

**MILLERSBURG CITY COUNCIL
MAY 10, 2016**

PRESENT: Councilors Scott Cowan, 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 MARCH 8, 2016

Jim Lepin moved, seconded by Scott Cowan to approve the minutes of March 8, 2016. The motion passed unanimously.

APRIL 2016 LINN COUNTY SHERIFF'S REPORT

Jim Lepin said there have been two recent cars stolen in Millersburg.

ALEXANDER LANE CROSSWALK

Janelle Booth said she solicited quotes from four contractors for the proposed crosswalk across Alexander Lane west of Umpqua Lane. She only received one quote and that was from Pacific Excavation. The quote was \$75,850 and was much higher than the estimate of \$27,700. Booth said that based on information from other similar local projects, they feel that the original estimate is in the correct range.

Scott Cowan moved, seconded by Jim Lepin to take Janelle Booth's recommendation and try again late this summer for fall construction to get new quotes. The motion passed unanimously.

OLD SALEM ROAD BRIDGE WATER LINE WORK

Janelle Booth reported that the design, cost estimate and construction package is completed for the Old Salem Road Bridge Water Line work and needs to be reviewed by the City of Albany and Linn County. The cost estimate for this project is approximately \$20,000. Booth was directed to coordinate the review of documents by Linn County and City of Albany and incorporate the comments. The Council directed CH2M to solicit quotes from contractors for the work and present the quotes at the June council meeting.

SANITARY SEWER LIFT STATIONS

Janelle Booth submitted the Statement of Work for engineering services for the Morningstar and ATI Lift Stations Improvement Project to the council. CH2M's cost of getting this project out to bid is \$209,400. The cost for bid services and services during construction are \$157,680. CH2M Hill labor will be billed based on a 3.15 raw labor multiplier, except onsite construction personnel (SDC phase only) will be billed based on a 2.0 raw labor multiplier.

Clayton Wood moved, seconded by Scott Cowan to move ahead with engineering services for both the Morningstar Lift Station and the ATI Lift Station. The motion passed unanimously.

ENGINEERING SERVICES CONTRACT RENEWAL

Janelle Booth reminded the council that their on-call engineering services contract term is up for renewal in June and asked the council if the city would like to consider a longer term so it doesn't need to be renewed every June. Also, CH2M would like to discuss some modifications to the rate table to make it more flexible over time and applicable to additional staff classifications.

Mayor Wood said he would like to renew over a 5 year period. Janelle Booth was requested to send out an email with a proposed new contract with longer length. Jim Lepin said several citizens have challenged

him on the cost over run on the waterline project and said he would like an audit discussion on the projects when they are done. Lepin said he thought that CH2M was doing a good job.

Scott Cowan moved, seconded by Jim Lepin to table the renewal of the Engineering Contract until the June meeting. The motion passed unanimously.

ARAUCO

Janelle Booth reported that Arauco is moving ahead to tie into the 20” water main for fire flow. They are also moving ahead with the sewer connection for their industrial discharge. They have provided information regarding pilot testing and what waste characteristics their discharge has. The amount of the discharge might affect our capacity of the Sewer Treatment Plant. Janelle and staff will determine how to bill them for SDC fees, the sewer connection and their sewer use charge based on the information they provide.

CONSER’S REQUEST

Conser’s request to reconsider the remand of their land use application will be May 23, 2016 at 6:30 p.m.

ALBANY AND MILLERSBURG IGA FOR JOINTLY OWNED WATER FACILITIES

Jim Lepin moved, seconded by Scott Cowan to approve the Albany and Millersburg Intergovernmental Agreement for Jointly-Owned Water Facilities. The motion passed unanimously.

ALBANY AND MILLERSBURG IGA FOR WATER DISTRIBUTION SYSTEM MAINTENANCE SERVICES

Jim Lepin moved, seconded by Scott Cowan to approve the Albany and Millersburg Intergovernmental Agreement for Water Distribution System Maintenance Services. The motion passed unanimously.

RESOLUTION APPROVING AN EXTENDED PROPERTY TAX ABATEMENT FOR VIPER NORTHWEST

Scott Cowan moved, seconded by Jim Lepin to approve Resolution No. 2016-4 which is a RESOLUTION APPROVING AN EXTENDED PROPERTY TAX ABATEMENT AGREEMENT BETWEEN THE CITY OF MILLERSBURG, A CO-SPONSOR OF THE SOUTH SANTIAM ENTERPRISE ZONE AND VIPER NORTHWEST, INC. The motion passed unanimously.

Scott Cowan asked John Pascone who audits the wages of those in the Enterprise Zone. Pascone said they send that information to the State and if the wages aren’t high enough, they won’t get an extension on the property tax abatement.

RESOLUTION DELCARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES

Jim Lepin moved, seconded by Scott Cowan to approve Resolution No. 2016-5 which is a RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES. The motion passed unanimously.

TANK FARM

Scott Cowan reported he received a call from the Regional Manager of the owners of the Tank Farm. The property is slated to be potentially dismantled within the next 5-7 years and is for sale.

IP PROPERTY

Barbara Castillo reported that IP’s property is finally listed for sale at \$10,000,000.

DORIS JOHNSTON

Doris Johnston said there is a flyer out in the mail to businesses regarding an invitation to a free Energy Efficiency Breakfast on Thursday, June 2, 2016 from 7:30 – 10:30 a.m. at the Albany Golf & Event Center.

Doris announced she will be retiring from Pacific Power after working for them for 43 years on December 19, 2016.

Scott Cowan asked Doris about the lines hanging haphazardly from the power lines. She said they are from Comcast and she will check to see if she can find their contact information.

MILLERSBURG PARK

Barbara Castillo informed the council that Sean Shearer has been working on getting the area at the Millersburg Park that has vole holes ready to be hydro-seeded. The voles are gone, but the holes have remained creating a tripping hazard for people running, walking and playing in the field. This project should be completed by the end of the week.

The council discussed a drainage issue near the playground equipment at the park. That area gets flooded and stays wet during winter. Staff will consult with a drainage expert and will come up with a solution to this problem. Janelle Booth said she could meet with staff and take a look at it.

CITY WEBSITE

Barbara Castillo reported they are working on the new website, and it will be up and running in the near future.

STRATEGIC PLANNING WORK SESSION MAY 17TH AT 6 P.M.

Jim Lepin reminded the council about the work session scheduled for May 17, 2016 at 6 p.m. to review the City of Millersburg’s Strategic Plan with the Strategic Planning Committee.

DEER

Don Miller reported that the deer are back on Millersburg Drive and requested two “Deer Crossing” signs to be placed on Millersburg Drive near the bridge. Staff will order the signs.

BILLS OF THE CITY

Jim Lepin moved, seconded by Scott Cowan to pay the bills of the city. The motion passed unanimously.

COMMUNITY SUPPORT DONATIONS

Barbara Castillo asked the council to approve Community Support Donations to the following organizations: Albany Art & Air Festival - \$2,500, ABC House - \$7,500, Linn County Fair - \$3,000, Meals on Wheels - \$1,000, Clover Ridge Summer Reading Program - \$400, Boys & Girls After School Program - \$10,000 and \$150 for each neighborhood gathering for the National Night Out Events.

Scott Cowan moved, seconded by Jim Lepin to accept the Community Support Donations as shown including the increase to the Art & Air Festival from \$1,500 to \$2,500 and approve a three year commitment to the Linn County Fair. The motion passed unanimously.

The meeting adjourned at 8:47 p.m.

Respectfully submitted,

Barbara Castillo
City Administrator/Recorder