

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, November 24, 2020**

Mayor Kirsch opened the meeting at 6:30 PM with the flag salute. Councilors present were Janet Zeyen-Hall, Brett Katlong, Dawn Plotts, Tony Trout, and Steve Winn. Staff members in attendance were City Recorder, Stacie Cook and City Clerk Tree Fredrickson. .

DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST: Mayor Kirsch stated that anyone who felt they may have a potential conflict with anything on tonight's agenda may say so at this time or at any time during tonight's meeting.

CONSENT AGENDA

Councilor Katlong moved and was seconded by **Councilor Trout** to approve items a; Approval of Minutes of Regular City Council Meeting of November 10, 2020, and b; Approval of Accounts Payable. Mrs. Fredrickson polled the Council. The motion passed unanimously, (6:0).

CITIZENS COMMENTS / QUESTIONS: None.

**REQUEST FOR PARTNERSHIP – NORTH SANTIAM CHAMBER OF COMMERCE;
ELECTRONIC READER BOARD:** At the last City Council meeting Mrs. Cook presented information requesting participation in purchasing an electronic reader board sign with the North Santiam Chamber of Commerce. A cost estimate and a mock-up of the sign was presented to Council.

Mrs. Cook said that due to the proposed location ODOT will need to be involved, including in the permitting process. Mrs. Cook stated that she has a couple of ideas of where the dollars could be found for this purchase. However, with the requirement that ODOT be involved, it is very possible that the overall cost will increase due to permitting fees.

With the additional costs, it may make it unfeasible for the City to be able to find adequate funding within the budget. Mrs. Cook suggested that Council wait for an updated projected cost before making any decisions on this request.

Sandy Lyness and Rex Mittelstaedt from the North Santiam Chamber of Commerce will be attending the December 8, 2020 Council meeting to discuss this issue further.

Councilor Zeyen-Hall asked who will be in control of the sign. Mrs. Cook said that this is a question that needs to be asked. Councilor Trout said that an agreement with the landowner may be needed.

TEMPORARY HOUSING AGREEMENT: The agreement for the City's temporary housing location was provided to Council with each of the requested modifications included. Changes to the agreement include pro-rating the monthly fee to the total number of days left in the month; the City giving a 30 day notice if rates are to increase/decrease and, that this agreement does not create a landlord-tenant relationship.

Councilor Trout moved and was seconded by **Councilor Katlong** to Authorize Use of "Agreement" as Proposed for Temporary Housing Occupancy Due to September 2020 Wildfire Displacement. The motion passed unanimously, (6:0).

MISC. CITY RECORDER ITEMS:

IFA SDWF Update: Staff is continuing to work on the necessary paperwork and documentation to complete the City's application for the IFA Safe Drinking Water Fund loan.

After review of the City's financial submittals showing estimated revenues and expenditures for the next five (5) years, the City was advised of the requirement to meet a 1.2% debt coverage ratio. The City's numbers are very close. However, rates may need to be increased for 2023, 2024 and 2025 by 1% in order to meet the minimum threshold.

Mrs. Cook explained that when applying for projects like this, the City is mandated to comply with all agency requirements such as testing for contaminants. Staff applied and the request was granted for a categorical exclusion so the City does not have to go through this process, saving about \$35,000. Mrs. Cook said that notification was recently received that the recommendation to award this loan was approved. The project totals just under \$2.7 million and will cover water line replacement, purchase of the electronic meter reading system and approximately half of the new water meters. The City qualified for \$530,000 in 'forgivable loan' and anticipates \$150,000 in 'matching funds', dropping the loan to just over \$2 million.

Mrs. Cook noted that the City may be responsible for the full cost to upsize the water main on SE Kingwood as part of the Freeman Meadows Subdivision project. This would be SDC eligible which would help with the funds needed for this project.

TIGER Grant Update: Linn County Engineer, Chuck Knoll, provided an update on the status of the TIGER Grant. Unfortunately, the delays in completing the vehicle bridge have increased due to the cold, damp weather. Due to this, a change order granting an extension for opening the bridge to one lane is being drafted. The new date for opening one lane on the bridge will be December 22, 2020 with the project completion no later than February 9, 2021.

The Railroad Bridge bid process is in effect with a bid opening set for December 1, 2020 with an anticipated project start date of March 1, 2021.

The bidding process for the Broadway Street Improvements has begun as well with a bid opening date of December 15, 2020 and a project start date of March or April 2021.

Mrs. Cook said that she is moving forward with research on how best to spend the CARES Act dollars awarded to the City. Councilor Trout asked if some of these dollars could be used for the reader board recently requested by the North Santiam Chamber of Commerce. Mrs. Cook said that she will research this. These dollars will need to be expended before the end of the year.

Mrs. Cook and Finance Clerk Lacy Classen have been researching the different options for electronic payments for the City. Springbrook's Civic Pay will cost approximately \$6,000. Fees to use this will have to be passed on to the customers as the City cannot absorb them. The fee would depend on the amount of the transaction. The electronic payment option will allow customers to pay their water bills, and eventually permits, court fines, and other fees.

FEMA has requested use of the land next to the WWTP to place trailers for those displaced by the wildfires. Mrs. Cook said that the ingress and egress agreement allowing additional pre-agreement work to begin will be completed and provided to FEMA. The question before Council is whether to charge FEMA for leasing this property and, if so, how much.

Councilor Trout asked about costs being passed on to the tenant or if the City will be responsible for paying electric, sewer and water, noting that he thinks that a lease fee should be paid by FEMA if the City will be taking on these monthly service fees.

Councilor Katlong said that the City is charging a monthly lease fee for the RV spaces on the north side of town and should here as well, adding that the City should not have to absorb these monthly costs.

Mrs. Cook said that FEMA does not have the answers as to what kind of trailers, how big or how many will be placed on the property at this time. Mrs. Cook will do some research and find out what FEMA pays for property leases like this. Consensus to allow Mrs. Cook to do research and determine an amount for the monthly lease.

Councilor Katlong said that the bio filter fan which keeps the smell of the sewer down at the WWTP is not working at this time. Public Works Supervisor Russ Foltz is exploring ways in which to fix the fan without a huge cost to the City. Until it is fixed, the smell at the sewer plant may be strong.

Mayor Kirsch asked for discussion on the wood debris that has amassed at the WWTP. This area must be clear for FEMA trailers and the debris must be removed soon.

Councilor Katlong suggested that instead of hauling out numerous truckloads of wood debris, bring in a big chipper and do the work on site. These chips could be stored and later used for erosion control on the City's riverbanks. Councilor Katlong said that he would call DEQ and ask if debris chips can be used in erosion control.

Mrs. Cook said that she would contact Pacific Power to see if they could have their contractor, Asplundh Tree Service, donate their time and chipper to accomplish this task.

Consensus to allow Councilor Katlong to expend up to \$5,000 to obtain a chipper and manpower if necessary.

Councilor Trout asked when people can begin to move in at the RV site. Mrs. Cook said that the property lease agreement with Ed Rada still needs to be signed.

Mayor Kirsch asked if painted stripes were needed to determine where RVs should park. Consensus to paint parking stripes to show individual spaces. It was suggested that a member of City staff be present when RVs are moved in.

ADJOURNMENT

The meeting was adjourned at 7:27 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor