

**Millersburg City Council  
September 13, 2016**

Present: Councilors Jim Lepin, Darrin Lane, Scott Cowan, Lisa Metz-Dittmer, Mayor Clayton Wood, City Engineer Janelle Booth, City Attorney Forrest Reid, City Planner Don Driscoll, 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 AUGUST 9, 2016**

*Jim Lepin moved, seconded by Lisa Metz-Dittmer to approve the minutes of August 9, 2016.* The motion passed unanimously.

**AUGUST 2016 LINN COUNTY SHERIFF'S REPORT**

Captain Kevin Guilford of the Linn County Sheriff's Department gave the August 2016 Linn County Sheriff's report. There were 3 traffic citations, 7 traffic warnings, 4 adults arrested, 41 complaints/incidents investigated and 14 traffic hours for a total of 122 hours spent in Millersburg.

**ALBANY FIRE DEPARTMENT**

Albany Fire Chief John Bradner gave a presentation on the services that Albany Rural Fire Department provides. Bradner showed a map of where the Albany Rural Fire District is in Millersburg, a list of all positions in the district, showed a map of the location of all of the Albany Fire Stations, showed a chart of their 9-1-1 calls from 2010 to 2016. They have gone from 6,000 calls in 2010 to just over 8,000 so far in 2016. Bradner explained their Emergency Response Staffing and the National Standards. He also showed a map that show their response time from all of their stations into Millersburg ranging from 4 minutes to the southern end of Millersburg to 12 minutes to the northern end of Millersburg. Bradner showed the August 2016 Operation Report that shows the type of EMS Responses and Fire Responses.

Their Fire and EMS Services include Fire Suppression and Investigation, Emergency Medical Services including transport to Hospital, Advanced Life Support Engines, Water Rescue, Technical Rescue, and Hazardous Materials Response.

Community Risk Reduction Services are the Community Paramedic Program that includes Medical assessment and in-home care, Activities of daily living assessment, home safety assessment, medication reconciliation and Community resource referral. The Residential Safety Equipment Program includes smoke alarms, carbon monoxide detectors, escape ladders and key boxes. Other Community Risk Reduction Programs include new construction plans review, fire code compliance business inspections,

chimney brush loan program, life jacket loan program, elderly fall and fall prevention and free bike helmets.

Darrin Lane said the City may have an opportunity to have a partnership between the city and both fire districts.

Scott Cowan asked if Albany Rural has any bonds or levies in the future, the answer was their permanent tax rate is sufficient to cover the cost.

The council had a discussion on if there is a need to change or enhance the fire service they are now receiving. Scott Cowan said he will do some ground work and lead it and will report back to the council.

There was a discussion on the response times from Jefferson Rural. The calls from Millersburg go to dispatch, they gather the information and then they call Metcom in Woodburn and they dispatch from there.

### **WATER MAIN PROJECT FROM 2015**

Janelle Booth said she walked along Conser Road and Woods Road with the contractor who did the Water Main Project last year. Almost all of the trenches need some work and will be done by the contractor in the near future.

### **READER BOARD**

Janelle Booth met with Pacific Power and determined that power can be obtained off of lighting circuit at the pole nearest to the sign location. A new meter will be required. Booth provided a summary of bids for the reader board from three sign companies. Bids are from Foress Sign Company, Salem Sign Company and Eugene Sign and Awning ranging from \$22,000 to \$26,500. The residents voted on which sign design they liked the best and chose the sign that does not include the existing Millersburg City Hall sign.

The council asked Janelle to check on the warranty on the sign, cost of power to the sign, surge protector, and asked for references from the sign companies.

Scott Cowan expressed concern that people won't be able to see the sign with the speed limit of 50 mph. Barbara Castillo said that no one has mentioned any concerns with not being able to see the sign in any comments she has heard regarding the proposed reader board.

There has been between \$6,000 and \$7,000 spent so far on engineering for the Reader Board with about \$4,000 to \$5,500 remaining for project management.

The council will vote on this project next month.

## **GENERATOR PROJECT**

Janelle Booth said she has met with both Pacific Power and Best Heating and Cooling. It was determined that the ATS can be located in the existing room, which eliminates the need for a new electrical feed and reduces the cost of the project. The cost estimate for the generator is \$130,000. The original cost estimate was \$148,000.

Mayor Wood said he thought someone could try to get a grant. Darrin Lane said he could contact the Oregon Emergency Management and agreed it would be a good idea to look at grant opportunities before we purchase it.

## **PUBLIC HEARING ON CHANGE OF GOVERNMENT**

Mayor Clayton Wood opened the public hearing on whether Millersburg City government should change from a council-mayor form of government to a council-manager or administrator form of government.

Although there were a few comments, there was no opposition to the proposed change. The city will hold another public hearing regarding this issue October 11, 2016 at 7:30 p.m.

## **SEWER LIFT DESIGN UPDATE**

Janelle Booth reported that staff held a workshop with Albany staff on September 7<sup>th</sup> to solicit feedback from operations and maintenance on the pump station design. Their feedback will be incorporated and design finalized over the next month. The cost estimate for the Morningstar Pump Station is between \$750,000 and \$850,000. The cost estimate for the ATI Pump Station is between \$650,000 and \$750,000.

It was the consensus of the council to direct Janelle Booth to move ahead with preparing to go out for bid in November, with award in December in order for the contractor to have enough time to order long lead time equipment for construction the summer of 2017. Booth said if there was a need to only award one bid, we could delay the ATI station.

## **TRANSPORTATION SYSTEM PLAN**

Barbara Castillo reported there will be a joint TSP meeting in October with the Millersburg Planning Commission and City Council, an Open House in late October with approval of the Millersburg TSP in November.

## **UPDATE ON STATUS OF STRATEGIC PLAN**

Jim Lepin reported that several of the tasks for the Strategic Plan have been completed. Lepin said when the new city manager comes on board; there will be more time to complete the tasks with approaching deadlines. Jim added his name with Barb's on

identifying transportation system needs and the Park Maintenance Plan. Lepin said it is premature to set up Community Events at city hall and suggested extending that item back as well. Scott Cowan said we should have a maintenance plan for the parks, city hall and roads also.

### **PLAN TO HIRE NEW CITY MANAGER**

Darrin Lane said at the last meeting, the council approved a job description for the new City Manager. Lane presented a proposed salary range and benefits description. The proposed salary range is from \$70,000 to \$90,000 depending upon qualifications. Lane suggested advertising on the League of Oregon Cities website, the City of Millersburg's website and with the State of Oregon Employment Department.

Scott McPhee suggested raising the range to \$100,000.

*Jim Lepin moved, seconded by Scott Cowan to approve the salary range of \$70,000 to \$90,000 for a new city manager.* The motion passed unanimously.

The council delegated Darrin Lane and Barbara Castillo to put together a package to attract a new city manager.

### **NW NATURAL GAS FRANCHISE**

Forrest Reid informed the council the city currently has a franchise agreement with NW Natural for uninterruptible gas at 7%. The council directed Forrest Reid to negotiate and pursue a contract for interruptible gas with Northwest Natural.

### **BASKET BALL HOOPS**

None of the property owners that placed the permanent basketball hoops have removed them even though they received a letter from the city asking them to. Forrest Reid will follow city procedures to get them removed from the city right of way.

### **BILLS OF THE CITY**

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

### **CONSER ROAD**

Darrin Lane informed the council that Linn County has offered to put single shot chip seal on Conser Road next summer and a treatment that will help the road for the next ten years. Barbara Castillo has approved this under road maintenance.

**CROSSWALK ON ALEXANDER LANE**

The council directed Janelle Booth to re-advertise bids for the Alexander Lane Crosswalk in December to perhaps get more favorable bids.

**CLOVER RIDGE 2016 SUMMER READING PROGRAM**

The council received a report and thank you letter regarding the Clover Ridge 2016 Summer Reading Program. 30 families and 56 children participated.

The meeting adjourned at 10:14 p.m.

Respectfully submitted,

Barbara Castillo  
City Administrator/Recorder