







#### Consent Agenda



 Approval of October 8, 2024, City Council Minutes

Approved

Take no action, pull one or more items; or, suggested motion to approve:

I move for the adoption of the Consent Agenda as presented OR with item #\_\_\_ removed.





#### Linn County Sheriff's Office Report





TRAFFIC CITATIONS 13
TRAFFIC WARNINGS 14
TRAFFIC CRASHES 4
ARRESTS MADE 9

October 2024

150

TOTAL HOURS SPENT: MILLERSBURG 160.25

**CONTRACT HOURS: 153 HOURS** 

COMPLAINTS/INCIDENTS INVESTIGATED

FOR THE MONTH OF:

#### Michelle Duncan Sheriff

Phone: 541-967-3950 linnsheriff.org

# Millersburg Public Comment



# City Manager's Report





#### Projects Update



#### Lead Service Line Inventory

- Completed inventory
- Compliance with State and Fed
- Results submitted
- Message posted on the website

#### Projects Update



#### Waverly/Cox Creek Bridge

- Administered by the County
- Replace the bridge
- Construction estimated 2026 (earliest)
- RFP for design due December 6
- Will be evaluated by the County and City Staff



## Transition Parkway Update



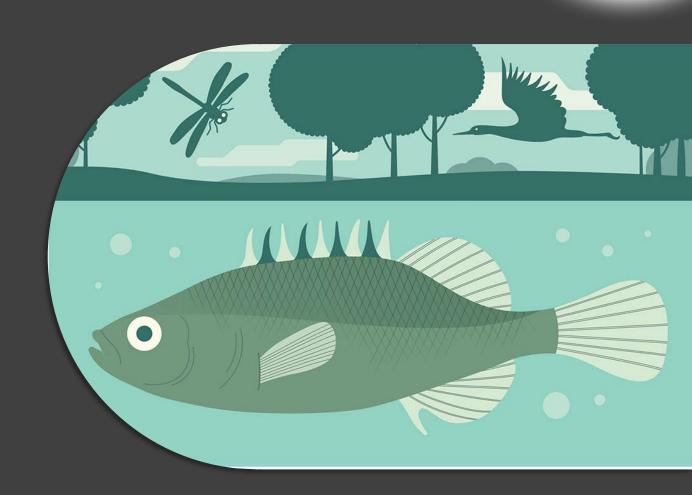


#### Stormwater Update



#### TMDL (Total Maximum Daily Load)

- Completed and submitted annual report
- Explains how we comply
- New TMDL for Willamette Temps
- Millersburg to update Implementation Plan within 18 months
- Conduct streamside evaluation within additional 18 months





#### MS4

- Annual report submitted
- Explains how we meet requirements of Phase 2 permit
- First MS4 permit ended DEQ to renew
- Permitees requesting minimal changes to permit



# City Attorney's Report

# Unfinished Business





# New Business



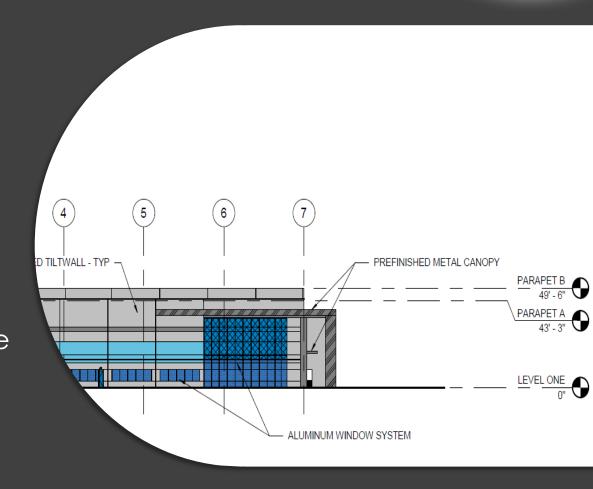


# Enterprise Zone Request Approved



- DeLorean/NW RE LLC
  - 47 acres
  - \$257 million facility, equipment, property
  - Requested Long-Term Rural 10-year exemption
  - 108 new jobs
  - 150% of Linn County average annual wage
  - Pay school, City, and public safety fees

I motion that the Council approve Resolution 2024-16



#### Enterprise Zone Request

# Approved



- TimberLab/CLTLab
  - 34 acres
  - \$122 million facility, equipment, property
  - Requested Long-Term Rural 15-year exemption
  - 75 new jobs
  - 150% of Linn County average annual wage
  - Pay school, City, and public safety fees

I motion that the Council approve Resolution 2024-17



#### PICM Pathway Selection



- FEMA Pre-Implementation Compliance Measures
  - FEMA trying to also implement EPA
  - Report still draft
  - Temporary measures required now
  - Select 1 of 3 pathways prohibit, model code, or case-by-case



#### PICM Pathway Selection

# Approved



- FEMA Pre-Implementation Compliance Measures
  - Staff recommends Model Code
  - Required to tell FEMA and implement now
  - Interim case-by-case (FEMA default)
  - Can modify model code FEMA to review
  - Only applies within FEMA flood-zones

I motion that the Council approve Resolution 2024-18



# Connection Charges Revisions Approved



- 2018 Implemented fees to recover infrastructure costs
- Applies at land division, site plan review, or CUP
- Revised over time
- This change allows individual determination
- Helps address proportionality and SDC eligibility



I motion that the Council approve Resolutions 2024-19, 2024-20, 2024-21, & 2024-22

### City Recorder Position Salary

Millersburg



- Update to Recorder's title and wage scale
- Staff Retention = stay competitive
- Our City Recorder wears many hats
- Updated job description, new title, & 8% salary increase
- New step schedule

I motion that the Council approve the proposed title & salary change, as represented in the new job description attached.



Established Date: November 3, 201 Rev. Date: November 4, 2024

City Recorder/Finance Manager

Supervisor: Supervises:

Billing and Collection Specialist, Office Assistant – Financial

GENERAL PURPOSE SUMMARY: Professional position that ensures compliance with state law (public meetings, public records, elections) and local law (city charter, and Millersburg Municipal Code). Serves as Records Officer and Election Official. Ensures accurate documentation of city government activities through training and advice to Millersburg commissions, committees and staff contacts. The position plans, organizes and provides oversight of all City Clerk functions and activities, including access to and archiving of public records and public information, election, legislative and filing officer

Provides a variety of routine and complex clerical and administrative work in the administration of city government, including planning, organizing, and directing clerical, financial, and administrative matters. Coordinates assigned activities with city officials, outside agencies, and the public; provides complex administrative support to the City Manager, the city's executive leadership team, and the city council. Performs

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Effectively supervises assigned employee(s) on a recurring daily basis which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions. Disciplinary, hiring and firing authority is given significant weight with regard to supervised employee(s)
- Oversees production and distribution of city council meeting materials including resolutions, ordinances, orders, public notices, public hearing documentation, meeting agendas, and minutes. Monitors noticing compliance with public meeting law. Provides editorial review when needed. Oversees correct archiving of records related to public meetings.

<sup>&</sup>lt;sup>1</sup> Position is eligible for up to additional 5% pay upon completion of IIMC Certifications

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#### Agenda



- CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- ROLL CALL
- CHANGES AND ADDITIONS TO THE AGENDA
- CONSENT AGENDA
- GUEST PRESENTATIONS
- PUBLIC COMMENT

- COUNCIL MEMBER & STAFF COMMENTS
- CITY MANAGER'S REPORT
- CITY ATTORNEY'S REPORT
- UNFINISHED BUSINESS
- NEW BUSINESS
- CLOSING COUNCIL COMMENT
- ADJOURNMENT