



CITY COUNCIL MEETING & PUBLIC HEARING MINUTES

May 11, 2021 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Lepin at 6:33 p.m.
- B. ROLL CALL
Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Scott McPhee, John Sullivan
Councilors Absent: Councilor Dave Harms
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder
Presenters: Sergeant Beth Miller, Linn County Sheriff's Office
Division Chief Will Bauscher, Corvallis Fire
- C. CHANGES AND ADDITIONS TO THE AGENDA
None
- D. CONSENT AGENDA
1) Approval of April 13, 2021 City Council Meeting & Public Hearing Minutes
2) Acceptance of City Accounts Payable Report
Action: **Motion to Accept Consent Agenda as Presented made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**
Mayor Jim Lepin: Aye
Councilor Scott Cowan: Aye
Councilor Dave Harms: Absent
Councilor Scott McPhee: Aye
Councilor John Sullivan: Aye
Motion PASSED: 4/0
- E. GUEST PRESENTATIONS
1) Linn County Sheriff's Office Monthly Report
Captain Michelle Duncan reviewed the April 2021 monthly report. She also updated the Council regarding the shooting in Millersburg noting there has been an arrest of a 17-year old for the shooting. She shared that most of the thefts were from vehicles and that there were a lot of false alarms in April. Also in April, there were a lot of extra patrols in areas that were seeing more thefts. She spoke about the increasing scams involving gift cards and cautioned residents to be aware of this and be cautious. There was some lengthy discussion regarding various incidents at Love's.

2) Ambulance Service Area Meeting Update

City Manager Kreitman introduced Division Chief Will Bauscher with Corvallis Fire. Chief Bauscher provided an update regarding Millersburg's request for an Ambulance Service Area (ASA) boundary change request and shared that based on the results of the meeting, the ASA committee would be forwarding a recommendation to the Linn County Board of Commissioners recommending a boundary change effective July 1, 2022, with all of the City of Millersburg being moved into the Albany Fire Department ASA for Ambulance transport to correspond with our fire and emergency service provider.

F. PUBLIC COMMENT

None

Mayor Lepin opened the public hearing on the Millersburg Charter Amendments at 6:58 p.m.

G. PUBLIC HEARING – Millersburg City Charter Amendments

Mayor Lepin reviewed the process for the approval of the Charter amendments which were presented on screen during the review. There was no public comment.

Mayor Lepin closed the public hearing at 7:00 p.m.

H. COUNCIL MEMBER AND STAFF COMMENTS

- 1) Councilor Cowan noted that he saw equipment in the field for the construction of the Millersburg Fire Station, and it was nice to see the construction starting.

I. CITY MANAGER'S REPORT

1) Project Updates

Assistant City Manager/City Engineer Booth provided an update regarding the Fire Station Project. Wildish has mobilized to the site and construction will begin with earthwork and preparation for the building pad. She also shared some pictures from the site. She shared information about the Parks Systems Development Charges and provided dates for the implementation. City Manager Kreitman shared that other things are happening with regard to the City property and that this information will be shared later once it's been finalized. Assistant City Manager/City Engineer Booth also shared about the status of the Sarah Meadows subdivision and City Manager Kreitman provided an update regarding the Pacific Power substation status.

J. CITY ATTORNEY'S REPORT

None

K. UNFINISHED BUSINESS

1) Millersburg City Charter Amendments

- i. Ordinance 183-21 Amending Section 12 of the Millersburg City Charter
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:	Absent
Councilor Scott McPhee:	Aye

Councilor John Sullivan: Aye

Motion PASSED: 4/0

- ii. Ordinance 184-21 Amending Section 20 of the Millersburg City Charter
Action: **Motion to Adopt Ordinance 184-21 Amending Section 20 of the Millersburg City Charter made by Councilor John Sullivan; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 4/0

- iii. Ordinance 185-21 Amending Section 23 of the Millersburg City Charter
Action: **Motion to Adopt Ordinance 185-21 Amending Section 23 of the Millersburg City Charter made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 4/0

- iv. Ordinance 186-21 Amending Section 24 of the Millersburg City Charter
Action: **Motion to Adopt Ordinance 186-21 Amending Section 24 of the Millersburg City Charter made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**

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

Motion PASSED: 4/0

- v. Ordinance 187-21 Amending Section 31 of the Millersburg City Charter
Action: **Motion to Adopt Ordinance 187-21 Amending Section 31 of the Millersburg City Charter made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 4/0

- vi. Ordinance 188,21 Amending the Entirety of the Millersburg City Charter
Action: **Motion to Adopt Ordinance 188-21 Amending the Entirety of the Millersburg City Charter made by Councilor Scott Cowan; seconded by Councilor John Sullivan.**

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

Motion PASSED: 4/0

L. NEW BUSINESS

- 1) ADS Contract Amendment

Assistant City Manager/City Engineer Booth reviewed the need for the amendment to the technical services agreement with ADS.

Action: **Motion to Approve and Authorize the City Manager sign Amendment 14 to the Agreement for Technical Services with ADS Environmental Services made by Councilor John Sullivan; seconded by Councilor Scott Cowan.**

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

Motion PASSED: 4/0

- 2) David Evans and Associates Contract Amendment

Assistant City Manager/City Engineer Booth reviewed the proposed amendment and the background behind the request and work with contractor.

Action: **Motion to Approve and Authorize the City Manager sign Amendment 4 to David Evans and Associates Contract for Professional Services made by Councilor Scott McPhee; seconded by Councilor Scott Cowan.**

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

Motion PASSED: 4/0

- 3) Jacobs (CH2H Hill) Contract Amendment

Assistant City Manager/City Engineer Booth explained the reasons for both amendments for engineering services and an update of the City's Water Management and Conservation Plan.

Action: **Motion to Approve and Authorize the City Manager sign Amendments 13 and 14 to CH2M Hill, Inc. Contracts for Professional Services made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

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

Councilor John Sullivan: Aye

Motion PASSED: 4/0

4) Proposed Revision to Transportation System Development Charges – Resolution 2021-08

Assistant City Manager/City Engineer Booth reviewed the history and the background for the proposed transportation systems development charges particularly related to commercial development. There was lengthy discussion regarding having more businesses along Old Salem Road and the traffic impacts and discussion regarding how the rates are applied consistently.

Action: **Motion for the Adoption of Resolution 2021-08 Modifying the Fee Schedule for Transportation Systems Development Charges as modified during the Council meeting made by Councilor Scott McPhee; seconded by Councilor John Sullivan.**

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

Motion PASSED: 4/0

5) Adoption of Supplemental Budget for FY 2020-2021 - Resolution 2021-09
City Manager Kreitman reviewed the reason for proposing a supplemental budget adoption related to acquisition of property for a public park.

Action: **Motion for the Adoption of Resolution 2021-09 a Resolution to Adopt Supplemental Budget for FY 2020-2021 made by Councilor Scott Cowan; seconded by Councilor Scott McPhee.**

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

Motion PASSED: 4/0

M. CLOSING PUBLIC COMMENT

None

N. CLOSING COUNCIL COMMENT

- 1) Mayor Lepin spoke about Governor Brown's announcement regarding the opening of the state after a certain vaccination level is reached and asked if City Council meetings could then be held in person. City Manager Kreitman mentioned that the governor said that masks and distancing might still be required which will affect in-person meetings. He noted that if the Council would be agreeable to wearing masks and practicing distancing, the City could hold in-person meetings. The Council supports and would like to see the return to in-person meetings.
- 2) Councilor McPhee mentioned it was great to see so many kids from the JBO participating at the ballfields and asked about how often the restrooms are cleaned. Assistant City Manager/City Engineer Booth noted that restrooms are

cleaned at least once a day and there has been an issue with the soap at the restrooms. She confirmed that new dispensers and soap are on order. Councilor McPhee shared that he was in Saturday about 10 a.m. and noted the restrooms were messy. Assistant City Manager/City Engineer Booth said she would verify the cleanings were being done.

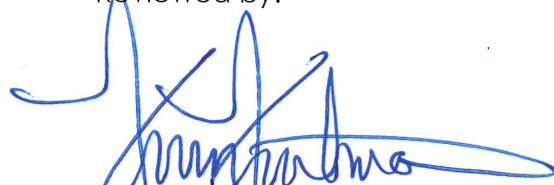
O. ADJOURNMENT Mayor Lepin adjourned the meeting at 8:14 p.m.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Kimberly Wollenburg".

Kimberly Wollenburg
City Recorder

Reviewed by:

A handwritten signature in blue ink, appearing to read "Kevin Kreftman".

Kevin Kreftman
City Manager