



Approved: November 14, 2023

CITY COUNCIL REGULAR SESSION MEETING MINUTES

October 10, 2023 @ 6:30 p.m.

- A. CALL TO ORDER Meeting called to order by Mayor Cowan at 6:30 p.m.
- B. ROLL CALL
Councilors Present: Mayor Scott Cowan, Councilors Dave Harms, Mike Hickam, John Sullivan and Mark Raum (online at 6:32PM)
- Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Matt Straite, Community Development Director; Alan Sorem, City Attorney; Jamie Comin, Billing Collections Specialist
- C. CHANGES AND ADDITIONS TO THE AGENDA **6:30 p.m.**
None
- D. CONSENT AGENDA **6:31 p.m.**
1) Approval of September 12, 2023, City Council Meeting Minutes

Action: **Motion to approve the Consent Agenda as written made by Councilor Dave Harms; 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

- F. GUEST PRESENTATIONS **6:31p.m.**
1.) Linn County Sheriff's Office Monthly Report

Deputy Steven Frambes, LCSO, reviewed the monthly LCSO report. Frambes shared Love's gas station issues: medical calls, theft, and crashes. He mentioned all calls were self-initiated. He mentioned the motorcycle accident that happened on NE Conser Road and a crash on NE Woods Road. Those operators were given citations.

Mayor Scott Cowan and Councilor John Sullivan wanted to know if all 47 calls to the area were for Love's. Frambes replied it was Love's and Henry's Food Court. He mentioned that with the traffic in that area as well as the location and speeds generate issues.

Councilor Dave Harms mentioned there were three incidents that happened there on the same day. He praised the deputy who came to help OSP with a sobriety test.

Cowan and Harms asked questions about OSP reports and data. Frambes plans to make calls to get reports and data from OSP. He discussed the history of people running from the Sheriff's department. He brought in a spike strip and demonstrated how they work. These strips help stop runners in a safe way.

Cowan asked if having a curfew would be helpful for the Sheriff's department. Frambes said it would "give them some teeth and documentation." Instead of sending kids home it would allow them to forward reports to the courts and juvenile departments if there is a repeated history or other violations. If there is a curfew it can also hold the parents responsible and failure to supervise can help stop some of the curfew violators.

2.) Albany Fire Department Quarterly Report

Chief Shane Wooton shared the department has responded to 73 calls this fiscal year. Response time have been 6 minutes, 53 seconds, which is less than the previous three years. He cautioned that over time the response times will level out compared to what it was the last three years. He mentioned that following Millersburg's decision to partner with the Albany Fire Department (AFD), Millersburg response times have been cut in half compared to what they were in the 2017 study of response times. He thanked Millersburg for their partnership.

Wooton discussed the type of incidents and fire alarm activations were one of the most frequent responses. Those incidents have gone down. He doesn't want to infer much, but he'd love to say it was because the staff at AFD were working with the industries to make sure their fire alarm systems are up to speed and updated.

Wooton mentioned the fire season of 2023, AFD went out to five fire conflagrations. Conflagration is when a community is overwhelmed and used all mutual aid around them, the Governor of the State can declare conflagration which gives statutory authority to the Oregon State Fire Marshall to muster up municipal departments and districts to help the community stand back up. He explained that the landscape is changing, and fires were active on the west side of the Cascades. There were two that needed outside resources, Oregon Department of Forestry (ODF) assisted with those. Fire does free evaluations of homes to make homes fire safe.

The annual Scavenger Hunt around Albany and Station 15 was done on October 7, 2023. There didn't seem to be much participation this year. The YMCA was busy with kids sporting events and AFD will try again next year.

Wooton mentioned the AED loaner program. There is a \$500.00 refundable deposit and it can be used for up to 7 days, at this time there is only one.

Wooton talked about Samaritan reaching out to AFD about becoming involved in the Trial FUSE (Frequent User System Engagement) model. Individuals who are recently released from incarceration, the unhoused or frequent users of the emergency room will be assigned to the Albany Fire

Department. They will search for the individuals to try and get them the care they need without them needing to call 9-1-1 or ending up in the ER again. It's a two-year trial.

Wooten shared that they are in the recruiting process for new ambulance staff.

Wooten shared about the fundraisers (Golf Tournament, cornhole and Antiques in the Streets) for the Albany Firefighters Community fund. This fund is for money to make a difference in someone's life (fire victims, money to replace ran over bike, etc).

City Manager Kevin Kreitman asked about the Auto Pulse. Chief Wooton said it had arrived.

3.) Oregon Cascades West Council of Governments

Ryan Vogt, Executive Director for West Council of Governments shared his report. He created a one-page handout to help the community understand the program. Councilor Mark Raum asked about the Blizzard Box program. Vogt explained it is a frozen meal a consumer can receive. If COG needs to shut down their meal site because of weather, a person can still have a meal that can be microwaved. OCWCOG is in the process of recruiting for a community economic development director position. Jenny Glass moved on to another position. He is hoping to bring the new director to the next meeting. Vogt explained OCWCOG made a commitment to bring on three full time grant writers. He would like these grant writers to associate with the cities. He would like to split the cost 50/50 with cities when they write grants. Vogt mentioned that second interviews for two writers is happening this week. Cowan agreed that this could be a good resource for our residents. Kreitman mentioned the links on the City's website for these resources.

G. PUBLIC COMMENT

7:13 p.m.

None

H. COUNCIL MEMBER AND STAFF COMMENTS

7: 14 p.m.

Cowan announced that Millersburg has been approached by Greater Albany Public Schools (GAPS) to discuss a potential school in Millersburg. A public work session will be scheduled regarding this matter.

I. CITY MANAGER'S REPORT

7:14 p.m.

1) Project Updates

Assistant City Manager/City Engineer Janelle Booth talked about the projects happening around City Hall. Concrete for the new dropbox location and the generator pads was poured last week. A sidewalk on the north side of the building will be put in at a later date. The generator will be set in the next couple weeks. Window repair was also done last week in the council chambers and panels along the top were replaced. Cowan asked if there was any water damage found through the process. Booth addressed that the flashing had

been removed and could see evidence of water but everything was wrapped really well so no damage. One piece of metal was dropped during the process and will be replaced by the roofing contractor.

Booth showed pictures of the new workstations/remodel of the front office. This has allowed more functional working space as well as adding room for a future workspace. Kreitman announced IT security upgrades. Some actions include replacing hardware equipment that has reached the end of its life span and instituting equipment and policy changes to be eligible to enhance our cyber insurance. Access to the cyber insurance will also require a policy that each of the councilors will need to review and sign and training. He also stated that the City will be moving to a new .gov domain that will provide a higher level of cyber protection. This is expected to happen later this month. The new address is Millersburgoregon.gov. The City will also need to change email addresses from .org to millersburgoregon.gov.

Kreitman mentioned that costs for the IT upgrades came in under budget so the City will be adding more cameras to the outside area.

Booth stated the sidewalk on Woods Road is scheduled next week. The sidewalk is along Woods Road between NE Riverstone Loop and NE Sonora Drive. The work will be taking place between October 16, 2023 and November 1, 2023. This will allow a connection for the North Oak neighborhood to other parts of the city without having to get on a road. Weather should not be a factor.

2) Transition Parkway Design Update

Booth stated that the 90% documents have come in and staff has spent the last week reviewing them. There is a workshop on Thursday, October 12, 2023, to go over comments with the consultants.

3) Manufactured Home Sale

Kreitman mentioned the manufactured home has an offer and expects to close on October 20, 2023. It was listed for almost a year. It should be off site within a month or month and a half.

4) Tank Farm- Update

Kreitman mentioned a meeting with Kinder Morgan that took place two to three weeks ago. They will be removing the tanks, and they should be gone by January 1, 2024. Cowan thanked Kreitman saying this has been an issue for the residents in Millersburg for a long time and he is pleased to see these tanks finally being removed.

5) Planning Commission New Chair

Kreitman stated that the Planning Commission Chair resigned and is moving to Arizona. Planning Commissioner Doug Iverson was voted in as the new Chair.

J. CITY ATTORNEY'S REPORT 7: 25 p.m.
City Attorney Alan Sorem had nothing to report but mentioned the new timer with a light. Community Development Director Matt Straite showed the new timer that will be used during public hearings and will help keep track of the minutes when the public is speaking.

K. UNFINISHED BUSINESS 7: 27 p.m.
None

L. NEW BUSINESS 7: 27 p.m.
1) Curfew Ordinance
Kreitman mentioned that the City does not have a curfew ordinance. This was discussed at last month's meeting. This ordinance was drafted based on a neighboring community's ordinance. Both the City Attorney, Alan Sorem and Linn County Sheriff's office reviewed before finalization.

Action: **Motion to approve Ordinance 207-23 made by Councilor John Sullivan; seconded by Councilor Dave Harms.**

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

Passed 5/0

M. CLOSING COUNCIL COMMENT 7:30 p.m.
None


N. ADJOURNMENT Mayor Cowan adjourned the regular meeting at **7:31 p.m.**

Respectfully submitted:



Jamie Comin
Billing Collection Specialist

Reviewed by:



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 info@cityofmillersburg.org.