



Approved at the October 12, 2021 City Council meeting.

CITY COUNCIL MEETING & PUBLIC HEARING MINUTES

September 14, 2021 @ 6:30 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:34 p.m.

B. PLEDGE OF ALLEGIENCE

C. ROLL CALL

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

Councilors Absent: None

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

Presenters: Sheriff Jim Yon and Under Sheriff Michelle Duncan, Linn County Sheriff's Office

D. CHANGES AND ADDITIONS TO THE AGENDA

E. CONSENT AGENDA

- 1) Approval of August 10, 2021 City Council Meeting & Public Hearing Minutes
- 2) Approval of August 23, 2022 City Council Special Meeting
- 3) Acceptance of City Accounts Payable Report

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

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

Motion PASSED: 5/0

F. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Monthly Report

Under Sheriff Michelle Duncan reviewed the August 2021 monthly report. Mayor Lepin noted the truck rollover accident was missing from the summary page and asked for it to be added to allow the City better tracking of incidents. He also noted that he appreciates the level of detail in the report.

Sheriff Yon spoke about LCSO going out for a levy in November. He

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin asked for the support of the Council in appreciation of the Events Planning Committee for their efforts and work during the planning of the Celebration and their work during the Celebration. He also expressed appreciation to City Manager Kreitman and Assistant City Manager/City Engineer Booth for their work.

I. CITY MANAGER'S REPORT

1) Millersburg Cemetery Update

City Manager Kreitman shared that staff have been working with a group who wants to take ownership of the cemetery and to try to determine a route by which the cemetery could fall under new ownership.

2) Millersburg Fire Station Project Report

Assistant City Manager/City Engineer Booth provided an update regarding the Fire Station Project and specific maintenance and construction activities in progress at the site. In addition she reviewed the project budget and current change orders.

3) Project Updates

Assistant City Manager/City Engineer Booth provided an update regarding various maintenance and construction activities in progress throughout the City. Maintenance Supervisor Randy Mueller was introduced and provided an update regarding park projects and maintenance activities, including updates on backordered supplies for replacements such as the toddler's seat on swings and getting the pedestrian crosswalk repaired.

Councilor Cowan asked Maintenance Supervisor Mueller to share more information in the future and welcomed him to the City. Councilor McPhee shared his appreciation for the recent work on the park and welcomed him as well. He also asked if a handle could be put on the inside of the south restroom door to allow it to be pulled closed.

City Manager Kreitman spoke briefly about the issue with the mailbox CBUs (pods) in the City and mentioned when staff met with the Albany postmaster, they discussed getting the ability to use "Millersburg" as the city postal address (instead of Albany).

Crooks Creek

Assistant City Manager/City Engineer Booth provided a brief history regarding maintenance of the conveyance capacity of the Crooks Creek channel. She reviewed staff's request for Council direction and the various options. Mayor Lepin spoke about his history with past concerns with Crooks Creek and how his concerns have decreased over the years due to the creek appears to be flowing as it should and that he is questioning about what should be done going forward.

Dave Phelps, Millersburg Drive, spoke about Crooks Creek. Mr. Phelps asked that the City continue to maintain the service of removing the vegetation as they have been doing. He also shared that he has attempted to address the

beaver issue but has found it challenging due to beaver behavior with their habitats.

Don Miller, Millersburg Drive, said that the controls the City has done with the planning for detention/retention ponds has helped, but something has seemed to have changed over the last few years. He noted that there is constantly water in the creek where before it used to be dry. Shared that makes it difficult for homeowner to clean out due to access and potential to get stuck in the mud. He requested the City to maintain the mowing of the grass at the creek and asked that if things are going to change, give the owners some time to adjust.

Councilor Cowan supported that if the City does get to the point of not maintaining to give proper schedule/time to make the change.

There was lengthy discussion regarding concerns if the creek wasn't maintained then who would be responsible for any damage and whether the issue was a flow concern or if it was more of a cosmetic issue for the landowner.

The Council decided that the City would continue to mow and maintain as the City has been doing for the last several years. This includes cutting of vegetation that would hinder conveyance at high flows, but not removing any sediment or doing any regrading.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

1) Appointment to Vacant Planning Commission Position

City Manager Kreitman shared that there are two applicants for the one vacant Planning Commission position. Councilor McPhee shared that he has had conversations with Mr. Hickman about his interest and nominated Michael Hickam for the position.

Dave, John

Dave, Scott C

Dave, John

Scott M, Scott C

Scott C, Scott M – position 3

Action: **Motion to Appoint Michael Hickman made by Councilor Scott McPhee; seconded by Councilor John Sullivan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

2) DLCD Grant Support Resolution 2021-14

Community Development Director Straite presented the staff report regarding the City seeking two housing grants through the Department of Land Conservation District and how the grants will impact future planning efforts and update to the Comprehensive Plan.

Action: **Motion to Adopt Resolution 2021-14 Indicating Council Support for Two DLCD Housing Grant Applications, made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

3) Updates to Millersburg Municipal Code Ordinances 189-21, 190-21, and 191-21

City Manager Kreitman reviewed the staff report for the requests to the updates to several Ordinances and briefly reviewed the revisions to the Ordinances.

Action: **Motion to Adopt Millersburg Code Ordinance 189-21 Amending Millersburg Municipal Code 13.50.090 Pertaining to the Creation of the Planning Commission, and Declaring an Emergency, made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

Action: **Motion to Adopt Millersburg Code Ordinance 190-21 Amending Millersburg Municipal Code 13.50.020 Pertaining to the Regulations for Motor Vehicle Parking, and Declaring an Emergency, made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

Action: **Motion to Adopt Millersburg Code Ordinance 189-21 Amending Millersburg Municipal Code 13.50.090 Pertaining to the Designation of Parking Spaces and Signs, and Declaring an Emergency, made by Councilor Scott McPhee; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye
Councilor John Sullivan: Aye

Motion PASSED: 5/0

M. CLOSING PUBLIC COMMENT
None

N. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin shared that Linn County approved the ASA (ambulance service agreement) to go into effect in 2022.

O. ADJOURNMENT Mayor Lepin adjourned the meeting at 8:40 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager