



## January 9, 2018 City Council Minutes

City Hall  
4222 Old Salem Road NE  
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 and Student Representative Bradly Johnston

Councilors Absent: None

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

### C. PLEDGE OF ALLEGIANCE

### D. CHANGES AND ADDITIONS TO THE AGENDA

- 1) Addition of two items to agenda
- 2) Revised Council Approval Report for Monthly City Bills

### E. CONSENT AGENDA

- 1) Approval of 12/12/2017 City Council Meeting Minutes
- 2) Approval of 12/26/2017 City Council Meeting Minutes
- 3) Approval of Council Approval Report for Monthly City Bills

Action: **Motion to Adopt Consent Agenda as presented made by Scott McPhee, seconded by Scott Cowan: Passed 5-0**

### F. GUEST PRESENTATIONS

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

### G. PUBLIC COMMENT

- 1) Gary Keehn asked if Janelle Booth, City Engineer, was going to look at Clearwater Road for repair work as needed.
- 2) Citizen Pauff expressed a concern about the visibility on the north side of N. Salem.

- 3) Councilor Scott Cowan mentioned a leaning tree on the north side of Alexander coming off Salem Avenue.  
Action: **Ms. Booth noted she would visit each site for review.**
- 4) Dennis Gunner asked about someone handling code enforcement. Mayor Jim Lepin noted code enforcement would be addressed later.
- 5) Gary Keehn asked for an update on the reload facility. Response: John Pascone, shared that the Mid-Willamette Valley Reload Facility applications are in and four were received. A determination on best application will be made within next couple of weeks.
- 6) Gary Keehn asked if the City had anything to do with the Oregon Department of Transportation (ODOT) on the exchange. John Pascone said there is a dedicated truck lane from the highway that goes right into the property. He anticipates a decision on the overpass closure by ODOT mid-January.
- 7) Gary Keehn asked for an update on the fire station. City Manager Kevin Kreitman noted no update since the December 26, 2017 meeting.
- 8) Dennis Gunner asked to discuss code enforcement. Mr. Kreitman shared that the plan is to address based on citizen complaints as there are no dedicated code enforcement staff. He also noted the plan to work with a contract planner to evaluate program, develop a manual and train staff. Council Cowan agreed with Mr. Gunner and wanted to make sure checks and balances actually happen. Mr. Gunner and Connie Lepin shared concerns that there are too many variances being approved inconsistently. Mr. Kreitman and Mayor Lepin shared again the plan for the contract planner to review and revise code enforcement.  
Action: City Attorney, Forrest Reid noted a fifteen (15) day appeal period. **He would clarify the call-up day time frame for next meeting.**

#### H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Mayor Lepin:
  - i. He sent a letter to the Linn County Sheriff's Office commending and thanking them for their extra visibility within the City and particularly the park, including talking to the public about dogs off leash in the park.
  - ii. There is a joint Albany and Millersburg City Council meeting on January 18, 2018 at 5:00 p.m. at the Albany City Hall. The purpose is primarily to discuss options for modifications to the wastewater treatment process to deal with disposal of solids.
  - iii. On January 23, 2018 at 4:00 p.m., there is a City Council Work Session with one of the items to discuss the City owned properties.
- 2) Councilor Cowan:
  - i. Thanked Mayor Lepin for his dedication and work while going through transition and dealing with the rollercoaster of events.
- 3) Councilor McPhee:
  - i. Asked about slide at the park. Mr. Kreitman noted he saw the slide and talked to the City's maintenance supervisor. Because of the construction of the new slide (one solid piece), the City will need to contract with the placement.  
Action: **The City is getting quotes for the work to replace the park slide.**

- 4) Councilor Miller:
  - i. Noted there will be two members of the Council up for election the end of this year and that he's concerned with losing institutional knowledge if they depart.

I. CITY MANAGER'S REPORT

- 1) Have issued notice of intent to award the stormwater management plan project. After a 7 day protest period, will begin contract negotiations with the intent of coming to Council for award at the February 13, 2018 Council Meeting.
- 2) There's a work session with the Planning Commission and our City Planner – John Morgan – on January 16 for introductions, to review city land use processes and procedures and discuss options to audit and update City Land Use Code and/or consider a clean re-write of the Land Use Code. Mr. Morgan will also be at the January 23 City Council Work Session.
- 3) The City of Albany approved the consolidation of two Clean Water State Revolving Fund loans for the water reclamation facility in which Millersburg has a joint ownership into single loan with a lower interest rate and annual fee. This will result in interest savings of approximately \$345,000 over the remaining life of the loans.
- 4) Love's Travel Center made payment of \$34,247.00 for the prior under-calculation and payment of sewer system development charges (SDCs).

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

- 1) Proposed Dog Leash Ordinance for City Park  
Recommendation by City Attorney, Forrest Reid, that Dog Control Code 560, Linn County's code, is sufficient to address Millersburg concerns over unleashed and dogs not under owner's control.  
**Action: Council requested Linn County Sheriff begin enforcement of the code, including issuing citations. Park signage will be updated to reflect code and link with code added to City website.**

L. NEW BUSINESS

- 1) Adoption of Resolution Authorizing the Payment of Certain Operating Invoices Upon Receipt  
**Action: Motion made by Scott Cowan to accept resolution, as amended to include Linn County Planning and Permitting to the list of approved payments; seconded by Scott McPhee. Passed 5-0.**  
**Resolution: 2018-01**
- 2) Adoption of Resolution Adopting the Rate of the City of Albany for Water Service Charges for Services (installation of meter bases) Provided to the City of Millersburg by the City of Albany, and Further Directing the Millersburg City Recorder to Annually Revise These Fees Based Upon the City of Albany's Annual Fee Revision  
**Action: Motion made by Scott Cowan to approve resolution to update City of Millersburg water service charges, including actual costs, as amended with corrections to Exhibit A; seconded by Don Miller. Passed 5-0.**  
**Resolution: 2018-02**

- 3) Adoption of Resolution Approving an Extended Property Tax Abatement Agreement between the City of Albany, a Cosponsor of the South Santiam Enterprise Zone and Griffin Bros, Inc.  
Action: **Motion made by Dave Harms to adopt resolution for the proposal of extended property tax abatement agreement with City of Albany and Griffin Bros; seconded by Scott Cowan. Passed 5-0.**  
**Resolution: 2018-03**
- 4) City Manager Position  
Mayor Lepin presented sequence of events that led to the recommendation by City Council to approve the hiring of Kevin Kreitman, Interim City Manager, to a position as City Manager. Acknowledged and supported by Councilors Scott Cowan and Don Harms and from citizens Deb Keehn and Dennis Gunner. Don Dixon asked for clarification regarding hiring process, beginning with bringing Mr. Kreitman to Millersburg.  
Action: **Motion made by Scott McPhee to approve hiring of Kevin Kreitman as City Manager; seconded by Scott Cowan. Passed 5-0.**
- 5) City Reorganization  
Mr. Kreitman presented the proposed organizational chart with the addition of a Management Assistant and Assistant City Manager/City Engineer and discussed cost balance between adding new staff and reducing contracted engineering costs. After discussion, those present determined the addition versus reduction would balance out evenly.  
Action: **Motion made by Scott Cowan to approve the two (2) new positions; seconded by Dave Harms. Passed 5-0.**

M. CLOSING PUBLIC COMMENT

None

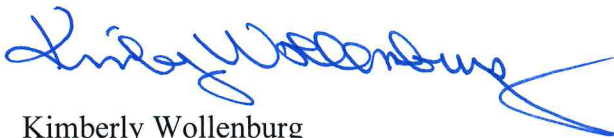
N. CLOSING COUNCIL COMMENT

None

O. ADJOURNMENT

Meeting adjourned at 8:30 p.m.

Respectfully submitted,



Kimberly Wollenburg  
City Recorder

Upcoming Meetings:

January 16, 2018 @ 6:00 p.m. – Planning Commission Work Session

January 18, 2018 @ 5:00 p.m. – Joint Council Meeting with Albany – Albany City Hall

January 23, 2018 @ 4:00 p.m. – Council Work Session