

LINKING AGRICULTURE
WITH INDUSTRY



4222 N.E. OLD SALEM RD.
ALBANY, OREGON 97321

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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
- E. 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: Motion to Approve the City of Millersburg Volunteer Recognition Program as Outlined Above.

L. NEW BUSINESS

- 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
 Action: _____
- 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

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 541-928-4523.

City of Millersburg

A/P Control Report

UnPosted Transactions for user asystadmin

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
5156	18	Comcast	1	0213455 062018	No	2018 1		6/20/2018	7/12/2018		\$301.22
		Desc: 6/30 - 7/29 - ipad									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5230	Park Supplies & Maintenance		301.22		0.00	0		
		Desc: Park Supplies & Maintenance									
5158	39	LifeMap Billing	1	IN0353367	No	2018 1		6/16/2018	7/6/2018		\$123.87
		Desc: Disability/Life Insurance - July 2018									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5055	Disability Insurance		123.87		0.00	0		
		Desc: Disability Insurance									
5160	621	Sarah Kelly	1	07032018	No	2018 1		7/3/2018	7/10/2018		\$5.10
		Desc: Refund overpayment on closed account (01800)									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	07-2051	Customer Overpayments		5.10		0.00	0		
		Desc: Customer Overpayments									
5161	622	Mark & Karen Flogstad	1	07032018	No	2018 1		7/3/2018	7/10/2018		\$77.28
		Desc: Refund overpayment on closed account (01890)									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	07-2051	Customer Overpayments		77.28		0.00	0		
		Desc: Customer Overpayments									
5162	623	Carol Dalebout	1	07032018	No	2018 1		7/3/2018	7/10/2018		\$147.44
		Desc: Refund overpayment of closed account (02005)									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	07-2051	Customer Overpayments		147.44		0.00	0		
		Desc: Customer Overpayments									
5163	624	Keller Development	1	07032018	No	2018 1		7/3/2018	7/10/2018		\$1.35
		Desc: Refund overpayment on closed account (02425)									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	07-2051	Customer Overpayments		1.35		0.00	0		
		Desc: Customer Overpayments									
5199	102	Julie Ann Arnott	1	04042018	No	2017 10		4/4/2018	7/10/2018		\$45.00
		Desc: Park & Recreation Reimbursement									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5200	Parks & Recreation		45.00		0.00	0		
		Desc: Parks & Recreation									
5201	631	Teresa Kralj	1	05032018	No	2017 11		5/3/2018	7/10/2018		\$40.00
		Desc: Library Card Reimbursement									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5440	Library Services		40.00		0.00	0		
		Desc: Library Services									
5205	469	Kathryn Walker	1	07212107	No	2017 1		7/21/2017	7/10/2018		\$30.40
		Desc: Parks & Recreation Reimbursement									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5200	Parks & Recreation		30.40		0.00	0		
		Desc: Parks & Recreation									
5206	469	Kathryn Walker	1	08242017	No	2017 2		8/24/2017	7/10/2018		\$30.40
		Desc: Parks & Recreation Reimbursement									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5200	Parks & Recreation		30.40		0.00	0		
		Desc: Parks & Recreation									
5209	464	Michelle McGee	1	05222018	No	2017 11		5/22/2018	7/10/2018		\$32.00
		Desc: Parks & Recreation Reimbursement									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category

City of Millersburg

A/P Control Report

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5234	50	City of Albany	1	07052018	No	2018 1		7/5/2018	7/10/2018		\$2,500.00
		Desc: Arts & Air Festival Sponsorship (FY 18-19)									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5500		Community Support	2,500.00		0.00	0		
		Desc: Community Support									
5235	474	Rey Castillo	1	07052018	No	2018 1		7/5/2018	7/10/2018		\$49.48
		Desc: Rental House Expense - Faucet Repair									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5450		Rental Expenses	49.48		0.00	0		
		Desc: Rental Expenses									
5237	308	Amanda Johnston	1	07102018	No	2018 1		7/10/2018	7/10/2018		\$360.00
		Desc: Park Janitorial Services									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5230		Park Supplies & Maintenance	360.00		0.00	0		
		Desc: Park Supplies & Maintenance									
5238	539	Barrett Business Services	1	3076795	No	2017 12		6/29/2018	6/29/2018		\$1,039.35
		Desc: Office Assistant & Stormwater MP Assistance									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5020		Office Assistant	795.60		0.00	0		
		Desc: Office Assistant									
		2	01-5100		Planning Consultants - Engin	243.75		0.00	0		
		Desc: Planning Consultants - Engineering									
5239	539	Barrett Business Services	1	3077407	No	2018 1		7/6/2018	7/6/2018		\$674.05
		Desc: Office Assistant w/e 7/1/18									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5020		Office Assistant	674.05		0.00	0		
		Desc: Office Assistant									
5240	596	Cardno, Inc.	1	507842	No	2018 1		7/5/2018	8/5/2018		\$10,065.86
		Desc: Stormwater Master Plan Project - June 2018									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	06-5900		Miscellaneous Expenses	10,065.86		0.00	0		
		Desc: Miscellaneous Expenses									
5241	272	Earth2O	1	911020	No	2018 1		7/9/2018	7/9/2018		\$6.19
		Desc: Water Delivery - City July 2018									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5340		Office Supplies	6.19		0.00	0		
		Desc: Office Supplies									
5242	194	K&D Engineering	1	40956	No	2017 12		6/30/2018	6/30/2018		\$1,083.00
		Desc: Consulting Services - Fire Station Survey - June 2018									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5510		Contracted Services	1,083.00		0.00	0		
		Desc: Contracted Services									
5243	149	League of Oregon Cities	1	07102018	No	2018 1		7/10/2018	7/10/2018		\$91.75
		Desc: LOC Foundation Donation for Annual Conference - 2018									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5500		Community Support	91.75		0.00	0		
		Desc: Community Support									
5244	19	Linn County Planning and	1	07032018	No	2018 1		7/3/2018	7/3/2018		\$57,097.17
		Desc: Bldg Permits, Plan Review Fees & Surcharges - June 2018									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01-5335		Linn County Building Permits	57,097.17		0.00	0		
		Desc: Linn County Building Permits									

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
5245	204	Linn County Road Depart	1	07022018	No	2018 1		7/2/2018	7/2/2018		\$12.47
		Desc: Copying Charges - Drawings - June 2018									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	02-5160 Street & Road Repair				12.47	0.00	0		
		Desc: Street & Road Repair									
5246	149	League of Oregon Cities	1	2018-200312	No	2018 1		7/1/2018	7/1/2018		\$1,451.47
		Desc: Membership Dues - FY 18-19									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	01-5310 Dues & Subscriptions				1,451.47	0.00	0		
		Desc: Dues & Subscriptions									
5247	23	Pacific Power	1	07052018	No	2018 1		7/5/2018	7/5/2018		\$8,397.00
		Desc: Street Lighting (Woods Road)									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	02-5180 Street Lighting				8,397.00	0.00	0		
		Desc: Street Lighting									
5248	23	Pacific Power	1	0074 07022018	No	2018 1		7/2/2018	7/19/2018		\$70.54
		Desc: Burkhardt Sewer Lift Station Utility - June 2018									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	06-5656 O&M Sewer Lines				70.54	0.00	0		
		Desc: O&M Sewer Lines									
5250	23	Pacific Power	1	0066 07032018	No	2018 1		7/3/2018	7/20/2018		\$5,114.02
		Desc: Electric Utility - June 2018									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	02-5180 Street Lighting				2,839.12	0.00	0		
		Desc: Street Lighting									
		2	01-5650 City Hall Utilities				701.16	0.00	0		
		Desc: City Hall Utilities									
		3	06-5656 O&M Sewer Lines				1,276.42	0.00	0		
		Desc: O&M Sewer Lines									
		4	01-5230 Park Supplies & Maintenance				297.32	0.00	0		
		Desc: Park Supplies & Maintenance									
5251	6	Petro Card	1	C334020	No	2017 12		6/30/2018	6/30/2018		\$211.14
		Desc: Fuel									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	01-5230 Park Supplies & Maintenance				211.14	0.00	0		
		Desc: Park Supplies & Maintenance									
5252	291	Lana Hallock	1	07082018	No	2018 1		7/8/2018	7/8/2018		\$40.00
		Desc: Library Card Reimbursement									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	01-5440 Library Services				40.00	0.00	0		
		Desc: Library Services									
5253	637	Erin Elizabeth Girt	1	07092018	No	2018 1		7/9/2018	7/9/2018		\$40.00
		Desc: Library Card Reimbursement									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	01-5440 Library Services				40.00	0.00	0		
		Desc: Library Services									
5254	528	Dianna Plotts	1	06302018	No	2017 12		6/30/2018	7/10/2018		\$200.00
		Desc: Parks & Recreation Reimbursement									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	01-5200 Parks & Recreation				200.00	0.00	0		
		Desc: Parks & Recreation									
5255	528	Dianna Plotts	1	07062018	No	2018 1		7/6/2018	7/10/2018		\$56.00
		Desc: Parks & Recreation Reimbursement									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category

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		1 01-5200		Parks & Recreation				56.00		0.00	0	
		Desc: Parks & Recreation										
5256	442	Brad Hulburt	1	07082018	No	2018	1		7/8/2018	7/8/2018		\$32.00
		Desc: Parks & Recreation Reimbursement										
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	01-5200					32.00	0.00	0		
		Desc: Parks & Recreation										
5257	639	Gina Ayers	1	06302018	No	2017	12		6/30/2018	6/30/2018		\$200.00
		Desc: Parks & Recreation Reimbursement										
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	01-5200					200.00	0.00	0		
		Desc: Parks & Recreation										
5259	536	Julianne Folin	1	05202018	No	2017	11		5/20/2018	6/30/2018		\$72.00
		Desc: Parks & Recreation Reimbursement										
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	01-5200					72.00	0.00	0		
		Desc: Parks & Recreation										

Fund 01 Total	79,889.57	0.00
Fund 02 Total	11,248.59	0.00
Fund 06 Total	11,412.82	0.00
Fund 07 Total	270.17	0.00
Grand Total	102,821.15	0.00



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. Your participation is voluntary. Your specific responses are confidential.

When you are finished, please email to Mayor at jlepin@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.

1	2	3	4	5	6

Comments: "[Click here to type Comments]"

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.

1	2	3	4	5	6

Comments: "[Click here to type Comments]"

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.

1	2	3	4	5	6

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.

1	2	3	4	5	6

Comments: "[Click here to type Comments]"

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.

1	2	3	4	5	6

Comments: "[Click here to type Comments]"

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.

1	2	3	4	5	6

Comments: "[Click here to type Comments]"

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.

1	2	3	4	5	6

Comments: "[Click here to type Comments]"

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]"