

**MILLERSBURG CITY COUNCIL
JULY 12, 2016**

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

The Millersburg City Council was called to order at 7:35 p.m. by Mayor Clayton Wood. The Pledge of Allegiance was said.

MINUTES OF JUNE 14, 2016

Darrin Lane moved, seconded by Lisa Metz-Dittmer to approve the minutes of June 14, 2016 as written. The motion passed unanimously.

CHARTER CHANGE

Forrest Reid explained that the form of government may be changed for the City of Millersburg from a council-mayor form to a council-manager form by ordinance passed by a unanimous vote of the city council following two public hearings at successive regular council meetings. Notice of said public hearings shall be given by direct mail to each property owner and resident of property within the city of Millersburg, and by publication in a newspaper of general circulation within the city for four successive weeks, with all such notice to occur prior to the first of the described two public hearings.

Scott Cowan moved, seconded by Darrin Lane to pursue changing the Millersburg City Charter to change the form of government from a council-mayor form to a council-manager form of government, and to have the duties of the City Manager spelled out in the job classification of the manager. The motion passed unanimously.

STRATEGIC PLAN

Darrin Lane moved, seconded by Scott Cowan to adopt the Strategic Plan dated June 20, 2016. The motion passed unanimously.

Darrin Lane said he appreciated all of the hard work Jim Lepin and the members of the Strategic Planning Committee have put in and will vote for it, but he wanted to clarify that he views this as a guideline with specific details that can be deviated from or postponed if needed. This will be a valuable to have as a guide, but may not be followed exactly.

Jim Lepin said he will be monitoring it monthly to see if the city is on track. Lepin also thanked everyone involved with putting this document together.

CITY MANAGER SEARCH

Barbara Castillo explained to the council there are several ways to search for her replacement. A recruitment ad can be placed on the League of Oregon Cities website; the Oregon Cascades West Council of Government prepared a Recruitment Proposal with an estimated time of 68 hours and a cost of \$6,800; there are a few recruiting companies that will do all of the work for you.

Lisa Metz-Dittmer has been working on the job description for city manager and the council should have this approved at the August 9, 2016 meeting. Then she will work on the job description for city recorder.

JUNE 2016 LINN COUNTY SHERIFF'S REPORT

Sergeant Greg Klein of the Linn County Sheriff's office reported there were 4 traffic citations, 13 traffic warnings, 3 traffic crashes, 1 adult cited, 2 adults arrested, and 50 complaints investigated for the month of June. 105 hours were spent in Millersburg with 17.5 of those for traffic.

RESOLUTION 2016-9 ADOPTING AN INDUSTRIAL SEWER USER FEE STRUCTURE

Darrin Lane moved, seconded by Scott Cowan to approve Resolution No. 2016-9 which is a RESOLUTION ADOPTING AN INDUSTRIAL SEWER USER FEE STRUCTURE. The motion passed unanimously.

With this new fee structure in place, Duraflake's connection fee for wastewater discharge will be \$63,004 based on an anticipated discharge flow of 6400 gallons per day. Based on the anticipated flow and loading characteristics, the calculated average anticipated quarterly use charge of \$4,821 for process wastewater only. These fees are separate from their current fees for domestic use.

Industrial SDC's will be evaluated as a part of the sanitary sewer master plan.

GENERATOR

The council had a discussion on the type of generator they should choose for city hall. They discussed the pros and cons of a natural gas/propane generator versus a diesel generator. A natural gas/propane generator system accepts both fuel sources readily and can automatically switch between the fuel sources without loss of load. In the event of a natural disaster such as an earthquake, natural gas may become unavailable, at this time the propane backup can be used. This generator is less expensive to run than a diesel generator.

While the hourly cost of diesel generators may be higher than natural gas/propane generators, diesel has a higher density resulting in less volume of fuel required for the same run time and therefore, smaller storage provisions.

The size of generator needed is 125K. No decision was made, but the consensus of the council was they want to dig into this issue to understand it better.

READER BOARD

Janelle Booth showed the council sketches and photos of a proposed electronic reader board that would be placed at the south east corner of the city hall property. The size is 4' x 8' installed on a foundation for as low as \$20,000. The council discussed different locations, where to get the power for the sign, and the possibility of moving the Millersburg City Hall sign to the same place and have the reader board put on top of it.

It was the consensus of the council to change the dome or rounded area of the top of the proposed sign to straight across, remove the Welcome to Millersburg wording and change it to City of Millersburg, make the sides of it narrower, and show one sign mocking up the existing sign with the reader board above it. The changes will be presented at the next council meeting.

BRIDGE WATER LINE WORK

Janelle Booth said she sent out a request for quotes from 9 contractors for the Old Salem Road bridge water line work. She only received one quote from Pacific Excavation for \$67,000. The estimate for this job was \$27,000.

Darrin Lane said the city could ask Linn County to include it as part of their bridge project. Booth said she talked with Chuck Knoll about that, but he was concerned with contaminated material. It was suggested to give the contractor until March 2017 to complete the work to get a better bid and more quotes.

BUSINESS LICENSING

Forrest Reid was previously asked to research what is needed to implement a business license/registration for Millersburg. He looked at various surrounding cities and presented the council with what other cities are doing in regards to this issue. Reid asked the council what they wanted to achieve in requiring a business license, and how do you make sure that each business complies with the business license requirements.

Jim Lepin said it opens up a can of worms and the initial discussion started when Barbara Castillo said businesses move in and out without letting the city know who they are.

It was the concerns of the council that they would table this issue and discuss it at a work session. Darrin Lane said the new manager should have input into the process.

RESOLUTION 2016-10 REFERRING THE QUESTION OF BANNING MARIJUANA IN MILLERSBURG

Lisa Metz-Dittmer moved, seconded by Darrin Lane to approve Resolution No. 2016-10 which is a RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF MILLERSBURG THE QUESTION OF BANNING MEDICAL AND RECREATIONAL MARIJUANA PROCESSORS, MEDICAL AND RECREATIONAL MARIJUANA DISPENSARIES, RECREATIONAL MARIJUANA PRODUCERS, RECREATIONAL WHOLESALERS, AND RECREATIONAL MARIJUANA RETAILERS. The motion passed unanimously.

PLANNING COMMISSION POSITION

Approximately six months ago, Skylar Bailey moved out of the Millersburg city limits while his new house on 54th Avenue is being built. The council told him at that time that he could remain on the planning commission for six months. Bailey told the council he is renting a room in his old house. His intent is to build a new house but the process is taking longer than he thought it would. He is working on building a subdivision on Alexander Lane at the same time and was waiting for the water line to extend from the subdivision to his personal house property to save a substantial amount of money. He is 100% committed to having his whole family in Millersburg and he wants to continue serving the community.

Clayton Wood moved, seconded by Darrin Lane to move the time extension of being in the new house to the end of the year. The motion passed unanimously.

FIRE & EMERGENCY SERVICES

Councilor Scott Cowan read a letter he wrote to the council asking for approval to research and develop a long term strategic plan for fire services and facilities in Millersburg. Cowan wants to move forward with the strategic planning sooner than later with the recent announcement of Jefferson Rural Fire Protection District intending to go out for a capital bond measure in 2017 to building facilities in our city. Cowan said he has also been following additional challenges that our neighboring fire districts have been going through as it pertains to contracting with fire districts and increasing fire protection rates. It would be prudent to research long term options for our city as it relates to fire services and capital expenses. Our city is protected by two fire districts (Jefferson Rural and Albany Rural). Cowan has done preliminary research on potential long term planning after meeting with a consultant, retired fire chief Kevin Kreitman. A Question Cowan has is why don't we have a 190 agreement with the two fire districts like we do with the Linn County Sheriff's Office. How can we as a city have control over our fire protection rates and services and what type of services and facilities do we want for our citizens.

It was the consensus of the council to extend an invitation to the chief's of both fire districts to meet with the city council to discuss these issues. The council will ask

Jefferson Fire Chief Jon Zeilman to meet in August and Albany Fire Chief John Bradner to meet in September.

BILLS OF THE CITY

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

CROOKS CREEK CLEANING

Jim Lepin reminded the council that the council said they would review the status of Crooks Creek every five years or as needed. Lepin requested it to be cleaned except for the area right behind the houses on Lauren Avenue.

Janelle Booth said she wants to be there during the cleaning of the creek because she has been working with the TMDL issue and one of the items is to increase vegetation, not remove it.

It was the consensus of the council to direct Janelle Booth to supervise the cleaning of Crooks Creek.

BASKETBALL HOOPS

It was noted that the basketball hoops that were placed permanently in front of houses need to be removed as their time extension is up. Barbara Castillo will send them letters informing them of this.

OTHER ISSUES

There was a discussion on the recent illegal fireworks that were done in Millersburg over the 4th of July. Around April of 2017 the council will meet with the Linn County Sheriff's office to direct them to follow through with giving citations for illegal fireworks and other illegal things going on in Millersburg.

The meeting adjourned at 10 p.m.

Respectfully submitted,

Barbara Castillo
City Administrator/Recorder