



Approved by City Council 4/9/2019

March 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 6:30 p.m.

B. ROLL CALL

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

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 Lieutenant Michelle Duncan

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

None

E. CONSENT AGENDA

- 1) Approval of January 22, 2019 City Council Meeting Minutes
- 2) Approval of February 5, 2019 Special City Council Meeting Minutes
- 3) Approval of February 12, 2019 City Council Meeting Minutes
- 4) Approval 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 Don Miller:	Aye

F. PRESENTATIONS

- 1) Monthly Report from the Linn County Sheriff's Office (LCSO)
Lieutenant Michelle Duncan presented details on the report given to the City Council regarding responses within Millersburg in February, noting specific incidents related to theft and vandalism. She encouraged Millersburg residents to lock vehicles and store valuables out of sight. There was a bit of discussion regarding the increase in LCSO deputy hours and the level of details in the report. Mayor Lepin noted the Council would continue to keep an eye on the contract hours.

Resident Harvey Whittenberg, 6103 Sedona, spoke about an ambassador program experience he participated in similar to a Neighborhood Watch program

G. PUBLIC COMMENT

Mayor Lepin noted that no one signed up for public comment; however, he would give an additional chance for the public to speak later in the meeting.

H. COUNCIL MEMBER AND STAFF COMMENTS

1) Budget Committee Appointments

Mayor Lepin mentioned there were two openings on the Budget Committee, and the City received two applications: David Denos and Mark Raum. Mayor Lepin asked if the Council wanted to consider the two applicants or open the recruitment to the public. He noted that City Manager Kreitman intended to open recruitment for various committees in November each year with the intent to grow a pool of applicants for future openings on any committee/commission. Councilors Miller and Cowan noted they appreciated the two applicants filling out the forms and taking the time. Additionally, City Manager Kreitman noted there is one other to be reappointed to Budget Committee if Council desires.

Action: **Motion to Appoint David Denos and Mark Raum to the Budget Committee made by Councilor Don Miller; seconded by Councilor Dave Harms.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Scott McPhee:	Aye
Councilor Don Miller:	Aye

Action: **Motion to Reappoint Dennis Gunner for another 3-year term to the Budget Committee made by Councilor Don Miller; seconded by Councilor Dave Harms.**

Mayor Jim Lepin:	Aye
Councilor Scott Cowan:	Aye
Councilor Dave Harms:	Aye
Councilor Scott McPhee:	Aye
Councilor Don Miller:	Aye

- 2) Councilor Cowan asked about updates from meeting with ODOT regarding guardrail at Old Salem Road and I-5. Assistant City Manager/City Engineer Booth said there were no updates yet.
- 3) Councilor Cowan noted that he rode by Acorn Park, and it needs some attention. Assistant City Manager/City Engineer Booth said she discussed the maintenance with Parks staff.
- 4) Councilor McPhee noted that baseball season is coming up and wondered if there was a plan to get the baseball fields ready. Assistant City Manager/City Engineer Booth said she talked with maintenance staff about prepping the fields which are too wet right now. She had a meeting with JBO, and they are going to look at what they want this year. Further, she said they are well aware of the vole issue and there is a plan to address once they see movement.

- 5) Councilor McPhee noted there is still a pile of rock on Castillo and asked about enforcement. Staff will follow up with the resident. Assistant City Manager/City Engineer Booth further noted that even though there is a right-of-way permit, the plan is not to have material deposited on City right-of-way. There was some discussion regarding parking and no ordinance to address obstruction of streets.

I. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth provided an overview of City projects highlighted in the staff report. City Manager Kreitman went over the City Hall chamber and audio/visual upgrade project. Information on other projects is available online in the meeting packet and Gantt chart.

Councilor McPhee asked about an update on site location for the permanent fire station. City Manager Kreitman said they know they want to be somewhere near the City Hall but haven't selected the exact spot yet.

- 2) City Manager Kreitman briefly discussed two new policies: Ethics and Workplace Respect. He said there are many policies in the works and asked if the City Council wished to approve them or be told about them with City Manager Kreitman approving and implementing. Councilor Cowan said he likes to see them and be aware of them but said the Council hired a City Manager to take care of City operations and feels this is completely within the City Manager's role. Councilor Cowan said he is comfortable with City Manager Kreitman sharing them with Council. The entire Council concurred.

J. CITY ATTORNEY'S REPORT

- 1) City Attorney Reid went over the current program regarding alcohol in the City parks. He also explained the Oregon Liquor Control Commission (OLCC) and liability insurance requirements. City Attorney Reid asked the Council to consider whether alcohol is allowed but they have to get an OLCC or the addition of a 2 million general liability insurance policy. Discussion followed about the various options of communication of the policy including signage. City Attorney Reid will bring material for Council's approval during the April meeting.

2) Parking Ordinance

City Attorney went over material regarding concerns about parking in Millersburg related to utility trailers, RVs and semi-trailers as well as boats, flatbeds and so on. After extensive discussion, the Council directed City Attorney Reid to bring back more information and a proposal.

Mayor Lepin recessed City Council for five minutes.

K. UNFINISHED BUSINESS

None

L. NEW BUSINESS

- 1) City-Owned Farm Land Lease Renewals

City Attorney Reid went over staff report with some background regarding the City-owned agricultural land leases by Creekside Farms.

Action: **Motion to Approve Renewal of Land Leases and Give City Manager Kreitman the Authorization to Sign the Leases made by Councilor McPhee; seconded by Councilor Cowan**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

2) Health Insurance Plan

City Manager Kreitman reviewed the staff report regarding the changes to the medical benefits plans offered by Providence and new options, including a Health Savings Account (HSA). There was discussion regarding the HSA option with Councilor McPhee noting that he feels there should be one amount for the City donation to single and married employees.

Action: **Motion to Adopt Proposed Medical Insurance Plan Changes made by Councilor Cowan; seconded by Councilor Harms.**

After further discussion:

Action: **Amended Motion to Adopt Proposed Medical Insurance Plan Changes, including addition of HSA with a City donation to HSA of \$205 per Employee; made by Councilor Scott McPhee; seconded by Councilor Harms.**

Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Aye
Councilor Scott McPhee: Aye
Councilor Don Miller: Aye

3) Urban Growth Boundary

City Manager Kreitman went over staff report regarding potential expansion of the Urban Growth Boundary (UGB). He said the City needs to have more discussions on the potential and options if the Council wishes to pursue the expansion. Councilor Miller said he believes the City is due for a discussion. After some debate, the Council agreed that they'd like the City Manager to pursue and provide more information during a work session.

4) Connection Charges and Capital Reimbursement Policy

Assistant City Manager/City Engineer Booth reviewed the staff report and noted the charges and reimbursement policy only affected public infrastructure. After discussion, she asked the Council if they desired her to bring back more information for approval to the April meeting. The Council signified their support with head nods.

M. CLOSING PUBLIC COMMENT

- 1) Kelly Cole, 3312 Nehalem, noted that her institution offers HSAs and she supports that offering. Also, she said her insurance would only charge her \$25 for a rider for an alcohol permit.

N. CLOSING COUNCIL COMMENT

- 1) Councilor Cowan asked for an update on the City rental house. City Manager Kreitman noted that the renter is moving out but doesn't have an exact date.
- 2) Councilor Cowan then asked for an update on ASA and if the City needed to take any additional actions to make the change happen. City Manager Kreitman said there really isn't anything further the City could do and they are just waiting for the ASA Committee to decide.
- 3) Mayor Lepin said he would ask the Event Planning Committee Chair, Jenny Wolfenbarger, to come to the April Council meeting to provide an update on the Millersburg Celebration scheduled for September 14, 2019 in the Millersburg City Park.

O. ADJOURNMENT

Meeting adjourned at 9:30 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

Upcoming Meetings & Events:

March 19, 2019 @ 6:00 p.m. – Planning Commission Work Session CANCELLED