

CITY OF MILLERSBURG
Round-Table Discussion
September 27, 2017
10am

COUNCILORS PRESENT: Mayor Jim Lepin, Scott Cowan, Scott McPhee, Dave Harms, Don Miller
COUNCILORS ABSENT: None
STAFF PRESENT: Steven Hasson, City Manager; Sarah Cook, City Recorder; Janelle Booth, City Engineer (11:20am)

Mayor Lepin noted the intent of the first hour was to discuss improved communications, getting everybody on the same page, and supporting one another. Referencing a 3-page letter the Council had signed and forwarded to Mr. Hasson, Mayor Lepin asked that he share his reaction and response to it.

Steve Hasson talked about communication and the great amount of things going on within the City, noting the difficulty in keeping every one of them in the loop on everything; however, he sensed their frustration. He went down the letter and addressed items one by one, noting his working extra hours was not a source of stress for him. He explained he was the first person in the City Manager position in Millersburg and he took it very seriously and did not begrudge it. There were a lot of drop in visitors, coming in without appointments, which was fine but it took him away from the work at hand. He found spending time in the evenings or on weekends allowed him to accomplish a lot that he couldn't get done during the normal work week.

Priorities – Steven Hasson said there were ever-changing priorities from one week to the next, sometimes daily, and each Council person had their own set of priorities that weren't always the same as his. He apologized for his sometimes brash attitude in emails that were identified in the letter as demeaning.

Becker Ridge – The City Manager provided a brief summary of the potential legal issue regarding water running through a homeowners property, who filed a claim. He sent the claim on to the City's insurance who in turn denied it and that was that, except then the man attended the last City Council meeting to express further complaints. Some Councilors expressed concern in that they weren't made aware of the claim and could have been drawn into a conversation with the citizen and would not have known it was a legal matter, to which Mr. Hasson agreed he would notify the Council in the future if a legal matter came about.

Development Coordinator – Concern was expressed about the position not saving the City money as it was intended to and there was a lot more land use matters coming. There was talk about utilizing a contract planner for the more specialized items and the possibility of transitioning existing staff into that role.

Park Maintenance – The City Manager spoke on the 2 employees that were charged with the work and concern was expressed about the lack of ambition and self-initiative with Mr. Hasson noting the initial focus should be on the most visible and intrusive things, with the hope that there would be less complaints made by the public. Brief discussion took place on the idea of hiring out the landscaping work all together, as well as a maintenance plan that had been prepared some time ago and what it

entailed. He moved on to express the growing need for a public works type department or staff. He said the City was getting more and more involved in water, sewer and storm water tasks, as well as a need to handle basic street and road maintenance type items in-house. Also noting the City was by way of interlocal agreements assuming more responsibilities for these types of activities. After some further clarification on what it would involve, the Council offered a consensus of bringing on board public works person [a manager] to begin building that knowledge base.

Planning Commission – The Mayor indicated he would be kicking off the next Planning meeting discussing the planning process and ways to improve it, also noting this is a good opportunity to help develop the commission. Steve Hasson pointed out that he could bring in the an accomplished land use planner but if the Commission was not receptive to the information conveyed it would be a wasted effort.

Communication style – Mayor Lepin explained how things one says impact other people and they needed to discuss issues as they occurred. Councilor Harms talked about personality conflicts and suggested Steve Hasson not be so reactive. Councilor Cowan said everybody at the table was the team that made things happen and they all had to work together to see to that.

City Engineer, Janelle Booth joined the meeting at 11:20am to continue with the second portion, which was to discuss preparing for Millersburg's continued expansion. Mayor Lepin spoke generally about the next 5 years and all that needed to be considered and evaluated, which he had identified in a 2-pg report marking what he thought were high and highest priorities. The list included the City's revenue sources, expenditures, fees, planning staff, proper processes for land use, zoning, updates to the TSP, evaluation of City owned property, public works needs, Parks and so much more. The Mayor provided a re-load facility update noting a project manager had been hired and they were in negotiations for property purchase. Scott Cowan offered a brief update on the Fire and Emergency Services transition, noting it had a lot of moving parts and many more meetings before resolution. He shared the City has an approximate 27% interest in the Wood's Road fire station and Steve Hasson noted the City's properties were currently being appraised for insurance purposes and that would be one he would add to the appraisal inventory list.

Council overall liked the priorities listed; however, Scott McPhee commented that he didn't see a lot of the current, immediate needs listed as high priorities and he felt there should be. Steve Hasson spoke about the differences in the town looking pretty vs. the town running correctly and referenced again the differences in some of their priorities. Jim Lepin added that the intent was to provide support to the City Manager so he could manage the day to day, while Councilor McPhee felt that if they identified their top 3-5 priorities he would want assurances from the City Manager that he would work on them because they were the governing body. Steven Hasson disagreed, noting he had the vision and day to day wherewithal to manage and identify priorities, working day in and day out in the midst of all the goings on in the City and suggested he move on because he wasn't comfortable being tied down and limited to just the Councils priorities without the reality that the City's priorities change daily for any number of reasons. It was suggested that Mr. Hasson take the list the Mayor had prepared and prioritize his own top 6 or so items and send it back to them so they'd have his input.

Scott Cowan excused himself from the meeting at 12:20pm.

Student serving on Council – It was noted that representatives of South Albany are recommending Bradley Johnson who is a South Albany High senior and lives in Millersburg serve in this role. The Council spoke about how to proceed with a student on board and in particular how executive sessions will be handled and it was agreed they would be attended on a case by case basis and depending on the subject matter. Steve Hasson said he would phone the school principle, invite the student to the October meeting, and meet he parents, for which he invited members of the Council to join if they wished.

Firehouse Market – Steve Hasson explained the ladies had approached him about celebrating their 5th year in business by holding a carnival. They discussed the possibility of using City property to do so, which would require some insurance protections. The Council discussed parking, pedestrian safety, and wondered if they'd be interested in using the City park for the event.

Business licenses were mentioned only to say the City Manager would like to bring the subject up for discussion again, noting the last time it was talked about the concern was the violation clause, which could be amended.

Fire Marshall agreement with Albany – There was brief discussion on the need for the framework necessary to provide those services to Millersburg.

Land donation – Steve Hasson explained the Conser's wanted to donate a piece of property, which was designated wetland. He felt it could be good for storm drainage mitigation and, thinking longer term, he thought it could be a good place for some walking trails, tables and benches. Discussion ensued about what regulations were in place surrounding wetlands in regards to disturbing the soil. Councilor Miller pointed out another property that had been donated long ago and nobody was aware of.

CIP for Streets & Parks – The City Manager noted the capital improvement plan for streets was severely behind, noting only 5 or 6 items on the list; the Park CIP only had a couple as well. Talk went on about the need to update them, include costs associated with them and build the methodology to determine future SDC fees. He added the increased traffic that was expected with the upcoming doubling of population in just a few short years and emphasized the importance of thinking ahead.

Bi – Monthly Billing – The transition was underway. The City had purchased new software modules for credit card payment and online bill pay, which were currently being utilized.

Fire Station Costs – Steve Hasson said this was ongoing and they would need more definitive numbers as they moved ahead.

In-Field Costs – One bid had been received from R.L. Reimer's in the tune of \$19k. There was discussion on the high cost and the need for additional bids. Scott McPhee wondered about doing it in house and offered his equipment and volunteer time. He thought the City could do it for closer to \$5k. Additional bids would be sought after first.

Detention ponds – Steve Hasson noted the City had acquired 3 detention ponds and they would be fencing them in soon.

ROW and C of O permits were in place.

Sewer connection for Lone Oaks – It was explained that the project would be delayed until next year because the developer, Mr. Duke, lost his contractor; however, he would still be required to at least hydro seed. Janelle Booth explained there was a game plan for the Becker Ridge drainage going into fall and winter. She explained eventually Becker Ridge would connect with Sweet Water sometime in the future, but would require wetland mitigation first. There was open discussion about the amount of developable land, parcels filling up and the need to expand boundaries at some point down the road.

Speed signs – Mayor confirmed with the Council that they did in fact think speed signs on Millersburg Dr. and Alexander Lane were necessary, to which they all agreed.

Summer event in the park – Mayor Lepin expressed the need for them to get a jump start on the project if it was to happen next summer. He hoped a date could be set soon. Both Councilors McPhee and Harms thought it would be a good subject for the new Parks Committee to work on and all agreed. There was some talk on the idea of having a 4th of July event.

Emergency Preparedness Plan – Mayor Lepin approached the subject, noting the CERTS team program and all the training involved was FEMA supported. He shared information on the hours of commitment necessary to complete the courses, noting they were evening activities. All agreed there were too many other things going on at that time and they should pursue it at another time.

Update on lift stations – Janelle Booth let everybody know the big, ugly bag was gone and fiberglass had been installed. They were finally getting up and out of the ground and installation of the air release valve was next. They looked to be on track for an end of October completion date. The ATI lift station was on hold until next year, as previously explained. She also provided information on the valve leak that was occurring elsewhere and that they were currently in the process of determining if it was ground water or City water. She would be performing a fluoride test later that day to determine as such. Steve Hasson noted the next public works meeting with the engineers would be the following Wednesday at 1pm.

With nothing further, the session wrapped up at about 2pm.