

MILLERSBURG CITY COUNCIL NOVEMBER 10, 2015

Present: Councilors Lisa Metz-Dittmer, Darrin Lane, Jim Lepin, Scott Cowan,
Mayor Clayton Wood, 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 OCTOBER 13, 2015

Darrin Lane said he had a correction to make on the minutes of October 13, 2015. Lane said his name was misspelled on page 3 under Basketball Hoops. Lisa Metz-Dittmer moved, seconded by Darrin Lane to approve the minutes of October 13, 2015 after making the correction noted. The motion passed unanimously.

STRATEGIC PLANNING & VISIONING

Jim Lepin introduced Lebanon City Manager Gary Marks. Gary Marks was invited to speak to the city council about how Lebanon has developed their Community Visioning. Marks explained that Lebanon's Vision is for 25 years. Lebanon's Community Visioning involved a broad cross-section of the community including the public, citizen committees, business and service representatives, service clubs, non-profit organizations, Samaritan Lebanon Community Hospital, College of Osteopathic Medicine of the Pacific-Northwest, community schools, youth organizations, city elected officials and staff.

Community visioning is the process of identifying what a community should look like within a designated period of time. It involves a broad range of external and internal stakeholders and provides for a systematic and organized means to identify community values and issues. It allows for creative or "out-of-the-box" brainstorming. The results are a community vision statement that describes a shared community direction.

The Elements of Community Visioning are: What we think... which is a collection of data and community input; Who we are... which is an assessment of environmental and demographic factors and development of a community profile; What we want to become ...which is to develop a vision statement and a map of how we get to our future vision which is developing six to ten key focus areas that enable the vision to become reality over time.

In the Lebanon 2040 process they put out a Request for Proposal (RFP) to the professional consulting community. The City formed a Vision Project Steering Committee. The Committee evaluated, negotiated contract terms and recommended a consultant team to the City Manager. The City Manager reviewed and recommended a consultant contract for services to the City Council. Upon Council approval, the contract was awarded to a consultant team. The Consultant team implements the Lebanon 2040 Project. The committee oversees and provides input to consulting team during project implementation. The consultant team presents project outcomes (i.e. findings, values statement and community vision statement) to the City Council. The City Council adopts community vision statement. The City prepares for development of specific goals and work tasks to implement applicable key focus areas of the community vision.

Some questions for Gary Marks:

- Is the same consultant Lebanon had for the vision process, involved with the Strategic Plan? Marks said they had a few problems with that consulting firm so they are not involved with the Strategic Plan process.
- What drove the initial decision to start this process? Marks said Mayor Aziz drove the decision.
- How did they engage businesses? By stakeholder interviews, identified key folks about their thoughts and citizens in committees. They had a community wide survey that citizens could take on line or by a written form. The survey was fed to the consultant who turned it over to a

sounding board made up of businesses, educators, people from the health care industry, city council and city manager. Between 50-60 interviews were done. The consultant selected the Sounding Board.

Gary Marks said it was very important to have this process owned by the community. Their Community Vision is for 25 years. The Strategic Plan is for 5 years.

It was the concensus of the council they would like to see a version of Lebanon's plan in Millersburg, and they would support a work session to move forward with this project for Millersburg. The council authorized the scheduling of a work session to further discuss this issue.

OCTOBER 2015 LINN COUNTY SHERIFF'S REPORT

Lt. Michelle Duncan of the Linn County Sheriff's office gave the report for October. There were 40 calls for service, 3 crashes on Old Salem Road, 5 traffic citations, 1 adult arrested, and 1 theft report. Total hours spent in Millersburg was 132.5 hours with 6 of those on traffic.

SANITARY SEWER MASTER PLAN UPDATE

Janelle Booth presented the council with a memorandum discussing the current status of the City's Sanitary Sewer Master Plan and the process for updating the master plan. The city's master plan was completed in 1981 and hasn't been updated since that time. The document has served the city very well, and for the most part, the system has been developed as recommended by the plan. Master plans typically look at a 20 year planning horizon. Millersburg has gotten 30+ years of value out of the current document. The City of Millersburg is currently experiencing a great deal of residential growth. Some areas which are now slated for residential developments were designated as farm land in the original master plan. The population density of the residential areas should be revisited to ensure the facilities are sized appropriately.

Most of the existing sewer infrastructure within Millersburg is believed to be in good shape and to be sized appropriately for the current loads. Updating the master plan will include an evaluation of the existing infrastructure and will identify any unknown restrictions in the system.

The City of Millersburg is aware that two of the existing sewer lift stations need to be upgraded in the near future. Both the Morningstar and ATI lift stations are currently operating very near or at their peak flow capacity. The Morningstar Lift Station has become a maintenance issue that is worsening with time. Although the Crooks Creek Lift Station has had no recent reported problems, it should be evaluated for its current condition and capacity, especially with the new residential developments within its service area. The process of updating the sewer master plan will provide information relevant to design of the lift station upgrades, including design flow capacity and potential for phasing and/or future expansion.

An updated Sanitary Sewer Master Plan will provide guidance for future projects, including projected costs. It will allow the city to prioritize future projects and direct funds to where they will be the most effective. The Sewer Master Plan would provide the information needed to update the Comprehensive Plan when needed.

The phases to create or update a sanitary sewer master plan include Data Collection, Develop land use scenarios, construct and calibrate a hydraulic model of the system and develop and evaluate a capital project plan to include preliminary cost estimates and planned phasing. Other phases include a Rate/SDC analysis, preliminary design of future facilities and a condition assessment.

Sanitary sewer master plans can have a wide range of costs. Average costs can range from 100-200k. The reason for the variability is largely the data collection phase. Through obtaining and evaluating the GIS data from Albany and identifying flow monitoring points, a scope and much more accurate cost for this effort can be determined.

The Council directed Janelle to:

- Proceed with getting information from the GIS data from Albany
- Get quotes on the data collection

- Prepare a Scope of Work and cost estimate to update the Sewer Master Plan by the December Council meeting
- Start on the preliminary lift station design

WATER MAIN COMPLETION PROJECT

Janelle Booth reported that as of mid-October, the contractor for the project had completed the project. All testing activities were completed and passed. Final paving work was completed in early October. The only remaining work is to spread some rock that was placed on the shoulder of Conser Road. The only change order on the project was the additional saw cutting depth required because of thicker than anticipated existing asphalt, which added \$8,450 to the project cost. The only design change was the addition of seven water service connections for residents along Conser Road for future planned development, which added \$8,435 to the project cost.

Janelle informed the council that there was an additional cost to the project for trench patching. Because this was a unit price contract, the payment is based on actual field measurements. The anticipated trench width was 3'. The actual trench width was closer to 5' on average. Because of the condition of the existing pavement in Woods Road and the proximity of the trench to the shoulder, additional pavement patching was necessary in some areas. The increase in cost for trench patching in Schedule A is \$99,586, Schedule B is \$59,648, and Schedule C is \$40,512. This makes the actual cost of the water line project **over budget by close to \$200,000**.

Barbara Castillo informed the council that because she just received the information regarding the increased costs to the projects, the City will be unable to pay the increased amount until December when she has a chance to determine how it will be paid.

Booth said the contract has a provision for a one year correction period. If, within one year after the date of completion, any work is found to be defective, the contractor shall correct the situation with no cost to the City. CH2M staff will inspect the trench patching near the end of the one year correction period and contact the contractor to correct any defective work.

SIDEWALKS

Forrest Reid told the council that the City of Millersburg does not have a written policy on whose responsibility it is to repair sidewalks in front of residences. An incident occurred a few weeks ago when a lady tripped and fell over a raised sidewalk panel on Terri Lane. She ended up with bruises and a broken wrist. Her daughter asked whose responsibility it was to fix the sidewalk. She wasn't looking for anything from the City other than wanting the sidewalk to be repaired. Barbara Castillo had city staff paint the raised portion of the sidewalk a bright yellow to alert other people walking about the tripping hazard.

Reid said he checked with other cities. Albany has a policy that their city engineer will check the sidewalks annually, and if not in good repair, a letter will be sent to the land owner telling them to repair the sidewalk within 60 days. If it isn't done, the city will make the repair and then place a lien on the property.

Darrin Lane said he thought it was appropriate for the adjacent property owner to be responsible. The council discussed the definition of what a "good repair" was. The council thought this should be done on a complaint basis versus inspections by the city engineer. The council directed Forrest Reid to draft a policy on this issue.

BASKETBALL HOOPS

After much discussion on basketball hoops, the city council directed Forrest Reid to write up a policy to not allow permanent basketball hoops in the beauty strips, nor painting on the streets. After this policy is in place, a letter will be sent to the three property owners that have the permanent hoops informing them of the policy and requiring them to remove the hoops. City staff will keep reminding the citizens to keep the portable basketball hoops off of the streets.

LUBA APPEAL

Regarding the Conser's appeal to LUBA on the City Council's denial of their application for a PD Subdivision, LUBA denied the Record Objections and set the briefing schedule. The Conser brief is due November 12th. Our response brief is due December 2nd. Oral argument has not been set, but will most likely be the middle of January 2016.

SERIAL PARTITIONING

Don Driscoll informed the City Council that the Millersburg Planning Commission has recommended that the Millersburg City Council incorporate language into the Millersburg Land Use Development Code adding a requirement for a covenant for any future partitions. When multiple partitioning is used to circumvent the city code standards for a subdivision, it is essentially a violation of city ordinances. Putting the correct wording as a covenant to go on the deed to the property should keep this from occurring. The property owners would know about the covenant when they purchase the property because it would be in the deed.

The council discussed who would have to pay the cost for future road improvements for a road that would serve the properties. Would the person dividing the property have the burden of paying for the road improvements? Janelle Booth said there could still be a challenge of getting utilities to the properties, and she also brought up the subject of storm water.

Don Driscoll will draw up language for the Millersburg Land Use Development Code adding a covenant for any future partitions.

SOUTH SANTIAM ENTERPRISE ZONE RESOLUTION

Darrin Lane moved, seconded by Lisa Metz-Dittmer to approve Resolution No. 2015-6 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 SNO TEMP STORAGE. The motion passed unanimously.

SET WORK SESSION

The Millersburg City Council and the Transportation System Plan Project Management Team will hold a work session on December 8, 2015 at 6:30 p.m. prior to the regular city council meeting.

COMMENTS FROM THE PUBLIC

- Forrest Reid said the Linn County Elections Department will have the Certification of the results of the Special Election to the city no later than November 24th.
- Nancy Lucht asked the Millersburg City Council if they were done with the MUD issue. Is it dropped from the City Council's agenda? Scott Cowan said the citizens made it pretty clear when they voted. Mayor Wood said as far as he is concerned it is done.

BILLS OF THE CITY

Jim Lepin moved, seconded by Lisa Metz-Dittmer to pay the bills of the city. The motion passed.

GOOD AND THE WELFARE

- Scott Cowan said he is going to pursue getting a grant from Connect Oregon to help pay for a walking path in Millersburg.
- Sandy Decker said more than 1,800 people attended the Haunted House put on by the Morningstar Grange. 3,700 pounds of food were collected and 3,100 pounds went to the

Jefferson Fire Department for the food baskets. 520 pounds went to the Gleaners. They doubled the money they made from last year.

The meeting adjourned at 9:26 p.m.

Respectfully submitted,

Barbara Castillo
City Administrator/Recorder