

**Millersburg City Council
October 11, 2016**

Present: Mayor Clayton Wood, Councilors Darrin Lane, Scott Cowan, City Attorney Forrest Reid, Deputy City Recorder LeAnn Chartraw, City Planner Don Driscoll,

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 SEPTEMBER 13, 2016

Darrin Lane moved, seconded by Scott Cowan to approve the minutes of September 13, 2016 as written. The motion passed.

SEPTEMBER 2016 LINN COUNTY SHERIFF'S REPORT

Captain Kevin Guilford of the Linn County Sheriff's Department gave the September 2016 Linn County Sheriff's report. There were 4 traffic citations, 9 traffic warnings, 3 crashes, 36 complaints/incidents investigations and 11 traffic hours for a total of 114 hours spent in Millersburg.

Captain Guilford stated he has had several complaints about the homeless camp at the Old Salem stop between I-5 and the railroad trestle. He said he will have Deputy Klein investigate that and try to get them removed.

PUBLIC HEARING – CHANGING FROM COUNCIL-MAYOR TO COUNCIL-MANAGER FORM OF GOVERNMENT

Forrest Reid opened with a brief explanation. Currently the city is run under a Council/Mayor form of government. The city is proposing to change to a Council/Manager form of government. It's basically the same work but the Manager would be responsible for hiring and firing staff and making sure chores are done around the city which would eliminate a lot of the work the Council does. The Council's position would then be more of a policy maker's position. Councilor Darrin Lane said he thought the council still needs to be a liaison to various things but not interfering with day to day activity.

Reid clarified that this is an ordinance and would need to be changed by ordinance. This would change the Charter and it could actually be deleted out of the Charter at some point when the Charter gets updated.

Don Driscoll was concerned we were piecing away at our Charter.

Lane expressed that once we hire a Manager and Recorder the ordinances and city charter can be cleaned up with the help of extra staff.

Steve Vogler asked if this would eliminate having a Mayor.

Reid said we would still have a Mayor.

Don Miller commented that someone had asked him, that whoever is hired if the City could make sure the new hire is not a relative and from outside the city so they could look at the city objectively.

Reid said what is really driving this decision was a deadline brought on by the Strategic Plan and a deadline in November.

Lane felt the council should wait to change the title until the hiring of a new person just to simplify things.

The hearing was closed.

Reid explained we have two options; either change to Council/Manager now and change Barbara Castillo's title or wait until we hire on the new person.

Reid asked the Council if it would be an Administrator or Manager title. It was unanimous that it would be a Manager position. It would be effective upon the signing of both parties, of an employment contract.

Darrin Lane moved, seconded by Clayton Wood to wait until the city hires a replacement to change the title from Council-Mayor to Council-Manager. The motion passed unanimously.

FIRE SERVICE CONSULTANT

Scott Cowan introduced Jack Snook from ESCI (Emergency Services Consulting International).

Jack Snook gave a brief history of their company. He stated that a study/work session with the Council would be very important to decide where the city would like to take their fire protection needs.

Darrin Lane asked if ESCI has access to the performance status of local emergency districts and if they ever include involvement from community input.

Snook said they have never had a fire district not give them the information they would need. On occasion private companies may not want to release information.

Cowan asked if ESCI has ever worked in a community this size.

Snook stated, ESCI has worked with many small cities all throughout Oregon.

Cowan felt the next step would be a work session.

Lane suggested a proposal from ESCI. Snook suggested they have a work session first to get an idea of what the city wants before proposing services we may not need. He also asked for a list of references.

Snook said if you go to www.esci.us it will list anyone they have done work with.

Craig Ziegenhagel was concerned this would not be complete before the Jefferson Bond Measurement vote.

Snook stated they could have this information completed in 45-60 days.

Lane agreed timing was going to be a challenge. He asked what the first session would cost.

Snook said approximately \$500.00.

Scott Cowan moved, seconded by Darrin Lane to continue with a work session with ESCI. The motion passed unanimously.

Don Miller asked why the council couldn't make this decision on their own.

Lane said he would like a 3rd party to investigate current services.

Cowan agreed that this would be beyond the Council's ability to investigate the emergency needs of the city.

CALL UP BAILEY VARIANCE APPLICATION

City Attorney Forrest Reid explained to the Council the current situation with the Bailey Variance. Reid stated that the application is coming up on its time limit of 120 days and there needs to be a decision made.

Darrin Lane asked what would happen if the council refused to call it up.

Reid said it will remain with the Planning Commission and we would run out of time. It then would end up in front of the Linn County Circuit Court. It would be very costly. It was Reid's suggestion that the Council Up Call this issue and the hearing for the Bailey Variance would be November 8th, 2016 and should start at 5:30.

Lane proposed that the Council does not call it up and that it be proposed to Mr. Bailey to either sign an extension, drop the request, let the Council hear it in November or go to Circuit Court.

It was a consensus to do nothing and let the process take its course.

ITEMS TABLED

Millersburg Park Drainage, City Hall Reader Board, City Hall Generator & Sewer Lift Stations

Scott Cowan said he met with Park Maintenance Supervisor Sean Shearer and that Shearer would be working with City Engineer Janelle Booth on the park drainage issue.

MILLERSBURG LAND USE DEVELOPMENT CODE AMENDMENT REGARDING RESIDENTIAL ACCESSORY STRUCTURES

City Planner Don Driscoll informed the City Council that the Planning Commission approved a 1200 Square Foot Residential Accessory Structure Amendment with Conditions of Approval. Driscoll said 1200 square feet seemed to be the typical request, and the reason this previously changed to an administrative decision was the increased amount of requests to build over the current code limit of 800 square feet. He said the problem now is we have two procedures; one being an Administrative Approval and the other a Variance. This is a conflict and it was decided

to do away with the Administrative Decision and go back to the Variance but with a new increased size of 1200 square feet.

Darrin Lane felt undecided on the new size and he would like to do a little more research but was in favor of how it is approved.

Driscoll said he will come back with a clear definition of what the 1200 square feet will encompass. He would also check with Linn County on how they determine the square footage of accessory buildings.

COMMENTS FROM THE PUBLIC

Craig Ziegenhagel wanted to know how the fees were set for Variances and other land use fees and if we are we charging enough.

Don Driscoll stated the fees are in the Ordinances.

Scott McFee said that when he was building his house, Linn County inspectors didn't inspect anything outside the footprint of the house. He wondered who was making sure this was being done.

Scott Cowan suggested when the new City Manager was hired they could look at the responsibilities of inspection and development on all building in the city.

BILLS OF THE CITY

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

GOOD & THE WELFARE

Mayor Wood read a thank you letter from the Boy's and Girl's Club for the \$10,000 Grant to the Afterschool Program.

Sandy Decker reminded everyone about the Annual Haunted House at the Morningstar Grange. The Haunted House will be October 14th, 15th, 21st, 22nd, 28th, 29th from 7pm to 11pm and then October 30th & 31st from 7pm to 10pm. Cost is \$5 per person or 5 non-perishable food items. Proceeds to benefit the Jefferson Fire Department Christmas Food Basket Program & the Grange.

Mayor Wood said there is evidence they will begin fixing the railroad crossing on Millersburg Drive soon.

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

LeAnn Chartraw
Deputy City Recorder