



Approved by City Council April 13, 2021

## CITY COUNCIL MEETING & PUBLIC HEARING

Electronic Meeting

March 9, 2021 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:34 p.m.
- B. ROLL CALL  
Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan  
Councilors Absent: None  
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder  
Presenters: Linn County Captain Michelle Duncan  
John Pascone, Albany-Millersburg Economic Development Group
- C. CHANGES AND ADDITIONS TO THE AGENDA
- D. CONSENT AGENDA
- 1) Approval of February 9, 2021 City Council Meeting Minutes
  - 2) Approval of February 16, 2021 Special City Council Meeting Minutes
  - 3) Acceptance of Report on City Accounts Payable  
Action: **Motion to Accept Consent Agenda as Presented made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**  
**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Aye**  
**Councilor John Sullivan: Aye**  
Motion PASSED: 5/0
- E. GUEST PRESENTATIONS
- 1) Linn County Sheriff's Office Monthly Report  
Captain Michelle Duncan reviewed the February 2021 monthly report. She specifically noted the increase in thefts in catalytic convertors in the City. She noted that this happened several years before in Millersburg, and they are currently investigating with a few potential leads.
- F. PUBLIC COMMENT  
None

G. COUNCIL MEMBER AND STAFF COMMENTS

1) Management Contract – Mayor

Mayor Lepin gave a brief background regarding the history of City Manager Kreitman's employment with the City. He next shared the reasons for the proposed modification to City Manager Kreitman's employment contract, including noting the recommended changes 20% increase in hours and wage, payment of holiday pay, and a motor vehicle allowance of \$300 per month.

Action: **Motion to Accept Consent Agenda as Presented made by Councilor John Sullivan; seconded by Councilor Scott McPhee.**

**Mayor Jim Lepin: Aye**

**Councilor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**

**Councilor Scott McPhee: Aye**

**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

- 2) Councilor Cowan provided a report from the last meeting of the Albany Millersburg Joint Water/Wastewater Management Committee that he is now chair of. He next gave a brief update regarding the status of the Millersburg Celebration for 2021.

H. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth reviewed the project updates memo addressing the fire station 15 project update and shared with the Council the bid tabulation form showing the bids received and bid amounts. She noted that one contractor withdrew by not submitting supplemental material. She next gave an update on other current projects. City Manager Kreitman provided Council with information regarding the damages from the February ice storm and clean-up efforts, including required work by a tree company to assist with clean-up.

Councilor Cowan asked about the need for him as the Council liaison to reach out to the Farmers' Market. City Manager Kreitman shared that for right now, he and Assistant City Manager/City Engineer Booth are providing the information needed. Councilor Cowan next thanked City Manager Kreitman and staff for their efforts during the ice storm and asked if the City was going to receive any federal emergency funds.

2) Budget Calendar

City Manager Kreitman briefly reviewed the Budget Calendar.

I. CITY ATTORNEY'S REPORT

None

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

- 1) Enterprise Zone Resolutions – Agility Robotics and Frank Pellets – Resolutions 2021-01 and 2021-02

John Pascone, President of AMEDC, gave a presentation regarding the enterprise zone resolutions.

Action: **Motion for the Adoption of Resolution 2021-01, approving an extended property tax abatement agreement between Linn County, a cosponsor of the Linn County Enterprise Zone and Agility Robotics, Inc. made by Councilor Cowan; seconded by Councilor Sullivan.**

Mayor Jim Lepin: Aye  
Councilor Scott Cowan: Aye  
Councilor Dave Harms: Aye  
Councilor Scott McPhee: Aye  
Councilor John Sullivan: Aye

Motion PASSED: 5/0

Action: **Motion for the Adoption of Resolution 2021-02, approving an extended property tax abatement agreement between Linn County, a cosponsor of the Linn County Enterprise Zone and Frank Pellets, Inc. made by Councilor Cowan; seconded by Councilor Sullivan.**

Mayor Jim Lepin: Aye  
Councilor Scott Cowan: Aye  
Councilor Dave Harms: Aye  
Councilor Scott McPhee: Aye  
Councilor John Sullivan: Aye

Motion PASSED: 5/0

- 2) Water and Sewer Rates – Resolutions 2021-03, 04, 05, 06

Assistant City Manager/City Engineer Booth briefly reviewed the background on the water and sewer rate increases.

Action: **Motion for the Adoption of Resolution 2021-03 Setting Rates for Water Use and Repealing Resolution 2012-4 made by Councilor Harms; seconded by Councilor McPhee.**

Mayor Jim Lepin: Aye  
Councilor Scott Cowan: Aye  
Councilor Dave Harms: Aye  
Councilor Scott McPhee: Aye  
Councilor John Sullivan: Aye

Motion PASSED: 5/0

Action: **Motion for the Adoption of Resolution 2021-04 Adopting a Consumption Based Billing Policy for Sanitary Sewers made by Councilor Harms; seconded by Councilor McPhee.**

Mayor Jim Lepin: Aye  
Councilor Scott Cowan: Aye  
Councilor Dave Harms: Aye  
Councilor Scott McPhee: Aye

**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

Action: **Motion for the Adoption of Resolution 2021-05 Adopting Planned Water Rate Increases Effective Beginning February 1, 2022 made by Councilor Harms; seconded by Councilor McPhee.**

**Mayor Jim Lepin: Aye**

**Councilor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**

**Councilor Scott McPhee: Aye**

**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

Action: **Motion for the Adoption of Resolution 2021-06 Adopting Planned Sewer Rate Increases Effective Beginning February 1, 2022 made by Councilor Harms; seconded by Councilor McPhee.**

**Mayor Jim Lepin: Aye**

**Councilor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**

**Councilor Scott McPhee: Aye**

**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

3) Charter Amendment Rights

City Attorney Reid reviewed the proposed changes and process to review and adopt proposed charter amendments at public hearings in April and May.

4) Water Rights

City Manager Kreitman reviewed the background to the ground water rights request and the impact on the City noting there is no anticipated adverse impact on any City operations, in the present or in the future.

Action: **Motion for the Approval of Granting the City Manager and City Attorney the authority to Complete and Sign Required Paperwork for the Sale and Transfer of the Water Rights the City Obtained upon Dedication of the Street Right-of-Way in the West Valley Estates Development to Case Family, LLC made by Councilor McPhee; seconded by Councilor Sullivan.**

**Mayor Jim Lepin: Aye**

**Councilor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**

**Councilor Scott McPhee: Aye**

**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

5) MMC Chapter 11.01 Water System Rules and Regulations – Ordinance 182-01

Assistant City Manager/City Engineer Booth spoke about the need to update the water system rules and regulations to bring the material current and maintain alignment with the City of Albany for portions required by our Intergovernmental Agreement.

Action: **Motion to Adopt Ordinance 182-21 Amending the Millersburg Municipal Code by Repealing Chapter 11.10, Water System – Rules and Regulations, and Adopting Chapter 11.01, Water System Rules and Regulations made by Councilor Cowan; seconded by Councilor McPhee.**

**Mayor Jim Lepin: Aye**  
**Councilor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Scott McPhee: Aye**  
**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

L. CLOSING PUBLIC COMMENT  
None

M. CLOSING COUNCIL COMMENT

- 1) Councilor Cowan asked about when the meetings would be moved from virtual meetings to in-person meetings. City Manager Kreitman noted that the biggest challenge is spacing in the Council Chambers due to requirement to meet the 6-foot spacing.
- 2) Councilor Harms expressed his appreciation to City Manager Kreitman. Mayor Lepin spoke about the City staff and expressed his appreciation to how well the staff work together. City Manager Kreitman noted that he appreciates how well the Council works with staff.

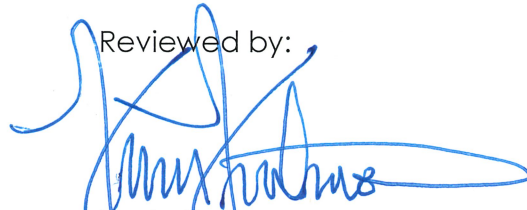
N. ADJOURNMENT Mayor Lepin adjourned the meeting at 7:47 p.m.

Respectfully submitted:



Kimberly Wollenburg  
City Recorder

Reviewed by:



Kevin Kreitman  
City Manager

Upcoming Meetings & Events:

March 11, 2021 @ 6:00 p.m. – Events Planning Committee Meeting  
March 16, 2021 @ 6:00 p.m. – Planning Commission Meeting

