

**MILLERSBURG CITY COUNCIL  
AUGUST 9, 2016**

Present: Millersburg City Councilors Jim Lepin, Darrin Lane, Lisa Metz-Dittmer, Scott Cowan, City Engineer Matt Baldwin, City Attorney Forrest Reid, City Planner Don Driscoll, City Administrator/Recorder Barbara Castillo

The Millersburg City Council was called to order at 7:30 p.m. by President of the Council Darrin Lane. The Pledge of Allegiance was said.

**JOINT TRANSPORTATION SYSTEM PLAN MEETING WITH PLANNING COMMISSION**

The joint meeting of the Millersburg City Council and Millersburg Planning Commission was held to review the draft prioritized improvements list for the Millersburg Transportation System Plan (TSP). Darrin Lane reviewed each component of the draft TSP Improvements list. These were a summary of *Financially Constrained Improvements* including Reconstruct Millersburg Drive west of Woods Road, Reconstruct Morningstar Road, Reconstruct Woods Road, Old Salem Road Shoulder Lanes to construct a continuous bike access from the north to south city limits, Conser Road bike lanes, Millersburg Park to City hall shared use path, Conser Road sidewalks, Old Salem Road sidewalks, and the Alexander Lane Pedestrian crossing. The approximate funds available through the year 2040 are \$4.4 million.

Also reviewed was the summary of Aspirational Improvements including Zuhlke Lane extension, Millersburg gateway treatments, reconstruct Old Salem Road, new local streets, Grade separated RR crossing on Conser Road, Realign Conser at Old Salem Road, Old Salem Road shared use path, east west shared use path, Millersburg Greenway, and Four Lakes Trail.

Also reviewed were a few projects that will not be funded by the city including a Transit Stop, "Speed Warning System on Century Drive, speed limit signs on Woods Road and Conser Road, support Transportation Demand Management, and support Safe Routes to School.

Darrin Lane told everyone to email their comments to Barbara Castillo, and she will see to it that the comments get to the consultant.

Jim Lepin said that Table 3 of the TSP shows potential multi-modal street improvements. One of the suggested additions is to connect Lauren Avenue with the Sweet Water Subdivision including bike and pedestrian access. Lepin said this would not be financially feasible and he recommended moving it from the TSP.

Other questions asked were:

- How much of the TSP is to be included in the Comprehensive Plan?

- Do all the roads, bike lanes and trails shown on the TSP become the “master plan”?

Scott Cowan commented that it looks like a quality list of goals and aspirations for our community.

### **JULY 2016 LINN COUNTY SHERIFF’S REPORT**

Linn County Sheriff’s Deputy Ryan Keys gave a report on activity for July 2016 in Millersburg. There was a total of 109 hours spent in Millersburg. There were 51 complaints/incidents investigated, 3 adults were arrested, 5 traffic citations and 11 traffic warnings were given with 14 traffic hours. There were several fireworks complaints and they had extra patrols in the area on July 4<sup>th</sup>.

### **JEFFERSON FIRE CHIEF JON ZEILMAN**

Jefferson Fire Chief Jon Zeilman told the City Council and audience that Jefferson Rural Fire District will be asking for a proposed bond to provide a new station in Jefferson and one in Millersburg also. They have had a seismic study done of all the stations, and if there was an earthquake, all three fire stations would collapse. They are still at the beginning stage, and the best guess on construction costs is \$3 million for the Jefferson station and \$1 million for the Millersburg station. They are hoping for the bond to be on the May 2017 ballot. They haven’t chosen a site for the Millersburg station. They looked at the city owned property just west of city hall, but there are drainage issues in the part where they would like to site the station. They would like to build on the property just south of the current station.

Darrin Lane told Chief Zeilman he is glad they are taking time and going slow as he has watched bond measures getting passed and those are the ones that have a clear plan.

Zeilman said statistics say that if you take a straw poll and if you don’t have 60% in favor, you shouldn’t bother going out for a vote. Zeilman said he has a core group to run a campaign—2 from Millersburg and 2 from Jefferson. Part of their campaign will be to knock on doors and give information not only on the proposed bond, but for all of their services.

Scott Cowan mentioned he would like to start having conversations regarding a 190 agreement with both Jefferson and Albany Rural Fire. Cowan suggested if we want a certain level of service, how about we staff another medic here in Millersburg and have Millersburg pay for it through an agreement like we do with the Linn County Sheriff’s Office.

It was the consensus of the city council that as a city, we need to figure out what we need to do to meet the needs of the citizens.

Chief Zeilman said if the council doesn't think the citizens of Millersburg will support a bond measure, they can ask the fire board to postpone from May 2017 to another date going out for a bond.

Zeilman said they have 2 ambulances. One is staffed 24/7 with paramedics and Advanced Life Support (ALS). The other ambulance is staffed with volunteers knowing Basic Life Support (BLS).

Jim Lepin suggested having a work session in the near future to discuss the issue of emergency services. Both Cowan and Lane were in favor of this although no date was set for one.

It was also brought up if the city should look at building their own fire station and contracting for services.

Chief Zeilman said they came into the city 38 times since the first of the year. Scott Cowan asked if we could get response times on some calls and was told yes. It is 1.7 miles to the Jefferson City limits.

### **READER BOARD**

The council looked at two designs for the proposed reader board sign that will be placed on city property at the intersection of Conser Road and Old Salem Road. One design has the existing Millersburg City Hall sign as the base for the reader board. The other design has the City of Millersburg on top of the reader board. There were preferences for each design from the council and the audience. Both designs will be placed at the counter at city hall for the public to vote on by putting a sticker (dot) on their preferred design. Citizens will be allowed one vote each.

Cost estimates for each design will be at the next council meeting.

### **CITY HALL GENERATOR PROJECT**

The previous generator sizing efforts did not include all potential uses of the building in an emergency event. In order to appropriately size the generator, the city needs to provide criteria on how the building will be used in an emergency event. The city also needs to determine how long a run time is required in order to size the fuel storage tank.

Jim Lepin reminded the council that an item scheduled in the Millersburg Strategic Plan for next year is to develop an Emergency Plan and determine what support services would be required at city hall. Lepin said he should have more input next month.

### **OLD SALEM ROAD BRIDGE WATER PROJECT**

The City of Millersburg received 5 bids for the Old Salem Road Bridge Water Line Work ranging from \$99,335 from Emery & Sons to \$59,500 from Pacific Excavation. The

proposed construction schedule is to begin work after January 1, 2017 and complete all construction activities within two weeks, weather pending. All work is to be completed no later than March 15, 2017 per the contract.

***Scott Cowan moved, seconded by Jim Lepin to award the bid for the Old Salem Road Bridge Water Line Work to Pacific Excavation for \$59,500.*** The motion passed unanimously.

### **SEWER LIFT STATION DESIGN UPDATE**

CH2M is finalizing the design of the sewer lift station. A workshop will be held with Albany staff on September 7, 2016 to solicit feedback from operations and maintenance on the pump station design. This project is scheduled to go out to bid January 2017 for construction summer of 2017.

### **CROOKS CREEK CLEANING**

Matt Baldwin reported that Crooks Creek will be cleaned out by Poe's Backhoe the end of August. Scott Cowan said this creek should be on a schedule to be cleaned out every few years, and doesn't need to be put on the agenda each time it is done.

### **JOB DESCRIPTION FOR CITY MANAGER**

***Jim Lepin moved, seconded by Scott Cowan to adopt the proposed City of Millersburg City Manager job description as prepared by Lisa Metz-Dittmer.*** The motion passed unanimously.

Darrin Lane said he will work with Barbara Castillo to come up with a proposed salary range for the next meeting.

### **CANDIDATE FORUM IN OCTOBER**

Jim Lepin asked the council and candidates for City Council if they would be interested in having the city sponsor a candidate forum at the city hall in October. Darrin Lane said he would be interested in attending and participating in one, but he didn't think the city should be involved in any way except to allow the forum to take place at city hall due to a possible conflict of interest. Barbara Castillo agreed with Lane. City Council candidate Craig Ziegenhagel said that he and Don Miller were planning on holding a forum themselves and thought it was premature to discuss it when the deadline hasn't even passed for filing for a City Council position. Many people in the audience indicated that they would attend a Candidate Forum if it were held. Lepin withdrew his suggestion and no action was taken on this issue.

## **COMMENTS FROM THE PUBLIC**

- Steve Vogler said when the water line was put in on Conser Road and Woods Road it was mentioned that the trenches might settle. Vogler said it is time to recheck the trenches and the water line patches.
- Connie Lepin told the Council that it has been difficult to get a quorum of the Planning Commission to meet, and wondered what could be done about. Lepin said there were other members of the community who would like to be involved on the Planning Commission. Staff will look up the rules to see what they say about absences.

## **BILLS OF THE CITY**

*Lisa Metz-Dittmer moved, seconded by Scott Cowan to pay the bills of the city.* The motion passed unanimously.

## **EMPLOYEE WAGES**

Lisa Metz-Dittmer recommended that city employees Sean Shearer, LeAnn Chartraw, and Dustin Patton receive a 1.25% C.O.L.A. wage increase for the 2016-17 fiscal years retroactive to July 1, 2016. Barbara Castillo's salary will be as agreed upon in the previously signed contract dated 03/08/16.

*Scott Cowan moved, seconded by Jim Lepin to accept the proposal from Lisa Metz-Dittmer to provide 1.25% COLA's to employees retroactive to July 1, 2016.* The motion passed unanimously.

## **GOOD & THE WELFARE**

- Sandy Decker reminded the council and audience that the Community Garage Sales are August 19<sup>th</sup> and 20<sup>th</sup>.
- Scott McPhee said there are enough kids in Millersburg that play AYSO soccer to create a Millersburg team. McPhee also said there were probably enough kids to create a Millersburg Pop Warner football team also. McPhee asked permission to practice soccer at the Millersburg Park and was told they could. They will be practicing soccer Tuesday and Thursdays the week after August 22<sup>nd</sup>.

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Barbara Castillo  
City Administrator/Recorder

