



## CITY COUNCIL MEETING MINUTES

via Virtual Meeting  
January 11, 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

Councilors Absent: John Sullivan

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

Presenters: Lieutenant Beth Miller, Linn County Sheriff's Office  
Fire Chief Shane Wooten, Albany Fire Department

C. CHANGES AND ADDITIONS TO THE AGENDA

D. CONSENT AGENDA

1) Approval of December 14, 2021, City Council Meeting Minutes

2) Acceptance of City Accounts Payable Report

Action: **Motion to Approve Consent Agenda as Presented 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: Absent**

Motion PASSED: 4/0

E. GUEST PRESENTATIONS

1) Linn County Sheriff's Office Monthly Report

Lieutenant Beth Miller reviewed the December 2021 monthly report.

2) Albany Fire Department

Before reviewing the report, Fire Chief Shane Wooten introduced Deputy Chief Chris LaBelle and Deputy Chief Kyle Romey and shared that they may attend the meetings and share the report at some future date as needed. Next Chief Wooten provided the fourth quarter 2021 Albany Fire Department report for Millersburg and noted that the department has been extremely busy lately with an increase in calls. He specifically noted that there were no fire alarm activations in the month of December but seven in the last quarters. Several were clustered which pointed to issues with a fire alarm system and Albany was able to assist with the resolution.

F. PUBLIC COMMENT

None

G. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin reported on his attendance at the recent Events Planning Committee meeting and provided information regarding their preparations for the September 10, 2022 Millersburg Celebration. He noted there is a need for city support for recruitment of at least four more additional committee members interested in assisting with management of specific areas of the event, for example, the annual run. He asked if the Council would be willing to and plan for staffing the information booth during the event. Councilor Cowan also spoke to the need for additional volunteers.
- 2) Mayor Lepin spoke about stormwater management and the positive efforts to manage the two recent storm events. He also thanked staff for their efforts in handling the recent snowstorm event.

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.
- 2) Project Updates  
Assistant City Manager/City Engineer Booth provided an update regarding various maintenance and construction activities in progress throughout the City. City Manager Kreitman provided an update regarding the status of the Housing Needs Analysis/Buildable Lands Inventory with the plan to bring the information to the Council in a January work session.

I. CITY ATTORNEY'S REPORT

- 1) City Attorney Forrest Reid reviewed the Oregon Open Meetings Law with City Council and after the review, asked each Councilor to sign Exhibit B of Resolution 2018-26 stating the law had been reviewed with them by the City Attorney and to provide the signed forms back to the City Recorder.

There was a lot of discussion regarding the Events Planning Committee, the committee make-up and how the law should be applied to the Committee with some Council members concerned that enforcement might be challenging based on the job of the committee. City Manager Kreitman wondered if there may be a benefit to explore a 501(c)3 or similar option that would allow the committee to govern itself, with the City providing funding.

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

- 1) Health Insurance Plan Rates – Information Only  
City Manager Kreitman provided Council with information regarding the upcoming medical insurance benefits renewal, noting the insurance rates decreased 5 percent and the budget estimated a 2.5 percent increase.

- 2) Water and Sewer Rate Increases – Previously Adopted – Information Only  
Assistant City Manager/City Engineer Booth reminded Council of the upcoming scheduled rate increases that will take affect with the March 2021 utility billing.
  
- 3) Housing Needs Analysis and Buildable Lands Inventory – Information Only  
Community Development Director Straite provided some background to why the studies were commissioned especially related to whether or not the urban growth boundary would need to be increased. He noted the structure of the study is largely governed by the State, which has very specific requirements of what must be in one.

L. CLOSING PUBLIC COMMENT

None

M. CLOSING COUNCIL COMMENT

None

N. ADJOURNMENT Mayor Lepin adjourned the regular meeting at 8:07 p.m.

Respectfully submitted:



Kimberly Wollenburg  
City Recorder

Reviewed by:



Kevin Kreitman  
City Manager

