



**CITY OF MILLERSBURG
CITY COUNCIL MEETING MINUTES**

August 11, 2020 @ 6: p.m.

A. CALL TO ORDER Mayor Lepin called the meeting to order at 6:32 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Scott McPhee, John Sullivan

Councilors Absent: Councilor Dave Harms joined at 6:36 p.m.

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder

Presenters: Linn County Sheriff's Office – Lieutenant Brandon Fountain

C. CHANGES AND ADDITIONS TO THE AGENDA

D. CONSENT AGENDA

- 1) Approval of July 14, 2020 City Council Meeting Minutes
- 2) Acceptance of Report on City Accounts Payable
- 3) Extending Workers' Compensation Coverage to Volunteers – Resolution 2020-16
- 4) Millersburg Commissions/Committees Member and Staff Manual, Revised August, 2020

Action: **Motion to Accept Consent Agenda made by Councilor John Sullivan; seconded by Councilor Scott Cowan.** **Resolution 2020-16**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Absent
Councilor Scott McPhee:	Aye
Councilor John Sullivan:	Aye

Motion PASSED: 4/0

E. PRESENTATIONS

- 1) Linn County Sheriff's Office Report

Lieutenant Brandon Fountain provided the monthly report for July 2020. Mayor Lepin asked if there were any concerns regarding the increased number of calls at Love's Travel Stop. Lt. Fountain noted there has been an increase.

F. PUBLIC COMMENT

The public has the opportunity to address the Council during "Public Comment." While in the virtual meeting via computer, virtually signal by raising hand. You will be unmuted and called upon to speak. Following comments by those who have joined via computer, all lines will be unmuted and those wishing to speak will be asked to identify themselves by name and city of residence. Each speaker will be acknowledged and given the opportunity to speak. Or if the public prefers, they may send written comments by email to cityclerk@cityofmillersburg.org. Please limit comments to one page and include your name and address. Emails must be received before 5:00 p.m. on the day of the meeting to be included and read into the record for comments by the Council.

- 1) Kevin and Laurie Hackstedt, Alexander Lane, extended their thanks to the City for the satisfactory resolution of the issue they had behind their house.

G. PUBLIC HEARING

Persons wanting to address the Council during public hearings have two options.

- 1- To testify virtually during the public hearing via computer, virtually signal by raising hand. You will be unmuted and called upon to speak. Following comments by those who have joined via computer, all lines will be unmuted and those wishing to speak will be asked to identify themselves by name and address. Each speaker will be acknowledged and given the opportunity to speak. Testimony should only include new information not already previously submitted.
- 2- Email your comments to cityclerk@cityofmillersburg.org. Please include your name, address, and subject of the public hearing. Comments must be received before 5:00 p.m. on August 11, 2020 to be included in the record.

Mayor Lepin opened the public hearing opened at 7:00 p.m.

1) Sale of City Property

Mayor Lepin briefly spoke about the purpose of the hearing for the sale of City property adjacent to Conser Road and the scrapyard. City Recorder Wollenburg noted that there were no submitted written comments. City Attorney Reid provided disclosures regarding the property and the calculations as to how the sales price was determined. Additionally, he went over the next steps if the Council approves the resolution proposed later on in the meeting.

Mayor Lepin closed the public hearing at 7:05 p.m. after confirming no public in attendance to comment.

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Scott McPhee asked about the vision triangle at Clearwater going onto Old Salem Road with fence and vegetation. Also on 54th and Steelhead are vision concerns especially with trucks having to nose out pretty far. He also noted some issues with vision due to the trees at City Hall looking from Conser onto Old Salem Road. Assistant City Manager/City Engineer Booth noted that the issue at Conser/Old Salem Road has been addressed by pruning the tree. For the other intersections, the plan is to review those issues. She also mentioned that the speed limit on Old Salem Road has been brought up, and we are now at the point of being able to request another speed study. Councilor McPhee questioned if there is the ability to separate Love's from the study and do a special study in that area. City Manager Kreitman noted they've had discussions with Linn County to require Love's to put up stop signs. Councilor Harms confirmed that he sees the issues at Love's daily with the trucks doing rolling stops or not even stopping. City Attorney Reid recommended requesting Linn County Sheriff's Office (LCSO) to do a focused patrol on that area and issue citations. Council asked staff to talk to LCSO.

I. CITY MANAGER'S REPORT

1) Project Updates

City Manager Kreitman briefly went over two projects for new companies considering coming into the City.

Eric Talbot from Soderstrom Associates, reviewed the proposed exterior and interior concepts for the new Millersburg Fire Station. Assistant City Manager/City Engineer Booth then briefly reviewed the proposed location and orientation of the fire station and nearness to Old Salem Road related to concerns about noise. Councilor McPhee asked about the brick facing and costs. Mr. Talbot noted brick is a quality material with great durability, but it is not inexpensive; however, its placement on the concepts is designed to keep the costs low. There was more discussion regarding the potential modernization of the proposed design with more of an industrial feel like the City Hall. The Council would like there to be other considerations other than the brick facing. Discussion following regarding other options for the appearance of the fire station. There was also some brief discussion regarding the naming of the station as Millersburg Station 1 versus Millersburg Station 15.

City Manager Kreitman discussed with the Council the proposed Farmer's Market request. After discussion, Councilor Cowan will be the liaison to the Farmer's Market Board with Mayor Lepin as a backup.

Assistant City Manager/City Engineer Booth reviewed the rest of the projects noted in the Projects Update staff report and task list. Regarding the thermoplastic project, Ron Post, Riverstone Loop, noted that on Millersburg Drive one of the bicyclists images is backward and that near the speed sign, the arrow is pointing in the wrong direction. Assistant City Manager/City Engineer Booth will verify and have contractor correct any issues.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

1) Sale of City Property – Resolution 2020-17

City Attorney Reid reviewed the background and details of the proposed sale to Gordon and Shirley Moore of land adjacent to their scrapyard.

Action: **Motion to Approve Resolution 2020-17 Authorizing the Sale of Approximately 0.15 Acres of the City of Millersburg, Oregon, to Gordon and Shirley Moore made by Councilor Scott McPhee; seconded by Councilor Dave Harms.** **Resolution 2020-17**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Scott McPhee:	Aye
Councilor John Sullivan:	Aye

Motion PASSED: 5/0

2) Professional Services Agreement – ECONorthwest

City Manager Kreitman reviewed the council action report with the Council.

Action: **Motion to Authorize the City Manager to Enter into a Professional Services Agreement with ECONorthwest for the Completion of a Housing Needs**

Analysis and Buildable Lands Inventory for the City of Millersburg made by Councilor John Sullivan; seconded by Councilor Scott McPhee.

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye
Councilor John Sullivan: Aye

Motion PASSED: 5/0

3) Donation of Land Parcels – Millersburg Land & Development

City Manager Kreitman reviewed the background of this request.

Action: **Motion Directing Staff to Work with City Attorney and Millersburg Land & Development to Draft the Required Documents for the Donation of Land to the City of Millersburg made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye
Councilor John Sullivan: Aye

Motion PASSED: 5/0

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL COMMENT

- 1) Councilor Cowan spoke about issues with ivy growing up around trees around Morningstar and whether the ivy had been addressed. Assistant City Manager/City Engineer Booth confirmed that an arborist came out and addressed the ivy in that area and that as a result of the treatment, the ivy will soon start to die off.
- 2) Mayor Lepin reminded everyone that there is only one week to go to submit candidacy for the City Council for the election in November.

O. ADJOURNMENT

Meeting adjourned at 8:21 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Kevin Kreitman
City Manager

Note: Council may adjourn to executive session in accordance with ORS 192.660.

Upcoming Meetings & Events:

August 25, 2020 @ 4:00 p.m. – City Council Work Session (tentative)

August 27, 2020 @ 6:00 p.m. – Planning Commission Public Hearing

September 2, 2020 @ 6:00 p.m. – Planning Commission Public Hearing (Development Code)

September 8, 2020 @ 6:30 p.m. – City Council Regular Meeting

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.