



Approved: April 9, 2024

CITY COUNCIL REGULAR MEETING MINUTES

March 12, 2024 @ 6:30 p.m.

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Councilors Present: Mayor Scott Cowan, Councilors Dave Harms, Mike Hickam, Mark Raum, and John Sullivan.

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Matt Straite, Community Development Director; Margaret Gander-Vo, City Attorney; Sheena Dickerman, City Recorder

D. CHANGES AND ADDITIONS TO THE AGENDA **6:31 p.m.**

E. CONSENT AGENDA **6:31 p.m.**

- 1) Approval of January 30, 2024, City Council Work Session Meeting Minutes
- 2) Approval of February 13, 2024, City Council Regular Meeting Minutes

Action: **Motion to adopt the consent agenda as presented made by Councilor Mark Raum; seconded by Mayor Scott Cowan.**

- Mayor Scott Cowan: Aye**
- Councilor Dave Harms: Aye**
- Councilor Mike Hickam: Aye**
- Councilor Mark Raum: Aye**
- Councilor John Sullivan: Aye**

Motion PASSED: 5/0

F. GUEST PRESENTATIONS **6:32 p.m.**

1.) Linn County Sheriff's Office Monthly Report

Deputy Steven Frambes reviewed the LCSO report in the agenda packet*. He said there was a big theft at Humpty's. Someone had put the cash for the day in their car and left it unlocked, \$35,000, another coworker stole the funds but was arrested. All the funds were gone.

Frambes said crashes in the report are more related to semi's. One crash was because of a spider on the driver's lap. He listed a few other items, arrest, warrants, and traffic citations. He shared that City Manager Kevin Kreitman had called him about transporting someone who had come into City Hall. That person had a parole violation and was arrested. He had to borrow a bungee cord to take the person's bike. Community Development Director Matt Straite said staff had ordered zip ties for the future.

Frambes reported that there was no property crime, no broken into cars or vandalism. Mayor Scott Cowan noted that there were 21 warnings on Old Salem and that seemed high. Frambes explained that citations are usually around a third of warnings.

G. PUBLIC COMMENT
None

6:37 p.m.

H. COUNCIL MEMBER AND STAFF COMMENTS

6:37 p.m.

1) Weekly Yard Debris Pickup Consideration

Cowan wanted to bring the weekly yard debris pick up for consideration. He felt that Councilors had a consensus but asked if they wanted to continue to have the conversation. It would be \$1.95 added to residents' bill, but they may want a smaller cart and lower it. He asked Julie Jackson from Republic Services when it could start.

Jackson shared that two Councilors had already downsized their carts. She said weekly yard debris pick up could start the first full week in April. Monday is a service day, and it seems to be an appropriate time to start.

Cowan asked Republic Services to help get the word out if Councilors approve it. Jackson replied there were a lot of options, websites, email, or a billing insert. She did not believe that the billing insert worked, as people would put it in recycling without looking at it. They had recently done this in Dallas and have a flyer that could be updated with Millersburg's information. There could be a call blast made the Thursday prior to the first week. She thought the City's reader board would be an excellent place to communicate.

Councilor Mark Raum asked if the start date would be April 1 or April 8. Jackson replied April 1.

Cowan emphasized he wanted to make sure the information got out.

Councilor Mike Hickam added that he didn't think that many people received mailings and a call blast works great. He said he was one that downsized his cart.

Jackson stated that Kenny Larson is working with Straite to put on a community outreach event on recycling. She said for food waste, that can be put in the yard debris carts, includes everything, but no liquids and no fats.

Action: Motion that the City of Millersburg goes from every other week to weekly pickup of yard debris at the current price of \$1.95 made by Mayor Scott Cowan; seconded by Councilor John Sullivan.

Mayor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mike Hickam: Aye
Councilor Mark Raum: Aye
Councilor John Sullivan: Aye

Motion PASSED: 5/0

Jackson expressed her appreciation for the care the Council took to make the decision and how they listened to what people had to say.

2) Millersburg Celebration Update

Cowan mentioned that a lot of decisions were made at the last Events Planning Committee meeting. The Celebration will be held on September 7, 2024, starting at 1 p.m. and ending around 10 p.m. It will be at Millersburg Park.

Cowan said to save the date for the Farmer's Market. It starts June 5, 2024, and ends August 28, 2024. It is every Wednesday at the park.

Cowan mentioned the Millersburg 50th anniversary event to celebrate being an incorporated City. The Committee has landed on a drone event and is moving forward for it to be on June 29, 2024. There will be 150 drones. It will not be a long event, but it would be used to kick off events. It will be in the evening. The location is yet to be determined, it could potentially be at City Hall or at the park. The Committee is working on logistics.

Raum asked if the attendees were going to be at the park and set up at City Hall. Cowan replied that it is possible, attendees should be able to see it from the park. It is about logistics to get as many people as possible at a location. He said that wherever the drones fly they cannot have anyone underneath for safety reasons. He said the staff has already looked into it at the City Hall location.

Cowan reiterated the events that were taking place this summer. Millersburg Celebration on September 7, 2024. The Farmer's Market every Wednesday starting June 5, 2024, until August 28, 2024, and the recognition event of 50 years on June 29, 2024.

Raum asked for clarification on Farmer's Market end date. Cowan replied August 28, 2024, he would guess that they would not have it the week of 4th of July. Cowan said it looked like it would be approximately 12 sessions, but attendance could make it shorter. They are trying to get it back and bring in the City's

partnership with the agriculture group. It was missed when it didn't occur. It is a lot of work.

Cowan said there is a lot going on with the Committee and they need volunteers and always need them.

Cowan said the drone event would only last about 15 to 20 minutes but would like to have as many of the Council experience it as possible. There will not be a presentation, but Council could change that. He said that they talked about potentially having music.

Cowan said that for the Celebration the Committee wants to get the car show back. It will not be 150 cars, more like 50 to 60 cars. There will be a DJ, kids zone and Bingo with prizes, food and beverage trucks, and end with a movie on a big screen. There may possibly be South Albany High School helpers to serve concessions and possibly fund raise. City Recorder Sheena Dickerman said the movie was "The Sandlot".

Doug Iverson, Millersburg, asked what the hours of the Farmer's Market would be. Cowan replied that it would be somewhere around 4 p.m. to 7 p.m.

I. CITY MANAGER'S REPORT

6:55 p.m.

1) Transition Parkway Design Update

Assistant City Manager/City Engineer Janelle Booth said that 90 percent plus of the design has been completed. There are a few outstanding items that are out of staff's control. She said the project DeLorean water and driveway connections are trying to be coordinated and worked into the design in order not to tear up any newly constructed roads. She mentioned that staff is expecting grant funds from the State for the job creation for the project. Staff needs to get those things settled before going out to bid.

Booth stated that some of the permits have been received but not all. There are wetland permits and erosion control permits that staff need to get back from the State and Army Corp of Engineers. These should be wrapped up in the next couple of months. Staff could go out to bid without having them in hand, but it is nice to have them included in the bid package.

Booth said another thing staff is thinking through is whether to do it as one project, as it has always been designed, or do it as two separate projects. She said there is a natural break point. She said that if the City needed to build the east side for the project going in there, there would be additional engineering costs and would need to repackage it for bidding. The engineering estimate would be \$100,000. She emphasized that staff doesn't want to do this unless the City has to, in order to get the project done. This is why staff is waiting. If she told the engineers to go to bid tomorrow, it would be six to eight weeks out. She said there was some

utility coordination if the City builds half of the project. Staff is waiting for the decision of whether it will be one project or two. For the bid schedule, it will probably be going in the summer or the fall.

Cowan said funding is a big hurdle and asked would the City be able to hit the mark. Booth replied yes, it will be funded with property sales, grants from the State associated with the job creation and SDCs. These three pieces will come together to build the project, but the challenge is with timing. If the City has funds to only build the eastern half of the project, which the City will have, it will be done. It would be more efficient to do the entire project at once, but it is not required. She said the traffic from the eastern project would not be heading west and would not need the western extension. It would not change any traffic on Conser Road. The City would not be making the situation worse by not building the whole thing. It is development from the west that requires that access.

Booth added that there is an opportunity to apply for grants, for parks, that Straite would be communicating about later in the meeting.

Kreitman gave an update on the tanks across the street. He said they thought they would be completed by now but the large shears are not available for two weeks. They are hopeful it will be completed within a month.

Sullivan commented to start fining them. Cowan said to have that conversation at the next Council meeting about fining them. Councilors agreed.

J. CITY ATTORNEY'S REPORT

7:03 p.m.

Acting City Attorney Margaret Gander-Vo said that DeLorean is anticipated to be closing before the next City Council meeting and some of the funding for Transition Parkway should be coming soon.

Gander-Vo said that the franchise agreement with Republic Services is through its initial draft, City Attorney Alan Sorem needs to go through and finalize it. It will then be sent to Kreitman and Booth.

K. UNFINISHED BUSINESS

7:04 p.m.

1) Conser Land Donation

Booth showed the two tracts of land that Conser Homes Inc. and J. Conser & Sons, LLC would like to donate to the City* and showed the continuous City owned properties. She shared that the property shown in red on the left side was not previously donated with other properties because it was in a property transaction where they had part ownership and another entity had part. It was always planned that they would ask to donate to the City. She said that the one to the east was a remnant from one of the first subdivisions that went in. It was supposed to be included in the blue portion, which was wetland mitigation for the rest of the project, and the red rectangle portion wasn't taken for use as mitigation. She mentioned that it was a good place for access for maintenance, if needed.

Kreitman said that the blue area on the map between the two identified red area was donated to the City in 2017, and this cleans up the two outstanding parcels. Cowan asked if there was any property that was down the creek towards Millersburg Drive. Straite said it was all private property. Cowan said there was no continuance to the future park. Straite said the property owners would need to be willing to sell to help make the trail.

Kreitman said that all the necessary items; resolutions, warranty, deeds, and agreement of value have been reviewed and are ready to go. Gander-Vo said that the appraised value is only being established for tax reporting purposes.

Action: **Motion that the Council adopt Resolution 2024-03, made by Councilor Dave Harms; seconded by Councilor Mark Raum.**

Mayor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Mike Hickam:	Aye
Councilor Mark Raum:	Aye
Councilor John Sullivan:	Aye

Motion PASSED: 5/0

L. NEW BUSINESS

7:09 p.m.

1) Appoint Budget Officer

Booth said that April 30 and May 9 are the proposed dates for the Budget Committee meetings. There will be an email with the final dates once the dates are confirmed. Typically, the meetings are at 6 p.m. The budget will come to the June Council meeting for adoption. Kreitman added that once the dates are confirmed staff will send out a calendar.

Cowan shared the Budget Committee includes the Council and five community members.

Hickam asked that with all the projects and revenue coming in, and this being a lot for Booth to take on, if it was getting to the point of needing to bring in a permanent budget position for the City. Kreitman explained that the budget officer's position is more title only, as he and Booth work closely on the budget. He said that it would be a while before the City would see the full tax revenue. He said with Northwest RE coming the City will see some clawback and franchise fees soon, but it will all be dependent on timing. He said that during the budget process there will be some things looked at, and transitions going forward. Hickam said that he wanted to make sure there was staff available so there would be no accounting errors. Booth added that Dickerman has been doing most of the accounting with other office staff. She said that whomever is appointed as the budget officer would be very involved. Kreitman and Booth said they would be proposing some future staffing during the upcoming budget meetings.

Cowan asked if Raum was the Budget Officer last year. Kreitman replied it has always been a staff member and that Raum was the Budget Committee Chair. The Budget Committee Chair will be nominated at the first budget meeting.

Action: **Motion to appoint Assistant City Manager/City Engineer Janelle Booth as the Budget Officer, made by Mayor Scott Cowan; seconded by Councilor John Sullivan.**

Mayor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mike Hickam: Aye
Councilor Mark Raum: Aye
Councilor John Sullivan: Aye

Motion PASSED: 5/0

- 2) Events Planning Committee Appointment – Robert Richardson Jr.
Cowan said that Richardson had attended the last two Event Committee Meetings. He asked how long Richardson had been with the Morningstar Grange. Richardson replied he has been with the Grange since 1962.

Action: **Motion for the Council to appoint Robert Richardson Jr. to the Events Planning Committee appointment made by Mayor Scott Cowan; seconded by Councilor Mark Raum.**

Mayor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Mike Hickam: Aye
Councilor Mark Raum: Aye
Councilor John Sullivan: Aye

Motion PASSED: 5/0

- 3) Health Insurance Renewal
Kreitman said that the health insurance is due for renewal on April 1, 2024. The City's current broker, Aldrich, has said that the health care provider has provided new rates with a 15.5 percent increase on the non-HSA plan.

Kreitman showed a slide showing the City's experience since 2019*. The overall average has been a 5 percent increase. The national average over the last 5 years has been 22 percent to 27 percent. He said that the broker believes the increase the past two years are corrections to bring them into line. He said he has heard that some have 30 percent increases. He said that staff started to look into what the other options were. He said that staff has asked City County Insurance Services (CIS), who has the City's property and liability insurance, and are part of the League of Oregon cities, to give some information. CIS provides health insurance through Regence Blue Cross/Blue Shield for over 70 years. He said that the City would not be tied to their program and could always go back in the future.

Kreitman showed the 2024-2025 fiscal year costs for both Providence and Regence with their potential increases*. He compared the two and said Regence is from January to January and are committed to not going over a 10 percent

increase for the next year, their average has been four to five percent a year, to all their enrollees in their plan. It could be less than 10 percent.

Kreitman said that one of the advantages of going to CIS is that currently the City pays Providence, and dental and vision is through Metlife, which staff has had some issues with. With CIS we will have one billing for everything. He said there would be a \$2,000 savings to going to CIS.

Kreitman said that the City has a basic life insurance plan through US Able. He said the \$20,000 plan could be increased to a \$50,000 plan policy and see a savings of \$1,634. The City would be spending less and having greater coverage.

Kreitman said that the total savings would be \$12,097. He recommended discontinuing the short-term disability because it is not needed with what the City allows for sick leave and Paid Leave Oregon. He said dropping short term disability and adding long-term disability there would be an additional cost of \$1,294. The total net annual savings will be \$10,803.

Kreitman said that the CIS plan includes the Employee Assistance Plan at no extra cost. He said currently the City has not been able to provide a Flexible Spending Plan if someone wanted to. CIS can do it with an administrative charge of \$3.75 per month with a minimum. He said the reason they do that is if someone says they want \$5,000 set aside for kid's braces, that \$5,000 becomes available on the first month. If the employee leaves, there is potential liability for the remainder of the year, because CIS administers the plan they will take the risk. CIS also has Cobra and retiree health options. Employees can purchase additional life insurance.

Kreitman said that going to CIS from current Providence is an increase of 4.26 percent.

Hickam asked if with all the benefits, if there was a charge on the employee side for the benefits. Kreitman replied no. Hickam said Paid Leave Oregon will not cover everything. Kreitman said that everyone gets paid sick leave, at 8 hours a month to a maximum of 650 hours. He explained that when cities first came into PERS it was an incentive for employees not to use their sick leave. He said employees can purchase short-term disability.

Kreitman commented that the current life insurance plan is \$20,000 is \$134 and going to CIS for \$50,000 plan is \$37.

Kreitman stated that CIS has said that they will take the employees' current deductible and they will apply that. Employees will not lose out. Staff's intent is to notify Aldrich that the City will be switching. Cowan asked Kreitman if he needed anything, since he could make this decision without Council's approval. Kreitman replied that was looking for consensus from the Council as going from \$20,000 for life to \$50,000 and switching from short-term to long-term disability.

Raum asked if there were any service issues with Providence. Kreitman said no service issues. He added that the new plan instead of a 30 percent copay it would be 20 percent copay, an additional savings. Raum gave his support as it would improve everything for the staff and save the City money. Sullivan said as long as everyone has good coverage.

Kreitman said that United Health Care was an option but elected not to consider them because the majority of staff is with Samaritan who has dropped United Health Care as a provider. He said Moda was another option, but he knew other agencies were seeing a 30 percent increase with them. He said CIS has been with Regence since 1945, which says a lot about their partnership.

Kreitman shared that one thing that Regence has that Providence doesn't is surgery options. He said going to an ambulatory center for surgery is 10 percent and Surgery+ is an option. He explained Surgery+ there would be no out of pocket cost, and the travel costs will be paid for. This is a nationwide plan that Providence does not have.

Councilors were supportive of the change.

4) Park Grant Support Resolutions

Straite said every year the Oregon State Parks department puts out a grant for something related to parks. This year staff was going to go for a grant for construction documents for the North Park project, but they do not fund construction documents unless it was part of the construction of the park. The City is not ready to do that because the 20 percent matching funds needed are not there. He said that the City does have matching funds for the Linear Park on Transition Parkway. The grant needs a resolution saying that Council supports and budgets for the 20 percent match. It had been planned to be fully paid.

Straite said staff hasn't decided how much to ask for in the grant. The Linear Park portion is \$4 million. He said staff could ask for everything over the 20 percent match and or ask for something smaller to increase the chances of receiving the grant.

Raum asked why Straite thought that by going lower it would increase the chances. Straite replied there is a finite pot of funds. He added that the City received a small grant last year. Kreitman said that there was 35 million for grants. Straite explained that the State gets the funds from lottery monies. He said two years ago it was \$4 million and last year it was \$14 million. He said they have seen an increase in lottery sales.

Cowan thanked Straite for the grant last year that helped pay for the consultant for North Park.

Action: **Motion that the Council adopt Resolution 2024-04, made by Mayor Scott Cowan; seconded by Councilor Mike Hickam.**

Mayor Scott Cowan: Aye
Councilor Dave Harms: Aye

Councilor Mike Hickam: Aye
Councilor Mark Raum: Aye
Councilor John Sullivan: Aye

Motion PASSED: 5/0

M. CLOSING COUNCIL COMMENT

7:33 p.m.

Cowan said he would not be at the next City Council meeting in April, and he would not be at the next Events Planning Committee meeting.

Harms stated that last month Council talked about performance raises and the thoroughness of the staff make it easy to approve. Cowan also expressed his appreciation for staff and the City Attorneys. Kreitman replied that on behalf of staff the Council makes staff's jobs easy.

N. ADJOURNMENT Mayor Cowan adjourned the regular meeting at **7:34 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.