



ALBANY CITY COUNCIL

AGENDA

Wednesday, February 12, 2020

7:15 p.m.

Council Chambers, City Hall

333 Broadalbin Street SW

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- 2. ROLL CALL
- 3. BUSINESS FROM THE PUBLIC
- 4. ADOPTION OF CONSENT CALENDAR
 - a. Appointments to citizen advisory groups. [Pages 3-11]
 - b. Approval of Minutes
 - 1) November 6, 2019, work session. [Pages 12-14]
 - 2) December 4, 2019, meeting. [Pages 15-20]
 - 3) January 8, 2020, meeting. [Pages 21-23]
 - c. Adoption of Resolutions
 - 1) Appointing city managers pro tem. [Page 24] RES NO. _____
 - 2) Accepting right-of-way dedication along Queen Avenue. [Pages 25-30] RES NO. _____
 - 3) Accepting water easement from Kevin and Anna Lake. [Pages 31-36] RES NO. _____

Action: _____

- 5. REPORTS
 - a. Request to reclassify 1.0 FTE Clerk II position to a Clerk III in Parks & Recreation. [Page 37]
- Action: _____

- 6. BUSINESS FROM THE COUNCIL
- 7. RECESS TO EXECUTIVE SESSION TO DISCUSS REAL PROPERTY TRANSACTIONS IN ACCORDANCE WITH ORS 192.660(2)(e)
- 8. RECONVENE



9. NEXT MEETING DATES

Monday, February 24, 2020; 4 p.m. work session

Wednesday, February 26, 2020; 7:15 p.m. regular meeting

10. ADJOURNMENT



Stream this meeting live on YouTube: [cityofalbany.net/livestream](https://www.youtube.com/watch?v=cityofalbany.net/livestream)

All City Council meetings are recorded. Audio and video of past meetings are available at [cityofalbany.net/council](https://www.cityofalbany.net/council).

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Clerk's Office at least 48 hours in advance of the meeting: cityclerk@cityofalbany.net | 541-917-7532 or 541-917-7565.



MEMO

TO: Albany City Council

FROM: Allison Grove, Administrative Assistant I (Confidential)

DATE: January 27, 2019, for the February 12, 2020, City Council Meeting

SUBJECT: Appointments to Citizen Advisory Groups
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council ratification of the following appointments:

Building Board of Appeals

- Bill Ryals (Council's reappointment)

Landmarks Commission

- Chad Robinson (Bill Coburn's appointment; application attached)

Planning Commission

- Therese Waterhous (Sharon Konopa's appointment; application attached)

Discussion:

Mayor and Councilor recommendations for any remaining vacancies on the City's citizen advisory groups will be submitted for approval at subsequent city council meetings.

Budget Impact:

None.

AG

Attachments 2





Citizen Advisory Group Application

Applying To Landmarks Commission

Received January 22, 2020

Name Chad Robinson

In City Limits? Yes (Ward 1)

Are you currently employed outside the home?

Yes (Summit Home & Garden)

List current or most recent occupation, business, trade, or profession:

Project Sales, for a building materials supplier

Please summarize what qualifications and experience you have that would apply to this position including education, professional experience, and any relevant licenses or certificates:

I have been a part of the construction and building industry in various roles for 15 years. Having been involved in most aspects of new construction and historic preservation, I have an intensive understanding of the challenges and solutions that are present in these projects. I feel that my understanding of materials and techniques, combined with my passion for historic architecture could be a valuable contribution to the commission.

List community/civic activities in which you are or have been active:

-I have prepared collections of building materials and resources appropriate for historic preservation for the Summer Historic Interior Homes tour.

Do you have any work or volunteer experience specific to local history and/or historic preservation activities such as publications, committee work, etc.? Please describe:

I have done cataloging, inventory and research of historic art glass windows for two brief periods, (aprox. 6 months combined)

How many Landmarks Commission meetings have you attended?

4-6

Are you a professional in one of the disciplines associated with historic preservation?

Yes

What is your understanding of the role of a Landmarks Commission member and what contributions do you hope to make to the commission?

A landmarks commission member should work to support the the goals of Preservation, Education and Community Enrichment, and should serve all members and stakeholders in the

community.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

A colleague





Citizen Advisory Group Application

Applying To Planning Commission

Received February 5, 2020

Name Therese Waterhous

In City Limits? Yes (Ward 3)

Are you currently employed outside the home? Self-employed

List current or most recent occupation, business, trade, or profession:

I am self employed and own my business, Willamette Nutrition Source, LLC. I am in private practice and do medical nutrition therapy.

Please summarize what qualifications and experience you have that would apply to this position:

I have served on numerous committees for my profession, and also on Boards, currently serve as a member of our HOA Board and the Corvallis Caring Place Board. I served a Chair of the Benton County Public health Planning committee for several years. (22 years ago). I follow local politics and have an interest in the planning process and land use issues.

List community/civic activities in which you are or have been active:

I am a member of the Corvallis Sustainability Coalition and in the past have been a member of the Assistance League and the League of Women Voters. I have been very involved in health care advocacy and promotion. Please see attached CV.

If you would like to provide more information related to your qualifications and experience, please attach a file:

[tsw_resume_2019_newest.doc \(https://cityofalbany.wufoo.com/cabinet/b9ea8b8e-cff6-4856-890c-3b6f37110160\)](https://cityofalbany.wufoo.com/cabinet/b9ea8b8e-cff6-4856-890c-3b6f37110160)

How many Planning Commission meetings have you attended?

None

What is your understanding of the role of a Planning Commission member and what contributions do you hope to make to the commission?

Knowing and reviewing the strategic plan, the comprehensive plan, the development codes would lay the basics of the work. Then the planning commission hears and reviews proposals and plans and makes a determination or recommendation for approval or makes recommendations for more information or adjustments to the proposed plan.

How would you typically prepare for or how much time would you anticipate putting into preparing for a Planning Commission hearing?

Reviewing the development codes and comprehensive plan then studying the issue or proposal against those and incorporating new science or facts as pertinent. This could take many hours, obviously. I would put in as much time as it took for me to understand all the facts and the proposals and examine all sides.

Assuming a controversial land use issue is before the commission, how would you reconcile your personal opinions and emotions with the policies and regulations established by the Comprehensive Plan, Development Code, and Design Standards? Are you comfortable making decisions that may be deemed unfavorable by some or at odds with your own preferences?

We first have to understand and in some cases interpret what the development code and comprehensive plans state. We have to abide by what is stated. In some cases there is room for interpretation and I prefer to utilize science and emergent facts as a grounds from which to make a decision. Yes, emotions can be involved but should not govern final decisions. Citizen preferences can be part of facts in some instances.

This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for views that are different from your own?

Yes,. My work requires me to listen and take many differing opinions into account. One has to have good "emotion regulation". In general I am tolerant. What I do not tolerate, and work to avoid, is the person who always thinks they are right, and does not listen to others. One has to find ways to work through people like that.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

From the mayor.



Therese S. Waterhous, PhD, RDN, CEDRD-S, FAED

FOCUS AND AREAS OF SPECIALTY

Eating disorders in adults and children, family meal issues, nutrition needs in drug/alcohol recovery, nutrition treatment of genetic conditions, nutrition related continuing medical education.

EDUCATION

1993- PhD., Univ. of Alabama at Birmingham, Birmingham, AL., Nutrition Biochemistry

1986- MS, Univ. of Alabama at Birmingham, Birmingham, AL., Clinical Nutrition

1985-1986-Maternal and Child Health Pediatric Fellowship, University of Alabama at Birmingham, Spark's Center Clinic

1982- BS, Oregon State University, Corvallis, OR, Foods and Nutrition

PROFESSIONAL MEMBERSHIPS- Academy for Eating Disorders, International Association of Eating Disorder Professionals

RECENT PROFESSIONAL EXPERIENCE

Owner and President, Willamette Nutrition Source LLC, March 2009 to present-private practice, medical nutrition therapy. Specialty in eating disorder care in the outpatient setting. Providing consultation, treatment, coordination of care, parent support groups, health care systems development and education of health care professionals.

Nutrition Consultant in Private Practice-March 2007 to March 2009. Specialty areas include pediatric nutrition, eating disorders, nutrition in recovery from substance use disorders, therapeutic diets

Nutrition Consultant- Serenity Lane Alcohol and Drug Rehab Center, Eugene OR, Aug. 2007 to August 2012.

Courtesy Faculty- Department of Nutrition and Exercise Sciences, Oregon State University, Corvallis, OR. June 2006-2009. Performed research, teaching and served on graduate committees.

Health and Nutrition Coordinator- Kidco Head Start, Lebanon, OR. Oct. 2006 to November, 2007

Instructor- Research Scientist-Oregon State University, Corvallis, OR.- Sept. 1998 to June 2006

Nutrition Consultant- Linn-Benton-Lincoln Educational Service District, Albany, OR. - April 2000 to Sept. 2004

Health and Nutrition Coordinator/ Instructor- Oregon State University Child Development Program/ Head Start. Oct. 1999 to June 2001.

Nutrition Consultant-KidCo Head Start, Lebanon, OR. Oct. 1996 to Sept. 1999.

Clinical Trial Project Director/ Project Administrator- Project Director of CARET (Carotene and Retinol Efficacy Trial) and WHI, (Women's Health Initiative) Kaiser Center for Health Research, Portland, OR. Nov. 1994 to Feb. 1996.

Private Consultant-Catherine Freer Wilderness Therapy- Special contracted project evaluating diet adequacy for at risk youth during intensive wilderness therapy to meet JCAHO requirements. April, 2000.

Recent PROFESSIONAL ACTIVITIES

Faculty-Samaritan Regional Medical Center, 4th Year Psychiatry Residents- elective rotation in eating disorders 2017-present

Recipient, 2016. Health Transformation Grant, “Coordinated Specialty Care Teams for Evaluation and Treatment of Eating Disorders”, from the Intercommunity Health Network Coordinated Care Organization in Oregon.

Member, Academy for Eating Disorders Patient-Carer Committee, 2017 to present

Director, Disordered Eating/Eating Disorder subunit, Sports, Cardiovascular and Wellness Nutrition Practice Group of the Academy of Nutrition and Dietetics. July 2012 to June 2015

Academy for Eating Disorders Medical Standards Committee member-2015, appointment ongoing

Member, Int. Assn. of Eating Disorder Professionals (IAEDP) Excellence in Practice Committee. 2014 to present.

Member, Academy for Eating Disorders Partnership, Chapter and Affiliate Committee. 2013 to 2016.

Chair, Credentialing Committee, Willamette Valley Oregon Chapter of Int. Assn. of Eating Disorder Professionals (IAEDP) April 2013 to April 2016.

Co Chair, Academy for Eating Disorders Family Based Treatment SIG, 2011 to April 2015.

Professional Advisor, FEAST (Families Empowered and Seeking Treatment for Eating Disorders). 2011 to present.

Member, Willamette Valley Youth Mental Health Coalition, Fall 2014, ongoing. Promoting best practices and information about eating disorders.

Founding Board member-FEAST-ED.org -2008-09-non-profit international organization disseminating information and doing advocacy about pediatric eating disorders.

Chair-Special Interest Group, Adolescent Health and Eating Disorders, Pediatric Nutrition Practice Group, American Dietetic Assn., 2008-09 and 2007-08 and co-chair 2009-2010, 2010-2011.

Executive Board, Member Committee Chair, Oregon Dietetic Association. 2005-2006

Member- Public Health Planning and Advisory Committee, Benton County

Health Department, Nov. 1996 to 2002; Committee Chair 2000-2001 and 2001-2002.

PAPERS, TRADE JOURNAL ARTICLES, BOOK CHAPTERS

Author, Book Chapter, “What Are Eating Disorders” in Eating Disorders in Special Populations: Medical, Nutritional and Psychological Treatments. Eds. Jonna Fries and veronica Sullivan. CRC Press. 2017.

Author, ADA Practice Paper. Nutrition Intervention in the Treatment of Eating Disorders, Aug. 2011. Waterhous, T. & Jacob, M. A. (2011) Nutrition intervention in the treatment of eating disorders. Practice paper of the American Dietetic Association. Available from <http://www.eatright.org/Members/content.aspx?id=6442464620>.

Author, American Dietetic Association Online Pediatric Nutrition Care Manual, chapter on pediatric eating disorders. 2010, revised 2011.

Project lead, Advanced Practice Guidelines: “Transitioning Between Levels of Care in Eating Disorder Treatment”. Sports, Cardiovascular and Wellness Nutrition practice group of the Academy of Nutrition and Dietetics, publication 2014.

Book Chapter-Nutrition and Eating Disorders and Substance Abuse, editors, Amy Baker Dennis and Timothy Brewerton, 2014

Professional Articles recently written for:

Today’s Dietitian

Sports Cardiovascular Wellness Nutrition practice group newsletter

Sports Science Institute Newsletter

Gurze/Salucore Eating Disorders Resource catalogue, 2018

TRAININGS CONDUCTED and RECENT TALKS GIVEN

Presenter, Live Webinar “Working with Adolescents and Their Families”. Series Developed by EDRDPro Oct. 22, 2019

Speaker, panel on “The Art and Science of Nutrition Across the Continuum of Care” Eating Recovery Center 10th annual conference. Oct. 5th, 2018.

Preceptor, Psychiatry residents from Samaritan health care systems. Corvallis, OR. Summer-Winter 2018.

Invited speaker, Harvard Catalyst and the Strategic Training Initiative for the Prevention of Eating Disorders Symposium, “Reimagining the Frontier of Public Health Approaches to Eating Disorders Prevention: Transdisciplinary, Translational, Transformative.” April 30th, 2018.

International Academy for Eating Disorders, panel discussant. “Why Go It Alone?” How family-based treatment of young adults with anorexia is possible and productive in reaching a full recovery.” April 21st, 2018.

Poster Session, 2018, Oregon and SW Washington Health Literacy Conference. March 23rd, 2018. “Development of Coordinated Teams for Eating Disorder Treatment”

Continuing Medical Education presentations, *Treating Eating Disorders*” May 13th, 2016. Samaritan Regional Medical Center and February 24th, 2016, Samaritan Pacific Community Hospital.

Didactic Training on Eating Disorders for Child/Adolescent psychiatry fellows. Samaritan Regional Medical Center. Jan. 2016

International Academy for Eating Disorders, panel discussant on *Global Barriers to Care*, April 25th, 2015

Eating Disorders: Myths and Realities, Community Mental Health Forum, Corvallis, OR, 15th, 2015. Co Presented with Eating Recovery Center.

Eating Disorder training-Corvallis, OR 509J School District counselors and teachers. April 15th 2015

Invited Speaker, Sports, Cardiovascular, Wellness Nutrition 2014 Symposium. June 2014. Presented with Marcia Herrin on *Insurance Reimbursement* and presented a workshop on *Medical Complications of Eating Disorders*.

Requested Trainer, Salem Hospital, Salem Oregon. *Presented basic research and treatment options for people diagnosed with eating disorders to staff and community providers*. Aug. 1, 2014

Santiam Christian School, eating disorders basic training-all staff and teachers Jan. 2015

Trillium Family Services, Children’s Farm Home, Feb. 2015, ongoing consultation & training

Academy for Eating Disorders, Family Based Treatment Special Interest Group panel discussant, 2013.

Invited Speaker, Sports Cardiovascular Nutrition Group, American Dietetic Association Annual Meeting, 2010. “*Eating Disorders and Family Based Treatment*”

Invited Speaker-Samaritan Regional Health, CME events, “*Pediatric Eating Disorders*”, June 22nd and July 24st, 2009.

Invited Speaker-WISH Foundation (Women Investing in Samaritan Health) “*Pediatric Eating Disorders, Finding Hope*” Feb. 12th, 2009

Invited Speaker-*Eating Disorders Updated Information*-Health Leadership Academy, Linn-Benton Community College, May 13th, 2008

Invited Speaker- Presentation on eating disorders to middle school students and teachers at Ashbrook Independent School, Corvallis, OR. Feb 29th, 2008

Invited Presenter, Northwest Health Foundation workshop, Community Based Participatory Research, August 2006.

Invited Speaker-Albany General Hospital, Continuing Medical Education seminar “*Pediatric Non-Alcoholic Fatty Liver Disease*” Jan. 2006

Invited Speaker-Philomath Middle School, teacher education seminar, “*Recognizing Eating Disorders in the Pediatric Population*” March 6th 2006.



ALBANY CITY COUNCIL

MINUTES

Wednesday, November 6, 2019

Work Session

Council Chambers, City Hall

Approved: DRAFT

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 7:15 p.m.

PLEDGE OF ALLEGIANCE

Konopa led the pledge of allegiance.

ROLL CALL

Councilors present: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Alex Johnson II, Dick Olsen, and Mike Sykes

Councilors absent: None

BUSINESS FROM THE PUBLIC

Konopa noted that members of Boy Scout Troop 100 were in the audience.

Patty Louisiana, director of the Veterans Day parade, shared about receiving a 2019 national certificate from the Departments of Veterans Affairs recognizing Albany's parade. Albany's parade is the third largest in the U.S. This year will mark the 68th annual parade. She described the veterans banquet and the memorial service held at Timber-Linn Memorial Park, and thanked the City for their assistance during this event.

Albany Downtown Association (ADA) Executive Director Lise Grato said downtown businesses will have veterans' uniforms on display in their storefront windows for one week.

FIRST READING OF ORDINANCE

7:21 p.m.

Amending Ordinance 5647, building code changes.

Building Official Manager Johnathan Balkema said this item was discussed at the November 4, 2019, work session.

City Attorney Sean Kidd read the ordinance for the first time in title only: AN ORDINANCE AMENDING ORDINANCE NO. 5647, WHICH ADOPTED TITLE 18 OF THE ALBANY MUNICIPAL CODE, BY AMENDING TITLE 18 TO INCLUDE LOCALLY ADOPTED PERMIT REQUIREMENTS PURSUANT TO ORS 455.020(4).

MOTION: Councilor Bill Coburn moved to have the city attorney read the ordinance for the second time in title only. Councilor Bessie Johnson seconded the motion and it passed 6-0.

Kidd read the ordinance for the second time in title only.

MOTION: Coburn moved to adopt the ordinance. Councilor Mike Sykes seconded the motion and it passed 6-0 and was designated Ordinance No. 5934.

ADOPTION OF RESOLUTION

7:22 p.m.

Accepting a bargain and sale deed for the northern 2.63 acres of Sunrise Park.

Park and Facilities Maintenance Manager Rick Barnett said the property had been owned by the school district. This is the last transaction related to several properties being transferred, as outlined in the intergovernmental agreement in the agenda packet.

MOTION: Councilor Alex Johnson II moved to adopt the resolution and Sykes seconded. The motion passed 6-0 and was designated Resolution No. 6837.

ADOPTION OF CONSENT CALENDAR

7:26 p.m.

Konopa noted that the marked-up version of the investment policy that was discussed at the November 6, 2019, work session is on the dais (see agenda file).

- a. Recommendations to OLCC
 - 1) Approve full on-premises sales commercial liquor license application for Little Wuesten German Foods, LLC, DBA Little Wuesten Café, 115 Ellsworth Street SW.
 - 2) Approve full on-premises sales commercial liquor license application for Rainbow House, Inc., 1236 Price Road SE.
- b. Adoption of Resolutions
 - 1) Readopting the investment policy and repealing Resolution No. 6745. RES NO. 6838
 - 2) Readopting the risk management policy and repealing Resolution No. 6746. RES NO. 6839
 - 3) Readopting the financial policy and repealing Resolution No. 6747. RES NO. 6840

MOTION: Sykes moved to adopt the consent calendar as presented. Councilor Rich Kellum seconded and the motion passed 6-0.

BUSINESS FROM THE COUNCIL

7:26 p.m.

Johnson II spoke about hosting USA softball tournaments in Albany. He is working with staff from the Albany Visitors Association and parks & recreation. Johnson II is a softball umpire.

Konopa spoke about the councilors' participation in the Veterans Day parade.

NEXT MEETING DATES

Monday, November 18, 2019, 4 p.m. work session

Monday, November 18, 2019, 6:15 p.m. HB 4006 information meeting
Wednesday, November 20, 2019, 7:15 p.m. regular meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 7:29 p.m.

Respectfully submitted,

Reviewed by,

Mary Dibble
City Clerk

Peter Troedsson
City Manager

Note: Staff handouts referred to in the minutes as (see agenda file) are available on the website in the "Staff Handouts" column.



MINUTES

Wednesday, December 4, 2019

Regular Session

Council Chambers, City Hall

Approved: **DRAFT**

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 7:15 p.m.

PLEDGE OF ALLEGIANCE

Konopa led the pledge of allegiance.

ROLL CALL

Councilors present: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Alex Johnson II, Dick Olsen, and Mike Sykes

Councilors absent: None

LEGISLATIVE PUBLIC HEARING

Albany Development Code amendments, DC-02-19.

Konopa read the statements regarding the Land Use Board of Appeals.

Open: Konopa opened the public hearing at 7:16 p.m.

A signup sheet was available for the public (see agenda file).

Planning Manager David Martineau said this item went to the planning commission on October 28, 2019, for a public hearing. They recommended that the council approve the amendments. He reviewed the current code related to additional dwelling units (ADUs): in addition to, or within the primary residence; detached building built before February 1, 1998; on a lot in a subdivision of at least 10 lots developed after 2007; one residence has to be owner-occupied; size not to exceed 50% of the gross floor area or 750 square feet, whichever is less; three off-street parking spaces; required permits have been obtained; and the lot meets minimum single-family lot size standard. Martineau said there are a few aspects that do not comply with state law, which is what we are addressing tonight. The proposed code amendments would allow an attached or detached ADU for each detached single-family dwelling; remove the owner occupancy requirement; and remove the additional off-street parking requirement.

There were two letters on the dais, from Willamette Association of Realtors and 1000 Friends of Oregon (see agenda file). Both support the proposed amendments, and also support the planning commission's recommendation to increase maximum square feet to 900. Staff did not include that increase in the ordinance, though the council could make an amendment to include it. There was also verbal testimony at the planning commission, asking that the maximum allowable square footage be increased from 750 to 900.

Planner III Laura LaRoque said the two packages of amendments to the Albany Development Code (ADC) relate to the Landmarks Commission (LC) and changes to Article 7, historic preservation.

The titles in Albany Municipal Code (AMC) were changed recently to reflect the new name and role of the LC. The first packet of amendments being proposed would make those name changes throughout the ADC. The second set of amendments relate to recent Oregon Administrative Rules (OARs) changes that impact the historic resource rules. The OAR requires that national register resources be protected by requiring a public hearing for review of demolition or relocation. The public hearing process would result in an approval, an approval with conditions, or denial, upon consideration of specific factors. The OAR allows for additional protection measures to be applied by the community only upon consideration at a public hearing and does allow some grandfathering. Staff proposes one new addition not required by state law, section 7.370, to rectify discrepancies in the timing of the issuance of a demolition permit after a demolition review.

Chad Robinson, 1107 10th SW, said if ADUs are limited to 750 square feet, it would result in low-income or transitional housing instead of better-quality housing. Albany has a growing population, and this is a chance to control the quality of ADUs. He commented on the footprint.

John Robinson, 2500 Del Rio Court SE, said he is often asked to build ADUs, but has not built one yet. He has built generational housing in Linn county. He shares concerns about the city being overrun with ADUs but thinks the cost to build them will likely prevent that. As a property owner, he wants to see others have freedom with their properties and have the flexibility to build an ADU if they want to. He spoke about what other cities allow.

Robinson said he testified before the planning commission that 900 square feet is needed, and they voted to support it, but now staff is recommending 750 square feet. He asked the council to pass the ordinance with 900 square feet. He spoke about the impact of House Bill 2001.

Councilor Bessie Johnson asked if there is a size of lumber or other building materials that would make a certain size easier to build. Robinson explained that a box shape is the most cost-effective use of materials, and mathematically, larger than 750 square feet is ideal.

Mike Quinn, 4455 Sunset Ridge Drive, shared numbers from housing authorities. Allowing 900 square feet would provide room for a second bedroom. It would help with housing needs, and Albany should be responsive to supply and demand. The ADUs should be increased to 900 square feet.

Johnny Scott Amaros, 2823 45th Court SE, said he has lived in Albany for 30 years. He has purchased and lived in three single-family residences (SFR) in Albany. If business wants to address housing needs, then let consumerism lead it. He doesn't want neighbors building ADUs next to his SFR. It does not create livability in the community. Please keep ADUs out of SFR zones.

Matthew Fitchet, 1140 10th Avenue SW, supports allowing 900 square feet. He described bedroom units he built and who they appeal to. The target demographic is younger and older people, or single parents. All those situations bode well for a two bedroom. Some municipalities struggle with Airbnb; if Albany limits square footage to 750, they will likely be used as Airbnbs instead of rentals. He supports increasing to 900 square feet.

Tom Cordier, 2240 Park Terrace, opposes any relaxation of the rules. He said it was mandated by state in order to increase population in Oregon. An argument is that it will reduce the cost of housing, but experience shows that is not true. He is concerned about overcrowding and increase in population density.

Staff had no additional information.

Councilor Rich Kellum asked staff, if he added an ADU to his house, what would keep him from calling it a duplex? Martineau said a duplex would not be seen as subordinate to the main unit. Discussion followed about HB 2001 and duplexes. Public Works Engineering and Community Development Director Jeff Blaine said we don't yet know what the state's design requirements for duplexes will be, although he expects there will be differences in what will be allowed for ADUs versus duplexes.

Johnson asked how ADUs built before 2007 would be handled. Martineau said there could be compliance issues; it would depend on the permitting process. Discussion followed.

Councilor Alex Johnson II asked the status of Albany since HB 2001 passed. City Attorney Sean Kidd said we are not in compliance with the law. Staff said the state is not mandating the square footage, although they recommend 900. The requirements take effect January 1, 2020.

Councilor Mike Sykes said people who build an ADU also have to meet setbacks. Discussion followed about how setbacks apply to lots and other conformance standards. The code is silent on whether a garage is counted towards the square footage allowance of an ADU, and it is not addressed in the proposed ordinance.

Close: Konopa closed the public hearing at 7:53 p.m.

City Attorney Sean Kidd read the ordinance for the first time in title only: AN ORDINANCE AMENDING ORDINANCE NO. 4441, WHICH ADOPTED THE CITY OF ALBANY DEVELOPMENT CODE, BY AMENDING THE ALBANY DEVELOPMENT CODE TEXT AND ADOPTING FINDINGS.

MOTION: Johnson moved to have the ordinance read a second time in title only with the amendment from 750 to 900 square feet. Sykes seconded the motion.

There was discussion about procedure. Kidd suggested that Johnson withdraw the motion.

WITHDRAWN: The motion was withdrawn.

The council considered the sample motions on the dais (see agenda file).

MOTION: From the sample motions on the dais, Johnson moved to adopt as modified the ordinance that would amend Articles 1-5, 7-9, 13, and 22 of the Albany Development Code as described in the staff report file DC-02-19, modified to 900 square feet. Kellum seconded the motion and it passed 4-2 with Councilor Dick Olsen and Councilor Bill Coburn voting no.

MOTION: Kellum moved to have the ordinance read a second time in title only and Johnson seconded the motion. The motion failed 5-1 with Olsen voting no. A second reading in title only in the same meeting requires a unanimous vote of the Council. This ordinance will come back to the next meeting for a second reading.

Olsen explained why he voted no. He believes the current ordinance is satisfactory. He is concerned about parking.

AWARD OF CONTRACTS

8:03 p.m.

Vine Water Treatment Plant Improvement Projects, WTP-19-02.

City Engineer Staci Belcastro said staff is recommending awarding the bid for design services as outlined in the staff report. The City has worked with this vendor in the past and they work well together.

MOTION: Johnson II moved to award the project to Murraysmith of Portland, OR, in the amount of \$173,747. Coburn seconded the motion and it passed 6-0.

14th and Oak Lift Station Upgrade, SS-19-04.

Coburn asked for details about the spread in the bid numbers. Belcastro spoke about the engineer’s estimate and how items are budgeted.

MOTION: Johnson moved to award the project to Bateson Enterprises of Roseburg, in the amount of \$175,960. Johnson II seconded the motion and it passed 6-0.

ADOPTION OF CONSENT CALENDAR

8:10 p.m.

- a. Appointing Ray Kopczynski to the Central Albany Revitalization Area Advisory Board.
- b. Approval of Minutes
 - 1) October 21, 2019, city council work session.
 - 2) November 18, 2019, city council work session.
 - 3) November 20, 2019, city council meeting.
- c. Adoption of Resolutions
 - 1) Accepting easement from Sunset Village Apartments LLC. RES NO. 6843
 - 2) Accepting easement from Costco Wholesale Corporation. RES NO. 6844

MOTION: Johnson moved to adopt the consent calendar as presented. Johnson II seconded the motion and it passed 6-0.

BUSINESS FROM THE PUBLIC

8:11 p.m.

Albany Downtown Association (ADA) Executive Director Lise Grato thanked the council for their support of the Downtown Twice Around parade.

John Robinson said that as a businessman, he has to be competitive. He talked about the difficulty of keeping costs in line if the city is the only service provider. He does not support the city asking for or imposing a service fee.

Quinn said that he thinks the people should get a chance to vote for fees.

Quinn asked what happens to the federal funding the City receives for affordable housing. City Manager Peter Troedsson said that nonprofits apply for grants and the federal funds the city receives are allocated to them through that process. The community development commission was set up to facilitate the grant program. All

the information is on the City's website. Blaine described the lengthy public process used to advertise the grants. There were several advertised public meetings where citizen comment was requested.

Cordier compared the private sector to local government. He said the City should live within its budget and determine the true costs. The council should let the voters determine fees, and allow exemptions or discounts based on particular situations.

BUSINESS FROM THE COUNCIL

8:46 p.m.

Utility fee discussion continued.

There was a document titled Service Fee Evaluations for the council's information (see agenda file).

Konopa said this is the continued discussion that started at the work session on December 2, 2019.

RECESS

The regular session recessed for a break at 8:47 p.m.

RECONVENE

The regular session reconvened at 8:57 p.m.

Konopa said staff is looking for direction. Should they prepare information about a fee, and if so, should it be imposed or go to the voters?

Coburn is not in favor of a fee. But if a majority of the council is in favor of the fee, he thinks it should go to the voters.

Kellum agrees. He thinks we need to prioritize spending.

Johnson II agrees with Coburn that people can't afford a fee.

Troedsson said, if the council directs staff to do a modified budget to identify the shortfall in the biennium, then the council could prioritize. The first question is, do you want to have a fee, regardless of how it is implemented? Once you know the future costs, then perhaps the council could answer the question about a fee, and how much. Discussion followed.

Kellum said, we could give choices to the public and let them decide whether we have a fee, and what it would pay for.

Konopa said that we have a budget process that shows the cuts. We also have a tool on the website so folks can show us their priorities. She does not want to see our city services erode while our population continues to grow. She wants to keep Albany a livable community.

Sykes said, we have to be realistic; the goal is to have an affordable community.

Discussion followed. Troedsson said government has to comply with rules that the private sector does not. Staff should also educate citizens on Measures 5, 47, and 50, and their impact on taxes.

The council concurred to table discussion of a transportation fee for the time being.

NEXT MEETING DATES

Monday, December 16, 2019; 4 p.m. work session
Wednesday, December 18, 2019; 7:15 p.m. regular meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:22. p.m.

Respectfully submitted,

Reviewed by,

Mary Dibble
City Clerk

Peter Troedsson
City Manager



MINUTES

Wednesday, January 8, 2020

Regular Session

Council Chambers, City Hall

Approved: DRAFT

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Sharon Konopa called the meeting to order at 7:15 p.m. The mayor led the pledge of allegiance.

ROLL CALL

Councilors present: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Alex Johnson II, Dick Olsen, and Mike Sykes

Councilors absent: None.

PUBLIC HEARINGS

7:17 p.m.

- a. Transportation system development charge funded list modification
- b. Building division fee changes
- c. Planning fee changes

OPEN: Konopa opened the public hearing at 7:17 p.m. She said one public hearing would cover all three resolutions.

Engineering Manager/Assistant City Engineer Rob Emmons said both the City and Linn County are responsible for Goldfish Farm Road improvements. Staff proposes to use grant money left over from the Gibson Hill Road improvements to acquire right-of-way for the Goldfish Farm Road project.

Building Official Manager Johnathan Balkema said staff proposes reductions in some fees. The overall reduction would be about three percent. A new reroofing permit fee based on the actual cost of inspections would be added. The land use review fee would be moved from the Building Division budget to the Planning Division budget. Planning Manager David Martineau said the land use review fee proceeds would now go into the general fund .

John Robinson, 2500 Del Rio Court SE, said staff always says fees don't cover the actual cost of doing work. He would like an explanation of how staff will reduce the cost of doing the work. Raising fees should be a last resort.

Mike Quinn, 4455 Sunset Ridge Drive NW, commented on the building division staff and managers.

CLOSE: Konopa closed the public hearing at 7:37 p.m.

MOTION: Councilor Bill Coburn moved to adopt the resolution on page five of the agenda packet (transportation system development charges list). Councilor Bessie Johnson seconded the motion, which passed 6-0, and was designated Resolution No. 6848.

MOTION: Coburn moved to adopt the resolution on page 18 (building fees). Councilor Alex Johnson II seconded the motion, which passed 6-0, and was designated Resolution No. 6849.

MOTION: Johnson moved to adopt the resolution on page 26 (planning fees). Coburn seconded the motion.

Councilor Mike Sykes asked if community development could outsource plan review. Development Services Manager Matthew Ruetters said any third party would have to be familiar with Albany's development code. Staff has not evaluated whether it could be done less expensively by a third party.

VOTE: the motion to adopt the planning fees resolution passed 6-0, and was designated Resolution No. 6850.

BUSINESS FROM THE PUBLIC

7:48 p.m.

Ray Hilts, 2748 Foxglove Loop SE, said only 19 property owners have appealed their Linn County property taxes this year. Taxes are going up at 16 to 18 percent per year.

Peggy Burris, executive director of the Historic Carousel and Museum, said they have received a \$35,000 grant to build a museum in the lower level. She thanked the councilors for their support.

Mike Quinn said we still aren't doing what we should to fix the homeless situation. He said the federal money Albany receives as part of being a metropolitan planning organization isn't being used right. Albany needs an affordable housing task force.

SECOND READING OF ORDINANCE

7:57 p.m.

- a. Republic Services franchise increase.

City Attorney Sean Kidd read the ordinance a second time in title only: AN ORDINANCE AMENDING AMC 3.28.060 TO INCREASE THE FRANCHISE FEE FOR ALBANY-LEBANON SANITATION, INC. d/b/a REPUBLIC SERVICES FROM SIX TO SEVEN PERCENT.

MOTION: Coburn moved to adopt the ordinance. Johnson II seconded the motion. The motion passed 6-0 and was designated Ordinance No. 5936.

ADOPTION OF CONSENT CALENDAR

7:58p.m.

- a. Appointment to the Hospital Facility Authority.
- b. Appointments to the Audit Committee.
- c. Appointments to citizen advisory groups.
- d. Appointments to outside agency boards.
- e. Approval of Minutes
 - 1) December 18, 2019, city council meeting.
- f. Recommendation to OLCC
 - 1) Approve off-premises sales liquor license application for Aulakh & Ghumman Enterprise Inc., DBA 7-Eleven, 333 34th Avenue SE and 300 Queen Avenue SE.

Sykes asked that item "c" be pulled for discussion.

MOTION: Coburn moved to adopt the consent calendar as presented. Councilor Rich Kellum seconded the motion, which passed 6-0.

Sykes said he wished to replace Larry Preston, his appointment to the Landmarks Commission, with Bill Ryals.

MOTION: Coburn moved to approve item "c" as amended. Johnson II seconded the motion, which passed 6-0.

BUSINESS FROM THE COUNCIL

8:00 p.m.

- a. Receiving the mayor's veto of Ordinance No. 5935.

Konopa reminded the council that her veto statement was read as required in the work session on January 6. She offered to compromise on a maximum size of 800 square feet. The council declined to accept the lower figure.

MOTION: Kellum moved to override the mayor's veto of Ordinance No. 6935. Johnson seconded the motion, which failed 4-2, with Coburn and Councilor Dick Olsen voting no. A motion to override a veto requires five votes in the affirmative to pass.

City Manager Peter Troedsson said the council will recognize retiring police chief Mario Lattanzio and retiring library director Ed Gallagher at the meeting on January 22, 2020.

NEXT MEETING DATES

Wednesday, January 22, 2020; 7:15 p.m. regular meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Reviewed by,

Allison Liesse
Deputy City Clerk

Peter Troedsson
City Manager



RESOLUTION NO. _____

A RESOLUTION APPOINTING CITY MANAGERS PRO TEM AND REPEALING RESOLUTION NO. 6834

BE IT RESOLVED that in the absence or inability of City Manager Peter Troedsson to perform the duties of city manager, the Albany City Council authorizes Jorge Salinas, Deputy City Manager/Chief Information Officer, to assume the position of city manager pro tem; and

BE IT FURTHER RESOLVED that in the absence or inability of Peter Troedsson to perform the duties of city manager and in the absence or inability of Jorge Salinas to perform the duties of city manager pro tem, the Albany City Council authorizes the following individuals to assume the position of city manager pro tem, with Peter Troedsson making the specific assignment as needed:

- Jeff Blaine, Public Works Engineering & Community Development Director
- Chris Bailey, Public Works Operations Director

BE IT FURTHER RESOLVED that Resolution No. 6834 is hereby repealed.

DATED AND EFFECTIVE THIS 12TH DAY OF FEBRUARY 2020.

Mayor

ATTEST:

City Clerk



RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE FOLLOWING RIGHT-OF-WAY DEDICATION

Grantor

Robert Lamont and Debora K Lamont

Purpose

Accepting a variable width right-of-way dedication along Queen Avenue, as part of Planning File LA-03-19. 11S03W07CA 08300

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that it does hereby accept this dedication.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage by the council and approval by the mayor.

DATED AND EFFECTIVE THIS 12TH DAY OF FEBRUARY 2020.

Mayor

ATTEST:

City Clerk

DEDICATION DEED

KNOW ALL MEN BY THESE PRESENTS, that, **Robert Lamont and Debora K Lamont**, hereinafter referred to as the Grantor, does dedicate to the City of Albany for street and utility right-of-way purposes, all that real property situated in Linn County, State of Oregon, described as follows:

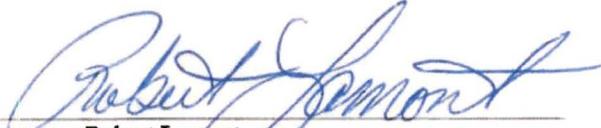
See legal description on attached Exhibit A, and maps on attached Exhibits B and C. Exhibits A, B, and C are attached herewith and made a part hereof this agreement.

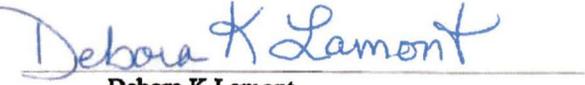
and covenants that the Grantor is the owner of the above described property free of all encumbrances save and except reservations in patents and easements, covenants, conditions, and restrictions of record, and will warrant and defend the same against all persons who may lawfully claim the same.

The deed granted herein is in consideration of \$1.00, receipt of which is acknowledged by the Grantor, and in further consideration of the public improvements to be placed upon said property and the benefits grantors may obtain therefrom.

IN WITNESS WHEREOF, the Grantor has hereunto fixed their hand and seal the day and year written below.

GRANTOR: Robert Lamont and Debora K Lamont


Robert Lamont


Debora K Lamont

STATE OF OREGON)
County of Yamhill) ss.
City of Newberg)

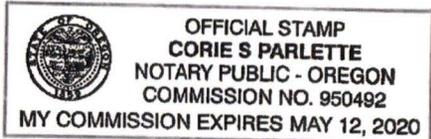
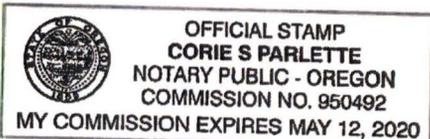
STATE OF OREGON)
County of Yamhill) ss.
City of Newberg)

The foregoing instrument was acknowledged before me this 21st day of January 2020, by Robert Lamont as his voluntary act and deed.

The foregoing instrument was acknowledged before me this 21st day of January 2020, by Debora K Lamont as her voluntary act and deed.


Notary Public for Oregon
My Commission Expires: May 12, 2020


Notary Public for Oregon
My Commission Expires: May 12, 2020



CITY OF ALBANY:

STATE OF OREGON)
County of Linn) ss.
City of Albany)

I, Peter Troedsson, as City Manager of the City of Albany, Oregon, pursuant to Resolution Number _____, do hereby accept on behalf of the City of Albany, the above instrument pursuant to the terms thereof this _____ day of _____ 2020.

City Manager

ATTEST:

City Clerk

EXHIBIT A

DESCRIPTION FOR A VARIED WIDTH DEDICATION OF LAND FOR ADDITIONAL QUEEN AVENUE STREET RIGHT-OF-WAY PER CITY OF ALBANY LA-03-19

Beginning at a 5/8-inch iron rod on the northerly right-of-way line of Queen Avenue on the east line of the Thomas Monteith Donation Land Claim No. 64, Section 7, Township 11 South, Range 3 West of the Willamette Meridian, Albany, Linn County, Oregon, said point also being the southeast corner of Lot 4, Block 2 of "SUPPLEMENTAL PLAT TO MARY B. INDUSTRIAL SUBDIVISION" a subdivision of record in Linn County Survey Records as Survey Number 14227; thence along the northerly right-of-way line of Queen Avenue North 45° 17' 49" East 64.89 feet to a 5/8-inch iron rod; thence along the arc of a 325.84 foot radius curve to the right 96.61 feet, the long chord of which bears North 54° 01' 47" East 96.26 feet to a 5/8-inch iron rod; thence South 62° 31' 25" West 8.30 feet to a point; thence along the arc of a 300.00 foot radius curve to the left 90.20 feet, the long chord of which bears South 53° 54' 37" West 89.86 feet, to a point; thence South 45° 17' 49" West 62.04 feet to a point on the east line of said Lot 4; thence South 01° 15' 30" East 1.79 feet to the POINT OF BEGINNING as shown on Exhibit B.

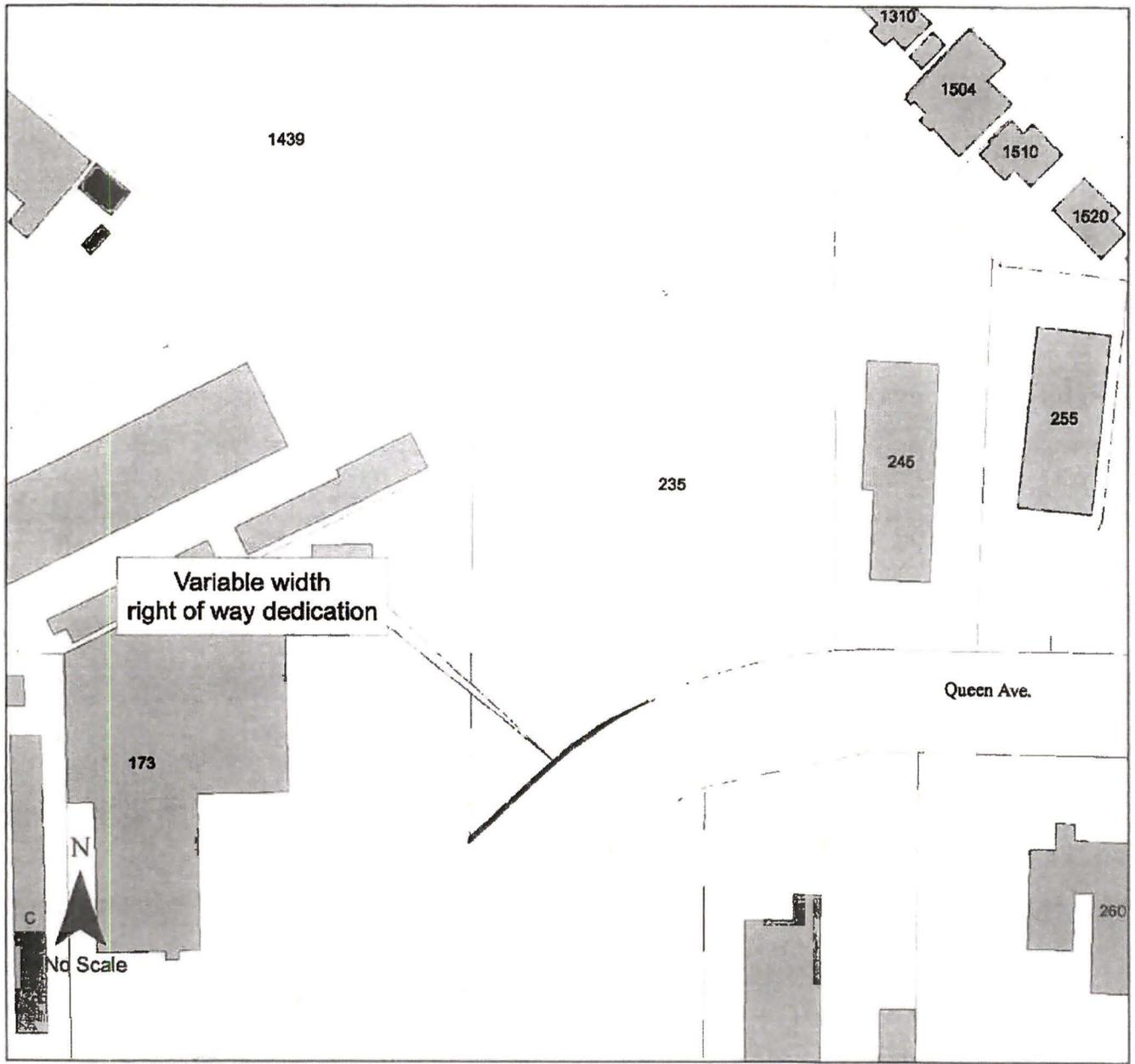
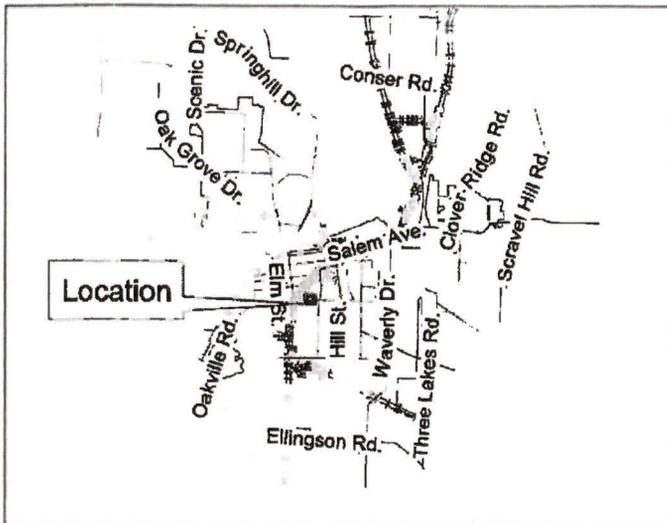
Containing 162 feet more or less.

The Basis of Bearings for the above described dedication is the east line of Lot 4, Block 2 of "SUPPLEMENTAL PLAT TO MARY B. INDUSTRIAL SUBDIVISION" a subdivision of record in Linn County Survey Records as Survey Number 14227.

EXHIBIT C

11S03W07CA, 08300

A variable width right of way dedication
per Planning file LA-03-19





RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE FOLLOWING EASEMENT

Grantor

Kevin Lake and Anna Lake

Purpose

Accepting a variable width water easement, as part of
WL-20-04, Park Terrace Water Line 10S04W36AC
00700

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that it does hereby accept this easement.

DATED AND EFFECTIVE THIS 12TH DAY OF FEBRUARY 2020.

Mayor

ATTEST:

City Clerk

EASEMENT FOR PUBLIC UTILITIES

THIS AGREEMENT, made and entered into this 3 day of FEBRUARY, 2020, by and between Kevin Lake and Anna Lake, hereinafter called Grantor, and the CITY OF ALBANY, a Municipal Corporation, herein called "City."

WITNESSETH:

That for and in consideration of the total compensation to be paid by the City, the grantor has this day bargained and sold and by these presents does bargain, sell, convey, and transfer unto the City of Albany, an easement, including the right to enter upon the real property hereinafter described, and to maintain and repair public utilities for the purpose of conveying public utilities services over, across, through, and under the lands hereinafter described, together with the right to excavate and refill ditches and/or trenches for the location of the said public utilities and the further right to remove trees, bushes, under-growth, and other obstructions interfering with the location and maintenance of the said public utilities.

This agreement is subject to the following terms and conditions:

1. The easement hereby granted consists of:

A variable width public water easement. See legal description on attached Exhibit A and easement maps on attached Exhibits B and C.
2. The permanent easement described herein grants to the City, and to its successors, assigns, authorized agents, or contractors, the perpetual right to enter upon said easement at any time that it may see fit, for construction, maintenance, evaluation and/or repair purposes.
3. The easement granted is in consideration of \$1,207.44, receipt of which is acknowledged by the Grantor, and in further consideration of the public improvements to be placed upon said property and the benefits grantors may obtain therefrom.
4. The Grantor does hereby covenant with the City that they are lawfully seized and possessed of the real property above-described and that they have a good and lawful right to convey it or any part thereof and that they will forever warrant and defend the title thereto against the lawful claims of all persons whomsoever.
5. Upon performing any maintenance, the City shall return the site to original or better condition.
6. No permanent structure shall be constructed on this easement.

IN WITNESS WHEREOF, the Grantor has hereunto fixed their hand and seal the day and year written below.

GRANTOR:

Kevin Lake and Anna Lake



Kevin Lake



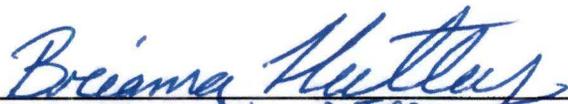
Anna Lake

STATE OF Oregon)
County of Marion) ss.
City of Jefferson)

STATE OF Oregon)
County of Marion) ss.
City of Jefferson)

The foregoing instrument was acknowledged before me this 3 day of February, 2020, by Kevin Lake as his voluntary act and deed.

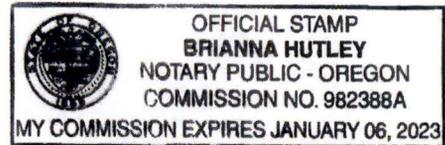
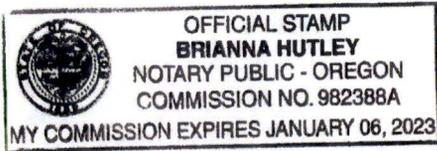
The foregoing instrument was acknowledged before me this 3 day of February, 2020, by Anna Lake as her voluntary act and deed.



Notary Public for City of Jefferson
My Commission Expires: January 06, 2023



Notary Public for City of Jefferson
My Commission Expires: January 06, 2023



CITY OF ALBANY:

STATE OF OREGON)
County of Linn) ss.
City of Albany)

I, Peter Troedsson, as City Manager of the City of Albany, Oregon, pursuant to Resolution Number _____, do hereby accept on behalf of the City of Albany, the above instrument pursuant to the terms thereof this _____ day of _____ 2020.

City Manager

ATTEST:

City Clerk

EXHIBIT "A"

Legal Description

Water Line Easement

located over

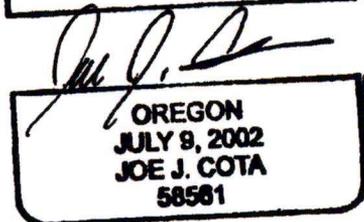
**Tax Lot 700 of Benton County Assessor Map 10S-04W-36AC
1803 Park Terrace Dr. NW, Albany, Oregon**

A variable width strip of land for easement purposes located over a portion of that property conveyed to Kevin Lake and Anna Lake, husband and wife, as tenants by the entirety by Statutory Warranty Deed recorded in M-325368-02 in the Benton County, Oregon Deed Records on September 16, 2002 (hereinafter referred to as the "Lake Tract") said strip of land being more particularly described as follows:

Beginning at a point on the north line of said Lake Tract that is North 89°53'00" East 5.00 feet from the northwest corner of said Lake Tract said point being on the east line of an existing 5.00 foot Utility Easement recorded in M-149562-92 in the Benton County Deed Records (hereinafter referred to as the "Existing Easement"); thence North 89°53'00" East, along the north line of said Lake Tract, 14.20 feet; thence South 00°13'00" East 14.50 feet; thence South 44°50'00" West 13.00 feet to a point that is 5.00 feet easterly, when measured at right angles, of the east line of said Existing Easement; thence South 00°13'00" East, parallel to said Existing Easement, 142.89 feet; thence South 89°47'00" West 5.00 feet to a point on the east line of said Existing Easement; thence North 00°13'00" West 166.60 feet to the Point of Beginning.

County Survey Number 3372, a record of survey filed in the office of the Benton County Surveyor, was held to establish the Basis of Bearings of the above described strip of land.

Project # 19-230



RENEWS:

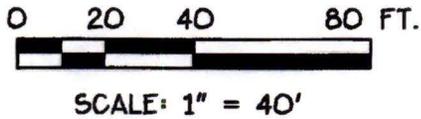
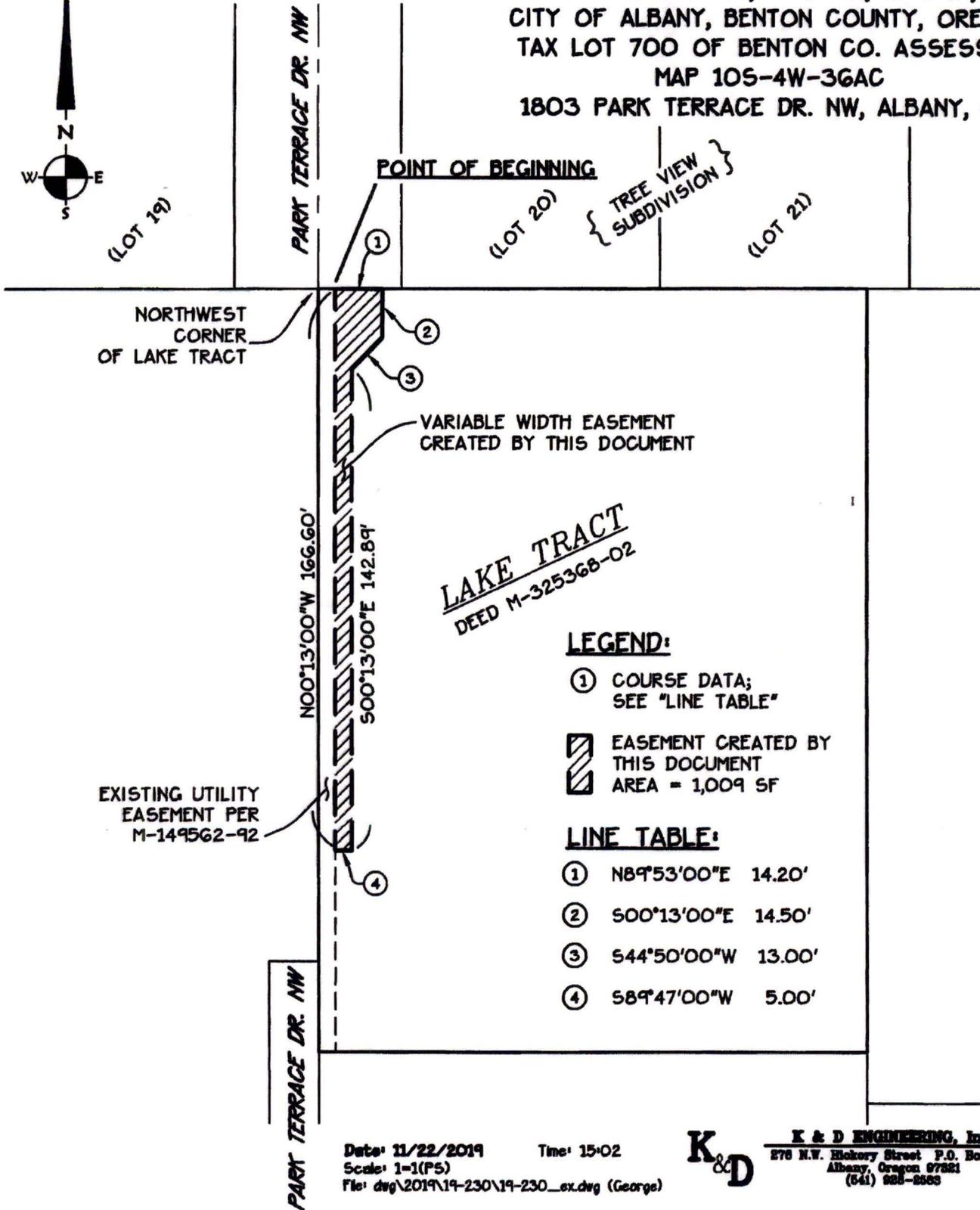


EXHIBIT "B"
CITY OF ALBANY
WATERLINE EASEMENT

LOCATED IN THE
NE 1/4 SECTION 36, T. 10 S., R. 4 W., W.M.
CITY OF ALBANY, BENTON COUNTY, OREGON
TAX LOT 700 OF BENTON CO. ASSESSOR
MAP 105-4W-36AC
1803 PARK TERRACE DR. NW, ALBANY, OR.



LEGEND:

① COURSE DATA;
SEE "LINE TABLE"

 EASEMENT CREATED BY
THIS DOCUMENT
AREA = 1,009 SF

LINE TABLE:

- ① N89°53'00"E 14.20'
- ② S00°13'00"E 14.50'
- ③ S44°50'00"W 13.00'
- ④ S89°47'00"W 5.00'

Date: 11/22/2019 Time: 15:02
Scale: 1=1(P5)
File: dwg\2019\19-230\19-230_ex.dwg (George)



K & D ENGINEERING, Inc.
878 N.W. Hickory Street P.O. Box 785
Albany, Oregon 97321
(541) 988-8583

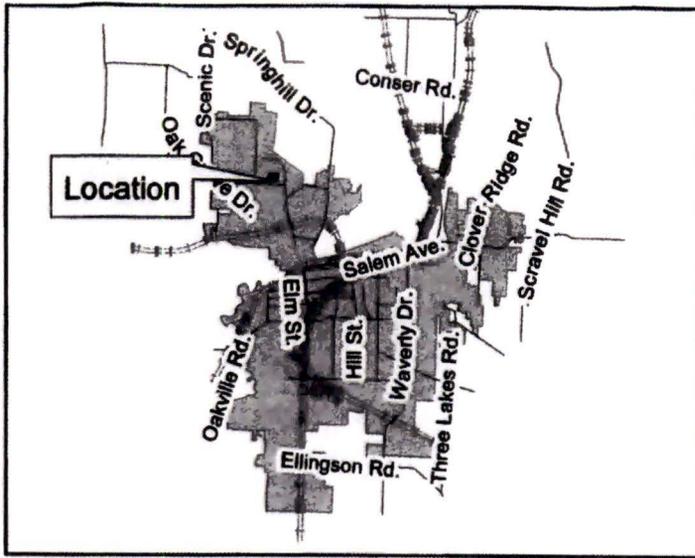
EXHIBIT C

10S04W36AC 00700

A Variable width easement
for WL-20-04,
Park Terrace Water line



Geographic Information Services





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager 

FROM: Kim Lyddane, Parks & Recreation Director

DATE: January 22, 2020, for the February 12, 2020, City Council Meeting

SUBJECT: Reclassification of Clerk II Position in Parks & Recreation

Action Requested

Approve the reclassification of the Clerk II position in the Administration division, based on current scope of responsibilities and Human Resources Department recommendations. The specific action is:

1. Reclassify existing 1.0 FTE Clerk II position to Clerk III effective February 1, 2020.

Discussion

A review by the Parks & Recreation and Human Resources Departments, based on specific requests from employees, was recently completed on the position listed above. The Human Resources Department determined that a reclassification is required in order to provide equitable compensation commensurate with the position's level of responsibility and scope of work. The following is additional information on the reclassification:

The position is currently classified as a Clerk II. A review of the expectations for the position and the level of responsibility required to perform the job demonstrates that the work is more closely aligned with that of Clerk III. This position is responsible for entering and maintaining data in the REC1 registration software program, as well as training temporary employees on use of the software. The position is responsible for daily revenue deposits, processing and paying of vendor invoices, maintaining records for budget purposes, as well as reconciling the department's Costco purchase cards. The position is responsible for taking, transcribing, preparing and distributing minutes for two boards and commissions. In addition, we have a department need for the position to be able to process purchase requisitions, which is a Clerk III position duty.

Budget Impact

The budget impact for the remainder of the fiscal year is projected to be \$1,750 and \$3,676 for the next. This impact which will be partially offset by reduced overtime needed to complete tasks by other front-line staff.

KL:hr