

**MILLERSBURG CITY COUNCIL
AUGUST 11, 2015**

PRESENT: Councilors Lisa Metz-Dittmer, Scott Cowan, Darrin Lane, Jim Lepin,
Mayor Clayton Wood, City Engineer Janelle Booth, City Planner Don Driscoll, 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 JULY 14, 2015

Scott Cowan moved, seconded by Lisa Metz-Dittmer to approve the minutes of August 11, 2015. The motion passed.

CONSER PLANNED DEVELOPMENT

Don Driscoll reported that in accordance with the Millersburg City Council's directive for Findings for Denial of the Conser Planned Development Request, the Findings for Denial have been submitted. The City Council may approve the proposed findings, may modify them or may add additional findings prior to approval of them.

The Applicant is requesting approval of a Planned Development (PD) Subdivision containing 41.12 acres and 138 lots ranging in size from 5,000 to 12,000 square feet together with 8.11 acres of street right-of-ways and 13.04 acres of Natural Area containing drainage ways, flood plain and wetlands. This results in 19.97 acres available for net residential development containing 138 lots averaging 6,302 square feet.

Don Driscoll went over each area of the Findings for Denial of the Conser Planned Development Subdivision based on:

1. Code Compliance
2. Decision Process
3. Density Manipulation vs. Lot size, Lot Width and Lot Setback.
4. Natural Area

Darrin Lane moved, seconded by Jim Lepin to accept the staff document for decision of Findings for Denial and to affirm the denial of the application. The motion passed. Scott Cowan abstained from voting as he was not present at the public hearing.

REFERRAL VOTE

Forrest Reid reported there will be a hearing on Thursday, August 13, 2015 at 3 p.m. in Judge Daniel Murphy's Courtroom #1. The City's Ballot Title for the referral vote for the formation of a municipal utility was challenged and different Ballot Title was requested. Judge Murphy will make a decision on this issue.

Reid said he didn't think there would be a voter's pamphlet. Darrin Lane said he would not be interested at all in funding any kind of materials to be sent to the citizens as he doesn't want to risk inappropriate advocating.

WATER LINE PROJECT

Janelle Booth reported that the contractor is moving right along and they are getting close to the end of Woods Road. They will put in services and hydrants on Woods before they move to Conser Road. Booth said after receiving a complaint about them starting work so early, she told them to not start before 7 a.m. Booth also said after the project is completed, and if the pavement over the trench settles, the city has a year to request them to put additional asphalt over the trenches to make them smooth.

Sharon Henschel said the contractor has been very nice to work with.

FILL AND EXCAVATION PERMIT

Jim Lepin said he asked that the Fill and Excavation Permit be put back on the agenda. He said he has reviewed the proposal again and suggested the Council either “can it” or change the required fill from 50 cubic yards to 100 cubic yards. Both Darrin Lane and Scott Cowan said they would support the idea of a document if we change to 50 cubic yards to 100 cubic yards. Lane said he isn’t worried about fees at this time. Janelle Booth said it would help the long term drainage here if we had th is in place.

The Council was directed to re-read the proposed document and revise it with the change from 50 to 100 cubic yards of fill and remove item 5, “Grading requiring tree removal.” The Council will put this issue back on the agenda for the September meeting.

CAPITAL IMPROVEMENT PLAN

The Council reviewed the Capital Improvement Plans for both the streets and park. Jim Lepin said we need to have an improved plan with additional projects to justify the SDC’s that are collected. Darrin Lane said this is a working document that has been affirmed and approved but can be updated when we can.

Darrin Lane moved, seconded by Scott Cowan to reaffirm the adoption of the Street and Park Capital Improvement Plan list. The motion passed unanimously.

PAVEMENT MANAGEMENT SYSTEM

Darrin Lane provided the Council with a “Pavement Management Program Budget Options Report” for the City of Millersburg dated September 2013. The purpose of the plan was to do an inventory of the road system including the length, width, surfacing and conditions of each road in Millersburg. Lane said the city should have another report done to see how the roads have deteriorated in 2016 for a comparison.

Lane will get a quote on what another inspection will cost to have it done next year. The council had a discussion on crack sealing, chip sealing and slurry seals.

Lane said that the part of Conser Road that Linn County owns is scheduled for a slurry seal sometime in 2016. Lane suggested that the city have their portion of Conser Road done at the same time as Linn County and the city could apply for a Small City Allotment Grant from ODOT to pay for it.

Lane also suggested the city ask the City Engineer to put together a proposal based on the report and what they have observed for the summer of 2016.

SIGN ORDINANCE

Forrest Reid reported that he had a request to draft regulations to control signs. Reid said the city already has a provision for signs in the Millersburg Land Use Development Code. The City does not have the authority to restrict what is on a sign if it is content neutral and on private property. The City also does not have the authority to say that a political sign has to be removed a certain number of days after elections. Each residential property is allowed to have one non-illuminated temporary sign 12 square feet in area or less for real estate purposes, garage or personal property sales, or political advertisement.

Signs in public right of ways are not allowed unless you have a permit.

It was the consensus of the City Council that this issue be tabled.

LINN COUNTY SHERIFF’S REPORT

Linn County Sheriff Deputy Greg Klein reviewed the July 2015 Linn County Sheriff’s report with the City Council.

COMMENTS FROM THE PUBLIC

- Jason Yutzie requested that No Parking Signs be put in front of the park along Alexander Lane to discourage people from parking on Alexander Lane in the bike lane where they are not supposed to park. Yutzie said there is an area in front where parking is allowed. Yutzie also requested that the curb be painted yellow in the area where no parking is allowed. The Council was agreeable to this request.
- Forrest Reid suggested that more lighting be placed to light the area right in front of city hall at the entrances to the building. Reid said it is very dark out there when leaving the building late at night after meetings.

PROPOSAL FOR DEVELOPMENT OF A STRATEGIC PLAN

Jim Lepin presented a proposal seeking Millersburg City Council approval for the development of a Strategic Plan for the City. Lepin explained that this proposal includes the development of a Mission Statement by the City Council, followed by the creation of a Vision Statement and supporting goals to be developed by the community for review and approval by the City Council.

Scott Cowan suggested the Council have a Work Session to discuss this issue.

Darrin Lane said he thought the citizens should help develop the Mission Statement.

Jason Yutzie said in his experience on serving on many boards that developed a Strategic Plan, it would be money well spent to hire someone to come up with a Strategic Plan.

Jim Lepin said he has done this for 20 years.

Darrin Lane said he supports the concept, but doesn't know the right way to do it.

Darrin Lane moved, seconded by Scott Cowan to agree to have a work session at a date in October where we will understand the process led by Jim Lepin. The motion passed unanimously.

CITY FARM PROPERTY

Forrest Reid asked the Council if Paul Kuehne could irrigate property he leases from the City.

It was the consensus of the Council that they won't agree to any changes until we get a deal or permanent access to our property.

BILLS OF THE CITY

Scott Cowan moved, seconded by Lisa Metz-Dittmer to approve the bills of the City. The motion passed unanimously.

THANK YOU'S

The City received thank you letters from both ABC House and Meals on Wheels for their donation to those agencies.

GARAGE SALES

Sandy Decker reminded everyone that the Garage Sales and lunch at the Morningstar Grange will take place this weekend, August 14-16.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Barbara Castillo
City Administrator/Recorder