This meeting is being voice recorded for listening on the City of Millersburg website.

Revised 7-10-18

Rules of Conduct for Public Hearings

- 1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
- 2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
- 3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
- 4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

CITY OF MILLERSBURG CITY COUNCIL MEETING

Millersburg City Hall 4222 NE Old Salem Road Albany OR 97321 July 10, 2018 6:30 p.m.

Agenda

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA
- F. CONSENT AGENDA
 - 1) Approval of June 12, 2018 City Council Meeting Minutes
 - 2) Approval of Council Approval Report for Monthly City Bills (revised 7-10-18)
 - 3) Approval of Liquor License Application (added 7-10-18) Action:
- F. PRESENTATIONS
 - 1) Linn County Sheriff's Office Report
 - 2) Millersburg Celebration Update (Jenny Wolfenbarger)
- G. PUBLIC COMMENT
- H. COUNCIL MEMBER AND STAFF COMMENTS
- I. CITY MANAGER'S REPORT
 - 1) Project Updates

J. CITY ATTORNEY'S REPORT

K. UNFINISHED BUSINESS

1) City Volunteer Recognition Program (Mayor) During the May 22, 2018 City Council work session, the Council discussed the value of and desire to recognize those who contribute to our community as volunteers in a number of roles. The agreed-upon process is: A volunteer recognition award recipient can be nominated by City staff, City Council or City of Millersburg residents. Approval of the recognition will be made by the Mayor, Council President and City Manager. The recipient will be notified before receiving the award, which will be given to recipient during a regular City Council meeting.

Action: <u>Motion to Approve the City of Millersburg Volunteer Recognition</u>
<u>Program as Outlined Above.</u>

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1)	Wastewater Intergovernmental Agreements with City of Albany Action:
2)	Third Person Staffing at the Millersburg Fire Station
	Action:
3)	Woods Road Sewer Construction
	Action:
4)	Right-of-Way Permit Fees
5)	Action:
6)	Temporary Fire Station Site Work Contracting
	Action:

- 7) Discuss City Manager Evaluation Form & Process (added 7-9-18)
- M. CLOSING PUBLIC COMMENT
- N. CLOSING COUNCIL COMMENT
- O. ADJOURNMENT

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

Upcoming Meetings:

July 10, 2018 @ 6:30 p.m. – City Council Meeting July 17, 2018 @ 6:00 p.m. – Planning Commission Meeting

Trans	Vende	or	Name	Bank ID	Invoice	Posted	Fisc Peri		PO Nbr	Invoice Date	Due Date		scount Date	Amount
5156	18	Com	cast	1	0213455 062018	No	2018	1		6/20/2018	7/12/20	18		\$301.2
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		Desc:	Park Supplies & Maint	tenance									1	
5158	39	LifeN	Map Billing	1	IN0353367	No	2018	1		6/16/2018	7/6/201	8		\$123.8
	1	Desc:	Disability/Life Insura	nce - J	uly 2018									-
		Line		Accoun	t Number			AF	Amount	Liq An	nount P	roject	Task	Catego
		1	01-5055		Disability Insurance	ce			123.87		0.00	0		
		Desc:	Disability Insurance										1	
5160	621	Sara	h Kelly	1	07032018	No	2018	1		7/3/2018	7/10/20	18		\$5.1
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		1	07-2051		Customer Overpa	yments			5.10		0.00	0		
		Desc:	Customer Overpayme	nts									1	
5161	622	Mark	& Karen Flogstad	1	07032018	No	2018	1		7/3/2018	7/10/20	18		\$77.2
	1	Desc:	Refund overpayment	on clo	1	90)								
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5162	623	Caro	l Dalebout	1	07032018	No	2018	1		7/3/2018	7/10/20	18		\$147.4
	1	Desc:	Refund overpayment	of clos		(5)								
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		Desc:	Customer Overpayme	nts	· ·								1	
5163	624	Kelle	er Development	1	07032018	No	2018	1		7/3/2018	7/10/20	18		\$1.3
	1	Desc:	Refund overpayment	on clo	sed account (024)	25)								
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5199	102	Julie	Ann Arnott	1	04042018	No	2017	10		4/4/2018	7/10/20	18		\$45.0
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5214	304	Amy	Knorr	1	03162018	No	2017	9		3/16/2018	7/10/20	18		\$140.0
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		1	01-5200		Parks & Recreat	tion			140.00		0.00	0		
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5215	304	Amy	Knorr	1	04122018	No	2017	10		4/12/2018	7/10/20	18		\$60.0
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		1	01-5200		Parks & Recreat	tion			60.00		0.00	0		
		Desc:	Parks & Recreation											
5217	412	Sara	Brooks	1	11072017	No	2017	5		11/7/2018	7/10/20	18		\$88.
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5218	412	Sara	Brooks	1	09042017	No	2017	3		9/4/2017	7/10/20	18		\$60.
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5219	412	Sara	Brooks	1	09262017	No	2017	3		9/26/2017	7/10/20	18		\$51.
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5222	121	Elish	na Saville	1	04172018	No	2017	10		4/17/2018	7/10/20	18		\$62.0
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5231	74	Line 1 Desc: Willi Desc: Line 1 Desc: Alba Desc: Line 1 Desc: Line 1 Desc: Oreg Desc: Line 1	O1-5200 Parks & Recreation am Wood Refund of Overpaymer O7-2051 Customer Overpaymer ny-Millersburg Econo Qtr 7/18 - 9/18 Grant O1-5220 AMEDC on Cascasdes West Components Membership Dues - F A 01-5310	1 ent on Accounts 1 Funds Accounts 1 Funds Accounts 1 FY 2018	t Number Parks & Recreat 07052018 Account (02055-t Number Customer Overp 07022018 t Number AMEDC FY 18-19 3-19	No No No No	2018	1 AI AI 1	62.00 P Amount 39.00 P Amount 7,500.00	7/5/2018 Liq An 7/2/2018 Liq An 7/1/2018	0.00 7/5/20 nount F 0.00 7/10/20 nount F 0.00 7/10/20 nount F nount F	0 18 Project 0 18 Project 0 18 Project	Task Task	\$39. Catego \$7,500. Catego \$2,122.
5231 5232	53	Line 1 Desc: Line 1 Desc: Alba Desc: Line 1 Desc: Line 1 Desc: Desc: Desc: Line 1 Desc: Desc: Line 1 Desc:	O1-5200 Parks & Recreation am Wood Refund of Overpayme O7-2051 Customer Overpayme ny-Millersburg Econo Qtr 7/18 - 9/18 Grant O1-5220 AMEDC on Cascasdes West C Membership Dues - F A 01-5310 Dues & Subscriptions	1 ent on Accounts 1 Funds Accounts 1 Funds Accounts 1 FY 2018	t Number Parks & Recreat 07052018 Account (02055-t Number Customer Overp 07022018 t Number AMEDC FY 18-19 3-19 t Number Dues & Subscrip	No O1) Dayments No No Otions	2018	1 1 AF	62.00 P Amount 39.00 P Amount 7,500.00	7/5/2018 Liq An 7/2/2018 Liq An 7/1/2018 Liq An	7/5/20 nount F 0.00 7/10/20 7/10/20 7/10/20 nount F 0.00 7/10/20	0 18 Project 0 18 Project 0 18 Project 0	Task Task	\$39. Catego \$7,500. Catego \$2,122.
5231 5232	74	Line 1 Desc: Willi Desc: Line 1 Desc: Alba Desc: Line 1 Desc: Line 1 Desc: Line 1 Desc: Line Line 1	O1-5200 Parks & Recreation am Wood Refund of Overpayme O7-2051 Customer Overpayme ny-Millersburg Econo Qtr 7/18 - 9/18 Grant O1-5220 AMEDC on Cascasdes West Company Dues - F Autority Autority Dues - F Autority Dues & Subscriptions County Fair & Expo	1 ent on Accounts 1 Funds Account 1 FY 2018	t Number Parks & Recreat 07052018 Account (02055-t Number Customer Overp 07022018 t Number AMEDC FY 18-19 3-19 t Number	No No No No	2018	1 AI AI 1	62.00 P Amount 39.00 P Amount 7,500.00	7/5/2018 Liq An 7/2/2018 Liq An 7/1/2018	0.00 7/5/20 nount F 0.00 7/10/20 nount F 0.00 7/10/20 nount F nount F	0 18 Project 0 18 Project 0 18 Project 0	Task Task	\$39. Catego \$7,500. Catego \$2,122.
5231 5232	53	Line 1 Desc: Willi Desc: Line 1 Desc: Alba Desc: Line 1 Desc: Line 1 Desc: Line 1 Desc: Line 1 Desc:	O1-5200 Parks & Recreation am Wood Refund of Overpayme O7-2051 Customer Overpayme ny-Millersburg Econo Qtr 7/18 - 9/18 Grant A 01-5220 AMEDC on Cascasdes West C Membership Dues - F A 01-5310 Dues & Subscriptions County Fair & Expo Fair Sponsorship (20	1 ent on Accounts 1 Funds Account 1 Ty 2018 Account	t Number Parks & Recreat 07052018 Account (02055-t Number Customer Overp 07022018 t Number AMEDC FY 18-19 3-19 t Number Dues & Subscrip 920	No O1) Dayments No No Otions	2018	1 1 AP	P Amount 7,500.00 P Amount 2,122.60	7/5/2018 Liq An 7/2/2018 Liq An 7/1/2018 Liq An	0.00 7/5/20 7/5/20 7/10/20 7/10/20 7/10/20 7/10/20 7/10/20 7/10/20	0 18 Project 0 18 Project 0 18 Project 0 18	Task Task Task	\$39. Catego \$7,500. Catego \$2,122. Catego
5228 5231 5232	53	Line 1 Desc: Willi Desc: Line 1 Desc: Alba Desc: Line 1 Desc: Line 1 Desc: Line 1 Desc: Line Line 1	O1-5200 Parks & Recreation am Wood Refund of Overpayme O7-2051 Customer Overpayme ny-Millersburg Econo Qtr 7/18 - 9/18 Grant A 01-5220 AMEDC on Cascasdes West C Membership Dues - F A 01-5310 Dues & Subscriptions County Fair & Expo Fair Sponsorship (20	1 ent on Accounts 1 Funds Account 1 Ty 2018 Account	t Number Parks & Recreat 07052018 Account (02055-t Number Customer Overp 07022018 t Number AMEDC FY 18-19 3-19 t Number Dues & Subscrip	No O1) Dayments No No No No No	2018	1 1 AP	62.00 P Amount 39.00 P Amount 7,500.00	7/5/2018 Liq An 7/2/2018 Liq An 7/1/2018 Liq An	7/5/20 nount F 0.00 7/10/20 7/10/20 7/10/20 nount F 0.00 7/10/20	0 18 Project 0 18 Project 0 18 Project 0 18	Task Task Task	\$39.0 Catego \$7,500.0 Catego \$2,122.6 Catego

				Bank			Fisc	-		Invoice	Du		Discount	
Trans	Vend	or	Name	ID	Invoice	Posted	Peri	od	PO Nbr	Date	Da	te	Date	Amount
5234	50	City	of Albany	1	07052018	No	2018	1		7/5/2018	7/10/2	2018		\$2,500.0
		Desc:	Arts & Air Festival Sp		• •									
		Line		ccoun	t Number			AF	Amount	Liq An		Projec	t Task	Catego
		1	01-5500		Community Sup	pport			2,500.00		0.00	0		
		Desc:	Community Support		I					T =				
5235	474		Castillo	1 -	07052018	No	2018	1		7/5/2018	7/10/2	2018		\$49.4
		Desc:	Rental House Expens		· · · · · · · · · · · · · · · · · · ·									1
	_	Line		ccoun	t Number			Al	Amount	Liq An		Projec	t Task	Catego
	-	1	01-5450		Rental Expense	es			49.48		0.00	0		
500 7	000	Desc:	Rental Expenses		07400040	N.	0040			7/40/0040	7/40/6	2040		****
5237	308		anda Johnston	1	07102018	No	2018	1		7/10/2018	7/10/2	2018		\$360.0
		Desc:	Park Janitorial Service											-
		Line		ccoun	t Number)		Al	Amount	Liq An		Projec	t Task	Catego
		1	01-5230		Park Supplies 8	& Maintenan	ce		360.00		0.00	0		
		Desc:	Park Supplies & Mainte	T	1		004=	40		0/00/00/10	0/00/6	1010		04.000.0
5238	539		rett Business Services	1	3076795	No	2017	12		6/29/2018	6/29/2	2018		\$1,039.3
	-	Desc:	Office Assistant & St			ice				11 4	4	D	4 T1-	0-4
	-	Line		ccoun	t Number			Al	Amount	Liq An		Projec	t Task	Catego
	_	1	01-5020 Office Assistant		Office Assistant	Į.			795.60		0.00	0		
	_	Desc:	01-5100		Planning Consu	ultanta Ena	in		243.75		0.00	0		
	_			Fnain		iliants - Eng	lin		243.75		0.00	U		
5239	520	Desc:	Planning Consultants - rett Business Services			No	2018	4		7/6/2049	7/6/0	040	T	6674 (
5239	539			1	3077407	No	2010	1		7/6/2018	7/6/2	010		\$674.0
	-	Desc:	Office Assistant w/e		t Number			Λ.Γ	Amount	lia An	agunt	Projec	t Task	Catago
	-	Line 1	01-5020	CCOuri	Office Assistant			Ar	674.05	LIQ AII	0.00	0	l IdSK	Catego
	-	Desc:	Office Assistant		Office Assistant				074.03		0.00	U		
5240	596		dno, Inc.	1	507842	No	2018	1		7/5/2018	8/5/2	018		\$10,065.8
02-10	000	Desc:	Stormwater Master P	_			20.0	•		170/2010	0/0/2	0.0		Ψ10,000.0
		Line			t Number			ΔΕ	Amount	l ia An	nount	Projec	t Task	Catego
		1		locoun	it italiiboi				10,065.86	Liq Aii		0	Tuok	Juliago
			06-5900		Miscellaneous F	Expenses					() ()()			
			06-5900 Miscellaneous Expens	es	Miscellaneous E	Expenses			10,005.00		0.00			
5241	272	Desc:	Miscellaneous Expens	1		-	2018		10,003.00	7/9/2018				\$6.1
5241	272	Desc:	Miscellaneous Expens	1	911020	Expenses No	2018	1	10,003.80	7/9/2018	7/9/2			\$6.1
5241	272	Desc:	Miscellaneous Expens th20 Water Delivery - City	1 July 2	911020	-	2018	1	,		7/9/2	018	t Task	
5241	272	Desc:	Miscellaneous Expens th20 Water Delivery - City	1 July 2	911020 2018 at Number	No	2018	1	² Amount		7/9/2 nount		t Task	\$6.1
5241	272	Desc: Desc: Line	Miscellaneous Expens th2O Water Delivery - City A 01-5340	1 July 2	911020	No	2018	1	,		7/9/2	018 Projec	t Task	
	272	Desc: Line 1 Desc:	Miscellaneous Expens th2O Water Delivery - City A 01-5340 Office Supplies	1 July 2	911020 0018 It Number Office Supplies	No		1 AF	² Amount	Liq An	7/9/2 nount 0.00	018 Projec	t Task	Catego
5241		Desc: Line 1 Desc:	Miscellaneous Expens th2O Water Delivery - City A 01-5340 Office Supplies D Engineering	July 2 Accoun	911020 018 it Number Office Supplies	No	2018	1	² Amount		7/9/2 nount	018 Projec	t Task	
		Desc: Earl Desc: Line 1 Desc: K&I	Miscellaneous Expens th2O Water Delivery - City A 01-5340 Office Supplies D Engineering Consulting Services	July 2 Accoun	911020 018 it Number Office Supplies	No		1 AF	P Amount 6.19	Liq An	7/9/2 nount 0.00	018 Projec 0		Catego
		Desc: Line 1 Desc: K&I Desc:	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services	July 2 Accoun	911020 0018 It Number Office Supplies 40956 Station Survey -	No No June 2018		1 AF	P Amount 6.19	Liq An	7/9/2 nount 0.00	018 Projec		Catego \$1,083.0
		Desc: Line 1 Desc: K&I Desc: Line	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services A 01-5510	July 2 Accoun	911020 0018 It Number Office Supplies 40956 Station Survey -	No No June 2018		1 AF	P Amount 6.19	Liq An	7/9/2 nount 0.00 6/30/2 nount	Projec 0 2018 Projec		Catego \$1,083.0
5242		Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Line 1 Desc:	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services A 01-5510 Contracted Services	July 2 Accoun	911020 2018 at Number Office Supplies 40956 Station Survey - at Number Contracted Serven	No No June 2018		1 AF	P Amount 6.19	Liq An 6/30/2018 Liq An	7/9/2 nount 0.00 6/30/2 nount 0.00	Projec 0 2018 Projec 0		\$1,083.0
	194	Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Line 1 Desc:	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services A 01-5510	1 July 2 Account	911020 2018 2018 2018 2019 2019 2019 2019 2019 2019 2019 2019	No No June 2018 vices	2017	1 AF	P Amount 6.19	Liq An	7/9/2 nount 0.00 6/30/2 nount	Projec 0 2018 Projec 0		\$1,083.0
5242	194	Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Line 1 Lea	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services A 01-5510 Contracted Services gue of Oregon Cities LOC Foundation Don	1 July 2 Account 1 - Fire S Account	911020 2018 2018 2018 2019 2019 2019 2019 2019 2019 2019 2019	No No June 2018 vices	2017	1 AF	P Amount 6.19	Liq An 6/30/2018 Liq An	7/9/2 nount 0.00 6/30/2 nount 0.00 7/10/2	018 Projec 0 2018 Projec 0	t Task	\$1,083.0 Catego
5242	194	Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Line 1 Desc: Line 1 Desc: Lea Desc:	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services A 01-5510 Contracted Services gue of Oregon Cities LOC Foundation Don	1 July 2 Account 1 - Fire S Account	911020 0018 It Number Office Supplies 40956 Station Survey - It Number Contracted Serve 07102018 for Annual Confe	No June 2018 vices No erence - 20	2017	1 AF	P Amount 6.19 P Amount 1,083.00 P Amount	Liq An 6/30/2018 Liq An	7/9/2 nount 0.00 6/30/2 nount 0.00 7/10/2	Projec 0 2018 Projec 0	t Task	\$1,083.0 Catego
5242	194	Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Line 1 Desc: Line 1 Desc: Lea Desc:	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services A 01-5510 Contracted Services gue of Oregon Cities LOC Foundation Don A 01-5500	1 July 2 Account 1 - Fire S Account	911020 0018 It Number Office Supplies 40956 Station Survey - It Number Contracted Serve 07102018 for Annual Confe	No June 2018 vices No erence - 20	2017	1 AF	P Amount 6.19 P Amount 1,083.00	Liq An 6/30/2018 Liq An	7/9/2 nount 0.00 6/30/2 nount 0.00 7/10/2 nount	Projec O 2018 Projec O 2018 Projec Projec	t Task	\$1,083.0 Catego
5242	194	Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Line 1 Desc: Lea Desc: Line 1 Desc:	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services A 01-5510 Contracted Services gue of Oregon Cities LOC Foundation Don A 01-5500 Community Support	1 July 2 Account 1 - Fire S Account	911020 9018 It Number Office Supplies 40956 Station Survey It Number Contracted Serve 07102018 for Annual Confett Number Community Sup	No June 2018 vices No erence - 20	2017	1 AF	P Amount 6.19 P Amount 1,083.00 P Amount	Liq An 6/30/2018 Liq An 7/10/2018 Liq An	7/9/2 nount 0.00 6/30/2 nount 0.00 7/10/2 nount 0.00	Projec 0 Projec 0 Projec 0 Projec 0 Projec 0	t Task	\$1,083.0 Catego
5242	194	Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Line 1 Desc: Lea Desc: Line 1 Desc: Line 1 Lea Line 1	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies D Engineering Consulting Services A 01-5510 Contracted Services gue of Oregon Cities LOC Foundation Don A 01-5500 Community Support To County Planning and	1 July 2 Account 1 - Fire S Account 1 Account 1	911020 2018 It Number Office Supplies 40956 Station Survey - It Number Contracted Serve 07102018 for Annual Confert Number Community Sup	No No June 2018 vices No erence - 20 pport No	2017	1 AR AR AR	P Amount 6.19 P Amount 1,083.00 P Amount	Liq An 6/30/2018 Liq An	7/9/2 nount 0.00 6/30/2 nount 0.00 7/10/2 nount	Projec 0 Projec 0 Projec 0 Projec 0 Projec 0	t Task	\$1,083.0 Catego
5242	194	Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Lea Desc: Line 1 Desc: Line 1 Desc: Line 1 Desc:	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies DEngineering Consulting Services A 01-5510 Contracted Services gue of Oregon Cities LOC Foundation Don A 01-5500 Community Support n County Planning and Bldg Permits, Plan Re	1 1 - Fire S Accound 1 1 - Accound 1 1 - Accound 1 1 - Accound 1 -	911020 2018 at Number Office Supplies 40956 Station Survey - at Number Contracted Serve 07102018 for Annual Confeat Number Community Sup 07032018 Fees & Surcharg	No No June 2018 vices No erence - 20 pport No	2017	1 AR 1 AR 1	P Amount 6.19 P Amount 1,083.00 P Amount 91.75	Liq An 6/30/2018 Liq An 7/10/2018 Liq An	7/9/2 nount 0.00 6/30/2 nount 0.00 7/10/2 nount 0.00 7/3/2	Projec 0 2018 Projec 0 2018 Projec 0 2018	t Task	\$1,083.0 \$1,083.0 Catego \$91.7 Catego
5242	194	Desc: Line 1 Desc: K&I Desc: Line 1 Desc: Line 1 Desc: Lea Desc: Line 1 Desc: Line 1 Lea Line 1	Miscellaneous Expens th2O Water Delivery - City 01-5340 Office Supplies DEngineering Consulting Services A 01-5510 Contracted Services gue of Oregon Cities LOC Foundation Don A 01-5500 Community Support n County Planning and Bldg Permits, Plan Re	1 1 - Fire S Accound 1 1 - Accound 1 1 - Accound 1 1 - Accound 1 -	911020 2018 It Number Office Supplies 40956 Station Survey - It Number Contracted Serve 07102018 for Annual Confert Number Community Sup	No June 2018 vices No erence - 20 pport No ges - June 3	2017	1 AR 12 AR 1 AR 1	P Amount 6.19 P Amount 1,083.00 P Amount	Liq An 6/30/2018 Liq An 7/10/2018 Liq An	7/9/2 nount 0.00 6/30/2 nount 0.00 7/10/2 nount 0.00 7/3/2	Projec 0 Projec 0 Projec 0 Projec 0 Projec 0	t Task	Catego

Trans	Ven	dor		Name	Bank ID	Invoice	Posted	Fisc	al	PO Nbr	Invoice Date	Du Dat		iscount Date	Amount
5245	20	4		County Road Depart	1	07022018	No	2018	1		7/2/2018	7/2/20	018		\$12.47
		De	esc:	Copying Charges - Dr											1
			ine		ccount	Number			AF	Amount	Liq Ar		Project	Task	Category
				02-5160		Street & Road Re	pair			12.47		0.00	0		
5010		Ь.,		Street & Road Repair		2010 200010		2040	_		=///00/40	=14101	240		A4 454 45
5246	14			ue of Oregon Cities	1	2018-200312	No	2018	1		7/1/2018	7/1/20	J18		\$1,451.47
				Membership Dues - F						A	I in An		Project	Tools	0-4
			ine 1	01-5310	ccoun	Number Dues & Subscript	ione		Ar	1,451.47	Liq Ar	0.00	0	Task	Category
				Dues & Subscriptions		Dues & Subscript	10113			1,431.47		0.00	- 0		
5247	23	Щ.		c Power	1	07052018	No	2018	1		7/5/2018	7/5/20	118		\$8,397.00
0 <u>2</u> 41	۷.			Street Lighting (Wood			140	2010	'		11012010	110120	,,,		ψ0,007.00
			ine			Number			ΔΕ	Amount	l ia Ar	nount	Project	Task	Category
				02-5180	ooouiii	Street Lighting				8,397.00	Liq	0.00	0	rusk	outogory
				Street Lighting		ou oor Eighting				0,007.00		0.00			
5248	23	Ц.,		c Power	1	0074 07022018	No	2018	1		7/2/2018	7/19/2	018		\$70.54
02.0				Burkhart Sewer Lift S	-			20.0	-		17272010	.,	0.0		Ψ. σ.σ.
			ine			Number	<u>-</u>		AF	Amount	Lia Ar	nount	Project	Task	Category
				06-5656		O&M Sewer Lines	S			70.54		0.00	0	1 1 1 1 1 1	
		De		O&M Sewer Lines											
5250	23	3	Pacifi	c Power	1	0066 07032018	No	2018	1		7/3/2018	7/20/2	018		\$5,114.02
	-	De	esc:	Electric Utility - June	2018										. ,
		Li	ine			Number			AF	Amount	Liq Ar	nount	Project	Task	Category
			1	02-5180		Street Lighting				2,839.12		0.00	0		
		De	esc:	Street Lighting											
			2	01-5650		City Hall Utilities				701.16		0.00	0		
		De	esc:	City Hall Utilities		1		'				, , , , , , , , , , , , , , , , , , ,			
			3	06-5656		O&M Sewer Lines	S			1,276.42		0.00	0		
		De	esc:	O&M Sewer Lines										•	
				01-5230		Park Supplies & N	∕laintenar	nce		297.32		0.00	0		
		De	esc:	Park Supplies & Mainte	enance										
5251	6			Card	1	C334020	No	2017	12		6/30/2018	6/30/2	018		\$211.14
		De	esc:	Fuel											
			ine		ccount	Number			AF	Amount	Liq Ar		Project	Task	Category
				01-5230		Park Supplies & N	Maintenar	nce		211.14		0.00	0		
		Ь.,		Park Supplies & Mainte											
5252	29			Hallock	1	07082018	No	2018	1		7/8/2018	7/8/20	018		\$40.00
				Library Card Reimbur									D!4	T1-	0-4
			ine 1	01-5440	ccoun	Number			Ar	40.00	Liq Ar	0.00	Project 0	Task	Category
				Library Services		Library Services				40.00		0.00	U		
5253	63	Щ,		Elizabeth Girt	1	07092018	No	2018	1		7/9/2018	7/9/20	110		\$40.00
5255	63			Library Card Reimbur			NO	2010	'		11912010	119120	J 10		 \$40.00
			ine			Number			٨٥	Amount	l ia Ar	nount	Project	Task	Category
				01-5440	ccoun	Library Services				40.00	LIQ AI	0.00	0	Iask	Category
				Library Services		Library Oct vices				40.00		0.00			
5254	52	Щ,		ia Plotts	1	06302018	No	2017	12		6/30/2018	7/10/2	018		\$200.00
7 2 7	0 2			Parks & Recreation R	-						5.50.2010		- · •		Ţ 00.00
			ine			Number			AF	Amount	Lia Ar	nount	Project	Task	Category
				01-5200		Parks & Recreation	on			200.00		0.00	0		
				Parks & Recreation		1						-		1	
5255	52	Щ,		a Plotts	1	07062018	No	2018	1		7/6/2018	7/10/2	018		\$56.00
	1	De	esc:	Parks & Recreation R	eimbu	rsement	1	1			1	1			
		Li	ine	Α	ccount	Number			AF	Amount	Liq Ar	nount	Project	Task	Category
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Vend	or	Name	Bank ID	Invoice	Posted			PO Nbr	Invoice Date			Discount Date	Amount
	1	01-5200		Parks & Recrea	ation			56.00		0.00	0		
	Desc:	Parks & Recreation						·					
442	Brad	Hulburt	1	07082018	No	2018	1		7/8/2018	7/8/2	018		\$32.00
	Desc:	Parks & Recreation F	Reimbu	rsement									
	Line	1	Account	t Number			AF	Amount	Liq An	nount	Proje	ct Task	Categor
	1	01-5200		Parks & Recrea	ation			32.00		0.00	0		
	Desc:	Parks & Recreation											
639	Gina	Ayers	1	06302018	No	2017	12		6/30/2018	6/30/2	2018		\$200.00
	Desc:	Parks & Recreation F	Reimbu	rsement									
	Line	4	Account	t Number			AF	Amount	Liq An	nount	Proje	ct Task	Categor
	1	01-5200		Parks & Recrea	ation			200.00		0.00	0		
	Desc:	Parks & Recreation											
536	Julia	nne Folin	1	05202018	No	2017	11		5/20/2018	6/30/2	2018		\$72.00
	Desc:	Parks & Recreation F	Reimbu	rsement									
	Line	4	Account	t Number			AF	Amount	Liq An	nount	Proje	ct Task	Categor
	1	01-5200		Parks & Recrea	ation			72.00		0.00	0		
	Desc:	Parks & Recreation											
				F	und 01 Tota	ıl		79,889.57		0.00			
				F	und 02 Tota	ıl		11,248.59		0.00			
				F	und 06 Tota	ı		11,412.82		0.00			
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				F	und 07 Tota	l i		270.17		0.00			
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TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: Kimberly Wollenburg, City Recorder

DATE: July 2, 2018 for the July 10, 2018 City Council Meeting

SUBJECT: Off-Premises with Fuel Pumps Liquor License Approval

Action Requested:

Council approval of the Off-Premises with Fuel Pumps liquor license application from Love's Travel Stops & Country Stores, Inc., located at 6457 NE Old Salem Road.

Discussion:

Thomas Love submitted an application for an off-premises with fuel pumps liquor license and have paid the appropriate fees. The Linn County Sheriff's office reviewed the application and

Budget Impact:

Revenue of \$15

Request for Input

City Manager Evaluation

It is time for Kevin's annual performance evaluation as City Manager. As a member of the City Council or one of Kevin's direct reports, the Mayor is requesting your input to this evaluation. <u>Your participation is voluntary</u>. <u>Your specific responses are confidential</u>.

When you are finished, please email to Mayor at ilepin@cityofmillersburg.org.

If you chose to provide input, it is important that your feedback be thoughtful and candid as to the City Manager's performance over the past year. You may find that you are not able to answer some questions because you have not observed the City Manager in relevant situations. In such situations, please respond by checking the box for #6, "Not Applicable/No Knowledge." You may also choose to not complete the check off boxes and complete only the comments sections.

Please use the following rating scale when responding to the questions:

1=Always 2=Usually 3=Sometimes 4=Seldom 5=Never 6=Not Applicable/No Knowledge

Leadership

- 1. Sets clear vision and direction for staff consistent with City's mission, vision, and values.
- 2. Is a forward thinker; anticipates key changes impacting department.
- 3. Appropriately allocates time, money, and resources to achieve goals.
- 4. Maintains high standard of personal conduct; sets good example.
- 5. Motivates staff to function as high performing team.
- 6. Maintains perspective in stressful situations.

Comments: "[Click here to type Comments]"

1	2	3	4	5	6

Planning & Organization

- 1. Keeps people focused on key initiatives and priorities.
- 2. Able to balance big picture with details.
- 3. Uses time effectively.
- 4. Seeks to identify efficiencies and reduce redundancies.
- 5. Delegates tasks effectively.

Comments: "[Click here to type Comments]"

1	2	3	4	5	6

360 Evaluation of City Manager Page 2 of 3

Decision Making

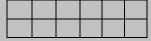
- 1. Involves others in making decisions that impact their work.
- 2. Considers all available information before making decisions.
- 3. Demonstrates good judgment and common sense when making decisions.
- 4. Willing to change decision when situation warrants a change.
- 5. Gives others authority to make decisions appropriate to their positions.

Comments: "[Click here to type Comments]"

Accountability

- 1. Takes personal accountability for department's overall success.
- 2. Acknowledges role in the City's overall success.
- 3. Accepts responsibility when her/his own performance does not meet expectations.
- 4. Follows through on commitments.
- 5. Provides timely explanation when commitment cannot be kept.

1	2	3	4	5	6



Comments: "[Click here to type Comments]"

Communication

- 1. Provides timely and candid information or feedback.
- 2. Provides feedback in non-offensive, non-patronizing manner.
- 3. Provides safe environment for others to voice opposing opinions.
- 4. Pays full attention without interrupting when others are speaking.
- 5. Is able to articulate thoughts in a manner appropriate for the listener.

1	2	3	4	5	6

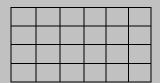
Comments: "[Click here to type Comments]"

Interpersonal Skills

- 1. Person can be trusted to represent your interests when you're not present.
- 2. Treats people with fairness and respect regardless of their position.
- 3. Builds close and friendly relationships with others.
- 4. Fosters trust among all segments of the City.
- 5. Is respected for her/his contributions to department or City.

Comments: "[Click here to type Comments]"

1	2	3	4	5	6



360 Evaluation of City Manager Page 3 of 3

Initiative

- 1. Seeks opportunities for growth and development for self and team.
- 2. Willing to adopt new ideas and innovative approaches of doing business.
- 3. Challenges conventional practices when those practices are impeding success.
- 4. Willing to take thoughtful risk to improve department.
- 5. Willing to accept advice and knowledge from others, including direct reports.

Comments: "[Click here to type Comments]"

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1 2 3 4 5 6

Community Relations

- 1. Establishes effective relationships with community.
- 2. Shows empathy and understanding for other's points of view.
- 3. Effectively balances conflicting community needs.
- 4. Effectively balances community needs with realities of administering a municipal program.

Comments: "[Click here to type Comments]"

1	2	3	4	5	6

Technical Skills

- 1. Has good grasp of technical aspects of field of discipline.
- 2. Stays current with advances in field.
- 3. Understands technical complexities of situations.
- 4. Actively seeks ways to increase technical capacity of others.

Comments: "[Click here to type Comments]"

1	2	3	4	5	6

This person's greatest strengths are:

"[Click here to type Comments]"

Areas in which this person would benefit from coaching are:

"[Click here to type Comments]"

Additional comments:

"[Click here to type Comments]"