

CITY OF MILLERSBURG
Special Council meeting
October 30, 2017
6:30pm

COUNCILORS PRESENT: Mayor Jim Lepin, Scott McPhee, Scott Cowan, Don Miller, Dave Harms
COUNCILORS ABSENT: None
STAFF PRESENT: Sarah Cook, City Recorder; Forrest Reid, Attorney

Mayor Jim Lepin called the meeting to order at 6:30pm and asked Councilor Cowan to lead in the flag salute.

Old Business:

Rebuild of South Ball Field: The City has only received two bids for the raising and leveling of the infield of the south ball field at the City Park. Councilor McPhee suggested that the bids were excessive, especially considering that the long term use of this area as a ball field is in question, pending the results of the work of the Parks Committee. It was agreed to have the area scraped off and to install sandy loam soil to meet the specifications needed to develop the infield. Councilor McPhee made a motion to have Maintenance Supervisor Sean Shearer manage the project with our employees doing the work at an estimated cost of \$8000. The motion was seconded by Councilor Cowan and was passed unanimously. It was recognized that additional help with picking up leaves during this project could be contracted to the Sheriff's inmate crew or others, which is included in the project cost.

Discussion – Our Future, Our constraints & Our Focus: Mayor Lepin reviewed a presentation that was recently shared, in part, at the Planning Commission meeting. Discussions included the numerous planned developments and industrial complexes that, if totally built will result in doubling our population in five years. City infrastructure, such as a school, parks, a fire station and consideration for retail space was discussed as well as discussion regarding industrial growth on city-owned property. A number of challenges and key focus areas pertaining to this growth were also discussed.

Upgrade of the West End of Millersburg Drive. The improvement to the west end of Millersburg Drive was brought forward from the September council meeting because a decision to move forward was not finalized. General discussion among the council and audience members pointed to the need to move this work to a lower priority, given the need to focus on improving Woods Road. Councilman Miller moved to bank the funds budgeted for Millersburg Drive and hold for use on Woods Road. Councilor McPhee seconded the motion. Councilor Cowan moved to amend the motion to state the banked funds would be used for road improvement in order of priority as the City develops the prioritized Capital Improvement Project list for the budget. Councilor McPhee seconded the motion. The amendment passed as well as the amended motion with all councilors voting in favor.

New Business:

Approval of Interim City Manager: Note – Barbara Castillo was approved to fill in as voluntary interim manager during the October 24th council meeting, but she determined that the job was too large to manage on a volunteer basis. Councilman Cowan moved to accept Barbara Castillo's resignation and to approve the contract for hiring Kevin Kreitman as interim manager at \$6500 per month. Councilman Miller seconded the motion which passed unanimously. It is agreed that Kevin will complete his consulting work regarding the City's development of the fire and emergency medical coverage as a part of his work as interim city manager, thereby not charging to the consulting agreement.

Job Description for New City Manager. Robin Whitney challenged why the decisions were being made here when it appears councilors have already made decisions prior to coming to the meeting. The mayor stated that information was sent to each councilor in advance and, due to timing issues, has talked to them individually, which is authorized. In no case did three or more councilors meet to discuss any of the decisions being made. She also asked if we would be paying for two managers and the mayor said yes, through January, due to contractual requirements. Councilman Miller moved to approve the city manager's job description. Second was provided by councilman Cowan with the motion passing unanimously.

New City Manager Salary Range. After reviewing two salary surveys and discussing the demands of the new manager supporting our city in the heavy growth mode with significant "catch-up" work to be accomplished, Councilor Cowan moved to set the manager's salary range between \$80,000 and \$100,000. The motion was seconded by councilor Miller and it passed unanimously.

Approval to Use the Cascades West Council of Governments for Recruitment of City Manager Candidates. Councilor Cowan moved to contract with CWCOG for the recruitment of city manager candidates. Councilor Cowan moved to approve and Councilor McPhee seconded the motion. The motion passed unanimously.

Resolution to Authorize the Mayor and Council President to sign on the City's Checking Account. Councilman McPhee moved to approve Resolution 2017-21 authorizing the mayor, Jim Lepin and council president, Scott Cowan to sign checks against the city's U.S. Bank checking account. Councilman Miller seconded the motion which passed unanimously.

Resolution to Authorize the Mayor and Council President to Conduct Business in Behalf of the City with the Oregon State Treasury Local Government Investment Pool. Councilman McPhee moved to approve Resolution 2017-22 authorizing Mayor Lepin and Council President Cowan to conduct business in behalf of the City in the State Treasury Local Government Investment Pool. The second was provided by Councilor Harms with motion passing unanimously.

Assign Darrin Lane to the Albany / Millersburg Joint Management Committee. Darrin Lane has been the chair of the Joint Management Committee and has volunteered to help serve again. The council believes his history will aid in building our working relationship with Albany as we jointly monitor water and waste water treatment systems and while using their maintenance and engineering support in those areas. This action will have Councilor Cowan continue as back-up representative, while the mayor participates as well. Councilor Cowan moved to have Darrin Lane serve on the Joint Management committee with Councilor Miller seconding the motion. The motion passed unanimously.

First Review – Partnering with AMEDC in the Development of Reload Facility. The City is being asked to partner with the Albany Millersburg Economic Development Corp. and the project team that will be developing on the Reload Facility (which will be titled Project Phoenix) once the Oregon legislative committees complete the final details supporting funding through the new ODOT transportation budget. The benefits expressed by AMEDC, the project team and the mayor include the ability to work to ensure Millersburg’s interests are included in the design and implementation of the project on the old International Paper site. Key opportunities include traffic management, aesthetics, financial opportunities / concerns and the potential marketing of Millersburg’s industrial properties in conjunction with the project. A Resolution will be provided during the November 14th meeting for approval to provide support for the partnership.

First Review – Approve Conceptual Plan for the Mayor to Discuss the Concept of Marketing of City Owned Properties with the Development of the Reload Project. The mayor will be seeking approval during the November 14, 2017, council meeting to discuss the concept of marketing approximately 134 acres of City-owned industrial properties, as marked on a map provided at the meeting. The project team is interested in the proposal and foresees marketing this property in conjunction with their property, as it is believed several supporting businesses will want property close to the reload facility. Questions regarding sale verses leasing these properties will occur later in the process. It is expected that it will take up to four years to get the project up and running. This proposal also identifies properties that would remain for a school, park, a fire station and some retail.

Approve Two Year Contract with ADS Environmental Services. The renewal of our contract with ADS for the maintenance, monitoring and reading of the waste water metering stations was lapsed last August, which caused the third quarter readings to be missed. The mayor has worked with ADS to reinstate the agreement and cause meters to be read next week, pending approval by council. The contract cost is \$27,704. Councilman Cowan moved to approve the two year contract with a second by Councilor Miller. The motion passed unanimously.

Public Comments:

There were a number of questions regarding the resignation of the city manager, which the mayor stated needed be addressed by him.

Questions were also asked about alleged turmoil in the office and that that was discussed in the newspaper. The mayor referenced positive activities that he had experienced in the office and stated that he has not been told details of any concerns.

There were several public comments in support of and against the performance of the past city manager.

There were a number of comments from the audiences and the council about the value of open communications / transparency. All agreed, but the mayor stated that the council can't control rumors that are created by those who choose to create them without seeking the information. We also need to recognize there are requirements for confidentiality out of the control of the council.

Robin Whitney asked how Old Salem Rd. is going to handle all the traffic in the future. County Road Director Darrin Lane said that the road is nowhere near capacity and changes will come over time.

Craig Ziegenhagel asked if the City is proceeding with the withdrawal from Jefferson Fire and the answer was yes. He also expressed concern over the long term impact on property taxes, since the fire and emergency medical plan will result in less funding going into the general fund. The mayor stressed that the council is pursuing the fire and emergency medical plan with strong support by the community. The council is choosing to not go for a bond to fund the fire hall and working to fund this entire transition with current revenues. As we grow and further detail our budget requirements, especially for infrastructure maintenance, we might need to consider other options down the road.

Deb Keehn asked if Albany Rural's cost of \$2.15 was still an accurate tax rate. Councilor Cowan explained that the agreement is not in place yet, but the discussion will occur publically.

Councilor Miller stated that this council has made more decisions than previous councils have made in the past ten years. He encouraged residents to spend a couple hours a month with us and become informed.

Respectfully submitted,

Jim Lepin, Mayor
(Using meeting notes provided by Sarah Cook, City Recorder)