



Approved by City Council March 10, 2020

February 11, 2020 City Council Meeting Minutes

Millersburg City Hall
4222 NE Old Salem Road, Albany OR 97321
6:30 p.m.

- A. CALL TO ORDER: 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, 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
None
- E. CONSENT AGENDA
1) Approval of January 14, 2020 City Council Meeting Minutes
2) Approval of January 28, 2020 City Council Work Session Minutes
3) Acceptance of Council Approval Report for City Bills
Action: **Motion to Accept Consent Agenda 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, LCSO, reviewed January's LCSO report.
- G. PUBLIC COMMENT
None

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Councilor Cowan and Councilor McPhee shared that they'd recently attended a Boys and Girls Club event and enjoyed learning more information about the programs the Club supports. Councilor McPhee said that he spoke specifically with one representative who shared that they were planning to bring events and programs to Millersburg.
- 2) Mayor Lepin shared some updates and information regarding recent conversations and changes with regional economic development efforts.
- 3) Councilor Cowan spoke about his attendance at the Joint Water/Wastewater Management Committee meetings.

I. CITY MANAGER'S REPORT

- 1) Project Updates
City Manager Kreitman and Assistant City Manager/City Engineer Booth went over the project updates staff report, discussing various projects.
- 2) FY 18-19 Financial Report
City Manager Kreitman spoke about last fiscal year's audit and noted a change in auditing personnel that led to the identification in inconsistencies that needed to be addressed. He mentioned sending a draft of a proposed internal controls and accounts receivable write-off policies to get feedback from the auditors in light of their staff changes. The final drafts will come back to City Council for review/approval in March.
- 3) Fuel Tax Discussion Report – for Mayor's Discussion
Mayor Lepin shared talking points about why the City should be discussing a fuel tax then asked for feedback and input from the City Council for the consideration of a three cent fuel tax. Discussion followed regarding the amount of the tax and the need for the tax, including discussing past and continuing growth in the City and the increasing need to repair roads.

Doug Iverson, Summit Avenue, said that he doesn't understand the reasoning behind the consideration of the tax and asked how many places would be taxed. City Attorney Reid shared that there were four places that could be taxed and confirmed that the tax would only be on fuel not used for farming. Mr. Iverson also asked if Millersburg had a plan for routine road renewal. Mayor Lepin and Assistant City Manager/City Engineer Booth confirmed there is a plan.

Ron Post, Riverstone, asked about how many miles of road surface Millersburg maintains. Assistant City Manager/City Engineer Booth shared that the City maintains approximately 15 miles of road surface.

J. CITY ATTORNEY'S REPORT

- 1) City Attorney Reid asked whether the Council wished to go out for proposals for the leasing of the City farmland. The Council agreed proposals should be sought.

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

- 1) Amending Municipal Code – Ordinance 167-20

City Manager Kreitman reviewed the staff report.

Action: **Motion to Approve Ordinance Amending the Millersburg Municipal Code by Deleting Provisions in Conflict with the City Charter, Adding New Language, and Declaring an Emergency made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.** Ordinance 167-20

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) Council Rules of Procedure – Resolution 2020-02

City Manager Kreitman reviewed the final draft of the proposed Rules of Procedure, including the changes requested by Council during January work session and as amended during review of the finalized document.

Action: **Motion to Approve Resolution Repealing Resolution 2017-8 And Adopting Rules of Procedure for the City Council as Amended made by Councilor Scott Cowan; seconded by Councilor Dave Harms.** Resolution 2020-02

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 recessed the meeting at 8:01 p.m.

Mayor Lepin called the meeting back to order at 8:05 p.m.

- 3) Connection Charges Revision – Ordinance 168-20

Assistant City Manager/City Engineer reviewed staff report. The Council had a lengthy discussion with Assistant City Manager/City Engineer Booth regarding the application of the charges and the timing.

After City Attorney Reid read the Ordinance:

Action: **Motion to Adopt Ordinance Amending Municipal Code**

Section 15.030.020, Connection Charges made by Councilor

Scott Cowan; seconded by Councilor Dave Harms. Ordinance 168-20

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

Motion PASSED: 4/1

4) City Website

City Manager Kreitman reviewed the staff report and the information provided by Municode, the preferred vendor to provide Millersburg with a new, robust website that allows the City to provide necessary information to residents and businesses. After discussion with the Council, City Manager Kreitman will provide an updated pricing list for the March meeting.

Action: **The City Manager Received Consensus from the City Council to Move Forward with Municode to Provide a New, Custom Design, including Meetings and Agenda Management and Email Notifications.**

5) City Parks Open Space Property – Ordinance 169-20

Assistant City Manager/City Engineer reviewed the staff report. Mayor Lepin asked about park hours. Assistant City Manager/City Engineer Booth explained the difference between gate closing hours and closing the City Park. The Council asked for section 7.28.310 (3) of the proposed Ordinance be struck.

After City Attorney Reid read the Ordinance:

Action: **Motion to Adopt Ordinance Amending the Millersburg Municipal Code by Adopting Section 7.28, Parks and Open Space Regulations as Revised made by Councilor Dave Harms; seconded by Councilor John Sullivan.** Ordinance 169-20

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

- 1) Doug Iverson, Summit, brought up discussion regarding the fence around the detention pond in Woods Estates and asked if the pond on Millersburg Drive was going to be fenced. Assistant City Manager/City Engineer Booth noted that this was a privately owned old quarry site, not a detention pond and that would be fenced per development requirements for the subdivision as a condition of approval.
- 2) Ron Post, Riverstone, asked about the safety of storm basins/catch at Riverstone Loop and Woods Road.

N. CLOSING COUNCIL COMMENT
None

O. ADJOURNMENT
Meeting adjourned at 9:10 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

Upcoming Meetings & Events:

February 17, 2020 – City Hall Closed – Presidents' Day

February 25, 2020 @ 4:00 p.m. – City Council Work Session

March 3, 2020 @ 6:00 p.m. – Planning Commission Meeting

March 10, 2020 @ 6:30 p.m. – City Council Meeting

March 12, 2020 @ 6:00 p.m. – Events Planning Committee Meeting

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.

