



Approved: April 11, 2023

### CITY COUNCIL REGULAR MEETING MINUTES

March 14, 2023 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Cowan at 6:30 p.m.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL  
Councilors Present: Mayor Scott Cowan, Councilors Dave Harms, Mike Hickam, Mark Raum, and John Sullivan  
  
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Matt Straite, Community Development Director; Sheena Dickerman, City Recorder; Forrest Reid, City Attorney
- D. CHANGES AND ADDITIONS TO THE AGENDA 6:30 p.m.  
None
- E. CONSENT AGENDA 6:31 p.m.
  - 1) Approval of February 14, 2023, City Council Meeting Minutes  
Action: **Motion to approve Consent Agenda as presented made by Councilor Mark Raum; seconded by Councilor Dave Harm.**  
**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**  
Motion PASSED:5/0
- F. GUEST PRESENTATIONS 6:32 p.m.
  - 1) Linn County Sheriff's Office Monthly Report  
Sergeant Steven Frambes, LCSO, reviewed the monthly LCSO report\*. Three arrests were made. He shared that a deputy found an unresponsive female at Love's with narcotics nearby, the deputy administered Narcan and provided CPR, which saved her life. Cowan asked if the officer involved would receive a "lifesaving" award. Frambes explained that the deputy's supervisor would write a letter for their personnel file and supervisors will give a "lifesaving" award later. He mentioned that the deputy involved was not responding to a call but was being proactive. Cowan asked if there was anything the City could do to recognize the deputy's actions.  
  
Frambes mentioned a citation was given to a resident for having junk on the property, the property is located on Millersburg Drive. This has been an ongoing

situation and will go before court in March. Cowan asked what the City's process was for the citations. City Attorney Forrest Reid explained that Community Development Director Matt Straite would send a letter asking for the resident to comply, if the resident does not comply then LCSO is contacted to give a citation. City Manager Kevin Kreitman shared that the property is in foreclosure. Reid stated that if the City ended up doing the clean-up of the property a lien would be put on the property.

G. PUBLIC COMMENT

6:39 p.m.

Skip Hamilton, Millersburg, said he attended the Sofidel open house and was interested in information regarding the land swap. Cowan said the County Commissioners denied the Urban Growth Boundary (UGB) swap at a meeting earlier in the day. Kreitman clarified that the UGB swap was for property within the City that was not developable to be swapped with property that would be developable. This would not have been an expansion of the city. He emphasized that the UGB swap started long before Sofidel expressed interest. The state knew the City was in the process of the swap and that Sofidel was looking for developable property.

Hamilton asked who to contact with any further questions. Kreitman replied either Community Development Director Matt Straite, Assistant City Manager Janelle Booth, or himself would be able to answer any questions.

H. Public Hearing

6:42 p.m.

**Mayor Scott Cowan opened the public hearing at 6:42 p.m.**

1) Supplemental Budget FY 2022-2023

Booth shared that the proposed supplemental budget was reviewed in a work session. She asked if the Council wanted to review it again or do a summary. The Council chose hearing a summary.

Booth explained the reason for and the requirements for the City to do a supplemental budget\*. One of the reasons for the accelerated schedule was for infrastructure. She added that this was not due to the UGB swap but other projects, including Transition Parkway. The reason for multiple new line items is in order that funds are better accounted for from the various funding sources. She added that there will be extra-legal costs with regards to the wastewater system and other projects that the City had already intended to do, but the timing was unknown when the original budget was proposed.

Booth mentioned the need for a budget line item for refunds of security deposits on privately constructed public works projects. This would allow for a holding account for deposits and the refund process to be done in a

clear way. She added that these types of projects usually cross budget years. Kreitman added that refunds have been paid out of revenue accounts and the auditors wanted the change.

Booth said that some of windows in the Council Chambers have failed and needed to be replaced. The City has funds set aside for maintenance projects, but this addition would allow for the projects to be done quickly. Booth added that the new Economic Development Fund doesn't require a supplemental budget but with talking with the auditors it was decided to present it all during this process. This fund is for tracking funding that would be coming in for economic development and being spent. The City will qualify for State grant funds and reimbursement funds, which would require detail tracking.

Cowan asked if Councilors or anyone from the public had any questions. There was no one.

Cowan asked what the total was for the supplemental budget. Booth replied approximately \$1.4 million, with most coming out of streets and water fund SDC's that are already set aside for projects. Kreitman added that the Transition Parkway project has been discussed for 5 years and funds have been set aside for it.

**Mayor Scott Cowan closed the public hearing at 6:49 p.m.**

Raum stated the total increase is \$1,407,250.

Action: **Motion to approve Resolution 2023-03 to adopt the supplemental budget in FY 2022/2023 made by Mark Raum ; seconded by Councilor John Sullivan.**

<b>Mayor Scott Cowan:</b>	<b>Aye</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>
<b>Councilor Mike Hickam:</b>	<b>Aye</b>
<b>Councilor Mark Raum:</b>	<b>Aye</b>
<b>Councilor John Sullivan:</b>	<b>Aye</b>

Passed 5/0

- I. Council Member and Staff Comments  
None

J. CITY MANAGER'S REPORT

**6:50 p.m.**

1) Project Updates-

Booth mentioned that two trees will be removed from Miller Cemetery. An arborist had evaluated the trees and determined that they would need to

be removed. Staff wanted them removed before the trees fell. The City went through the process of the arborist permit and documented that the trees were a hazard. She added that the Cemetery had some removed on the east side after having a tree fall into the cemetery. Kreitman added that the City doesn't want to remove trees that are healthy, but these were unhealthy

Booth gave an update on parks and ballfields. Maintenance staff take every opportunity to mow and take care of vegetation, but the weather is the controlling factor. Staff have been working with youth sports organizations on the use of the fields, but the fields are too wet.

Striate shared the City's plans to build a new park off of NE Millersburg Drive. The City recently received grant funding for the new park. The next step is request for proposals (RFP). The RFPs are due on March 20, 2023. Cowan asked what the grant amount was. Straite replied \$32,000 with an \$8,000 match. The match would mostly be accounted for by staff time.

Straite mentioned the upcoming Transportation System Plan (TSP) update. The last update was done in 2016. The minor changes will be presented at a Planning Commission public hearing on April 4, 2023, and will be at the City Council public hearing meeting on April 11, 2023.

Councilor Mike Hickam asked to return to the park presentation slide\*. He asked if there was a plan for a sidewalk along Woods Road. Booth replied yes, it would tie into the Woods Road multi-use path project. She said Council would receive updates on the project. The next step is wetland delineation. The project is to extend a sidewalk and a multi-use path where the sidewalk currently stops. The previous intent was that improvements would take place when development happens. Since it is unknown when development would happen, staff is working on a project to create safe walking conditions. Cowan reiterated that in previous conversations safety along Woods Road has always been a high priority.

Hickam commented that Woods Road seems to be the only way to access the new park. Kreitman pointed out that people that are on the south end of Woods Road would most likely continue to use Millersburg Park. The intent is to address those that are in the northeast part of the city.

2) Budget Calendar-

Kreitman recommended the Council appoint Booth as the budget officer for the upcoming budget public hearings. He pointed out the budget dates were in the agenda packet.

3) Events Committee Open House –

Kreitman mentioned that the invitation for the Events Committee open house had been mailed to the Millersburg community. Posters for the event were passed around for the Council to review\*. He asked Council to let staff

know if they had anything to add or change. Cowan asked if anyone had inquired about participating on the committee. Straite replied there has been some interest.

- 4) Transition Parkway Open House-  
Booth said that postcards for the open house would be in the mail the next day. This will be an opportunity for people to hear what is being planned for Transition Parkway. She shared that Straite contacted the property owners that would be most directly impacted to set up individual meetings. Hickam asked if staff had investigated sending text messages to the community for City events. Straite showed where the public could sign up for email alerts. He explained that the software used is currently only set up to do emails. The web provider can do text messages, but at an additional cost. Hickam stated he was more interested in seeing if people signed up for the notifications. Straite said there are 10 people currently signed up to receive alerts. Councilor John Sullivan mentioned that at his place of employment they use a call blast that is relatively inexpensive. Cowan suggested looking into it.

Kreitman pointed out for those in attendance and online where on the City's website the agenda and agenda packets are located. He added that most cities of Millersburg size do not provide much information in their agenda packets. Millersburg provides substantial staff reports with the agenda packet for the community to know what is happening. Straite added that the City also does live streams of meetings.

Cowan suggested bringing the conversation regarding community communication to the next work session.

K. CITY ATTORNEY'S REPORT- **7:08 pm.**  
None

L. UNFINISHED BUSINESS **7:08 pm.**  
None

M. NEW BUSINESS **7:08 pm.**

- 1) Health Insurance Renewal –

Kreitman said this is information only. The City received renewals from the health insurance provider. It is an 8.9% increase this year. No one on staff is on the Health Savings Account (HSA) plan. He pointed out that in 2021 there was a 0.3% increase and last year there was a 5% decrease in premiums. The cost will be \$8,466.70 per month, which is currently budgeted and will need to be budgeted in the next fiscal year.

2) Quitclaim Deed for Water Rights-

Booth explained that the City received a request from the farmer that had been leasing City property for the past 5 to 10 years to release the water rights that he had applied for from the state. The City has removed most of the property from the farm lease. The water rights run with the land. The farmer would like to transfer the water rights to land that he will use. She emphasized that the City was not involved in obtaining the water rights and it would not hinder the City from obtaining water rights in the future. There would be no negative impact on the City. City Attorney Forrest Reid added that it is an appropriate and normal course of action. The farmer paid for it and did the work necessary for the water rights.

Action: **Motion to approve the Quitclaim Deed and allow the City Manager to sign for it made by Councilor Dave Harms; seconded by Councilor John Sullivan.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 5/0

3) Letter State Audit Division-

Kreitman said that during the audit staff became aware of some errors that took place when the City switched over to a new accounting software system in 2021. Due to those deficiencies the City must submit to the State identifying the deficiencies and how the deficiencies were corrected. The City must show that the Council reviewed the letter either by minutes or resolution. A resolution was decided due to the deadline it needed to be submitted by.

Action: **Motion to approve Resolution 2023-04 made by Councilor John Sullivan; seconded by Councilor Mike Hickam.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 5/0

N. CLOSING PUBLIC COMMENT

7:14 p.m.

Laurie Hackstedt, Millersburg, asked if the City could address the traffic speed on Alexander Lane. Kreitman said that deputies patrolled there but they did not see excessive speeds during those times. He added that more speed signs could be put out at that location. Booth said that if Council wanted staff could ask LCSO to put a speed trailer on Alexander Lane. Cowan agreed that a speed trailer at that location to collect the data was a good idea. Kreitman added that a speed sign could be put up at that location. There are radar speed signs that can be purchased and moved throughout the City. Hackstedt said it would be beneficial to have signs for both directions.

O. CLOSING COUNCIL COMMENT

7:19 p.m.

None

P. ADJOURNMENT Mayor Cowan adjourned the regular meeting at 7:19 p.m.

Respectfully submitted:



Sheena Dickerman  
City Recorder

Reviewed by:



Kevin Kreitman  
City Manager

\*Presentation materials or documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing [info@cityofmillersburg.org](mailto:info@cityofmillersburg.org).