

**MILLERSBURG CITY COUNCIL
December 13, 2016**

Present: Councilors Scott Cowan, Lisa Metz-Dittmer, Jim Lepin, Darrin Lane, Mayor Clayton Wood, City Planner Don Driscoll, City Attorney Forrest Reid, City Engineer Janelle Booth, City Administrator/Recorder Barbara Castillo

The Millersburg City Council was called to order at 7:30 p.m. by Mayor Clayton Wood. Wood said this meeting was his last one and he appreciated everyone who came to his retirement party a few weeks ago.

MINUTES OF NOVEMBER 8, 2016

Scott Cowan moved, seconded by Darrin Lane to approve the minutes of November 8, 2016. The motion passed unanimously.

NOVEMBER 2016 LINN COUNTY SHERIFF'S REPORT

Linn County Sergeant Greg Klein gave the November 2016 Linn County Sheriff's report. There were 6 traffic citations, 6 traffic warnings, 5 traffic crashes, 3 adults arrested, 36 complaints/incidents investigated and 16 traffic hours with a total of 101 hours spent in Millersburg.

PARK DRAINAGE

Janelle Booth reviewed the various drainage problems and solutions at the Millersburg City Park. There are three areas of concern: the Walking Path, Playground, and Sports Fields.

Scott Cowan moved, seconded by Jim Lepin to table this issue for now and wait until we have a new City Manager for further discussion with that person. The motion passed unanimously.

AN ORDINANCE AMENDING THE MILLERSBURG LAND USE DEVELOPMENT CODE

Darrin Lane moved, seconded by Lisa Metz-Dittmer to approve Ordinance No. 121 which is AN ORDINANCE AMENDING THE MILLERSBURG LAND USE DEVELOPMENT CODE TO INCLUDE THE MILLERSBURG TRANSPORTATION SYSTEM PLAN. The motion passed unanimously.

ORDINANCE AMENDING THE MILLERSBURG COMPREHENSIVE PLAN BY INCLUDING THE TRANSPORTATION SYSTEM PLAN.

Darrin Lane moved, seconded by Jim Lepin to approve Ordinance No. 122 which is AN ORDINANCE AMENDING THE MILLERSBURG COMPREHENSIVE PLAN BY INCLUDING THE TRANSPORTATION SYSTEM PLAN. The motion passed unanimously.

SEWER LIFT STATIONS

Janelle Booth reported the bid opening for the Sewer Lift Stations was December 6, 2016. The City received bids from six contractors

Scott Cowan moved, seconded by Lisa Metz-Dittmer to move forward to award the bid for both the Morningstar and ATI Sewer Lift Stations to the low bidder, R. L. Reimers for \$1,387,775. The motion passed unanimously.

WOODS ROAD IMPROVEMENTS

Janelle Booth reported that Millersburg Land & Development LLC would like to enter into an agreement with the City of Millersburg to improve Woods Road from the intersection of Millersburg Drive and Woods Road south to the end of their Woods Estates Subdivision. This project would include a new road and sidewalks on both sides of the road. They propose that they pay the City the \$175 per lineal foot for a half street improvement upfront. Then the city would pay all of the bills associated with the project. Millersburg Land & Development LLC would be only responsible for the actual lineal foot costs for Woods Road when completed and all final bills paid.

Darrin Lane said if the city participates in this way, they will have to pay prevailing wages. This issue will be checked into. Darrin Lane said the language for development proposals should be the city's choice for them to build the entire road or pay the Road Frontage Fee, not the developer's choice.

Scott Cowan asked if the \$175 per lineal foot fee was accurate. Janelle Booth said when they completed Alexander Lane which was the last road done in Millersburg by the city, that cost was \$125. It has been raised to \$175 which she is comfortable with. Booth agreed the cost should be reevaluated every time you finish a project.

Booth said they need to restore the subgrade of Woods Road separately from this project. If the agreement with the city doesn't move forward, they are responsible for restoring Woods Road back to its original condition or better prior to beginning Woods Estates.

The City can't approve anything quite yet until we get the BOLI issue figured out.

CITY MANAGER POSITION

Jim Lepin reported the City received 20 applications for the position of City Manager. A committee consisting of Scott Cowan, Lisa Metz-Dittmer, Jim Lepin, Don Miller, Dave Harms and Scott McPhee interviewed four of the candidates with City Attorney Forrest Reid and City Administrator/Recorder Barbara Castillo sitting in on the interviews.

This Committee recommends that the City Council accept Steve Hasson, current City Administrator/Financial Officer from North Bonneville, Washington as the new City Manager of Millersburg.

Jim Lepin said all of his past employment, references and education checked out. Lepin said because of all of his credentials, skills and experience, he would be a good fit for Millersburg.

Scott Cowan moved, seconded by Lisa Metz-Dittmer to accept Steve Hasson as our City Manager as of February 1, 2016. The motion passed unanimously.

ENGINEERING CONTRACT

Janelle Booth presented the Council with Amendment 4 for a total not to exceed amount of \$150,000 for the fiscal year, beginning in July 2016 for Engineering Services from CH2M Hill Engineers.

Jim Lepin moved, seconded by Lisa Metz-Dittmer to approve CH2M Hill Engineering Services Contract Amendment. The motion passed unanimously.

SANITARY SEWER MASTER PLAN

Janelle Booth presented the Council with the Draft Report of the City of Millersburg Sanitary Sewer System Master Plan dated December 2016.

The Council will hold a work session at a later date to go over the Sanitary Sewer Master Plan.

PLANNING COMMISSION MEMBER APPOINTMENTS

The City of Millersburg received three applications for positions on the Millersburg Planning Commission to replace Skylar Bailey and Pat Edwards. They are: Scott Stimpson, 3147 NE Nehalem, Dennis Gunner, 4720 NE Terri Lane and David Martinez, 2997 NE Zuhlke Lane.

Jim Lepin moved, seconded by Scott Cowan to appoint Dennis Gunnar and Scott Stimpson to the Millersburg Planning Commission. The motion passed unanimously.

WATER SYSTEM DRC

Due to changes in the Intergovernmental Agreement (IGA) with Albany for Millersburg's water distribution system, Millersburg needs to provide a person who will act as DRC for its infrastructure. Because Millersburg's system includes only water distribution, the DRC is required to hold a Level 1 certification. The DRC is responsible for certifying that Millersburg's water system is safe for all customers. They will also help develop required sampling plans, ensure that required samples are reported to the state, and work with the City of Albany to address any water emergency situations. Albany will continue to provide operation and maintenance of the system.

Booth said CH2M Operations staff provide DRC and operations services for other communities in the area and they can provide this service to Millersburg at a monthly base fee of \$625 plus \$150 per hour for other services.

Darrin Lane moved, seconded by Jim Lepin to hire CH2M Hill as the City of Millersburg's DRC for the water system for the contract term of one year with the effective date of January 1, 2017. The motion passed unanimously.

GAS UTILITY FRANCHISE ORDINANCE

Jim Lepin moved, seconded by Lisa Metz-Dittmer to approve Ordinance No. 124 which is AN ORDINANCE GRANTING A NON-EXCLUSIVE GAS UTILITY FRANCHISE TO NORTHWEST NATURAL GAS COMPANY, AND FIXING TERMS, CONDITIONS AND COMPENSATION OF SUCH FRANCHISE AND DECLARING AN EMERGENCY. The motion passed unanimously.

A RESOLUTION PERTAINING TO STREET FEES

Jim Lepin moved, seconded by Lisa Metz-Dittmer to approve Resolution # 2016-11 which is A RESOLUTION PERTAINING TO STREET FEES PAID BY SUBDIVISION REAL ESTATE DEVELOPERS OF PROPERTY ABUTTING THE ENTIRE LENGTH OF THE EXISTING OR PROPOSED ZUHLKE LANE FROM WOODS ROAD TO OLD SALEM ROAD. The motion passed unanimously.

A RESOLUTION PERTAINING TO STREET FEES

Darrin Lane moved, seconded by Lisa Metz-Dittmer to approve Resolution No. 2016-12 which is A RESOLUTION PERTAINING TO STREET FEES PAID BY SUBDIVISION REAL ESTATE DEVELOPERS OF PROPERTY ABUTTING UNDEVELOPED STREETS. The motion passed unanimously.

PROPOSED PROPERTY ACQUISITION

Darrin Lane told the council that he has been in discussions regarding the Sullivan/Green property at the very north east side of Old Salem Road. The only legal access to the property is from Morningstar Road. The property to the west of it adjacent to Old Salem Road is for sale. Don Headrick of Tradewinds

Transportation is interested in buying it. Lane said he recommends that the City of Millersburg try to purchase at least a portion of this property to provide access to the Sullivan/Green property. This would open the door for a high quality development and could be of tremendous value. If the City thinks this would be a good idea, Lane said he would be willing to offer his time to continue working on this issue. The proposed location of a new future street into the Sullivan/Green property would line up with an entrance to the new proposed Love's Truck Stop.

Jim Lepin moved, seconded by Scott Cowan to continue the discussion in pursuit of the property from Tradewinds Transportation and ask Darrin Lane to continue to help us in discussions with Tradewinds. The motion passed unanimously.

BILLS OF THE CITY

Jim Lepin moved, seconded by Lisa Metz-Dittmer to pay the bills of the city. The motion passed unanimously.

OUTGOING COUNCILORS

Barbara Castillo presented both Lisa Metz-Dittmer and Darrin Lane a plaque for their years of service to the City of Millersburg. Castillo also presented Mayor Clayton Wood with a gift and he was given the gavel that he has used to call to order meetings for the past 40+ years. Mayor Wood was also given a standing ovation by all in attendance at the meeting.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Barbara Castillo
City Administer/Recorder