



*This meeting is being recorded for public review on the City of Millersburg website.*

#### Rules of Conduct for Public Meetings

No person shall be disorderly, abusive, or disruptive of the orderly conduct of the meeting. Microphones will be muted and webcams will be turned off for remote participants unless called upon to speak or during public comment period.

Persons shall not comment or testify without first receiving recognition from the presiding officer and stating their full name and city of residence.

During public hearings no person shall present irrelevant, immaterial, or repetitious testimony or evidence.

There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the meeting. If online participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off. If disruption continues, the participant(s) will be removed from the meeting.

## CITY COUNCIL REGULAR MEETING

**In-Person Meeting with Remote Access Available**

Millersburg City Hall

4222 NE Old Salem Road, Millersburg OR 97321

April 9, 2024 @ 6:30 p.m.

### Agenda

Remote access for the meeting is available. Instructions for joining the meeting can be found at <https://www.millersburgoregon.gov/citycouncil/page/city-council-public-hearing-regular-meeting-4>. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Monday, April 8, 2024.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/11597014359>

Phone number to join meeting: 503-212-9900

Meeting ID: 115 9701 4359

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CHANGES AND ADDITIONS TO THE AGENDA

E. CONSENT AGENDA

- 1) Approval of March 12, 2024, City Council Regular Meeting Minutes
- 2) Approval of March 26, 2024, City Council Special Public Hearing Minutes

Action: \_\_\_\_\_

F. GUEST PRESENTATIONS

- 1) Linn County Sheriff's Office Monthly Report and LINE team presentation
- 2) Albany Fire Department Quarterly Report and Annual Report
- 3) Timberlab Introduction

G. PUBLIC COMMENT

*The public has the opportunity to address the Council during "Public Comment" while in the virtual meeting by virtually signaling by unmuting first, then those who call in will be acknowledged, or if the public prefers, may send written comments by email to [cityclerk@cityofmillersburg.org](mailto:cityclerk@cityofmillersburg.org). Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.*

H. COUNCIL MEMBER AND STAFF COMMENTS

I. CITY MANAGER'S REPORT

- 1) Transition Parkway Design Update
  - a. Grant Request Update
- 2) YMCA - Update
- 3) Republic Services Weekly Yard Debris Pickup
- 4) Overview of Chamber Presentation and Property Update

J. CITY ATTORNEY'S REPORT

K. UNFINISHED BUSINESS

- 1) Tank Farm Removal Update

L. NEW BUSINESS

M. CLOSING COUNCIL COMMENT

N. ADJOURNMENT

Upcoming Meetings & Events:

For a schedule of meetings and events, visit the City's website calendar at <https://www.cityofmillersburg.org/meetings>

*The meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.*





## CITY COUNCIL REGULAR MEETING MINUTES

March 12, 2024 @ 6:30 p.m.

A. CALL TO ORDER Meeting called to order by Mayor Cowan at 6:30 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Councilors Present: Mayor Scott Cowan, Councilors Dave Harms, Mike Hickam, Mark Raum, and John Sullivan.

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Matt Straite, Community Development Director; Margaret Gander-Vo, City Attorney; Sheena Dickerman, City Recorder

D. CHANGES AND ADDITIONS TO THE AGENDA **6:31 p.m.**

E. CONSENT AGENDA **6:31 p.m.**

- 1) Approval of January 30, 2024, City Council Work Session Meeting Minutes
- 2) Approval of February 13, 2024, City Council Regular Meeting Minutes

Action: **Motion to adopt the consent agenda as presented made by Councilor Mark Raum; seconded by Mayor Scott Cowan.**

**Mayor Scott Cowan: Aye**

**Councilor Dave Harms: Aye**

**Councilor Mike Hickam: Aye**

**Councilor Mark Raum: Aye**

**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

F. GUEST PRESENTATIONS **6:32 p.m.**

1.) Linn County Sheriff's Office Monthly Report

Deputy Steven Frambes reviewed the LCSO report in the agenda packet\*. He said there was a big theft at Humpty's. Someone had put the cash for the day in their car and left it unlocked, \$35,000, another coworker stole the funds but was arrested. All the funds were gone.

Frambes said crashes in the report are more related to semi's. One crash was because of a spider on the driver's lap. He listed a few other items, arrest, warrants, and traffic citations. He shared that City Manager Kevin Kreitman had called him about transporting someone who had come into City Hall. That person had a parole violation and was arrested. He had to borrow a bungee cord to take the person's bike. Community Development Director Matt Straite said staff had ordered zip ties for the future.

Frambes reported that there was no property crime, no broken into cars or vandalism. Mayor Scott Cowan noted that there were 21 warnings on Old Salem and that seemed high. Frambes explained that citations are usually around a third of warnings.

**G. PUBLIC COMMENT**

**6:37 p.m.**

None

**H. COUNCIL MEMBER AND STAFF COMMENTS**

**6:37 p.m.**

**1) Weekly Yard Debris Pickup Consideration**

Cowan wanted to bring the weekly yard debris pick up for consideration. He felt that Councilors had a consensus but asked if they wanted to continue to have the conversation. It would be \$1.95 added to residents' bill, but they may want a smaller cart and lower it. He asked Julie Jackson from Republic Services when it could start.

Jackson shared that two Councilors had already downsized their carts. She said weekly yard debris pick up could start the first full week in April. Monday is a service day, and it seems to be an appropriate time to start.

Cowan asked Republic Services to help get the word out if Councilors approve it. Jackson replied there were a lot of options, websites, email, or a billing insert. She did not believe that the billing insert worked, as people would put it in recycling without looking at it. They had recently done this in Dallas and have a flyer that could be updated with Millersburg's information. There could be a call blast made the Thursday prior to the first week. She thought the City's reader board would be an excellent place to communicate.

Councilor Mark Raum asked if the start date would be April 1 or April 8. Jackson replied April 1.

Cowan emphasized he wanted to make sure the information got out.

Councilor Mike Hickam added that he didn't think that many people received mailings and a call blast works great. He said he was one that downsized his cart.

Jackson stated that Kenny Larson is working with Straite to put on a community outreach event on recycling. She said for food waste, that can be put in the yard debris carts, includes everything, but no liquids and no fats.

Action: **Motion that the City of Millersburg goes from every other week to weekly pickup of yard debris at the current price of \$1.95 made by Mayor Scott Cowan; seconded by Councilor John Sullivan.**

<b>Mayor Scott Cowan:</b>	<b>Aye</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>
<b>Councilor Mike Hickam:</b>	<b>Aye</b>
<b>Councilor Mark Raum:</b>	<b>Aye</b>
<b>Councilor John Sullivan:</b>	<b>Aye</b>

Motion PASSED: 5/0

Jackson expressed her appreciation for the care the Council took to make the decision and how they listened to what people had to say.

2) Millersburg Celebration Update

Cowan mentioned that a lot of decisions were made at the last Events Planning Committee meeting. The Celebration will be held on September 7, 2024, starting at 1 p.m. and ending around 10 p.m. It will be at Millersburg Park.

Cowan said to save the date for the Farmer's Market. It starts June 5, 2024, and ends August 28, 2024. It is every Wednesday at the park.

Cowan mentioned the Millersburg 50th anniversary event to celebrate being an incorporated City. The Committee has landed on a drone event and is moving forward for it to be on June 29, 2024. There will be 150 drones. It will not be a long event, but it would be used to kick off events. It will be in the evening. The location is yet to be determined, it could potentially be at City Hall or at the park. The Committee is working on logistics.

Raum asked if the attendees were going to be at the park and set up at City Hall. Cowan replied that it is possible, attendees should be able to see it from the park. It is about logistics to get as many people as possible at a location. He said that wherever the drones fly they cannot have anyone underneath for safety reasons. He said the staff has already looked into it at the City Hall location.

Cowan reiterated the events that were taking place this summer. Millersburg Celebration on September 7, 2024. The Farmer's Market every Wednesday starting June 5, 2024, until August 28, 2024, and the recognition event of 50 years on June 29, 2024.

Raum asked for clarification on Farmer's Market end date. Cowan replied August 28, 2024, he would guess that they would not have it the week of 4th of July. Cowan said it looked like it would be approximately 12 sessions, but attendance could make it shorter. They are trying to get it back and bring in the City's

partnership with the agriculture group. It was missed when it didn't occur. It is a lot of work.

Cowan said there is a lot going on with the Committee and they need volunteers and always need them.

Cowan said the drone event would only last about 15 to 20 minutes but would like to have as many of the Council experience it as possible. There will not be a presentation, but Council could change that. He said that they talked about potentially having music.

Cowan said that for the Celebration the Committee wants to get the car show back. It will not be 150 cars, more like 50 to 60 cars. There will be a DJ, kids zone and Bingo with prizes, food and beverage trucks, and end with a movie on a big screen. There may possibly be South Albany High School helpers to serve concessions and possibly fund raise. City Recorder Sheena Dickerman said the movie was "The Sandlot".

Doug Iverson, Millersburg, asked what the hours of the Farmer's Market would be. Cowan replied that it would be somewhere around 4 p.m. to 7 p.m.

## I. CITY MANAGER'S REPORT

**6:55 p.m.**

### 1) Transition Parkway Design Update

Assistant City Manager/City Engineer Janelle Booth said that 90 percent plus of the design has been completed. There are a few outstanding items that are out of staff's control. She said the project DeLorean water and driveway connections are trying to be coordinated and worked into the design in order not to tear up any newly constructed roads. She mentioned that staff is expecting grant funds from the State for the job creation for the project. Staff needs to get those things settled before going out to bid.

Booth stated that some of the permits have been received but not all. There are wetland permits and erosion control permits that staff need to get back from the State and Army Corp of Engineers. These should be wrapped up in the next couple of months. Staff could go out to bid without having them in hand, but it is nice to have them included in the bid package.

Booth said another thing staff is thinking through is whether to do it as one project, as it has always been designed, or do it as two separate projects. She said there is a natural break point. She said that if the City needed to build the east side for the project going in there, there would be additional engineering costs and would need to repackage it for bidding. The engineering estimate would be \$100,000. She emphasized that staff doesn't want to do this unless the City has to, in order to get the project done. This is why staff is waiting. If she told the engineers to go to bid tomorrow, it would be six to eight weeks out. She said there was some

utility coordination if the City builds half of the project. Staff is waiting for the decision of whether it will be one project or two. For the bid schedule, it will probably be going in the summer or the fall.

Cowan said funding is a big hurdle and asked would the City be able to hit the mark. Booth replied yes, it will be funded with property sales, grants from the State associated with the job creation and SDCs. These three pieces will come together to build the project, but the challenge is with timing. If the City has funds to only build the eastern half of the project, which the City will have, it will be done. It would be more efficient to do the entire project at once, but it is not required. She said the traffic from the eastern project would not be heading west and would not need the western extension. It would not change any traffic on Conser Road. The City would not be making the situation worse by not building the whole thing. It is development from the west that requires that access.

Booth added that there is an opportunity to apply for grants, for parks, that Straite would be communicating about later in the meeting.

Kreitman gave an update on the tanks across the street. He said they thought they would be completed by now but the large shears are not available for two weeks. They are hopeful it will be completed within a month.

Sullivan commented to start fining them. Cowan said to have that conversation at the next Council meeting about fining them. Councilors agreed.

**J. CITY ATTORNEY'S REPORT**

**7:03 p.m.**

Acting City Attorney Margaret Gander-Vo said that DeLorean is anticipated to be closing before the next City Council meeting and some of the funding for Transition Parkway should be coming soon.

Gander-Vo said that the franchise agreement with Republic Services is through its initial draft, City Attorney Alan Sorem needs to go through and finalize it. It will then be sent to Kreitman and Booth.

**K. UNFINISHED BUSINESS**

**7:04 p.m.**

**1) Conser Land Donation**

Booth showed the two tracts of land that Conser Homes Inc. and J. Conser & Sons, LLC would like to donate to the City\* and showed the continuous City owned properties. She shared that the property shown in red on the left side was not previously donated with other properties because it was in a property transaction where they had part ownership and another entity had part. It was always planned that they would ask to donate to the City. She said that the one to the east was a remnant from one of the first subdivisions that went in. It was supposed to be included in the blue portion, which was wetland mitigation for the rest of the project, and the red rectangle portion wasn't taken for use as mitigation. She mentioned that it was a good place for access for maintenance, if needed.

Kreitman said that the blue area on the map between the two identified red area was donated to the City in 2017, and this cleans up the two outstanding parcels. Cowan asked if there was any property that was down the creek towards Millersburg Drive. Straite said it was all private property. Cowan said there was no continuance to the future park. Straite said the property owners would need to be willing to sell to help make the trail.

Kreitman said that all the necessary items; resolutions, warranty, deeds, and agreement of value have been reviewed and are ready to go. Gander-Vo said that the appraised value is only being established for tax reporting purposes.

Action: **Motion that the Council adopt Resolution 2024-03, made by Councilor Dave Harms; seconded by Councilor Mark Raum.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

L. NEW BUSINESS

7:09 p.m.

1) Appoint Budget Officer

Booth said that April 30 and May 9 are the proposed dates for the Budget Committee meetings. There will be an email with the final dates once the dates are confirmed. Typically, the meetings are at 6 p.m. The budget will come to the June Council meeting for adoption. Kreitman added that once the dates are confirmed staff will send out a calendar.

Cowan shared the Budget Committee includes the Council and five community members.

Hickam asked that with all the projects and revenue coming in, and this being a lot for Booth to take on, if it was getting to the point of needing to bring in a permanent budget position for the City. Kreitman explained that the budget officer's position is more title only, as he and Booth work closely on the budget. He said that it would be a while before the City would see the full tax revenue. He said with Northwest RE coming the City will see some clawback and franchise fees soon, but it will all be dependent on timing. He said that during the budget process there will be some things looked at, and transitions going forward. Hickam said that he wanted to make sure there was staff available so there would be no accounting errors. Booth added that Dickerman has been doing most of the accounting with other office staff. She said that whomever is appointed as the budget officer would be very involved. Kreitman and Booth said they would be proposing some future staffing during the upcoming budget meetings.



Cowan asked if Raum was the Budget Officer last year. Kreitman replied it has always been a staff member and that Raum was the Budget Committee Chair. The Budget Committee Chair will be nominated at the first budget meeting.

Action: **Motion to appoint Assistant City Manager/City Engineer Janelle Booth as the Budget Officer, made by Mayor Scott Cowan; seconded by Councilor John Sullivan.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

- 2) Events Planning Committee Appointment – Robert Richardson Jr.  
Cowan said that Richardson had attended the last two Event Committee Meetings. He asked how long Richardson had been with the Morningstar Grange. Richardson replied he has been with the Grange since 1962.

Action: **Motion for the Council to appoint Robert Richardson Jr. to the Events Planning Committee appointment made by Mayor Scott Cowan; seconded by Councilor Mark Raum.**

**Mayor Scott Cowan: Aye**  
**Councilor Dave Harms: Aye**  
**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

- 3) Health Insurance Renewal  
Kreitman said that the health insurance is due for renewal on April 1, 2024. The City's current broker, Aldrich, has said that the health care provider has provided new rates with a 15.5 percent increase on the non-HSA plan.

Kreitman showed a slide showing the City's experience since 2019\*. The overall average has been a 5 percent increase. The national average over the last 5 years has been 22 percent to 27 percent. He said that the broker believes the increase the past two years are corrections to bring them into line. He said he has heard that some have 30 percent increases. He said that staff started to look into what the other options were. He said that staff has asked City County Insurance Services (CIS), who has the City's property and liability insurance, and are part of the League of Oregon cities, to give some information. CIS provides health insurance through Regence Blue Cross/Blue Shield for over 70 years. He said that the City would not be tied to their program and could always go back in the future.

Kreitman showed the 2024-2025 fiscal year costs for both Providence and Regence with their potential increases\*. He compared the two and said Regence is from January to January and are committed to not going over a 10 percent

increase for the next year, their average has been four to five percent a year, to all their enrollees in their plan. It could be less than 10 percent.

Kreitman said that one of the advantages of going to CIS is that currently the City pays Providence, and dental and vision is through Metlife, which staff has had some issues with. With CIS we will have one billing for everything. He said there would be a \$2,000 savings to going to CIS.

Kreitman said that the City has a basic life insurance plan through USABLE. He said the \$20,000 plan could be increased to a \$50,000 plan policy and see a savings of \$1,634. The City would be spending less and having greater coverage.

Kreitman said that the total savings would be \$12,097. He recommended discontinuing the short-term disability because it is not needed with what the City allows for sick leave and Paid Leave Oregon. He said dropping short term disability and adding long-term disability there would be an additional cost of \$1,294. The total net annual savings will be \$10,803.

Kreitman said that the CIS plan includes the Employee Assistance Plan at no extra cost. He said currently the City has not been able to provide a Flexible Spending Plan if someone wanted to. CIS can do it with an administrative charge of \$3.75 per month with a minimum. He said the reason they do that is if someone says they want \$5,000 set aside for kid's braces, that \$5,000 becomes available on the first month. If the employee leaves, there is potential liability for the remainder of the year, because CIS administers the plan they will take the risk. CIS also has Cobra and retiree health options. Employees can purchase additional life insurance.

Kreitman said that going to CIS from current Providence is an increase of 4.26 percent.

Hickam asked if with all the benefits, if there was a charge on the employee side for the benefits. Kreitman replied no. Hickam said Paid Leave Oregon will not cover everything. Kreitman said that everyone gets paid sick leave, at 8 hours a month to a maximum of 650 hours. He explained that when cities first came into PERS it was an incentive for employees not to use their sick leave. He said employees can purchase short-term disability.

Kreitman commented that the current life insurance plan is \$20,000 is \$134 and going to CIS for \$50,000 plan is \$37.

Kreitman stated that CIS has said that they will take the employees' current deductible and they will apply that. Employees will not lose out. Staff's intent is to notify Aldrich that the City will be switching. Cowan asked Kreitman if he needed anything, since he could make this decision without Council's approval. Kreitman replied that was looking for consensus from the Council as going from \$20,000 for life to \$50,000 and switching from short-term to long-term disability.



Raum asked if there were any service issues with Providence. Kreitman said no service issues. He added that the new plan instead of a 30 percent copay it would be 20 percent copay, an additional savings. Raum gave his support as it would improve everything for the staff and save the City money. Sullivan said as long as everyone has good coverage.

Kreitman said that United Health Care was an option but elected not to consider them because the majority of staff is with Samaritan who has dropped United Health Care as a provider. He said Moda was another option, but he knew other agencies were seeing a 30 percent increase with them. He said CIS has been with Regence since 1945, which says a lot about their partnership.

Kreitman shared that one thing that Regence has that Providence doesn't is surgery options. He said going to an ambulatory center for surgery is 10 percent and Surgery+ is an option. He explained Surgery+ there would be no out of pocket cost, and the travel costs will be paid for. This is a nationwide plan that Providence does not have.

Councilors were supportive of the change.

4) Park Grant Support Resolutions

Straite said every year the Oregon State Parks department puts out a grant for something related to parks. This year staff was going to go for a grant for construction documents for the North Park project, but they do not fund construction documents unless it was part of the construction of the park. The City is not ready to do that because the 20 percent matching funds needed are not there. He said that the City does have matching funds for the Linear Park on Transition Parkway. The grant needs a resolution saying that Council supports and budgets for the 20 percent match. It had been planned to be fully paid.

Straite said staff hasn't decided how much to ask for in the grant. The Linear Park portion is \$4 million. He said staff could ask for everything over the 20 percent match and or ask for something smaller to increase the chances of receiving the grant.

Raum asked why Straite thought that by going lower it would increase the chances. Straite replied there is a finite pot of funds. He added that the City received a small grant last year. Kreitman said that there was 35 million for grants. Straite explained that the State gets the funds from lottery monies. He said two years ago it was \$4 million and last year it was \$14 million. He said they have seen an increase in lottery sales.

Cowan thanked Straite for the grant last year that helped pay for the consultant for North Park.

Action: **Motion that the Council adopt Resolution 2024-04, made by Mayor Scott Cowan; seconded by Councilor Mike Hickam.**

<b>Mayor Scott Cowan:</b>	<b>Aye</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>

**Councilor Mike Hickam: Aye**  
**Councilor Mark Raum: Aye**  
**Councilor John Sullivan: Aye**

Motion PASSED: 5/0

M. CLOSING COUNCIL COMMENT

**7:33 p.m.**

Cowan said he would not be at the next City Council meeting in April, and he would not be at the next Events Planning Committee meeting.

Harms stated that last month Council talked about performance raises and the thoroughness of the staff make it easy to approve. Cowan also expressed his appreciation for staff and the City Attorneys. Kreitman replied that on behalf of staff the Council makes staff's jobs easy.

N. ADJOURNMENT Mayor Cowan adjourned the regular meeting at **7:34 p.m.**

Respectfully submitted:

Reviewed by:

Sheena Dickerman  
City Recorder

Kevin Kreitman  
City Manager

\*Presentation materials or documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing.



## CITY COUNCIL SPECIAL PUBLIC HEARING MINUTES

March 26, 2024 @ 6:00 p.m.

A. CALL TO ORDER Meeting called to order by Council President Mark Raum at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Councilors Present: Mayor Scott Cowan (virtual 6:02 p.m.), Council President Mark Raum, Councilors Dave Harms and Mike Hickam

Councilor Absent: Councilor John Sullivan

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer Matt Straite, Community Development Director; Sheena Dickerman, City Recorder

D. CHANGES AND ADDITIONS TO THE AGENDA  
None

**6:02 p.m.**

E. PUBLIC HEARING

**6:02 p.m.**

Council President Mark Raum opened the public hearing at 6:03 p.m.

City Manager Kevin Kreitman read the staff memo regarding approval of a purchase sale agreement (PSA) including option rights between the City and Timberlab Inc. for approximately 60 acres of property\*.

Public Testimony: None

Raum asked if staff had an estimate of how many jobs this would bring to the area. Kreitman replied that it could be up to 100 jobs.

Jarod Revay, Timberlab, agreed with Kreitman. He said that they anticipate that at the opening of the facility, at the end of 2026 or early 2027, they will hire approximately 35 to 40 plus new jobs. He added that once they add their third shift it would be up to 100 plus jobs over the following six-year period, to get to full capacity.

Councilor Mike Hickam commented that he noticed another person was online and wanted to ask if the person wanted to say anything. Kreitman stated that the person was also with Timberlab, Inc.

Council President Mark Raum closed the public hearing at 6:10 p.m.

Mayor Scott Cowan said he was looking forward to having Timberlab, Inc in the community. He supports it.

Action: **Motion the City Council approve the order authorizing the sale of real property, which consists of tax lot numbers 10S 03W 29 00203 and 10S 03W 29 00207, representing approximately 60 acres on Linn County assessor maps to Timberlab, Inc., a corporation of Delaware, and authorize the City Manager or their designee, to sign all documents on behalf of the City of Millersburg necessary to convey said property via sale to Timberlab, Inc., a Delaware limited liability company and to conduct business and sign all documents necessary to implement and fulfill terms of this sale in the future made by Councilor Dave Harms; seconded by Councilor Mike Hickam.**

Mayor Scott Cowan: Aye

Councilor Dave Harms: Aye

Councilor Mike Hickam: Aye

Councilor Mark Raum: Aye

Motion PASSED: 4/0

G. CLOSING COUNCIL COMMENT  
None

**6:14 p.m.**

H. ADJOURNMENT Council President Mark Raum adjourned the Special Public Hearing meeting at **6:14 p.m.**

Respectfully submitted:

Reviewed by:

Sheena Dickerman  
City Recorder

Kevin Kreitman  
City Manager

\*Presentation materials or documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing.





# CITY OF MILLERSBURG

## QUARTERLY REPORT

### APRIL 9, 2024



City of Millersburg Total Responses				
Month	FY 21	FY 22	FY 23	FY24
July	17	35	20	25
August	26	34	24	30
September	28	27	22	18
October	29	26	25	21
November	21	20	35	19
December	30	24	34	17
January	29	24	22	40
February	26	22	20	13
March	21	19	24	20
April	28	24	20	
May	36	20	26	
June	23	16	31	
<b>Total</b>	<b>314</b>	<b>291</b>	<b>303</b>	<b>203</b>
FY24 Projection 271				

Millersburg Response Times Average 911 Call Received to Arrival Time				
	FY 21	FY 22	FY23	FY24 (To Date)
<b>All Incidents</b>	7:34	7:41	7:31	7:51

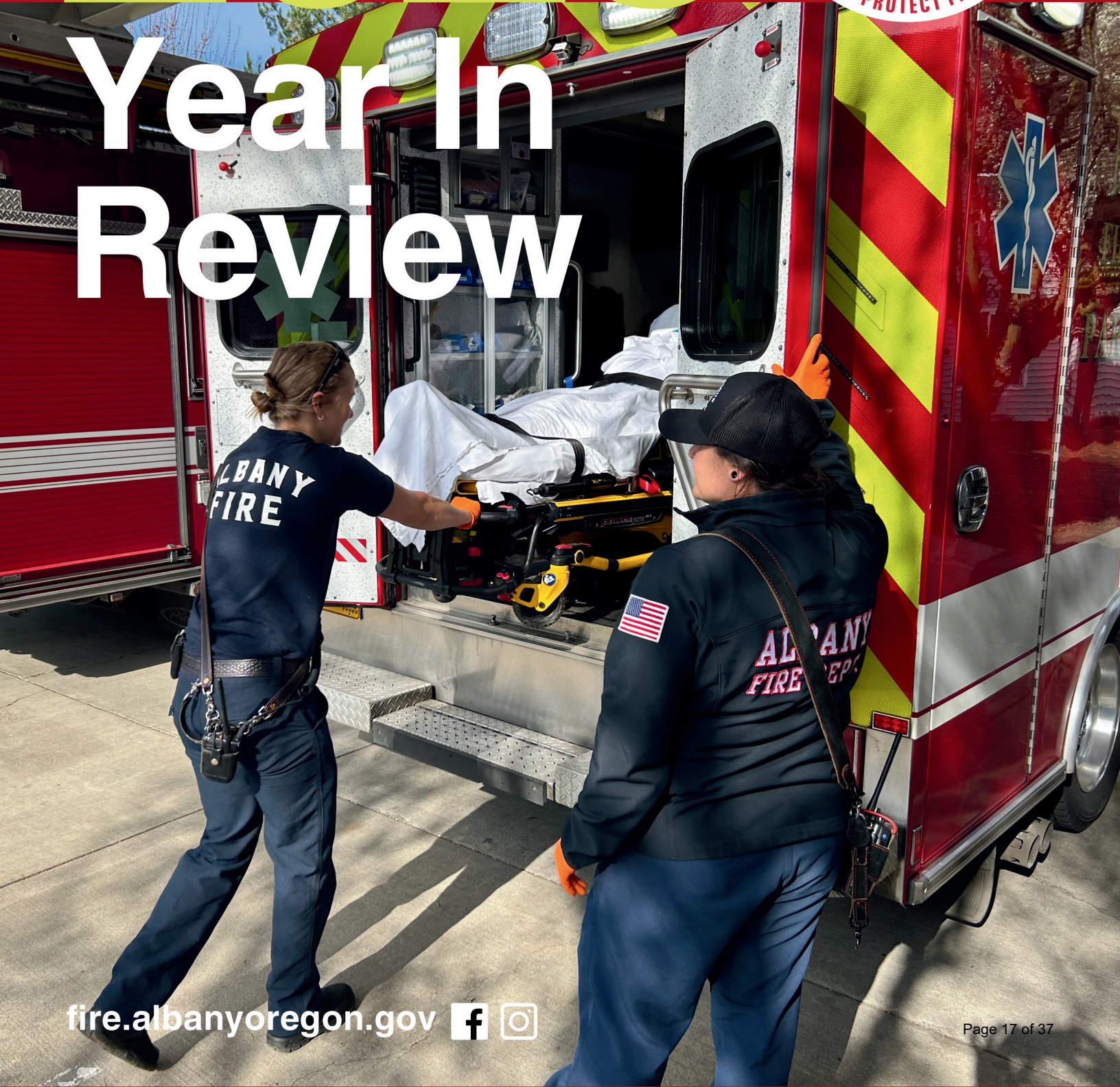
Albany Fire Department Total Responses				
Month	FY 21 Total	FY 22 Total	FY 23 Total	FY 24 Total
July	858	1,070	992	1,001
August	884	1,048	968	1,018
September	893	1,010	920	862
October	866	958	972	957
November	824	941	970	891
December	876	945	1,158	970
January	883	911	1,007	1118
February	817	829	914	816
March	795	853	880	936
April	926	864	905	
May	905	896	891	
June	922	936	924	
<b>Total</b>	<b>10,449</b>	<b>11,291</b>	<b>11,501</b>	<b>8,569</b>
FY24 Projection 11,425				



# 2023



## Year In Review





# MESSAGE FROM THE CHIEF

On behalf of the professional and dedicated members of the Albany Fire Department, it is my honor to present our 2023 annual report.



Chief Shane Wooton

The past year was filled with impactful items that may not draw headlines, but significantly moved us towards our department's mission of *Prevent and Protect from Harm*.

In 2023 we received and implemented the federal Staffing

for Adequate Fire and Emergency Response (SAFER) grant and hired three new members for our department. In turn, we began staffing four firefighters on our truck company in the evening hours when the risk to life safety from fire is at its highest.

An additional firefighter on the truck allows us to be more effective when performing fireground activities, as evidenced by a recent fire in North Albany where enough firefighters were present early enough in the incident to rescue a citizen who was trapped in their home.



## MESSAGE FROM THE CHIEF

---

In addition, because of funding from the Ground Emergency Medical Transport program (GEMT) the department stood up a single role EMT program. We noticed that due to high demand for EMS services, additional capacity was needed to meet the needs of the community. Additional first responders were hired to staff a peak activity ambulance.

The department also made strides towards improving our fleet and equipment. We completed the specification and purchasing process for a new fire truck using the Assistance to Firefighters (AFG) grant. The truck is anticipated to arrive in Spring of 2024. The department also purchased a refurbished ambulance to add to the fleet, saving our community a significant amount of money and adding ambulance fleet capacity to our busy EMS system. To cap things off, the department received a grant from the Oregon State Fire Marshal's office for a "Mobile Attack Tender" to augment our fleet and ensure adequate water supply can be transported to non-hydrated service areas. The tender is also slated to arrive in the Spring of 2024.

In recent years, difficult budget shortages halted the purchase of new turnouts for assigning two full NFPA-compliant sets of turnouts to our first responders. Due to an aggressive savings plan, the department was able to purchase a new set of turnouts for each responder, ensuring their primary and back-up turnouts were compliant to the highest standards.

**"[With] funding from the Ground Emergency Medical Transport program (GEMT) the department stood up a single role EMT program ... due to high demand for EMS services."**

As you'll see in this report, significant progress was also made in preventing harm to our community this past year. The department received funding to expand the community paramedic program to help address the houseless situation affecting Albany citizens and the local health care system. In response to our community's growing Latino population, we offered our first free CPR training conducted all in Spanish.

We also conducted our free Youth Cardiac Screening event, which manifested itself by identifying an adolescent in our community who was predisposed to having a significant cardiac event. The teenager was able to get surgery and avoid a potential life ending event at a young age. We also partnered with local Rotary clubs and the Albany Safety Foundation to implement an AED Loaner

program that allows community members to check out an AED for gatherings and events.

As Fire Chief, I'm amazed and blessed to witness the members of our department work tirelessly to provide a high level of service in a busy department. They do so with an unparalleled dedication to professionalism, empathy, and a desire to be the best version of themselves.



**Chief Shane Wooton**

# JANUARY

At the beginning of 2023, recruit **Davis Blackmon** graduated from academy 2022-B and started on his shift.



**Budgeting** for the biennium began in earnest as we geared up to plan the next two years beginning July 1. North Albany Rural Fire Protection District provided the budget for purchase of a new HVAC unit for Station 14, which is expected to be delivered in 2024. Another purchase was made by Palestine Rural Fire Protection District, who provided a new treadmill to help keep Albany's firefighters in top shape. These partnerships with our fellow fire districts are very important to AFD and we appreciate and value their contributions to the department.

Community Paramedic Hillary Kosmicki established **HEAL (Housing Empowerment Action League)**. This group connects medical professionals, police, fire, and local shelters along with organizations and agencies dedicated to addressing homelessness in the city. The group has been instrumental in helping reduce reliance on 911 calls and emergency room visits for non-emergent problems (which strain an already tight system) and providing services to help those experiencing homelessness. The group meets monthly to discuss ways in which available services can best be matched to those in need of them.





# FEBRUARY



Albany Fire continued its **8th grade CPR** training program (funded by the Albany Public Safety Foundation). The location of Out of Hospital Cardiac Arrests (OHCA) most often occurs in homes/residences (73.4%), followed by public settings (16.3%). According to the American Heart Association, if CPR is performed immediately, the chance of survival can double or even triple. This program has trained over 6,000 Albany children so far.



AFD was excited to resume its in-person **Annual Recognition (Awards) Banquet** for the first time since the start of COVID.

Retirees and active-duty personnel and their families gathered at Sybaris Bistro, who very generously hosted AFD to an excellent meal to celebrate as we awarded our 2022

**Performers of the Year:**



**OFFICER OF THE YEAR:  
LT BRADY HALLOCK**



**APPARATUS OPERATOR OF THE YEAR:  
AO KEITH GILLESPIE**



**EMS PROVIDERS OF THE YEAR:  
FF CHAD JONES (LEFT) AND  
FF JACKSON MEHL (RIGHT)**



**FIREFIGHTER OF THE YEAR:  
FF HANS REERSLEV**



**HUMANITARIAN OF THE YEAR:  
AO MICHAEL HURLEY**



# MARCH

AFD welcomes Christopher Kinkade, Gavin Larson, Graham Steffen, Anthony Temple, and Griffin Whitney into **Recruit Academy 2023-A**. These new recruits, three of whom were hired under the Staffing for Adequate Fire and Emergency Response – or SAFER grant, started their 10-week academy and trained hard to work up to the AFD standard. Their presence increases operational efficiency throughout the department by ensuring that AFD operates at a safe level of staffing.

The Training Division held **Advanced Cardiac Life Saving (ACLS) training** for the department.

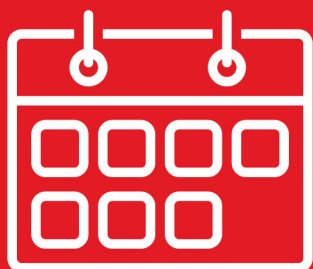


Senior DFM Alfredo Méndez and a group of the department's Spanish speakers presented the **first ever all-Spanish CPR training** to parents in the South Albany High School Spanish Parent Group. Cardiac survivability is greatly enhanced by the application of CPR and defibrillation in a timely manner, and these parents stepped up to learn how to perform CPR correctly for the benefit of the community.





The department received an **Oregon State Fire Marshal Engine Program Grant**. This grant is funded by OSFM using monies dedicated during the last State of Oregon biennial budget process. The grant program made available a limited number of pre-specified Type 3, Type 6, and Mobile Attack Tenders to all fire departments in the state. AFD made the decision to apply for a Mobile Attack Tender due to the age of our current tender (1994) and its frequent age-related issues. OSFM received 192 applications, and 76 departments were granted the award. AFD will take possession of the new tender in 2024.



**A new two-day on, three-day off schedule** begins for the department. This new schedule will be for an 18-month trial period.

AFD personnel, under the guidance of APD Mental Health Intervention Specialist Kiersten Glaeser, learned about the city's **Crisis Intervention Program and methods to aid people experiencing a mental health crisis**. This included ways to approach a person in crisis, as well as de-escalation methods for when things start to get out of hand.

AFD hosted a **S-270 Basic Air Operations course** for attendees from around the state. The course, which was funded by a grant from the Oregon State Fire Marshal and put on through the National Wildfire Coordinating Group, covers aviation management, tactical and logistic uses of aircraft, and requirements for helicopter operations, including take-off and landing areas. Students attended from districts and departments throughout the state.



A graphic of a calendar page with the word "MAY" written in large, bold, red letters. The calendar has a red header and white body.

# MAY

Community member and balloon enthusiast Tim Gale presented **hot air balloon safety training** to ensure the department knows what the correct safety procedures are in the event of a hot air balloon fire or accident. AFD personnel were glad to review this timely knowledge ahead of the Art & Air Festival in August.







# JUNE

AFD crews were fitted for **new turnouts**. These replace existing turnouts, some of which were over 10 years old. This will ensure that our firefighters have the requisite gear to fight fires and stay safe while doing so.

All first responders in the department **recertified their EMS credentials**. This occurs every other year, and department EMS personnel must undergo between 24 to 48 hours of continued education in each of five different categories, depending on their level of certification. This is in addition to the experience they demonstrate while on the job. Last year 89 percent of all AFD calls were medical calls; that represents a lot of experience! Our top EMS trainees LT Shane Castle, Division Chief Scott Cowan, FF Ronnie Garcia, AO Tom Henke, FF Chad Jones, FF Christian Metzger, FF Graham Steffen, and EMS Chief Ray Wooldridge all logged over 100 hours of EMS training in the last biennium.



The **Willamette Valley Heart Screening**, funded by AFFCAF and the Albany Fire Department, and conducted in conjunction with the Cody Stephens Foundation and Albany schools, uses ECGs to screen school-age children for cardiac risk. These ECGs are then read by licensed cardiologists who notify parents in the event of any irregularities. This year at the event, the program identified a cardiac anomaly in a child who later underwent surgery for a rare heart condition. This discovery was a great success for the program.

Albany Fire took a step into the future with a **new online payment portal** for FireMed and ambulance bills, offering a much more convenient way for customers to pay.

**Conflagrations:** Lt. Mark Bernt deployed as a task force leader to the Hat Rock Fire.





AFD's Technical Rescue Team conducted **Confined Space Tech Rescue training** with Department of Energy-National Energy Technology Laboratory (DOE-NETL). It is important to train with our local agencies and businesses where there might be extra risk in case of an accident. DOE-NETL included AFD personnel in their collapse exercise to help train in confined space rescue – one of the most dangerous types of rescue.

**NW Natural Gas provided training** for line crews for what to do in cases of a pipeline fire. There are several pipelines in the area, so it is critical that crews know what to do if something goes awry. The Training Division also held **standpipe drills** at **LBCC**.



Players from around the area gathered for the friendly **Annual AFFCAF Rick Rebel Golf Tournament**, named in honor of long-time benefactor Rick Rebel. This year's tournament raised almost \$11,000 for the Albany Fire Fighters Community Assistance Fund which goes toward providing bicycle helmets, smoke and carbon monoxide detectors, life vests, and other needs to the community.

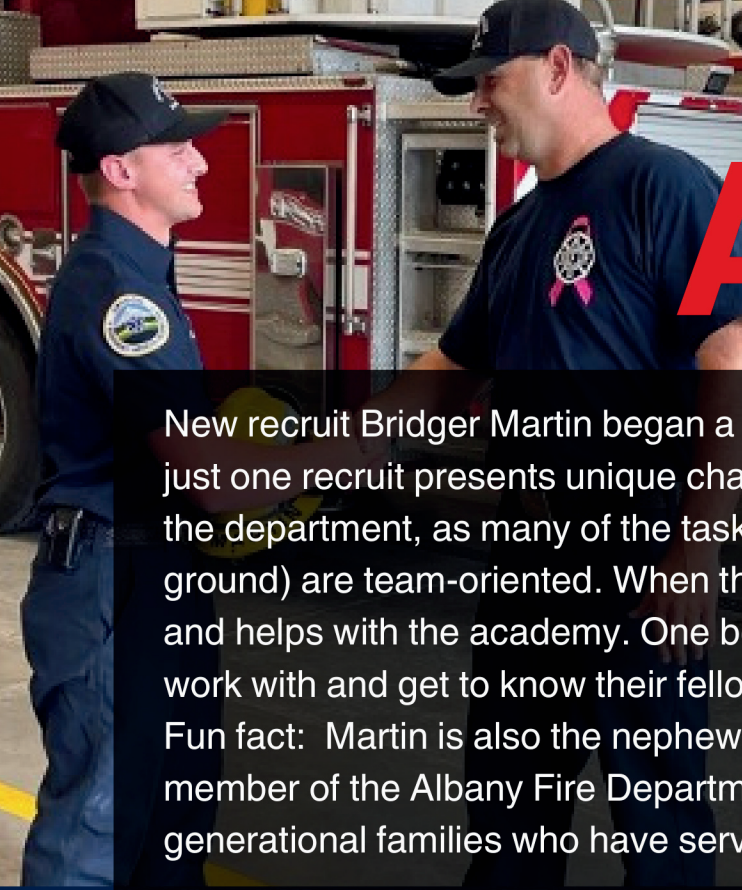


**AFD purchased a new (to us) medic unit** from Hughes Fire Equipment with a used "box" and a new chassis, which was a significant cost savings from purchasing an all-new unit. This makes seven ambulances for the department. This ambulance was needed with the re-start of the Medic 10 program so that AFD can have adequate reserve units, and it allows the department to remount other ambulances that have high mileage.



**Conflagrations:** Lt. Ray Wooldridge deployed to the Moon Mountain Fire as an assistant task force leader, and Deputy Chief Chris LaBelle deployed to the Golden Fire on the incident management team.





# AUGUST

New recruit Bridger Martin began a **solo Academy 2023-B**. An academy with just one recruit presents unique challenges for both the incoming firefighter and the department, as many of the tasks performed in academy (and on the fire ground) are team-oriented. When this happens, the entire department pitches in and helps with the academy. One benefit to this is that the new recruit is able to work with and get to know their fellow crew members prior to going on the line. Fun fact: Martin is also the nephew of firefighter Damon Martin, a long-time member of the Albany Fire Department. Albany is proud of the many multi-generational families who have served in the department.



AFD purchased a **new trailer for the Albany Fire Investigation Group**. The department budgeted carefully to buy the trailer for the ongoing needs of fire investigations. This 7' x 16' trailer holds all the tools, materials, and personal protective equipment (PPE) necessary for fire investigators to perform their duties.

The probability of large fires west of the Cascades is a new grim reality and this has caused a paradigm shift throughout Linn County as departments around the county refocus on the issue of wildfires closer to home. Both fires required evacuation notices and a request to the Oregon State Fire Marshal for additional task forces from outside the geographic area. All told, both fires consumed over 500 acres, but most importantly no lives or homes were lost.

Lt. Shane Castle spearheaded Fire Studio (fire simulation program) training for the department. It uses computer modeling of actual fire behavior overlaid on photos of real locations to train firefighters in strategy and tactics. The program can be used to pre-plan and review different incidents.

**Conflagrations:** Lt. Ray Wooldridge, Lt. Levi Lindsey, and Deputy Chief Kyle Romey deployed the Tyee Ridge Fire on task forces and the incident management team. Deputy Chief Chris LaBelle deployed to the Smith River Fire on the incident management team. We also supplied mutual aid to two large incidents over multiple periods: the Priceboro Fire (Harrisburg) and Wiley Fire (Sweet Home).



# SEPTEMBER

**Antiques in the Streets** drew crowds from around the state to display their antique and restored vehicles. Active and retired department staff proudly displayed the Steamer engine and the newly restored Seagraves engine. Every year, Antiques in the Streets selects a worthy charity to donate proceeds to; this year, they made a generous donation of \$9,000 to AFFCAF.



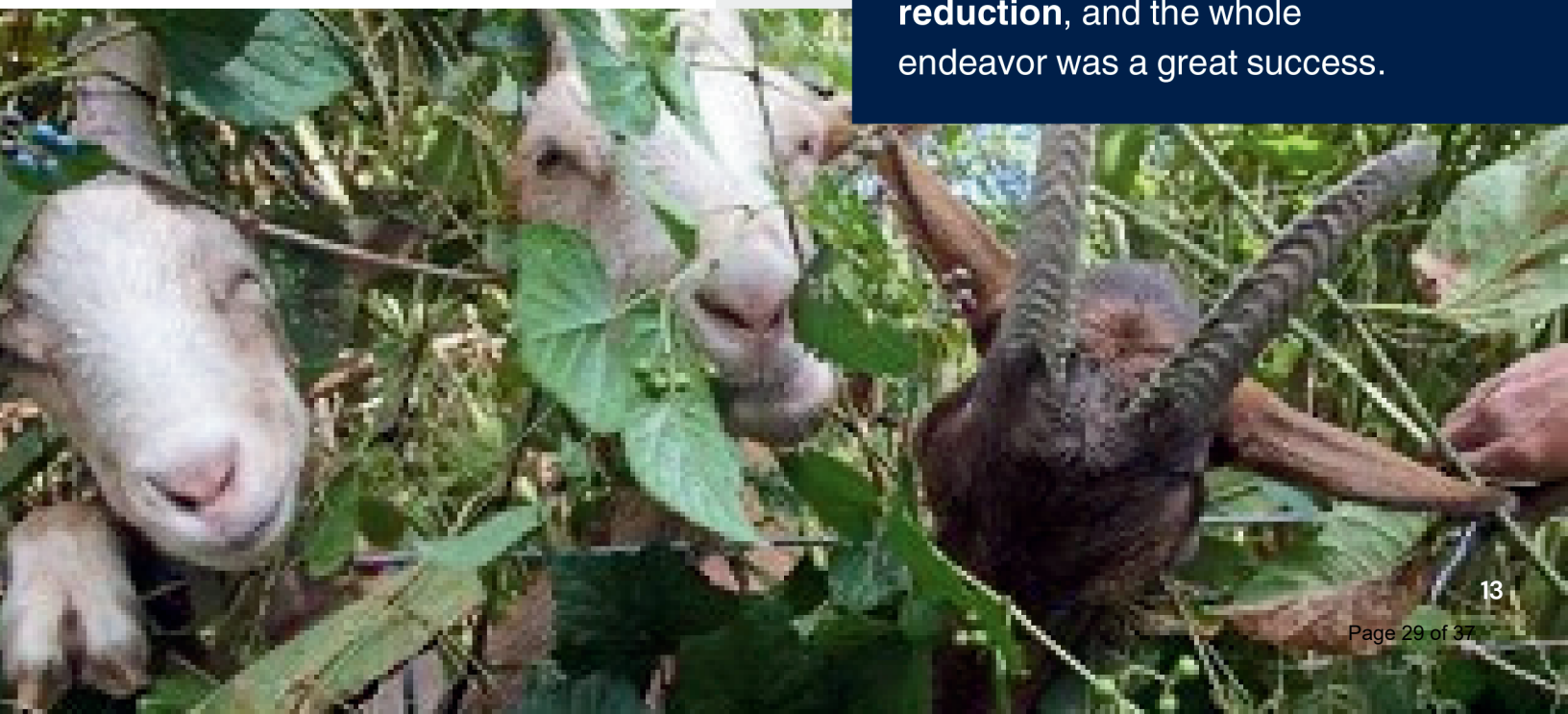
The third annual **AFFCAF Cornhole Tournament** brought together teams from the public safety fields and raised over \$1,900 for AFFCAF.

Albany City Council approved the acceptance of the **\$500,000 Samaritan Health Plans – InterCommunity Health Network grant** which will go toward growing the Community Paramedic program by 0.5 FTE for the next two years. This program, originally directed toward helping patients recently released from the hospital, has proven instrumental in helping, among others, the houseless and those recently released from incarceration. Deputy Chief Kyle Romey will transition into a half-time position in this program, working alongside current Community Paramedic Hillary Kosmicki.



Cardiac survivability is an important focus for the department because sudden cardiac arrest can happen at any time, to anyone, at any age. In addition to the speedy performance of CPR, using an AED can give a patient the best possible chance to survive. The **new AED Loaner program** makes an AED available to the public for special events. The public can sign up to borrow the AED online through the Albany Fire Department website; training is provided.

AFD was awarded a \$10,000 fire prevention grant from the Oregon State Fire Marshal to be used for defensible space/fire fuel reduction in North Albany (removing shrubs and brush from around buildings to lessen the chance of fires). After determining that hiring contractors to remove the brush would be too expensive, DFM Sandy Roberts (with approval from residents in North Albany) hired a herd of goats which ate up all the brush and climbing ivy without destroying the stability of the soil. The goats cheered up everyone, used a **novel approach to fuel reduction**, and the whole endeavor was a great success.







Representatives from **Life Flight** air medical transport came to AFD to train personnel in the hazardous process of landing a helicopter and loading patients into it. Air medical transport is especially useful in cases of critical patients who have experienced severe trauma or burns, when transport by a ground ambulance will take too long to reach the necessary hospital or burn unit. This valuable training was also attended by members of the Jefferson and Scio fire departments.

Every year AFD personnel gather to help teach local youth about firefighting and fire safety as the kids travel from station to station collecting stamps on a special passport created for the occasion. **The annual Treasure Hunt** also gives community residents valuable information on things like bike helmet fittings, car seat safety, cooking safety, and smoke alarm education with help from APD and Tangent FD.



AFD learned about **local midwife services**, discussed labor and delivery practices, and the differences in scope of practice from Mid-Valley Birth Midwives.



# NOVEMBER

**New EMS Division Chief Ray Wooldridge** was promoted effective November 1. Chief Wooldridge is a former Field Training Officer for the department and is a paramedical instructor at Chemeketa College, so he comes to the position with a strong background in medical operations. This promotion is in line with former Deputy Chief Romey's transition into Battalion Chief, Community Health, heading the Community Paramedic program. The department is gearing up for significant transitions as several chiefs will be retiring or getting promoted in the coming year.

Five new personnel joined AFD in a **single role (EMS) academy** to staff the Medic 10 program to help accommodate the growing number of medical calls and transports the department experiences each year. AFD is pleased to welcome Lawrence Allise, Lindsay Lowen, Austin McDowell, Jared McMurren, and Micaiah Sode to the department.



# NOVEMBER (CONTINUED)

AFD purchased new hose to replace the entire fleet of 2.5" hose. The National Fire Protection Association (NFPA) recommends replacing hose every 10 years and AFD has 2.5" hose still in service from the 1980s. We also had no hose in reserve. This hose is a new, smaller size, allowing us to flow the same volume of water with more maneuverability and a lighter weight; it is also far more kink-resistant and easier to grip due to the smaller diameter. The new hose will go into service in 2024.

Internal candidates were interviewed for company officer openings on the line. This process generated a two-year list to draw from in anticipation of several imminent retirements and transitions. **FF Hans Reerslev was selected as the newest lieutenant** for the department.





# DECEMBER



Every year, the community looks forward to the Albany Downtown Association's annual **Downtown Twice Around parade**. Entries in this holiday parade usually include a horse-drawn trolley, community groups, schools, and businesses. The highlight of the parade is the chance to see Santa, driven by FF Gabe Anderson along the parade route in the historic LaFrance fire engine.

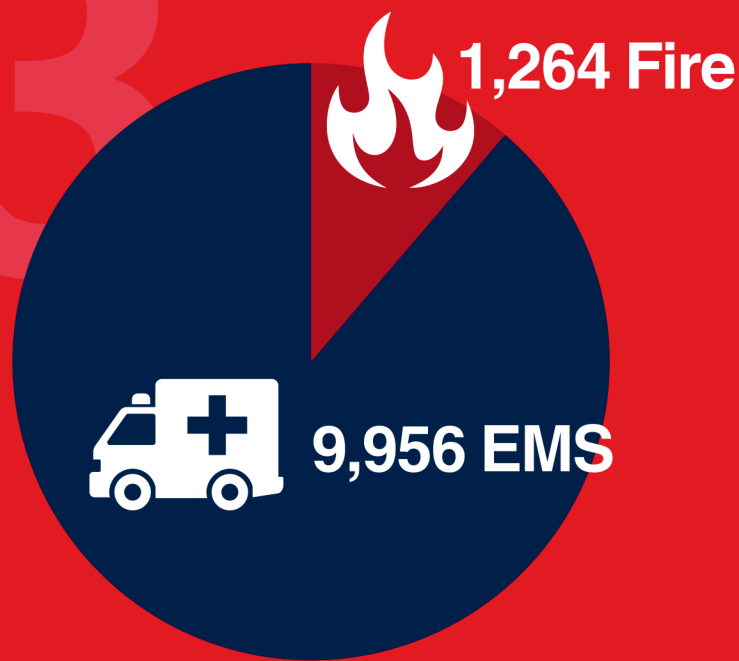


This year the department put on the annual toy drive in conjunction with AFFCAF, the City of Millersburg, and Margin Coffee. This drive partners with DHS to solicit toys for children within the DHS system. In addition to donations of toys, the department also receives monetary donations which the crews use to shop for even more presents for needy children and young people.

As a direct result of AFD starting its SAFER staffing plan on Truck 11 earlier in the year, there were sufficient personnel on-hand early enough to perform a critical rescue at a fire in mid-December. This rescue saw AFD personnel using their training to convert a window to a door in order to extricate the victim of a house fire, saving that victim's life. 17

# 2023

11,220  
Calls



900  
Inspections

Covering  
14,878,643  
sq. ft.

808 Cited  
Violations

10,222  
Training  
Hours

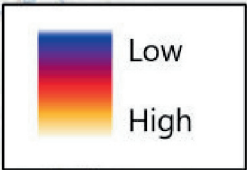
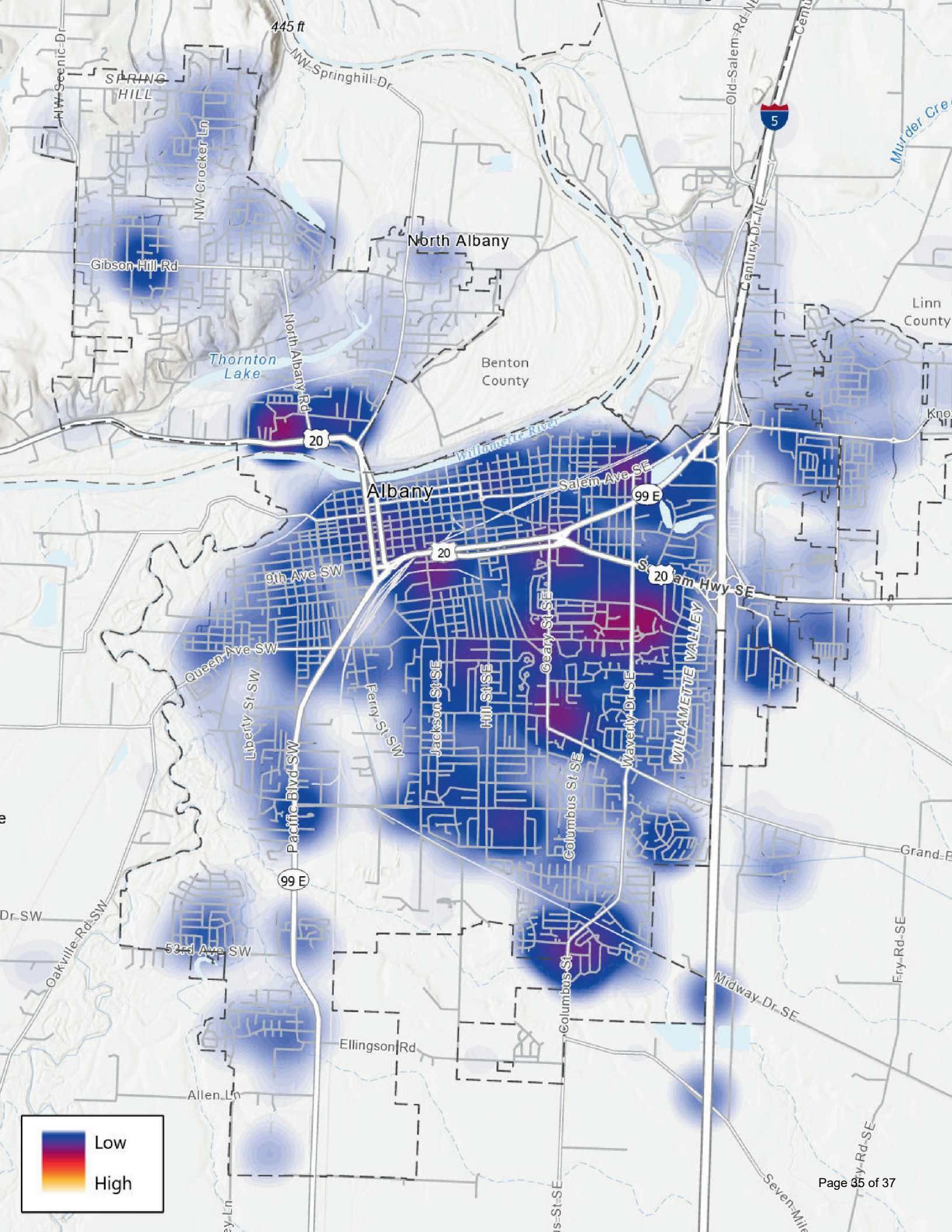
589 cleared  
to date

A dark blue icon of a document with a red checkmark inside a circle.

The training division also completed Academy 2022-B and staged Academies 2023-A and 2023-B, all including a live-fire training component. They also facilitated the single role EMS Academy 2023-C.











# fire.albanyoregon.gov

## **Professional Affiliations:**

Department of Public Safety Standards and Training; International Association of Arson Investigators; International Association of Firefighters Local #845; National Fire Protection Association; Oregon Department of Forestry; Oregon Fire Chiefs Association; Oregon Fire Service Office Administrators; Oregon Fire Marshals Association; Oregon Health Authority; Oregon State Fire Marshal; Oregon State Marine Board

## **Community Partners:**

Albany Chamber of Commerce; Albany Firefighters Community Assistance Fund; Albany Public Safety Foundation; Antiques in the Streets; Costco; Greater Albany Rotary Club; Home Depot; Life Flight; Lowe's; Margin Coffee; NoDinx; North Albany Supermarket IGA; Rotary Club of Albany; Samaritan Health Services; Sybaris; Tradewinds

## **Government Partners:**

City of Albany, especially the Albany Police Department; City of Millersburg; Linn County, especially Linn County Public Health and the Linn County Sheriff's Office; Albany Rural Fire Protection District; North Albany Rural Fire Protection District; Palestine Rural Fire Protection District

# Turn Food Scraps Into Farm-Fresh Produce

Ever wonder where your apple cores and sandwich crusts should go? Here in western Oregon, Republic Services makes sure your food scraps get a second life when you put them in your yard debris cart instead of the trash.



## What is food scrap recycling?

Just what it sounds like. Put your food scraps in your yard debris cart for a convenient way to divert food waste from landfills and transform it into nutrient-rich compost. This amazing process helps our environment and closes the organic waste loop!

## How does it work?

Simply toss your food scraps into your yard debris cart. Think anything you'd put on your plate: fruits, veggies, even bones, dairy, onions and citrus! Our local high-tech composting facility handles it all.

## What else can go in the yard debris cart?

Leaves, grass clippings, garden plants, sticks and branches (6" diameter or less) can all go in the cart.

## Can I put the packaging in too?

Keep food containers and garden planter pots out of the yard debris cart, along with any "compostable" plastic or bioplastic bags or packaging. No matter what the marketing says, stick them in your regular trash instead.

## Benefits? You bet!

- ▶ **Reduce landfill waste:** In Oregon, the average family throws away nearly 9 pounds of wasted food each week. That's more than 450 pounds each year! Food scraps take up precious space and create harmful greenhouse gas. Composting diverts this waste and creates a valuable resource.
- ▶ **Save money:** Depending on how much food waste your family makes each week, you could switch to a smaller trash cart.

- ▶ **Grow a greener future:** Compost nourishes soil, promoting healthy plants and reducing fertilizer reliance. Most of the compost we make goes to local organic farms, which use it to grow nutritious organic produce.

Toss your food scraps in the yard debris cart, and be a champion for our planet. Together, we can divert waste, create nutrient-rich compost and cultivate a healthier environment for everyone.

