



**CITY OF MILLERSBURG
CITY COUNCIL MEETING & PUBLIC HEARING MINUTES**

via Virtual Meeting
May 12, 2020 @ 6:30 p.m.

- A. CALL TO ORDER Mayor Lepin called the meeting to order @ 6:31 p.m.

Chair Lepin and City Manager Kreitman went over the process for the virtual meeting.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms,
Scott McPhee, John Sullivan

Councilors Absent: None

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City
Manager/City Engineer; Forrest Reid, City Attorney; Kimberly
Wollenburg, City Recorder

Presenters: Linn County Sheriff's Office – Sergeant Greg Klein

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

E. CONSENT AGENDA

- 1) Approval of April 14, 2020 City Council Meeting Minutes
- 2) Approval of April 28, 2020 Special City Council Meeting Minutes
- 3) Acceptance of Report on City Accounts Payable
- 4) Action: **Motion to Accept Consent Agenda as Shown, made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 5/0

F. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Report
Sergeant Greg Klein reviewed the April LCSO report.

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Report on Resolution of Litigation – Mayor Lepin
Mayor Lepin introduced the item then turned the discussion over to City Attorney Reid who gave a brief update on the matter then shared the

cost to the City that came from the insurance company's defense of the matter.

Action: **Motion to Authorize the City Manager to Pay the CIS Invoice for \$23,675.84 made by Councilor Cowan; seconded by Councilor 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) Donation Request Discussion – Councilor McPhee

Councilor McPhee brought up the Community Support discussion regarding whether there should be a return of the funds attributed to Linn County Fair and Arts & Air Festival since the events will not happen in 2020. There followed lengthy discussion regarding the Guidance Document and process at Budget Committee. After the lengthy discussion Council agreed to bring forward and discuss the donation requests against the Guidance Document at the next City Council meeting.

I. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth went over the project updates staff report, discussing various projects, including two potential contract amendments – David Evans & Associates construction inspection and Jacobs on-call engineering. The Council approved the City Manager to sign both contract amendments.

Assistant City Manager/City Engineer Booth spoke briefly about the results from the system development charges study with the plan to review in detail at the May 26 work session.

2) COVID-19 Updates

City Manager Kreitman reviewed Reopen Oregon PowerPoint provided by Governor Brown's office and went over the information within. In addition, he briefly reviewed the draft COVID-19 policy including review of some potential expenses related to modifications within City Hall for opening to the public for safeguards against COVID-19. The City Council had a lengthy discussion regarding the various modifications and approved for City Manager Kreitman to proceed. He next shared what the Council chambers would look if conducting in-person meetings for the public while maintaining the 6' distance between individuals. With staff and Council present, this would only allow a total of 8 members of the public to attend and there would be no way to maintain the required spacing for Planning Commissioners at the dais. He recommended continuing to hold virtual meetings until spacing requirements are changed unless a different venue is utilized. The Council also discussed other options.

J. CITY ATTORNEY'S REPORT

1) Review Draft Fuel Tax Resolution – Discussion Only

City Attorney Reid reviewed the information and the process for the potential passing of the Resolution for placement on the November ballot. Mayor Lepin opened for discussion. Councilor Harms asked why 3%, not 5%. Mayor Lepin shared that based on his research, 5% had been harder to pass in other cities. Councilor Harms noted that it might be better to go for higher to avoid having to go through the process again. Councilor Sullivan concurred. Councilor McPhee also agreed as well as Councilor Cowan.

Mayor Lepin opened this item for discussion for any public in attendance.

Jake Gabell, Tuscan Loop, noted he's not against the fuel tax but is against a tax on electricity as he believes the taxing of electricity disincentivizes environmental considerations.

The Council discussed whether or not to revise to remove the consideration of electricity and decided to leave the language as is to allow the potential of receiving taxes on any alternative fuel source. Council directed City Attorney Reid to revise the draft resolution to 5%.

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

1) Cost of Living Adjustment (COLA)

City Manager Kreitman reviewed the staff report. COLA and potential funding impacts from COVID-19 were discussed.

Action: **Motion to Adopt the Current 2.5% COLA as Shown Based on the CPI-West 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

2) Stormwater Intergovernmental Agreement (IGA) with City of Albany

Assistant City Manager/City Engineer Booth reviewed the staff report and provided background information.

Action: **Motion to Approve the City Manager to Sign the IGA for Maintenance of Millersburg's Stormwater Infrastructure Data and Stormwater Location Services made by Councilor Cowan; seconded by Councilor McPhee.**

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

Motion PASSED: 5/0

- 3) Adoption of 2020-2024 Capital Improvements Program (CIP)
Assistant City Manager/City Engineer Booth reviewed the staff report and minor changes since it was presented at the Budget Committee meeting.
Action: **Motion to Adopt the 2020-2024 Capital Improvements Program made by Councilor 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

M. CLOSING PUBLIC COMMENT
None

N. CLOSING COUNCIL COMMENT

- 1) Councilor Cowan shared that there was a kick-off meeting with Soderstrom Architects for the Millersburg Fire Station project.
- 2) Councilor Cowan thanked the staff for the COVID-19 policy and for keeping staff and the citizens safe. The rest of the Council concurred.

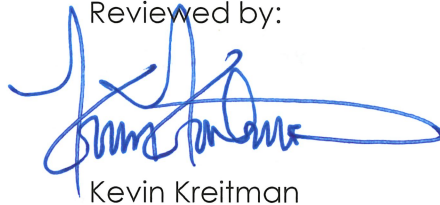
O. ADJOURNMENT. Meeting adjourned at 9:11 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

Upcoming Meetings & Events:

May 19, 2020 @ 6:00 p.m. – Planning Commission Public Hearing
May 26, 2020 @ 4:00 p.m. – City Council Work Session
June 9, 2020 @ 6:30 p.m. – City Council Meeting & Public Hearing

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.