



Approved by City
Council 6/12/2018

May 8, 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, Student Representative Bradley Johnston

Councilors Absent: None

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

Presenters: None

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

None

E. CONSENT AGENDA

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

2) Approval of April 23, 2018 Special City Council Meeting Minutes

3) Approval of revised Council Approval Report for Monthly City Bills

City staff answered some questions from Councilors regarding specific vendor payments.

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

Mayor Lepin: Aye

Councilor Cowan: Aye

Councilor Harms: Aye

Councilor McPhee: Aye

Councilor Miller: Aye

F. PROCLAMATION

Mayor Lepin gave a brief statement regarding Older Americans Month and stated that he'd really like to have the Council support the Proclamation. He then read the Proclamation designating May 2018 as Older Americans Month. Councilor Cowan asked staff to make a note of this for next year to bring forward.

Action: **Motion to Approve Proclamation proclaiming May as Older Americans Month made by Councilor Miller, seconded by Councilor Harms**

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

G. GUEST PRESENTATIONS

- 1) Monthly Report from the Linn County Sheriff's Office.
Lieutenant Duncan noted there was a traffic crash not reflected on the report. She also shared that they are noticing frequent foot traffic around the City but particularly down Old Salem Road. They've also noticed more thefts that happen during the day. She specifically mentioned thefts of packages from resident's homes. She encouraged residents to take care around leaving doors unlocked, and if there will be packages delivered, to see if neighbors can pick them up if owner is not home. She also noted a practice of many residents to leave garage doors open even into the night and recommends residents close them, especially not leaving them open after dark.
- 2) Chase Burton, Eagle Scout, gave the Council an update regarding the project the City supported to replace the failing tennis backboard at South Albany High School. He reported they were actually able to replace the old one with two new ones that were also installed in better spots. He noted he had a lot of volunteers to help and thanked the Council for their support.
- 3) Miller Clare, Zuhlke Lane, Eagle Scout candidate, gave the Council an update regarding his project to place storm drain markers around the City. This was also a Council supported project, and the City provided the markers. He said he and the other Scout helping him had about thirty Scouts and family members helping, and they were able to get most of the City completed. Ms. Booth spoke about how this project supports any upcoming potential MS4 permit requirements. Additional markers have been ordered to finish the City. Mayor Lepin read a letter of thanks to Miller.

H. PUBLIC COMMENT

- 1) Gary Keehn, 3254 Clearwater, asked if the storm drain markers will be automatically be put into new developments. Ms. Booth noted it is not currently a condition but is something that could definitely be added. Mayor Lepin said he'd spoken with Jake Gabell, and that the placing of the markers is a great volunteer project. Mr. Gabell noted that some newer developments have manhole lids with the symbol/information on them.

Mr. Keehn also asked if we will be considered in District or out of District between Albany and Jefferson (regarding fire services (FireMed) support). He said his understanding is that as of 1 July we will be in for Albany and out for Jefferson, and if we are out of District for Jefferson, is that on the ambulance or fire? He said he was trying to figure out fees. Mr. Kreitman said Mr. Keehn would need to check with Jefferson. Councilor Cowan asked if anything changed with Jefferson for out of District, and Mr. Keehn noted he'd heard rumors of fees but doesn't know any specifics as there hasn't been anything made public by Jefferson.

- 2) Dennis Gunner said he volunteers for Call-A-Ride and says the program supports two residents right now and wonders if a newsletter or some other kind of notification can be made to let residents know of this program. He said we are paying the City of Albany for this service and not utilizing it. Mr. Kreitman noted that we aren't paying a set amount; charges are based on the number of rides. City Recorder, Kim Wollenburg, said her plan is to have an online and paper newsletter for citizens in June.

I. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Assistant City Manager/City Engineer, Janelle Booth, shared that Cardno, the consultant on the Stormwater Master Plan project, is working on the Stormwater Master Plan and have completed the majority of the survey work. Of note, there is a public open house for the public to talk about residents' stormwater concerns on June 21, 2018, 5:30 p.m. to 7:00 p.m. at City Hall.
- 2) Mr. Kreitman shared that bond counsel has been secured for the refinancing of the water bond as the City's representative, Piper Jaffray continues to lead the refinancing. He noted that any fees associated with the refinancing will be applied to the bond. Council Cowan asked projected savings, and Mr. Kreitman said the estimate is about \$250,000.
- 3) Mr. Kreitman gave an update on the budget, noting the first meeting was on May 1 where an overview of the new format and budget was presented. The next meeting is on May 17, and the budget will be discussed line-by-line along with associated resolutions. Ms. Booth mentioned the Capital Improvement Program plan and asked for comments and suggestions for the May 17 meeting so it can be approved and adopted. She said the plan next year is to have this plan approved and adopted before the budget.
- 4) Ms. Booth shared that there was a recent safety inspection at the parks and minor items were noted with a focus on the playground area. Councilor Cowan asked if there was anything with a potential high cost and if the inspection could be done annually. Ms. Booth confirmed the issues were minor and that the plan is to have the inspection done annually. Mayor Lepin asked about the timing of the parks discussion coming up with Council on May 22 with the next budget meeting being on May 17. Mr. Kreitman noted the important thing is to have a Parks Master Plan in place before using Parks SDCs for improvements. Mayor Lepin said every year, the trail system keeps

coming up, and he'd like to see them addressed. Mr. Kreitman said a master plan will identify where those connections are for the projects that need to be done. Ms. Booth clarified that any large projects would require planning and design so expending any construction funds would likely fall later. Council Harms asked if we have a drag for the ballfield. Ms. Booth said this is being worked on right now. Mr. Kreitman said that with the agreement we have with the Boys & Girls Club, they are providing the equipment and dragging the south field. Councilor McPhee asked about the north ballfield. Ms. Booth said that the plan is to try to till the field later in the week and has no plan to set any bases other than the home plate until she's heard from the Little League.

- 5) Ms. Booth gave an update on the 2 RFQs (detention basin fencing and bollard installation). The Council will be asked to move forward on fencing; however, there were no quotes provided for the bollard installation so she will be going out again. She then discussed the quotes for the fencing. Councilor Cowan asked about the square foot of the detention ponds. Some discussion followed regarding the size and location of the detention ponds and ownership of them. Additional discussion was had around standards for fencing height, the construction of the fences, warning signs, and potential liability.

Action: **Motion to Accept Quote from Outdoor Fence made by Councilor Cowan, seconded by Councilor McPhee**

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

After the vote, Councilor Cowan asked follow-up questions regarding the City ownership of the detention ponds within the City. Discussion followed about the potential for the Sweetwater pond for trails. Citizen Kelly Cole noted that she lives across the street from the pond and there appears to be a path but doesn't see people near it.

J. CITY MANAGER'S REPORT

- 1) Mr. Kreitman gave an update as to the status of the Supervisory Order for approval to submit the boundary change to the State for the withdrawal from Albany and Jefferson Rural Fire Districts. The State sent confirmation and has notified Albany and Jefferson. Ms. Booth shared that the City now has a full legal description for the records. She also shared that the site for the temporary fire station has been selected and is located across from City Hall. Discussion followed regarding the structure and layout for the temporary fire station.
- 2) Ms. Booth reported a new requirement to evaluate all ADA ramps to see if they meet the current requirements. Linn County is putting together a

grant request for all of the agencies in the area to join and need a letter of support from the City. She noted that all agencies will split the \$21,000 cost with actual cost to be determined once participants are finalized. Councilor Cowan questioned the merits of going back to make changes to ramps and the financial impact of making changes to ramps already installed. Ms. Booth said this is for a study/survey and give recommendations which will then be evaluated.

Action: **Motion to Provide a Letter Support to Linn County made by Councilor Miller, seconded by Councilor Harms**

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

- 3) Ms. Booth reported on the status of the solar speed signs and that the County had obtained the material and will let us know when they are ready.
- 4) Ms. Wollenburg gave a presentation on the website at www.millersburgcelebration.com for the Millersburg Celebration.
- 5) Councilor Cowan thanked staff for continuing to find water and sewer accounts that haven't been paid or billed. He talked about the projects he's worked on specifically the tank farm located near the City Hall. He said they are working on potentially dismantling but are interested in the idea of meeting to discuss site options. He reported that he'd gotten a quote on the Old Salem Road/I-5 barrier and it was high. He shared that there has been conversation and that Albany is developing a brochure to update citizens as to the fire service updates. Councilor Harm asked if there was another way to place the barrier. Discussion followed regarding other options to place the barrier.

K. CITY ATTORNEY'S REPORT

L. UNFINISHED BUSINESS

None

M. NEW BUSINESS

- 1) Change to Local Recycling Program
Julie Jackson, Republic Services, gave an update regarding the cities who have incorporated the additional fee for recycling noting that \$2 to \$3.85 is the average range with some going lower. She said that China is now

not taking anything. She presented three options with the most severe of having everything go to the landfill.

Action: **Motion by Councilor Cowan to Accept Option 1 with an Increase of \$2.00; seconded by Dave Harms.**

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

- 2) Report from Student Councilor
Student Councilor, Brad Johnston, gave a brief report on his time as student councilor. He offered a suggestion that he often didn't feel he was on the same page as the other Councilors and didn't always get the same information but figured that was mainly because he was so new. He said he enjoyed seeing what the Council really does for the community.
- 3) Ms. Booth reviewed the staff report supporting the request for an ordinance and resolution regarding change the certificate of occupancy process to reflect what the City is doing and to fit the code.

Action: **Motion to Adopt Ordinance 137 made by Councilor McPhee; seconded Councilor Harms.**

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

Action: **Motion to Approve and Adopt Resolution 2018-12 made by Councilor McPhee; seconded by Councilor Cowan.**

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

N. CLOSING PUBLIC COMMENT

- 1) Gary Keehn, 3254 Clearwater, asked that when the City has the meeting with Republic Services for franchise agreement to make sure we still have the option for the larger garbage can. Mayor Lepin noted the larger can could be gotten but folks have to pay for it. Discussion followed regarding the options and cost for the larger can.

O. CLOSING COUNCIL COMMENT

None

P. ADJOURNMENT

Meeting adjourned at 8:31 p.m.

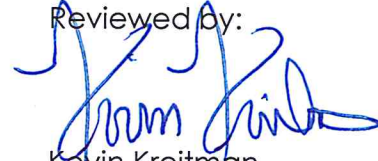
After the City Council meeting adjourned, the Council convened into an Executive Session per ORS 192.660.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

Upcoming Meetings:

May 15, 2018 @ 6:00 p.m. – Planning Commission Meeting & Public Hearing

May 17, 2018 @ 6:00 p.m. – Second Budget Committee Hearing & Public Hearing

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

