



CITY OF MILL CITY

AGENDA OF THE CITY COUNCIL

November 13, 2018

City Hall

444 S 1st Avenue

Mill City, Oregon

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.

- a. Approval of Minutes of Regular City Council Meeting of October 9, 2018
- b. Approval of Accounts Payable
- c. Acceptance of Monthly Revenues and Expenditures Report, October 2018
- d. Authorization of 1/2-Day Paid Holiday on Monday, December 24, 2018 and Closure for Full Day
- e. Authorization of Holiday Gift Certificates of \$40.00 for Each City Employee
- f. Acceptance of Resignation of Phillip Adams from Position of Meter Reader, Effective October 22, 2018
- g. Approval of Technology Team Services Agreement with NSSD Through June 30, 2019 in the Amount of \$3000.00
- h. Ratification of Planning Commission Approval of File No. 2018-08; Minor Partition, 512 SE Kingwood Avenue - Ward

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

6. **PUBLIC WORKS REPORT**

- a. Pump Report
- b. Spring St Pump Station
- c. Other

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

8. **PUBLIC HEARING: ADOPTION OF FY 2018-2019 SUPPLEMENTAL BUDGET**

- a. Resolution No. 832 – Adopting a Supplemental Budget for FY 2018/2019

9. PRESENTATIONS: None Scheduled.

10. OLD BUSINESS

- a. Public Works Building Update
- b. Software Update
- c. Security Cameras
- d. Public Works Staffing
- e. 280 NE Santiam Lease
- f. Skatepark Update
- g. Other

11. NEW BUSINESS

- a. Request for Relief – Water Charges; Black, Robert
- b. Request for Support – Santiam Youth Peer Court
- c. City Hall Security Assessment
- d. Other

12. STAFF/COMMISSION REPORTS

- a. City Recorder Report:
 - i. List of On-Going Old Business Items
 - ii. Draft Audit
 - iii. Preliminary Election Results
 - iv. Other
- b. City Attorney's Report:
 - i. 424 SW Cedar Street Update
 - ii. SE 3rd Avenue Update
 - iii. Other
- c. Planning Commission Report/Record of Actions:
 - i. Minutes of Regular Planning Commission Meeting of September 21, 2018

13. BUSINESS FROM MAYOR & CITY COUNCILORS

Administration/ Intergovernmental

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

14. EXECUTIVE SESSION: None Scheduled.

15. INFORMATIONAL ITEMS: None.

16. ADJOURNMENT

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

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	
Tuesday	November 27, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	December 7, 2018	The Reid House Committee	3:30p.m.
Tuesday	December 11, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	December 18, 2018	Planning Commission Hearing – If needed	6:30p.m.
Friday	December 21, 2018	Planning Commission Meeting	9:30a.m.
Tuesday	December 25, 2018	CITY HALL CLOSED – CHRISTMAS DAY	
Tuesday	January 1, 2019	CITY HALL CLOSED – NEW YEAR’S DAY	
Tuesday	January 8, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	January 15, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	January 18, 2019	Planning Commission Meeting	9:30p.m.
Tuesday	January 22, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	February 1, 2019	The Reid House Committee	3:30p.m.
Tuesday	February 12, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	February 15, 2019	Planning Commission Meeting	9:30a.m.
Monday	February 18, 2019	CITY HALL CLOSED – PRESIDENT’S DAY	
Tuesday	February 19, 2019	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	February 26, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	March 1, 2019	The Reid House Committee	3:30p.m.
Sunday	March 10, 2019	DAYLIGHT SAVINGS – SPRING FORWARD!	
Tuesday	March 12, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	March 15, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	March 19, 2019	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	April 9, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	April 16, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	April 19, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	April 23, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	May 14, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	May 17, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	May 21, 2019	Planning Commission Hearing – If needed	6:30p.m.
Monday	May 27, 2019	CITY HALL CLOSED – MEMORIAL DAY	
Tuesday	May 28, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	June 11, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	June 18, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	June 21, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	June 25, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	July 4, 2019	CITY HALL CLOSED - INDEPENDENCE DAY	
Tuesday	July 9, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	July 16, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	July 19, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	July 23, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.

REQUEST FOR COUNCIL ACTION

DATE: November 8, 2018
TO: Mayor Kirsch and City Councilors
FROM: Stacie Cook, MMC, City Recorder
REGARDING: Consent Agenda Items

- a. Approval of Minutes of Regular City Council Meeting of October 9, 2018
- b. Approval of Accounts Payable. Explanations of Out of the Ordinary Bills are Below
 - 1. Ashley Engineering Design; SRTS (\$4930.00), Cedar SCA (\$4334.00)
 - 2. Barraza, Jesus; MCMC Overpayment Refund
 - 3. Garden's Year Round; Reid House Lawn Maintenance
 - 4. Kinney, David W; Admin (\$283.40), SRTS (\$1575.00), SOB (\$37.50), Gen Planning (\$309.65), Lucas/Baughman (\$18.75), Gundersen (\$30.00), Lucas/MCRFPD (\$37.50), Carmona (\$56.25), Ward (\$101.25), Kelley (\$573.75), SH2A (\$150.00), Baughman LUANSR (\$93.75)
 - 5. Pacific Coast Electric; Panel Box Diagnostics – 466 SE Fairview St.
- c. Acceptance of Revenues and Expenditures Reports for October, 2018
- d. Authorization of 1/2-Day Paid Holiday on Monday, December 24, 2018 and Closure for Full Day
- e. Authorization of Holiday Gift Certificates of \$40.00 for Each City Employee
- f. Acceptance of Resignation of Phillip Adams from Position of Meter Reader, Effective October 22, 2018
- g. Approval of Technology Team Services Agreement with NSSD Through June 30, 2019 in the Amount of \$3000.00
- h. Ratification of Planning Commission Approval of File No. 2018-08; Minor Partition, 512 SE Kingwood Avenue - Ward

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, October 9, 2018**

Mayor Kirsch opened the meeting at 6:30 PM with the flag salute. Councilors present were Scott Baughman, Penny A. Keen, Dawn Plotts and Tony Trout. Brett Katlong was excused. Staff members in attendance were City Recorder, Stacie Cook, City Attorney Jim McGehee and Public Works Supervisor Russ Foltz.

Citizens in attendance were Spring Aerni, Tena Bilyeu, Douglas Bush, Ann Carey, Earnest Freeman, Randall Craig, Janet Zeyen-Hall, Roel Lundquist and Steve Winn.

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 conflict on accounts payable.

CONSENT AGENDA

Mayor Kirsch said that a check to Mike Salituro in the amount of \$1500 for the engineering of the public works pole building should be added to the accounts payable.

Councilor Keen moved and was seconded by **Councilor Trout**, to approve items 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, and d; Approval of Leak Adjustment to Highest Consumption in Past Twelve Months for 49029 SE Kingwood Avenue; Gillaspy, Engelina, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (4:0:1) with Councilor Baughman abstaining.

LINN COUNTY SHERIFF'S REPORT: Sgt. Greg Klein gave the Linn County Sheriff's report for September.

Councilor Trout asked if the three crashes were inside the City limits. Sgt. Klein said that they were.

City Attorney Jim McGehee asked Sgt. Klein to remind the deputies that criminal citations need to be issued for the second Tuesday of the month instead of the fourth.

Councilor Keen asked if there is an update on the car break-ins that happened over the last few weeks. Sgt. Klein said that he has no update on this.

Councilor Plotts said that the van that was discussed at the last meeting was moved onto the property and asked for an update on this. Mrs. Cook said that a deputy spoke with the people about moving it. They did not comply by the time given so he tagged it and they then moved the van onto the property, which means it is now back in the staff's hands.

PUBLIC WORKS REPORT: Public Works Supervisor Russ Foltz gave a brief report on the following items:

Pump Report – The percentages are down. The new theory about the discrepancies is that it may be caused by the meters.

Spring Street Pump – A bearing went out in the pump at the Spring Street Pump Station. The back-up pump has been installed but there is a part that is bad in it. Due to this, it is not turned

on. When the one being fixed is back then this will be changed out and the back-up pump will need to go in for repair.

Mayor Kirsch asked if Mr. Foltz has given the go-ahead for fixing the pump. Mr. Foltz said that he has not heard back on the extent of the repairs and cost at this time but would bring it to Council for approval once he does because of his spending cap. Mayor Kirsch asked what the cap is. Mr. Foltz said that it is \$1000. Mayor Kirsch said that he doesn't see the need for this to come back to Council for approval. Councilor Trout agreed.

Water Line Corrosion Example – Mr. Foltz showed an example of C900, which is today's standard for water lines. Ductile Iron is the other option but it rusts. An example of a water main that was just replaced was shown as well. Mr. Foltz explained that the old lines are rusty and wearing with many repair bands to fix leaks.

SW Ivy Leak – The water main on SW Ivy Street is in the same condition as the old line shown this evening. It has multiple repair bands and leaks. This is a prime water main to be replaced using the C900 product. A leak on this line was repaired last week.

Mayor Kirsch said that he had spoken with Mr. Foltz about the actuators at the WWTP. The minutes from October 15, 2016 showed that there was a plan to drastically reduce the costs for repair to a cost of about \$5000. Mr. Foltz said that the issue with the \$5000 option for the actuators is that they don't have enough pressure to accommodate the voltage that was being recommended.

Mayor Kirsch said that the reason this was discussed initially is because the actuator zone changes are being done by hand instead of automatically as they should be done.

Mayor Kirsch said that it is his understanding that Mr. McGehee needs to know what the issue is and how much it costs to fix in order to move forward with a possible lawsuit. Mr. McGehee said that unless we know what the actual issue is, we won't know who may have been the party at fault.

Mr. McGehee said that if a reasonable cost for a fix can be found CH2MHill may be willing to assist with the fix, based on the email discussions that were taking place with them in 2016.

Mr. McGehee said that he needs two things; someone who is an expert to come in and say what failed and why and; what it will cost to fix.

Mr. McGehee said that the Fluent report can be taken to an attorney who is an expert in construction law. However, construction attorneys are very busy right now.

Roel Lundquist, SW Linn Blvd, said that he thinks the Council should move forward with getting cost estimates for the engineering on SW Ivy Street. Mr. Foltz said that he spoke with the City Engineer and he said that if he is going to engineer the water line it needs to be done right, with full engineering and survey work.

CITIZEN COMMENTS AND QUESTIONS: None.

PRESENTATIONS: None.

PUBLIC HEARING: No public hearings were held.

OLD BUSINESS

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.

Software Update: The data pull for the utility billing component of the software update will take place on October 17th, at which point we will have to cease using the system for items that will make changes within it. On October 22nd 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 17th and 21st 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.

Pacific Power Request for Easement: Mayor Kirsch said that he and City Recorder Stacie Cook met with representatives of Pacific Power last Friday to discuss the potential for installing fast charging stations at the Mill City Falls Park site. The conversation about retaining all spaces that we currently have was stressed to those in attendance. After looking at the site, it seems as though the existing easement can be used for the parking spaces and still keep access to the park and pump station. Mayor Kirsch said that this is a unique opportunity for us to have Pacific Power cover costs to install the parking spaces and get some improvements to our park since this is moving toward a great usable space for the community and visitors.

Councilor Plotts asked if there will be barriers to keep vehicles out of the rest of the park. Mayor Kirsch said that this is something that we will likely need to look at doing.

Mr. Lundquist asked if there was rationale for why they want six spaces. Mayor Kirsch said that four will be for the fast charges and two spaces that will allow for the old style charger.

Councilor Trout said that he likes that they will develop all of the spaces and we won't have to lose any spaces that are already developed.

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.

Tiger Grant Update: A teleconference was held with FHWA on September 26th 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 staff will provide a copy to Council for review. The final agreement will have to be approved by the Council and signed by the Mayor.

Mr. Lundquist said that we need to make sure we are putting money into the fund for this project when budget time arrives so we are sure to have our full match.

NEW BUSINESS

Personnel Handbook – Vacation Language Interpretation: An excerpt of the City's personnel handbook which speaks to how/when vacation is accrued for employees of the City was provided for Council review.

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.

Mrs. Cook 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:

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

Mr. McGehee said that he has read the excerpt multiple times and always comes up with a different interpretation. The Council should come up with a final determination and put it in writing for future reference.

Mayor Kirsch asked if compensatory time was given to employees for prior years, would this be something that is paid out or just extra weeks given. Mrs. Cook said that the Council would need to make this decision.

Councilor Baughman asked if a decision was made to make the vacation accumulation retroactive would this include past employees. Mrs. Cook said that she asked that question as well. Mr. McGehee said that there is probably a statute of limitations for past employees and possibly even for current employees.

Councilor Baughman said that this needs to be fixed but doesn't feel that it should be retroactive. Councilor Trout agreed.

Mr. McGehee said that the handbook will need to be updated to reflect the Council decision. Mrs. Cook and Mr. McGehee will work on the language change to be brought back to Council for approval.

Councilor Trout moved and was seconded by **Councilor Keen** to Interpret the Vacation Accrual Section of the Handbook to Be That Additional Hours for Vacation Begin at the Beginning of the Month of the Employee Anniversary Date Effective Immediately. The motion passed unanimously, (5:0).

Request for Right-of-Way Encroachment; Aerni, Spring – 239 SW Broadway St.: Spring Aerni, owner, 239 SW Broadway St, said that she is working with an engineer to come up with a plan to fix the building. In doing so, the truss direction will be changed. Ms. Aerni said that she would

like to include a 5'-6' overhang on the trusses to cover the sidewalks on SW 3rd Avenue. This would encroach just over 5' into the right-of-way at a height of 8'-10' above ground.

Mayor Kirsch said that one of the things that needs to be considered is whether this would cause issues in the future for people driving down the street.

Councilor Baughman said that a sidewalk would not be on the property line, it would be on the curb line with a space for utilities along the property line.

Councilor Trout asked how far the property line is from the building. Ms. Aerni said that it is 10" from the property line. Councilor Trout asked if the south portion of SW 3rd Avenue is also a 60' right-of-way. Ms. Aerni said that she believes it is.

Mr. McGehee said that if the Council chooses to approve this then it needs to be in writing and run with the deed to the property.

Councilor Trout moved and was seconded by **Councilor Keen** to Authorize a Five Foot Overhang Encroachment into the City Right-of-Way on SW 3rd Avenue for 239 SW Broadway Street with a Bottom Clearance of Not Less Than Ten Feet and to Direct City Attorney Jim McGehee to Draft a License for Said Overhang. The motion passed unanimously, (5:0).

STAFF/COMMISSION REPORTS

City Recorder Report

List of On-Going Old Business Items: A list of on-going old business items was provided for Council review.

Councilor Trout asked about the surveying for the Skatepark. Mrs. Cook said that survey work is still being completed.

Reminder – Out of Office, 10/19 to 10/26: Mrs. Cook reminded the Council that she will be out of the office from the 17th to the 26th. This includes a Council meeting. Mayor Kirsch asked if anyone is opposed to cancelling the October 23, 2018 meeting. Consensus to cancel the October 23rd meeting.

City Hall Closure: Mrs. Cook asked if the Council has any objection to closing the day after Thanksgiving. Consensus to close City Hall on Friday, November 23, 2018 as an unpaid holiday.

Tree Lighting: Mrs. Cook asked for the Council's thoughts on continuing the tree lighting. Last year there was another event the same day and time. Consensus to not hold a tree lighting.

City Attorney Report

Mr. McGehee said that he has been working with the property on SE Fairview to get it cleaned up. The owner has agreed to provide documentation needed to have STR haul the vehicles away. However, there is a camper that needs to be taken away also and STR will charge to do so. If there is not an option to remove the camper at no cost then the City should offer to pay to have it hauled away with a monthly payment from the property owner to repay the City.

Mr. McGehee said that the property on SE 3rd and SE Ivy is mostly clear but there is some junk still remaining. The property owner will be advised that the rest needs to be removed. If this is done then the City will look at costs to determine if we can reduce the fine.

Mr. McGehee said that Jon Hoeye passed away. The property looks to be in worse shape than it was before. A letter will be sent to the attorney representing Mr. Hoeye's sister to advise that this

must be cleaned up or we will move toward continuing a lawsuit. Mr. McGehee said that he will also request permission for deputies to do a walk-through of the property nightly.

BUSINESS FROM MAYOR & CITY COUNCILORS

Mayor Kirsch and **Councilor Keen** had nothing to report.

Councilor Baughman said that there were four permits issued.

Councilor Plotts said that she attended the coffee with a cop event. It was very nice and she wishes more people would attend this kind of event.

Councilor Plotts said that she may speak with the Sheriff's Office about doing safety hints in the newsletter on a semi-regular basis.

Councilor Trout said that he will be attending the school event this Thursday but can only stay for half of the time. Councilor Keen said that she can take the second half.

Mr. Lundquist asked if an IGA should be entered into for the surveying and engineering for the SRTS grant application. Mr. McGehee said that it would be a good idea. Mrs. Cook said that we may have all costs invoiced and paid out before an IGA can be drafted and signed.

EXECUTIVE SESSION: No Executive Session Held.

ADJOURNMENT

The meeting was adjourned at 8:33 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor

Accounts Payable

Computer Check Register

User: VickiEmery
 Printed: 11/08/2018 - 2:27PM
 Batch: 00001.11.2018
 Bank Account: USB



Check	Vendor No	Vendor Name	Date	Invoice No	amount
24389	377	Add Upon, LLC	11/13/2018		
				11012018	108.30
				11012018	108.30
				11012018	108.40
Check 24389 Total:					325.00
24390	441	Ashley Enginerring Design	11/13/2018		
				18-041	4,930.00
				18-041	4,334.00
Check 24390 Total:					9,264.00
24391	511	Jesus Lugo Barraza	11/13/2018		
				2018TI0767	10.00
Check 24391 Total:					10.00
24392	230	Consolidated Supply	11/13/2018		
				S8948939.001	65.39
Check 24392 Total:					65.39
24393	25	Davison Auto Parts - NAPA	11/13/2018		
				837-812582	51.47
Check 24393 Total:					51.47
24394	384	Ernie's Fueling Network	11/13/2018		
				284713CT	96.97
				284713CT	96.96
				284713CT	96.97
Check 24394 Total:					290.90
24395	6	Frontier	11/13/2018		
				11102018	191.76
				11102018	191.76
				11102018	191.75
Check 24395 Total:					575.27
24396	501	Garden's Year'Round	11/13/2018		
				7295	35.00
Check 24396 Total:					35.00
24397	21	Kelly Lumber Sales, Inc.	11/13/2018		
				21186/21259	14.90
				21186/21259	13.90
				21186/21259	30.00

Check	Vendor No	Vendor Name	Date	Invoice No	amount
Check 24397 Total:					58.80
24398	59	Dave Kinney	11/13/2018		
				11012018	1,484.26
				11012018	1,575.00
				11012018	37.50
				11012018	33.35
				11012018	70.85
				11012018	28.34
				11012018	37.50
Check 24398 Total:					3,266.80
24399	7	Linn County Sheriff's Office	11/13/2018		
				secqrtpymnt	58,695.00
Check 24399 Total:					58,695.00
24400	67	Marc Nelson Oil Products	11/13/2018		
				A334563-IN	723.05
Check 24400 Total:					723.05
24401	17	Mill City Market Place	11/13/2018		
				11052018	10.95
				11052018	18.00
				11052018	18.00
				11052018	18.00
				11052018	15.97
Check 24401 Total:					80.92
24402	23	Moonlight Maintenance	11/13/2018		
				10312018	108.00
Check 24402 Total:					108.00
24403	147	OAWU	11/13/2018		
				25508	500.00
Check 24403 Total:					500.00
24404	15	One Call Concepts, Inc.	11/13/2018		
				8100430	4.84
				8100430	4.84
				8100430	4.84
Check 24404 Total:					14.52
24405	171	OR Dept. of Revenue - Fines	11/13/2018		
				10312018	669.00
Check 24405 Total:					669.00
24406	302	Pacific Coast Electric, Inc.	11/13/2018		
				1455A	95.00
Check 24406 Total:					95.00
24407	1	Quill	11/13/2018		
				220699/2288156	136.97

Check	Vendor No	Vendor Name	Date	Invoice No	amount
				220699/2288156	136.97
				220699/2288156	136.97
		Check 24407 Total:			410.91
24408	431	Stewart's Lawn Service	11/13/2018		
				1339	1,032.50
		Check 24408 Total:			1,032.50
24409	16	Waterlab Corp	11/13/2018		
				11052018	60.00
				11052018	377.50
		Check 24409 Total:			437.50
24410	510	Xylem Wter Solutions	11/13/2018		
				3556A38392	1,206.00
		Check 24410 Total:			1,206.00
		Report Total:			77,915.03

General Ledger

Period Budget Analysis

User: VickiEmery

Printed: 11/9/2018 - 10:11 AM

Period: Period 1 to 4, 2019

Budget Type: Full Year Budgeting



Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	4/12	Variance	% Var
Fund Number	10									
REVENUE										
10-10-4000	Beginning Balance	0.00	14,333.33	14,333.33	100.00	0.00	57,333.32	57,333.32	57,333.32	100.00
10-10-4010	Building Permits	3,814.31	1,250.00	-2,564.31	-205.14	14,308.90	5,000.00	5,000.00	-9,308.90	-186.18
10-10-4025	Fines	2,558.00	1,500.00	-1,058.00	-70.53	10,812.40	6,000.00	6,000.00	-4,812.40	-80.21
10-10-4030	Franchises	4,533.23	3,000.00	-1,533.23	-51.11	10,217.94	12,000.00	12,000.00	1,782.06	14.85
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	-327.32	66.25	393.57	594.07	541.63	265.00	265.00	-276.63	-104.39
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	2,200.00	833.33	-1,366.67	-164.00	3,975.00	3,333.32	3,333.32	-641.68	-19.25
10-10-4065	Licenses	0.00	33.33	33.33	100.00	15.00	133.32	133.32	118.32	88.75
10-10-4075	Lien Search	75.00	145.83	70.83	48.57	750.00	583.32	583.32	-166.68	-28.57
10-10-4085	Linn County Property Tax	287.83	25,184.75	24,896.92	98.86	12,174.88	100,739.00	100,739.00	88,564.12	87.91
10-10-4090	Liquor/Cig/Marijuana Tax	3,303.88	3,034.92	-268.96	-8.86	10,826.66	12,139.68	12,139.68	1,313.02	10.82
10-10-4095	Marion County Property Tax	134.46	6,918.75	6,784.29	98.06	3,034.47	27,675.00	27,675.00	24,640.53	89.04
10-10-4100	Miscellaneous	55.00	500.00	445.00	89.00	293.49	2,000.00	2,000.00	1,706.51	85.33
10-10-4150	State Rev. Sharing	0.00	1,291.67	1,291.67	100.00	4,969.10	5,166.68	5,166.68	197.58	3.82
REVENUE Totals:		16,634.39	58,092.16	41,457.77	71.37	71,919.47	232,368.64	232,368.64	160,449.17	69.05
EXPENSE										
10-10-7025	Computer	1,299.38	0.00	-1,299.38	0.00	3,037.50	0.00	0.00	-3,037.50	0.00
10-10-7070	Miscellaneous	0.00	416.67	416.67	100.00	0.00	1,666.68	1,666.68	1,666.68	100.00
10-10-7080	Parks	0.00	775.00	775.00	100.00	10,986.37	3,100.00	3,100.00	-7,886.37	-254.40
10-10-8100	Contingency	0.00	3,772.67	3,772.67	100.00	0.00	15,090.68	15,090.68	15,090.68	100.00
10-10-9000	Unappropriated Funds	0.00	6,250.00	6,250.00	100.00	0.00	25,000.00	25,000.00	25,000.00	100.00
10-10-8030	Interfund Loan Payment	0.00	1,380.25	1,380.25	100.00	0.00	5,521.00	5,521.00	5,521.00	100.00
10-10-8210	To Equipment Reserve	0.00	833.33	833.33	100.00	0.00	3,333.32	3,333.32	3,333.32	100.00
10-10-6010	Audit	0.00	500.00	500.00	100.00	1,700.00	2,000.00	2,000.00	300.00	15.00
10-10-6015	Building Maintenance	145.78	250.00	104.22	41.69	145.78	1,000.00	1,000.00	854.22	85.42
10-10-6020	Building Permits	15,231.94	2,083.33	-13,148.61	-631.13	24,599.55	8,333.32	8,333.32	-16,266.23	-195.20
10-10-6045	Computer Expense	0.00	333.33	333.33	100.00	0.00	1,333.32	1,333.32	1,333.32	100.00
10-10-6050	Consulting	3,441.58	2,375.00	-1,066.58	-44.91	9,060.63	9,500.00	9,500.00	439.37	4.62
10-10-6055	Contracts	0.00	20,266.33	20,266.33	100.00	58,695.00	81,065.32	81,065.32	22,370.32	27.60
10-10-6060	Copier	152.66	250.00	97.34	38.94	658.73	1,000.00	1,000.00	341.27	34.13
10-10-6065	Court Expense	1,482.50	1,200.00	-282.50	-23.54	4,563.00	4,800.00	4,800.00	237.00	4.94
10-10-6070	Donations	0.00	166.67	166.67	100.00	0.00	666.68	666.68	666.68	100.00
10-10-6075	Dues & Memberships	211.80	275.00	63.20	22.98	1,012.90	1,100.00	1,100.00	87.10	7.92

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	33.32	33.32	100.00
10-10-6085	Engineering & Design	0.00	625.00	625.00	100.00	255.00	2,500.00	2,245.00	89.80
10-10-6095	Events	0.00	458.33	458.33	100.00	0.00	1,833.32	1,833.32	100.00
10-10-6110	Fuel	0.00	133.33	133.33	100.00	443.85	533.32	89.47	16.78
10-10-6145	Insurance	51.25	500.00	448.75	89.75	7,817.27	2,000.00	-5,817.27	-290.86
10-10-6160	Legal	1,427.51	2,131.25	703.74	33.02	7,704.07	8,525.00	820.93	9.63
10-10-6165	Maint & Repair	703.59	916.67	213.08	23.25	3,186.95	3,666.68	479.73	13.08
10-10-6170	Miscellaneous	33.15	666.67	633.52	95.03	501.62	2,666.68	2,165.06	81.19
10-10-6185	Office Supplies	175.15	187.50	12.35	6.59	1,051.52	750.00	-301.52	-40.20
10-10-6195	Phones	201.33	291.67	90.34	30.97	765.91	1,166.68	400.77	34.35
10-10-6200	Planning Expense	0.00	16.67	16.67	100.00	0.00	66.68	66.68	100.00
10-10-6205	Postage	275.45	229.17	-46.28	-20.19	422.44	916.68	494.24	53.92
10-10-6210	Printing	81.90	83.33	1.43	1.72	245.90	333.32	87.42	26.23
10-10-6240	Schools/Mileage	4.31	145.83	141.52	97.04	127.82	583.32	455.50	78.09
10-10-6280	Utilities	178.46	500.00	321.54	64.31	1,147.43	2,000.00	852.57	42.63
10-10-5010	City Recorder	2,061.97	1,858.33	-203.64	-10.96	8,495.03	7,433.32	-1,061.71	-14.28
10-10-5020	Clerk (UB & Court)	410.66	375.00	-35.66	-9.51	1,531.33	1,500.00	-31.33	-2.09
10-10-5030	Extra Hire	0.00	275.00	275.00	100.00	0.00	1,100.00	1,100.00	100.00
10-10-5040	Finance Clerk	1,210.86	900.00	-310.86	-34.54	4,285.58	3,600.00	-685.58	-19.04
10-10-5050	Judge	802.30	758.33	-43.97	-5.80	3,209.20	3,033.32	-175.88	-5.80
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	833.32	9.63	1.16
10-10-5075	PW Supervisor	555.59	525.00	-30.59	-5.83	2,187.24	2,100.00	-87.24	-4.15
10-10-5080	Utility Maintenance Work	1,434.83	1,375.00	-59.83	-4.35	5,622.10	5,500.00	-122.10	-2.22
10-10-5500	Payroll Costs	2,917.15	3,795.83	878.68	23.15	14,727.57	15,183.32	455.75	3.00
EXPENSE Totals:		34,491.10	58,092.15	23,601.05	40.63	179,010.98	232,368.60	53,357.62	22.96
Fund Number	20								
REVENUE									
20-20-4000	Beginning Balance	0.00	16,304.42	16,304.42	100.00	0.00	65,217.68	65,217.68	100.00
20-20-4030	Franchises	4,266.44	4,666.67	400.23	8.58	17,261.15	18,666.68	1,405.53	7.53
20-20-4035	Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-20-4050	Interest	-395.21	81.50	476.71	584.92	654.73	326.00	-328.73	-100.84
20-20-4100	Miscellaneous	0.00	8.33	8.33	100.00	0.00	33.32	33.32	100.00
20-20-4145	State Highway Tax	12,460.57	11,234.42	-1,226.15	-10.91	45,859.59	44,937.68	-921.91	-2.05
20-20-4510	Transfer- General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE Totals:		16,331.80	32,295.34	15,963.54	49.43	63,775.47	129,181.36	65,405.89	50.63
EXPENSE									
20-20-7025	Computer	779.62	0.00	-779.62	0.00	1,822.50	0.00	-1,822.50	0.00
20-20-7070	Miscellaneous	0.00	2,083.33	2,083.33	100.00	0.00	8,333.32	8,333.32	100.00
20-20-7140	Storm Swr & Drainage	0.00	833.33	833.33	100.00	1,243.00	3,333.32	2,090.32	62.71
20-20-8100	Contingency	0.00	2,434.92	2,434.92	100.00	0.00	9,739.68	9,739.68	100.00
20-20-9000	Unappropriated Funds	0.00	2,916.67	2,916.67	100.00	0.00	11,666.68	11,666.68	100.00
20-20-8210	To Equip Reserve	0.00	1,666.67	1,666.67	100.00	0.00	6,666.68	6,666.68	100.00
20-20-8225	To RR Bridge Fund	0.00	2,791.67	2,791.67	100.00	0.00	11,166.68	11,166.68	100.00
20-20-8250	To Street Res Fund	0.00	8,333.33	8,333.33	100.00	0.00	33,333.32	33,333.32	100.00

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
20-20-5500	Payroll Costs	1,394.21	1,816.67	422.46	23.25	7,147.49	7,266.68	119.19	1.64
20-20-6045	Computer Expense	0.00	125.00	125.00	100.00	0.00	500.00	500.00	100.00
20-20-6050	Consulting	946.70	231.25	-715.45	-309.38	4,067.20	925.00	-3,142.20	-339.70
20-20-6085	Engineering & Design	14,030.00	1,666.67	-12,363.33	-741.80	16,595.00	6,666.68	-9,928.32	-148.92
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	68.79	125.00	56.21	44.97	337.10	500.00	162.90	32.58
20-20-6145	Insurance	51.33	83.33	32.00	38.40	1,457.65	333.32	-1,124.33	-337.31
20-20-6155	Lights - Street	2,496.05	2,583.33	87.28	3.38	9,984.67	10,333.32	348.65	3.37
20-20-6165	Maintenance & Repair	366.23	1,333.33	967.10	72.53	6,112.81	5,333.32	-779.49	-14.62
20-20-6170	Miscellaneous	0.00	166.67	166.67	100.00	276.81	666.68	389.87	58.48
20-20-6245	Sidewalks & Paths	0.00	416.67	416.67	100.00	67.35	1,666.68	1,599.33	95.96
20-20-6265	Uniforms	0.00	8.33	8.33	100.00	0.00	33.32	33.32	100.00
20-20-5010	City Recorder	294.56	266.67	-27.89	-10.46	1,213.55	1,066.68	-146.87	-13.77
20-20-5020	Clerk (UB & Court)	410.68	375.00	-35.68	-9.51	1,531.33	1,500.00	-31.33	-2.09
20-20-5030	Extra Hire	0.00	41.67	41.67	100.00	0.00	166.68	166.68	100.00
20-20-5040	Finance Clerk	172.99	133.33	-39.66	-29.75	612.27	533.32	-78.95	-14.80
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	150.00	-673.69	-449.13
20-20-5075	PW Supervisor	1,111.20	1,041.67	-69.53	-6.67	4,374.47	4,166.68	-207.79	-4.99
20-20-5080	Utility Maint Worker	819.88	783.33	-36.55	-4.67	3,212.59	3,133.32	-79.27	-2.53
EXPENSE Totals:		22,942.24	32,295.34	9,353.10	28.96	60,879.48	129,181.36	68,301.88	52.87
Fund Number	30								
REVENUE									
30-30-4000	Beginning Balance	0.00	9,668.08	9,668.08	100.00	0.00	38,672.32	38,672.32	100.00
30-30-4015	Water Charges	6,834.19	0.00	-6,834.19	0.00	6,834.19	0.00	-6,834.19	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	-347.32	48.33	395.65	818.64	574.70	193.32	-381.38	-197.28
30-30-4100	Miscellaneous	0.00	83.33	83.33	100.00	6,644.71	333.32	-6,311.39	-1,893.49
30-30-4105	Monthly Charges	35,545.36	29,104.17	-6,441.19	-22.13	149,711.07	116,416.68	-33,294.39	-28.60
30-30-4110	Other Funding Sources	0.00	450.00	450.00	100.00	3,657.00	1,800.00	-1,857.00	-103.17
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:		42,032.23	39,353.91	-2,678.32	-6.81	167,421.67	157,415.64	-10,006.03	-6.36
EXPENSE									
30-30-7025	Computer	1,559.25	0.00	-1,559.25	0.00	3,645.00	0.00	-3,645.00	0.00
30-30-7050	Hydrants	0.00	208.33	208.33	100.00	0.00	833.32	833.32	100.00
30-30-7160	Water Plant	0.00	625.00	625.00	100.00	3,000.00	2,500.00	-500.00	-20.00
30-30-8100	Contingency	0.00	2,828.92	2,828.92	100.00	0.00	11,315.68	11,315.68	100.00
30-30-9000	Unappropriated Funds	0.00	3,333.33	3,333.33	100.00	0.00	13,333.32	13,333.32	100.00
30-30-8205	Bonded Debt	0.00	12,916.67	12,916.67	100.00	0.00	51,666.68	51,666.68	100.00
30-30-8210	Equipment Reserve	0.00	833.33	833.33	100.00	0.00	3,333.32	3,333.32	100.00
30-30-6010	Audit	0.00	458.33	458.33	100.00	1,650.00	1,833.32	183.32	10.00
30-30-6030	Chemicals	0.00	208.33	208.33	100.00	625.01	833.32	208.31	25.00
30-30-6045	Computer Expense	0.00	208.33	208.33	100.00	0.00	833.32	833.32	100.00
30-30-6050	Consultant	12,448.79	875.00	-11,573.79	-1,322.72	17,488.04	3,500.00	-13,988.04	-399.66

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	Variance	% Var
30-30-6060	Copier	151.67	141.67	-10.00	-7.06	658.65	566.68	-91.97	-16.23
30-30-6085	Engineering & Design	170.00	583.33	413.33	70.86	170.00	2,333.32	2,163.32	92.71
30-30-6110	Fuel	68.00	208.33	140.33	67.36	741.26	833.32	92.06	11.05
30-30-6130	Hookup	0.00	62.50	62.50	100.00	161.90	250.00	88.10	35.24
30-30-6145	Insurance	51.25	333.33	282.08	84.62	5,451.43	1,333.32	-4,118.11	-308.86
30-30-6150	Lab Expense	60.00	562.50	502.50	89.33	870.00	2,250.00	1,380.00	61.33
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	481.65	458.33	-23.32	-5.09	640.40	1,833.32	1,192.92	65.07
30-30-6170	Miscellaneous	2.20	166.67	164.47	98.68	11.67	666.68	655.01	98.25
30-30-6185	Office Supplies	138.00	208.33	70.33	33.76	700.75	833.32	132.57	15.91
30-30-6195	Phones	243.31	270.83	27.52	10.16	893.00	1,083.32	190.32	17.57
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	443.99	275.00	-168.99	-61.45	768.58	1,100.00	331.42	30.13
30-30-6210	Printing	81.90	83.33	1.43	1.72	119.90	333.32	213.42	64.03
30-30-6215	Refunds	8.17	16.67	8.50	50.99	18.77	66.68	47.91	71.85
30-30-6255	Tools	0.00	33.33	33.33	100.00	0.00	133.32	133.32	100.00
30-30-6260	Training	359.30	166.67	-192.63	-115.58	1,160.68	666.68	-494.00	-74.10
30-30-6265	Uniforms	0.00	8.33	8.33	100.00	0.00	33.32	33.32	100.00
30-30-6270	Utilities	856.85	1,041.67	184.82	17.74	3,156.16	4,166.68	1,010.52	24.25
30-30-6275	Lines/Paving	0.00	125.00	125.00	100.00	80.00	500.00	420.00	84.00
30-30-6280	System Supplies	312.79	625.00	312.21	49.95	7,341.49	2,500.00	-4,841.49	-193.66
30-30-5010	City Recorder	1,767.39	1,600.00	-167.39	-10.46	7,281.42	6,400.00	-881.42	-13.77
30-30-5020	Clerk (UB & Court)	1,642.74	1,479.17	-163.57	-11.06	6,125.33	5,916.68	-208.65	-3.53
30-30-5030	Extra Hire	0.00	125.00	125.00	100.00	0.00	500.00	500.00	100.00
30-30-5040	Finance Clerk	1,037.90	775.00	-262.90	-33.92	3,673.44	3,100.00	-573.44	-18.50
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	267.95	550.00	282.05	51.28	1,092.19	2,200.00	1,107.81	50.36
30-30-5070	Part Time	0.00	150.00	150.00	100.00	549.15	600.00	50.85	8.48
30-30-5075	PW Supervisor	1,389.00	1,300.00	-89.00	-6.85	5,468.11	5,200.00	-268.11	-5.16
30-30-5080	Utility Maint Worker	819.90	791.67	-28.23	-3.57	3,212.60	3,166.68	-45.92	-1.45
30-30-5500	Payroll Costs	3,493.12	4,716.67	1,223.55	25.94	17,659.17	18,866.68	1,207.51	6.40
EXPENSE Totals:		27,855.12	39,353.90	11,498.78	29.22	94,414.10	157,415.60	63,001.50	40.02
Fund Number									
40									
REVENUE									
40-40-4000	Beginning Balance	0.00	12,666.67	12,666.67	100.00	0.00	50,666.68	50,666.68	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	-169.24	59.75	228.99	383.25	280.04	239.00	-41.04	-17.17
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	36,567.37	34,958.33	-1,609.04	-4.60	142,234.10	139,833.32	-2,400.78	-1.72
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:		36,398.13	47,684.75	11,286.62	23.67	142,514.14	190,739.00	48,224.86	25.28
EXPENSE									
40-40-7010	Bldgs & Facilities	0.00	583.33	583.33	100.00	0.00	2,333.32	2,333.32	100.00
40-40-7025	Computer	1,559.25	0.00	-1,559.25	0.00	3,645.00	0.00	-3,645.00	0.00

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	4/12 Variance	% Var
40-40-7100	Pump Station	0.00	833.33	833.33	100.00	0.00	3,333.32	3,333.32	100.00
40-40-8100	Contingency	0.00	2,793.92	2,793.92	100.00	0.00	11,175.68	11,175.68	100.00
40-40-9000	Unappropriated Funds	0.00	5,833.33	5,833.33	100.00	0.00	23,333.32	23,333.32	100.00
40-40-8205	Transfer to Bonded Debt	0.00	13,333.33	13,333.33	100.00	0.00	53,333.32	53,333.32	100.00
40-40-8210	Equipment Reserve	0.00	833.33	833.33	100.00	0.00	3,333.32	3,333.32	100.00
40-40-8235	Sewer Reserve	0.00	1,666.67	1,666.67	100.00	0.00	6,666.68	6,666.68	100.00
40-40-6010	Audit	0.00	458.33	458.33	100.00	1,650.00	1,833.32	183.32	10.00
40-40-6045	Computer Expense	0.00	208.33	208.33	100.00	0.00	833.32	833.32	100.00
40-40-6050	Consultant	940.32	375.00	-565.32	-150.75	6,674.53	1,500.00	-5,174.53	-344.97
40-40-6060	Copier	151.57	166.67	15.10	9.06	658.56	666.68	8.12	1.22
40-40-6085	Engineering & Design	0.00	416.67	416.67	100.00	255.00	1,666.68	1,411.68	84.70
40-40-6090	Equipment Maintenance	0.00	41.67	41.67	100.00	0.00	166.68	166.68	100.00
40-40-6100	Facility Maintenance	0.00	416.67	416.67	100.00	3,250.50	1,666.68	-1,583.82	-95.03
40-40-6105	Fees	0.00	166.67	166.67	100.00	853.00	666.68	-186.32	-27.95
40-40-6110	Fuel	68.00	308.33	240.33	77.95	741.28	1,233.32	492.04	39.90
40-40-6130	Hookup	0.00	20.83	20.83	100.00	0.00	83.32	83.32	100.00
40-40-6145	Insurance	51.25	375.00	323.75	86.33	6,053.79	1,500.00	-4,553.79	-303.59
40-40-6150	Lab Expense	1,315.00	375.00	-940.00	-250.67	3,385.00	1,500.00	-1,885.00	-125.67
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	23.00	1,041.67	1,018.67	97.79	1,735.99	4,166.68	2,430.69	58.34
40-40-6170	Miscellaneous	2.20	208.33	206.13	98.94	13.71	833.32	819.61	98.35
40-40-6185	Office Supplies	138.00	166.67	28.67	17.20	738.71	666.68	-72.03	-10.80
40-40-6195	Phones	243.31	291.67	48.36	16.58	892.99	1,166.68	273.69	23.46
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	443.99	225.00	-218.99	-97.33	768.58	900.00	131.42	14.60
40-40-6210	Printing	81.90	83.33	1.43	1.72	119.90	333.32	213.42	64.03
40-40-6250	Sludge Management	3,480.00	2,250.00	-1,230.00	-54.67	8,884.50	9,000.00	115.50	1.28
40-40-6260	Training	309.29	145.83	-163.46	-112.09	1,106.67	583.32	-523.35	-89.72
40-40-6265	Uniforms	0.00	8.33	8.33	100.00	0.00	33.32	33.32	100.00
40-40-6270	Utilities	757.64	1,041.67	284.03	27.27	4,057.36	4,166.68	109.32	2.62
40-40-6280	System Supplies	69.34	83.33	13.99	16.79	139.33	333.32	193.99	58.20
40-40-5010	City Recorder	1,767.40	1,600.00	-167.40	-10.46	7,281.47	6,400.00	-881.47	-13.77
40-40-5020	Clerk (UB & Court)	1,642.74	1,479.17	-163.57	-11.06	6,125.36	5,916.68	-208.68	-3.53
40-40-5030	Extra Hire	0.00	166.67	166.67	100.00	0.00	666.68	666.68	100.00
40-40-5040	Finance Clerk	1,037.91	766.67	-271.24	-35.38	3,673.46	3,066.68	-606.78	-19.79
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	466.68	-82.46	-17.67
40-40-5075	PW Supervisor	2,500.18	2,350.00	-150.18	-6.39	9,842.58	9,400.00	-442.58	-4.71
40-40-5080	Utility Maint Worker	1,024.86	983.33	-41.53	-4.22	4,015.76	3,933.32	-82.44	-2.10
40-40-5500	Payroll Costs	4,082.05	5,470.00	1,387.95	25.37	20,657.45	21,880.00	1,222.55	5.59
EXPENSE Totals:		21,689.20	47,684.75	25,995.55	54.52	97,769.62	190,739.00	92,969.38	48.74
Fund Number	50								
REVENUE									
50-50-4000	Beginning Balance	0.00	24,125.00	24,125.00	100.00	0.00	96,500.00	96,500.00	100.00
50-50-4035	Grants	0.00	4,166.67	4,166.67	100.00	0.00	16,666.68	16,666.68	100.00

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	4/12	Variance	% Var
50-50-4050	Interest	-571.89	116.25	688.14	591.95	946.30	465.00	465.00	-481.30	-103.51
50-50-4100	Miscellaneous	0.00	0.00	0.00	0.00	-2.00	0.00	0.00	2.00	0.00
50-50-4130	SOB Revenue	0.00	1,041.67	1,041.67	100.00	2.00	4,166.68	4,166.68	4,164.68	99.95
50-50-4520	Transfer - Street Fund	0.00	2,791.67	2,791.67	100.00	0.00	11,166.68	11,166.68	11,166.68	100.00
	REVENUE Totals:	-571.89	32,241.26	32,813.15	101.77	946.30	128,965.04	128,965.04	128,018.74	99.27
EXPENSE										
50-50-7070	Miscellaneous	0.00	2,083.33	2,083.33	100.00	0.00	8,333.32	8,333.32	8,333.32	100.00
50-50-7125	Special Projects	0.00	25,000.00	25,000.00	100.00	0.00	100,000.00	100,000.00	100,000.00	100.00
50-50-6005	Administration	323.15	2,083.33	1,760.18	84.49	627.45	8,333.32	8,333.32	7,705.87	92.47
50-50-6085	Engineering & Design	0.00	2,083.33	2,083.33	100.00	0.00	8,333.32	8,333.32	8,333.32	100.00
50-50-6235	SOB Expense	0.00	991.25	991.25	100.00	50.00	3,965.00	3,965.00	3,915.00	98.74
	EXPENSE Totals:	323.15	32,241.24	31,918.09	99.00	677.45	128,964.96	128,964.96	128,287.51	99.47
Fund Number										
55										
REVENUE										
55-55-4000	Beginning Balance	0.00	4,203.92	4,203.92	100.00	0.00	16,815.68	16,815.68	16,815.68	100.00
55-55-4050	Interest	-105.08	21.00	126.08	600.38	173.88	84.00	84.00	-89.88	-107.00
55-55-4140	Skate Park Revenue	0.00	125.00	125.00	100.00	0.00	500.00	500.00	500.00	100.00
	REVENUE Totals:	-105.08	4,349.92	4,455.00	102.42	173.88	17,399.68	17,399.68	17,225.80	99.00
EXPENSE										
55-55-7130	Skate Park	0.00	2,916.67	2,916.67	100.00	0.00	11,666.68	11,666.68	11,666.68	100.00
55-55-9000	Unappropriated Funds	0.00	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	666.68	666.68	554.18	83.13
55-55-6085	Engineering & Design	0.00	1,250.00	1,250.00	100.00	2,485.00	5,000.00	5,000.00	2,515.00	50.30
55-55-6170	Miscellaneous	0.00	16.58	16.58	100.00	0.00	66.32	66.32	66.32	100.00
	EXPENSE Totals:	0.00	4,349.92	4,349.92	100.00	2,597.50	17,399.68	17,399.68	14,802.18	85.07
Fund Number										
60										
REVENUE										
60-60-4000	Beginning Balance	0.00	4,519.75	4,519.75	100.00	0.00	18,079.00	18,079.00	18,079.00	100.00
60-60-4050	Interest	-125.54	22.50	148.04	657.96	207.73	90.00	90.00	-117.73	-130.81
	REVENUE Totals:	-125.54	4,542.25	4,667.79	102.76	207.73	18,169.00	18,169.00	17,961.27	98.86
EXPENSE										
60-60-7030	Construction	0.00	2,500.00	2,500.00	100.00	0.00	10,000.00	10,000.00	10,000.00	100.00
60-60-8100	Contingency	0.00	792.25	792.25	100.00	0.00	3,169.00	3,169.00	3,169.00	100.00
60-60-6005	Administration	0.00	416.67	416.67	100.00	0.00	1,666.68	1,666.68	1,666.68	100.00
60-60-6085	Engineering & Design	0.00	833.33	833.33	100.00	0.00	3,333.32	3,333.32	3,333.32	100.00
60-60-6170	Miscellaneous	0.00	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	18,169.00	18,169.00	18,169.00	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	42,672.32	42,672.32	100.00
65-65-4050	Interest	-247.82	49.17	296.99	604.01	410.07	196.68	-213.39	-108.50
65-65-4080	Lien Payment	200.00	41.67	-158.33	-379.96	800.00	166.68	-633.32	-379.96
65-65-4510	Transfer - General Fund	0.00	1,380.25	1,380.25	100.00	0.00	5,521.00	5,521.00	100.00
REVENUE Totals:		-47.82	12,139.17	12,186.99	100.39	1,210.07	48,556.68	47,346.61	97.51
EXPENSE									
65-65-8100	Contingency	0.00	1,722.50	1,722.50	100.00	0.00	6,890.00	6,890.00	100.00
65-65-6005	Administrative Costs	0.00	1,250.00	1,250.00	100.00	0.00	5,000.00	5,000.00	100.00
65-65-6040	Code Enforcement	0.00	2,916.67	2,916.67	100.00	0.00	11,666.68	11,666.68	100.00
65-65-6135	Housing Loans	0.00	6,250.00	6,250.00	100.00	0.00	25,000.00	25,000.00	100.00
EXPENSE Totals:		0.00	12,139.17	12,139.17	100.00	0.00	48,556.68	48,556.68	100.00
Fund Number									
70									
REVENUE									
70-71-4000	Beginning Balance	0.00	43,003.25	43,003.25	100.00	0.00	172,013.00	172,013.00	100.00
70-71-4015	Endowment Funds	0.00	9,593.25	9,593.25	100.00	120,321.81	38,373.00	-81,948.81	-213.56
70-71-4050	Interest	-1,607.31	215.00	1,822.31	847.59	2,659.68	860.00	-1,799.68	-209.27
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	92,523.00	92,523.00	100.00
70-72-4050	Interest	-583.05	115.67	698.72	604.06	964.77	462.68	-502.09	-108.52
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	3,000.00	3,000.00	100.00
70-73-4000	Beginning Balance	0.00	22,527.25	22,527.25	100.00	0.00	90,109.00	90,109.00	100.00
70-73-4035	Grants	0.00	8,333.33	8,333.33	100.00	0.00	33,333.32	33,333.32	100.00
70-73-4050	Interest	-482.62	112.67	595.29	528.35	798.59	450.68	-347.91	-77.20
70-73-4520	Transfer - Street Fund	0.00	8,333.33	8,333.33	100.00	0.00	33,333.32	33,333.32	100.00
70-74-4000	Beginning Balance	0.00	11,975.33	11,975.33	100.00	0.00	47,901.32	47,901.32	100.00
70-74-4035	Grants	0.00	1,666.67	1,666.67	100.00	0.00	6,666.68	6,666.68	100.00
70-74-4050	Interest	-306.40	59.92	366.32	611.35	507.01	239.68	-267.33	-111.54
70-74-4135	SDC Revenue	0.00	270.33	270.33	100.00	0.00	1,081.32	1,081.32	100.00
70-74-4540	Transfer - Sewer Fund	0.00	1,666.67	1,666.67	100.00	0.00	6,666.68	6,666.68	100.00
70-75-4000	Beginning Balance	0.00	7,322.25	7,322.25	100.00	0.00	29,289.00	29,289.00	100.00
70-75-4050	Interest	-189.70	36.58	226.28	618.59	313.89	146.32	-167.57	-114.52
70-75-4510	From General Fund	0.00	833.33	833.33	100.00	0.00	3,333.32	3,333.32	100.00
70-75-4520	From Street Fund	0.00	1,666.67	1,666.67	100.00	0.00	6,666.68	6,666.68	100.00
70-75-4530	From Water Fund	0.00	833.33	833.33	100.00	0.00	3,333.32	3,333.32	100.00
70-75-4540	From Sewer Fund	0.00	833.33	833.33	100.00	0.00	3,333.32	3,333.32	100.00
REVENUE Totals:		-3,169.08	143,278.91	146,447.99	102.21	125,565.75	573,115.64	447,549.89	78.09
EXPENSE									
70-71-7010	Bldgs & Facilities	0.00	1,250.00	1,250.00	100.00	0.00	5,000.00	5,000.00	100.00
70-71-7090	Public Works	0.00	36,666.67	36,666.67	100.00	0.00	146,666.68	146,666.68	100.00
70-71-7125	Special Projects	0.00	7,500.00	7,500.00	100.00	0.00	30,000.00	30,000.00	100.00
70-71-9000	Unappropriated Funds	0.00	2,394.83	2,394.83	100.00	0.00	9,579.32	9,579.32	100.00
70-71-6085	Engineering & Design	1,500.00	2,083.33	583.33	28.00	1,500.00	8,333.32	6,833.32	82.00

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	4/12	Variance	% Var
70-71-6100	Facility Maintenance	1,239.16	2,083.33	844.17	40.52	9,648.59	8,333.32	8,333.32	-1,315.27	-15.78
70-71-6160	Legal	0.00	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	0.00
70-71-6230	Sanitiam Blvd	1,500.00	833.33	-666.67	-80.00	6,750.00	3,333.32	3,333.32	-3,416.68	-102.50
70-72-7010	Bldgs & Facilities	0.00	1,666.67	1,666.67	100.00	0.00	6,666.68	6,666.68	6,666.68	100.00
70-72-7040	Equipment	0.00	2,083.33	2,083.33	100.00	0.00	8,333.32	8,333.32	8,333.32	100.00
70-72-7150	Water Lines	0.00	11,666.67	11,666.67	100.00	0.00	46,666.68	46,666.68	46,666.68	100.00
70-72-8100	Contingency	0.00	5,996.42	5,996.42	100.00	0.00	23,985.68	23,985.68	23,985.68	100.00
70-72-6005	Administration	0.00	83.33	83.33	100.00	0.00	333.32	333.32	333.32	100.00
70-72-6085	Engineering & Design	0.00	2,500.00	2,500.00	100.00	0.00	10,000.00	10,000.00	10,000.00	100.00
70-73-7120	Sidewalks/Ped Path	0.00	1,250.00	1,250.00	100.00	0.00	5,000.00	5,000.00	5,000.00	100.00
70-73-7125	Special Projects	0.00	8,333.33	8,333.33	100.00	0.00	33,333.32	33,333.32	33,333.32	100.00
70-73-7145	Street Repair	0.00	22,916.67	22,916.67	100.00	0.00	91,666.68	91,666.68	91,666.68	100.00
70-73-9000	Unappropriated Funds	0.00	348.25	348.25	100.00	0.00	1,393.00	1,393.00	1,393.00	100.00
70-73-6005	Administration	0.00	208.33	208.33	100.00	0.00	833.32	833.32	833.32	100.00
70-73-6085	Engineering & Design	1,848.00	2,083.33	235.33	11.30	2,543.00	8,333.32	8,333.32	5,790.32	69.48
70-73-6120	Future Expenditures	0.00	4,166.67	4,166.67	100.00	0.00	16,666.68	16,666.68	16,666.68	100.00
70-74-7010	Bldgs & Facilities	0.00	6,250.00	6,250.00	100.00	0.00	25,000.00	25,000.00	25,000.00	100.00
70-74-7100	Pump Stations	16,051.32	1,666.67	-14,384.65	-863.08	16,051.32	6,666.68	6,666.68	-9,384.64	-140.77
70-74-7110	Sewer	0.00	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	16,885.32	16,885.32	16,885.32	100.00
70-74-8205	Transfer - Bonded Debt	0.00	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	1,666.68	1,666.68	1,666.68	100.00
70-74-6085	Engineering & Design	0.00	2,916.67	2,916.67	100.00	0.00	11,666.68	11,666.68	11,666.68	100.00
70-74-6170	Miscellaneous	0.00	167.58	167.58	100.00	0.00	670.32	670.32	670.32	100.00
70-74-6200	Planning Expense	0.00	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	8,333.32	8,333.32	-23,368.77	-280.43
70-75-7090	Public Works	0.00	7,083.33	7,083.33	100.00	0.00	28,333.32	28,333.32	28,333.32	100.00
70-75-9000	Unappropriated Funds	0.00	2,358.83	2,358.83	100.00	0.00	9,435.32	9,435.32	9,435.32	100.00
EXPENSE Totals:		22,138.48	143,278.90	121,140.42	84.55	68,195.00	573,115.60	573,115.60	504,920.60	88.10
Fund Number	80									
REVENUE										
80-80-4000	Beginning Balance	0.00	11,162.33	11,162.33	100.00	0.00	44,649.32	44,649.32	44,649.32	100.00
80-80-4050	Interest	-266.88	55.83	322.71	578.02	441.61	223.32	223.32	-218.29	-97.75
80-80-4530	Transfer - Water Fund	0.00	12,916.67	12,916.67	100.00	0.00	51,666.68	51,666.68	51,666.68	100.00
80-80-4540	Transfer - Sewer Fund	0.00	13,333.33	13,333.33	100.00	0.00	53,333.32	53,333.32	53,333.32	100.00
80-80-4570	Transfer - Res Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE Totals:		-266.88	37,468.16	37,735.04	100.71	441.61	149,872.64	149,872.64	149,431.03	99.71
EXPENSE										
80-80-9000	Unappropriated Funds	0.00	10,962.42	10,962.42	100.00	0.00	43,849.68	43,849.68	43,849.68	100.00
80-80-8010	Bond Interest	0.00	6,176.50	6,176.50	100.00	0.00	24,706.00	24,706.00	24,706.00	100.00
80-80-8020	Bond Principle	0.00	20,329.25	20,329.25	100.00	0.00	81,317.00	81,317.00	81,317.00	100.00
EXPENSE Totals:		0.00	37,468.17	37,468.17	100.00	0.00	149,872.68	149,872.68	149,872.68	100.00
Fund Number	95									

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	YTD Budget	4/12 YTD Budget	Variance	% Var
REVENUE										
95-30-4040	Hookups	0.00	62.50	62.50	100.00	0.00	250.00	250.00	250.00	100.00
95-30-4065	Late Fees	0.00	1,125.00	1,125.00	100.00	0.00	4,500.00	4,500.00	4,500.00	100.00
95-30-4100	Miscellaneous	0.00	83.33	83.33	100.00	0.00	333.32	333.32	333.32	100.00
95-30-4105	Monthly Charges	0.00	27,916.67	27,916.67	100.00	0.00	111,666.68	111,666.68	111,666.68	100.00
95-40-4040	Hookups	0.00	20.83	20.83	100.00	0.00	83.32	83.32	83.32	100.00
95-40-4065	Late Fees	0.00	750.00	750.00	100.00	0.00	3,000.00	3,000.00	3,000.00	100.00
95-40-4100	Miscellaneous	0.00	20.83	20.83	100.00	0.00	83.32	83.32	83.32	100.00
95-40-4105	Monthly Charges	0.00	34,166.67	34,166.67	100.00	0.00	136,666.68	136,666.68	136,666.68	100.00
	REVENUE Totals:	0.00	64,145.83	64,145.83	100.00	0.00	256,583.32	256,583.32	256,583.32	100.00
EXPENSE										
95-30-8260	Transfer to Water Fund	0.00	29,187.50	29,187.50	100.00	0.00	116,750.00	116,750.00	116,750.00	100.00
95-30-6215	Refunds	0.00	0.00	0.00	0.00	10.60	0.00	0.00	-10.60	0.00
95-40-8230	Transfer to Sewer Fund	0.00	34,958.33	34,958.33	100.00	0.00	139,833.32	139,833.32	139,833.32	100.00
95-40-6215	Refunds	0.00	0.00	0.00	0.00	-10.60	0.00	0.00	10.60	0.00
	EXPENSE Totals:	0.00	64,145.83	64,145.83	100.00	0.00	256,583.32	256,583.32	256,583.32	100.00
	Report Totals:									
	Revenue Total:	107,110.26	475,591.66	368,481.40	77.48	574,176.09	1,902,366.64	1,902,366.64	1,328,190.55	69.82
	Expense Total:	129,439.29	475,591.62	346,152.33	72.78	503,544.13	1,902,366.48	1,902,366.48	1,398,822.35	73.53
	Income Total:	-22,329.03	0.04			70,631.96	0.16			



**NORTH SANTIAM SCHOOL DISTRICT 29J
AGREEMENT FOR TECHNOLOGY TEAM SERVICES**

Technology Team Services

This AGREEMENT is made and entered into effective the 1st day of July, 2018 pursuant to the authority granted in Oregon Revised Statutes (“ORS”) Chapter 190, by and between the NORTH SANTIAM SCHOOL DISTRICT (“NSSD”) and the CITY OF MILL CITY (“Customer”), both parties being government entities within the State of Oregon.

RECITALS

1. NSSD is a K-12 school district formed under ORS Chapter 334 and authorized by ORS 334.175 to provide services to local government agencies.
2. The Customer is a non-component entity of NSSD and desires to receive the services as described below from NSSD.
3. NSSD has staff with proper credentials and experience to provide such service.

WITNESSETH

NSSD and the Customer, in consideration of the mutual promises contained herein, agree as follows:

- I. **TERM.** The effective dates for this Agreement shall be July 1, 2018 to June 30, 2019.
- II. **SCOPE OF SERVICES.** NSSD agrees to provide technical support services as further described in the Technology Team Services document, attached hereto as Attachment “A” and incorporated herein by this reference.
- III. **COMPENSATION.** The Customer shall pay NSSD for services performed described in Section II of this Agreement in District funds in the amount of \$60.00 per hour for 50 hours of service. For the term of this Agreement the total charges are \$3,000.00. Payment is due within 30 days of signing this Agreement. Unused hours of service can accumulate and be carried over from term to term. Customer will receive monthly statements from NSSD reflecting the number of service hours used for the month and remaining balance for the term of the Agreement. *A 5% fee will be added to equipment purchased for the City. No additional time will be charged for equipment research and or purchasing.*
- IV. **TERMINATION.**
 - a. If NSSD or the Customer shall fail to fulfill in a timely and proper manner the obligations of this Agreement, or shall violate any of the covenants, agreements, or stipulations of this Agreement, either party shall thereupon have the right to terminate this Agreement by giving written notice

of such termination to the other, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In such event, all equipment and finished or unfinished documents, data, studies, and reports prepared by NSSD or the Customer under this Agreement shall, at the option of the Customer, become the Customer's property, and NSSD shall be entitled to receive just and equitable compensation for any satisfactory equipment maintenance or work completed.

- b. Notwithstanding the above, neither party shall be relieved of liability for damages sustained by NSSD or the Customer by virtue of any breach of this agreement by either party. The Customer may withhold any payments to NSSD for the purpose of offset until such time as the exact amount of damages due the Customer from NSSD is determined.

V. **ACCOUNTING.** For audit purposes, the Customer shall, upon reasonable prior notice and during normal business hours, have access to and may inspect all of NSSD's records relating to performance of this Agreement.

VI. **INDEMNITY.**

- a. To the extent permitted by law, NSSD shall indemnify and hold harmless the Customer from any claims, causes of action, damages, losses, liabilities and reasonable expenses whatsoever arising directly or indirectly out of NSSD's performance of its duties under this Agreement, except when such claims, causes of action, damages, losses, liabilities and reasonable expenses are directly or indirectly attributable to the Customer's own negligence.
- b. To the extent permitted by law, the Customer shall indemnify, hold harmless and defend NSSD from any claims, causes of action, damages, losses, liabilities and reasonable expenses whatsoever arising directly or indirectly out of the Customer's performance of its duties under this Agreement, except when such claims, causes of action, damages, losses, liabilities and reasonable expenses are directly or indirectly attributable to NSSD's own negligence.

VII. **MISCELLANEOUS PROVISIONS.**

- 1. Successors and Assigns. The terms and conditions of the Agreement shall inure to the benefit of the parties and their successors only; no assignment to the benefit of third parties is allowed. The terms and conditions of the Agreement shall inure to the benefit of and be binding upon the respective successors of the parties. Nothing in this Agreement, expressed or implied, is intended to confer upon any other party, other than the parties hereto or their respective successors, any rights, remedies, obligations, or liabilities under or by reason of this Agreement except as expressly provided in this Agreement.
- 2. Governing Law. This Agreement shall be governed by and construed under the laws of the State of Oregon.
- 3. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 4. Titles and Subtitles. The titles and subtitles used in this Agreement are used for convenience only and are not to be considered in construing or interpreting this Agreement.

5. Notices. Unless otherwise provided herein, any notice, request, certificate or instrument required or permitted under this Agreement shall be in writing and shall be deemed "given" upon personal delivery to the party to be notified, or three business days after deposit with the United States Postal Service.

Dispute Resolution: Mediation/Arbitration.

6. Arbitration. Any controversy of claim arising out of or relating to this agreement, or breach thereof, shall be settled by Mandatory Mediation; or, if not settled, resolved by arbitration rules of the Linn County District Court. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
7. Prevailing Party Fees. If any arbitration action is initiated to enforce and interpret the terms of the Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursements, in addition to any other relief to which such party may be entitled, including fees on appeal.
8. Amendments and Waivers. Any amendment or waiver of this agreement must be made in writing and is effective and binding only when signed by the parties hereto.
9. Severability. If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provision shall be excluded from this Agreement and the balance of this Agreement shall be interpreted as if such provision were so excluded and shall be enforceable in accordance with its terms.
10. Entire Agreement. This is the entire Agreement between the parties with respect to the subject matter hereof and supersedes all other written and oral agreements.

It is agreed: _____, 20__.

North Santiam School District

City of Mill City

by: _____
Andy Gardner, Superintendent

by: _____

Date

Date

1155 N 3rd Ave
Stayton, OR 97383
Tax ID Number:

PO Box 256
252 SW Cedar St
Mill City, OR 97360
Tax ID Number:

Technology Team Services

SECTION I: OBLIGATIONS OF NSSD

NSSD agrees to provide technical support labor to facilitate implementation, maintenance and support of Customer technology assets. Specific activities include, but are not limited to the following:

- a. **Network Support:** Includes support of all aspects of wide-area and local-area networking. NSSD support wired and wireless networking technologies. Most of our customers utilize us as their support contact for networking issues. NSSD work directly with your equipment, configurations and vendors to resolve issues and build solutions. Includes wiring closet and server rack organization and planning, monitoring and correction of power issues, and monitoring and correction of air handling/conditioning issues. Includes server and storage system sizing, procurement and maintenance. NSSD support a variety of industry standard equipment and operating systems, including Windows, NetWare, and Linux, and the hosting of network-based applications. NSSD implement and maintain on site backup and disaster recovery systems. Off site backup of up to 50gb total data storage and disaster recovery is available for no additional fee.
- b. **Workstation Support:** Includes workstation management, network accounts and security, application delivery, provisioning new equipment and re-provisioning existing equipment. Our primary support model is for Windows-based workstations. Includes support of technologies such as projectors, smart-boards, permanent and mobile computer labs, and printers.
- c. **Third Party Systems Support:** NSSD provide liaison service between vendors and the customer for technology systems that are outside this agreement.

This technical support labor is provided from a pool of available technicians to provide the wide range of skill sets required to meet these obligations. The service is managed by the NSSD Director of Technology, and NSSD will determine what personnel are assigned to the Customer to meet service requests and if specific support requests are within or outside the scope of this service. Support labor may be requested and delivered by the following methods:

- a. **Phone Support:** Helpdesk personnel are available 8 AM – 4 PM Monday through Friday to troubleshoot and resolve issues.
- b. **On-site Support:** A technician may be assigned to provide on-site support on a regular schedule.
- c. **After Hours On-site Support:** A technician is available at 1.5 times your hourly rate between the hours of 5 PM and 8 AM Monday through Friday, Saturday and Sunday. Calls during these hours will begin with a no cost phone call up to 30 minutes in length for troubleshooting and possible resolve. After this initial free period, charges will incur.
- d. **Project Support:** A technician or technicians may be assigned to provide support on a project basis.

NSSD is responsible for providing appropriate tools, equipment and professional development to enable the Technology Team to meet service obligations.

The Technology Team service is not responsible for:

- a. Providing support that requires special licensing. This includes installation and termination of wiring (copper and fiber) which requires an Electrician license.
- b. Providing support to assets or services which are not owned or leased by the Customer. This includes servicing personal equipment and sub-contracting arrangements.

SECTION II: OBLIGATIONS OF THE CUSTOMER

The Customer agrees to clearly define service expectations and provide an environment that enables successful delivery of service. Specific activities include:

- a. Provide equipment adequate to support the current and future technology requirements for the Customer.
- b. Provide a professional workspace for use by NSSD technicians assigned to on-site support.
- c. Provide a Customer Technical Representative contact. This contact or their designee should be able to provide:
 - Defined service expectations.
 - Application or service testing to verify expected results.
 - District data access requirements.
 - An authoritative list of services that NSSD technicians are expected to support.
 - Access to Customer licensing and media for software and services.
- d. Provide a Customer purchasing decision-maker contact who may receive hardware, software and service recommendations for consideration and processing.
- e. Provide a Customer Facilities contact who may provide information and assistance with facilities-related areas, including:
 - A schedule for availability of Customer building access.
 - Keys and/or codes for wiring closet access.
 - Maintenance activities and schedules which may impact access to service areas.
 - Knowledge of electrical circuit and data wiring capacity and availability.
- f. Provide for NSSD a Letter of Agency, if needed, to grant NSSD the authority to interact with Customer vendors on behalf of the customer.



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

October 22, 2018

Robert and Vicki Ward
1395 SE Spring Street
Mill City, OR 97383
Email: rward@wvi.com

**SUBJECT: Notice of Decision Approving Minor Partition
File No. 2018-08
T9S R3E Section 32BD, Tax Lot 00400
512 SE Kingwood Avenue, Mill City, Oregon**

Dear Bob and Vicki:

On Friday, October 19, 2018 the Mill City Planning Commission **approved** your application for a minor partition for your property at 512 SE Kingwood Avenue in Mill City.

The Planning Commission's decision will be forwarded to the City Council for their consideration at the next regular City Council meeting on November 13, 2018. The Council may either ratify the decision or may call the matter up for a public hearing and City Council review and decision. If the City Council ratifies the decision, the decision is final unless it is appealed.

The effective date of this decision is **November 14, 2018 at 5:00 p.m.** unless the decision is appealed to the City Council or the City Council calls for a public hearing.

I. Conditions of Approval:

The minor partition approval is subject to the following conditions of approval:

- 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 November 15, 2019 if the plat has not been recorded.
- B. Survey.** A minor partition survey map must be recorded with Linn County no later than October 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, 2 and 3 as shown on the approved partition map. The final dimensions of the proposed lots shall be consistent with the plan approved by the City. Minor modifications to the lot dimensions and sizes may be approved by the City Recorder.
 2. *Street Dedication and Roadway Easement:*
 - a. A 5'-wide street dedication for the widening of SE Kingwood Avenue.
 - b. A 30'-wide public roadway easement for the future dedication of right-of-way for SE 5th Avenue.
 3. *Other Easements and No Access strip*
 - 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 7' wide public utility easement along the frontage of SE Kingwood Avenue.
 - c. Provide a no-access strip for Parcel 3 along the entire SE Kingwood Avenue frontage and the first 50' of SE 5th Avenue.
 4. *Building Setbacks:* The final plat shall show special building setbacks:
 - a. Parcel 3 street-side setback: 20' east from the future SE 5th Avenue ROW.
 - b. Parcel 2 side setback from house: minimum 5' side setback from the existing house east to the Parcel 1 property line.
- 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 construction permit from the Linn County Roads Department for any work performed in the SE Kingwood Avenue right-of-way including private utility work, street cuts, driveway approach, storm drainage or sidewalk construction.

Streets:

1. **SE Kingwood Avenue Deferral and Non-Remonstrance Agreement (NRA):**

Execute and record in the Linn County Deed Records a deferral/non-remonstrance agreement for street, sidewalk and drainage frontage improvements on SE Kingwood Avenue. The agreement will stipulate that the owner of Parcel 3 is responsible for the construction of required street, sidewalk and drainage improvements on the full frontage on SE Kingwood Avenue adjacent to Parcels 1, 2 and 3 and that no building permits will be issued on Parcel 3 until the required SE Kingwood Avenue improvements are constructed.

The NRA shall be on a form approved by the City. The NRA shall be executed and recorded prior to the issuance of a building permit for Parcel 1.

2. **SE 5th Avenue:** Execute and record in the Linn County Deed Records a deferral/non-remonstrance agreement for full street, sidewalk, public utility and drainage frontage improvements on SE 5th Avenue on a form approved by the City.

Water & Sewer Services:

3. Install a new water service to Parcel 1 prior to or concurrently with the issuance of a building permit for Parcel 1.
4. Install a new sewer interceptor tank and sewer lateral for Parcel 1 prior to or concurrently with the issuance of a building permit for Parcel 1.

II. Building Permits

After the plat is approved and filed with Linn County, the property may apply for a building permit for Parcel 1 from the City of Mill City. No building permits will be issued until all conditions of approval listed above have been completed.

III. Right of Appeal

Any person aggrieved by this decision may file an appeal with City Council of the City of Mill City by filing an appeal in accordance with the appeal deadlines and requirements outlined in Mill City Municipal Code Chapter 16.52. The appeal must be filed within ten (10) calendar days of the mailing of this Notice of Decision, no later than 4:00 p.m., November 2, 2018.

Sincerely,



DAVID KINNEY
Planning Consultant for the City of Mill City

Enclosure: Exhibit "A" - Approved Minor Partition Plan

cc: Stacie Cook, City Recorder
City File 2018-08 Ward Minor Partition
City Council

Recommended Conditions of Approval



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	3,098,712		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		9,089,000	9,089,000	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%
TOTALS	57,113,540	\$0.00	80,637,000	80,637,000	21,901,444	27.16%

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	3,632,288		5,570,000	5,570,000	1,937,712	34.79%
NOV						
DEC						
TOTALS	50,826,600		72,776,000	72,776,000	21,949,400	30.16%

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

Memorandum

Date: November 8, 2018
To: Mayor Kirsch and City Councilors
From: Stacie Cook, MMC, City Recorder
Subject: **Public Hearing – FY 2018-2019 Supplemental Budget**

Enclosed is Resolution No. 832, which outlines changes to the fund numbers within the City of Mill City finance system. As we have moved forward with our finance consultant, Jeanette Denos, it has been discussed that there will be changes to the fund and line item number in order to make a more cohesive and fluid financial system.

Mrs. Denos will be at the November 13 meeting to review the changes. There are no changes to the budget dollars, only the fund numbers, and within the line item numbers. A crosswalk for the conversion is included for review.

To complete the conversion of fund numbers and comply with state budget law, a resolution must be passed adopting the changes.

Motions:	To Approve the Supplemental Budget as Presented and to Adopt Resolution No. 832 – Adopting a Supplemental Budget for the Street, Water, Sewer, RR Bridge, Skatepark, Canyon Journeys, Housing Rehab, Equipment/General Facilities/Sewer/Street and Water Reserves and the Bonded Debt Funds, and Making Appropriations for the 2018-2019 FY.
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RESOLUTION 832

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-19

WHEREAS, on May 22, 2018 the City Council adopted Resolution No. 824 adopting the budget and making appropriations for fiscal year 2018-2019; and

WHEREAS, ORS 294.471(1) provides for making a supplemental budget for an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current fiscal year which requires a change in financial planning; and

WHEREAS, the City Council finds it necessary, due to a computer conversion and the creation of a new chart of accounts and funds unknown at the time of budgeting, that the appropriations for FY 2018-19 need to be moved to the new funds and the old funds discontinued to comply with Oregon Local Budget Law ORS 294.471; and

WHEREAS, per ORS 294.473(1)(b) the City of Mill City published notice of the proposed supplemental budget public hearing in The Canyon Weekly on October 26, 2018 being not less than five days prior to the regular City Council meeting in which the supplemental budget was to be considered; and

WHEREAS, the City Council of the City of Mill City conducted a public hearing November 13, 2018 on the recommended Supplemental Budget;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mill City hereby adopts the FY 2018-2019 Supplemental Budget, discontinuing the old funds and moving the appropriations to the new funds as follows:

Old Fund	Title	Current Budget Change	New Fund	Appropriations Moved to New Fund	Changes in Budget
11	Street Fund	-352,544	20	352,544	0
19	Water Fund	-432,247	30	432,247	0
31	Sewer Fund	-502,217	40	502,217	0
13	Railroad Bridge & Restoration	-386,895	50	386,895	0
14	Skate Park	-52,199	55	52,199	0
24	Canyon Journeys Trail Fund	-54,507	60	54,507	0
30	Housing Rehabilitation	-145,670	65	145,670	0
15	Equipment Res.	-110,000	70	110,000	0
34	General Fac. Res	-605,000	Reserve	605,000	0
32	Sewer Reserve	-137,011		137,011	0
29	Street Reserve	-467,500		467,500	0
23	Water Reserve	-216,000		216,000	0
21	Bonded Debt	-318,069	80	318,069	0
Totals		-3,779,859		3,779,859	0

No other changes are made to the approved appropriation for FY 2018-2019.

APPROVED AND ADOPTED by the Council this 13th day of November, 2018.

Date: _____

By _____
TIM KIRSCH, Mayor

Date: _____

Attest _____
STACIE COOK, MMC, City Recorder

Chart of Accounts Crosswalk for Computer Conversion

FY 2018 to FY 2019

Fund 19 (30) - Water Fund

Old Account	Description	FYE Balance	New Account	Description	FY 18-19 Budget	Beginning Balance
REVENUE						
19-0-0999	Beginning Fund Balance		30-0-3000	Fund Balance		
19-0-1002	Water Monthly Charges		30-30-4000	Beginning Balance	116,017	
19-0-1003	Water Hook Ups		30-30-4105	Water Monthly Charges	349,250	
19-0-1004	Interest		30-30-4015	Water Charges		
19-0-1006	Miscellaneous Water		30-30-4050	Interest	580	
19-0-1007	Water Service Deposits		30-30-4100	Miscellaneous	1,000	
19-0-1008	Late Fees		Not Used			
19-0-1030	IFA Loan		In UB			
19-0-5010	Xfer from GF		30-30-4110	Other Funding Sources	5,400	
19-0-5110	Duplicate of 5010		30-30-4510	Transfer - General Fund		
19-0-5111	Xfer from Water Res. Fund		Not Used			
			30-30-4570	Transfer - Res Fund	472,247	
PERSONNEL						
19-2-2001	City Recorder/Admin		0	Not Used		Able to add new GL Ac
19-2-2002	PW Supervisor		30-30-5075	PW Supervisor	15,600	
19-2-2003	Clerk II - Finance		30-30-5040	Finance Clerk	9,300	
19-2-2004	City Recorder		30-30-5010	City Recorder	19,200	
19-2-2005	Judge		30-30-5050	Judge		
19-2-2006	PERS		30-30-5500	Payroll Costs	56,600	These line items are nc for more accurate mor
19-2-2007	Workers Com/WBA		30-30-5500	Payroll Costs		
19-2-2008	SS & MC		30-30-5500	Payroll Costs		
19-2-2009	Employees Insurance		30-30-5500	Payroll Costs		
19-2-2010	Unemployment		30-30-5500	Payroll Costs		
19-2-2011	Federal W/H Tax		30-30-5500	Payroll Costs		
19-2-2012	State W/H Tax		30-30-5500	Payroll Costs		
19-2-2013	Utility Maintenance Wrkr		30-30-5080	Utility Maint Worker	9,500	

19-2-2014	Secretary/Interns/Wrk Exp	0	Not Used		
19-2-2015	Clerk I - UB/Court/Code Enf.	30-30-5020	Clerk (UB & Court)	17,750	
19-2-2016	Overtime	0	Not Used		
19-2-2017	Councilors & Mayor	0	Not Used		
19-2-2018	Part Time	30-30-5070	Part Time	1,800	
19-2-2019	Meter Reader	30-30-5060	Meter Reader	6,600	
0	No current GL Line	30-30-5030	Extra Hire	1,500	Clerk (Part time)
				137,850	
MATERIALS & SUPPLIES					
19-3-3001	Office Supplies	30-306185	Office Supplies	2,500	
19-3-3002	Postage	30-30-6205	Postage	3,300	
19-3-3003	Schools & Training	30-30-6260	Training	2,000	
19-3-3004	Miscellaneous	30-30-6170	Miscellaneous	2,000	
19-3-3005	Water Dept. Refund	30-30-6215	Refunds	200	
19-3-3006	City Legal	30-30-6160	Legal		
19-3-3007	Audit	30-30-6010	Audit	5,500	
19-3-3008	Planning/ Expense	30-30-6200	Planning Expense		
19-3-3009	Consultant/Engineers & Admin	30-30-6085	Engineering & Design	7,000	
		30-30-6050	Consultant	4,500	
19-3-3010	Electricity	30-30-6270	Utilities	12,500	
19-3-3011	Telephones & Pagers	30-30-6195	Phones	3,250	
19-3-3012	Water Phone	Not Used			
19-3-3013	Alarm System	Not Used			
19-3-3014	Print & Publish	30-30-6210	Printing	1,000	
19-3-3015	Uniforms	30-30-6265	Uniforms	100	
19-3-3016	Chemicals	30-30-6030	Chemicals	2,500	
19-3-3017	Minor Parts & Repair	30-30-6165	Maint & Repair	2,000	
19-3-3018	Paving/Water Lines	30-30-6275	Lines/Paving	1,500	
19-3-3019	Water Supplies	30-30-6280	System Supplies	7,500	
19-3-3020	Small Tools	30-30-6255	Tools	400	
19-3-3021	Lab Tests	30-30-6150	Lab Expense	6,750	
19-3-3022	Computer Expense	30-30-6045	Computer Expense	2,500	
19-3-3024	Bonds/Insurance	30-30-6145	Insurance	4,000	
19-3-3027	City Hall Phone	Not Used			

19-3-3028 Equip Oper Fuel	30-30-6110 Fuel	2,500
19-3-3029 Water Hookup Expense	30-30-6130 Hookup	750
19-3-3031 Hydrant Maintenance	30-30-6165 Maint & Repair	1,500
19-3-3032 Water System Consultant	30-30-6050 Consultant	6,000
19-3-3033 General Maintenance	30-30-6165 Maint & Repair	2,000
19-3-3040 Copy machine maint.	30-30-6060 Copier	1,700
		85,450
CAPITAL		
19-4-4003 C/O Hydrants	30-30-7050 Hydrants	2,500
19-4-4005 C/O Water System	30-30-7160 Water Plant	7,500
19-4-4010 C/O Computer	30-30-7025 Computer	
		10,000
19-5-5004 Xfer to Bonded Debt	30-30-8205 Bonded Debt	155,000
19-5-5007 Xfer to Equip Reserve	30-30-8210 Equipment Reserve	10,000
19-6-6001 Wtr Contingency	30-30-8100 Contingency	33,947
		198,947
19-9-9001 Unappropriated FB	30-30-9000 Unappropriated Funds	40,000
Revenue		472,247
Expenditures		472,247
Balance		0

count if & when an Administrator is hired

ow on the funds balance sheet
ithly payments and reconciliation.

Chart of Accounts Crosswalk for Computer Conversion

FY 2018 to FY 2019

Fund 34 (Dept. 71) - Gen Fac Reserve

Old Account	Description	FYE Balance	New Account	Description	FY 18-19 Budget	Beginning Balance
34-0-0999	Beg Fund Balance		70-0-3000	Fund Balance	516,039	
34-0-1004	Interest		70-71-4000	Beginning Balance	2,580	
34-0-1007	SDC Sewer		70-71-4050	Interest		
NEW	Reid House OCF Fund		70-71-4135	SDC		
34-0-5131	Xfer From Sewer Fund		70-71-4015	Endowment Funds	115,119	
			70-71-4540	Transfer - Sewer Fund	633,738	
34-3-3002	Legal & Engineering		70-71-6085	Engineering & Design	25,000	
			70-71-6160	Legal		
34-3-3003	Building Maintenance		70-71-6100	Facility Maintenance	25,000	Reid House Maintenance
34-3-3004	Miscellaneous		70-71-6170	Miscellaneous		
34-3-3005	Santiam Blvd Exp		70-71-6230	Santiam Blvd.	10,000	
					60,000	
34-4-4003	C/O City Bldgs & Fac		70-71-7010	Bldgs & Facilities	15,000	
34-4-4004	C/O Public Works		70-71-7090	Public Works	440,000	
	C/O Reid House		70-71-7125	Special Projects	90,000	
					545,000	
34-9-9001	Unappropriated Funds		70-71-9000	Unappropriated Funds	28,738	
	Revenue				633,738	
	Expenditures				633,738	
	Balance				0	

ce - Tracked through Project Management

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

Memorandum

Date: November 8, 2018
To: Mayor Kirsch and Council
From: Stacie Cook, MMC, City Recorder
Subject: **Old Business for November 13, 2018 Council Meeting**

a. Public Works Building Update

A non-mandatory pre bid meeting was held November 1, 2018. Three contractors attended. A brief tour of the building site and of the existing public works building was taken. We have also had contact by two additional contractors to date who have voiced interest in our project.

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

Requested Action: None. Information Only.

b. Software Update

The new software has gone live for both finance and utility billing. The November water/sewer billing was done in the new software and went well. There are a few minor items that need to be adjusted within the system, which Utility Billing Clerk Kimberley Johnson is working with Accela to get done.

This version of the software is much more detailed than our prior version so it may take time to fully understand the inner workings of the product. However, we have not run across any major issues at this point.

Requested Action: None. Information Only.

c. Security Cameras

Steve Burkleo, NSSD, and crew, came to City Hall on Friday, November 2nd to begin the installation of security cameras for the City. Mr. Burkleo identified camera locations and ran the necessary wiring for both inside and outside of the building. The crew plans to come back this Friday, November 9th to install the cameras. Once this has been done and the system is up and running correctly then they will move on to the next location, likely Kimmel Park.

Requested Action: None. Information Only.

d. **Public Works Staffing**

With the Council's acceptance of Phillip Adams' resignation from the position of meter reader I would generally request directive to advertise the position opening so that applications could be accepted and the position filled. However, since the Council has been considering staffing options for the City I felt it prudent to withhold requesting this directive at this time.

The vacancy of the meter reader position is a good opportunity for the Council to make a smooth transition, should it be the decision to do so, to creating a new public works position. This would be the time for a full review of the existing positions, drafting of a new position description and modification of any that need to be modified.

I have spoken with Public Works Supervisor Russ Foltz and he indicated that his preference would be to withhold hiring a meter reader and explore the creation of a third full time public works position. This would provide ample time to train someone in all areas of public works and begin the process of implementing a succession plan.

Requested Action: Discussion.

e. **280 NE Santiam Blvd Lease**

The City's lease on the property at 280 NE Santiam Blvd expires January 2, 2019. The sub-lease with Santiam Hearts to Arts expires December 31, 2018. As I indicated at prior meetings, I feel it would be appropriate to send a letter to Hearts to Arts reminding them of their lease expiration and what, if any, items need to be taken care of, repaired, replaced or returned to the original state before they leave the building.

I will review the lease language and, if necessary, confer with City Attorney Jim McGehee on language for the letter.

Requested Action: None. Information Only.

f. **Skatepark Update**

Melinda Flatman, President of Santiam Hearts to Arts, contacted me earlier this week about the process for moving ahead with the design of and site plan for the skatepark. Ms. Flatman has asked for confirmation that the City will process invoices for the remaining design work in a timely manner as well as what is still needed for the site plan to be considered complete.

I requested that the bid estimate for the design work be provided to the Council so that it can be reviewed and a refresher of the scope of work could be given. Enclosed is the design bid, a draft site plan that has been provided to Dreamland for use as they complete the final site plan and the first invoice from Dreamland, which the Council authorized payment for in early summer.

With the initial payment of \$2485.00, there is an outstanding balance of \$6515.00 for the design services. It is my understanding that Dreamland will be doing progress billings as they move forward with design. I have advised Ms. Flatman that as they move forward with the scope of

work Dreamland should submit invoicing to the City in time for the bi-monthly meetings so Council can review and approve the invoices.

I also understand that members of the board of SKATE would like to schedule a meeting to discuss next steps and continuing on the path to a groundbreaking at some point. With the change in Council that will take place in January this seems like a reasonable request so that both parties are on the same page with what will happen on the skatepark project. I am working with City Planner David Kinney to set a meeting with SKATE at this time.

Requested Action: None. Information Only.

g. Other

Dreamland Skateparks - Design Bid



Attention: Project Title: Mills City Skatepark
Title: Mills City Skatepark Project Description: Design Skatepark
Company Name: Dreamland Skateparks LLC P.O. Number:
Address: 2150 se hwy 101 Pmb 384 Invoice Number:
City, State Zip Code: Lincoln City, OR 97367 Term: 30 days
Date: 5/18/18

Description	Quantity	Unit Price	Cost
Project Coordination & Construction Drawings			\$1,800.00
Architect Fees- Mears Design Group (Please see their attached bid and scope of services)			\$7,200.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		Subtotal	\$9,000.00
	Tax		\$0.00
		Total	\$9,000.00

Sincerely yours,

Mark and Danyel Scott - Dreamland Skateparks

Dreamland Skateparks LLC
2150 SE HWY 101, PMB 384
Lincoln City, Oregon 97367-2622

May 18, 2018

Re: Outline Scope of Professional Services – Landscape Architecture
Mill City Skatepark, 250/274/276 SW 2nd Avenue, Mill City, OR.

Dear Ms. Danyel Scott:

Mears Design Group, LLC appreciates the opportunity to provide our professional services for the above stated project. The proposal is based on the information we received from Dreamland Skateparks.

Our firm agrees to provide the following Landscape Architectural services:

CONSTRUCTION DOCUMENTS (CD)	\$7,200.00
------------------------------------	-------------------

Task	Description	LS Fee
A.	Construction Document Services	\$ 540
	1. Project Coordination.	
	2. Review local jurisdictional code requirements.	
	3. Review site survey.	
	4. Design team meeting/conference call (1).	
B.	90% Construction Document Plans (6,000 SF)	\$ 4950
	1. Prepare layout/dimension plan of Skatepark and park furnishings.	
	2. Prepare reference plan of Skatepark and park furnishings.	
	3. Prepare grading & drainage Plan	
	4. Prepare plumbing design for drinking fountain.	
	5. Prepare construction details of skatepark and park furnishings.	
	6. 90% technical specifications for construction.	
C.	100% Construction Document Plans (6,000 SF)	\$ 990
	1. Finalize layout/dimension plan of Skatepark and park furnishings.	
	2. Finalize reference plan of Skatepark and park furnishings.	
	3. Finalize grading & drainage Plan	
	4. Finalize plumbing design for drinking fountain.	
	5. Finalize phasing plan.	
	6. Finalize construction details of skatepark and park furnishings.	
	7. Finalize Technical specifications for construction.	
D.	Final Irrigation Design	\$ 720
	1. Irrigation Plan.	
	2. Irrigation details and notes.	
	3. Technical specifications for construction.	

SUMMARY OF FEES

Construction Document Phase (CD)\$ 7,200.00

TOTAL LANDSCAPE ARCHITECTURE FEE.....\$ 7,200.00

STANDARD RATE SCHEDULE


Principal Landscape Architect.....\$90.00

Landscape Design Assistant.....\$75.00

We propose to work on an hourly basis to the estimated maximum fees for work as stated above. Should the scope of services extend beyond those stated herein, adjustments to this agreement shall be negotiable at our normal hourly rates. Our work will be prepared on AutoCad Version 2018 and MS Office.

We look forward to working with you, and other members of the design team. Should you have any questions, please give me a call.

Sincerely,
Mears Design Group, LLC



Troy A. Mears, RLA, ASLA, CID, EPA WaterSense Partner
Landscape Architect

Mill City Skate Park Vision 2.3 6,000 sq. ft.

Scale
1/8"=2'

SW 2ND AVE



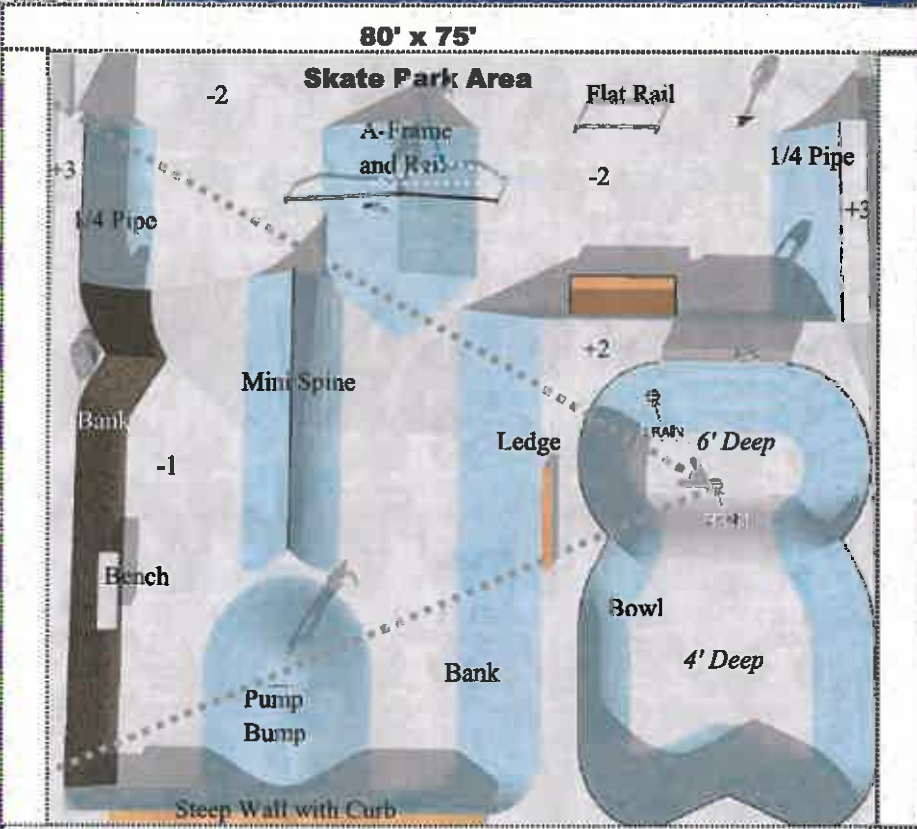
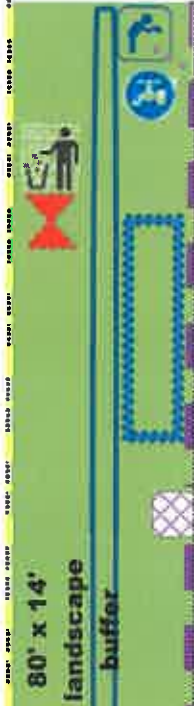
Eight (8) feet wide if the adjacent access aisle is also eight (8) feet wide

Park Rules sign

Concrete Sponsorship Wall



City Required/Proposed Standard Sidewalk City ROW



4-6' fencing

Sewer Line

100' Property Line



5' City Required/Proposed Standard Sidewalk City ROW

80' x 5' landscape buffer

SW CEDAR ST

Drainage
Drinking Fountain Line



Driveway

Irrigation outline

Driveway Entrance



Bleachers



Picnic Table

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

Memorandum

Date: November 8, 2018
To: Mayor Kirsch and Council
From: Stacie Cook, MMC, City Recorder
Subject: **New Business for November 13, 2018 Council Meeting**

a. Request for Relief – Water Charges; Black, Robert

Enclosed is a letter from Robert Black, tenant at 400 NW 7th Avenue. Mr. Black has concerns with the consumption shown on his water meter during the time period between August 2017 and May 2018. The normal use for Mr. Black, looking back, averages three units. During the first six months of the time frame in question, the consumption rose to between four and six units. The remaining time was between six and 13 units.

Mr. Black feels that the meter or readings were faulty and is requesting a credit to his account for the additional use that he was charged for during the six months in question.

Staff went through the usual processes of double-checking reads input into the computer, confirming there were no misreads and checking for possible leaks. In addition, we are advised that the property manager and owner inspected the residence and found no evidence of leaks. In May 2018 the meter was changed out. Since this time the water consumption has ranged from three to five units.

Requested Action: Discussion.

Possible Motions: To Deny Request for Relief to Robert Black.

To Grant a Credit of \$_____ to Robert Black.

b. Request for Support – Santiam Youth Peer Court

Enclosed is a letter requesting support for the Santiam Youth Peer Court. When the peer court was active within the community the City provided financial support on an annual basis. However, this ceased when the peer court program left our area.

I have reached out to the school district to see if they are again participating in the peer court program and hope to have a response by Tuesday's meeting. If the Council would like to

consider supporting peer court again we can either review the budget to see if funding is available or include the request in our budget figures for the next fiscal year.

Requested Action: Discussion.

c. City Hall Security Assessment

In late May staff from CIS conducted a security assessment of City Hall. The assessment is included for Council review.

Overall, there aren't too many issues that were identified. Of those that were, we have already addressed three; panic buttons have been installed and indoor/outdoor security cameras are in the process of being installed.

Most of the remaining items can be addressed but may take time and funding to complete. These include:

- Install generator
- Connect fire alarm to alarm company
- Create exterior lighting maintenance schedule
- Purchase AED
- Provide training for AED
- Develop evacuation plan
- Increase front counter protections

We will use this security assessment during budget planning to try to address each of the remaining items in future years.

Requested Action: None. Information Only.

d. Other

RECEIVED
OCT 29 2018

October 21, 2018

Mill City Council

BY:

Regarding my faulty water meter readings:

Enclosed is a printout of my water usage from 9-14-2015 to 10-15-2018 that I received from you.

I live alone in a townhouse duplex at the end of a dead end street. At the time of the water spikes I had one neighbor, a man and his wife who are friends of mine and did not take my water without my knowledge. The other unit up here during that time was vacant.

During this time I had retired as I reached 65-years-old. And also I was recovering from a broken collar bone and two broken ribs so I wasn't even using my shower or bath. I showered elsewhere.

The time of the water spikes in the meter should be compared to my earlier and later monthly payments and showed to the city financial officer. Check out meter readings from 8-24-2017 to 5-15-2018 to see the dramatic rise.

My landlord Ed Roda and property manager Mike Wright inspected the property and found no leaks.

My new meter was installed 5-22-2018 and my readings have been normal since then. Logic dictates that the meter or the readings were faulty.

Sincerely,



Robert Black
400 NW 7th Ave. #2
PO Box 196
Mill City, Oregon 97360

Customer Number: 000240 001

Reference Number: 639

Route Sequence Serial 20 - 7390 - 6176


Read Date Reading Consumption Meter Status Removed

12/30/2013 1,410 0
12/13/2013 1,410 0

Route Sequence Serial 20 - 7390 - 5006

Read Date Reading Consumption Meter Status Removed

prior meter



05/15/2018	1,071	6		
04/24/2018	1,065	10		
03/22/2018	1,055	13		
02/26/2018	1,042	12		
01/24/2018	1,030	6		
12/27/2017	1,024	5		
11/28/2017	1,019	6		
10/27/2017	1,013	4		
09/28/2017	1,009	4		
08/24/2017	1,005	5		
07/27/2017	1,000	3		
06/27/2017	997	3		
05/24/2017	994	3		
04/26/2017	991	3		
03/22/2017	988	3		
02/24/2017	985	3		
01/26/2017	982	3		
12/28/2016	979	3		
11/25/2016	976	3		
10/25/2016	973	3		
09/26/2016	970	3		
08/25/2016	967	4		
07/26/2016	963	3		
06/23/2016	960	3		
05/27/2016	957	3		
04/25/2016	954	2		
03/28/2016	952	3		
02/25/2016	949	4		
01/26/2016	945	2		
12/23/2015	943	3		
11/25/2015	940	3		
10/26/2015	937	4		
09/24/2015	933	0		
09/14/2015	933	0		

October 10, 2018

Sharon Goodman
Santiam Youth Peer Court
386 N 3rd Ave.
Stayton, OR 97383



Dear Mayor Kirsch and Council Members,

I am writing this letter today asking for your support with the Santiam Youth Peer Court. I know Mill City has supported this program in years past with generous donations. We have not made a request for a few years and the program is now in need of assistance again. As a program that is fully involved in our community and the well-being of our youth, I ask that you consider being a part of our active supporters.

Santiam Youth Peer Court serves a large number of Mill City youth with a great success rate. I am hoping that our communities can pull together to make sure that this program can sustain through their financial support.

If you would like to have the opportunity to learn more about what we do or who we serve, I am happy to make that happen. You can reach me by email (SGOODMAN@CI.STAYTON.OR.US) or cell (503-507-2171)

Any financial support would be much appreciated and could be mailed to:
Santiam Youth Peer Court
386 N 3rd Ave
Stayton, OR 97383

Sincerely,

Sharon Goodman
SYPC Coordinator

Security Assessment for Mill City



Prepared by Kurt Chapman, Katie Durfee and Dave Nelson of
Citycounty Insurance Services

2018

Summary:

On May 23, 2018 CIS staff conducted a security assessment of the Mill City, City Hall building. Mill City has a population of approximately 1,850. Mill City has five city councilors and one Mayor and 7 employees.

Mentioned:

Stacie Cook – Municipal Clerk/City Recorder

Vicki Emery – Finance Officer

Kimberly Johnson – Court Clerk

Katie Durfee – Risk Management Consultant

Kurt Chapman – Senior Human Resource Consultant

Dave Nelson – Risk Management/Public Safety Officer

Action Taken:

On May 23, 2018 CIS staff conducted a security assessment of the Mill City, City Hall located 444 S. 1st Avenue, Mill City. City Hall operates Monday – Friday 8:00 am to 5:00pm. City Hall is a relatively new, beautiful building and operates with three staff members who stagger their lunch hours to staff city hall, to continually serve citizens and visitors. The building interior layout is in a Lodge Style and very open to the public. Administrative Offices are accessed via a door locked from the inside and an open reception area secured at night with a metal roll-up door. It is secured in place with metal dowels and can be released from inside the administrative office area, slamming down shut.

When staff was asked, they reported that within the last 24-months they have had one very aggressive customer who was yelling at the top of his lungs because his water was shut off. This behavior is concerning at any workplace, however the larger concern with Mill City is the remoteness of the city and lack of full-time law enforcement services. Mill City sits on the border of Linn and Marion County, in fact a portion of the city is within Marion County. Mill City has a contract with Linn County Sheriff's Office to provide approximately 300 hours of patrol services per month to the city. During the assessment we noticed that Linn County was patrolling in the area and we witnessed a deputy conducting traffic stops. Linn County Sheriff's Office also has a remote auxiliary office located within Mill City, City Hall.

City Hall was built and became occupied in 2012. The building does not have a backup generator, it does not have sprinklers and city staff reported that sprinklers were not required by building code when the building was built. The building does have smoke alarms; however, these devices do not ring into an alarm company. A recommendation would be to have a fire

alarm that would ring into an alarm company which would increase fire response time and protection of the structure. Part of the City Hall property is fenced on the north side of the property which borders the main fire Station for Mill City Rural Fire Protection District.

Typically, fencing property is a recommendation, however in this case the physical layout of the building does not allow this recommendation. There are no external or internal video cameras on this building. Since fencing is not an option for this location, installing exterior security cameras is a good option to provide for security and criminal prosecution if theft or vandalism occurs. Any added video camera systems should be a system that includes adequate video storage, typically 30-60 days.

This assessment was conducted during daylight hours, however staff reported that the exterior lighting is good. The only recommendation would be to make sure there is a maintenance schedule to ensure the lights are all working and replaced as needed.

Staff report that video security cameras were in the planning stage, with the cameras recording to a DVR.

Staff does not have panic alarms in City Hall. Installing one or two panic alarms would allow for peace of mind and provide a quicker response by law enforcement if there is a need for police services. This alarm should ring into an alarm company that monitors the system and contacts Linn County dispatch (911) for immediate police response.

The building is divided in to half with an entry/exit on either end of the lobby area. On one side of the lobby is the front reception desk and office space for city staff. The other side of the lobby encompasses the city council chamber along with another meeting room and small office. It should be noted that council chambers are also used for Municipal Court twice per month. The court hears traffic violations and city ordinance-related violation cases.

One observation made, is the exit provided for city council in the event they need to exit the council chambers quickly. There is an option available that would allow city councilors to exit the building to the south, if found necessary.

Another observation noted was that no AED was located within city hall. The city should look at purchasing and maintaining an AED. Staff should also be trained in the use of the AED. We would recommend contacting your local fire department, they may have CPR/AED trainers. A second option would be Linn County Sheriff's Office. If neither of these options work, there are third party trainers.

During the discussion with staff it was learned that there is no evacuation plan for city hall. There should be an evacuation plan for fire, earthquake, other natural disasters and active shooter. The plans will vary depending on the event but having a plan for these events and then training on the plans is critical. Building evacuation maps need to be posted in the occupancy areas of the building in compliance with OR-OSHA. Because of the location of the school (across the street to the Southeast and behind a commercial building), and the Fire

Station next door to the North, it may be worthwhile to involve both entities in the planning project. Part of the plan should also include sheltering in place. At the time of visit, only the admin side of City Hall has identified an area to shelter in place.

The final point, was in observation of security at the front counter. We had discussions about the safety and security of staff at the front counter. Could there be Plexiglas installed to give a little more physical protection between citizens and staff? This is an option and is a valid recommendation or request. Another recommendation would be to have electronic locks on the door(s) to allow staff to “buzz” individuals into the office or meeting space.

Recommendations:

- Consider adding a generator to city hall which would allow the city hall to operate in the event of a power outage, and city hall can serve the community in the event of an emergency. The generator should have a natural gas or self-contained diesel oil supply, be self-starting when regular power goes off and tested weekly.
- Consider install of a fire alarm that would ring into an alarm company to speed up the fire response.
- Consider installing panic alarm(s).
- Consider installing exterior video cameras.
- Consider installing interior video cameras in the lobby.
- Maintain an exterior lighting schedule.
- Purchase and install an AED.
- Receive training on AED.
- Develop an evacuation plan.
- Increase level of protection for staff at front counter.

Summary:

CIS appreciates the opportunity to provide input on the security of Mill City's City Hall. If there are any follow up questions, please direct them to Katie Durfee the Risk Management Consultant for Mill City.

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

Memorandum

Date: November 8, 2018
To: Mayor Kirsch and City Councilors
From: Stacie Cook, MMC, City Recorder
Subject: City Recorder Report for November 13, 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. **Draft Audit Report**

The draft audit has been provided to staff for review. We are looking at some minor issues that need to be addressed and sent back to Accuity for the audit to be finalized. Once the audit is complete I will schedule Accuity to attend a Council meeting to present the findings.

Requested Action: None. Information Only.

3. **Preliminary Election Results**

The preliminary results for the November 6, 2018 election show the following:

Mayor – Tim Kirsch (419)
- Write In (61)

Councilor – Tony L. Trout (403)
- Steven A. Winn (398)
- Janet Zeyen-Hall (355)
- Write In (56)

Official results will be provided by the County Elections Officials by next month. At that time, I will provide a formal notification to the candidates of their election and request written acceptance of the respective positions.

Requested Action: None. Information Only.

4. **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. Actuators
13. Tiger Grant
14. SCA Grants

MILL CITY PLANNING COMMISSION
Meeting of September 21, 2018

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

Staff in attendance: Planning Advisor David Kinney. City Recorder Stacie Cook was out of the office.

City Council Representatives: None.

Agency Representatives: None.

The meeting was called to order at 9:05 a.m. Chair Ann Carey led the pledge of allegiance.

APPROVAL OF MINUTES: Marge Henning identified one minor corrections to the August 21st minutes on page4. Mr. Kinney made the corrections. *Dennis Chamberlin moved, seconded by David Leach to approve the minutes of August 21, 2018, as modified. The motion carried unanimously (5:0).*

PUBLIC COMMENT: None.

PUBLIC HEARINGS: None.

PRESENTATIONS: None.

D BUSINESS:

File 2017-02 – Lucas/Baughman UGB Amendments & Annexation: Mr. Kinney reported that the Linn County Planning Commission held a public hearing on September 11, 2018. At the conclusion of the hearing, the Linn County Planning Commissioners unanimously recommended the Board of County Commissioners approve the UGB amendments as proposed. Mr. Kinney attended the public hearing, reported the applicant provided testimony and there was no other testimony.

The Board of County Commissioners will hold a public hearing on Tuesday, September 25th at 10:00 a.m. at the Linn County Courthouse. If the Board approves the proposal, they will adopt an ordinance and issue a Notice of Decision. Once the appeal period ends, they will inform the City that the UGB amendments have been approved. At that point, the Mill City Planning Commission and City Council will consider the annexation proposal that was part of the original application.

Nuisance Ordinance Amendments:

At the request of the City Council, the Planning Commission reviewed proposed amendments to Mill City Municipal Code, Chapter 8.04 “Nuisances”. On September 14th, Chair Ann Carey and Vice-chair Marg Henning met with City Recorder Stacie Cook and City Clerk Kimberly

Johnson to discuss the city's code enforcement process, identify the most common nuisance issues and discuss the administrative enforcement procedures in the code. The subcommittee reviewed nuisance ordinances from Mill City, Halsey and Harrisburg as well as the City of Corvallis Livability Code. Chair Ann Carey pointed out that the three small cities all contract with the Linn County Sheriff's Office for law enforcement services. In April 2018, Halsey adopted amendments to their nuisance code and worked with Sgt. Klein on several nuisance enforcement cases. Mr. Kinney used information from the September 14th meeting and the sample codes to prepare prospective amendments to Chapter 8.04.

The Planning Commission reviewed proposed changes and recommended the following modifications to Mill City's code:

- 8.04.010 Definitions.** Add/modify definitions for "Inoperable Vehicle", "Discarded Vehicle", "Garbage", "Debris", and "Junk".
- 8.04.040 Nuisances affecting public health.** Accumulation of "solid waste". Add the word "garbage".
1. Add language to ban burning when a burn ban is declared by a state or federal agency. Check to see if the local fire department can impose a local burn ban with the fire district and if this ban applies within the City limits.
 2. Check the city's ordinances to see if open burning of garbage is prohibited. Add a reference in the nuisance code to the "burning ordinance".
- 8.04.050 Creating a Hazard.** Modify language in this section and others to change "person otherwise having possession of the property" to *"or person in charge of the property."*
- 8.04.060 Attractive Nuisances.** Add unprotected excavations to the list of attractive nuisances. Add new subsection B. *"No owner or person in charge of property shall fail to secure an unoccupied building in such a manner as to make it inaccessible to transients or children."* This section is in addition to the City's dangerous/derelict building enforcement process and provides an opportunity for staff to use a simplified nuisance process to get a building boarded up.
- 8.04.070 Defective sidewalks – snow and ice removal.** This section now requires removal of snow & ice from sidewalks within 2 hours of daylight. Change allows up to 24 hours for snow removal.
- 8.04.080 Noxious Weeds.** Leave dates "May 15th to September 30th". Leave existing language in most sections. Compare section on noxious vegetation (blackberries, etc.) to simplify or clarify language for the staff. Look at language where noxious vegetation grows across property lines, damaged fences or grows over a sidewalk/street. See Halsey, Ord. 2018-04, Section 15. Modify language and bring back to the Planning Commission at the next meeting.
- Make sure language allows for an exemption for "hay fields" or "agricultural crops".
- 8.04.100 Trees.** Add the following as "hazardous vegetation"

1. *Vegetation which impairs the traveling public's view of the street or public thoroughfare or traffic signs located thereon.*
2. *A dead or decaying tree which is a hazard to the public use of the public thoroughfare or to persons or property near the tree.*
3. *Any vegetation which is near combustibles or creates a fire hazard.*

No person or person in charge of property shall permit hazardous vegetation to exist at any time upon the property or in the public right-of-way abutting the property which includes but is not limited to the adjoining landscape or parking strip.

8.04.090 Scattering Rubbish.

8.04.140 Junk. Add new Section on "Trash Removal" from Harrisburg, Section 8.05.070. Add language to prohibit the storage of trash in trailers on the public right-of-way for a period longer than ____ days.

New Storage of Property on the Public Right-of-way. Add a new section.

No person shall store or permit to be stored any personal property of any kind on any public right-of-way, street, alley, parking strip, landscape strip, ditch, sidewalk or curb, except for legally parked motor vehicles as permitted by Mill City Municipal Code, Chapter XX "Traffic". Failure to move personal property for a period of 72 hours shall constitute prima facie evidence of storage of personal property.

8.04.145 Inoperable Motor Vehicles. The Commission had a lengthy discussion on the storage of inoperable vehicles on private property and the desire that the City's staff use discretion when a property owner is working on a "project car" or "restoring vehicles". The Commission discussed whether the City should permit the storage of 1, 2 or 3 inoperable vehicles on a property or retain the current no tolerance standard.

8.04.155 Noise. The Commission discussed noise violations and past noise problems in Mill City. Mr. Kinney requested the Commission members review Stayton's noise ordinance and recommend changes at the next meeting.

8.04.160 to 8.04.220 Enforcement and Violations. The Planning Commission recommended a series of changes to these sections to simplify the city's enforcement process.

New Complaint Based Response. Add language.

1. *Administrative and enforcement responses under this chapter will be initiated on the basis of a complaint.*
2. *Complaints may be filed by members of the public, by representatives of the city organization and by representatives of external agencies in a manner that shall be consistent with administrative operating guidelines.*
3. *Anonymous complaints will not be accepted.*
4. *Notwithstanding the provisions of this section, the City Recorder may choose to initiate administrative or enforcement activities when conditions are known or suspected to be present on a property, premises or a structure that would constitute a nuisance under this Chapter.*

New **Investigation and Determination.** Add language to clarify staff responsibilities for investigation and enforcement. The revise language grants authority to the City Recorder to issue a citation to appear in Muni Court (without having the City Attorney prepare a separate complaint). Review this process with the City Attorney before making a final recommendation to the City Council.

Investigation and Determination. The existence of an enumerated nuisance shall be determined by the City Administrator. Upon determination that a condition or action exists which violates this ordinance, the City Administrator may cite the person responsible into municipal court for the offense, may initiate proceedings to abate the nuisance or both. The City Administrator may also determine that even though a violation exists, the City lacks the resources to enforce this ordinance and will leave enforcement to a civil action by persons affected.

New **Voluntary Compliance**

(1) Upon determination that a nuisance exists as defined in this ordinance, the City Recorder or designee has the option to solicit voluntary compliance by sending a letter to, or by a telephone call followed by a letter documenting the conversation with, the person responsible for abating the nuisance; and establishing a deadline for compliance with provisions of the ordinance. If the City Recorder confirms the person responsible has not voluntarily complied within the time period, or if the violation is a recurrent violation, the City Recorder may initiate formal abatement proceedings by causing a notice to be posted and mailed as described in Section 8.04.160.

(2) In the event the person responsible has made significant improvement to the property, and requests additional time, or where there is an extreme hardship as determined by the City Administrator, the City Administrator may extend the deadline.

8.04.160 **Notice.** Modify language to delegate responsibility to the City Recorder (or designee, including LCSO deputies) to determine a nuisance exists.

8.04.170 **Abatement by Person Responsible.** Break into two sections to make it clear that a property owner may file an appeal of the City Recorder's determination that a nuisance exists.

8.04.190 **Abatement by the City.** Modify minimum charges for city abatement of a nuisance. Set a minimum charge of \$100 or actual costs + 10%.

New **Appeal of Abatement Costs.** Add a new section which will allow a property owner to appeal the charges to the City Council.

8.04.210 **Summary Abatement.** Modify summary abatement language. Use Halsey's 2018 update as a guide. Review with the City Attorney.

8.04.220 **Violation.** Recommend the City use an infraction process. Work with the Municipal Judge and City Attorney to set fine levels for 1st, 2nd and 3rd offenses. Delete jail time as a penalty.

Other issues: Mr. Kinney will check the City's parking code to see if it addresses:

1. Parking too close to or blocking travel lanes.
2. Parking any vehicle outside a driveway in a front yard area.

NEW BUSINESS:

Safe Routes to School Plan and Grant Application:

The Santiam Canyon School District has plans to upgrade the Santiam Middle/High School facilities. Copies of conceptual plans for a new Santiam High School classroom building, industrial education buildings, 2nd gymnasium and parking were provided to the Commission. District officials have informed the City they will likely seek voter approval of a bond measure in 2019. As part of the school district's plans, they have proposed to work with the City to seek grants for public improvements near the schools.

Mr. Kinney presented a Safe Routes to School (SRTS) conceptual plan for improvements adjacent to the Mill City Elementary School and the Santiam Middle/High School campuses. The SRTS plan shows a variety of improvements to create safe accessible routes for students walking, biking or taking the bus to the Santiam Canyon schools.

The proposed improvements include:

- ADA compliant sidewalks and crosswalks on 2nd, 4th, SW Cedar and SE Evergreen Streets.
- Connections to the recreational trail north of SW Broadway Street.
- Flashing lights at the 4th & SW Broadway and 1st and SW Evergreen intersections.
- Bus drop-off points.
- Replacement of sidewalks and crosswalks that are not ADA compliant.
- Reconfiguring of curbs, sidewalks and crosswalks on all sides of the Santiam Middle/High School campus.
- Creation of complete walking route for students from Marion County.
- Connection of safe walking routes for students from the SE quadrant of the City.

Mr. Kinney explained the City staff and school district staff will be submitting a Safe Routes to School infrastructure grant application in October to build many of the listed improvements, as shown on the conceptual plan. Costs for the project will range from \$1.5 to \$2.0 million.

The Planning Commission discussed the conceptual plans and welcomed the improvements.

Dennis Chamberlin moved, seconded by David Leach to endorse the Safe Routes to School Plan and recommended the City submit an SRTS grant application to the Oregon Department of Transportation. The motion carried unanimously (5:0).

INFORMATIONAL ITEMS:

City Recorder Report: City Recorder Stacie Cook provided a written report to the Planning Commission.

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

Current Applications:

File 2018-08 Minor Partition. 512 SE. Kingwood Ave. Applicants: Robert and Vicki Ward.

Prospective Applications:

1. Minor Partition – NW 8th Street and NW Beech Street.
2. Subdivision – SE 6th Avenue (Freeman property next to the City wells).

BUSINESS FROM THE PLANNING COMMISSION: None.

OTHER BUSINESS:

The next meeting of the Planning Commission will be Friday, October 21st to discuss the Nuisance Code amendments, dangerous/derelict ordinance amendments including landlord/tenant issues and a public hearing on File 2018-08 – Minor Partition.

There will not be a meeting on Tuesday, October 16, 2018.

The meeting was adjourned at 11:32 a.m.

Prepared by:

David W. Kinney, Planning Consultant

Minutes approved by the Planning Commission on the _____ day of _____ 2018.