consultant Deliverable

- A draft IGA
- Hearings-ready: Comprehensive Plan and Zoning maps, all required Comprehensive Plan text amendments, and findings required to adopt all amendments.
- Presentation materials for adoption.
- Attendance for all public hearings.

Task 5 City Deliverables

- Staff report, ordinances and notices for Planning Commission and City Council hearings.

D. Evaluation Criteria.

The proposed project helps implement housing priorities expressed in HB2001 and HB2003. Understanding possible areas for growth is key to accommodating the housing that is planned in the PSU projections and the growth the City anticipates outside of the projections (which the City views as understated), as well as assuring that commercial and job-generating industrial uses are planned in relation to the housing locations. Additionally, the City anticipates a need for commercial development that is currently not available in any real quantities within the City limits. A new I-5 interchange is planned as well that will unlock development that the City needs to plan for. A UGB Alternatives and Urban Reserves Analysis will help provide vital information for decision making, in order to assure that the City grows in a balanced, fair and equitable manner.

Though our City is small, the structure of staffing inside City Hall has grown to reflect a commitment to creating a strong and stable City. The City has recently hired a full time Community Development Director with the intent of leveraging that position to assist in long range planning efforts like the one proposed in this grant application. This shows a commitment by the City to manage this project and provide staff time as an in-kind contribution towards the completion of the project, such as co-hosting meetings, internal reviews of materials, drafting staff reports and many others. The new Director brings with him a history of strong project management for long range planning efforts like the new proposed Housing Chapter. He has the capacity to manage this and other grant-funded projects.

E. Project Partners.

The proposed project will include coordination with the County because the responsibilities of managing the land in all UBG and Urban Reserve areas would fall on both the City and the County until such time that the growth occurs in these areas. The DLCD will also be a partner. They will review all proposed changes and work with the City as we plan any UGB changes.

F. Advisory Committees.

The scope of work includes use of the Planning Commission and City Council as an Advisory Committee. These meetings would be open to the public. These are intended to meet the requirements of Goal 1.



TO: Millersburg City Council

FROM: Kevin Kreitman, City Manager

DATE: August 3, 2021, for the August 10, 2021 City Council Meeting

SUBJECT: Updates to the Millersburg Municipal Code

Action Requested:

Approval and adoption of the attached Ordinances to provide updates to our Municipal Code.

Discussion:

Staff is recommending Council consideration of the following updates to City Ordinances to modify and/or clarify the Millersburg Municipal Code.

The first Ordinance change would modify section 2.50.020 (1) to correct the number of members of the Planning Commission from the current stated nine (9) to reflect Council action in September of 2019, in which Council decided to limit the number of Planning Commission members through attrition to seven (7). That has now occurred and our Citizen Commissions/Committee Members and Staff Manual were revised in August of 2020 to incorporate this change; however, we neglected to also update the Municipal Code language at that time.

The second Ordinance would modify section 13.21 – Regulations for Motor Vehicle Parking of the Municipal Code. Staff proposes the following modifications to section 13.21.030 to prohibit parking in the following locations:

- Within twenty (20) feet from the point of curb radii at intersections.
- Within twenty (20) feet of a crosswalk.
- Within fifteen (15) feet of Centralized Box Units (CBUs, or mailbox pods).
- Within thirty (30) feet of a stop or yield sign, or signalized intersection.

Finally, with the third Ordinance staff recommends the renaming of section 13.21.090 "Designation of Parking Spaces and Signs" to "Designation of Parking Spaces and Parking Limitations" and modification to the following associated language: "The City Engineer of the City of Millersburg is hereby authorized to designate and mark off individual parking spaces upon public streets or parking lots. Parking spaces are to be designated by lines painted or durably marked upon the curbing or the surface of the street. The City Engineer is further authorized to post signs or place markings upon or adjacent to public streets or parking lots regulating the manner in which vehicles may be parked."

Budget Impact:

None

Recommendation:

Council consideration and adoption of the three proposed Ordinances to provide updates to the Millersburg Municipal Code. Staff is also requesting that each Ordinance be adopted with emergency provisions to allow for immediate implementation.

Attachment(s):

- Ordinance 189-21 updating Section 2.5.020 of the Millersburg Municipal Code
- Ordinance 190-21 updating Section 13.21.030 of the Millersburg Municipal Code
- Ordinance 191-21 updating Section 13.21.090 of the Millersburg Municipal Code

ORDINANCE NO. 189-21

AN ORDINANCE UPDATING MILLERSBURG MUNICIPAL CODE 2.50.020 PERTAINING TO THE CREATION OF THE PLANNING COMMISSION

WHEREAS, the City of Millersburg previously adopted Millersburg Municipal Code 2.50.020; and,

WHEREAS, the City wishes to update Millersburg Municipal Code 2.50.020; and,

WHEREAS, the City of Millersburg wants to revise Millersburg Municipal Code 2.50.020 subsection (1);

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS: Millersburg Municipal Code 2.50.020 is revised and the following sections pertaining to the Millersburg Planning Commission are hereby adopted.

PLANNING COMMISSION

§ 2.50.020 MEMBERSHIP AND EXPENSES.

(1) There shall be ~~nine (9)~~ **seven (7)** members of the Planning Commission appointed by the City Council. The Mayor and the City Attorney shall serve as ex officio non-voting members.

FURTHERMORE, the Council declares an emergency for the health, safety, and welfare of its citizens and thus declares this Ordinance immediately effective upon its passage and signing.

PASSED by the Council and approved by the Mayor this 10th day of August 2021.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder

ORDINANCE NO. 190-21

**AN ORDINANCE AMENDING MILLERSBURG MUNICIPAL CODE 13.50.020
PERTAINING TO THE REGULATIONS FOR MOTOR VEHICLE PARKING**

WHEREAS, the City of Millersburg previously adopted Millersburg Municipal Code 13.21.030; and,

WHEREAS, the City wishes to update Millersburg Municipal Code 13.21.030; and,

WHEREAS, the City of Millersburg wants to revise Millersburg Municipal Code 13.21.030 subsection (1), and (2) and add new subsections (15) and (16);

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS: Millersburg Municipal Code 13.21.030 is revised and the following sections pertaining to the Regulations for Motor Vehicle Parking are hereby adopted.

(1) When in an intersection or within twenty (20) feet from the point of curb radii at the intersection;

(2) On a crosswalk or within twenty (20) feet of the crosswalk;

(15) Within fifteen (15) feet of CBU's (centralized box units – mail);

(16) Within thirty (30) feet of a stop or yield sign or signalized intersection.

FURTHERMORE, the Council declares an emergency for the health, safety, and welfare of its citizens and thus declares this Ordinance immediately effective upon its passage and signing.

PASSED by the Council and approved by the Mayor this 10th day of August 2021.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder

ORDINANCE NO. 191-21

**AN ORDINANCE AMENDING MILLERSBURG MUNICIPAL CODE 13.50.090
PERTAINING TO THE DESIGNATION OF PARKING SPACES AND SIGNS.**

WHEREAS, the City of Millersburg previously adopted Millersburg Municipal Code 13.21.090; and,

WHEREAS, the City wishes to update Millersburg Municipal Code 13.21.090; and,

WHEREAS, the City of Millersburg wants to revise Millersburg Municipal Code 13.21.090;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO ORDAIN AS FOLLOWS: Millersburg Municipal Code 13.21.090 is revised pertaining to the Designation of parking spaces and signs are hereby adopted.

13.21.090 Designation of parking spaces and signs parking limitations

The City Engineer of the City of Millersburg is hereby authorized to designate and mark off individual parking spaces upon public streets or parking lots. Parking spaces are to be designated by lines painted or durably marked upon the curbing or the surface of the street. The City Engineer is further authorized to post signs or place markings upon or adjacent to public streets or parking lots regulating the manner in which vehicles may be parked.

FURTHERMORE, the Council declares an emergency for the health, safety, and welfare of its citizens and thus declares this Ordinance immediately effective upon its passage and signing.

PASSED by the Council and approved by the Mayor this 10th day of August 2021.

Jim Lepin
Mayor

ATTEST:

Kimberly Wollenburg
City Recorder