



# CITY OF MILL CITY

## AGENDA OF THE CITY COUNCIL

October 9, 2018

City Hall

444 S 1<sup>st</sup> Avenue

Mill City, Oregon

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### REGULAR SESSION

**1. CALL TO ORDER/FLAG SALUTE**      **6:30 p.m.**      Mayor Tim Kirsch

**2. CITY COUNCIL ROLL CALL/INTRODUCTION OF STAFF**      Mayor Tim Kirsch

**3. DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST**

**4. CONSENT AGENDA:**

*In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed for discussion at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The secretary to the council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the Consent Agenda is then voted on individually by a roll call vote.*

*Copies of the council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at the Mill City, City Hall or at [www.ci.mill-city.or.us/documents/packets](http://www.ci.mill-city.or.us/documents/packets).*

- a. Approval of Minutes of Regular City Council Meeting of September 25, 2018
- b. Approval of Accounts Payable
- c. Acceptance of Monthly Revenues and Expenditures Report, August 2018
- d. Approval of Leak Adjustment to Highest Consumption in Past Twelve Months for 49029 SE Kingwood Avenue; Gillaspy, Engelina

**5. LINN COUNTY SHERIFF'S REPORT**

**6. PUBLIC WORKS REPORT**

- a. Pump Report
- b. Spring Street Pump
- c. Water Line Corrosion Example
- d. SW Ivy Leak
- e. Other

**7. CITIZEN COMMENTS/QUESTIONS LIMITED TO THREE (3) MINUTES**

**8. PRESENTATIONS: None Scheduled.**

**9. OLD BUSINESS**

- a. Public Works Building Update
- b. Software Update
- c. Pacific Power Request for Easement
- d. Security Cameras

- e. Tiger Grant Update
- f. Other

#### **10. NEW BUSINESS**

- a. Personnel Handbook – Vacation Language Interpretation
- b. Request for Right-of-Way Encroachment; Aerni, Spring – 239 SW Broadway St.
- c. Other

#### **11. STAFF/COMMISSION REPORTS**

- a. City Recorder Report:
  - i. List of On-Going Old Business Items
  - ii. Reminder – Out-of-Office; 10/17 to 10/26
  - iii. Other
- b. City Attorney's Report:
  - i. 424 SW Cedar Street Update
  - ii. SE 3<sup>rd</sup> Avenue Update
  - iii. Other
- c. Planning Commission Report/Record of Actions:
  - i. Minutes of Regular Planning Commission Meeting of August 21, 2018

#### **12. BUSINESS FROM MAYOR & CITY COUNCILORS**

Administration/ Intergovernmental

- a. Building
- b. Parks/Safety
- c. Water/Sanitation
- d. Street
- e. Police
- f. Mayor

#### **13. EXECUTIVE SESSION: None Scheduled.**

#### **14. INFORMATIONAL ITEMS: None.**

#### **15. ADJOURNMENT**

#### **CALENDAR OF UPCOMING CITY MEETINGS & EVENTS**

Wednesday	October 10, 2018	Save Our Bridge Meeting	10:00a.m.
Tuesday	October 16, 2018	Planning Commission Hearing – If needed	6:30p.m.
Friday	October 19, 2018	Planning Commission Meeting	9:30a.m.
Tuesday	October 23, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	November 2, 2018	The Reid House Committee	3:30p.m.
Sunday	November 4, 2018	DAYLIGHT SAVINGS – FALL BACK!	
Tuesday	November 6, 2018	ELECTION DAY	
Monday	November 12, 2018	CITY HALL CLOSED – VETERAN'S DAY OBSERVED	
Tuesday	November 13, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	November 16, 2018	Planning Commission Meeting	9:30a.m.
Tuesday	November 20, 2018	Planning Commission Hearing – If needed	6:30p.m.
Thursday	November 22, 2018	CITY HALL CLOSED – THANKSGIVING DAY	

## **REQUEST FOR COUNCIL ACTION**

**DATE:** October 3, 2018  
**TO:** Mayor Kirsch and City Councilors  
**FROM:** Stacie Cook, MMC, City Recorder  
**REGARDING:** Consent Agenda Items

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- a. Approval of Minutes of Regular City Council Meeting of September 25, 2018
- b. Approval of Accounts Payable. Explanations of Out of the Ordinary Bills are Below
  - 1. Ashley Engineering Design; Gen PW (\$170.00), SRTS (\$14,030.00), Cedar SCA (\$1848.00)
  - 2. Cook, Stacie; Mileage/Meal Reimbursement OAMR
  - 3. Kinney, David; Gen Admin (\$261.02), SRTS (\$887.15), SOB (\$300.33), Gen Planning (\$1220.45), Lucas/Baughman UGB Amend (\$322.15), Ward Partition (\$693.75), Crum Pre-App (\$192.95)
  - 4. RCAC; Final Invoice – Water Rate Study
  - 5. SCTC; Telephone System Service Check
  - 6. US Bank Visa; Postage (\$708.46), Water Rights Session Reg (\$50.00), Parks (\$14.97)
- c. Acceptance of Revenues and Expenditures Reports for August, 2018
- d. Approval of Leak Adjustment to Highest Consumption in Past Twelve Months for 49029 SE Kingwood Avenue; Gillaspy, Engelina

**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, September 25, 2018**

**Mayor Kirsch** opened the meeting at 6:30 PM with the flag salute. Councilors present were Scott Baughman, Brett Katlong, Penny A. Keen, Dawn Plotts and Tony Trout. Staff members in attendance: City Recorder Stacie Cook.

**Citizens in attendance were** Earnest Freeman, Janet Zeyen-Hall and Roel Lundquist.

**DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST:** Mayor Kirsch stated that anyone who felt they may have a potential conflict with anything on tonight's agenda may say so at this time or at any time during tonight's meeting.

Councilor Baughman said that he has a potential conflict of interest on item 3 as it borders his property.

**CONSENT AGENDA**

**Councilor Trout** moved and was seconded by **Councilor Katlong**, to approve items a; Approval of Minutes of Regular City Council Meeting of September 11, 2018, and b; Approval of Accounts Payable, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (6:0).

**CITIZEN COMMENTS AND QUESTIONS:** Earnest Freeman, SW Ivy Street, said that he recently saw in the minutes and in school discussions that there is talk of improving streets and sidewalks. Mr. Freeman said that he is hopeful that the Council will consider SW Ivy for improvements and possibly put in speed bumps. Mr. Freeman asked about the van that sits on Cedar Street, noting that it has been there for over a month.

Mr. Freeman said that there has been some break-ins and gas theft lately and these people need to be stopped.

Mr. Freeman asked if the Council is doing anything about the old nail salon on the corner of SW 3<sup>rd</sup> and SW Broadway. Mayor Kirsch said that the City is working with the new owner to get this property dealt with.

Councilor Baughman said that the reason there is discussion for street improvements is because are applying for a Safe Routes to School grant so SW Ivy would not fit into this grant.

Mr. Freeman asked about a sinkhole that is in his neighbor's yard and whether this is connected to the sewer system. It was stated that this would not be the current system but may be related to an old septic from prior to installation of City sewer. This will be passed along to Public Works Supervisor, Russ Foltz.

**PUBLIC WORKS BUILDING LOCATION:** At the September 11, 2018 meeting Public Works Supervisor Russ Foltz provided information to Council on the proposed location for the public works building. This included preliminary calculations on rock tonnage that would be required to bring the building up to grade as well as a notation that there is a drainage culvert which runs directly under the location the building was proposed to be located on the south side of the property.

Based on the discussion, Council directed Mr. Foltz to stake out the original site location on the north side of the property. Mr. Foltz had this completed on Thursday, September 13 and Mrs.



Cook emailed Council to request that the two areas be looked at prior to the September 25th Council meeting.

The north location is less neighbor friendly than the south location on the property, however, it requires less than half the amount of rock (roughly 150 ton) for the concrete slab. This location also avoids a culvert that runs through the property and allows for more space between the well heads and the building location, which is conducive to placement/addition of a containment area off of the side of the building.

The south location keeps the building out of the line of sight, for the most part, of neighboring properties. It, however, requires additional work to complete site prep and deal with water drainage that runs through the property. Mr. Foltz obtained very preliminary costs for the 360 ton of rock that would need to be brought in as well as for engineering to extend the culvert. The rock would run \$5000+/- and the engineering \$6000 to \$10,000.

Mayor Kirsch asked if everyone had an opportunity to view the proposed locations. Councilor Baughman said that the need for rock should not have come as a surprise as this was included in his original numbers.

Councilors Katlong and Keen said they still like the south location. Councilor Katlong said that part of his reason is because the building would block the current residents' view.

Councilor Plotts said that she looked at the sites and specifically looked at the current residences views. The only view they have now is of the tall trees at the east of the property.

Councilor Trout agreed with Councilor Plotts and added that he recently learned that there is a septic tank on the south side just beyond the current building which makes it a less viable option.

Councilor Katlong said that he also looked at the views from potential homes that would be built to the north and this building would be all that these people would see.

Councilor Baughman said that one reason for putting the building on the south side is so that the bank behind it would block some of the building from view.

Mayor Kirsch said that he believes the north side allows for more expansion area in the future. If someone wanted to construct a pole building next to his home and they met all of the criteria then he would not have a say in it. This can't be a reason in making a decision.

Councilor Plotts said that she is concerned about saving money for our citizens and the north location would do this.

Councilor Katlong said that if cost of rock is an issue, shouldn't we look at costs for fixing electrical issues or boring under the roadway to connect the transfer switch for the generator.

Roel Lundquist, SW Linn Blvd, said that he feels the south side is the better location. If the north side is determined to be the location then it could be moved closer to the existing road.

Mayor Kirsch called for a show of hands in favor of the south location. Councilors Baughman, Katlong, Keen and Trout noted their preference. Mayor Kirsch and Councilor Plotts noted their preference for the north location. We will proceed with the south side location.

**SW LINN PLACE CITY-OWNED PARCEL:** Mrs. Cook recently had a gentleman speak with her about investing dollars in our community. He was specifically interested in City-owned properties that may be available for purchase. The gentleman was advised that most of what the City owns is dedicated park land or being used in some form for public purposes. The only parcels that may have an opportunity for sale would be the old fire hall lot, which he was advised was the location

that the skatepark is being designed to be placed on, and the parcel off of SW Linn Place that sits on the river.

It was made clear that it was very likely that the City would not be interested in selling the river parcel but he asked that the subject be brought to the Council anyway. After the conversation Mrs. Cook spoke with Mayor Kirsch and Planner David Kinney about the possibility of selling versus retaining this property. Both believe the City should retain the parcel. There are a number of reasons to do so, not the least of which is that it ensures that the riparian along this section of the river will remain untouched if the parcel is incorporated as part of the City's overall park system rather than being developed.

Mr. Kinney also pointed out that this parcel is imperative to the Tiger Grant as it has been proposed as a staging area when construction and maintenance occur. Staff concurs with the thought that the City should retain the property. However, this is a Council decision and Mrs. Cook wanted to be sure that the opportunity to consider possible sale was presented.

Council consensus to retain river parcel.

Councilor Baughman asked if the gentleman was advised of the property on Hwy 22. Mrs. Cook said that she will do so immediately to see if he has any interest.

**MISCELLANEOUS ITEMS:** Mrs. Cook gave a brief update on the following items:

Security Cameras – These were on back order and are now being ordered.

SE 3<sup>rd</sup> Avenue Update – The fifth wheel has been moved. All of the junk is still there. The property owner has indicated that he will be cleaning the property this weekend.

Software Update – Mrs. Cook said that the software data discussion will take place this week.

OAMR Conference – There was a lot of good information on records management and going paperless. This was a great boost to get Mrs. Cook thinking about moving forward with going paperless in the City. This would assist with overall costs for office supplies as well as storage space. Mrs. Cook said that she intends to begin looking at what it will take to move to a paperless agenda packet as a start to this effort.

Councilor Keen said that she tried using a tablet for packets and found it hard to move between pages/sections. Mrs. Cook explained that there are several paperless agenda software that can be looked at, however, Adobe should be sufficient to do this with. The software allows for bookmarking and links between pages and sections to make navigating packets easier.

Councilor Baughman asked about the status of the actuators at the WWTP, stating that this was supposed to be moving forward with bids for electrical work and the City Attorney seeing if we can go after the company that did the work. Mr. Lundquist said that he thought that one of the associations was going to give us some suggestions for the costs.

Councilor Keen said that she did some rewriting of the parks use agreement and said that we need to start holding people accountable for damage they do in the park.

Mrs. Cook said that there was an unforeseen change in the 2018 SCA cycle requirements for completing open grants and it cut the timeline short enough that we had to pull our current application for SW 2<sup>nd</sup> Avenue. We will need to reapply for this next cycle.

Mr. Lundquist asked if anyone has an update on KYAC moving, stating that he heard that they are moving into the Odd Fellows building. Councilor Trout said that they are speaking with the Odd Fellows but there is not an agreement signed.

## **ADJOURNMENT**

The meeting was adjourned at 7:27 PM.

Prepared by:

Approved by:

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Stacie Cook, MMC  
City Recorder

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Tim Kirsch  
Mayor

# Accounts Payable

## Computer Check Register

User: VickiEmery  
 Printed: 10/04/2018 - 4:35PM  
 Batch: 00001.10.2018  
 Bank Account: USB



Check	Vendor No	Vendor Name	Date	Invoice No	amount
24323	443	Accela INC # 774375	10/9/2018	INV-ACC41964	202.50
				INV-ACC41964	121.50
				INV-ACC41964	243.00
				INV-ACC41964	243.00
Check 24323 Total:					810.00
24324	255	Ace Chemical Toilets	10/9/2018	35308 (1&2)	3,480.00
Check 24324 Total:					3,480.00
24325	377	Add Upon, LLC	10/9/2018	10022018	917.00
				10022018	916.50
				10022018	916.50
Check 24325 Total:					2,750.00
24326	441	Ashley Enginerring Design	10/9/2018	18-036	170.00
				18-036	14,030.00
				18-036	1,848.00
Check 24326 Total:					16,048.00
24327	488	Stacie Cook	10/9/2018	09252018	30.93
				09252018	30.93
				09252018	30.93
Check 24327 Total:					92.79
24328	25	Davison Auto Parts - NAPA	10/9/2018	837-811246	65.47
Check 24328 Total:					65.47
24329	384	Ernie's Fueling Network	10/9/2018	276645CT	68.79
				276645CT	68.00
				276645CT	68.00
Check 24329 Total:					204.79
24330	6	Frontier	10/9/2018	09252018	188.83
				09252018	188.00
				09252018	188.00

Check	Vendor No	Vendor Name	Date	Invoice No	amount
Check 24330 Total:					564.83
24331	21	Kelly Lumber Sales, Inc.	10/9/2018		
				various	287.20
				various	300.76
				various	47.09
				various	23.00
Check 24331 Total:					658.05
24332	59	Dave Kinney	10/9/2018		
				Sept2018	2,524.58
				Sept2018	59.55
				Sept2018	887.15
				Sept2018	59.55
				Sept2018	23.82
				Sept2018	323.15
Check 24332 Total:					3,877.80
24333	40	Linn County Planning & Buil	10/9/2018		
				10032018	14,218.97
Check 24333 Total:					14,218.97
24334	23	Moonlight Maintenance	10/9/2018		
				09242018	108.00
Check 24334 Total:					108.00
24335	14	National Business Solutions	10/9/2018		
				IN50306	73.00
				IN50306	72.00
				IN50306	71.90
Check 24335 Total:					216.90
24336	147	OAWU	10/9/2018		
				25319	500.00
Check 24336 Total:					500.00
24337	15	One Call Concepts, Inc.	10/9/2018		
				8090429	2.20
				8090429	2.20
				8090429	2.20
Check 24337 Total:					6.60
24338	171	OR Dept. of Revenue - Fines	10/9/2018		
				sept2018	1,220.00
Check 24338 Total:					1,220.00
24339	139	Oregon Meter Repair	10/9/2018		
				1202564	246.00
Check 24339 Total:					246.00
24340	457	RCAC	10/9/2018		
				18-1570	10,972.74

Check	Vendor No	Vendor Name	Date	Invoice No	amount
Check 24340 Total:					10,972.74
24341	433	Springer Spray Service, INC	10/9/2018	25655	186.00
Check 24341 Total:					186.00
24342	496	Stayton Cooperative Telephon	10/9/2018	000587	12.50
				000587	15.00
				000587	15.00
Check 24342 Total:					42.50
24343	497	Stayton Rental and Repair	10/9/2018	111657/111662	85.00
Check 24343 Total:					85.00
24344	20	US BAnk - VISA	10/9/2018	09172018	240.46
				09172018	14.97
				09172018	50.00
				09172018	234.00
				09172018	234.00
Check 24344 Total:					773.43
24345	3	USA Blue Book	10/9/2018	684786	349.56
Check 24345 Total:					349.56
24346	16	Waterlab Corp	10/9/2018	75668	60.00
				75668	1,315.00
Check 24346 Total:					1,375.00
Report Total:					58,852.43



# General Ledger

## Period Budget Analysis

User: VickiEmery  
 Printed: 10/5/2018 - 8:35 AM  
 Period: Period 1 to 8, 2019  
 Budget Type: Full Year Budgeting



Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	8/12	Variance	% Var
Fund Number 10										
REVENUE										
10-10-4000	Beginning Balance	0.00	14,333.33	14,333.33	100.00	0.00	114,666.64	114,666.64	114,666.64	100.00
10-10-4010	Building Permits	0.00	1,250.00	1,250.00	100.00	10,494.59	10,000.00	10,000.00	-494.59	-4.95
10-10-4025	Fines	0.00	1,500.00	1,500.00	100.00	8,627.40	12,000.00	12,000.00	3,372.60	28.11
10-10-4030	Franchises	0.00	3,000.00	3,000.00	100.00	5,684.71	24,000.00	24,000.00	18,315.29	76.31
10-10-4035	Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-10-4050	Interest	0.00	66.25	66.25	100.00	868.95	530.00	530.00	-338.95	-63.95
10-10-4055	July 4th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-10-4060	Land Use Fees	0.00	833.33	833.33	100.00	3,275.00	6,666.64	6,666.64	3,391.64	50.87
10-10-4065	Licenses	0.00	33.33	33.33	100.00	15.00	266.64	266.64	251.64	94.37
10-10-4075	Lien Search	0.00	145.83	145.83	100.00	700.00	1,166.64	1,166.64	466.64	40.00
10-10-4085	Linn County Property Tax	0.00	25,184.75	25,184.75	100.00	11,887.05	201,478.00	201,478.00	189,590.95	94.10
10-10-4090	Liquor/Cig./Marijuana Tax	0.00	3,034.92	3,034.92	100.00	7,522.78	24,279.36	24,279.36	16,756.58	69.02
10-10-4095	Marion County Property Tax	0.00	6,918.75	6,918.75	100.00	2,900.01	55,350.00	55,350.00	52,449.99	94.76
10-10-4100	Miscellaneous	0.00	500.00	500.00	100.00	293.49	4,000.00	4,000.00	3,706.51	92.66
10-10-4150	State Rev. Sharing	0.00	1,291.67	1,291.67	100.00	4,969.10	10,333.36	10,333.36	5,364.26	51.91
REVENUE Totals:		0.00	58,092.16	58,092.16	100.00	57,238.08	464,737.28	464,737.28	407,499.20	87.68
EXPENSE										
10-10-7025	Computer	0.00	0.00	0.00	0.00	1,940.62	0.00	0.00	-1,940.62	0.00
10-10-7070	Miscellaneous	0.00	416.67	416.67	100.00	0.00	3,333.36	3,333.36	3,333.36	100.00
10-10-7080	Parks	0.00	775.00	775.00	100.00	10,986.37	6,200.00	6,200.00	-4,786.37	-77.20
10-10-8100	Contingency	0.00	3,772.67	3,772.67	100.00	0.00	30,181.36	30,181.36	30,181.36	100.00
10-10-9000	Unappropriated Funds	0.00	6,250.00	6,250.00	100.00	0.00	50,000.00	50,000.00	50,000.00	100.00
10-10-8030	Interfund Loan Payment	0.00	1,380.25	1,380.25	100.00	0.00	11,042.00	11,042.00	11,042.00	100.00
10-10-8210	To Equipment Reserve	0.00	833.33	833.33	100.00	0.00	6,666.64	6,666.64	6,666.64	100.00
10-10-6010	Audit	0.00	500.00	500.00	100.00	1,700.00	4,000.00	4,000.00	2,300.00	57.50
10-10-6015	Building Maintenance	0.00	250.00	250.00	100.00	108.00	2,000.00	2,000.00	1,892.00	94.60
10-10-6020	Building Permits	0.00	2,083.33	2,083.33	100.00	23,586.58	16,666.64	16,666.64	-6,919.94	-41.52
10-10-6045	Computer Expense	0.00	333.33	333.33	100.00	0.00	2,666.64	2,666.64	2,666.64	100.00
10-10-6050	Consulting	0.00	0.00	0.00	0.00	9,060.63	0.00	0.00	-9,060.63	0.00
10-10-6055	Contracts	0.00	2,375.00	2,375.00	100.00	58,695.00	19,000.00	19,000.00	-39,695.00	-208.92
10-10-6060	Copier	0.00	250.00	250.00	100.00	579.07	2,000.00	2,000.00	1,420.93	71.05
10-10-6065	Court Expense	0.00	1,200.00	1,200.00	100.00	4,300.50	9,600.00	9,600.00	5,299.50	55.20
10-10-6070	Donations	0.00	166.67	166.67	100.00	0.00	1,333.36	1,333.36	1,333.36	100.00
10-10-6075	Dues & Memberships	0.00	275.00	275.00	100.00	832.03	2,200.00	2,200.00	1,367.97	62.18

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
10-10-6080	Elections	0.00	8.33	8.33	100.00	0.00	66.64	66.64	100.00
10-10-6085	Engineering & Design	0.00	625.00	625.00	100.00	255.00	5,000.00	4,745.00	94.90
10-10-6095	Events	0.00	458.33	458.33	100.00	0.00	3,666.64	3,666.64	100.00
10-10-6110	Fuel	0.00	133.33	133.33	100.00	443.85	1,066.64	622.79	58.39
10-10-6145	Insurance	0.00	500.00	500.00	100.00	7,766.02	4,000.00	-3,766.02	-94.15
10-10-6160	Legal	0.00	2,131.25	2,131.25	100.00	6,276.56	17,050.00	10,773.44	63.19
10-10-6165	Maint & Repair	0.00	916.67	916.67	100.00	2,785.53	7,333.36	4,547.83	62.02
10-10-6170	Miscellaneous	0.00	666.67	666.67	100.00	470.67	5,333.36	4,862.69	91.17
10-10-6185	Office Supplies	0.00	187.50	187.50	100.00	876.37	1,500.00	623.63	41.58
10-10-6195	Phones	0.00	291.67	291.67	100.00	765.91	2,333.36	1,567.45	67.18
10-10-6200	Planning Expense	0.00	16.67	16.67	100.00	0.00	133.36	133.36	100.00
10-10-6205	Postage	0.00	229.17	229.17	100.00	387.45	1,833.36	1,445.91	78.87
10-10-6210	Printing	0.00	83.33	83.33	100.00	164.00	666.64	502.64	75.40
10-10-6240	Schools/Mileage	0.00	145.83	145.83	100.00	123.51	1,166.64	1,043.13	89.41
10-10-6280	Utilities	0.00	500.00	500.00	100.00	968.97	4,000.00	3,031.03	75.78
10-10-5010	City Recorder	0.00	1,858.33	1,858.33	100.00	6,433.06	14,866.64	8,433.58	56.73
10-10-5020	Clerk (UB & Court)	0.00	375.00	375.00	100.00	1,120.67	3,000.00	1,879.33	62.64
10-10-5030	Extra Hire	0.00	275.00	275.00	100.00	0.00	2,200.00	2,200.00	100.00
10-10-5040	Finance Clerk	0.00	900.00	900.00	100.00	3,074.72	7,200.00	4,125.28	57.30
10-10-5050	Judge	0.00	758.33	758.33	100.00	2,406.90	6,066.64	3,659.74	60.33
10-10-5060	Meter Reader	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-10-5070	Part Time	0.00	208.33	208.33	100.00	823.69	1,666.64	842.95	50.58
10-10-5075	PW Supervisor	0.00	525.00	525.00	100.00	1,631.65	4,200.00	2,568.35	61.15
10-10-5080	Utility Maintenance Work	0.00	1,375.00	1,375.00	100.00	4,187.27	11,000.00	6,812.73	61.93
10-10-5500	Payroll Costs	0.00	3,795.83	3,795.83	100.00	11,810.42	30,366.64	18,556.22	61.11
EXPENSE Totals:		0.00	37,825.82	37,825.82	100.00	164,561.02	302,606.56	138,045.54	45.62
Fund Number									
20									
REVENUE									
20-20-4000	Beginning Balance	0.00	16,304.42	16,304.42	100.00	0.00	130,435.36	130,435.36	100.00
20-20-4030	Franchises	0.00	4,666.67	4,666.67	100.00	12,994.71	37,333.36	24,338.65	65.19
20-20-4035	Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-20-4050	Interest	0.00	81.50	81.50	100.00	1,049.94	652.00	-397.94	-61.03
20-20-4100	Miscellaneous	0.00	8.33	8.33	100.00	0.00	66.64	66.64	100.00
20-20-4145	State Highway Tax	0.00	11,234.42	11,234.42	100.00	33,399.02	89,875.36	56,476.34	62.84
20-20-4510	Transfer- General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE Totals:		0.00	32,295.34	32,295.34	100.00	47,443.67	258,362.72	210,919.05	81.64
EXPENSE									
20-20-7025	Computer	0.00	0.00	0.00	0.00	1,164.38	0.00	-1,164.38	0.00
20-20-7070	Miscellaneous	0.00	2,083.33	2,083.33	100.00	0.00	16,666.64	16,666.64	100.00
20-20-7140	Storm Swr & Drainage	0.00	833.33	833.33	100.00	1,243.00	6,666.64	5,423.64	81.35
20-20-8100	Contingency	0.00	2,434.92	2,434.92	100.00	0.00	19,479.36	19,479.36	100.00
20-20-9000	Unappropriated Funds	0.00	2,916.67	2,916.67	100.00	0.00	23,333.36	23,333.36	100.00
20-20-8210	To Equip Reserve	0.00	1,666.67	1,666.67	100.00	0.00	13,333.36	13,333.36	100.00
20-20-8225	To RR Bridge Fund	0.00	2,791.67	2,791.67	100.00	0.00	22,333.36	22,333.36	100.00
20-20-8250	To Street Res Fund	0.00	8,333.33	8,333.33	100.00	0.00	66,666.64	66,666.64	100.00



Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
20-20-5500	Payroll Costs	0.00	1,816.67	1,816.67	100.00	5,753.28	14,533.36	8,780.08	60.41
20-20-6045	Computer Expense	0.00	125.00	125.00	100.00	0.00	1,000.00	1,000.00	100.00
20-20-6050	Consulting	0.00	231.25	231.25	100.00	4,067.20	1,850.00	-2,217.20	-119.85
20-20-6085	Engineering & Design	0.00	1,041.67	1,041.67	100.00	16,595.00	8,333.36	-8,261.64	-99.14
20-20-6100	Facility Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-20-6110	Fuel	0.00	125.00	125.00	100.00	337.10	1,000.00	662.90	66.29
20-20-6145	Insurance	0.00	83.33	83.33	100.00	1,406.32	666.64	-739.68	-110.96
20-20-6155	Lights - Street	0.00	2,583.33	2,583.33	100.00	7,488.62	20,666.64	13,178.02	63.76
20-20-6165	Maintenance & Repair	0.00	1,333.33	1,333.33	100.00	6,112.81	10,666.64	4,553.83	42.69
20-20-6170	Miscellaneous	0.00	166.67	166.67	100.00	276.81	1,333.36	1,056.55	79.24
20-20-6245	Sidewalks & Paths	0.00	416.67	416.67	100.00	67.35	3,333.36	3,266.01	97.98
20-20-6265	Uniforms	0.00	8.33	8.33	100.00	0.00	66.64	66.64	100.00
20-20-5010	City Recorder	0.00	266.67	266.67	100.00	918.99	2,133.36	1,214.37	56.92
20-20-5020	Clerk (UB & Court)	0.00	375.00	375.00	100.00	1,120.65	3,000.00	1,879.35	62.65
20-20-5030	Extra Hire	0.00	41.67	41.67	100.00	0.00	333.36	333.36	100.00
20-20-5040	Finance Clerk	0.00	133.33	133.33	100.00	439.28	1,066.64	627.36	58.82
20-20-5060	Meter Reader	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-20-5070	Part Time	0.00	37.50	37.50	100.00	823.69	300.00	-523.69	-174.56
20-20-5075	PW Supervisor	0.00	1,041.67	1,041.67	100.00	3,263.27	8,333.36	5,070.09	60.84
20-20-5080	Utility Maint Worker	0.00	783.33	783.33	100.00	2,392.71	6,266.64	3,873.93	61.82
EXPENSE Totals:		0.00	31,670.34	31,670.34	100.00	53,470.46	253,362.72	199,892.26	78.90
Fund Number									
30									
REVENUE									
30-30-4000	Beginning Balance	0.00	9,668.08	9,668.08	100.00	0.00	77,344.64	77,344.64	100.00
30-30-4015	Water Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-30-4020	Water Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-30-4050	Interest	0.00	48.33	48.33	100.00	922.02	386.64	-535.38	-138.47
30-30-4100	Miscellaneous	0.00	83.33	83.33	100.00	6,644.71	666.64	-5,978.07	-896.75
30-30-4105	Monthly Charges	0.00	29,104.17	29,104.17	100.00	120,791.35	232,833.36	112,042.01	48.12
30-30-4110	Other Funding Sources	0.00	450.00	450.00	100.00	3,657.00	3,600.00	-57.00	-1.58
30-30-4510	Transfer - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-30-4570	Transfer - Res Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE Totals:		0.00	39,353.91	39,353.91	100.00	132,015.08	314,831.28	182,816.20	58.07
EXPENSE									
30-30-7025	Computer	0.00	0.00	0.00	0.00	2,328.75	0.00	-2,328.75	0.00
30-30-7050	Hydrants	0.00	208.33	208.33	100.00	0.00	1,666.64	1,666.64	100.00
30-30-7160	Water Plant	0.00	625.00	625.00	100.00	3,000.00	5,000.00	2,000.00	40.00
30-30-8100	Contingency	0.00	2,828.92	2,828.92	100.00	0.00	22,631.36	22,631.36	100.00
30-30-9000	Unappropriated Funds	0.00	3,333.33	3,333.33	100.00	0.00	26,666.64	26,666.64	100.00
30-30-8205	Bonded Debt	0.00	12,916.67	12,916.67	100.00	0.00	103,333.36	103,333.36	100.00
30-30-8210	Equipment Reserve	0.00	833.33	833.33	100.00	0.00	6,666.64	6,666.64	100.00
30-30-6010	Audit	0.00	458.33	458.33	100.00	1,650.00	3,666.64	2,016.64	55.00
30-30-6030	Chemicals	0.00	208.33	208.33	100.00	625.01	1,666.64	1,041.63	62.50
30-30-6045	Computer Expense	0.00	208.33	208.33	100.00	0.00	1,666.64	1,666.64	100.00
30-30-6050	Consultant	0.00	875.00	875.00	100.00	17,488.04	7,000.00	-10,488.04	-149.83

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
30-30-6060	Copier	0.00	141.67	141.67	100.00	578.98	1,133.36	554.38	48.91
30-30-6085	Engineering & Design	0.00	583.33	583.33	100.00	170.00	4,666.64	4,496.64	96.36
30-30-6110	Fuel	0.00	208.33	208.33	100.00	741.26	1,666.64	925.38	55.52
30-30-6130	Hookup	0.00	62.50	62.50	100.00	161.90	500.00	338.10	67.62
30-30-6145	Insurance	0.00	333.33	333.33	100.00	5,400.18	2,666.64	-2,733.54	-102.51
30-30-6150	Lab Expense	0.00	562.50	562.50	100.00	870.00	4,500.00	3,630.00	80.67
30-30-6160	Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-30-6165	Maint & Repair	0.00	458.33	458.33	100.00	640.40	3,666.64	3,026.24	82.53
30-30-6170	Miscellaneous	0.00	166.67	166.67	100.00	11.67	1,333.36	1,321.69	99.12
30-30-6185	Office Supplies	0.00	208.33	208.33	100.00	562.75	1,666.64	1,103.89	66.23
30-30-6195	Phones	0.00	270.83	270.83	100.00	852.69	2,166.64	1,313.95	60.64
30-30-6200	Planning Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-30-6205	Postage	0.00	275.00	275.00	100.00	558.59	2,200.00	1,641.41	74.61
30-30-6210	Printing	0.00	83.33	83.33	100.00	38.00	666.64	628.64	94.30
30-30-6215	Refunds	0.00	16.67	16.67	100.00	10.60	133.36	122.76	92.05
30-30-6255	Tools	0.00	33.33	33.33	100.00	0.00	266.64	266.64	100.00
30-30-6260	Training	0.00	166.67	166.67	100.00	882.31	1,333.36	451.05	33.83
30-30-6265	Uniforms	0.00	8.33	8.33	100.00	0.00	66.64	66.64	100.00
30-30-6270	Utilities	0.00	1,041.67	1,041.67	100.00	2,299.31	8,333.36	6,034.05	72.41
30-30-6275	Lines/Paving	0.00	125.00	125.00	100.00	80.00	1,000.00	920.00	92.00
30-30-6280	System Supplies	0.00	625.00	625.00	100.00	7,274.70	5,000.00	-2,274.70	-45.49
30-30-5010	City Recorder	0.00	1,600.00	1,600.00	100.00	5,514.03	12,800.00	7,285.97	56.92
30-30-5020	Clerk (UB & Court)	0.00	1,479.17	1,479.17	100.00	4,482.59	11,833.36	7,350.77	62.12
30-30-5030	Extra Hire	0.00	125.00	125.00	100.00	0.00	1,000.00	1,000.00	100.00
30-30-5040	Finance Clerk	0.00	775.00	775.00	100.00	2,635.54	6,200.00	3,564.46	57.49
30-30-5050	Judge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-30-5060	Meter Reader	0.00	550.00	550.00	100.00	824.24	4,400.00	3,575.76	81.27
30-30-5070	Part Time	0.00	150.00	150.00	100.00	549.15	1,200.00	650.85	54.24
30-30-5075	PW Supervisor	0.00	1,300.00	1,300.00	100.00	4,079.11	10,400.00	6,320.89	60.78
30-30-5080	Utility Maint Worker	0.00	791.67	791.67	100.00	2,392.70	6,333.36	3,940.66	62.22
30-30-5500	Payroll Costs	0.00	4,716.67	4,716.67	100.00	14,166.05	37,733.36	23,567.31	62.46
EXPENSE Totals:		0.00	39,353.90	39,353.90	100.00	80,868.55	314,831.20	233,962.65	74.31
Fund Number	40								
REVENUE									
40-40-4000	Beginning Balance	0.00	12,666.67	12,666.67	100.00	0.00	101,333.36	101,333.36	100.00
40-40-4020	Sewer Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-40-4050	Interest	0.00	59.75	59.75	100.00	449.28	478.00	28.72	6.01
40-40-4100	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-40-4105	Monthly Charges	0.00	34,958.33	34,958.33	100.00	112,279.01	279,666.64	167,387.63	59.85
40-40-4510	Transfer - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-40-4570	Transfer - Res Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE Totals:		0.00	47,684.75	47,684.75	100.00	112,728.29	381,478.00	268,749.71	70.45
EXPENSE									
40-40-7010	Bldgs & Facilities	0.00	583.33	583.33	100.00	0.00	4,666.64	4,666.64	100.00
40-40-7025	Computer	0.00	0.00	0.00	0.00	2,328.75	0.00	-2,328.75	0.00



Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
40-40-7100	Pump Station	0.00	833.33	833.33	100.00	0.00	6,666.64	6,666.64	100.00
40-40-8100	Contingency	0.00	2,793.92	2,793.92	100.00	0.00	22,351.36	22,351.36	100.00
40-40-9000	Unappropriated Funds	0.00	5,833.33	5,833.33	100.00	0.00	46,666.64	46,666.64	100.00
40-40-8205	Transfer to Bonded Debt	0.00	13,333.33	13,333.33	100.00	0.00	106,666.64	106,666.64	100.00
40-40-8210	Equipment Reserve	0.00	833.33	833.33	100.00	0.00	6,666.64	6,666.64	100.00
40-40-8235	Sewer Reserve	0.00	1,666.67	1,666.67	100.00	0.00	13,333.36	13,333.36	100.00
40-40-6010	Audit	0.00	458.33	458.33	100.00	1,650.00	3,666.64	2,016.64	55.00
40-40-6045	Computer Expense	0.00	208.33	208.33	100.00	0.00	1,666.64	1,666.64	100.00
40-40-6050	Consultant	0.00	375.00	375.00	100.00	6,674.53	3,000.00	-3,674.53	-122.48
40-40-6060	Copier	0.00	166.67	166.67	100.00	578.89	1,333.36	754.47	56.58
40-40-6085	Engineering & Design	0.00	416.67	416.67	100.00	255.00	3,333.36	3,078.36	92.35
40-40-6090	Equipment Maintenance	0.00	41.67	41.67	100.00	0.00	333.36	333.36	100.00
40-40-6100	Facility Maintenance	0.00	416.67	416.67	100.00	3,250.50	3,333.36	82.86	2.49
40-40-6105	Fees	0.00	166.67	166.67	100.00	853.00	1,333.36	480.36	36.03
40-40-6110	Fuel	0.00	308.33	308.33	100.00	741.28	2,466.64	1,725.36	69.95
40-40-6130	Hookup	0.00	20.83	20.83	100.00	0.00	166.64	166.64	100.00
40-40-6145	Insurance	0.00	375.00	375.00	100.00	6,002.54	3,000.00	-3,002.54	-100.08
40-40-6150	Lab Expense	0.00	375.00	375.00	100.00	3,385.00	3,000.00	-385.00	-12.83
40-40-6160	Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-40-6165	Maintenance & Repair	0.00	1,041.67	1,041.67	100.00	1,735.99	8,333.36	6,597.37	79.17
40-40-6170	Miscellaneous	0.00	208.33	208.33	100.00	13.71	1,666.64	1,652.93	99.18
40-40-6185	Office Supplies	0.00	166.67	166.67	100.00	600.71	1,333.36	732.65	54.95
40-40-6195	Phones	0.00	291.67	291.67	100.00	852.68	2,333.36	1,480.68	63.46
40-40-6200	Planning Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-40-6205	Postage	0.00	225.00	225.00	100.00	558.59	1,800.00	1,241.41	68.97
40-40-6210	Printing	0.00	83.33	83.33	100.00	38.00	666.64	628.64	94.30
40-40-6250	Sludge Management	0.00	2,250.00	2,250.00	100.00	8,884.50	18,000.00	9,115.50	50.64
40-40-6260	Training	0.00	145.83	145.83	100.00	828.31	1,166.64	338.33	29.00
40-40-6265	Uniforms	0.00	8.33	8.33	100.00	0.00	66.64	66.64	100.00
40-40-6270	Utilities	0.00	1,041.67	1,041.67	100.00	3,299.72	8,333.36	5,033.64	60.40
40-40-6280	System Supplies	0.00	83.33	83.33	100.00	69.99	666.64	596.65	89.50
40-40-5010	City Recorder	0.00	1,600.00	1,600.00	100.00	5,514.07	12,800.00	7,285.93	56.92
40-40-5020	Clerk (UB & Court)	0.00	1,479.17	1,479.17	100.00	4,482.62	11,833.36	7,350.74	62.12
40-40-5030	Extra Hire	0.00	166.67	166.67	100.00	0.00	1,333.36	1,333.36	100.00
40-40-5040	Finance Clerk	0.00	766.67	766.67	100.00	2,635.55	6,133.36	3,497.81	57.03
40-40-5050	Judge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-40-5060	Meter Reader	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-40-5070	Part Time	0.00	116.67	116.67	100.00	549.14	933.36	384.22	41.17
40-40-5075	PW Supervisor	0.00	2,350.00	2,350.00	100.00	7,342.40	18,800.00	11,457.60	60.94
40-40-5080	Utility Maint Worker	0.00	983.33	983.33	100.00	2,990.90	7,866.64	4,875.74	61.98
40-40-5500	Payroll Costs	0.00	5,470.00	5,470.00	100.00	16,575.40	43,760.00	27,184.60	62.12
EXPENSE Totals:		0.00	47,684.75	47,684.75	100.00	82,691.77	381,478.00	298,786.23	78.32
Fund Number	50								
REVENUE									
50-50-4000	Beginning Balance	0.00	24,125.00	24,125.00	100.00	0.00	193,000.00	193,000.00	100.00
50-50-4035	Grants	0.00	4,166.67	4,166.67	100.00	0.00	33,333.36	33,333.36	100.00

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
50-50-4050	Interest	0.00	116.25	116.25	100.00	1,518.19	930.00	-588.19	-63.25
50-50-4100	Miscellaneous	0.00	0.00	0.00	0.00	-2.00	0.00	2.00	0.00
50-50-4130	SOB Revenue	0.00	1,041.67	1,041.67	100.00	2.00	8,333.36	8,331.36	99.98
50-50-4520	Transfer - Street Fund	0.00	2,791.67	2,791.67	100.00	0.00	22,333.36	22,333.36	100.00
	REVENUE Totals:	0.00	32,241.26	32,241.26	100.00	1,518.19	257,930.08	256,411.89	99.41
EXPENSE									
50-50-7070	Miscellaneous	0.00	2,083.33	2,083.33	100.00	0.00	16,666.64	16,666.64	100.00
50-50-7125	Special Projects	0.00	25,000.00	25,000.00	100.00	0.00	200,000.00	200,000.00	100.00
50-50-6005	Administration	0.00	2,083.33	2,083.33	100.00	627.45	16,666.64	16,039.19	96.24
50-50-6085	Engineering & Design	0.00	2,083.33	2,083.33	100.00	0.00	16,666.64	16,666.64	100.00
50-50-6235	SOB Expense	0.00	991.25	991.25	100.00	50.00	7,930.00	7,880.00	99.37
	EXPENSE Totals:	0.00	32,241.24	32,241.24	100.00	677.45	257,929.92	257,252.47	99.74
Fund Number 55									
REVENUE									
55-55-4000	Beginning Balance	0.00	4,203.92	4,203.92	100.00	0.00	33,631.36	33,631.36	100.00
55-55-4050	Interest	0.00	21.00	21.00	100.00	278.96	168.00	-110.96	-66.05
55-55-4140	Skate Park Revenue	0.00	125.00	125.00	100.00	0.00	1,000.00	1,000.00	100.00
	REVENUE Totals:	0.00	4,349.92	4,349.92	100.00	278.96	34,799.36	34,520.40	99.20
EXPENSE									
55-55-7130	Skate Park	0.00	2,916.67	2,916.67	100.00	0.00	23,333.36	23,333.36	100.00
55-55-9000	Unappropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55-55-6005	Administrative Costs	0.00	166.67	166.67	100.00	112.50	1,333.36	1,220.86	91.56
55-55-6085	Engineering & Design	0.00	1,250.00	1,250.00	100.00	2,485.00	10,000.00	7,515.00	75.15
55-55-6170	Miscellaneous	0.00	16.58	16.58	100.00	0.00	132.64	132.64	100.00
	EXPENSE Totals:	0.00	4,349.92	4,349.92	100.00	2,597.50	34,799.36	32,201.86	92.54
Fund Number 60									
REVENUE									
60-60-4000	Beginning Balance	0.00	4,519.75	4,519.75	100.00	0.00	36,158.00	36,158.00	100.00
60-60-4050	Interest	0.00	22.50	22.50	100.00	333.27	180.00	-153.27	-85.15
	REVENUE Totals:	0.00	4,542.25	4,542.25	100.00	333.27	36,338.00	36,004.73	99.08
EXPENSE									
60-60-7030	Construction	0.00	2,500.00	2,500.00	100.00	0.00	20,000.00	20,000.00	100.00
60-60-8100	Contingency	0.00	792.25	792.25	100.00	0.00	6,338.00	6,338.00	100.00
60-60-6005	Administration	0.00	416.67	416.67	100.00	0.00	3,333.36	3,333.36	100.00
60-60-6085	Engineering & Design	0.00	833.33	833.33	100.00	0.00	6,666.64	6,666.64	100.00
60-60-6170	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	EXPENSE Totals:	0.00	4,542.25	4,542.25	100.00	0.00	36,338.00	36,338.00	100.00
Fund Number 65									
REVENUE									



Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
65-65-4000	Beginning Balance	0.00	10,668.08	10,668.08	100.00	0.00	85,344.64	85,344.64	100.00
65-65-4050	Interest	0.00	49.17	49.17	100.00	657.89	393.36	-264.53	-67.25
65-65-4080	Lien Payment	0.00	41.67	41.67	100.00	600.00	333.36	-266.64	-79.99
65-65-4510	Transfer - General Fund	0.00	1,380.25	1,380.25	100.00	0.00	11,042.00	11,042.00	100.00
REVENUE Totals:		0.00	12,139.17	12,139.17	100.00	1,257.89	97,113.36	95,855.47	98.70
EXPENSE									
65-65-8100	Contingency	0.00	1,722.50	1,722.50	100.00	0.00	13,780.00	13,780.00	100.00
65-65-6005	Administrative Costs	0.00	1,250.00	1,250.00	100.00	0.00	10,000.00	10,000.00	100.00
65-65-6040	Code Enforcement	0.00	2,916.67	2,916.67	100.00	0.00	23,333.36	23,333.36	100.00
65-65-6135	Housing Loans	0.00	6,250.00	6,250.00	100.00	0.00	50,000.00	50,000.00	100.00
EXPENSE Totals:		0.00	12,139.17	12,139.17	100.00	0.00	97,113.36	97,113.36	100.00
Fund Number									
70									
REVENUE									
70-71-4000	Beginning Balance	0.00	43,003.25	43,003.25	100.00	0.00	344,026.00	344,026.00	100.00
70-71-4015	Endowment Funds	0.00	9,593.25	9,593.25	100.00	120,321.81	76,746.00	-43,575.81	-56.78
70-71-4050	Interest	0.00	215.00	215.00	100.00	4,266.99	1,720.00	-2,546.99	-148.08
70-71-4135	SDC Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-71-4540	Transfer - Sewer Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-72-4000	Beginning Balance	0.00	23,130.75	23,130.75	100.00	0.00	185,046.00	185,046.00	100.00
70-72-4050	Interest	0.00	115.67	115.67	100.00	1,547.82	925.36	-622.46	-67.27
70-72-4100	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-72-4135	SDC	0.00	750.00	750.00	100.00	0.00	6,000.00	6,000.00	100.00
70-73-4000	Beginning Balance	0.00	22,527.25	22,527.25	100.00	0.00	180,218.00	180,218.00	100.00
70-73-4035	Grants	0.00	8,333.33	8,333.33	100.00	0.00	66,666.64	66,666.64	100.00
70-73-4050	Interest	0.00	112.67	112.67	100.00	1,281.21	901.36	-379.85	-42.14
70-73-4520	Transfer - Street Fund	0.00	8,333.33	8,333.33	100.00	0.00	66,666.64	66,666.64	100.00
70-74-4000	Beginning Balance	0.00	11,975.33	11,975.33	100.00	0.00	95,802.64	95,802.64	100.00
70-74-4035	Grants	0.00	1,666.67	1,666.67	100.00	0.00	13,333.36	13,333.36	100.00
70-74-4050	Interest	0.00	59.92	59.92	100.00	813.41	479.36	-334.05	-69.69
70-74-4135	SDC Revenue	0.00	270.33	270.33	100.00	0.00	2,162.64	2,162.64	100.00
70-74-4540	Transfer - Sewer Fund	0.00	1,666.67	1,666.67	100.00	0.00	13,333.36	13,333.36	100.00
70-75-4000	Beginning Balance	0.00	7,322.25	7,322.25	100.00	0.00	58,578.00	58,578.00	100.00
70-75-4050	Interest	0.00	36.58	36.58	100.00	503.59	292.64	-210.95	-72.09
70-75-4510	From General Fund	0.00	833.33	833.33	100.00	0.00	6,666.64	6,666.64	100.00
70-75-4520	From Street Fund	0.00	1,666.67	1,666.67	100.00	0.00	13,333.36	13,333.36	100.00
70-75-4530	From Water Fund	0.00	833.33	833.33	100.00	0.00	6,666.64	6,666.64	100.00
70-75-4540	From Sewer Fund	0.00	833.33	833.33	100.00	0.00	6,666.64	6,666.64	100.00
REVENUE Totals:		0.00	143,278.91	143,278.91	100.00	128,734.83	1,146,231.28	1,017,496.45	88.77
EXPENSE									
70-71-7010	Bldgs & Facilities	0.00	1,250.00	1,250.00	100.00	0.00	10,000.00	10,000.00	100.00
70-71-7090	Public Works	0.00	36,666.67	36,666.67	100.00	0.00	293,333.36	293,333.36	100.00
70-71-7125	Special Projects	0.00	7,500.00	7,500.00	100.00	0.00	60,000.00	60,000.00	100.00
70-71-9000	Unappropriated Funds	0.00	2,394.83	2,394.83	100.00	0.00	19,158.64	19,158.64	100.00
70-71-6085	Engineering & Design	0.00	2,083.33	2,083.33	100.00	0.00	16,666.64	16,666.64	100.00

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
70-71-6100	Facility Maintenance	0.00	2,083.33	2,083.33	100.00	8,595.43	16,666.64	8,071.21	48.43
70-71-6160	Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-71-6170	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-71-6230	Santiam Blvd	0.00	833.33	833.33	100.00	5,250.00	6,666.64	1,416.64	21.25
70-72-7010	Bldgs & Facilities	0.00	1,666.67	1,666.67	100.00	0.00	13,333.36	13,333.36	100.00
70-72-7040	Equipment	0.00	2,083.33	2,083.33	100.00	0.00	16,666.64	16,666.64	100.00
70-72-7150	Water Lines	0.00	11,666.67	11,666.67	100.00	0.00	93,333.36	93,333.36	100.00
70-72-8100	Contingency	0.00	5,996.42	5,996.42	100.00	0.00	47,971.36	47,971.36	100.00
70-72-6005	Administration	0.00	83.33	83.33	100.00	0.00	666.64	666.64	100.00
70-72-6085	Engineering & Design	0.00	2,500.00	2,500.00	100.00	0.00	20,000.00	20,000.00	100.00
70-73-7120	Sidewalks/Ped Path	0.00	1,250.00	1,250.00	100.00	0.00	10,000.00	10,000.00	100.00
70-73-7125	Special Projects	0.00	8,333.33	8,333.33	100.00	0.00	66,666.64	66,666.64	100.00
70-73-7145	Street Repair	0.00	10,416.67	10,416.67	100.00	0.00	83,333.36	83,333.36	100.00
70-73-9000	Unappropriated Funds	0.00	348.25	348.25	100.00	0.00	2,786.00	2,786.00	100.00
70-73-6005	Administration	0.00	208.33	208.33	100.00	0.00	1,666.64	1,666.64	100.00
70-73-6085	Engineering & Design	0.00	2,083.33	2,083.33	100.00	2,543.00	16,666.64	14,123.64	84.74
70-73-6120	Future Expenditures	0.00	4,166.67	4,166.67	100.00	0.00	33,333.36	33,333.36	100.00
70-74-7010	Bldgs & Facilities	0.00	6,250.00	6,250.00	100.00	0.00	50,000.00	50,000.00	100.00
70-74-7100	Pump Stations	0.00	1,666.67	1,666.67	100.00	0.00	13,333.36	13,333.36	100.00
70-74-7110	Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-74-8100	Contingency	0.00	4,221.33	4,221.33	100.00	0.00	33,770.64	33,770.64	100.00
70-74-8205	Transfer - Bonded Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-74-6005	Administration	0.00	416.67	416.67	100.00	0.00	3,333.36	3,333.36	100.00
70-74-6085	Engineering & Design	0.00	2,916.67	2,916.67	100.00	0.00	23,333.36	23,333.36	100.00
70-74-6170	Miscellaneous	0.00	167.58	167.58	100.00	0.00	1,340.64	1,340.64	100.00
70-74-6200	Planning Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-7040	Equipment	0.00	2,083.33	2,083.33	100.00	31,702.09	16,666.64	-15,035.45	-90.21
70-75-7090	Public Works	0.00	7,083.33	7,083.33	100.00	0.00	56,666.64	56,666.64	100.00
70-75-9000	Unappropriated Funds	0.00	2,358.83	2,358.83	100.00	0.00	18,870.64	18,870.64	100.00
EXPENSE Totals:		0.00	130,778.90	130,778.90	100.00	48,090.52	1,046,231.20	998,140.68	95.40
Fund Number	80								
REVENUE									
80-80-4000	Beginning Balance	0.00	11,162.33	11,162.33	100.00	0.00	89,298.64	89,298.64	100.00
80-80-4050	Interest	0.00	55.83	55.83	100.00	708.49	446.64	-261.85	-58.63
80-80-4530	Transfer - Water Fund	0.00	12,916.67	12,916.67	100.00	0.00	103,333.36	103,333.36	100.00
80-80-4540	Transfer - Sewer Fund	0.00	13,333.33	13,333.33	100.00	0.00	106,666.64	106,666.64	100.00
80-80-4570	Transfer - Res Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE Totals:		0.00	37,468.16	37,468.16	100.00	708.49	299,745.28	299,036.79	99.76
EXPENSE									
80-80-9000	Unappropriated Funds	0.00	10,962.42	10,962.42	100.00	0.00	87,699.36	87,699.36	100.00
80-80-8010	Bond Interest	0.00	3,951.58	3,951.58	100.00	0.00	31,612.64	31,612.64	100.00
80-80-8020	Bond Principle	0.00	20,329.25	20,329.25	100.00	0.00	162,634.00	162,634.00	100.00
EXPENSE Totals:		0.00	35,243.25	35,243.25	100.00	0.00	281,946.00	281,946.00	100.00
Report Totals:									

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	8/12	Variance	% Var
	Revenue Total:	0.00	411,445.83	411,445.83	100.00	482,256.75	3,291,566.64		2,809,309.89	85.35
	Expense Total:	0.00	375,829.54	375,829.54	100.00	432,957.27	3,006,636.32		2,573,679.05	85.60
	Income Total:	0.00	35,616.29			49,299.48	284,930.32			



Mill City  
Pumping Report - meter read date to meter read date

YEAR 2017						
Month	Gallons Billed Out	Dollars Billed Out	System Pumped	Total Gallons Avail for Sale	Gallons Avail Less Billed	% Unmetered Loss
DEC	3,932,984		5,555,000	5,555,000	1,622,016	29.20%
JAN	3,932,236		5,687,000	5,687,000	1,754,764	30.86%
FEB	3,307,656		4,632,000	4,632,000	1,324,344	28.59%
MAR	3,099,712		5,498,000	5,498,000	2,398,288	43.62%
APR	3,806,572		4,659,000	4,659,000	852,428	18.30%
MAY	3,150,576		6,041,000	6,041,000	2,890,424	47.85%
JUNE	4,790,940		6,563,000	6,563,000	1,772,060	27.00%
JULY	7,014,744		9,785,000	9,785,000	2,770,256	28.31%
AUG	7,638,576		9,099,000	9,099,000	1,460,424	16.05%
SEP	5,417,764		7,105,000	7,105,000	1,687,236	23.75%
OCT	4,055,656		5,379,000	5,379,000	1,323,344	24.60%
NOV	3,502,136		5,348,000	5,348,000	1,845,864	34.52%
DEC	3,463,988		5,286,000	5,286,000	1,822,012	34.47%
<b>TOTALS</b>	<b>57,113,540</b>	<b>\$0.00</b>	<b>80,637,000</b>	<b>80,637,000</b>	<b>21,901,444</b>	<b>27.16%</b>

year 2018						
Month	Gallons Billed Out	Dollars Billed Out	System Pumped	Total Gallons Avail for Sale	Gallons Avail Less Billed	% Unmetered Loss
DEC	3,463,988		5,286,000	5,286,000	1,822,012	34.47%
JAN	3,624,808		5,027,000	5,027,000	1,402,192	27.89%
FEB	3,532,804		5,387,000	5,387,000	1,854,196	34.42%
MAR	3,130,380		6,145,000	6,145,000	3,014,620	49.06%
APR	4,080,340		4,995,000	4,995,000	914,660	18.31%
MAY	3,646,500		6,616,000	6,616,000	2,969,500	44.88%
JUNE	5,638,424		7,720,000	7,720,000	2,081,576	26.96%
JULY	6,779,124		10,083,000	10,083,000	3,303,876	32.77%
AUG	7,571,256		9,276,000	9,276,000	1,704,744	18.38%
SEP	5,726,688		6,671,000	6,671,000	944,312	14.16%
OCT						
NOV						
DEC						
<b>TOTALS</b>	<b>47,194,312</b>		<b>67,206,000</b>	<b>67,206,000</b>	<b>20,011,688</b>	<b>29.78%</b>



***City of Mill City***  
P.O. Box 256  
Mill City, Oregon 97360  
Phone: 503-897-2302 Fax: 503-897-3499

## Memorandum

**Date:** October 6, 2018  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** **Old Business for September 11, 2018 Council Meeting**

**a. Public Works Building Update**

The Council directed staff to draft and issue an RFP for the public works building at the September 11, 2018 meeting. The final piece to the document was determining what location was to be used for the site plan. With the Council decision of retaining the south side of the well property as the site for the new building, a site plan was drawn up and included in the RFP.

The RFP includes additive alternates for site prep/grading, insulation, transfer switch connection, containment structure and demolition of the existing shop on Wall Street.

Proposals must be submitted by November 30, 2018 at 5:00 PM.

**Requested Action: None. Information Only.**

**b. Software Update**

The data pull for the utility billing component of the software update will take place on October 17<sup>th</sup>, at which point we will have to cease using the system for items that will make changes within it. On October 22<sup>nd</sup> Accela will, via teleconference, assist Utility Billing Clerk Kimberley Johnson with the “go live” portion of the update. This will include inputting all of the payments, work orders, etc. that came in between the 17<sup>th</sup> and 21<sup>st</sup> of the month. It will also include assisting with inputting meter reads and running the first billing in the new software.

We are hopeful that this will be a smooth process but as with most things, there will likely be a few kinks to work out in the first few months. Our current system as well as a test system for the new software will remain on the computers so prior history can be obtained and any problems researched as needed.

**Requested Action: None. Information Only.**

**c. Pacific Power Request for Easement**

On Friday, October 5<sup>th</sup>, Mayor Kirsch and I will meet with Pacific Power to walk the Mill City Falls site they hope to use for their electric charging stations. At that time we should be able to

obtain more detailed information about what they need to accommodate the spaces as well as what improvements they would do to obtain the easement and authorization to install on the City property.

A verbal report of this meeting will be provided at the October 9<sup>th</sup> Council meeting.

**Requested Action: Discussion.**

**d. Security Cameras**

Steve Burkleo, NSSD, advised that the purchase of the security cameras was authorized on his end and he expects to receive the equipment within the next week or so.

**Requested Action: None. Information Only.**

**e. Tiger Grant Update**

A teleconference was held with FWHA on September 26<sup>th</sup> to discuss the status of the Tiger Grant. Those participating went through the first draft of the grant agreement section by section. Modifications are being made to the document, including adding the City as either the sole grant recipient instead of Linn County, who was listed or including both as co-recipients. A firm decision was not made on how this would be done by FHWA during the discussion. What this means, however, is that the City will be required to comply with the single audit requirement for any fiscal year in which we expend over \$750,000.

The draft agreement has been sent to City Attorney Jim McGehee for review. Once the grant agreement is in a more finalized state I will provide a copy to Council for review. The final agreement will have to be approved by the Council and signed by the Mayor.

**Requested Action: None. Information Only.**

**f. Other**

**REQUEST FOR PROPOSAL  
DESIGN/BUILD SERVICES**

**MILL CITY PUBLIC WORKS  
BUILDING**



**CITY OF MILL CITY, LINN/MARION COUNTY  
OREGON**

## INTRODUCTION

This project calls for design assistance, production of building plans and construction of a new public works building for the City of Mill City. Engineering plans for a 4,000+ square foot pole building as well as a conceptual floor plan for an approximate 1,200 square foot administration area have been developed. A building site, located on SE 4<sup>th</sup> Avenue and SE Kingwood Avenue, Linn County Assessor's Map 093E32BA Tax Lot 3002, has been identified.

Construction of this structure is scheduled for spring 2018 with construction funds coming from City reserve and insurance coverage.

## SECTION 1 - GENERAL INFORMATION

### 1.1 - Scope of RFP

This RFP contains administrative and procedural information concerning instructions for preparation and submittal of proposals, an explanation of how proposals will be evaluated, and conditions which will be included in any contract which may be awarded as a result of the RFP.

Proposals being sought at this time are for design/build assistance based on the included engineered pole building plans and conceptual interior layout. Design proposals for this option should include a description of how the design phase relates to the construction of the structure.

### 1.2 - Closing Date for Submittal of Proposals

Submit one (1) electronic copy (CD Rom) and (1) hard copy or five (5) hard copies of your proposal in a sealed enveloped marked **"PROPOSAL FOR DESIGN SERVICES FOR THE MILL CITY PUBLIC WORKS BUILDING"** to:

Stacie Cook, MMC, City Recorder  
City of Mill City  
444 S 1<sup>st</sup> Ave.  
PO Box 256  
Mill City, OR 97360

Proposals must be received no later than **5:00 pm** (local time) on **November 30, 2018**. Respondents who wish to submit proposals by mail may do so at their own risk by mailing their proposal to the above address. The City assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered to City Hall, 444 S 1<sup>st</sup> Ave., by the above specified time and date will not be considered.

### 1.3 - Right to Award or Reject

All proposals will become part of the City's public record on this matter, without obligation to the City. This RFP does not commit the City of Mill City to award a contract. The City reserves the right to negotiate a contract conclusion with one of the proposers or reject any or all proposals. The City reserves the right to offer the contract to other than the low bidder based on other evaluation criteria.

#### **1.4 - Waiver of Informalities**

The City reserves the right to waive minor informalities contained in proposals, when, in the City's sole judgment, it is in the City's best interest to do so.

#### **1.5 - Incurring Costs**

The City is not liable for any cost incurred by respondents in the preparation or presentation of proposals.

#### **1.6 - Inquiries**

Questions concerning this Request for Proposals should be submitted to:

Stacie Cook, CMC, City Recorder  
PO Box 256  
Mill City, OR 97360  
scook@ci.mill-city.or.us  
(503) 897-2302

Written responses to questions will be posted on the City's website, [www.ci.mill-city.or.us](http://www.ci.mill-city.or.us).

#### **1.7 – Pre-Bid Meeting**

The City will hold a non-mandatory pre-bid meeting on **November 1, 2018**, at 444 S 1<sup>st</sup> Avenue, Mill City, OR, at 1:00p.m. to review the project.

## **SECTION 2 - PROPOSAL INSTRUCTIONS**

#### **2.1 - Required Information**

Proposals shall include, as a minimum, the following items:

- A. The name of the person(s) authorized to represent the Design/Build Team in negotiating and signing any contract which may result from the proposal.
- B. A statement that the Proposal includes all terms and conditions of the RFP.
- C. A proposed Scope of Work which includes the anticipated process to be used to develop the building design and construction plans by January 31, 2019.
- D. Project Schedule for completion of design, approval of plans, permitting and substantial completion of construction for occupancy by the City of Mill City.

- E. At least three (3) references of former clients for whom similar services have recently been provided. (Please include names and phone numbers.)
- F. The names of the professional persons who will perform the work and a current resume for each, including a description of qualifications, skills, and responsibilities in the project.
- G. A list of the tasks, responsibilities, and qualifications of any subcontractors proposed to be used on the project.
- H. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation or marital status.
- I. Fee schedule showing at a minimum the hourly rates for personnel and equipment which will be devoted to the project.

The selected firm will be expected to assist the City during the first 90 days by providing the following conceptual plan information:

- A. Grading Plan
- B. Site Plan, including utility information
- C. Elevation Drawings (front, sides and rear) if needed
- D. Floor Plan showing vehicle bays, equipment-signs-parts storage, restrooms and an administrative office.
- E. Building Construction Cost Estimates
- F. Value engineering proposals and alternatives for the site, project scope, site work and/or finish work which may be performed by the City of Mill City Public Works staff.

## **SECTION 3 - PROPOSAL EVALUATION**

### **3.1 - Minimum Qualifications**

The City will review proposals received to determine whether or not the proposer meets the following minimum qualifications:

- A. Engineering and/or technical staff licensed to work in the State of Oregon who can develop the requested plan documents.
- B. Having the financial resources for the performance of the contract or the ability to obtain such resources.

- C. Being an Equal Opportunity Employer and being otherwise qualified by law to enter into the contract.
- D. Comply with State of Oregon (BOLI) Prevailing Wage Rate Requirements.

### **3.2 - Evaluation Criteria**

Proposals which meet the minimum criteria established in Subsection 3.1 will be evaluated by the City using the following criteria:

- A. Specialized experience of the firm in the type of work to be performed.
- B. Qualifications and experience of the staff assigned by the firm to work on this project.
- C. Familiarity of the firm and proposed project team with the state and federal laws, regulations and standards which may be applicable in the development of the design and building plans.
- D. Past experience of the firm and project team members with relevant state and federal agencies.
- E. Past performance of the firm and project team members on similar contracts with cities.
- F. Quality of proposed scope of work.
- G. Time required to complete the work.
- H. Cost.

### **3.3 - Selection**

Final selection will be made by the City Council following review and ranking of the proposals by the Review Committee. Interviews may be conducted at the discretion of the City. After selection of a Design/Build Team, a contract will be negotiated with the selected firm. If an agreement cannot be negotiated, the City may proceed to negotiate a contract with another firm, beginning with the next highest-ranking firm.

### **3.4 - Contract Requirements**

It is the City's express desire to enter into a contract which includes all services necessary to complete this request for proposals.

The selected firm will be expected to sign a written contract which incorporates appropriate parts of this RFP and the selected firm's Proposal. The contract will also require that the selected firm comply with applicable federal and state laws, rules and regulations.

### **3.5 - Contract Award**

Contract award will be subject to approval of the City Council and its City Attorney.

## **SECTION 4-ATTACHMENTS**

The City of Mill City has prepared some conceptual plans for the project. They are provided in this RFP to provide information to the bidders and visual representations of the scope of the project which has been discussed by the City.

### **4.1 – Engineered Pole Building Plans (Full Size Avail. to Review at City Hall)**

### **4.2 - Conceptual Layout; Parcel**

### **4.3 - Conceptual Layout; Interior**

### **4.4 – Additive Alternates**

Depending on the cost of the project, the City may elect to add project elements. Additive alternates may include, but not be limited to,

- A. Site Preparation and Grading
- B. Building Insulation
- C. Transfer Switch Connection
- D. Containment Structure (if siting location allows)
- E. Demolition of Existing Shop Located at 128 NE Wall Street

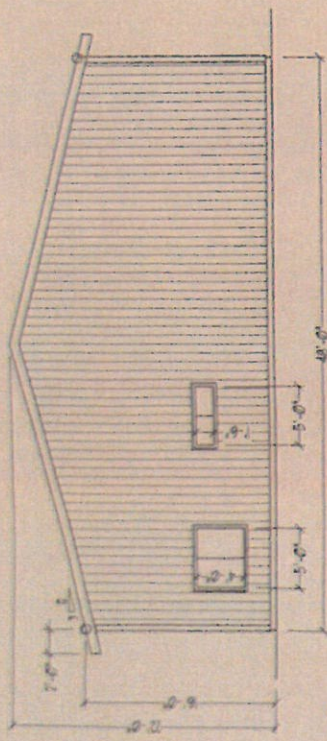
**The City of Mill City is an Equal Opportunity/Affirmative Action Employer.  
Women, minorities and disabled persons are encouraged to apply.**

**THIS ANNOUNCEMENT IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR  
REVOKED WITHOUT NOTICE**

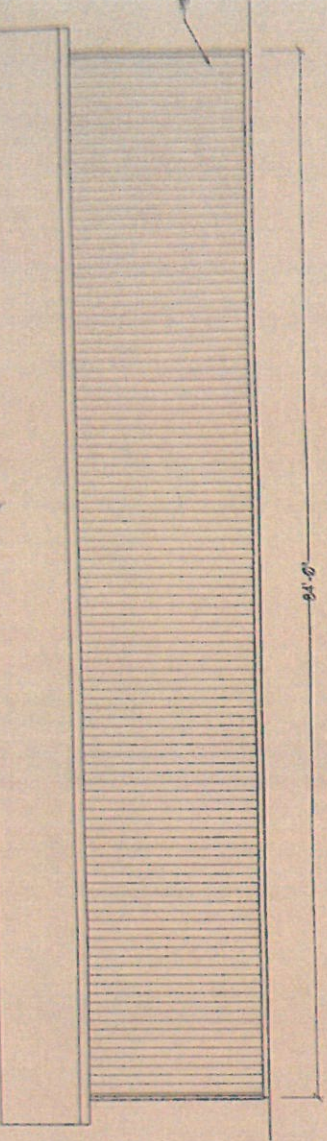


# H.1 ENGINEERED POLE BUILDING PLANS (1)

WALLS: STEEL ROOFING OVER 1" x 1" x 1/4" SIPS  
OVER 1/2" INS. ASTM FIBERGLASS  
ATTACH 1" x 1" x 1/4" SIPS AT 9' OC AT PURLINS AND RAFTERS

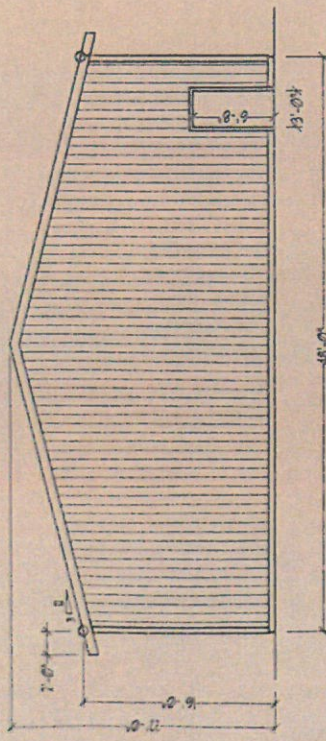


**RIGHT ELEVATION**  
1/8"=1'-0"

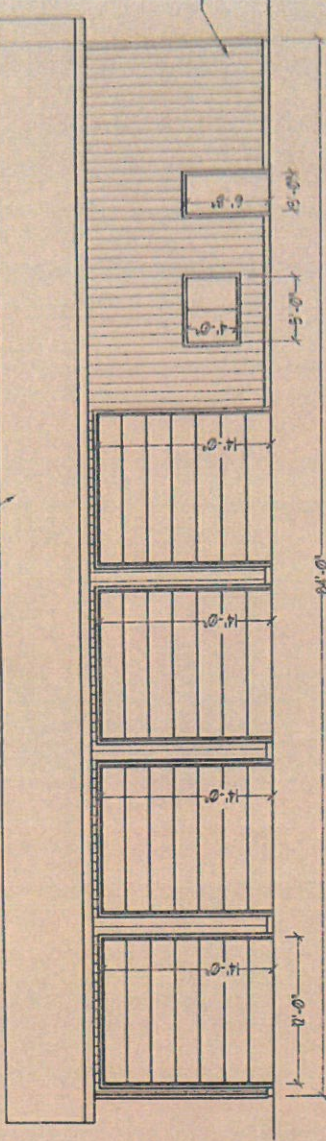


**BACK ELEVATION**  
1/8"=1'-0"

1/4" x 1/2" STEEL ROOFING OVER 1" x 1" x 1/4" SIPS  
OVER 1/2" INS. ASTM FIBERGLASS  
ATTACH 1" x 1" x 1/4" SIPS AT 9' OC AT PURLINS AND RAFTERS

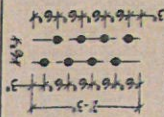


**LEFT ELEVATION**  
1/8"=1'-0"

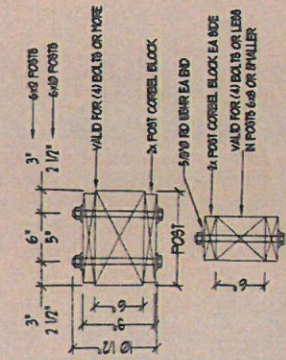


**FRONT ELEVATION**  
1/8"=1'-0"

**CORREL BLOCK BOLT SPACING**  
BOLT DISTANCE = 3'  
EDGE DISTANCE = 2 1/2" MIN  
VERT BOLT CTR TO CTR = 6"  
HORIZ BOLT LGTH = 6"



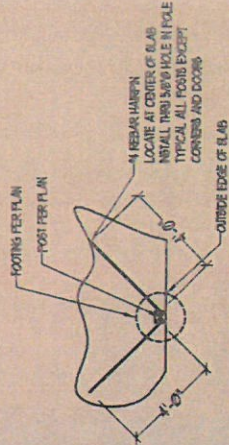
**SAMPLE BOLT SPACER FOR END**



**5/8" x 6" CORREL BLOCK BOLTS**  
1"=1'-0"

WALL CORREL BOLT TO END OF BLOCK  
W/ 1/4" x 1/2" x 1/4" SIPS

**A HAIRPIN DETAIL**  
SCALE 1/4"=1'-0"



CORREL BLOCK WALLS ARE FOR BECTION LOADS ONLY -  
BOLTS CARRY FINAL DEAD AND LIVE LOADS

2x6 UP 1" BLOCK EA SIDE OF POST  
w/ 1/4" x 1/2" x 1/4" SIPS  
TYPICAL AT ALL INTERIOR BAYS

2x6 10" LINE GIRT

2x6 PERLIN BLOCKS

2x6 PERLIN BLOCKS

2x6 PERLIN BLOCKS

ROOF CAP AT PEAK

2x6 CONTINUOUS BLOCKING NAILLED BETWEEN  
TRUSS RED MEMBERS w/ 1/4" x 1/2" x 1/4" SIPS  
AT ALL COMPRESSION RED TRUSSES  
AS INDICATED BY TRUSS MFR

PROVIDE LATERAL BRACING  
1x6 PER TRUSS MFR DRAWINGS

2x6 BARGE AFTER 1/4" RECD  
TRUSS LOCK FOR RAKE

2x6 PERLIN BLOCKS

2x6 PERLIN BLOCKS

2x6 PERLIN BLOCKS

10.05.2018 09:31

1/4" x 1/2" x 1/4" SIPS  
OVER 1/2" INS. ASTM FIBERGLASS  
ATTACH 1" x 1" x 1/4" SIPS AT 9' OC AT PURLINS AND RAFTERS

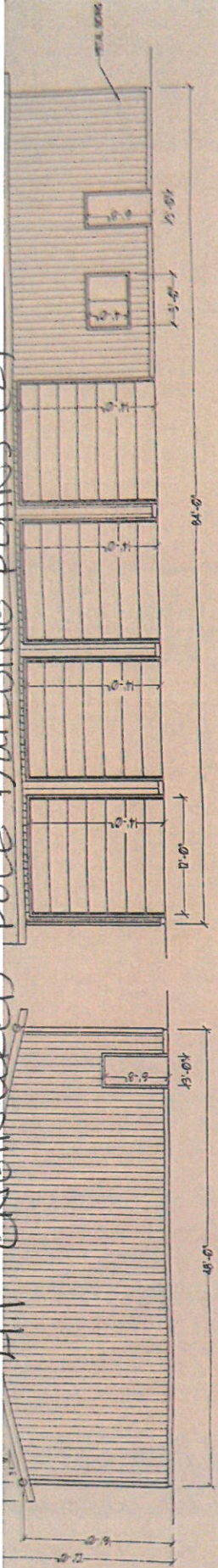
2x6 PERLIN BLOCKS

2x6 PERLIN BLOCKS

2x6 PERLIN BLOCKS



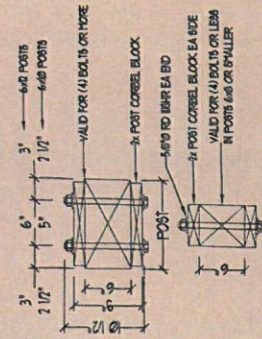
111 ENGINEERED POLE BUILDING PLANS (2)



# LEFT ELEVATION

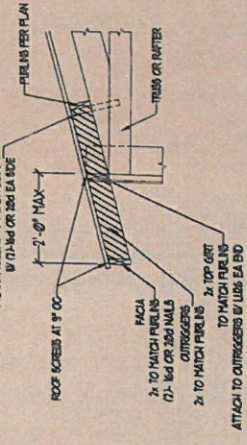
# FRONT ELEVATION

CORREL BLOCK BOLT SPACING  
END DISTANCE = 3"  
EDGE DISTANCE = 1 1/2" MIN.  
VERT BOLT CTR TO CTR = 6"  
MINIMUM BLOCK LENGTH = 12"

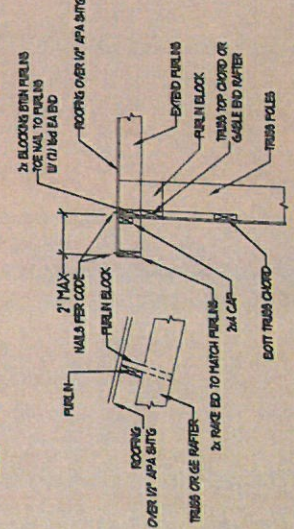


SAMPLE BOLT SINKER FOR 60#

# 5/8" CORREL BLOCK BOLTS



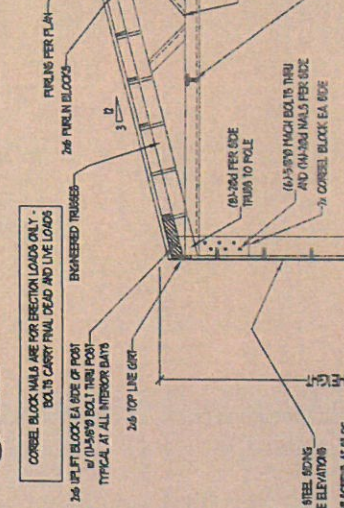
# OVERLAPS



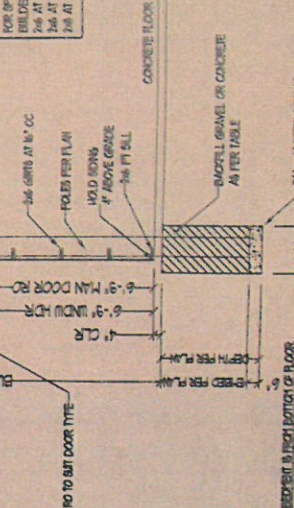
# DETAIL

STEEL ROOF TO RAKE EXTENSION - CORP. SIMILAR SCALE 1/4" = 1'-0"

# HAIRPIN DETAIL



# OVERLAPS



# TYPICAL SECTION

INTERIOR BAYS AT TRUSSES SCALE - NONE

# COMMERCIAL GIRTS

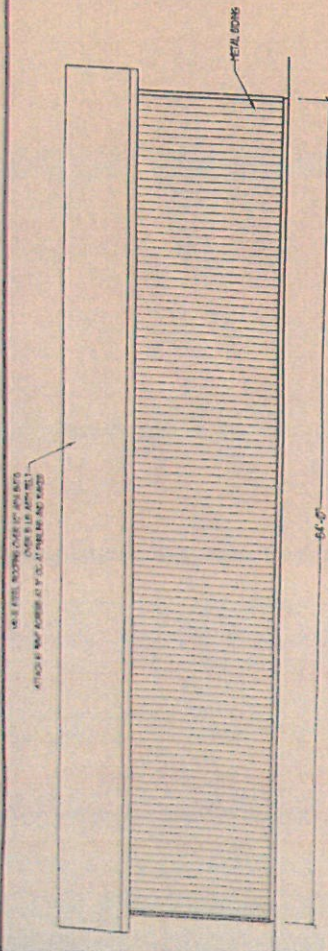
GABLE END BAY / SIDEWALL GIRTS SCALE - NONE

10.05.2018 09:31



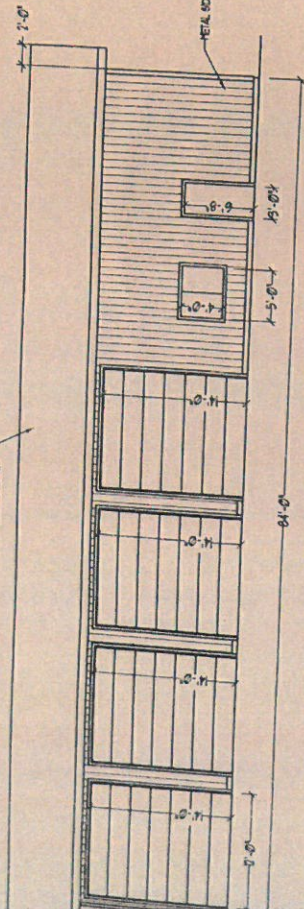
# 4.1 ENGINEERED POLE BUILDING PLANS (3)

SEE ELEVATIONS FOR POLE BUILDING PLANS (3)  
 ATTACHED TO THIS SET OF PLANS



**BACK ELEVATION**  
 10'-11-2"

SEE ELEVATIONS FOR POLE BUILDING PLANS (3)  
 ATTACHED TO THIS SET OF PLANS

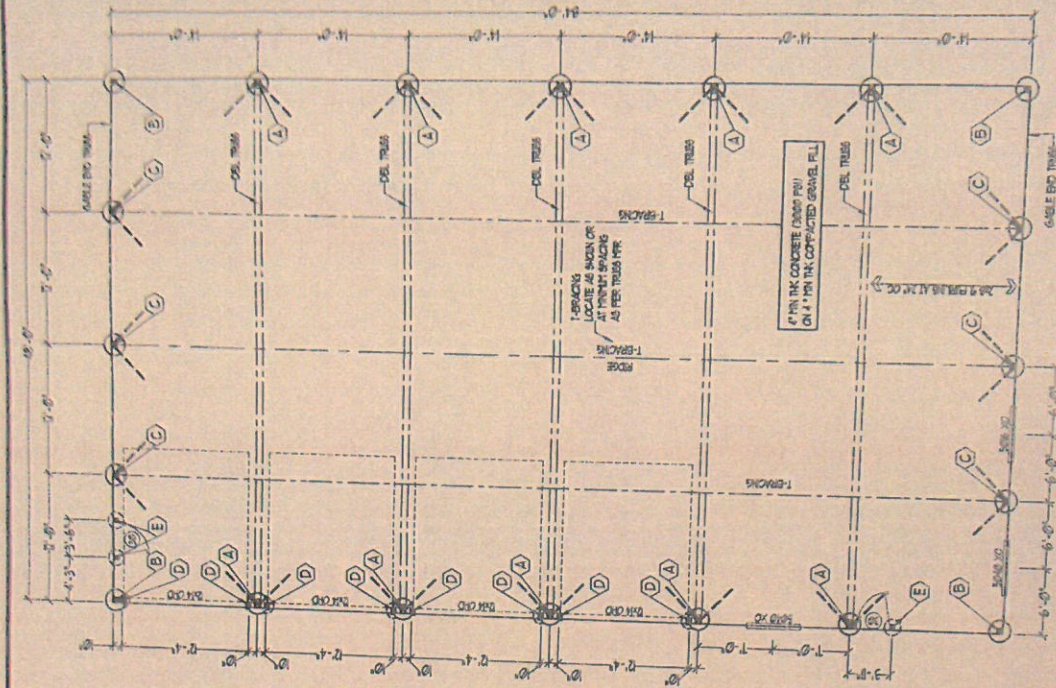
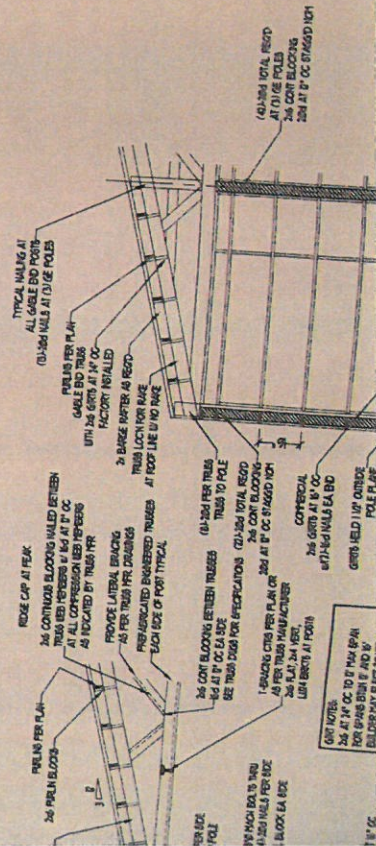


**FRONT ELEVATION**  
 10'-11-2"

SEE ELEVATIONS FOR POLE BUILDING PLANS (3)  
 ATTACHED TO THIS SET OF PLANS

SEE ELEVATIONS FOR POLE BUILDING PLANS (3)  
 ATTACHED TO THIS SET OF PLANS

**DETAIL**  
 SCALE 1/4" = 1'-0"



**FOUNDATION PLAN**  
 10'-11-2"

POLE	TYPE	SIZE	QTY	FOOTING
(A)	TRUSS	6x10	10	24" x 24" x 18"
(B)	CE CORNER	6x6	4	24" x 24" x 18"
(C)	GABLE END TRUSS	6x6	6	24" x 24" x 18"
(D)	OVERHUNG DOOR	4x6	8	24" x 24" x 18"
(E)	MAIN DOOR	4x6	3	24" x 24" x 18"

10-05-2018 09:31

POLE BUILDING  
 48' x 84' x 16' EAVES = 4032 SF  
 FOR: CITY OF MILL CITY  
 PREPARED BY: LEBRON DRAFTING SERVICE  
 (503) 812-8933

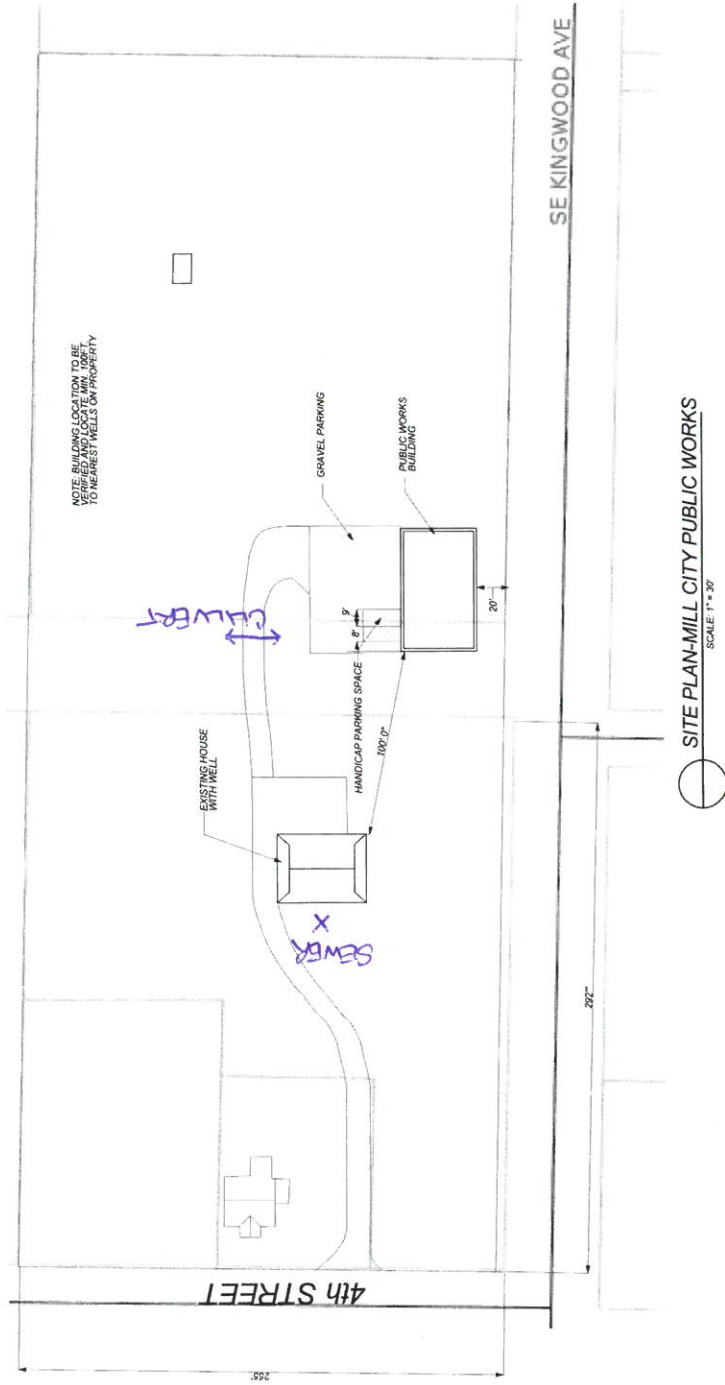
POLE BUILDING PLANS  
 MILL CITY, OREGON







# 4.2 CONCEPTUAL LAYOUT; PARCEL



SITE PLAN-MILL CITY PUBLIC WORKS  
SCALE: 1" = 30'



[illegible]

**CASCADE**   
DESIGN GROUP, INC.  
P.O. BOX 1617, CORVALLIS, OR 97339  
TEL: (541) 753-4417 FAX: (541) 753-9422

DATE MAY 2016  
CALL A.S. SHOWN  
NAME TLU  
DOB 16-202A  
SET 1  
P 4 PAGE 2

***City of Mill City***  
P.O. Box 256  
Mill City, Oregon 97360  
Phone: 503-897-2302 Fax: 503-897-3499

## Memorandum

**Date:** October 3, 2018  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** **New Business for October 9, 2018 Council Meeting**

**a. Personnel Handbook – Vacation Language Interpretation**

Enclosed is the excerpt of the City's personnel handbook which speaks to how/when vacation is accrued for employees of the City.

The City has interpreted the handbook to say, as it is written, upon *completion* of the specific number of years, the additional time is given. Therefore, after completing four years of employment, the employee would begin receiving 120 hours of paid vacation and after completing ten years of employment, the employee would begin receiving 160 hours of paid vacation.

I have conferred with David Kinney, who was the pro tem administrator until 2007 as well as with City Attorney Jim McGehee regarding the language. Both indicated that the current interpretation is correct. However, Mr. McGehee advised that due to the ambiguousness of the language, it could be interpreted differently. There are questions from staff about when the additional vacation hours are provided to an employee. This is ultimately a decision that the Council must consider and make a determination on.

A decision should be made on the following:

1. At what point should an employee receive additional vacation hours based on service;
  - a. At the beginning of the specific year
  - b. At the beginning of the immediate year following
  - c. In a lump sum at the completion of the specific year

Based on the decision made on the question above, there may be additional questions that need to be answered.

**Requested Action: Discussion.**

**b. Request for Right-of-Way Encroachment; Aerni, Spring – 239 SW Broadway St.**

Spring Aerni, owner of 239 SW Broadway Street, spoke with Council a number of months ago

about the potential to remodel this building and construct overhangs that would encroach into the rights-of-way along SW Broadway Street and SW 3<sup>rd</sup> Avenue. Since this initial discussion, Ms. Aerni has modified her concept design. This design includes an overhang on the SW 3<sup>rd</sup> Avenue side of the building. A conceptual drawing is included for Council review.

Ms. Aerni would like Council to consider authorizing the encroachment into the right-of-way on this City-owned street.

At this time we know that there will be some work done within the SW Broadway Street and SW 3<sup>rd</sup> Avenue intersection with the Tiger Grant work that has been proposed. However, we are not clear to what extent the work will be done, for example, just an overlay of the existing street on SW 3<sup>rd</sup> with no curb/gutter/sidewalk work or full street reconstruction within the intersection.

**Requested Action: Discussion.**

**c. Other**



- 8.02.3 Vacation time is regulated by the number of years of service with the city. Paid vacation is accrued as follows based on the number of completed years of service:

COMPLETED YEARS OF SERVICE	VACATION HOURS EARNED PER YEAR
1 through 3 years□ service	80 hours per year
4 through 10 years□ service	120 hours per year
11 years and over	160 hours per year

RECEIVED  
OCT 04 2018

Dear City of Mill City,

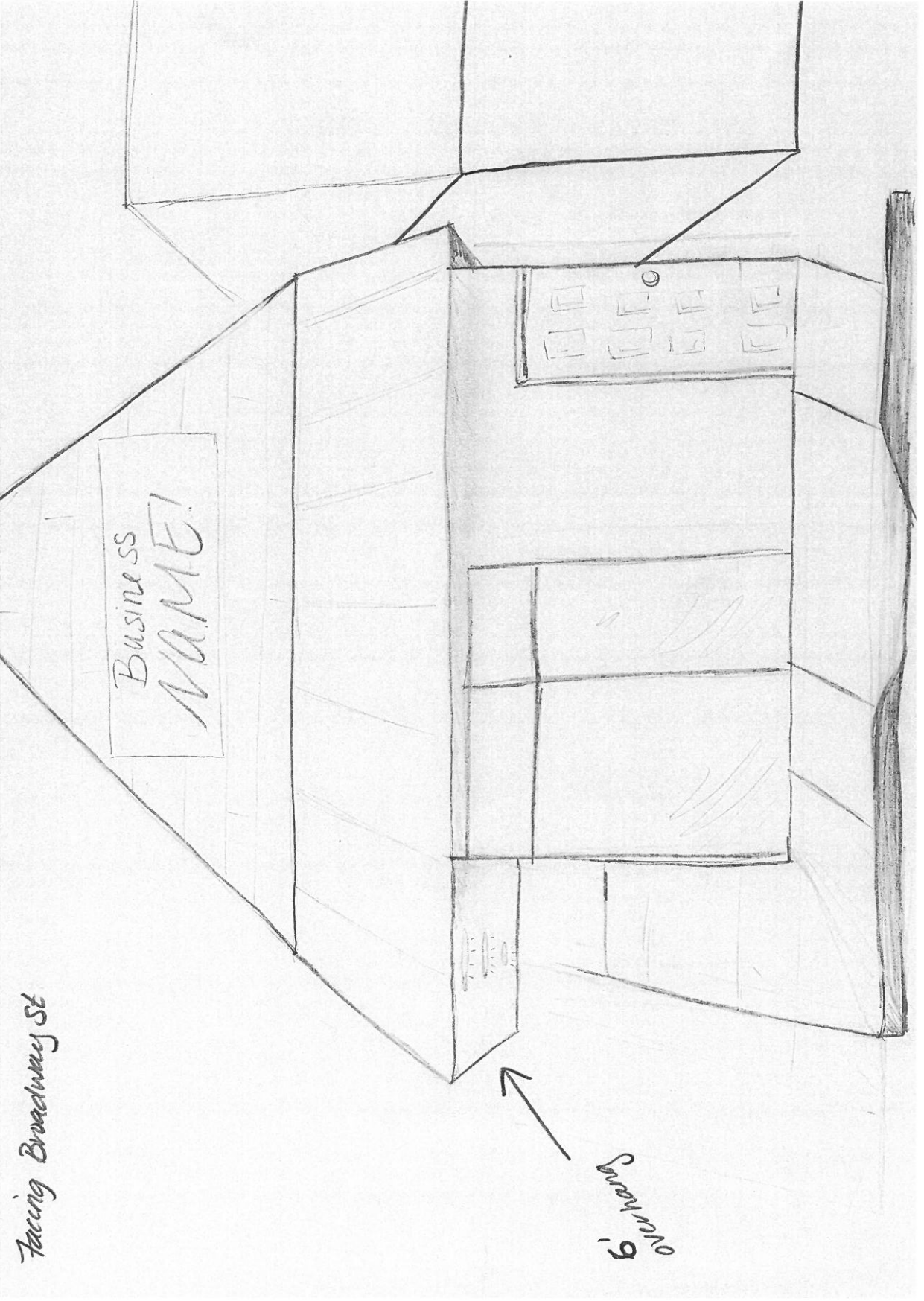
BY: .....

10/4/18

I am in the process of designing the roofing system for our Broadway project. Our building sits about 1 foot off the property line on both West and South sides. In the designing process I have explored many different designs but ended up choosing a gable roof that now will face Broadway street. I am wanting to cover and illuminate the new sidewalks for safety reasons as well as aesthetics. I am requesting to be allowed to have trusses engineered that will have a built in cover of 5 feet to cover the west side sidewalk. Our engineer explained that this will be the only way to accomplish this without placing posts to hold an awning up. Our roofing material will be metal so an undisturbed run of that will be best. Thank you for taking this into consideration

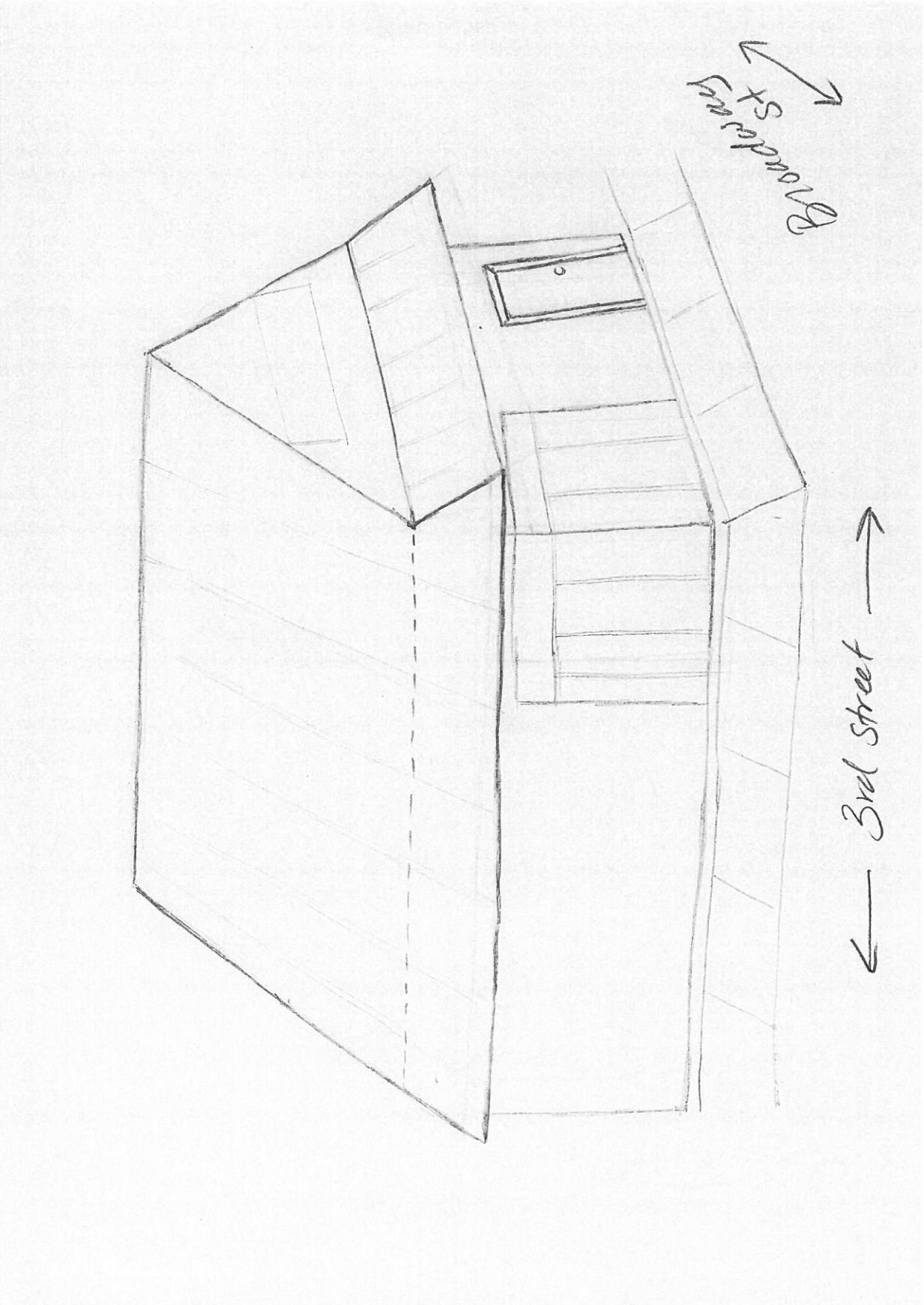
-Spring Aerni

Facing Broadway St



Overhang





***City of Mill City***  
P.O. Box 256  
Mill City, Oregon 97360  
Phone: 503-897-2302 Fax: 503-897-3499

## Memorandum

**Date:** October 3, 2018  
**To:** Mayor Kirsch and City Councilors  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** City Recorder Report for October 9, 2018 Meeting

1. **List of On-Going Old Business Items**

Enclosed is the current list of on-going old business items. If there are items which should be added that I have missed, please let me know. As always, if there are any items on the list that you would like to discuss please pull it under old business on the agenda.

**Requested Action: None. Information Only.**

2. **Reminder - Out-of-Office; October 19-26, 2018, Vacation**

Just a reminder that I will be out of the office from Friday, October 19 to Friday, October 26, 2018 for vacation.

**Requested Action: None. Information Only**

3. **Other**

# **On-Going Old Business Items**

1. Water Line Repairs/Replacements – City Engineer needs to be involved to outline costs
2. Post Carvings
3. Income Study
4. Certificate of Occupancy/Planning and Building Services Agreement
5. Personnel Handbook
6. Strategic Plan/Goal Setting
7. Nuisance Grass Process
8. Nuisance Grass Fee Schedule
9. KeyScan Cards
10. Nuisance/Dangerous & Derelict Codes
11. Safe Routes to School Grant
12. Staffing/City Administrator
13. Actuators

**MILL CITY PLANNING COMMISSION**  
**Meeting of August 21, 2018**

Planning Commission members present: Chair Ann Carey, Dennis Chamberlin, David Leach, Marge Henning, Woody Koenig and Grant Peterson and Frances Villwock.

Staff in attendance: Planning Advisor David Kinney and City Recorder Stacie Cook.

The meeting was preceded by a brief site visit at 6:15p.m.

City Council Representatives: None.

Agency Representatives: None.

Applicant Representatives: Diana Carmona, Michael Carmona, Josh Wells, Westech Engineering.

Community Representatives: Christine Molina, Mario Molina, Ron Wiseman.

The meeting was called to order at 6:35p.m. Chair Ann Carey led the pledge of allegiance.

**APPROVAL OF MINUTES:** *Frances Villwock moved, seconded by Grant Peterson to approve the minutes of July 31, 2018, as presented. The motion carried unanimously (7:0).*

**PUBLIC COMMENT:** None.

**PUBLIC HEARINGS:**

Proposal: File No. 2018-07 Carmona Minor Partition  
Partition a 1.39 acre site into two parcels.  
Location: 622 SE 4<sup>th</sup> Avenue  
Prop Owner: Michael & Diana Carmona

Chairperson Ann Carey opened the public hearing at 6:37 p.m. Planning Commissioners introduced themselves and Chairperson Carey reviewed the preliminary requirements for the public hearing. There were no declarations of conflict of interest, bias or ex parte contact. There were no objections to the notice of the public hearing or to the participation of any members of the Planning Commission.

**Applicant's Presentation:** Josh Wells, Westech Engineering, stated that he is the applicant's engineer. The proposal is to partition the 1.39 acres into two lots. All setbacks, lot coverage and other code requirements can be met with this partition. Sewer and water are both available in SE Fairview Street and SE 4<sup>th</sup> Avenue. A private storm drain easement is being proposed on the property to serve the adjacent upstream property.

Mr. Kinney asked about the storm drainage that discharges at SE Fairview Street. Mr. Wells said that there is a storm drain that runs under SE Fairview Street. The proposal is to install a storm drain to service the upper property and drop into the existing line.

Michael Carmona, applicant, said that he and his wife will build a home on the upper lot while his

son builds off of the lower lot. The lower lot will have access off of SE Fairview Street with the upper lot access off of SE 4<sup>th</sup> Avenue. The hope is to develop within two years.

Mr. Kinney said that one issue he asked to be addressed was the clear vision off of SE Fairview for the access and requested that Mr. Wells present his findings on this. Mr. Wells said that he looked at the “green book” design standards and found that the vision clearance requirement can be met.

Mr. Wells said that the storm drain line will be on a 10’ easement to the east side of the lower lot to serve the upper storm needs.

**Staff Report:** Mr. Kinney said that the proposal does comply with the basic requirements of the land division and zoning codes for a minor partition. If the Planning Commission does approve the partition there are a number of conditions of approval that must be met. Those include:

- A. **Approved Map & Time Limit of Partition Approval.** The partition is approved as shown on the attached map, dated & stamped approved by the City of Mill City Planning Department. The partition will comply with the approved plans, Sheet C0.0 to Sheet C4.0. Approval is granted subject to the completion of the partition survey within one year from the date of City Council approval and compliance with all conditions of approval. The minor partition approval will expire September 30, 2019 if the plat has not been recorded.
- B. **Survey.** A minor partition survey map must be recorded with Linn County no later than September 30, 2019. The survey must be prepared by a registered professional surveyor and comply with state law and the Linn County surveyor requirements for minor partitions. The partition plat map must show:
  - 1. Parcels: Parcel 1 and Parcel 2 as shown on the approved partition map.
  - 2. Easements & Deed Covenants:
    - a. Prepare and record a City of Mill City Sewerage System Easement and reference the recorded sewer easement on the final plat.
    - b. Provide a 10’ wide private storm drainage easement along the east boundary of Parcel 1, as shown on Sheet C3.0.
    - c. The applicant shall record a deed covenant, which shall run with the land, that stipulates ownership and financial responsibility for the on-going maintenance of the private storm drainage improvements.
  - 3. Building Setbacks: The final plat shall show special building setbacks for Parcel 1:
    - a. Front setback: 20’ from the SE Fairview Street ROW.
    - b. East-side setback: 20’ from the east property line on Parcel 1.
- C. **Public Works Requirements:** The applicant shall complete the following public improvements prior to City approval of the final plat, unless otherwise specified below. Improvements will be designed and installed in accordance with the City of Mill City Public Works Design Standards and Construction Specifications.

**Permits:**

- 1. The property owner, or authorized contractor/representative, shall obtain a Type B Public Works Construction Permit from the City for any work performed in the public right-of-way.



***Streets:***

1. SE Fairview Street: Execute and record in the Linn County Deed Records a deferral/non-remonstrance agreement for street, sidewalk and drainage frontage improvements on SE Fairview Street adjacent to Parcel 1. The document shall be executed and recorded prior to the issuance of a building permit for Parcel 2.
2. SE 4th Avenue: Execute and record in the Linn County Deed Records a deferral/non-remonstrance agreement for street, sidewalk and drainage frontage improvements on SE 4th Avenue on a form approved by the City adjacent to Parcel 2.

***Water & Sewer Services:***

1. Install individual water services to Parcels 1 and 2 prior to or concurrently with the issuance of a building permit for each parcel.
2. Install new sewer interceptor tanks and sewer laterals for Parcels 1 and 2 prior to or concurrently with the issuance of a building permit for each parcel.

***Storm Drainage Improvements:***

3. The City will review and approve the private storm drainage plans prior to the approval of the final plat.
4. The private storm drainage improvements for both Parcels 1 & 2 will be installed prior to the issuance of any building permits.

**D. Building Permits.** After the plat is approved and filed with Linn County, the property may apply for building permits from the City of Mill City. As part of the building permit process, the applicant will need to provide several items discussed at the Planning Commission meeting:

1. Address posting near driveway on 4<sup>th</sup> Avenue for the home on Lot 2.
2. Driveway plan for Lot 2 that complies with the Oregon Fire Code for driveway width, clear space and turnaround requirements. The applicant may consult with the Mill City Fire District to obtain these requirements.
3. Storm drainage plan for Lot 2.

**Proponents:** None.

**Opponents:** None.

**General Testimony:** Ron Wiseman, SE Hazel Street, said that he is adjacent to Parcel 2 and the driveway for Parcel 2 looks very tight. Mr. Wiseman asked if there is enough room for a fire truck to go through. Mr. Kinney said that there is.

Mr. Wiseman asked where the nearest hydrant would be. Mr. Kinney said that there are three in the area.

**Questions from the Planning Commission:** Grant Peterson asked if the storm drain connection will be a hard connection or just a dump into the ditch line. Mr. Kinney said that there should not be a hard connection here.

Frances Villwock asked if the ditch will remain open. Mr. Kinney said that it is likely that when the City can secure funding in the future the ditch will be by-passed and a new storm line would be installed. This would minimize the amount of flow going into the current line.

**Applicant's Summary:** None.

**Staff Summary:** None.

**Close of the public hearing:** Chairperson Ann Carey closed the public hearing at 7:10 p.m.

Mr. Kinney said that fire turnaround isn't a typical requirement for a partition but it will be for a building permit.

Mr. Wiseman asked if this could be divided again. Mr. Kinney said that conceivably it could be.

Mr. Kinney asked if the hearing may be reopened to have Mr. Carmona address this question. Chair Carey reopened the hearing at 7:12 p.m.

Mr. Carmona said that they don't know for sure if there will be a re-division in the future. It is possible, however.

Woody Koenig asked where the proposed home location on Parcel 2 would be. Mr. Wells said that it is currently proposed on the SE corner of the parcel.

Mr. Kinney said that once the parcel is developed it makes it harder to re-divide because utilities are already in place and it becomes more costly to develop additional parcels.

Mr. Wiseman asked where the existing storm line runs. Mr. Kinney explained that it runs along the east edge of this property.

Chair Carey re-closed the hearing at 7:15 p.m.

**Deliberation:** *Grant Peterson moved, seconded by Denny Chamberlin to approve the application of Michael and Diana Carmona for a minor partition, File No. 2018-07 subject to the conditions of approval as proposed and to adopt the findings of fact as recommended. The motion carried unanimously (7:0).*

Mr. Kinney said that the Planning Commission decision will go before the Council at the August 28, 2018 meeting. The decision is not final until the 15 day appeal period is final. Any person who participated in the hearing may appeal the decision to the Council.

**PRESENTATIONS:** None.

**OLD BUSINESS:** None.

## **NEW BUSINESS:**

File No. 2017-02 Lucas-Baughman UGB Amendments; Linn County Planning Public Hearing – September 17, 2018: Mr. Kinney said that Linn County has scheduled a public hearing before the Linn County Planning Commission to consider the Baughman-Lucas UGB Amendment. Notice should be sent to the City 20 days in advance of the hearing.

Landlord/Tenant Code Amendments & Enforcement Discussion: Mr. Kinney said that Mr. Peterson had requested in July that this item be discussed at a future meeting. The City of Corvallis adopted a “livability code” which is a combination of four different codes that City’s traditionally adopt; nuisance, derelict buildings, dangerous buildings, landlord/residential maintenance obligations and tenant rights.

This code has not been reviewed fully by staff at this time. Chair Carey said that she has scanned this code and spoke with City Recorder Stacie Cook. They agreed that the nuisance code and derelict building code need to be reviewed and tightened. Mrs. Carey said that we shouldn’t be making the code so restrictive that it can’t easily be implemented.

Mr. Kinney said that there are a few things that need to be considered, including staffing, when looking at the Corvallis code. This code, however, has been reviewed by their legal counsel so it is a good one to use as a sample.

The biggest issue is does the City want to get into doing more than what are traditional areas; tenants and property rights.

Dave Leach asked if the Council is on record for not wanting to hire a compliance officer. Chair Carey said that the biggest issue is budgetary for additional staff.

Chair Carey asked if we couldn’t address the issues that are happening just be revising the nuisance and derelict building codes.

City Recorder Stacie Cook said that the Council had discussed tightening up the nuisance code and that she has advised that the dangerous and derelict building code needs revision. Because of this, Mrs. Cook said she doesn’t believe the Council will have any issue with reviewing these codes.

Mr. Kinney said that the question is do we address landlord/tenant issues. Chair Carey asked if the same requirements would be in the nuisance or derelict building ordinances for landlords/tenants. Mrs. Cook said that it would not be the same because landlord/tenant codes go inside the home. Mrs. Cook said that she would be against implementing codes like this because the City doesn’t have the staff, the money or the knowledge to enforce them and she would not want to be the one to go inside a home and try to determine if there are any livability issues.

Marge Henning said that Neighborhood Watch discussed landlord/tenant issues and what could be done and found that they really couldn't address them because so many landlords live outside of the City.

Mrs. Cook said that one thing that could be looked at would be implementing a code for "problem houses"; those that have law enforcement visit regularly.

Mrs. Cook said that one problem that is there with the code is that people want to complain to the City and have it dealt with but not get involved themselves. For example, motor homes or tents. In order for these to be dealt with someone must be willing to track the movements of the people living in them and testify in court. Most of the time, people are unwilling to do this.

Mr. Peterson asked why vehicles that have not moved for a specified period of time can't just go straight to a deputy. Mrs. Cook said that if they are parked in the right-of-way, this can happen. However, if they are on private property, letters must be sent.

Mrs. Cook suggested that once the code is revised, the heads of each Neighborhood Watch group be invited to a meeting to discuss the possibility of them assisting with cleaning up neighborhoods. One area of the code (i.e. abandoned vehicles, junk) can be worked on at a time.

Mr. Kinney suggested that the Planning Commission read through the Corvallis livability code before the next meeting. Chair Carey suggested that the nuisance and derelict building codes for Mill City be reviewed as well.

#### **INFORMATIONAL ITEMS:**

City Recorder Report: City Recorder Stacie Cook gave a report on:

1. SCSD Site Plan Review
2. Water Rates
3. Linn County Planning & Building Contract Cities Meeting
4. SRTS Grant Update

Planning Consultant Time Report: Mr. Kinney provided a copy of his July timesheet and bill.

Current Applications: None.

Prospective Applications:

1. AA Quality Concrete Site Plan Review (NE Alder Street) – has not been filed.
2. Kelly Lumber, Property Line Adjustment (NE Santiam Boulevard) – potential application.
3. Subdivision – SE 6<sup>th</sup> Avenue (Freeman property next to the City wells).

Future Agenda Items – Next Workshop:

1. Tiny House Design Standards



2. Architectural Standards Code Amendments – Garage/Houses

**BUSINESS FROM THE PLANNING COMMISSION:**

**OTHER BUSINESS:**

The meeting was adjourned at 7:55 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Planning Secretary

Minutes approved by the Planning Commission on the \_\_\_\_\_ day of \_\_\_\_\_ 2018.