



Approved by City Council April 14, 2020

**CITY OF MILLERSBURG
CITY COUNCIL WORK SESSION MINUTES**

Millersburg City Hall
4222 NE Old Salem Road
Albany OR 97321
February 25, 2020 @ 4:00 p.m.

A. CALL TO ORDER Mayor Lepin called the work session to order @ 4:03 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms,
Scott McPhee, John Sullivan

Councilors Absent: None

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City
Manager/City Engineer; Forrest Reid, City Attorney; Kimberly
Wollenburg, City Recorder

C. WORK SESSION ITEMS

1) Parks Master Plan – Draft

Assistant City Manager/City Engineer Booth introduced Steve Duh, consultant with Conservation Technix. Parks Committee members in attendance introduced themselves: Wendy Major, John Andersen, Carlye Schrader, Jenny Wolfenbarger, and Caryl Thomas. Mr. Duh gave an overview of the scope of the planning and the types of participation. Specifically, he mentioned attending meetings and forums, providing insights, feedback, guidance, and support at meetings and open houses.

Next, Mr. Duh went over the process to craft the Parks Master Plan which involved the creation and distribution of a survey, a couple of open houses (last spring and early fall), and discussions with key stakeholders.

Jenny Wolfenbarger, Chair of the Parks Committee, went over some particulars of what the Committee heard from residents regarding the parks and the core themes.

Mayor Lepin asked about the public comment regarding their lack of interest in having trails and pathways through their areas. Mr. Duh noted the City decided to focus on trails and paths within our rights-of-way. Assistant City Manager/City Engineer Booth provided more information regarding the conflict between the trails and bikeways system in the Parks Master Plan versus what's in the Transportation System Plan (TSP). If the Council approves the Parks Master Plan, the TSP will need to be revised.

Mayor Lepin asked Mr. Duh about how the Capital Project Planning list came into being. He then asked about dog parks and to what degree did Committee discuss the potential of having a dog park. Mrs. Thomas shared that the Committee did discuss regarding who would maintain given the limited maintenance staff. Ms. Major spoke about dog parks being a low priority given other items that were needed and confirmed the main issue was maintenance.

Councilor McPhee asked about the renovation of the North Ball Field and questioned why the City would spend \$50,000 since it is such a short field.

Assistant City Manager/City Engineer spoke about the plan for adoption and then the timeline for opening applications to appoint a Parks Commission.

There was some discussion regarding the potential of paths near the Willamette River and the connectivity to the Talking Water Gardens and the challenges and concerns with developing the property in that area.

Councilor McPhee asked about maintenance on the current park. Mr. Duh noted that from what he saw, the City's level of care for the parks is high. He also said that issues noted were normal relative to the age.

Councilor Cowan asked about pocket parks. Mr. Duh noted the intent is to move away from smaller sites to allow focus on the amenities for the bigger parks citing issues with maintenance and concerns that developers choose the land which is not under the City's control.

Assistant City Manager/City Engineer Booth asked what the Council would like to do with the difference with trails between Parks Master Plan and Transportation System Plan. There followed discussion regarding the current proposed trail system adopted in TSP and proposed trail system in PMP. The Council determined that they'd like to meet to put the TSP and PMP side-by-side to see the differences and to further discuss. There was some additional discussion regarding wetlands and what can be done in wetlands.

2) Proposed Council Calendar

City Manager Kreitman passed out a handout showing the schedule of proposed meetings through the end of July.

3) Municipal Code Enforcement - Discussion

Mayor Lepin spoke about his concerns regarding the topic of municipal code enforcement by the City. His concern is related to aesthetics and hazards/safety issues. City Manager Kreitman addressed how complaints are handled by City staff. Councilor Cowan would like to see a monthly drive through the City to address issues like temporary signs. Otherwise, Council had no concerns with the way City staff is handling code enforcement. There was discussion regarding sidewalk tripping hazards

and process to give property owners notice to address then if work isn't done, have the City address and place a lien on the property.

D. CLOSING PUBLIC COMMENT

E. CLOSING COUNCIL COMMENT

F. ADJOURNMENT Mayor Lepin adjourned the work session @ 6:05 p.m.

Respectfully submitted:

Kimberly Wollenburg

Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

Note: Council may adjourn to executive session in accordance with ORS 192.660.

Upcoming Meetings & Events:

March 3, 2020 @ 6:00 p.m. – Planning Commission Public Hearing & Work Session

March 10, 2020 @ 6:30 p.m. – City Council Meeting

March 13, 2020 @ 6:00 p.m. – Events Planning Committee Meeting

March 18, 2020 @ 6:00 p.m. – Planning Commission Meeting

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.