



CITY COUNCIL MEETING MINUTES

via Virtual Meeting

February 8, 2022 @ 6:30 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:30 p.m.

B. ROLL CALL

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

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

Presenters: Lieutenant Beth Miller, Linn County Sheriff's Office

C. CHANGES AND ADDITIONS TO THE AGENDA

D. CONSENT AGENDA

- 1) Approval of January 11, 2022, City Council Meeting Minutes
- 2) Approval of January 13, 2022, City Council Work Session Minutes
- 3) Approval of January 25, 2022, City Council Work Session Minutes
- 4) Acceptance of City Accounts Payable Report
- 5) Economic Opportunity Analysis Funds
- 6) Enterprise Zone – Knife River – Resolution 2022-01

Action: **Motion to Approve Consent Agenda as Presented made by Councilor Scott McPhee; seconded by Councilor Dave Harms.**

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

Motion PASSED: 5/0

E. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Monthly Report
Lieutenant Beth Miller reviewed the December 2021 monthly report.

F. PUBLIC COMMENT

None

G. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Executive Staff Annual Wage Consideration (Mayor Lepin)
Mayor Lepin spoke about the performance of the City Manager and Assistant City Manager/City Engineer. He offered that the CPI is currently 7% and recommends that 7% is a good starting point. Councilor McPhee supports the 7% and Councilor Cowan suggests that 7% is a bit high based on the continuing current climate and

suggests 5% is more reasonable based on his research. Mayor Lepin shared how he got to the 7%. He said that assuming non-contract staff are provided 5% COLA as a maximum staff then get step increases, they can end up with 8% in some cases and executive staff should be kept in line with that. He reminded the Council of how much is being accomplished by the City Manager and Assistant City Manager/City Engineer. Councilor McPhee said he's comfortable with basing the increase on 5% CPI and 2% for performance.

Action: **Councilor Scott Cowan Motioned to Increase Executive Staff Wages by 7%; seconded by Councilor John Sullivan**

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Aye

Councilor Sullivan: Aye

Motion Passed 5/0

- 2) Councilor Scott McPhee shared that he is resigning as a Councilor the end of February due to moving out of the City of Millersburg. He said he enjoyed working with the Council and staff and it's a great team.
- 3) In addition, Mayor Lepin shared that he also will be resigning as Councilor/Mayor this summer because he will be moving out of the city, with a plan to leave in August. He said that Millersburg is at a great place because of the organization with a good Council and staff.

There was further discussion regarding the plan to fill both councilor positions. City Manager Kreitman shared a draft process based on the process the council utilized previously, that could be utilized to fill Councilor McPhee's vacancy with the intent to fill the position sometime mid-March, in time for budget season to begin. The Council concurred with moving forward with the draft proposed process previously used, and will meet to further review the process and questions during the work session on February 22nd

H. CITY MANAGER'S REPORT

1) Fire Station Project Report

Assistant City Manager/City Engineer Booth reviewed a long list of tasks accomplished within the last two weeks. In addition, she reviewed the project budget and any current change orders. City Manager Kreitman shared with Council that NW Natural has a high pressure line that runs on the west side of Old Salem across City frontage to City Hall. The natural gas service line they would pull service for the fire station off is in that area; however NW Natural has concerns with accessing the service line due to the high pressure gas line and the city's water main also in that area. In working with the City, NW Natural agreed to put in a line from their service line along Conser Road that will serve not only the new fire station but will serve the City's property for any potential future development in that area.

2) Fire Station Plaque and Conference Room Naming

City Manager Kreitman recommended the Council consider a plaque at the new Fire Station similar to the one at City Hall. He then shared a proposed plaque. He

also noted that he was asked about having the conference room named. Mayor Lepin said he'd like to recognize two people who have been most instrumental in making the fire station project happen: Councilor Scott Cowan and City Manager Kevin Kreitman. Mayor Lepin shared some history regarding how the fire station came to be. He would like to somehow recognize them in either the name of the fire station or in some way on the plaque. Councilor Sullivan recommended naming the conference room instead of the station.

Councilor Cowan shared that he appreciated the comments and recognition and is honored. He noted that this was a team effort with the right Council, the right community feel and acceptance, and a lot of people participating. City Manager Kreitman provided some more history and background. He also shared that he doesn't need any special recognition.

Mayor Lepin asked if the Council was okay with him and Assistant City Manager/City Engineer Booth coming up with some proposals for recognition. The Council agreed.

3) Project Updates

Assistant City Manager/City Engineer Booth provided an update regarding various maintenance and construction activities in progress throughout the City. She updated the Council regarding the Old Salem Guard Rail project that has funds now available in 2022 and is working with ODOT for project delivery.

City Manager Kreitman shared that the YMCA is still interested in the City's current temporary fire station site and that they are still interested as well in using the existing building for infant care while designing and constructing a planned 40,000 sf facility. More information will be provided to Council at a later date.

City Manager Kreitman shared that he will be on vacation starting on the 10th through the 20th.

I. CITY ATTORNEY'S REPORT

None

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

1) Woods Road and Multi-Use Path Sections

Assistant City Manager/City Engineer Booth spoke to the background of a proposed Multi-Use Path project for Woods Road, which included balancing property impacts, costs, and schedule. The review included steps for a potential path forward, with discussion of potential project concepts.

Will Canate, Riverstone Loop, asked about plans to have sidewalks and more lighting along Woods Road. City Manager Kreitman and Assistant City Manager/City Engineer Booth said that while it has been discussed another consideration needed is how much light should be out there. Community

Development Director Straite confirmed that lighting would be required should a subdivision be built.

Assistant City Manager/City Engineer Booth further reviewed the proposed multi-use path with bike lanes and swales on both sides for stormwater management.

Austin Miller, representing property on Woods Road, wished to express his support for the project and offered some suggestions for improvement, including separated bike lanes.

Cody Clack, Riverstone Loop, expressed his support for the project. He asked about the phased approach and if the sidewalks on the north side of Woods that would connect to Sedona would be the first phase. Assistant City Manager/City Engineer Booth confirmed that yes it is.

L. CLOSING PUBLIC COMMENT

- 1) Ron Post, Riverstone Loop, thanked Councilor McPhee for the service over the years and for all of the help he provided.

M. CLOSING COUNCIL COMMENT

- 1) Councilor Cowan also thanked Councilor McPhee for his perspective and insights over the past years.
- 2) Mayor Lepin thanked Councilor McPhee for how he challenged during discussions and that he appreciated his viewpoints.
- 3) Councilor McPhee shared how he ended up on the Council and told the Councilors how much he'd appreciated working with them over the past. He appreciated that members didn't always agree but ultimately were able to compromise and move forward.

N. ADJOURNMENT Mayor Lepin adjourned the regular meeting at 8:25 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager