



TO: Millersburg City Council  
VIA: Kevin Kreitman, City Manager  
FROM: City Staff  
DATE: April 8, 2021 for Council Meeting April 13, 2021  
SUBJECT: Project Updates Memo

### **Monthly Update on Projects:**

Staff are currently in the process of implementing many projects and activities in the City to address objectives of the Strategic Plan, direction from Council, and needs staff have identified. In order to facilitate tracking these tasks, a Gantt chart has been developed. As staff continue to work on these tasks, the Gantt chart will be periodically updated and provided for Council and public information. The most recent version of the Gantt chart is attached to this memo. Tasks in blue are complete, tasks in yellow are in progress, and tasks that are not colored have not been started.

There are many tasks currently in progress. An overview of several specific tasks and projects is provided below.

#### **Fire Station Project**

The Fire Station project was awarded to Wildish. There were no protests of the bid award. Notice to proceed was issued on April 2, and a preconstruction conference was held on April 6, 2021. The contractor expects to mobilize to the site the week of April 19.

#### **Street Projects**

The permanent repair of concrete pavement in Kathryn Avenue is currently underway. It is anticipated to be complete the week of April 12.

The City Hall Parking Lot Repair project is complete. The west parking lot entrance will be open to traffic on April 9.

#### **Water and Sewer Utility Billing**

The new water and sewer rate structures are now in effect. The first round of bills under the new rates structures will be sent out to customers in early June. Staff are working to correctly identify and classify all commercial and industrial customers under the new structure. This has also included continued cleanup of commercial and industrial accounts and reconciliation with assets in GIS.

#### **Housing Needs Analysis and Buildable Lands Inventory**

Eco Northwest completed the Buildable Lands Inventory in February and has been waiting on the population forecast data from Portland State University's Population Research Center before completing the Housing Needs Analysis. Per state law, cities and counties are required to use PSU's population

information and forecasts. PSU presented draft population forecast information for our region in March, which did not accurately reflect Millersburg's current population. Staff provided feedback to PSU, and they have revised the data to more accurately reflect Millersburg's current population. The forecast now shows Millersburg's current population at 2,926, with a projected population of 5,436 in 2045 and 8,974 in 2070. Based on this information, Eco Northwest can now move forward with completing the Housing Needs Analysis.

**Water Management and Conservation Plan Update**

The State of Oregon requires Water Management and Conservation Plans from municipalities under water right permit conditions. A Municipal Water Management and Conservation Plan provides a description of the water system, identifies the sources of water used by the community and explains how the water supplier will manage and conserve supplies to meet future needs. Millersburg's plan was completed in 2012, and a 10-year update is required by February 2022.

CH2M (Jacobs) developed the original document and supported the five-year update in 2017. Due to their familiarity and history with the current document, staff has requested a proposal from Jacobs for the document update and anticipates proposing a contract amendment at the May Council meeting.