



**CITY OF MILLERSBURG
CITY COUNCIL MEETING MINUTES**

September 8, 2020 @ 6:30 p.m.

A. CALL TO ORDER Mayor Lepin called the meeting to order at 6:32 p.m.

B. ROLL CALL

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

Councilors Absent: Councilor Scott Cowan

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

Presenters: Eric Talbot, Erica Jankowski, and Hans Ettlin of Soderstrom Associates

C. CHANGES AND ADDITIONS TO THE AGENDA

D. CONSENT AGENDA

1) Approval of August 11, 2020 City Council Meeting Minutes

2) Acceptance of Report on City Accounts Payable

Action: **Motion to Accept Consent Agenda made by Councilor John Sullivan; seconded by Councilor Scott McPhee.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Absent
Councilor Dave Harms:	Aye
Councilor Scott McPhee:	Aye
Councilor John Sullivan:	Aye

Motion PASSED: 4/0

E. PRESENTATIONS

F. PUBLIC COMMENT

No Public Present

G. COUNCIL MEMBER AND STAFF COMMENTS

1) At the mayor's request, City Manager Kreitman provided information related to the Beachie Creek and Lionshead fires affecting the air quality for the City of Millersburg and shared that he didn't expect the City to see more than smoke and ash. He also spoke about the various levels of evacuations.

H. CITY MANAGER'S REPORT

1) Project Updates

City Manager Kreitman briefly went over some updates to industrial companies in Millersburg. Assistant City Manager/City Engineer Booth reviewed the rest of the projects noted in the Projects Update staff report and task list. Additionally, she noted the City had become aware of a recent fall due to a defect in the

sidewalk. The City notified the property owner of their responsibility to correct that defect noting that threshold for a tripping hazard for sidewalks is ¼" offset (as established by the Americans Disability Association). The Council discussed the code requirements for the City to address an issue when the City becomes aware of the problem from a complaint or in the case of an injury. Councilor McPhee asked whether the mail box on Alexander Lane will be addressed. Assistant City Manager/City Engineer Booth noted this, and others, has been discussed previously; however, there is no project at this point to address. Mayor Lepin asked for staff to create a project to work with the USPS to remove individual mailboxes and switch to the pods due to their interference with safe sidewalk access.

Mayor Lepin also noted there are many sidewalks in the City that have sidewalk defects and is not sure that many property owners are aware of the responsibility. Councilor McPhee suggested putting a flyer or notice into the next utility billing to discuss responsibility for sidewalk maintenance and repair.

I. CITY ATTORNEY'S REPORT

None

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

1) Fire Station Project Update

Assistant City Manager/City Engineer Booth provided an update regarding the revisions to the floor plan. She also shared some specifics regarding the site with respect to foundation and road/driveway designs.

Erica Jankowski from Soderstrom Associates made a brief comment that conceptually things are confirmed with a need to still address road/driveway design. Eric Talbot from Soderstrom Associates reminded the Council of a previous discussion regarding the proposed exterior concept presented at the last meeting. He then discussed and illustrated the proposed changes to the Council. After discussing the new concepts, the Council agreed to go with the new exterior concept presented by Soderstrom Associates. The timing of sharing with the residents for feedback was also discussed.

2) Title 13 and Title 14 of the Millersburg Municipal Code

City Manager Kreitman shared with the Council the reason behind the proposed updates to Titles 13 and 14 based on previous actions of the Council.

Action: **Motion to Adopt Ordinance 176-20 Updating Chapter 13 Vehicles and Traffic of the Millersburg Municipal Code and declaring an emergency made by Councilor Dave Harms; seconded by Councilor Scott McPhee.**

Ordinance 176-20

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Absent
Councilor Dave Harms:	Aye
Councilor Scott McPhee:	Aye
Councilor John Sullivan:	Aye

Motion PASSED: 4/0

Action: Motion to Adopt Ordinance 177-20 Updating Chapter 14 Streets and Sidewalks of the Millersburg Municipal Code made by Councilor Dave Harms; seconded by Councilor Scott McPhee.

Ordinance 177-20

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Absent
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye
Councilor John Sullivan: Aye

Motion PASSED: 4/0

3) Traffic Calming Program Consideration

Assistant City Manager/City Engineer Booth reviewed the staff report and the details regarding traffic calming program options including the various measures used for traffic calming and the pros and cons of each. The Council discussed various options to address speeding complaints within the City. They discussed the option of data collection equipment that collects speeds to verify areas of actual speeding, which can then be shared with Council and residents. The equipment also has the ability to display speeds for driver feedback as a traffic calming measure. The Council supported staff purchasing data collection equipment and approved purchase of equipment estimated at a cost of \$5,000.

L. CLOSING PUBLIC COMMENT

None

M. CLOSING COUNCIL COMMENT

- 1) Further discussion among Council and staff regarding the status of the Beachie Creek and Lionshead fires.
- 2) City Manager Kreitman reminded the Council that there would be a public hearing at the October Council meeting regarding the proposed Development Code revision. He also noted the plan to have a work session on September 22 to go through the proposed changes to the Employee Handbook.

N. ADJOURNMENT

Meeting adjourned at 8:08 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

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

