



Approved at the February 10, 2020 City Council Meeting

**CITY OF MILLERSBURG
CITY COUNCIL WORK SESSION**

Millersburg City Hall
4222 NE Old Salem Road
Albany OR 97321
January 28, 2020 @ 4:00 p.m.

Agenda

- A. CALL TO ORDER Mayor Lepin called meeting to order at 4:00 p.m.
- B. ROLL CALL
- C. WORK SESSION ITEMS
 - 1) **New City Website (Municode Demonstration)** *Note this portion will convene in the conference room – Information Only
Municode provided an overview presentation on their website suite of products for consideration of a revised and updated City website then responded to questions from the Council. The Council then discussed costs and the benefits of an upgrade, in addition to the timing.
 - 2) **Volunteer Recognition** – (Mayor) Information and Discussion
Mayor Lepin is looking for input and advice from the Council regarding volunteer recognition. He noted how much he values volunteers and how the number of volunteers has increased. He asked the Council about holding an annual recognition of volunteers to thank them. Councilor Cowan said he appreciates the recognition the City has done recently and would like to see more so is in favor of an annual event. Overall, the Council offered support for the suggestion of an annual recognition of volunteers. Mayor Lepin and City staff will work out the details.
 - 3) **Activities on City-owned Open Space** – Information and Discussion
Assistant City Manager/City Engineer Booth reviewed the staff report. There followed discussion regarding the specific recommendations in the report and ideas on how to notify residents. There was also some clarifying discussion regarding detention ponds and access. It was agreed that staff would bring a proposed ordinance to Council at a future Council meeting.
 - 4) **Utility Account Collections and Write-offs** – Information and Discussion
City Manager Kreitman provided an overview of the proposed policy to address recommendations from our auditors. There followed discussion regarding assurance that the City staff exhausts all avenues for collection of outstanding balances before utilizing the write-off process. Based on Council concurrence and input we will share the draft document with our auditors for final consideration prior to adoption and implementation.

5) Fire Station Project – Information and Discussion

Assistant City Manager/City Engineer Booth gave a brief report on current status of the Request for Qualifications then provided an overview about the need for concurrence/direction from the Council regarding site location. The Council had a lengthy discussion on the pros and cons of the two sites under consideration. After the discussion, the Council provided consensus on moving forward with design on site two.

Assistant City Manager/City Engineer Booth spoke about LEED (Leadership in Energy and Environmental Design) certification. The Council concurred that considering energy savings options was important but they are not interested in pursuing the certification process due to increased time and cost associated with the certification itself.

6) Draft Council Rules and Procedures – Information and Discussion

Conducted a review of the draft Council Rules and Procedures. The Council provided their comment and feedback on items not previously included in the current Council Rules and Procedures. A final draft, showing those areas council wished to modify will be provided at the next council meeting for adoption.

D. CLOSING PUBLIC COMMENT

None

E. CLOSING COUNCIL COMMENT

None

F. ADJOURNMENT Mayor Lepin adjourned the City Council meeting at 7:31 p.m.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Kevin Kreitman
City Manager

Upcoming Meetings & Events:

February 6, 2020 @ 6:00 p.m. – Events Planning Committee Meeting

February 11, 2020 @ 6:30 p.m. – City Council Meeting

February 18, 2020 @ 6:00 p.m. – Planning Commission Meeting