

**MILLERSBURG CITY COUNCIL
FEBRUARY 10, 2015**

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

The Millersburg City Council was called to order at 7:30 p.m. by Mayor Clayton Wood. The Pledge of Allegiance was said.

MINUTES OF JANUARY 13, 2015

Lisa Metz-Dittmer moved, seconded by Jim Lepin to approve the minutes of January 13, 2015 as written. The motion passed unanimously.

COMMENTS FROM THE PUBLIC

Sharon Henschel said she has seen a man pick up garbage along the streets of Millersburg, and thought that was very nice of him. The man was identified as Gayle Hess who lives in the Morningstar Star subdivision. Everyone thought it would be a good idea to send him a thank you letter.

Craig Ziegenhagel asked how the City of Millersburg deals with “sidewalk voids” along city streets. Craig said at the corner of Alexander Lane and Obsidian, there is an older home with the sidewalk on Alexander Lane, but it doesn’t extend to Obsidian. All of the property owners of the new houses were required to put in sidewalks in front of their houses, but the older home was not required to put in the sidewalk. The City does not have a policy regarding this issue, but it was the consensus of the council that they create a policy. It was suggested that a portion of the Street SDC’s be allocated for the purpose of installing sidewalks where the voids are.

Justin Docken of Knox Butte Avenue asked why there were no sidewalks put in on at least one side of Knox Butte Avenue when it was improved a few years ago. Docken was told there was limited right of way in that area, and a sidewalk would have taken up most of the front yards. Docken said he thought that since about a quarter of the street was commercial, a sidewalk should have been put at least in that area. Darrin Lane explained installing a sidewalk in any portion of Knox Butte Avenue would have required engineering plus installation of curbs, and gutters with storm drains and the city had very limited resources for that project.

Victoria Miller said she received an email from Chad Stokes with information for the Power Implementation Committee. Miller said at the bottom of the email was a

statement that read, “This e-mail, and any attachments thereto, is intended only for use by the addressee named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of the email, and any attachments thereto, is strictly prohibited. Miller said she has been doing research on the MUD issue, and feels there would be legal ramifications if she shares this with anyone else, which would limit the research she wants to do. Miller requested that the council get clarification on the intent of this clause at the bottom of the email.

BUSINESS MEMBER FOR POWER COMMITTEE

Jim Lepin reported that the Power Implementation Committee has been going for some time now without a second business community member. Lepin has been trying very hard but without success in getting a second member of the business community to be on the committee. Lepin said when the committee was formed, there were supposed to be two members from the business community, two members from the city council, and two members from the citizens of Millersburg. Lepin said he believes the committee should move forward even though they don't have a second member from the business community, and he asked the council if they wanted him to keep knocking on doors or move forward without the second member from a business.

Scott Cowan moved, seconded by Darrin Lane to continue with the process with only one business community member. The motion passed with Lisa Metz-Dittmer abstaining from voting.

Nancy Lucht suggested that ATI be removed from the Power Implementation Committee. No action was taken on that request.

Jim Lepin requested Craig Ziegenhagel and Vicky Miller to give the Power Implementation Committee a list of their concerns and issues with the MUD so we make sure we address those issues.

JANUARY 2015 LINN COUNTY SHERIFF'S REPORT

The council reviewed the January 2015 Linn County Sheriff's report. Darrin Lane pointed out that although the City of Millersburg contracts for 70 percent of one deputy's time which equals 101 hours, the total hours spent in Millersburg in January was 225.

Vicky Miller reported that someone has been moving the Millersburg for Responsible Government signs and campaign signs for the initiative measure.

FILL & EXCAVATION ORDINANCE

At the last council meeting, the council decided to explore having a Fill & Excavation Ordinance in place. They asked staff to find out if other local jurisdictions required fill permits. Albany, Scio, Tangent and Linn County all require a fill permit for over 50 cubic yards of fill with some exemptions. The council was provided with copies of the Fill & Excavation Ordinances from Albany, Scio and Linn County. Tangent has adopted Linn County's.

Darrin Lane said he feels strongly that most homeowners can get by with the less than 50 cubic yards of fill exemption. Lane proposed that the council review the ordinances provided and ask the city attorney to draft one of the better examples.

Jim Lepin said he doesn't like Albany's but does like Linn County's and proposed we take the county plan.

Scott Cowan said he is mixed on the idea and is concerned because *for example*, he has a field he wants the level raised on. He thinks if an engineer came and took a look at it, they wouldn't find any problems with it, but because of the amount of fill he would need to bring in, it would cost him a fortune for the permit costs. *Cowan noted there are other property owners in our community that would be in a similar position.*

Lane suggested the process could be made simple. Fill out a form providing a site plan showing where the fill would be placed, have the city engineer look it up on a GIS System to determine if it is in a flood plain or flood way.

City Engineer Janelle Booth suggested this is something that she and Don Driscoll should review and propose something to the council in the near future.

WOODS ROAD CULVERT REPORT

Denny Welker of Dick Welker Construction unplugged the culvert at the intersection of Woods Road and Sonora Drive after much effort. The problem area was 15 feet under the road. Welker said that once the water dissipates, a more effective camera investigation should reveal the complete nature of the problem area.

Janelle Booth said this culvert was supposed to be just a temporary culvert put in by the developer. The property to the west was planned to be developed about the same time as the Becker Ridge Subdivision and Woods Road would be improved. Booth said this culvert could be fixed when the water line is put down Woods Road this summer.

PROPERTY DONATION

The council all signed a letter to the donor of the 72 acres of property to the City of Millersburg thanking them for this most generous gift that will benefit the citizens of

Millersburg for many years. Forrest Reid said the donor only wanted a thank you letter and not a plaque.

309 LISTS

The council reviewed the City of Millersburg Capital Improvement Programs for streets and parks. These are for projects that can be paid for using Street and Park SDC's. Additions made to the list is \$50,000 for Sidewalk Infill and the Crosswalk on Alexander Lane by the Millersburg City Park for the street SDC's and a future park at Becker Ridge for the park SDC's.

Scott Cowan moved, seconded by Lisa Metz-Dittmer to accept the 309 List with the addition of \$10,000 per year for Sidewalk Infill, the proposed crosswalk on Alexander Lane and a future park at Becker Ridge. The motion passed unanimously.

CITY WEBSITE UPDATE

Scott Cowan reported that progress is being made on the city's website. At this time, it is accessible but not live. When it is up and running, it will have a lot of valuable information for citizens to access such as contact information for each councilor, building permit information, minutes of both the Planning Commission and City Council, agendas, zoning map, park and city hall rental information and links for the public.

MILLERSBURG PARK/ALEXANDER LANE CROSSWALK

Janelle Booth of CH2M Hill presented the council with a conceptual design for the Millersburg Park/Alexander Lane crosswalk for their review. Construction costs for the crosswalk are \$10,975, Construction documents would cost \$5,600 and a traffic analysis is \$560. No action was taken.

CITY MAINTENANCE ASSISTANT

Scott Cowan reported that applicants for the position for City Maintenance Assistant were interviewed by Sean Shearer, Barbara Castillo and himself. Cowan said that position should be filled very soon and the city received some good applications.

FEE FOR PUBLIC RECORDS REQUEST

The council received a draft of Procedures for Making Public Records Request and Associated Fees from Darrin Lane. The council will review this proposed policy and it will be discussed at the next council meeting.

FARM LEASE

Lisa Metz-Dittmer moved, seconded by Scott Cowan to renew the lease for farm land for one year to Creekside Valley Farms on the same terms of \$260 per acre as the current year. The motion passed unanimously.

ASSIGNMENTS

Mayor Wood made the following appointments to the councilors:

Scott Cowan – Parks

Darrin Lane – Roads & Drainage

Lisa Metz-Dittmer - Personnel

Jim Lepin – Representative on Cascade West Council of Government

BILLS OF THE CITY

Darrin Lane moved, seconded by Scott Cowan to approve the bills of the City. The motion passed unanimously.

WRITTEN POLICY REGARDING JOURNAL ENTRIES

Darrin Lane moved, seconded by Jim Lepin to approve a written policy regarding recurring journal entries. The motion passed unanimously.

WRITTEN POLICY REGARDING CHECK SIGNING

Scott Cowan moved, seconded by Darrin Lane to approve a written policy regarding the signing of city checks. Authorized signers will be Barbara Castillo, LeAnn Chartraw and Clayton Wood. The motion passed unanimously.

STREET LIGHTS NEAR PAPER MILL

Barbara Castillo said she has noticed that since the paper mill is being dismantled, that area is very dark and she suggested that a few street lights be placed on Old Salem Road. No action was taken,

THANK YOU TO PACIFIC POWER

Barbara Castillo said she wanted to thank Pacific Power for keeping the lights on in Millersburg during the recent wind storm, and for restoring the power in the Lebanon area in a timely manner.

The meeting adjourned at 9:33 p.m.

Respectfully submitted,

Barbara Castillo
City Administrator/Recorder