



CITY COUNCIL MEETING & PUBLIC HEARING MINUTES

June 14, 2022 @ 6:30 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:28 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: None

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. CHANGES AND ADDITIONS TO THE AGENDA

E. CONSENT AGENDA

- 1) Approval of May 10, 2022, City Council Special Meeting Minutes
- 2) Acceptance of City Accounts Payable Report
- 3) Contract for Professional Services Amendment 15 – Jacobs (CH2M Hill)

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

F. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Monthly Report

Sergeant Steve Frambes, LCSO, presented the May 2022 report. He asked for residents to keep aware of their surroundings noting that the ring cameras can really be helpful in investigating crimes. He spoke about an increase some animal control calls in May and anticipates more in June as the weather improves.

Sergeant Frambes said that residents should continue to note and share concerns about people and vehicles that don't seem to fit their neighborhoods, or slow-moving vehicles.

G. PUBLIC COMMENT

None

Mayor Lepin opened the public hearing at 6:37 p.m.

H. PUBLIC HEARINGS

1) State Sharing Revenue Funds

a. Resolution 2022-05 – Certifying Eligibility to Receive State Sharing Revenue Funds

b. Resolution 2022-06 – Election to Receive State Sharing Revenue Funds

Action: **Motion to approve Resolutions 2022-05 and 2022-06 regarding the certification and election for State Shared Revenue Funds made by Councilor Scott Cowan; 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

Mayor Lepin closed the public hearing at 6:39 p.m.

Mayor Lepin opened the public hearing at 6:40 p.m.

2) FY 2022-23 Budget - Resolution 2022-07 – Adopting Budget & Making Appropriations

Action: **Motion to approve Resolution 2022-07 adopting the proposed budget for FY 2022-23 and making appropriations made by Councilor John Sullivan; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

Mayor Lepin closed the public hearing at 6:41 p.m.

I. COUNCIL MEMBER AND STAFF COMMENTS

None

J. CITY MANAGER'S REPORT

1) Fire Station Project Report

Assistant City Manager/City Engineer Booth did a brief review of the staff report regarding the current status. She also reviewed the schedule of upcoming work and provided a financial update.

2) Project Updates

Community Development Director Straite reported on the demolition of the old nursery structure that has begun.

Assistant City Manager/City Engineer Booth provided an update regarding various projects in progress within the City, including maintenance at the parks and right-of-ways within the City.

Councilor Cowan asked about the summer help scheduled to start. Assistant City Manager/City Engineer Booth shared that it was one person who would be working full time hours and he has started.

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) Cost of Living Adjustment

Mayor Lepin spoke about the proposed cost-of-living adjustment of 5% for FY 2022-23 based on adopted City policy. He also spoke about a 7% increase for the Community Development Director.

Action: **Motion to adopt a cost-of-living adjustment of 5% for fiscal year 2021-22 and 7% for the Community Development Director as of July 1, 2022 made by Councilor Dave Harms; seconded by Councilor John Sullivan.**

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) Adoption of 2022-2026 Capital Improvements Program (CIP)

Assistant City Manager/City Engineer Booth shared that the CIP was reviewed during Budget Committee meetings. No comments were received and no changes made.

Action: **Motion to adopt the 2022-2026 Capital Improvements Program made by Councilor Mark Raum; 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

- 3) Intent to Withdraw Territory (De-annex Property) – Resolution 2022-08
Community Development Director Straite provided information from the staff report regarding the withdrawing (de-annexation) of property in Millersburg explaining why it is important to remove the property. He then shared the process to accomplish the de-annexation.

Action: **Motion to approve Resolution 2022-08 made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

- 4) Master Fee Schedule Revision – Resolution 2022-09
Assistant City Manager/City Engineer Booth reviewed the staff report and noting some of the changes particularly in the water service fees.

Action: **Motion to approve Resolution 2022-09 Master Fee Schedule revision made by Councilor Mark Raum; seconded by Councilor John Sullivan.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

- 5) Contract for Professional Services Amendment 5 – David Evans & Associates
Assistant City Manager/City Engineer Booth reviewed the amendment explaining the reasons for the increase.

Action: **Motion to made by Councilor Dave Harms; seconded by Councilor Mark Raum.**

Mayor Jim Lepin: Aye

Councilor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Scott McPhee: Aye

Councilor John Sullivan: Aye

Motion PASSED: 5/0

Mayor Lepin asked staff to provide an update regarding the tasks originally provided for the MS4 permit. Assistant City Manager/City Engineer Booth will provide the update at the next Council meeting or work session.

N. CLOSING PUBLIC COMMENT

- 1) None

O. CLOSING COUNCIL COMMENT

- 1) Councilor Cowan asked about the City's rental house. City Manager Kreitman noted that the expense was in FY 2022-23 budget and were in the process of getting quotes for the house demolition.

P. ADJOURNMENT Mayor Lepin adjourned the regular meeting at 7:22 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

