



**October 8, 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 6:35 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; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder

Presenters: Linn County Sheriff's Office – Sergeant Greg Klein  
Events Planning Committee Chair – Jenny Wolfenbarger  
Albany Fire Department Chief – Shane Wooten

C. PLEDGE OF ALLEGIANCE

City Manager Kreitman provided a brief overview of the new audio system including instructions on using new wireless microphones.

Mayor Lepin noted a change in the order of the agenda to allow for the Linn County Sheriff's Office deputy to provide the monthly report in order to meet another meeting obligation.

D. Monthly Report from the Linn County Sheriff's Office (LCSO)

Sergeant Greg Klein, Linn County Sheriff's Office, reviewed September's report with Council.

E. PRESENTATIONS

Mayor Lepin recessed the Council meeting at 6:44 pm.

1) Dedication of Plaque Recognizing Mayor Woods' Long-Term Service to the Community

Presentation outside in front of City Hall for the dedication of a bronze plaque to recognize former Mayor Clayton Woods' service to the City of Millersburg.

2) Recognition of Councilor Miller's Service to the Community

Mayor Lepin spoke about Councilor Don Miller's service to the community and City of Millersburg. The Mayor and City Council reflected on his contributions over the years. Mayor Lepin presented Don Miller with an award recognizing his service and contributions.

Mayor Lepin readjourned meeting at 7:18 pm.

F. CHANGES AND ADDITIONS TO THE AGENDA

Mayor Lepin moved the Linn County Sheriff's Office monthly presentation to the above.

G. CONSENT AGENDA

1) Approval of September 10, 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

H. PRESENTATIONS

1) Linn County Sheriff's Office Report

See above.

2) Report on Millersburg Celebration (Jenny Wolfenbarger)

Ms. Wolfenbarger, Chair of the Events Planning Committee, gave a report on the 2019 Millersburg Celebration, including number of attendees and feedback received.

3) Albany Fire Department Report

New Albany Fire Chief, Shane Wooten, introduced himself and provided a background of his personal life and history with Albany Fire Department. He then gave the quarterly presentation.

I. PUBLIC COMMENT

None

J. COUNCIL MEMBER AND STAFF COMMENTS

1) Mayor Comments: Process for Filling Councilor Miller's Position

Mayor Lepin presented the process for filling the Council vacancy created by Don Miller's resignation. City Attorney Reid provided input on interviewing City Council applicants and selection and also requested feedback from current Council regarding potential questions.

Action: **Motion to Accept Process as Presented to Fill Vacant City Council Position 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

K. CITY MANAGER'S REPORT

1) Project Updates

City Manager Kreitman went over update for audio/visual improvements at City Hall. Assistant City Manager/City Engineer Booth provided an overview of City projects. Next, Assistant City Manager/City Engineer Booth gave an overview of the Civil Engineering Cooperative Program and the benefits to the City of Millersburg to partner with universities for civil engineering interns.

The Council asked about reporting on success of program for the City. Assistant City Manager/City Engineer Booth told the Council that the program requires the intern to put together a presentation describing the internship, including work accomplished and describing specific projects at the end of the internship. Council could request the intern give this presentation during a council meeting.

Action: **Motion to Approve Participation in the CECOP Program 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

L. CITY ATTORNEY'S REPORT

None

M. UNFINISHED BUSINESS

None

N. NEW BUSINESS

1) Republic Services Rate Increase

City Manager Kreitman went over staff report. Discussion followed regarding how Republic Services calculates their charges, particularly fuel.

Action: **Motion to Approve 2.4% Increase in Rates from Republic Services made by Councilor Scott Cowan; seconded by Mayor Jim Lepin.**

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

Motion FAILED: 0/4

2) Century Link Franchise Agreement

City Attorney Reid reviewed staff report and need to repeal Ordinance 149 with Ordinance 163.

Action: **Motion to Repeal Ordinance 149 and Approve Ordinance To Renew Franchise Agreement with Century Link made by Councilor Dave Harms; seconded by Councilor Scott Cowan.**

**Ordinance 163**

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

**Councilor Scott McPhee: Aye**

Motion PASSED: 4/0

3) DRC Contract with Jacobs

City Manager Kreitman went over the staff report.

Action: **Motion to Approve Amendment 3 to the Professional Services Agreement with OMI for DRC Services and Authorize the City Manager to Execute Agreement 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

4) Tree Regulations

Assistant City Manager/City Engineer Booth went over staff report. After discussion, Council decided to remove the fee to get a tree permit

Action: **Motion to Adopt Ordinance Amending the Municipal Code by Adopting Chapter 7.30, Tree Regulations made by Councilor Scott Cowan; seconded by Councilor Dave Harms.**

**Ordinance 165**

**Mayor Jim Lepin: Aye**

**Councilor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**

**Councilor Scott McPhee: Aye**

Motion PASSED: 4/0

5) System Development Charges Code

Assistant City Manager/City Engineer Booth went over the staff report.

Action: **Motion to Adopt Ordinance Amending the Millersburg Municipal Code by Adopting Chapter 15.16, System Development Charges made by Councilor Scott McPhee; seconded by Councilor Dave Harms.**

**Ordinance 164**

**Mayor Jim Lepin: Aye**

**Councilor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**

**Councilor Scott McPhee: Aye**

Motion PASSED: 4/0

O. CLOSING PUBLIC COMMENT

- 1) Dennis Gunner, 4720 NE Terri Lane, asked about the process for protecting heritage trees in Millersburg under the new Tree Regulations Assistant City Manager/City Engineer Booth explained the process.

P. CLOSING COUNCIL & STAFF COMMENT

- 1) Councilor Scott Cowan noted that the recognition of Don Miller's service and the dedication of the plaque to former Mayer Clayton Wood was appropriate and good for the City to do.

2) Mayor Lepin and the Council congratulated City Attorney Reid for his appointment as a municipal court judge.

Q. ADJOURNMENT

Meeting adjourned at 9:10 p.m.

Respectfully submitted:



Kimberly Wollenburg  
City Recorder

Reviewed by:



Kevin Kreitman  
City Manager

Upcoming Meetings & Events:

October 15, 2019 @ 6:00 p.m. – Planning Commission Work Session

