



**Millersburg City Council  
Work Session Summary**

February 27, 2018

4:00 p.m.

**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, Don Miller, Scott Cowan, Dave Harms, Scott McPhee

Councilors Absent: Scott Cowan, Don Miller, Student Representative Bradly Johnston - excused

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

Presenters/Guests: John Pascone

D. GUESS PRESENTATIONS

- 1) John Pascone, spoke about background and history of Enterprise Zones as a tax deferral mechanism to invest and create jobs. He addressed, specifically, where the City of Millersburg currently stands given that the City of Albany is now an urban zone. He shared his discussions with the City of Lebanon and options for Millersburg to join with Linn County since the City of Millersburg wouldn't qualify for an enterprise zone on its own based on the City's demographics. Mr. Pascone suggested the City of Millersburg, at the next Council Meeting, approve moving forward with discussions with Linn County to form a joint Enterprise Zone.

E. PUBLIC COMMENTS

None

F. COUNCIL MEMBER & STAFF COMMENTS

G. CITY MANAGER'S REPORT

- 1) Kevin Kreitman, City Manager, noted he and Janelle Booth, Assistant City Manager/City Engineer, will meet with Cardno, Inc. soon to kick off stormwater project.

- 2) He noted there will be a meeting with AMEDC regarding City industrial properties with the Mayor providing an update in March.

#### H. CITY ATTORNEY'S REPORT

None

#### I. UNFINISHED (OLD) BUSINESS

None

#### J. NEW BUSINESS

- 1) Mr. Kreitman gave a brief introduction to the STOP signs in subdivisions topic. Ms. Booth reviewed the staff report on the STOP sign requirements and where the City is. She also reviewed the options available to the Council and asked for direction from the Council.

There was discussion following the presentation. Mr. Kreitman noted there would need to be a revision to the Land Use Code. Councilor McPhee noted he wasn't in favor of 4-way STOP signs being at all street intersections in local subdivisions, but was in agreement with designating a main travel route with stop signs on the lateral streets. Mayor Lepin said he personally agrees with that concept.

- 2) Janelle Booth, Assistant City Manager/City Engineer provided an update regarding the City's response to the Department of Environmental Quality (DEQ) MS4 permit changes and requesting a waiver. Comments were submitted to DEQ on Tuesday, February 20.
- 3) Mr. Kreitman presented the report on the proposed Purchasing Code and provided a background and current status of contracting process and procedures for the City. He said the idea was to come back to Council at the next meeting with a new code for approval. There was some discussion between Councilors and staff regarding clarification on limits within the Code. During this, there was discussion regarding the budget. Councilor McPhee noted there wasn't a lot of line items in the budget which has given the City freedom to move things around as needed. Several Councilors agreed a change was needed in the draft Code to add that City Manager authority was limited to items specifically earmarked within the budget, otherwise the purchase had to be approved by City Council.

Mayor Lepin said he supports the Council getting out of the minutia, in setting the budget line items for the City staff to have authority to purchase. Councilor Harms said he supports the idea of completely redoing the budget. The Council agreed that Mr. Reid would update the Purchasing Code draft to include requested changes addressed by Council.

There was some additional discussion regarding an option to give 10% for using locals or other Oregon-based groups. The Council directed staff to bring a final document and resolution approving new Code and repealing Resolutions 8 and 80 to the Council for the March 13, 2018 meeting.

- 4) Mr. Kreitman gave a presentation on the audit letter and what was noted on the draft letter provided by auditors. The four things specifically identified by auditors are being addressed: invoice duplication, submitting 1099s, policy development and system development charges. Mr. Kreitman further shared with the Council various things City staff is working on to revise the budget structure for better communication of City finances.

He also spoke about the previously provided Gantt chart showing the work in progress by City staff and said the Council would be updated monthly. Major Lepin asked for a monthly Statement of Expenditures. Mr. Kreitman noted his intent to provide this report monthly in the Council packet.

- 5) Mr. Kreitman gave a verbal report on participation in the Oregon Growth Savings Plan and asked if Council is willing to consider. Council noted that if this is something staff is interested in, they would definitely consider. Mr. Kreitman confirmed staff is interested.

K. CLOSING PUBLIC COMMENT  
None

L. CLOSING MAYOR AND COUNCIL COMMENT

- 1) Mayor Lepin asked about having the March 27, 2018 work session based on the timing during Spring Break. After a discussion about upcoming absences, there will be no work session scheduled for March 27, 2018.
- 2) Councilor McPhee asked about SDCs. Mr. Kreitman noted we didn't calculate back the interest and that this is something he wanted to discuss further with the Council. Councilor McPhee asked if we could create separate accounts within the LGIP fund, staff shared that separate ledger accounts tracking the funds are maintained but separate budget funds within LGIP is not encouraged.

M. ADJOURNMENT: Adjourned at 5:55 p.m.

Respectfully submitted:



Kimberly Wollenburg  
City Recorder

Reviewed by:



Kevin Kreitman  
City Manager

Upcoming Meetings:

March 13, 2018 @ 6:30 p.m. – Council Meeting & Public Hearing

March 20, 2018 @ 6:00 p.m. – Planning Commission Meeting & Public Hearing

