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Approved by City
Council 7/10/2018

June 12, 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 6:30 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Don Miller, Scott Cowan, Dave Harms
Scott McPhee – arrived @ 7:53 p.m.

Councilors Absent: None

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

Presenters: None

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

None

E. CONSENT AGENDA

- 1) Approval of May 8, 2018 City Council Meeting Minutes
- 2) Approval of May 22, 2018 City Council Work Session Minutes
- 3) Approval of revised Council Approval Report for Monthly City Bills
- 4) Approval of Annual Liquor License Renewals
- 5) Resolution 2018-13 – Extending Workers' Compensation to Volunteers

Action: **Motion to Adopt Consent Agenda as presented made by Councilor Miller,
seconded by Council Cowan**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Not Present
Councilor Miller: Aye

F. GUEST PRESENTATIONS

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

Sergeant Greg Klein gave his update on the issues reported the previous month, specifically mentioning the several occasions of vehicles being broken into. In all cases, he said the vehicles were unlocked and encouraged residents to lock and secure vehicles as much as possible.

During the report, citizen Linda Westbrook, Millersburg Drive, noted the speed limit sign is too close to Morningstar Lane for people to see the speed limit and has noticed a lot of cars going too fast. Mayor Lepin shared that there is a stationary solar-powered speed limit sign coming soon. Ms. Westbrook then asked what can be done to drop the speed limit. Assistant City Manager/City Engineer Janelle Booth said a speed study was done there recently. She shared that because Millersburg Drive and Alexander Lane are collector streets they would never be classified as residential to allow for the lower speed limits. Mayor Lepin said they had to push the Oregon Department of Transportation (ODOT) to lower Woods Road to 45 (they wanted 50) but feels we probably won't be able to lower the speed limits but that the City will continue to monitor the situation.

There followed a brief discussion of past efforts to have ODOT lower speeds with Ms. Booth explaining arterial and collector streets.

G. PUBLIC HEARING

Mayor Lepin went over process for the public hearing then opened the public hearing at 6:46 p.m.

- 1) State Sharing Revenue Funds
 - i. City Recorder, Kimberly Wollenburg, went over Resolution 2018-14 regarding certifying the City's eligibility to receive State Sharing Revenue Funds from alcohol, cigarette and highway use taxes.
 - ii. Ms. Wollenburg then went over Resolution 2018-15 which stated the City's election to receive the State Sharing Revenue Funds from alcohol, cigarette and highway use taxes
- 2) FY 2018-19 Budget
 - i. Deputy City Recorder, Jake Gabell, noted a few adjustments made to the budget. Ms. Booth explained that the yellow highlighted cells were the changes and explained the City was still in compliance to make adjustments after Budget Committee approval before City Council approval.

Mayor Lepin opened the Public Hearing to public comment:

- 1) Gary Keehn, 3254 Clearwater, asked if there is any increase in police coverage for the next year. Mayor Lepin said the Council still planned to discuss; however, there was nothing in provided data from LCSO that suggested we need an increase yet. Kevin Kreitman, City Manager, noted that he's spoken to the LCSO about getting extra coverage, and that they don't have the staffing to provide the additional support without hiring a new deputy. Councilor Cowan said they'd like to accommodate more hours for us but that they just don't have the bodies.
- 2) Gary Keehn, 3254 Clearwater, asked if money was set aside for the temporary first station. Mr. Kreitman confirmed there is.

Mayor Lepin closed the public hearing at 6:49 p.m. then asked for motions.

Action: **Motion to Approve Resolution Certifying Eligibility to Receive State Sharing Revenue Funds made by Councilor Cowan, seconded by Councilor Harms** Resolution 2018-14

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Not present
Councilor Miller: Aye

Action: **Motion to Approve Resolution Electing to Receive State Sharing Revenue Funds made by Councilor Cowan, seconded by Councilor Harms** Resolution 2018-15

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Not present
Councilor Miller: Aye

Action: **Motion to Approve Resolution Adopting Budget & Making Appropriations made by Councilor Cowan, seconded by Councilor Harms** Resolution 2018-16

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Not present
Councilor Miller: Aye

H. PUBLIC COMMENT

- 1) Linda Westbrook, Millersburg Drive, shared that she's been going door-to-door with information about the upcoming stormwater open house on June 21 at City Hall and asked about other notification as she didn't see it on website. Ms. Wollenburg confirmed that it was on website and said a press release would be in newspaper and is also on reader board.

I. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin noted that he'd several discussions with Jenny Wolfenbarger, the Event Committee Chair, about sponsorships and shared we'd received \$12,600 so far for the Millersburg Celebration.

J. CITY MANAGER'S REPORT

- 1) Mr. Kreitman introduced Ms. Booth to provide an overview on the City Projects update. Ms. Booth went over the provided staff report. Mr. Kreitman briefly went over the right-of-way information flyer provided in the utility billing statement. Ms. Wollenburg and Mr. Gabell gave an update of the continuing work to fix utility billing account and other items done for the convenience of citizens, vendors and builders as well as City staff.

K. CITY ATTORNEY'S REPORT

None

L. UNFINISHED BUSINESS

None

M. NEW BUSINESS

1) Linn County Enterprise Zone

John Pascone gave a short presentation about the enterprise zones after Lebanon decided to withdraw to form the Linn County Enterprise Zone with the City of Millersburg being a co-sponsor.

Action: **Motion to Approve Resolution Forming the Linn County Enterprise Zone made by Councilor Cowan; seconded by**

Councilor Miller

Resolution 2018-17

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Not Present

Councilor Miller: Aye

2) Authorizing Refinancing of Water System Improvement Loan

Mr. Kreitman provided an overview of the staff report on refinancing the water system improvement loan and approval of the resolution to allow Piper Jaffray to accept bids.

Action: **Motion to Approve Resolution Authorizing Refinancing of the Water System Improvement Loan made by Councilor Harms;**

seconded by Councilor Miller

Resolution 2018-18

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Not Present

Councilor Miller: Aye

3) Approval of Capital Improvement Program

Ms. Booth went over history of Capital Improvement Program draft and noted no comments or suggestions were received following the second budget meeting. She also clarified that the document doesn't authorize spending—the budget does. The Program document is a planning tool. Mayor Lepin brought up one change that needed to be made under streetlights. Councilor Cowan wondered if the City was now requiring developers provide LED lighting. Ms. Booth said the old lighting is still in the code; however, developers are providing LED anyway, and the City is reviewing.

Action: **Motion to Approve Capital Improvement Program made by**

Councilor Harms; seconded by Councilor Cowan

Resolution 2018-18

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Not Present

Councilor Miller: Aye

4) Ambulance Service Area

Mr. Kreitman provided an overview of the staff report which included the background regarding the withdrawal from Albany Rural and Jefferson Rural Fire Districts. He also went over how FireMed works and encouraged citizens to renew with whichever agency they are currently covered by. FireMed covers anyone enrolled in any city that accepts FireMed. After Councilor Cowan motioned to request the Ambulance Service Area (ASA) Advisory Committee consider a change from Jefferson Rural Fire Protection District ASA to the City of Albany ASA, discussion was opened.

Councilor Cowan said this is the appropriate change now and that it makes sense to request the change so the provider is the same as the one providing fire service to the community. Councilor Harms noted that with Jefferson struggling with staffing, it seems like this is something needed and supports it. Councilor Miller also noted he supports this.

Gary Keehn, Clearwater, asked about a levy. Mr. Kreitman confirmed the operating levy would not continue. Mr. Keehn then asked about response times and when this would start, and Mr. Kreitman said he wasn't sure with regard to response times and that coverage from Albany Fire would begin July 1, with fire station done and staffed in September. He also noted that we'd start with 2-person coverage but 3-person coverage would begin in November.

Kathie Strathern, Katelyn Way, said she was confused about the north/south of Conser coverage. Mr. Kreitman said that as of July 1st, all of Millersburg would be covered by Albany for fire response but the area south of Conser Road would be covered by Albany for ambulance and Jefferson ambulance would cover the area north of Conser unless withdrawal from ASA is approved. If the ASA change is approved then Albany would begin providing coverage to all of Millersburg for ambulance.

Mr. Keehn then asked about an out of District cost charged by Jefferson. Mr. Kreitman said he didn't know; however, numerous departments have out of District charges so Jefferson may consider it since they would no longer cover the fire service and Millersburg could be considered out of District.

Action: **Motion to Request the Linn County ASA Consider Change from Jefferson Rural Fire Protection District ASA to the City of Albany ASA made by Councilor Cowan; seconded by Councilor Harms**

Mayor Lepin: Aye
Councilor Cowan: Aye
Councilor Harms: Aye
Councilor McPhee: Not Present
Councilor Miller: Aye

N. CLOSING PUBLIC COMMENT

- 1) Kathie Strathern, Katelyn Way, asked about the parks questionnaire and status and if everything is now on hold. Mr. Kreitman spoke about the need to have a master plan to put projects into place. He said the City has budgeted funds to

hire a consultant for the master plan and they would likely use or refer to the collected data. Mayor Lepin shared that it is currently in the budget to address one of the things citizens asked for, which is putting exercise stations in the park. He also spoke about the survey data and challenges with tabulation and analysis. Ms. Strathern noted it's a good park but had fairly limited facilities like playground equipment for families. She wondered about Millersburg directing developers to incorporate parks in their plans. Mr. Kreitman said the City is currently working on rate and system development charge (SDC) updates as the City's current SDC's do not generate enough revenue in most cases to support pocket parks, there would also additional costs associated with maintaining them.

O. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin asked those present if there was anything they would suggest to make the Council meetings better. The following things were offered:
 - i. Acronyms – explain them as many do not know what they mean
 - ii. Likes that we open the meeting up to the public
 - iii. Can hear the Mayor speak now
- 2) Councilor Cowan suggested that we make some sort of update available to the public about what's going on with the park survey. We know what's going on but citizens don't. Ms. Booth read statement from Capital Improvement Program about parks. Ms. Strathern asked if Linn County could help. Mayor Lepin said we need to methodically go over results and make a plan.

P. ADJOURNMENT

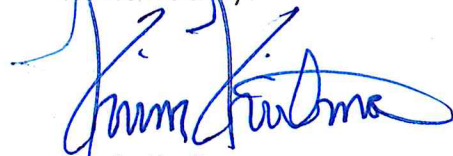
Meeting adjourned at 7:56 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

Upcoming Meetings:

June 13, 2018 @ 6:00 p.m. – Planning Commission Meeting
June 21, 2018 @ 5:30 p.m. – Stormwater Open House