



## CITY COUNCIL PUBLIC HEARING & REGULAR MEETING MINUTES

April 11, 2023 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Cowan at 6:30 p.m.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL  
Councilors Present: Mayor Scott Cowan, Councilors Dave Harms (6:32 p.m.), Mike Hickam, Mark Raum, and John Sullivan  
  
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Matt Straite, Community Development Director; Sheena Dickerman, City Recorder; Forrest Reid, City Attorney
- D. CHANGES AND ADDITIONS TO THE AGENDA **6:30 p.m.**  
None
- E. CONSENT AGENDA **6:31 p.m.**  
1) Approval of March 14, 2023, City Council Meeting Minutes  
Councilor Mark Raum pointed out that on page 7, section M, line 5, should read zero-point three percent (0.3%).  
Action: **Motion to approve the Consent Agenda as amended made by Councilor John Sullivan; seconded by Councilor Mark Raum.**  
**Mayor Scott Cowan: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**  
Motion PASSED:4/0  
  
Councilor Dave Harms arrived at 6:32 p.m.
- F. GUEST PRESENTATIONS **6:32 p.m.**  
1) Linn County Sheriff's Office Monthly Report  
Sergeant Steven Frambes, LCSO, reviewed the monthly LCSO report\*. He introduced Deputy Piper Engler, a new deputy assigned to Millersburg.  
  
Frambes shared that Millersburg has had a lot of security checks, multiple calls with garage doors open. At times a deputy had to go inside to close doors because no one was home. One of the suspicious person calls involved a female sitting outside a location in a stolen vehicle, she had 25 grams of methamphetamine. He shared about a person found deceased in a vehicle. Death investigations can take a deputy a minimum of six hours.

Cowan asked if the death was by natural causes or caused by an overdose. Frambes replied that it didn't appear to be either one, but it could be weeks or months for the results.

Frambes pointed out that 3 out of 4 crashes were on Old Salem Rd. At fault drivers of crashes will receive citations. Crashes are preventable, accidents are accidents, and crashes will be cited.

City Attorney Forrest Reid shared that Randy and Bernadette Ray had submitted a letter earlier in the day expressing concern regarding a House Bill (HB) 3115 which becomes effective July 1, 2023. There are parameters that the City must follow. The letter questioned if the City had done anything to address the requirements. He explained the history of the HB, it requires cities to be proactive regarding homelessness; find services and homes for them. If a person is homeless and staying on public land, it requires the city to provide shelter, if the city is prohibiting them from remaining on the public land.

Reid said that the City adopted an ordinance in 2019 that prohibits camping within the City. He said that he had met with City Manager Kevin Kreitman and Frambes, earlier in the day, and shared that LCSO will have jurisdiction to oversee any issues the City has. The County Commissioners have adopted an ordinance that Frambes would share later. There have not been any issues yet. He gave examples of what HB 3115 would require; if someone camps in the park, they will receive a 72-hour notice, and the City would be responsible for any belongings of value.

Frambes added that LCSO responds to camps, trailers, and tents, appearing in public areas every day. LCSO can no longer ask people to move along if those are used as permanent shelters. Deputies must provide trespass letters at the initial contact, that are in effect for 72-hours. After 72 hours deputies can remove them. He added that the quicker LCSO receives a call the faster the process is. Deputies work with various crews to cleanup the area, an example is the County Street Crew.

Frambes walked through the entire process; a 72-hour notice in different languages is posted, a 4-page handout documenting the process is provided, if property is left behind the property must be cared for and the person must be allowed access to the property for 30 days. If the property has not been removed from storage after 30 days, then the property can be destroyed or sold. Also, if property is removed it must be stored near where it was removed from. For example, if removed in Millersburg it cannot be stored in Mill City. He added that when deputies provide the trespass letter, they also help connect them to resources or provide a pamphlet with a list of resources\*.

Frambes shared that Mill City is seeing more of these situations since the fires. He shared that deputies post a 72-hour notice and on day 4 they will move from one spot to another spot close by and then deputies start the process over. Other times

property will be left behind and deputies deal with that. Deputies have been doing this already and are ahead of the implementation deadline.

City Manager Kevin Kreitman added that when the 9<sup>th</sup> circuit decision came out the City updated the City Ordinance. House Bill 3115 codified what came out of the 9<sup>th</sup> circuit. Frambes added that some cities are having difficulty because people are legally allowed to camp in those areas. Reid stated that Millersburg does not allow camping. Councilor Dave Harms pointed out that someone could camp for 3 days at a time based on the HB. Frambes replied that is what deputies are trying to prevent.

Cowan asked when HB 3115 went into effect. Reid replied that it passed in 2021 and would go into effect July 1, 2023. Kreitman reiterated that the City has already taken action with an ordinance in 2019. Reid shared that Oregon has the second highest prevalence of drug addicted people per capita. Oregon is 49<sup>th</sup> in the country for treating mental illness per capita and Oregon is third per capita for rate of homelessness. He shared his opinion regarding the issues.

Councilor Mike Hickam asked for clarification that the 9<sup>th</sup> circuit ruled on this and then it was put in a HB to clarify it. Kreitman affirmed, HB 3115 is codifying what came out of the 9<sup>th</sup> circuit, and HB 3154 is the time limits. Hickam asked which one addressed the storage. Kreitman replied saying HB 3154.

Cowan asked if LCSO has a large storage area. Kreitman replied that if a person left property within city limits the City would have to provide storage. Cowan asked if Albany would be considered accessible. Reid replied that it is not defined, but on a case-by-case basis. Frambes shared some examples. Kreitman added that the City has seen very little of this and he doesn't see it changing. Hickam said that he has seen motorhomes by Love's that move from one location to another. Frambes pointed out that private and parking lots areas will be handled differently than public property.

Kreitman shared a previous discussion regarding someone wanting to donate property by the river and the city decided against it due to the potential homelessness issues. Councilor John Sullivan asked if there was a safety concern, could a person be removed immediately. Frambes replied that vehicles can be towed if it is a hazard, but each situation is dynamic, and a lot of factors go in determining it.

Kreitman asked about vehicles that are not insured or licensed. Frambes replied that the vehicle would need to be moving for that to be an enforceable violation. Deputies must see them operating the vehicle.

Frambes emphasized that deputies are seeing this throughout the county and these situations are taking a lot of time and using a lot of resources.

Cowan asked for the resource pamphlets for City\*. He asked Frambes to include a line item for the notice of removal on the monthly updates on the cover sheet.

Kreitman explained that the contracted cities have agreed to what is covered on the cover sheet and to have that information included it would need to be approved at the quarterly meeting with the contracted cities. Frambes added that it will be in the detailed report as an illegal camp. Kreitman clarified for the public that this is a report that staff and Council receive that is not made public due to the names and addresses listed in the report. It is used for Council to know what is taking place within the city.

Hickam asked if something was being done to address truck parking on the road around Love's, as it is difficult to see around. Kreitman said that the Oregon State Police are aware of the situation.

## 2) Albany Fire Department Quarterly Report

Chief Shane Wooten, Albany Fire Department, reviewed the annual and quarterly reports. \* He shared that City of Albany (COA) is dealing with the same issues as LCSO. City of Albany (COA) staff are trying to figure out where people could go if they are trespassed.

Wooten shared that the current number of responses for the fiscal year (FY) is 226. The City is on pace for approximately 300 calls for the year. Response times remain the same. He commented that the response times before AFD was contracted were closer to 15 minutes and AFD has cut those times in half. Mayor Cowan added that there were two different dispatch centers in the past. A call would come into Linn County and then be transferred to Metcom which caused a large delay. Wooten said if someone is waiting for a call 7 minutes it feels like a long time. He responded to Cowan's comment about the time, saying the time starts from when the call is received at dispatch and ends when AFD is on scene.

Wooten shared that the types of incidents have not changed from previous reports. He highlighted some of the changes. The decrease in Fire & Life safety inspections from 2021 was due to having more staff to do inspections at that time. He noted that the Community Paramedic Referrals have diminished and are citizen driven. He described examples.

Wooten said that starting April 3, 2023, staff no longer needed to wear masks. He added that for a profession that is heavily empathetic, googles and mask took away an important part of patient care.

Wooten shared that AFD held their first Spanish CPR class, with a parent group, at South Albany High School.

Wooten gave an update on five new recruits. This will add staffing in the evening and defer overtime.

Wooten said that if anyone had questions or comments about the annual report\* to reach out to him.

Hickam asked about the amount of paramedic referrals in one month. Wooten responded that he would ask the Community Paramedic for more information.

Wooten shared that AFD will be receiving funds from the Oregon State Fire Marshal Grant. AFD has been doing education on mitigating wildfires and will receive a \$10,000 grant for activities that they are already doing. AFD will also be receiving a new mobile attack tender, a water truck from another grant.

Wooten stated that AFD is in the middle of the budget process and will staff four more people during peak times of the day. Two will be paramedics and two EMT's. The staff that will be hired will be single-role employees and not dual role as a firefighter. This is a cost savings and will help all the communities.

Wooten mentioned that AFD is hosting a Safety Camp June 26-29, 2023. Cowan asked for a reminder. Kreitman mentioned that the City's webpage has information on fire services and the safety camp.

G. PUBLIC COMMENT 7:20 p.m.  
None

H. COUNCIL MEMBER AND STAFF COMMENTS 7:21 p.m.  
Cowan asked Council about removing public comment from the beginning of the agenda process, since it is included at the end. Few people comment during that time and the agenda allows public comment on specific topics at various times. Councilors agreed. Kreitman and Reid addressed the procedure to make the change.

Hickam mentioned that the public may have something new to present to the Council that they may not want to wait until the end of the meeting to address, but he was in favor of removing it at the beginning. Cowan agreed but added that the public would need to put it on the agenda for discussion. He added that Council could always add the comment section back in later.

Action: **Motion to remove the first public comment (section from the agenda) made by Councilor Mike Hickam; seconded by Mayor Scott Cowan.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Motion PASSED:5/0

Cowan announced that a Joint Water and Wastewater meeting would take place on Thursday night, Councilor Harms and he would attend.

Hickam shared that people have approached him about making improvements to Millersburg Park, they suggested adding more equipment for kids to play on.

Kreitman mentioned that the City has a Parks Commission and a good topic for them to discuss. Assistant City Manager Janelle Booth added that additional playground equipment was not mentioned during the Parks Master Plan and surveys process but said the Parks Committee could look at it.

#### I. CITY MANAGER'S REPORT

7:27 p.m.

##### 1) Project Updates

Booth shared that roofs are being replaced on the north shelter and south restrooms at Millersburg Park. There was some water staining but only one piece of plywood had to be replaced. Staff have switched the lights to LED and put on a one-hour timer. Harms asked about brightening up the inside of the restrooms. Booth replied that it is on the project list, but wanted to wait until the roof was replaced.

Alexander Lane Speed Concern- Booth mentioned that at the last meeting a citizen and brought up the concern. Staff have requested Linn County to put their radar speed trailer out there. Millersburg is in line for it. In the next couple of months, staff will place a couple of speed limit signs on Alexander Lane.

Transition parkway- Booth shared that the open house had a good turnout. There is no new update on the design, besides it is progressing. The design is between 30 to 60 percent completion. It can be found on the website under Our Services, Public Works Projects.

Hickam asked if there had been any negative feedback. Booth replied that everything she heard was positive and people had constructive ideas.

Woods Road Multi-Use Path- Booth said the project is moving along. Currently doing a wetland delineation and will require a right-away. The project is added to the website. Wetland delineations take time. Cowan encouraged everyone to make it a high priority. It is costly but there is a lot of foot traffic in that area.

##### 2) Accounts Receivable Policy and Procedures

Kreitman shared that in 2019 the City updated the sewer ordinance and the water ordinance was updated in 2021. This started the process of preparing a policy for staff on how to deal with delinquent accounts. Previously there were questions about putting a lien on a property, for sewer

connections. The City can shut the water off, but cannot block sewer. The draft policy and procedure is an outline of what is in the City ordinances.

Kreitman stated that it addresses when an account would be turned over to a collection agency or for write-offs. He added that if there was a balance of less than \$10 the City Recorder or Billing Specialist would automatically be able to write it off. If the balance is from \$10 to \$100, the City Recorder would submit it to City Manager/Assistant City Manager for an approval. Anything over \$5,000 would be brought to Council. The policy addresses the steps on how staff notifies customers. Hickam asked about sending delinquent accounts to a collection agency. Kreitman affirmed, and it is in the policy.

Councilor Mark Raum asked if there were arrears over 90 days. Kreitman affirmed. He added that there are some that are over a 5-year period due to some of the issues with the old software system. Councilor John Sullivan asked for the total of the arrears. Kreitman replied that it would be brought back to a Council meeting. He added that some are customers that have no forwarding information and haven't been removed.

Raum asked if there was a lot over \$5,000. Kreitman replied that there was none for that amount for an individual, but there is in aggregate and will be brought before the Council. Raum asked if there was a statute of limitation. Reid replied that he didn't believe so.

Kreitman shared previous Council discussions on the policy. Sullivan asked if the policy addresses the timeline of collections and when to write-off. Kreitman affirmed. He added that a lot of it is similar to Albany's policies due to Intergovernmental agreements regarding water and sewer. If anyone has questions, contact staff.

J. CITY ATTORNEY'S REPORT

**7:42 p.m.**

- 1) Farm Property Leases – Reid mentioned the two leases in the agenda packet. The renewals are for 20 and 38 acres, with the same amount of value per acre. Creekside Valley Farms (Creekside) have been farming property.

Reid added that there is another lease for 135 acres that Creekside had been leasing, but the City had removed for potential development. The field needs to be maintained, an agreement to maintain the property for \$100 per acre for a year. Raum mentioned that Creekside had the garlic covering last year. Kreitman added that the City asked them to till and put

a cover crop over the field last year. Raum asked if the City planted the trees or the farmer. Kreitman replied, Creekside. Booth added that it was part of a wetlands enforcement action, the State required it. Kreitman mentioned that before the Fire Station was built the City used to sign an agreement for someone to remove the hay.

Action: **Motion to approve the land lease before Council for the 20 acres as shown in the document made by Mayor Scott Cowan; seconded by Councilor Mike Hickam.**

Mayor Scott Cowan: Aye  
Councilor Dave Harms: Aye  
Councilor Mike Hickam: Aye  
Councilor Mark Raum: Aye  
Councilor John Sullivan: Aye

Motion PASSED:5/0

Action: **Motion to accept the one-year land lease for 38 acres made by Mayor Scott Cowan; seconded by Councilor Mark Raum.**

Mayor Scott Cowan: Aye  
Councilor Dave Harms: Aye  
Councilor Mike Hickam: Aye  
Councilor Mark Raum: Aye  
Councilor John Sullivan: Aye

Motion PASSED:5/0

There was discussion regarding the new lease details.

Action: **Motion to lease, starting immediately, for 135 acres for \$100 per acre ending September 14, 2023, with Creekside Valley Farms made by Mayor Scott Cowan; seconded by Councilor John Sullivan.**

Mayor Scott Cowan: Aye  
Councilor Dave Harms: Aye  
Councilor Mike Hickam: Aye  
Councilor Mark Raum: Aye  
Councilor John Sullivan: Aye

Motion PASSED:5/0

- 2) Correction to the Record – Reid read a statement. He mentioned that at the July 12, 2022, City Council meeting a statement was made by a Councilor, who is not present today, about Craig Ziegenhagel.

Reid wanted to set the record straight that after he reviewed documents, Mr. Ziegenhagel did in fact work for Marion County Sheriff's office as a Patrol Deputy, a Special Deputy, and a Corrections Deputy. He also worked as a volunteer Reserve Officer with the Stayton Police Department.



This statement will be included in the July 12, 2022, minutes, the current minutes and on the video recording on YouTube.

K. PUBLIC HEARINGS

7:52 p.m.

1) DC 23-01 Minor TSP Update-

**Mayor Scott Cowan opened the public hearing at 7:52: p.m.**

City Recorder Sheena Dickerman read the disclosure statement.

Community Development Director Matt Straite gave a brief description of the revision to the Transportation System Plan (TSP). This is a minor TSP update. This allows the City to make some changes without triggering several larger scale changes that would be expensive. The TSP doubles as the transportation element in the Comprehensive Plan. This is a Type IV Legislative Case. This was before the Planning Commission, and they recommended approval.

Straite said the redline staff report is attached. He highlighted a few of the changes. It proposes adding the new street Transition Parkway. The plan is to designate Transition Parkway as an arterial. This will take the designation of arterial from Conser Road. Conser Road will be redesignated, automatically, to a local road when Transition Parkway is completed. As part of the project the City will have a new linear park. The park is not an update to the TSP because it is not a transportation facility, but the new trail is in the TSP.

The 2016 version of the TSP included additional sidewalks but due to the proposed trail these have been removed. The TSP proposes to remove the Greenway Trail, as outlined in the staff report. No work has been done, and a portion of the trail is no longer a part of the city. He mentioned the concern of homelessness at Simpson Park and connecting Simpson Park to the residential area is a safety concern.

Straite presented how the project met City, State, and consistency with other transportation plans requirements. There are four criteria for City requirements. One requirement is no negative impacts. The intention for Transition Parkway is to provide a buffer between two uses, that meets the criteria. Second, the City needs to show the need. The TSP is not a static document, and the change is based on direction from City Council. Third, it must meet State requirements, which he presented later. Finally, it must be implemented, and the City Council deems it desirable. The updates were based on direction from the City Council.

Striate continued to State requirements. The TSP must meet State planning goals. If the TSP meets the City's Comprehensive Plan, then it meets the States goals. It is detailed in the staff report how it meets those goals.

Striate said that the State has recently updated the Transportation Planning Rule, which was presented to Council recently. Since staff is proposing minor changes, the updates do not have to comply with the Transportation Planning Rule. He added that the Department of Land Conservation Development (DLCD) reviewed the document and was comfortable with the changes, noting that the changes didn't trigger the new rule. Staff is working on larger changes to the TSP and is pursuing grants and that update will have to comply with the new rules.

Striate shared that since the City wasn't changing any standards it complied with OAR 634-051.

Striate continued to the criteria of complying with other transportation plans; Linn County, Albany TSP, AAMPO RTP, and Oregon Department of Transportation (ODOT). The staff report highlights in detail how it complies with the plan.

Hickam questioned the math on page 90 and 91. Booth explained that the graphics were from the original TSP and the sections were demonstrating ranges that could be done but not firm requirements.

Hickam asked why the City was changing the maximum length on cul-de-sacs. Striate replied he would need to investigate it, he believes it may have been for consistency with the fire code. Booth added it may be for consistency with Engineering standards.

Hickam asked for a review for local streets having a planting strip between the roadway and the sidewalk, he feels it is more of a hazard. Booth recommended having the discussion with the larger TSP update. She stated that there were multiple reasons for having buffers. Sullivan agreed that it was a bigger discussion.

Booth confirmed that the change to the maximum cul-de-sac length was for consistency with the land use code.

No one from the public wanted to comment.

**Mayor Scott Cowan closed the public hearing at 8:08 p.m.**

Action: **Motion to approve DC 23-01 and adoption of Ordinance 202-23 made by Councilor Mark Raum; seconded by Councilor John Sullivan .**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 5/0

L. UNFINISHED BUSINESS  
None

8:08 p.m.

M. NEW BUSINESS

8:08 p.m.

- 1) Award RFP for North Millersburg Park Design and Public Outreach- Straite shared that the City received a grant from the Oregon Parks Department to do conceptual design. Currently calling it North Millersburg Park, but the Parks Commission will propose what the name will be. The City put out a RFP and received two bids. The grant committee reviewed and is recommending AKS engineering. Councilors had no questions.

Action: **Motion to award AKS Engineering and Forestry the project for conceptual design, outreach, and entitlement of the North Millersburg Park made by Councilor John Sullivan; seconded by Councilor Dave Harms .**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 5/0

- 2) David Evans Contract Amendment 7- Booth shared that the amendment is for MS4 permit additional work. The City has been working with David Evans on stormwater management to meet the reporting deadline last fall. The City was waiting to hear back from DEQ to move to the next phases. The amendment is for \$18,900 to be spent this fiscal year and was in the supplemental budget.

Raum asked how many amendments there were for this fiscal year. Booth explained that the City has been amending this contract at the beginning of each fiscal year for on-call services. David Evans original contract was for construction inspections. There were only two amendments this fiscal year. Hickam asked how long the base contract was for. Booth explained that engineering contracts are based on qualifications and not priced base. The State did change the rules a few years ago, so that the City could consider prices. An original contract would be competed for but they can be awarded for ongoing work that they already competed for.

Action: **Motion to approve contract amendment #7 to the David Evans and Associates made by Councilor Dave Harms; seconded by Councilor Mike Hickam.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 5/0

- 3) Jacobs Contract Amendment 17 –Booth said this is an amendment for an on-call contract. Amendment 16 was to get Transition Parkway started. The amendment was reviewed by the auditor, including documentation on why it was a direct award. One of the reasons for this amendment is to clean it up, staff didn't know at the time that this would be one construction packet. This will be more efficient for the project. One of the new tasks is for wetland support. The City has others that are helping with the wetland but more support for the permits being submitted is needed. Jacobs is already doing the construction drawings. Also, the stormwater report task ensures that the City is doing what it requires of others. It does include optional materials procurement. The City would procure the materials ahead of time and provide them to the contractor. She explained the reason for this. The optional task is approximately \$40,000.

Raum asked about the \$92,000 calculated. Booth replied that the \$40,000 is part of the \$92,000, but the \$40,000 is not for the actual materials themselves. Raum asked if certain benchmarks were met, the Council could see another request for the cost of the materials. Booth replied if the City does a materials procurement package, it would go out to public bid. She added that the amounts in all the contracts are not to exceed that amount. Kreitman added that it wouldn't be just the pipe, but valves, etc. Booth said that the engineers are already talking to suppliers and the City has an estimated price.

Action: **Motion to approve contract amendment #17 to the CH2M Hill, Inc. Contract Professional Services made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 5/0

- 4) Municipal Code Chapter 12.45 Post-Construction Stormwater Amendment  
Booth said a minor change to the Municipal Code was needed. The requirement is the threshold for a new or replaced impervious area that

requires stormwater quality treatment is 5,000 square feet. Originally Millersburg's code it was written for 10,000 square feet. The City needs to change to comply with the permit. Sullivan said the City has no choice but to do it. Booth affirmed. Booth replied to a question by Harms, saying that in the beginning the Council heard that the City couldn't comply with the MS4 permit, but after negotiations and enough changes to the terms, the City was able to accept it.

Booth gave an example of a parking lot situation.

Raum asked if Transition Parkway would fall under this. Booth affirmed. Raum asked for clarification regarding the "20xx" shown in the document. Booth replied that date should be 2019. The code section was previously adopted before the final permit was issued. It is Title 12 of the Municipal Code.

Action: **Motion to adopt Ordinance 203-23 made by Mayor Scott Cowan; seconded by Councilor Mark Raum.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 5/0

- 5) Planning Commission Appointments –Kreitman said the City received two applications. Currently, there is only one vacancy. He explained that one of the newly appointed Planning Commissioners felt that the State Economic form, that is required for City Manager, City Council and Planning Commission was intrusive and has resigned. Another Commissioner has recently accepted employment and will be moving, and the Planning Commission Chair has notified staff that she will be moving out of Millersburg at the end of Summer.

Sullivan asked if the vacancies were posted online. Kreitman replied that committee openings are posted online, but a lot of people have previously expressed interest. He added there will be additional openings.

Cowan said that with the upcoming vacancies, it made sense to appoint both now.

Action: **Motion to appoint Doug Iverson to the Planning Commission vacancy currently open and Derek Burchfield to the upcoming Planning Commission vacancy, and Motion modified to appoint Derek Burchfield to take Jason Young's upcoming Planning Commission place when he leaves made by Councilor John Sullivan; seconded by Councilor Dave Harms**

**Mayor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 5/0

- 6) Events Planning Committee Appointments-  
Cowan shared the next steps; appoint applicants, have a meeting, and select a chair.

Hickam abstained from the vote since his wife is an applicant.

Action: **Motion to appointment the slated 5 (shown on the PowerPoint\*: Ann Hillman, Diane Hargrove, Elizabeth Hernandez, Kathie Strathern and Michele Hickam) to the Events Committee made by Councilor Mark Raum; seconded by Councilor John Sullivan.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Abstained**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Passed 4/0/1

Cowan stated that a former member is possibly interested in continuing.

N. CLOSING PUBLIC COMMENT **8:35 p.m.**  
None

O. CLOSING COUNCIL COMMENT **8:35 p.m.**  
Cowan read a thank you card from the Timber Ridge PTC for the \$1,000 donation for the Carnival.

P. ADJOURNMENT Mayor Cowan adjourned the regular meeting at 8:36 p.m.

Respectfully submitted:

Reviewed by:

Sheena Dickerman  
City Recorder

Kevin Kreitman  
City Manager

\*Presentation materials or documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing [info@cityofmillersburg.org](mailto:info@cityofmillersburg.org).

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