

**MINUTES OF MILLERSBURG CITY COUNCIL  
MEETING OF DECEMBER 26, 2017**

- The meeting was called to Order by Mayor Lepin at 4:00 PM at the Millersburg City Hall.
- The Pledge of Allegiance was conducted.
- Council members present were: Mayor Jim Lepin, Dave Harms, Scott Cowan, and Don Miller. Staff present were Interim City Manager Kevin Kreitman and City Manager Forrest Reid. Student representative Brad Johnston was not present.
- **Old Business:** None.
- **New Business:**
  - **1)** Discussion of Conser Land Donation. Mayor Lepin explained details of the land donation; and certain benefits to the City such as trails and open areas that will not be built upon if the City accepts the land donation. He reported that City Hall has not received any concerns or negative comments from citizens. Scott Cowan asked about potential exposure to financial costs and liability to the City. Mayor Lepin stated the City will incur maintenance costs but much of the area is wet lands. The City will also explore options regarding safety and security on the donated land. The Mayor mentioned that this area is in the TSP for the building and maintenance of trails. Kevin Kreitman mentioned another benefit is the City would be able to maintain and preserve the large area of trees on the donated land. Scott Cowan moved, seconded by Dave Harms, to accept the Conser land donation. Motion passed unanimously. Mayor Lepin and Kevin Kreitman then signed the plats of Parcel 1 and Parcel 2.
  - **2)** Kevin Kreitman stated that he and the Mayor have identified a number of deficiencies in the City planning area. Kevin Kreitman then spoke of the necessity to contract with a business that can provide planning services to the City. The City urgently needs to update planning documents and procedures. The Mayor stated that he estimates at least 50% of problems currently existing within the City are land use and planning issues. The Mayor recommended strongly to hire John N. Morgan to perform these services. The Mayor stated that he and Kevin Kreitman interviewed John N. Morgan. Don Miller spoke of the advantage of having John N. Morgan at a desk in the City Hall. Dave Harms suggested this contract with John N. Morgan be an at-will contract. Kevin Kreitman stated John N. Morgan has provided these services in many towns and cities throughout Oregon. The Mayor stated a goal will be to better track permit and other related fees to pay the costs of City engineering and planning services. Kevin Kreitman requested authorization for he and the City Attorney to draft an acceptable professional services agreement with John N. Morgan of MorganCPS Group, Inc. to provide appropriate and necessary planning services to the City. Dave Harms moved to authorize Kevin Kreitman and the City

Attorney to draft and accept a professional services agreement with John N. Morgan. Don Miller seconded. Motion passed unanimously.

- **3)** Dave Francis of the Parks Committee provided written and oral comments regarding the progress being made with vision of the City's parks. Dave Francis spoke about the Committee's desire to conduct a survey of the City residents. Mayor Lepin and the other councilors all stated they are excited to see this progress and look forward to further reports. Mayor Lepin stated the City can help with the survey of the residents and postage. An audience member voiced his optimism for the survey. Kevin Kreitman said it may be possible to place the survey on the City's website. Dave Francis said he will research the service "Research Monkey." Mayor Lepin wants to get the survey process moving in the near future so the City can begin work on a City Parks Plan. The Mayor mentioned that the City wants to match the need for Parks with available land in the City. Scott Cowan mentioned the possibility to survey about a dog park and pocket parks. Mayor Lepin commented about the need to update the City's Comprehensive Plan. There was a comment about the possibility to eliminate the option for a developer to pay money rather than to develop parks in their development. There was discussion to see if the survey could also question whether the neighborhoods want to participate in "National Night Out."
- **4)** Mayor Lepin spoke of the necessity for Millersburg to hire a qualified City Manager. The Manager needs to work with: maintenance issues, planning issues, updating the City's governing documents, City finances, and many other areas. The Mayor said he has received 16 resumes from applicants for the City Manager's position. He estimated that 4 of the applicants would warrant an interview, and probably 2 of the candidates are highly qualified. Mayor Lepin then spoke of his positive observations of Kevin Kreitman for the past two months while Kevin Kreitman is working as interim City Manager. Mayor Lepin stated that he is very impressed with how Kevin Kreitman has understood many of the City's urgent issues, and has worked towards resolving many of them. Mayor Lepin stated that Kevin Kreitman would be a very good City Manager for Millersburg even though Kevin Kreitman can only be employed on a 20 hour per week contract. City Attorney Forrest Reid stated a contract can be drafted which will not violate any PERS issues for Kevin Kreitman and is completely transparent. The Mayor stated that hiring Kevin Kreitman for 20 hours/week, in addition to hiring an assistant City Manager who would also serve in an additional role would be very beneficial to the City. Mayor Lepin then provided an overview of salary and contract scope for Kevin Kreitman and Sharon Chapman.
- **Council Comments:**
- Scott Cowan stated he would like a monthly report to the Council of updates on various City projects. Don Miller commented that he has heard many positive comments regarding the City from City residents.

- It was decided by the Council that at 6:30 PM on January 2, 2018, at the City Hall, there will be a time for City residents to participate in a question and answer time with Kevin Kreitman, and to hear his vision and plans for the City of Millersburg. The public is encouraged to attend and get involved.
- **Adjourned:** 6:08 PM

Respectfully submitted,

Forrest Reid  
Millersburg City Attorney