



CITY COUNCIL MEETING MINUTES

May 10, 2022 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:00 p.m.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Mark Raum, and John Sullivan
Councilors Absent:
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Matt Straite, Community Development Director
Presenters: Linn County Sheriff's Office
- D. RECOGNITION OF COUNCILOR SCOTT MCPHEE
Mayor Lepin shared the accomplishments of Scott McPhee during his term on the City Council.
- E. CHANGES AND ADDITIONS TO THE AGENDA
- F. CONSENT AGENDA
1) Approval of April 5, 2022, City Council Special Meeting Minutes
2) Approval of April 12, 2022, City Council Meeting Minutes
The City Accounts Payable report was not included in the meeting packet and will be reviewed and approved at the June meeting.
Action: **Motion to approve Consent Agenda as Presented made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**
Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mark Raum: Aye
Councilor John Sullivan: Aye
Motion PASSED: 5/0
- G. GUEST PRESENTATIONS
1) Linn County Sheriff's Office Monthly Report
Sergeant Steve Frambes, LCSO, presented the April 2022 report. He shared a specific incident where the activity spanned cities within Linn County. He also spoke about some recent changes in regulations and how those impact the work LCSO does.

Councilor Cowan asked about the specific lighting bill (SB1510 that goes into effect January 1, 2023) mentioned and noted that he read in our monthly report about a stop on an expired license plate and if it was okay to initiate

a traffic stop for this. Sergeant Frambes noted yes but the new rule means they won't be able to stop someone who only has one headlight or taillight. He shared that hinders their ability to address other issues such as DUI, drugs, or other activities that often arise out of stopping someone with a headlight or taillight out.

H. PUBLIC COMMENT

None present or online.

I. COUNCIL MEMBER AND STAFF COMMENTS

1) Mayor – Discussion of Current Roles in Outside Agencies

Mayor Lepin reviewed his outside agency involvement and potential assignments given the upcoming change in Council membership. He reviewed specifically his involvement with the Oregon Cascades West Council of Governments and what membership means for Millersburg. He asked for input from Council regarding continued involvement with the Council of Governments. There was discussion regarding City staff attending. Mayor Lepin clarified staff does, but that the roles he participates in are positions filled by elected officials. Councilor Cowan suggested that if the role was very important that should be the mayor who attends with another member as back-up. Councilor Cowan suggested a work session to discuss the various committees and decide how to split assignments. Mayor Lepin asked for someone to go with him to the July OCWCOG meeting to introduce them as that is the mayor's last meeting.

- 2) Mayor Lepin reminded the Council about an email he sent regarding participation at the Millersburg Celebration event and confirmed attendance.

J. CITY MANAGER'S REPORT

1) Fire Station Project Report

Assistant City Manager/City Engineer Booth reviewed a number of items accomplished within the last month, noting that in June, will be at substantial completion and finished by July 2022. She also reviewed the schedule of upcoming work and provided a financial update.

She also spoke briefly about the ribbon cutting ceremony scheduled for July 30, 2022 and shared that a flyer would be going out with utility bills regarding various items from Albany Fire.

2) Project Updates

Assistant City Manager/City Engineer Booth provided an update regarding various projects in progress within the City, including information about development construction projects.

Community Development Director Straite briefed the Council on the small Development Code update in progress and shared information about the various changes.

Community Development Director Straite also provided an update regarding the update to the Housing Chapter in the Comprehensive Plan. He shared upcoming outreach events, including an Open House at City Hall on May 18. He reminded the Council this work is being funded by a grant.

3) Caselle Update – YTD Budget Review

City Manager Kreitman reviewed the Caselle Connect Online dashboard for City finances and provided information on some of the line items.

K. CITY ATTORNEY'S REPORT

None

L. UNFINISHED BUSINESS

None

M. NEW BUSINESS

1) Enterprise Zone Application ITS ConGlobal

City Manager Kreitman reviewed the staff report regarding the requested Enterprise Zone action sharing this was regarding the operation of the Intermodal Center which should be up and operating in August 2022.

Action: **Motion to approve Resolution 2022-05 Enterprise Zone Application ITS ConGlobal made by Councilor John Sullivan; seconded by Councilor Scott Cowan.**

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

Motion PASSED: 5/0

2) Appointment of Wil Canate to Planning Commission

City Manager Kreitman provided an overview of the application for candidate, Wil Canate, for the Planning Commission.

Action: **Motion to appoint Wil Canate to the Planning Commission to fill the remainder of the position vacated by Councilor Mark Raum made by Councilor John Sullivan; seconded by Councilor Scott Cowan.**

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

Motion PASSED: 5/0

N. CLOSING PUBLIC COMMENT

- 1) Laurie Hackstedt asked about the maintenance of the stormwater swales in Sarah's Meadows. Assistant City Manager/City Engineer Booth shared that it was the Homeowner's Association's responsibility to maintain.

O. CLOSING COUNCIL COMMENT

- 1) Councilor Cowan asked about the homeowner's association and how it works for formation. Assistant City Manager/City Engineer Booth noted there was a process written out in the bylaws. City Manager Kreitman provided some details on how HOAs work versus enforcement under Covenants, Conditions and Restrictions (CC&Rs). Assistant City Manager/City Engineer Booth shared that the limit of the City's requirements are maintenance of common areas and detention ponds. Anything in addition is being dictated by the HOA.


Assistant City Manager/City Engineer Booth spoke about the issue with the strip of land under the power lines in the Becker Ridge subdivision and the problem with not having an HOA that ensures that is maintained as the City does not have jurisdiction over it as it's private property.

There was additional lengthy discussion regarding HOAs.

- 2) Councilor Cowan asked about Old Salem Road mentioning that it has a lot of weeds growing and asked staff to address with the County. He also noted that the north and south City signs could be washed. City Manager Kreitman noted that in the past the most the County has done is spray the right-of-way which has not occurred yet, likely due to weather conditions.

P. ADJOURNMENT Mayor Lepin adjourned the regular meeting at 7:30 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager