



**Rules of Conduct for Public Hearings**

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

**November 12, 2019 City Council Minutes**

4222 NE Old Salem Road

Albany, OR 97321

6:30 p.m.

A. CALL TO ORDER: Called to order by Mayor Lepin at 6:32 p.m.

B. ROLL CALL

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

Councilors Absent: None

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

Presenters: Linn County Sheriff's Office – Captain Kevin Guilford

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

E. CONSENT AGENDA

1) Approval of October 8, 2019 City Council Meeting Minutes

2) 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**

Motion PASSED: 4/0

F. GUEST PRESENTATIONS

1) Linn County Sheriff's Office Report

Captain Kevin Guilford, Linn County Sheriff's Office, reviewed October's report with the Council. He asked for residents to remember not to keep valuables in vehicles. Even if the vehicle is locked and item is visible, thieves will smash windows to remove items.

G. PUBLIC COMMENT

1) Chrissy Clinton with the Senior All Night Drug and Alcohol-Free Graduation Party spoke about the party and the efforts so far to raise funds. A student from South Albany High School read a statement. The students and parents have raised \$7,700 of the goal of \$20,000. Mayor Lepin went over change to the process how the City handles requests for donations. While the Council encouraged the

group to fill out the donation request application, they do not believe the donation will be approved under the new process.

#### H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor – City Manager's Appraisal  
Went over past discussion on the process for the ongoing appraisal of City Manager Kreitman and asked for Council feedback. Council agreed that the current process is working well.
- 2) Mayor Lepin noted that Scott Stimpson resigned from Planning Commission; however, with recent change to move from 9 to 7 members through attrition, there is no plan to fill Mr. Stimpson's position.
- 3) Mayor Lepin asked the audience how many use the *Democrat-Herald* for notification of tonight's meeting or any meeting. No one in the audience indicated they read the paper to see meeting notices. He asked the Council to consider whether the City should continue to post announcements in the Events Calendar of the paper. This will be an agenda item during next month's meeting,

#### I. CITY MANAGER'S REPORT

- 1) Project Updates  
City Manager Kreitman gave a brief update to status of fiber and upgrade to VOIP and phones with direct dial and conference room capability. Audio/visual is complete but still working on fine-tuning. Next, Assistant City Manager/City Engineer Booth gave an update on City projects. Council asked to see the potential contract amendment in December to add stormwater SDCs to Galardi Consulting's contract for the rates and SDC study.

#### J. CITY ATTORNEY'S REPORT

None

#### K. UNFINISHED BUSINESS

- 1) Scheduling Council Vacancy Interviews  
Mayor Lepin spoke briefly about applicants for City Council replacement and shared the names: Mark Raum, John Sullivan, and Rob Yencopal. The interview process was briefly discussed. The Council determined the date for the interviews is November 21, 2019 starting at 4:00 p.m. This meeting is open to the public and will be noticed per usual procedures.
- 2) Republic Services – Resolution 2019-19  
Mayor Lepin reminded of October's meeting when this was originally discussed. Julie Jackson, Republic Services, provided a handout and briefly reviewed the material. There was some additional discussion regarding recycling and the current process. When asked about communication regarding recycling, Ms. Jackson said she's hiring a dedicated employee to educate schools and they will soon be sending out material to all customers about what goes in and doesn't into each container. The Council asked staff to review costs for weekly yard waste pickup and leaf pickup and provide again to Council for review.  
Action: **Motion to Approve 2.4% Increase in Rates from Republic Services made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

**Resolution 2019-19**

**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Aye**

Motion PASSED: 4/0

- 3) Water and Sewer Rates – Discussion  
Assistant City Manager/City Engineer went over staff report and presented on the options and details. Discussion followed regarding doing sewer rate adjustment. The Council decided to hold a public hearing on sewer rate change at the meeting in December 2019.

L. NEW BUSINESS

- 1) Small City Allotment Grant Award  
Assistant City Manager/City Engineer Booth went over staff report.  
Action: **Motion to Accept Awarded Small City Allotments Program Funding and Authorize City Manager to Sign Grant Agreement made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**

**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Aye**

Motion PASSED: 4/0

- 2) Modification of Land Use Development Fees – Resolution 2019-20  
City Manager Kreitman reviewed staff report.  
Action: **Motion to Adopt Resolution Amending Resolution 2019-17 Modifying Land Use Development Fees made by Councilor Scott Cowan; seconded by Councilor Dave Harms.** Resolution 2019-20

**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Aye**

Motion PASSED: 4/0

- 3) ADS Flow Monitoring Contract Amendment  
Assistant City Manager/City Engineer Booth went over staff report  
Action: **Motion to Approve Amendment 13 to Agreement for Technical Services with ADS Environmental Services and Authorize the City Manager to Sign made by Councilor Scott McPhee; seconded by Councilor Scott Cowan.**

**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Aye**

Motion PASSED: 4/0

- 4) Pac/West Communications Memorandum of Understanding  
City Manager Kreitman reviewed staff report. Discussion followed regarding increase in services from past contract with Greg Smith and Associates.  
Action: **Motion to Authorize City Manager to Sign Agreement with Pac/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**

Motion PASSED: 4/0

5) Surface Water Code – Discussion

Assistant City Manager/City Engineer Booth went over staff report and did a brief review of the policy document attached to the staff report. Council agreed to move forward without a work session. Staff will provide a version for approval at the December 2019 Council meeting.

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL COMMENT

1) Mayor Lepin brought up recruitment for positions on the Events Planning Committee.

2) Mayor Lepin asked for input on the meeting process.

Manon Whittenberg, 6103 NE Sedona Road, said they can't read the content. She said the words wasn't dark enough and fonts not big enough. Others commented that they could see the material better. One suggestion was to use a dark background with white lettering.

O. ADJOURNMENT

Meeting adjourned at 8:45 p.m.

Respectfully submitted:

Kimberly Wollenburg  
City Recorder

Reviewed by:  
  
Kevin Kreitman  
City Manager

Upcoming Meetings & Events:

November 19, 2019 @ 6:00 p.m. – Planning Commission Meeting