



Approved by City
Council 9/11/2018

August 14, 2018 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, Don Miller, Scott Cowan, Dave Harms
Scott McPhee

Councilors Absent: None

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City
Manager/City Planner; Jake Gabell, Deputy City Recorder; Forrest
Reid, City Attorney

Presenters: Lieutenant Michelle Duncan

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

None

E. CONSENT AGENDA

1) Approval of July 10, 2018 City Council Meeting Minutes

1) Mayor Lepin noted his vote for the Woods Road Sewer Construction motion was
No, not Aye. Correction will be reflected in final posted minutes and that the
Motion failed 4, 2.

Action: **Motion to Adopt Consent Agenda as Modified to Include Provisions to Pay
Additional Bills of the City made by Councilor McPhee; seconded by Council
Harms.**

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Aye

Councilor Miller: Aye

F. PRESENTATIONS

1) Monthly Report from the Linn County Sheriff's Office.

Lieutenant Duncan presented details on the report given to the City Council.

Mayor Lepin discussed the possibility of charging a fee for repeat false alerts within
the City, which has been on the rise and has taken many man-hours from the

LCSO. Lieutenant Duncan discussed the burden the City and LCSO would face if the City decided to charge a fee for false alarms. Mr. Kreitman asked if enforcement and tracking of the false alarms was something the Council wished but reminded the Council there will be additional time and costs. City Attorney Forrest Read and Councilor McPhee discussed the City of Albany's police security system fees and notification process to the business or homeowners. Mayor Lepin suggested it might good to get input from the other cities. Councilor Cowan asked about getting the number of alarms added to the monthly report and encouraged the Mayor to explore that possibility. Lieutenant Duncan reminded the Council of the extra time that would be needed to do the tracking that would take away from response.

2) Community Service Award

Mayor Lepin discussed the volunteer work he's noting around the City, including the committee for the upcoming celebration. The Council has discussed recognizing volunteers and has come up with a program. Citizen Gayle Hess received a community service award in appreciation for and recognition of his volunteer service to the Millersburg community. Over the years, Mr. Hess was frequently observed with a bag and picking up trash throughout the City as he took his regular walk.

G. PUBLIC COMMENT

None

H. COUNCIL MEMBER AND STAFF COMMENTS

None

I. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Janelle Booth provided an overview on the City Projects update and went over the provided staff report specifically noting the following:

- i. Solar speed signs were installed by Linn County. However, they will need to be taken down to add speed limit signs to the top of the solar panel.
- ii. Detention basin fencing update is not in report. The fencing will be going up tomorrow and within the next two weeks.
- iii. Regarding clearing Crooks Creek, the completion date is noted as mid-September. An initial quote was given to the City; however, the scope of work proved more extensive than in past years so a new scope needs to be drafted then sent out for multiple quotes. Ms. Booth clarified that the only work that can be done is cutting/removing vegetation due to being in wetlands.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

1) Recognition of Former Mayor Clayton Wood

A plaque has been designed, and Kevin Kreitman, City Manager, is proposing that it be mounted to a large rock by City Hall. Council agreed for Staff to continue the

process to get the plaque mounted in the landscaping in front of City Hall. The project is still within the budget the Council approved at the beginning of the project.

L. NEW BUSINESS

1) Benefits and Compensation

Mr. Kreitman provided an overview of the proposed changes to the benefits and compensation. There were errors in the calculation on the prior steps and an adjustment in the cost of living allowance calculations. Staff is recommending the repeal of Resolution 2017-18 and a Council action to approve HR 100-1.

Action: **Motion to Repeal Resolution 2017-18 made by Councilor McPhee; seconded by Councilor Harms.**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

Action: **Motion to Approve HR 100-1 by Councilor McPhee; seconded by Councilor Harms.**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

Action: **Motion to Approve 2.14 % COLA and Include the Assistant City Manager/City Engineer made by Councilor Cowan; seconded by Councilor McPhee.**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

2) Linn Economic Development Group Agreement

Mr. Kreitman provided an overview of the staff report and agreement and background of why it is needed and what the agreement will accomplish. It was also stated that Greg Smith of Gregory Smith & Company will represent the City in any land negotiations, sale or lease, with no additional fee outside of the contract cost.

Action: **Motion to Approve Linn Economic Development Group Agreement and Pay the \$7,500 fee immediately made by Councilor Cowan; seconded by Councilor McPhee.**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

- 3) Ordinance 2018-138 - Prohibiting Smoking in the Millersburg City Parks
Assistant City Manager/City Engineer Janelle Booth provided an overview of the proposed smoking ordinance. Discussion followed about how other cities have approved similar polices and on how Millersburg wants to handle smoking in the City park and if the City had to provide a smoking area. Council had additional discussion regarding designation of smoking areas for special events within the parks with Staff being directed to determine the area prior to the upcoming Millersburg Celebration.

Action: **Motion to Approve Ordinance 2018-138, Prohibiting Smoking in Millersburg City Parks made by Councilor Harms; seconded by Councilor McPhee.**

Action: **Amendment to Motion to Approve Ordinance 2018-138 Adding a Provision for the Designation of Smoking Areas within the Parks made by Councilor Cowan; seconded by Councilor Miller.** Ordinance 2018-138

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

- 4) City of Millersburg Logo
Ms. Booth provided an overview as to why the City is looking at changing the City logo. The City does not have the original electronic file for the current logo, and the resolution for the file the City currently has is very poor. After discussion, Council agreed on City slogan update to "A Community Linking Agriculture and Industry" as well. City Attorney Forrest Reid noted that Staff can communicate with the Council, and Mayor Lepin can make the final decision on the proposed City logo.
- 5) City Manager Appraisal
Mayor Lepin shared an overview of the feedback gave by the Council and City staff on Mr. Kreitman's performance over the past eight months. The appraisal was very positive, and there were no additional comments provided by Council.
- 6) Engaging Cable Huston for MS4 Legal Consultation
Ms. Booth provided an overview of the potential agreement with Cable Huston. This agreement is for stormwater.

Action: **Motion to Grant City Manager Authority to Enter into an Agreement with Cable Huston and Report Back to City Council made by Councilor Cowan; seconded by Councilor Miller.**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Aye
Councilor Miller: Aye

M. CLOSING PUBLIC COMMENT
None

N. CLOSING COUNCIL COMMENT

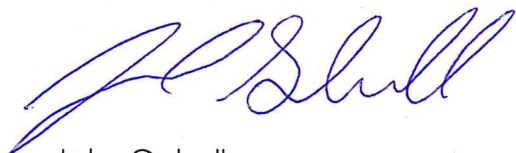
- Councilor Miller asked about how the City can address door-to-door salespersons and peddlers within the City. Discussion followed concerning the workload involved in managing and what the program might look like. Mayor Lepin questioned whether the Council wanted Staff to work on a resolution and said that with the new fire service agreement, there is now a stronger need to know. Councilor Cowan noted the amount of items on Staff's plate and recommend this program be re-visited at a later date. After continuing discussion on the idea a business license, the Council agreed to revisit this item at a later date.
- Mayor Lepin announced that the packets for City Council elections are due by this Friday, August 17th.
- Councilor Cowan asked about the conversation with Oregon BBQ, and it was reported that the discussion went well and the BBQ is on a path to resolve the concerns.

O. ADJOURNMENT

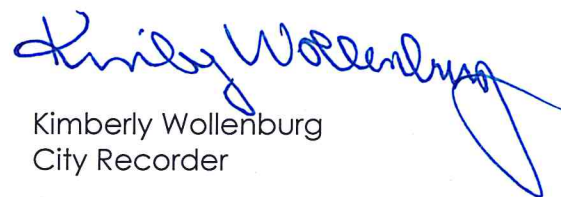
Meeting adjourned at 8:32 p.m.

Respectfully submitted:

Reviewed by:



Jake Gabell
Deputy City Recorder



Kimberly Wollenburg
City Recorder

Upcoming Meetings:

August 21, 2018 @ 6:00 p.m. – Planning Commission Meeting

September 11, 2018 @ 6:30 p.m. – City Council Meeting

These minutes are not final until approved by the City Council.

