



Agenda

CITY OF MILLERSBURG City Council Regular Meeting & PUBLIC HEARING

Electronic Meeting
April 13, 2021 @ 6:30 PM

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

This meeting will be held remotely. Instructions for joining the meeting can be found at <https://www.cityofmillersburg.org/citycouncil/page/city-council-regular-meeting>. 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, April 12.

Meeting link to join via computer:

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

Phone number to join meeting: 503-212-9900

Meeting ID: 116 171 7173

CALL TO ORDER

ROLL CALL

CHANGES AND ADDITIONS TO THE AGENDA

CONSENT AGENDA

- 1) Approval of March 9, 2021 City Council Meeting Minutes
- 2) Approval of March 15, 2021 City Council Special Meeting Minutes
- 3) Acceptance of Report on City Accounts Payable

Action: _____

GUEST PRESENTATIONS

- 4) Linn County Sheriff's Office Monthly Report
- 5) Albany Fire Department Quarterly Report
- 6) Millersburg Farmers' Market

PUBLIC COMMENT

The public has the opportunity to address the Council during "Public Comment" while in the virtual meeting by virtually signaling by unmuting first, then those who call in will be acknowledged, or if the public prefers, may send written comments by email to cityclerk@cityofmillersburg.org. Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.

- 7) Public Comment - Charter Amendments

PUBLIC HEARING

8) Millersburg City Charter Amendments

COUNCIL MEMBER AND STAFF COMMENTS

CITY MANAGER'S REPORT

9) Appointment of Budget Officer

Action: _____

10) Project Updates

CITY ATTORNEY'S REPORT

UNFINISHED BUSINESS

11) Application for Regionally Significant Industrial Site Application - Resolution 2021-07

Action: _____

NEW BUSINESS

CLOSING PUBLIC COMMENT

CLOSING COUNCIL COMMENT

ADJOURNMENT OF REGULAR MONTHLY MEETING

CONVENE INTO EXECUTIVE SESSION FOR UPDATES AUTHORIZED AND IDENTIFIED IN THE OREGON REVISED STATUTES BELOW:

ORS 192.660(2)(h): Consultation with legal counsel regarding the legal rights and duties of a public body with regard to current litigation or litigation to be filed.

ORS 192.660(2)(e): Conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The City Council will not reconvene into public session at the conclusion of this Executive Session.

Upcoming Meetings & Events:

April 20, 2021 @ 6:00 p.m. – Planning Commission Meeting

Rules of Conduct for Public Hearings

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

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

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

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

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

Electronic Meeting

March 9, 2021 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:34 p.m.
- B. ROLL CALL
 Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan
 Councilors Absent: None
 Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder
 Presenters: Linn County Captain Michelle Duncan
 John Pascone, Albany-Millersburg Economic Development Group
- C. CHANGES AND ADDITIONS TO THE AGENDA
- D. CONSENT AGENDA
 1) Approval of February 9, 2021 City Council Meeting Minutes
 2) Approval of February 16, 2021 Special City Council Meeting Minutes
 3) Acceptance of Report on City Accounts Payable
 Action: **Motion to Accept Consent Agenda as Presented made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**
Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye
Councilor John Sullivan: Aye
 Motion PASSED: 5/0
- E. GUEST PRESENTATIONS
 1) Linn County Sheriff's Office Monthly Report
 Captain Michelle Duncan reviewed the February 2021 monthly report. She specifically noted the increase in thefts in catalytic convertors in the City. She noted that this happened several years before in Millersburg, and they are currently investigating with a few potential leads.
- F. PUBLIC COMMENT
 None
- G. COUNCIL MEMBER AND STAFF COMMENTS
 1) Management Contract – Mayor
 Mayor Lepin gave a brief background regarding the history of City Manager Kreitman's employment with the City. He next shared the reasons for the proposed

modification to City Manager Kreitman's employment contract, including noting the recommended changes 20% increase in hours and wage, payment of holiday pay, and a motor vehicle allowance of \$300 per month.

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

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

- 2) Councilor Cowan provided a report from the last meeting of the Albany Millersburg Joint Water/Wastewater Management Committee that he is now chair of. He next gave a brief update regarding the status of the Millersburg Celebration for 2021.

H. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth reviewed the project updates memo addressing the fire station 15 project update and shared with the Council the bid tabulation form showing the bids received and bid amounts. She noted that one contractor withdrew by not submitting supplemental material. She next gave an update on other current projects. City Manager Kreitman provided Council with information regarding the damages from the February ice storm and clean-up efforts, including required work by a tree company to assist with clean-up.

Councilor Cowan asked about the need for him as the Council liaison to reach out to the Farmers' Market. City Manager Kreitman shared that for right now, he and Assistant City Manager/City Engineer Booth are providing the information needed. Councilor Cowan next thanked City Manager Kreitman and staff for their efforts during the ice storm and asked if the City was going to receive any federal emergency funds.

2) Budget Calendar

City Manager Kreitman briefly reviewed the Budget Calendar.

I. CITY ATTORNEY'S REPORT

None

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

1) Enterprise Zone Resolutions – Agility Robotics and Frank Pellets – Resolutions 2021-01 and 2021-02

John Pascone, President of AMEDC, gave a presentation regarding the enterprise zone resolutions.

Action: **Motion for the Adoption of Resolution 2021-01, approving an extended property tax abatement agreement between Linn County, a cosponsor of the Linn County Enterprise Zone and Agility Robotics, Inc. made by Councilor Cowan; seconded by Councilor Sullivan.**

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

Motion PASSED: 5/0

Action: **Motion for the Adoption of Resolution 2021-02, approving an extended property tax abatement agreement between Linn County, a cosponsor of the Linn County Enterprise Zone and Frank Pellets, Inc. made by Councilor Cowan; seconded by Councilor Sullivan.**

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

Motion PASSED: 5/0

2) Water and Sewer Rates – Resolutions 2021-03, 04, 05, 06

Assistant City Manager/City Engineer Booth briefly reviewed the background on the water and sewer rate increases.

Action: **Motion for the Adoption of Resolution 2021-03 Setting Rates for Water Use and Repealing Resolution 2012-4 made by Councilor Harms; seconded by Councilor McPhee.**

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

Motion PASSED: 5/0

Action: **Motion for the Adoption of Resolution 2021-04 Adopting a Consumption Based Billing Policy for Sanitary Sewers made by Councilor Harms; seconded by Councilor McPhee.**

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

Motion PASSED: 5/0

Action: **Motion for the Adoption of Resolution 2021-05 Adopting Planned Water Rate Increases Effective Beginning February 1, 2022 made by Councilor Harms; seconded by Councilor McPhee.**

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

Motion PASSED: 5/0

Action: **Motion for the Adoption of Resolution 2021-06 Adopting Planned Sewer Rate Increases Effective Beginning February 1, 2022 made by Councilor Harms; seconded by Councilor McPhee.**

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

Motion PASSED: 5/0

3) Charter Amendment Rights

City Attorney Reid reviewed the proposed changes and process to review and adopt proposed charter amendments at public hearings in April and May.

4) Water Rights

City Manager Kreitman reviewed the background to the ground water rights request and the impact on the City noting there is no anticipated adverse impact on any City operations, in the present or in the future.

Action: **Motion for the Approval of Granting the City Manager and City Attorney the authority to Complete and Sign Required Paperwork for the Sale and Transfer of the Water Rights the City Obtained upon Dedication of the Street Right-of-Way in the West Valley Estates Development to Case Family, LLC made by Councilor McPhee; seconded by Councilor Sullivan.**

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

Motion PASSED: 5/0

5) MMC Chapter 11.01 Water System Rules and Regulations – Ordinance 182-01

Assistant City Manager/City Engineer Booth spoke about the need to update the water system rules and regulations to bring the material current and maintain alignment with the City of Albany for portions required by our Intergovernmental Agreement.

Action: **Motion to Adopt Ordinance 182-21 Amending the Millersburg Municipal Code by Repealing Chapter 11.10, Water System – Rules and Regulations, and Adopting Chapter 11.01, Water System Rules and Regulations made by Councilor Cowan; seconded by Councilor McPhee.**

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

Motion PASSED: 5/0

L. CLOSING PUBLIC COMMENT
None

M. CLOSING COUNCIL COMMENT

- 1) Councilor Cowan asked about when the meetings would be moved from virtual meetings to in-person meetings. City Manager Kreitman noted that the biggest challenge is spacing in the Council Chambers due to requirement to meet the 6-foot spacing.
- 2) Councilor Harms expressed his appreciation to City Manager Kreitman. Mayor Lepin spoke about the City staff and expressed his appreciation to how well the staff work together. City Manager Kreitman noted that he appreciates how well the Council works with staff.

N. ADJOURNMENT Mayor Lepin adjourned the meeting at 7:47 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

March 11, 2021 @ 6:00 p.m. – Events Planning Committee Meeting
March 16, 2021 @ 6:00 p.m. – Planning Commission Meeting



CITY COUNCIL SPECIAL MEETING MINUTES

Electronic Meeting

March 15, 2021 @ 6:30 p.m.

A. CALL TO ORDER Mayor Lepin called the meeting to order at 6:40 p.m.

B. ROLL CALL

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

Councilors Absent: None

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

Presenters: None

C. CHANGES AND ADDITIONS TO THE AGENDA

None

D. PUBLIC COMMENT

The public has the opportunity to address the Council during "Public Comment" while in the virtual meeting by virtually signaling by unmuting first, then those who call in will be acknowledged, or if the public prefers, may send written comments by email to cityclerk@cityofmillersburg.org. Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.

E. NEW BUSINESS

1) Fire Station Project Bid Award

City Manager Kreitman and Assistant City Manager/City Engineer Booth provided information regarding the evaluation and recommended bid award completed by the bid review team. They reviewed the breakdown and evaluation of the individual bids. Assistant City Manager/City Engineer Booth noted that the bid amount is not the total project cost which will later include contingencies, insurance, owner-furnished testing, owner's representative, equipment and furnishing, architects' support during construction, as well as capital costs for street, water, and sewer.

Mayor Lepin asked about City Manager Kreitman's and Assistant City Manager/City Engineer Booth's site visits to review structures Wildish Building Company had constructed. Mayor Lepin then asked about pursuing the bi-fold doors and City Manager Kreitman said based on the costs his recommendation is not to pursue.

Councilor Scott Cowan thanked the evaluation team for their work in selecting a contractor. Councilor Dave Harms asked clarifying questions about budgeting and how the bid breaks down including the costs not included in the bid. Councilor Scott Cowan also asked clarifying questions about the costs in addition to the bid amounts. Council and staff discussed the deductive alternate bid items and clarified contents.

Councilor Scott McPhee asked about Wildish, specifically regarding the work they did on the Albany Treatment Plant. Assistant City Manager/City Engineer Booth said she received positive feedback from Albany.

Action: **Motion to Award the Millersburg Fire Station 15 Project Schedule A and Deductive Alternative B2a to Wildish Paving Company dba Wildish Building Company in the total amount of \$6,025,230 made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

City Attorney Reid wanted on record that Councilor Scott Cowan worked for Albany Fire Department and there is no monetary benefit to him and that he's using his professional judgment and experience in making the motion.

Mayor Lepin thanked City Manager Kreitman and Assistant City Manager/City Engineer Booth, noting that the effort started in 2017 when they first got support for this project and how long it has taken to get to this point. City Manager Kreitman noted the amount of change that has occurred over the last four years in cost increases for the construction of career stations.

Mayor Lepin noted that back then he noted we could do this without a bond and without a tax increase and this has proven that it could and was done.

F. CLOSING PUBLIC COMMENT
None

G. CLOSING COUNCIL COMMENT
Councilor Scott Cowan noted that the Fire Station project is a long term project and 50, 75 years from now it will still be there. Councilor Scott McPhee thanked everyone for their efforts. He then asked what is being looked at for a start date. Assistant City Manager/City Engineer Booth reviewed the process and noted that April is a possible start date. Completion of project is May 2022.

City Manager Kreitman asked the Council if there was any interest in doing a ground-breaking ceremony. There was a bit of discussion but no decision except to ask the Council to consider if they'd like to hold the ceremony. Councilor Dave Harms thanked everyone for their efforts to get to this point and the work they'll be doing going forward.

H. ADJOURNMENT Mayor Lepin adjourned meeting at 7:17 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Upcoming Meetings & Events:

March 16, 2021 @ 6:00 p.m. – Planning Commission Meeting

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
18218									
03/21	03/11/2021	18218	939	ADP Resources, LLC	ROW20-20	01-31-350	.00	30.00	30.00
Total 18218:							.00		30.00
18219									
03/21	03/16/2021	18219	197	Albany Lock & Key	69549	01-40-221	.00	.00	.00 V
03/21	03/16/2021	18219	197	Albany Lock & Key	69553	01-40-221	.00	.00	.00 V
Total 18219:							.00		.00
18220									
03/21	03/11/2021	18220	539	Barrett Business Services Inc.	3172911	01-40-810	.00	33.80	33.80
Total 18220:							.00		33.80
18221									
03/21	03/11/2021	18221	773	CH2MHILL OMI	D3463400-05	05-90-214	.00	684.83	684.83
Total 18221:							.00		684.83
18222									
03/21	03/11/2021	18222	364	Davis Glass	45097	01-40-810	.00	3,985.00	3,985.00
Total 18222:							.00		3,985.00
18223									
03/21	03/11/2021	18223	916	ECONortwest	23641	01-40-235	.00	145.00	145.00
Total 18223:							.00		145.00
18224									
03/21	03/11/2021	18224	697	Linn County Print & Supplies	10321-03	01-40-221	.00	911.00	911.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 18224:							.00		911.00
18225									
03/21	03/11/2021	18225	940	Lisa Avery	03082021	01-40-231	.00	40.00	40.00
Total 18225:							.00		40.00
18226									
03/21	03/11/2021	18226	617	Pacific Office Automation	282688	01-40-221	.00	31.98	31.98
Total 18226:							.00		31.98
18227									
03/21	03/11/2021	18227	23	Pacific Power	03162021	04-80-217	.00	6,783.12	6,783.12
Total 18227:							.00		6,783.12
18228									
03/21	03/11/2021	18228	6	Petro Card	C711311	01-45-211	.00	166.73	166.73
Total 18228:							.00		166.73
18229									
03/21	03/11/2021	18229	912	Saalfeld Griggs PC	424718	01-40-230	.00	478.68	478.68
03/21	03/11/2021	18229	912	Saalfeld Griggs PC	426113	01-40-230	.00	9,630.59	9,630.59
Total 18229:							.00		10,109.27
18230									
03/21	03/11/2021	18230	902	Soderstrom Architects Ltd	8486	01-50-721	.00	63,003.06	63,003.06
Total 18230:							.00		63,003.06
18231									
03/21	03/11/2021	18231	652	Wheat LLC	6230	02-60-214	.00	1,975.77	1,975.77
Total 18231:							.00		1,975.77

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
18232									
03/21	03/16/2021	18232	700	US Bank	2/22/2021	01-45-211	.00	6,061.38	6,061.38
Total 18232:							.00		6,061.38
18233									
03/21	03/16/2021	18233	197	Albany Lock & Key	69533 CORRE	01-40-221	.00	119.00	119.00
03/21	03/16/2021	18233	197	Albany Lock & Key	69549	01-40-221	.00	74.00	74.00
Total 18233:							.00		193.00
18234									
03/21	03/17/2021	18234	539	Barrett Business Services Inc.	3173456	01-40-810	.00	33.80	33.80
03/21	03/17/2021	18234	539	Barrett Business Services Inc.	3174074	01-40-810	.00	33.80	33.80
Total 18234:							.00		67.60
18235									
03/21	03/17/2021	18235	466	CH2MHill Engineers Inc	D3395300-09	01-40-210	.00	5,300.52	5,300.52
Total 18235:							.00		5,300.52
18236									
03/21	03/17/2021	18236	48	Cintas Corporation-172	4078664769	01-40-221	.00	93.27	93.27
Total 18236:							.00		93.27
18237									
03/21	03/17/2021	18237	659	David Evans & Associates, Inc.	484363	05-90-211	.00	3,100.07	3,100.07
Total 18237:							.00		3,100.07
18238									
03/21	03/17/2021	18238	327	De Lage Landen Financial Services, Inc.	71457490	01-40-223	.00	374.55	374.55
Total 18238:							.00		374.55
18239									
03/21	03/17/2021	18239	929	Gills Point S	1917904	01-45-211	.00	12.25	12.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 18239:							.00		12.25
18240									
03/21	03/17/2021	18240	19	Linn County Planning and Building	FEB 2021	01-52-211	.00	4,796.05	4,796.05
Total 18240:							.00		4,796.05
18241									
03/21	03/17/2021	18241	761	Mike's Heating and Air	158939	01-40-223	.00	277.00	277.00
03/21	03/17/2021	18241	761	Mike's Heating and Air	158945	01-40-223	.00	222.00	222.00
03/21	03/17/2021	18241	761	Mike's Heating and Air	159017	01-40-223	.00	120.00	120.00
Total 18241:							.00		619.00
18242									
03/21	03/17/2021	18242	585	MorganCPS Group	8870	01-40-235	.00	4,660.00	4,660.00
Total 18242:							.00		4,660.00
18243									
03/21	03/17/2021	18243	41	Providence Health Plan	3/10/2021	01-40-132	.00	7,302.35	7,302.35
Total 18243:							.00		7,302.35
18244									
03/21	03/17/2021	18244	757	Steve Helms	3/16/2021	01-32-150	.00	5,000.00	5,000.00
Total 18244:							.00		5,000.00
18245									
03/21	03/25/2021	18245	43	Aflac	877056	01-21105	.00	49.08	49.08
Total 18245:							.00		49.08
18246									
03/21	03/25/2021	18246	197	Albany Lock & Key	69630	01-40-221	.00	156.00	156.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 18246:							.00		156.00
18247									
03/21	03/25/2021	18247	539	Barrett Business Services Inc.	3174578	01-40-810	.00	562.25	562.25
Total 18247:							.00		562.25
18248									
03/21	03/25/2021	18248	765	Handy Hands Landscape C&M LLC	2021 FEB	01-40-223	.00	1,280.00	1,280.00
03/21	03/25/2021	18248	765	Handy Hands Landscape C&M LLC	2021 FEB 2	01-40-239	.00	480.00	480.00
Total 18248:							.00		1,760.00
18249									
03/21	03/25/2021	18249	10	John Deere Financial	2553589	01-45-211	.00	145.85	145.85
Total 18249:							.00		145.85
18250									
03/21	03/25/2021	18250	191	Poe's Backhoe Service	1256	03-70-215	.00	822.50	822.50
Total 18250:							.00		822.50
18251									
03/21	03/25/2021	18251	793	Professional Security Alarm	2879350	01-40-223	.00	123.00	123.00
Total 18251:							.00		123.00
18252									
03/21	03/25/2021	18252	902	Soderstrom Architects Ltd	8524	01-50-721	.00	37,399.38	37,399.38
Total 18252:							.00		37,399.38
18253									
03/21	03/31/2021	18253	607	Business Connections, Inc.	072203222021	01-40-215	.00	45.00	45.00
Total 18253:							.00		45.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
18254									
03/21	03/31/2021	18254	251	Dustin Patton	04012021	01-40-215	.00	35.00	35.00
Total 18254:							.00		35.00
18255									
03/21	03/31/2021	18255	566	Jake Gabell	04012021	01-40-215	.00	35.00	35.00
Total 18255:							.00		35.00
18256									
03/21	03/31/2021	18256	569	Janelle Booth	04012021	01-40-215	.00	105.00	105.00
Total 18256:							.00		105.00
18257									
03/21	03/31/2021	18257	561	Kimberly Wollenburg	04012021	01-40-215	.00	105.00	105.00
Total 18257:							.00		105.00
18258									
03/21	03/31/2021	18258	20	Koontz, Blasquez & Co., P.C.	68251	01-40-223	.00	96.00	96.00
Total 18258:							.00		96.00
18259									
03/21	03/31/2021	18259	27	Metereaders LLC.	9714	05-90-213	.00	1,057.35	1,057.35
Total 18259:							.00		1,057.35
18260									
03/21	03/31/2021	18260	842	Pacific Northwest Development Group	1113	01-40-229	.00	3,500.00	3,500.00
Total 18260:							.00		3,500.00
18261									
03/21	03/31/2021	18261	945	Real Estate Service Group, Inc	03/11/2021	01-40-230	.00	16,388.50	16,388.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 18261:							.00		16,388.50
18262									
03/21	03/31/2021	18262	13	Sean Shearer	04012021	01-40-215	.00	105.00	105.00
Total 18262:							.00		105.00
18263									
03/21	03/31/2021	18263	501	State of Oregon	ONE4511256	01-40-226	.00	40.00	40.00
Total 18263:							.00		40.00
18264									
03/21	03/31/2021	18264	700	US Bank	03-22-2021	01-45-211	.00	3,868.38	3,868.38
Total 18264:							.00		3,868.38
18265									
03/21	03/31/2021	18265	85	Xterma Pest Control Inc.	COM0321 60	01-40-223	.00	60.00	60.00
Total 18265:							.00		60.00
Grand Totals:							.00		191,937.89

From: [Craig Ziegenhagel](#)
 Testimony/Proposed Charter Amendments
Subject: Thursday, April 8, 2021 11:14:43 AM
Date:

City Charter Proposed Amendments

City Hall

"NOTICE IS HEREBY GIVEN that pursuant to Section 25 of the Millersburg City Charter, that public hearings concerning the following proposed amendments to the City of Millersburg Charter will be held during the April 13, 2021 and May 11, 2021 City Council meetings."

This is my formal Written Testimony for the Public Hearings regarding proposed Charter Amendments.

I have no issue with the proposed Amendments. That said, over the last 4-6 years other Amendments have been discussed both informally, by the Public and brought up in Council Meetings. It was said that, though not a priority at the time that they would be considered in the future as the Charter was Amended for other reasons. Since Amendments are being proposed, I bring up this topic as a reminder. It is time that term limits and Voting for the Mayor by the Public be added to our City Charter. This would create fairness and more opportunities for others in our Community to serve.

The Council should also Amend the Charter to include:

- Mayor to be Elected by the Voters (not appointed by the Council) * *and* **
- Term Limits for Council Members **
- Term Limits for Committee Appointments **

-In addition to Charter Amendments the City should develop a **Employee Policy** that strictly prohibits "Electioneering" by ANY City Employee. Violation of said policy would result in termination. This has been an issue in the past and the City Attorney is aware of it. ***

Here is just an example of a possible change/submitted before to the City:

Millersburg Oregon

Proposed Charter Change
Term Limits & Residency - City Council

Currently there are no term limits for any of the Council positions. There is also no requirement to maintain residency. This proposal is as follows:

1. City Counselors must maintain their permanent residence within the confines of the City of Millersburg City Boundaries throughout their term of service.
2. Council positions will be designated as follows; Position #1 is also the Mayor, followed by; Positions 2, 3, 4 and 5.
3. Term Limits. Counselors shall be elected to and shall serve no more than two (2) consecutive, four (4) year terms in office. A total of eight (8) consecutive years. In the event a counselor is appointed to a term due to a vacancy, if that vacant term is less than 50% completed, then that term shall count as one full term in office. If the vacant term is greater than 50% completed, that partial term will not be counted for the purpose of term limits.
4. In the event that a counselor has completed their two consecutive four year terms in office and no one runs for that council position, then the counselor may remain in that position until the next 4 year election cycle if they so choose/again run for Office for another term. If they chose not to remain, then the City Council shall appoint a resident to the position.
5. Current terms of service would count during the implementation process of this Charter Change.

Term Limits & Residency - Voting of Mayor

1. The Mayor must maintain his/her permanent residence within the confines of the City of Millersburg City Boundaries throughout their term of service.
2. The Mayor position is also a City Council Member who upon election by the people of Millersburg acts as the Mayor of the City of Millersburg. This shall be designated as Council Position #1-Mayor. The Mayor will be voted on by the residents at and upon the designated election sequence.
Mayor is no longer appointed by City Council
3. Term Limits. The Mayor-Council position shall be elected to and shall serve no more than two (2) consecutive four (4) year terms in office. A total of eight (8) consecutive years. In the event a Mayor is appointed to a term due to a vacancy, that partial term will not be counted for the purpose of term limits. A person could serve two (2) terms as a Council Member and two (2) terms as Mayor.
4. In the event a Mayor can no longer full fill the duties of the Office, the City Council Members shall by majority vote appoint another Council Member to serve out the remainder of that term.
5. Current terms of service would count during the implementation process of this Charter Change. ---end---

 The above example covers any concern where a “termed out” Counselor could still run for further terms when no one ran for the Council Position (thus not leaving a

position vacant and allowing the current termed out Counselor to run and serve beyond the term limits).

Proposed Policy and/or Charter Amendment regarding Committee Positions (example):

Proposed Policy
Volunteer Citizen's on Committees and Commissions
(Budget, Planning, other)
Term Limits - Residency

1. Any resident of the City of Millersburg that holds a volunteer citizen position on any committee or commission must maintain their permanent residence within the confines of the City of Millersburg City Boundaries throughout their term of service.
2. Must have been a permanent resident of the City for one continuous year prior to appointment.
3. Must not be related to any City employee.
4. Must maintain adequate attendance or shall be removed and replaced by another citizen willing to serve.
5. Term Limit. Those serving on such committees will serve for one (1) term of six (6) years. *Or two, three year terms.* In the event that after the term is fulfilled and no one is interested in the position, then the member may remain for another term of service.

After a break of two years, the citizen can re-apply to serve another term. Terms cannot be consecutive.

6. In the event a citizen is appointed to a term due to a vacancy, that partial term will not be counted for the purpose of term limits.
7. A citizen volunteer can serve on no more than two separate committees at the same time.
8. Upon policy implementation, any current member who has served 6 or more years already, may serve 6 more months and then be replaced, if there is an interested citizen. – end--

Respectfully Submitted by email on 4-8-21:
Craig Ziegenhagel
Millersburg Resident

Footnotes:

- *: Mayor Lepin stated in the past he would entertain this Amendment.
- ** : Councilor McPhee and Former Councilor Don Miller ran for Office on a platform of these Charter Amendments.
- *** Electioneering: “Restrictions on Political Campaigning by Public Employees - ORS 260.432”

NOTICE OF PUBLIC HEARINGS ON PROPOSED CHARTER CHANGES

NOTICE IS HEREBY GIVEN that pursuant to Section 25 of the Millersburg City Charter, that public hearings concerning the following proposed amendments to the City of Millersburg Charter will be held during the April 13, 2021 and May 11, 2021 City Council meetings.

1) Currently, Section 12 reads as follows:

The City Council shall appoint and hire a City clerk and recorder who shall serve at the pleasure of the Council. The wages of the clerk and recorder shall be determined by the Council in a written agreement with said person. The City Council may appoint other officers, and may enter into agreements with other government agencies for sharing the services of such officers. Any officer or employee may be removed from office by a majority vote of the Council. The City Council may combine any two or more appointed City offices and designate the wage or payment for services for each office held. The City Council may, by ordinance, determine that a councilman be paid a wage for services, provided insurance for his services, and that his expenses on behalf of the City be reimbursed.

The proposed Section 12 would read as follows:

The City Council shall appoint and hire a *City Manager* ~~City clerk and recorder~~ who shall serve at the pleasure of the Council. The wages of the *City Manager* ~~clerk and recorder~~ shall be determined by the Council in a written agreement with said person. ~~The City Council may appoint~~ *shall hire all City officers and/or employees, or may delegate the hiring of other City officers and/or employees, and may enter into agreements with other government agencies for sharing the services of such officers and/or employees. The City Manager shall hire and retain all non-City professional services providers. The City Manager, with the consent of the City Council, shall hire and retain the professional services of the City Attorney. The City Manager* ~~Any officer or employee~~ may be removed from office by a majority vote of the Council. ~~The City Council may combine any two or more appointed City offices and designate the wage or payment for services for each office held.~~ The City Council may, by ordinance, determine that a *Councilor* ~~councilman~~ be paid a wage for services, provided insurance for his services, and that his expenses *paid by councilor*, on behalf of the City, be reimbursed.

2) Currently, Section 20 reads as follows:

All Council meetings where the Council takes action by motion and voting shall take place at meetings open to the public. However, the Council may, by majority vote, determine to discuss City matters at an executive meeting which shall not be open to the public, on matters of finance and personnel. Nothing in this provision shall prevent Council members from meeting and discussing City business wherein no action by the Council nor a vote by the Council upon a motion will not take place.

The proposed Section 20 would read as follows:

All Council meetings shall be conducted in accordance with the Oregon Public Records and Meetings Law.

3) Currently, Section 23 reads as follows:

The mayor shall appoint the committees provided by the rules of the Council. He shall sign all records of proceedings approved by the Council. He shall have no veto power and shall sign all ordinances passed by the Council within three days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond.

The proposed Section 23 would read as follows:

~~The mayor~~ *Council* shall appoint the committees provided by the rules of the Council. ~~He~~ *The mayor* shall sign all records of proceedings approved by the Council. ~~He~~ *The mayor* shall have no veto power and shall sign all ordinances passed by the Council within three days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond.

4) Currently, Section 24 reads as follows:

The City Council may appoint a municipal judge as the judicial officer of the City, whose qualifications shall be that he is a member of the Oregon State Attorney's Bar. The City Council may determine all matters with reference to his duties and conduct of a municipal court. The City Council may also enter into an agreement with Linn County, Oregon, that all offenses committed within the City that would fall within the jurisdiction of a municipal court will be prosecuted in the Linn County District Court by the City attorney and the City may enter into an agreement with the Linn County District Attorney's office that the district attorney will prosecute all such offenses. Such an agreement shall determine the distribution of all fines and forfeitures between the county and the City.

The proposed amended Section 24 would read as follows:

~~The City Council may appoint a municipal judge as the judicial officer of the City, whose qualifications shall be that he is a member of the Oregon State Attorney's Bar. The City Council may determine all matters with reference to his duties and conduct of a municipal court. The City Council may also enter into an agreement with Linn County, Oregon, that all offenses committed within the City that would fall within the jurisdiction of a municipal court will be prosecuted in the Linn County District Court by the City attorney and the City may enter into an agreement with the Linn County District Attorney's office that the district attorney will prosecute all such offenses. Such an agreement shall determine the distribution of all fines and forfeitures between the county and the City.~~

The Linn County Justice Court shall be the jurisdiction for prosecution of violations of the Millersburg Municipal Code and/or City Ordinances. The City Attorney shall represent the City in prosecution of any offenses prosecuted within the Linn County Justice Court or on appeal to the Linn County Circuit Court.

5) Currently, Section 31 reads as follows:

A proposed ordinance shall be read once in full at a Council meeting. An ordinance shall be passed by a majority vote of the Council. An ordinance shall become effective 30 days following passage by the Council, unless there is a provision included in said ordinance and the Council so determines that an emergency exists, and then the ordinance shall become effective upon passage by the Council and signature of the mayor. An ordinance may provide a later time for taking effect.

The proposed amended Section 31 would read as follows:

A proposed ordinance ~~may shall~~ be read ~~once in title only if no councilor present at the meeting requests that the ordinance be read in full once in full at a Council meeting.~~ An ordinance shall be passed by a majority vote of the Council. An ordinance shall become effective 30 days following passage by the Council, unless there is a provision included in said ordinance and the Council so determines that an emergency exists, and then the ordinance shall become effective upon passage by the Council and signature of the mayor. An ordinance may provide a later time for taking effect.

6) Proposed: Amend "Councilman" to "Councilor" throughout the entire Millersburg City Charter.

The public may provide testimony at one or both of these hearings via video or telephonic connection. An official copy of these proposed charter amendments, with specific changes, will be posted in the Millersburg City Hall, on the City's website, and at the Firehouse Corner Deli for inspection. Copies are also available to members of the public upon request by emailing info@cityofmillersburg.org. Connection information for the meetings may be obtained by contacting the Millersburg City Hall at (458) 233-6300, by emailing info@cityofmillersburg.org, or visiting the City's website for the particular meeting.

From: [Ron Post](#)
To:
Subject: Comments on City Charter Proposed Amendments
Date: Wednesday, April 7, 2021 7:22:06 AM

I have two comments and I hope to be present at the meeting but would like to provide them in case I do not make it.

Section 12, There appears to be a typo in the middle of the section. "*shall hire and retain the professional services of the City Attorney. **The City Manager***". There appears to be text that should be deleted.

Section 31

Current proposal:

A proposed ordinance *may shall be read once in title only if no councilor present at the meeting requests that the ordinance be read in full once in full at a Council meeting.*

Proposed change

A proposed ordinance *may shall be read once in title only if no councilor present **or member of the public present** at the meeting requests that the ordinance be read in full once in full at a Council meeting.*

The reason for this recommendation is to assure compliance with ORS 192.620 and that decisions of governing bodies be arrived at openly

"The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) that decisions of governing bodies be arrived at openly. [1973 c.172 §1]"

Thank you for the consideration.

--

Ron Post
 Millersburg, Or. 97321



TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: April 8, 2021 for Council Meeting April 13, 2021

SUBJECT: Project Updates Memo

Monthly Update on Projects:

Staff are currently in the process of implementing many projects and activities in the City to address objectives of the Strategic Plan, direction from Council, and needs staff have identified. In order to facilitate tracking these tasks, a Gantt chart has been developed. As staff continue to work on these tasks, the Gantt chart will be periodically updated and provided for Council and public information. The most recent version of the Gantt chart is attached to this memo. Tasks in blue are complete, tasks in yellow are in progress, and tasks that are not colored have not been started.

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

Fire Station Project

The Fire Station project was awarded to Wildish. There were no protests of the bid award. Notice to proceed was issued on April 2, and a preconstruction conference was held on April 6, 2021. The contractor expects to mobilize to the site the week of April 19.

Street Projects

The permanent repair of concrete pavement in Kathryn Avenue is currently underway. It is anticipated to be complete the week of April 12.

The City Hall Parking Lot Repair project is complete. The west parking lot entrance will be open to traffic on April 9.

Water and Sewer Utility Billing

The new water and sewer rate structures are now in effect. The first round of bills under the new rates structures will be sent out to customers in early June. Staff are working to correctly identify and classify all commercial and industrial customers under the new structure. This has also included continued cleanup of commercial and industrial accounts and reconciliation with assets in GIS.

Housing Needs Analysis and Buildable Lands Inventory

Eco Northwest completed the Buildable Lands Inventory in February and has been waiting on the population forecast data from Portland State University's Population Research Center before completing the Housing Needs Analysis. Per state law, cities and counties are required to use PSU's population

information and forecasts. PSU presented draft population forecast information for our region in March, which did not accurately reflect Millersburg's current population. Staff provided feedback to PSU, and they have revised the data to more accurately reflect Millersburg's current population. The forecast now shows Millersburg's current population at 2,926, with a projected population of 5,436 in 2045 and 8,974 in 2070. Based on this information, Eco Northwest can now move forward with completing the Housing Needs Analysis.

Water Management and Conservation Plan Update

The State of Oregon requires Water Management and Conservation Plans from municipalities under water right permit conditions. A Municipal Water Management and Conservation Plan provides a description of the water system, identifies the sources of water used by the community and explains how the water supplier will manage and conserve supplies to meet future needs. Millersburg's plan was completed in 2012, and a 10-year update is required by February 2022.

CH2M (Jacobs) developed the original document and supported the five-year update in 2017. Due to their familiarity and history with the current document, staff has requested a proposal from Jacobs for the document update and anticipates proposing a contract amendment at the May Council meeting.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Gantt Chart (1/21 to 9/2)																											
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	129 days	Fri 1/1/21	Wed 6/30/21																														
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	129 days	Fri 1/1/21	Wed 6/30/21																														
38	?	Implementation of Caselle community development mod	261 days	Fri 1/1/21	Fri 12/31/21		Kevin, Janelle																												
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	79 days	Wed 2/10/21	Mon 5/31/21		Kevin																												
45	?																																		
46		Fire Station	368 days	Fri 1/1/21	Tue 5/31/22																														
47	✓	Bidding and Award	51 days	Tue 1/26/21	Tue 4/6/21		Kevin, Janelle																												
48	?	Construction	301 days	Tue 4/6/21	Tue 5/31/22		Kevin, Janelle																												
49	?																																		
50		Parks	195 days	Fri 1/1/21	Thu 9/30/21																														
51	?	Coating of walls and floors in restrooms			Thu 9/30/21		Sean																												
52	?																																		
53	?	Parks SDC analysis and update	102 days	Tue 2/9/21	Wed 6/30/21		Janelle																												
54	?																																		
55		Transportation/Streets	261 days	Fri 1/1/21	Fri 12/31/21																														
56		Kathryn Lane Repair	86 days	Fri 1/1/21	Fri 4/30/21																														
57		Multiuse Path along Woods Road	261 days	Fri 1/1/21	Fri 12/31/21																														
58		Beauty Strips Along Woods Road North	261 days	Fri 1/1/21	Fri 12/31/21																														

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

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

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Gantt Chart (1/21 to 9/2)																											
59	?																																		
60		Stormwater	261 days	Fri 1/1/21	Fri 12/31/21																														
61		Crooks Creek north trib project	261 days	Fri 1/1/21	Fri 12/31/21																														
62		Becker Ridge Detention Ponds Modifications	308 days	Mon 4/27/20	Wed 6/30/21		Janelle																												
63	?																																		
64		Water	261 days	Fri 1/1/21	Fri 12/31/21																														
65		Water Management and Conservation Plan Update	213 days	Mon 5/3/21	Wed 2/23/22		Janelle																												
66		Water Master Plan - submit finance component	238 days	Tue 5/4/21	Thu 3/31/22		Janelle																												
67	?																																		
68		Sewer	261 days	Fri 1/1/21	Fri 12/31/21																														
69		Morningstar Lift Station emergency repair	129 days	Fri 1/1/21	Wed 6/30/21		Janelle																												
70		Crooks Creek Lift Station controls upgrade	154 days	Mon 3/1/21	Thu 9/30/21																														
71																																			
72		Miscellaneous	261 days	Fri 1/1/21	Fri 12/31/21																														
73		Change city name for addressing	261 days	Fri 1/1/21	Fri 12/31/21		Kevin																												

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

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



TO: Millersburg City Council
FROM: Kevin Kreitman
DATE: April 8, 2021, for April 13, 2021 Council Meeting
SUBJECT: Regionally Significant Industrial Sites (RSIS)

Action Requested:

Approval of Resolution granting the City Manager authority to sign the RSIS application.

Discussion:

At the January 12, 2021 Council meeting, staff was given approval to complete an application for the State's RSIS program. Staff is nearing completion of the application.

In order for staff to sign and submit the application, documentation is required to verify authority to submit the application on behalf of the City.

Budget Impact:

None

Recommendation:

Council approval of the attached resolution.

Attachment(s):

- Resolution 2021-07 Authorizing Signing of an Application for Regionally Significant Industrial Site Application

RESOLUTION 2021-07

**A RESOLUTION AUTHORIZING SIGNING OF AN
APPLICATION FOR REGIONALLY SIGNIFICANT INDUSTRIAL
SITE (RSIS) APPLICATION**

WHEREAS, Council authorized staff to pursue a RSIS application at their January 12, 2021 meeting; and,

WHEREAS, the RSIS application asks for documentation verifying the authority to sign on behalf the applicant; and,

WHEREAS, the City Manager will be signing and submitting the application upon completion,

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

The Millersburg City Council hereby authorizes the City Manager to sign and submit the RSIS application upon completion on behalf of the City of Millersburg.

**ADOPTED BY THE CITY COUNCIL AND EFFECTIVE THIS 13TH DAY OF
APRIL, 2021.**

Jim Lepin, Mayor
City of Millersburg, Oregon

ATTEST:

Kimberly Wollenburg, City Recorder
City of Millersburg, Oregon