



**Millersburg City Council  
Work Session Summary**

May 22, 2018  
4:00 p.m.

*Approved by City  
Council 6/12/2018*

**Agenda**

- A. CALL TO ORDER: Called to order at 4:00 p.m. by Mayor Lepin
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL

Councilors Present: Mayor Jim Lepin, Scott Cowan, Dave Harms, Scott McPhee, Don Miller  
Councilors Absent: None  
Staff Present: Kevin Kreitman, City Manager; Kimberly Wollenburg, City Recorder; Janelle Booth, City Engineer; Forrest Reid, City Attorney  
Presenters/Guests: None

- D. GUESS PRESENTATIONS  
None
- E. PUBLIC COMMENTS  
None
- F. COUNCIL MEMBER & STAFF COMMENTS  
None
- G. CITY MANAGER'S REPORT  
None

H. CITY ATTORNEY'S REPORT

1) City Attorney Forrest Reid said he'd been contacted by ATI regarding the property they have to perform remediation work on due to radon in the soil. They are interested in doing a clean-up of the property which will cost the City nothing but may take time to do. Mayor Lepin asked Mr. Reid to be cognizant of the timeline given the recent interest in industrial property.

I. UNFINISHED (OLD) BUSINESS

1) Fire Service Update  
City Manager, Kevin Kreitman, gave a brief background on the project then spoke about incoming revenue versus expenditures specifically regarding the beginning general fund balance. He also discussed the differences in

budgeted general fund balance and revenues then went over projections over the next 2 years to show where the City stands and what funds look like in the future by going to a 3-person crew versus 2.

#### J. NEW BUSINESS

##### 1) Parks Committee Report on Citizen Survey

Mayor Lepin gave a quick update on the Parks survey and how survey was mathematically challenging to calculate. He asked Connie Lepin who is on the Parks Committee to explain. She told the Council how the calculations were discussed and the results obtained. Mr. Kreitman said that when the consultant is brought on board to work on the Parks Master Plan, the consultant may be able to use some of that data or will come up with another method to gather and report data. He clarified that the Parks Master Plan project is in the new budget. He suggested that the Parks Committee could work with the consultant.

##### 2) Republic Services Franchise Agreement

Mr. Kreitman spoke about Republic Services' franchise agreement which is up for renewal and options for changes to the agreement based on the services they are providing to other cities in the area. He asked the Council to let him know if there were any additional services that should be added. Discussion followed regarding street sweeping, including the current vendor handling the street sweeping and citizens' desires to know the schedule. The potential of having Republic Services handle the street sweeping for the entire City and if they may have any interest was discussed.

##### 3) Student Representative on Council

Mayor Lepin noted that before speaking with staff, he believed the program should be discontinued. He then asked Mr. Kreitman to offer his opinions/comments. Mr. Kreitman briefly spoke about his past experiences in other cities and that the programs were not successful there. He noted that the Council could explore scholarship opportunities or some other kind of incentive. He said that ultimately the decision to continue was the Council's; however, he recommended that if the Council elected to continue, to delay the next recruitment until next summer to give staff time to re-evaluate the program and revise the process to find the right student, including reaching out to other cities to see what they've done and what's worked. He suggested the Council consider what the Council wants to see with this program.

Councilor Harms noted that he is all for the program but wants the selected student to get some value out of participating. Councilor Miller asked Mr. Reid about a past program where the City granted scholarships for college. Councilor Cowan said he likes the program and wants to see youth recognized as much as the older generation. He would like to see the City try one more time and says the student definitely needs a project they can work on and recommends that any scholarship potential is not advertised but consider whether it is something Council has the flexibility to offer at a later date. He said specific parameters are necessary. The Council was in favor of the program continuing with staff revamping the process and starting next year.

4) Volunteer Recognition

Mayor Lepin went over his worksheet with the Council, asking for feedback on volunteer recognition. The Council then had discussion around ideas for the type of recognition, how to recognize, who nominates and who awards. Councilor Cowan recommended that awards are done throughout the year during City Council meetings and at the annual celebration, the mayor could mention the volunteers in a speech. There was also a suggestion to use a booth at the celebration to showcase the volunteers. One of the ideas was to have certificates with gold seals put together by staff for Council to handout. More details will follow.

5) Construction Inspection Services

Ms. Booth went over staff report discussing options on covering costs associated with increased inspection responsibilities and asked for Council consensus to move forward with the idea of contracting with a firm to perform construction inspection services. The Council provided their agreement for Ms. Booth to move forward.

K. CLOSING PUBLIC COMMENT

None

L. CLOSING COUNCIL COMMENT

- 1) Mr. Kreitman noted City Hall has a new staff member, Astrid Hesberg, who is working part-time as an Office Assistant.
- 2) Mayor Lepin mentioned that he and Councilor Miller went to businesses from Love's to City Hall to discuss the Millersburg Celebration and talk to the businesses overall about Millersburg. He noted the interactions were positive and businesses were very receptive not only about the event but overall.

M. ADJOURNMENT: Adjourned at 6:05 p.m.

Respectfully submitted:



Kimberly Wollenburg  
City Recorder

Reviewed by:



Kevin Kreitman  
City Manager

Upcoming Meetings:

June 12, 2018 @ 6:30 p.m. – Council Meeting & Public Hearing

June 13, 2018 @ 6:00 p.m. – Planning Commission Meeting

