



Approved: February 14, 2023

CITY COUNCIL WORK SESSION MEETING MINUTES

January 24, 2023 @ 4:00 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Cowan at 4:03 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Councilors Present: Mayor Scott Cowan, Councilors Dave Harms (virtually 4:29 p.m.), Mike Hickam (4:06 p.m.), Mark Raum, and John Sullivan

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

D. NEW BUSINESS

1. Events Committee

4:04 p.m.

Cowan gave a brief background. Originally, he started as the backup representative for previous Mayor Jim Lepin. It consisted of a small group of community members. The committee members organized and put on the parade, Christmas light contest, assisted with set-up of Christmas lights at City Hall and the Celebration, car show, fun run and events at the park, etc.

Councilor Mike Hickam arrived at 4:06 p.m.

Cowan said the core group of committee members grew smaller but did more work with less volunteers. He commented that Councilor Mark Raum attended some of the meetings. The committee members communicated that it was demanding, and the committee ended up with burn-out. The current chair is resigning, and all the other members want to take a break.

Cowan asked the Council for direction on what does the city want for events. He hopes that when the committee grows again, the city could potentially have the bigger events return.

City Manager Kevin Kreitman said the committee started in 2018.

Councilor Mark Raum commented that he had attended the October 18, 2022, post Celebration meeting and heard lots of frustrations from committee members including regarding staff involvement. Cowan stated that many wanted to take a leave of absence for a period. Raum asked if there was a clear vision.

Kreitman said there is a resolution and general overview. Assistant City Manager Janelle Booth showed the resolution 2019-15 on the monitors. *

Hickam suggested to do a mailing for recruitment, informing what the committee does and what the Council wants. Cowan and Raum agreed.

Cowan acknowledged that the Council wanted the committee to continue. Discussion followed regarding the committee.

Raum asked if staff received any questions regarding the parade not happening. Community Development Director replied that there were a few, staff reiterated to everyone the need for volunteers on the committee. Cowan added that it was addressed on social media the need for volunteers too. Kreitman added that the committee chair and staff have attempted to send the message about ways to be involved.

Kreitman shared that originally Council didn't want staff involved, because of the added workload. He added that with all the contracts and other things, it ended up being a lot of staff time. The City still has to meet budget law requirements. He requested that if the Celebration continues that it be different timeframe.

Cowan agreed that staff time is important.

Kreitman said that in the past the City has spent approximately \$35,000 a year. He suggested that there were things that can be done to keep it easier on the committee. Councilor John Sullivan recommended making the celebration a shorter duration.

Kreitman said the original goal was to recognize industry. The city could ask industries to support, such as the light display.

Cowan said that once a group of committee members is established, let them brainstorm and bring their ideas to Council.

Kreitman mentioned that during COVID the event was the car show only, it was from 9 a.m. to 4 p.m. and the City received lots of positive feedback.

Hickam encouraged getting information out about what events the City does have. He suggested looking at Independence, Oregon, and how they get support for time and resources to do their fire works event each year.

Kreitman mentioned that in the previous Mayor Jim Lepin and Councilor Don Miller went door to door and solicited support from industries.

Councilor Dave Harms joined virtually at 4:29 p.m.

Kreitman encouraged the Council to answer what is the vision for the Events committee and who is the audience. Council discussed target audience and favored focusing on local community.

Cowan stated outreach is next step to rejuvenate the Committee. Raum suggested a simple postcard. Hickam added to put looking for members and listing some of the events. Raum said an open house where those that are interested, previous Chair, and other members could share their ideas with Council. Kreitman said it would be beneficial to know what the Council is looking for and what type of time commitment would be required. Community Development Director Matt Staite will create the postcard. The Councilor thought an open house would be more inviting.

The Council discussed reaching out to industries to sponsor. Kreitman said that before COVID the City received \$25,000 in sponsorships and the City contributed \$55,000; with potential growth could do more.

2. Supplemental Budget

4:49 p.m.

Booth explained that the City has had some necessary expenditures that were not foreseen at the time of the budget. Most of the expenditures are related to opportunities and economic development. The budget law requires that anything over 10% requires a public hearing. The earliest possible hearing schedule would be a published notice February 6, 2023, with a public hearing on February 14, 2023.

Booth went through each line item and highlighted the changes and the reason for the changes*. She said the auditors had requested the refund lines. She requested Council feedback before a public notice is published.

Kreitman added that RSIS reimbursement could take place over 10 years, and it is important that the City track it.

Hickam expressed his concern that the refund should not be an expense but a reduction of an expense. Kreitman explained that they may take it out in Fiscal Year 21 but not reimbursed until Fiscal Year 2022. It is sitting in a reserve account.

Raum asked if auditors did a manager's letter. Kreitman replied not yet.

Booth said that the change to Equipment replacement fund is for replacing the windows that are leaking in Council Chambers, a reduction of the reserve. Kreitman said the reserve has approximately \$110,000 and spending down \$10,000.

Booth mentioned that the funds received from the wastewater settlement were unrestricted. Staff is proposing taking some of those funds for the Economic Development Fund. Kreitman added that the sale of properties would go into that new fund. Booth said that it didn't show property sales because it is unknown if the properties would sell this year.

Booth shared that staff knows that \$30,000 fire station funds will be available and put in the Transition Parkway project. The idea is to pull the funds out of the General Fund and show where the funds are being spent.

Raum asked for the total for all the adjustments. Kreitman replied that the total adjustment would be around 1.4 million, with a majority coming from enterprise funds. Raum asked for clarity that the request for approval is driven by the 10% and recommendations from the auditors to create a couple of funds for better tracking. Kreitman affirmed. Booth added that creating new funds could have been done during the normal budget process, but since the City needed to do this supplemental budget process, it was an opportunity to create them now.

Booth explained that once development comes, they will pay SDCs that will help to reimburse the SDC reserves.

Hickam stated the refund should be a contra-revenue account. He encouraged the staff to talk to the auditors.

3. Executive Staff Compensation

5:28 p.m.

Cowan expressed a few areas for an increase and changes. He said Kreitman is currently .60 FTE and recommended moving it to .75 FTE, as was intended a year ago. The Councilors were in an agreement and the next step is presenting it at a Council public meeting.

Cowan mentioned that the vehicle costs is a stipend and used for other costs. Kreitman said it is more of a stipend cost for other incidentals. Cowan shared that he reviewed City of Albany's vehicle stipend 2019 was \$300. He would recommend \$400 to \$500.

Hickam asked for clarification of who was part of the Executive Staff; Matt Straite, Janelle Booth and Kevin Kreitman. He asked if it was less expensive to purchase a staff car. Councilor John Sullivan said it should be \$400, plus the fuel. Councilor Dave Harms was supportive of \$400. There was a discussion about leasing a fleet vehicle but the City is not at the size to make leasing vehicles practical. The Council supported raising the vehicle stipend to \$400 but expressed concern that \$400 may be too low.

Cowan mentioned that other staff are receiving a 3% step increase until they reach a certain step. Kreitman said that longevity is at 10 years and 27 years. Cowan said last year was 2% for the pay bump and a 5% for CPI. Kreitman said CPI is looked at from January to January. He suggested updating language regarding CPI. The Councilors discussed CPI, steps and wages for both executive and non-executive employees.

Kreitman mentioned that the City of Albany added an Assistant City Manager position and once a pay scale is posted he encouraged Council to look at comparable compensation for Booth. The Council discussed wages. The Council was in support of a 3% wage increase with a 5% COLA for executives.

Kreitman brought up that Booth had topped out on vacation leave. He mentioned the possibility of administrative leave or paying out of vacation.

Cowan recommended that the next work session looking into comparables for leave. He reiterated that the Council was in favor of changing Kreitman's FTE from .60 to .75, increasing the vehicle stipend to \$400, and giving executives a 3% increase along with a 5% COLA.

Kreitman mentioned that his plan is to retire at the end of 2024. There are no vacation and health cost for him. The Council will need to take this into account when he retires.

E. PUBLIC COMMENT- NONE

F. ADJOURNMENT Mayor Cowan adjourned the regular meeting at 6:27 p.m.

Respectfully submitted:



Sheena Dickerman
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

*Presentation materials or documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing info@cityofmillersburg.org.