

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, July 23, 2019**

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: City Recorder, Stacie Cook.

Citizens in attendance were Roel Lundquist.

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 Trout moved and was seconded by **Councilor Katlong** to approve items a; Approval of Minutes of Regular City Council Meeting of July 9, 2019, b; Approval of Accounts Payable, and c; Approval of Temporary OLCC Liquor License for Mill City Lodge No. 144 I.O.O.F – 158 SW Broadway St, Saturday, August 24, 2019 Between 3:00 PM and 12:00 AM, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (6:0).

CITIZEN COMMENTS AND QUESTIONS: None.

LARGE EVENT PARK USE REQUIREMENTS: Last year the Council discussed specific requirements for use of Kimmel Park for the 4th of July Celebration. Upon approval of the use, a letter was sent to the 4th of July Committee outlining the requirements for the use. In addition to the 4th of July Celebration, the Music and Art Jamboree has been using Kimmel Park and we have had requests for weddings, family reunions and large scale birthday parties. There should be a standard outline of requirements for someone wishing to host a large event at a City Park.

Mayor Kirsch said that the City is getting more and more requests for use of Kimmel Park for large events. Because of this, there needs to be a policy in place for organizers to follow.

Councilor Zeyen-Hall said that the 4th of July Celebration went well this year; there were no broken sprinkler heads this year but a picnic table was destroyed. There were issues with vehicles parked in the grass and RV's in the park.

Public Works Supervisor Russ Foltz and Mrs. Cook met Councilors Plotts and Zeyen-Hall at Kimmel Park to discuss what some of the issues we should address might include. The following is an outline of items for consideration:

- Placement of No Parking signs and/or roping off areas where vehicles should not be.
- Absolutely no parking of vehicles in the grass.
- Vendor requirements should include bringing a trash can for their site, remaining in their assigned location and only leaving the event during a time when pedestrians are likely to be in low attendance (i.e. for the 4th of July – vendors must leave in the morning before the event reopens or stay until after the event closes for the evening).
- Vendor camping needs to be reviewed. Should campers be allowed or just tent camping?
- Event coordinators need to bring refuse containers to ensure enough are available.

- For large item placement (i.e. stage or large tents such as for the circus) a map of areas to avoid (sprinklers, electrical outlets) needs to be provided to the event coordinators.
- Event coordinators must be on-site during entire set up to meet vendors, coordinate stage/tent placement, etc.
- Event coordinators must work with public works to determine event set up.
- Event coordinators must be on-site throughout entire event to handle any issues that arise
- Lost and found needs to be available
- No fireworks signs need to be in place.

The group also discussed the need to review the well site as it is usually used as a fireworks viewing site and this year, someone had a fire there. In addition, staff will look at implementing a process to notify residents along the parade route for the 4th of July as well as within the park area that blocking off the right-of-way is illegal and must leave the area open for parking.

Mayor Kirsch said that it takes quite a bit for vendors to set up and he feels that they should have some ability to stay overnight to watch their wares but this needs to be kept to a minimum.

Councilor Plotts said that her main concern is making sure that vehicles stay off of the grass, especially in the area of the baseball field.

Councilor Katlong said that he spoke with Sgt. Klein, LCSO, about the issues that he saw this year. Sgt. Klein indicated that he has some comments about how to make the event safer. Councilor Katlong said that he feels that hard alcohol should not be served at this event.

Mayor Kirsch said that the City may want to consider forming a small committee to work with the 4th of July Committee so that these items can be considered.

Councilor Trout suggested that the security hired for the event should be advised to take care of parking issues that arise.

Councilor Trout asked if a fee is charged for large events. Mrs. Cook said that the City doesn't charge a fee; a refundable deposit is charged. This is based on a recommendation from CIS to keep recreational immunity intact. Councilor Trout asked if staff time could be recouped if events require staff to assist. Mrs. Cook suggested looking at implementing a sliding scale deposit based on the overall use of the park and/or event size. A listing of possible items that the City would recover costs for might be outlined and, if necessary, some of the deposit could be kept to cover.

Mrs. Cook said that a large event would probably constitute a fairly hefty deposit. The Council would need to consider whether deposits would be waived for certain groups such as the 4th of July Committee once this is in place.

THE REID HOUSE UPDATE: The Reid House Committee Chair Gary Swanson, Councilor Katlong, Project Manager Dan Benjamin and Mrs. Cook met with Architect Erik Matthews to discuss a number of items related to the Reid House project. The following items were discussed:

Tree Evaluation – Dave Leach reviewed all of the trees on The Reid House property as well as those on the two parcels which will be used for parking. Mr. Leach provided a comprehensive list of trees which are rotten or in ill-repair and need to be removed. After reviewing the recommendations, Councilor Katlong indicated that he could perform the work necessary to remove the recommended trees and cut back limbs as necessary.

Shrubbery/Greenery – Councilors Katlong and Plotts and Mrs. Cook met at The Reid House a number of weeks ago to review the landscaping and begin outlining a plan for maintenance. The group reached a consensus that all of the arborvitae need to be removed, including those behind the home along the north property line. The arborvitae on the north side are partially in a brick wall, which could be used to place lattice or fencing to continue to ensure the privacy and sound barrier that the shrubbery provides currently. This will be looked at as one of the final elements of the landscaping changes.

Roof Replacement – Project Manager Dan Benjamin has obtained two quotes for consideration of roof replacement; one for a composite roof and one for a steel product made to look like shingles. The composite roof bid is roughly 1/3 the cost of the steel bid, however, the weight difference would require an engineering review of the current roof structure to determine whether it could hold the additional weight. The steel material would provide a lighter weight on the structure.

Regardless of which material is chosen, the City will have to go through the proper procurement process. This will most likely mean issuance of an RFP for the work. Mrs. Cook is looking into BOLI threshold for the total project cost as well as what constitutes compliance with the sole source laws as the steel material is fairly unique and must be installed by a contractor certified by the company. At this time, the estimate for roof replacement is between \$100,000 and \$125,000.

Remodel Estimate – Based on the committee vision for use of this building, Architect Erik Matthews has put together an extremely preliminary budget which includes the building remodel; upstairs into offices, three bathrooms to ADA, kitchen, French doors in master bedroom, parking lot, heat/AC, ADA ramp, ADA man lift, electrical, and possibly some windows, etc. The total cost is estimated at between \$500,000 and \$600,000. This does not include interior items that will be necessary to open the building for events and the visitor's center. It is staff's goal to complete the work needed on the building for as little cost as possible so that the endowment fund is not depleted any more than is absolutely necessary.

As a result of the discussion and review of the potential costs Chair Swanson, Councilor Katlong, Mr. Benjamin and Mrs. Cook, hopefully along with Lynda Harrington, will walk through the building room by room and outline the items needed to bring the room to the standards required to open to the public. The group will then review the list and put the items in priority order as well as determine what might be viable for volunteers to work on rather than being done by a contractor. This should assist in narrowing down our scope of work and bring a more realistic budget for review.

While updates have been provided for Council as to how The Reid House Committee sees the building/grounds being used, Council has not been asked for a formal consensus to move forward with the vision. Mrs. Cook would like to have consensus of the Council for The Reid House Committee to proceed with the following uses within The Reid House and grounds:

1. Basement – No Plan at This Time.
2. Main Floor –
 - a. Dr. Reid's Office: Facilitator's Office.
 - b. Library: Visitor's Center
 - c. Formal Living Room: "The Reid Gallery"
 - d. Dining Room: Small Meeting Space/"High Tea"/Food Service
 - e. Kitchen: Remodel to "Commercial" Standards
 - f. Master Bedroom: Small Meeting/Event Space/Food Service
3. Garage – No Plan at This Time.
4. Upstairs – Remodel for Multiple Office Spaces.

Mayor Kirsch said that he has confidence in The Reid House Committee and does not want to micromanage the decisions being made. Councilor Katlong said that he has faith in the architect

and Chair Gary Swanson and feels that moving forward with these items will get us moving in the right direction.

Councilor Katlong stated that he plans to walk the property with potential landscaping companies to discuss the needs for the property. There are a number of items that will be removed, such as arborvitae. The arborvitae along the north property line will be removed in the future but will remain until a decision is made as to what to replace them with.

Roel Lundquist said that he thinks the commercial kitchen and the master bedroom area should all be on the same level if events are going to be held there.

Councilor Trout asked if there is an exterior door in the master bedroom. Mrs. Cook said that there is not.

Mrs. Cook said that she is already nervous about the costs for the remodel and adding a three foot sub floor to bring the master bedroom up to the kitchen level only adds cost. There would then be additional costs for access to the lawn from the French doors due to the floor height being raised.

Councilor Trout said that if the bathroom in the master bedroom had a kitchen installed then there could be a separate event area.

Councilor Plotts asked if the wall for the closet in the master bedroom will be removed. Councilor Katlong said that this is the plan. Mrs. Cook said that the intention of the committee is to install a door along the west wall where a window currently is and bring an ADA ramp around from the rear to access it. This will be a direct access from the ADA space that will be in the driveway and the ADA path that leads to the lift on the north side of the building.

Councilor Trout asked about the idea for the office spaces on the top floor. Mrs. Cook said that, in keeping with the intent of Mrs. Reid to use the home for the community, the offices will be offered to local, county and state agencies to meet with citizens rather than residents having to go to the agencies.

Mrs. Cook asked if there is a consensus of the Council for the intended uses. Consensus to move forward.

Councilor Katlong said that one thing he has concerns with is the estimated cost of the roof replacement. The estimate is between \$100,000 and \$125,000 at this time.

Mayor Kirsch said that he looks forward to hearing the recommendation on what type of roofing to install. Mrs. Cook said that Project Manager Dan Benjamin is recommending going with a metal roof that looks like composite.

SCA GRANT UPDATE: City Planner Dave Kinney and Mrs. Cook spoke with City Engineer John Ashley on the 17th. Mr. Ashley planned to have a draft of the SW Cedar Street engineering design to the City by Monday. The NE 5th Avenue plans will be modified to reflect the work being completed by Subway at the intersection of NE 5th Avenue and Highway 22 that was provided to the City.

Once staff is in receipt of the NE 5th Avenue plans, Public Works Supervisor Russ Foltz will start obtaining bids for the overlay work. At the same time, Mr. Foltz will obtain bids for four areas of town with road issues; SW 2nd Avenue potholes between SW Evergreen Street and SW Broadway Street, the southern section of SW 2nd Avenue where a street cut was made, SE 2nd Avenue between SE Kingwood Avenue and SE Juniper Street where tree roots have caused the road to raise and SW High Street, where there is a large dip in the road that needs to be fixed.

Mrs. Cook said that engineering plans for the SW Cedar Street SCA project were emailed to the City today. There are questions about the south side of the improvements because a new storm line needs to be installed and if the sidewalk and ADA ramp are installed permanently then they will have to be ripped up when the storm line is installed, which would be wasting dollars.

Mrs. Cook noted that Public Works Supervisor Russ Foltz is in the process of getting three bids for the bore work that needs to be done to fix the issue on NE 7th Avenue that is causing back-ups at Rosie's.

TIGER GRANT UPDATE: The TIGER grant continues to move forward. The SOB Committee met with Linn County representatives last week. Linn County presented a very preliminary conceptual design for each of the project elements. There were concerns on the part of the SOB's related to the railroad bridge design. As a result, a meeting has been scheduled with the SOB Construction Sub-Committee and Linn County for the 22nd to go over the design.

Dave Kinney, Yvonne Hanna and Mrs. Cook met with Linn County Engineer Chuck Knoll and road engineer Daineal Malone on the 15th to review the Broadway Street design and how it fits into the potential Safe Routes to School Grant that we will be looking to reapply for this upcoming year. Items such as crossing locations, travel lane width and sidewalk width were discussed. The group also talked about the timing for the TIGER work and how it fits into the school timing for the construction of the new school campus.

A community meeting for those citizens/property owners in the project area as well as the City Council and Planning Commission has been set for Wednesday, July 31, 2019 from 6:30 p.m. to 8:00 p.m. at the auditorium. A formal notice will be provided to all invitees before the Council meeting.

Mr. Kinney and Mrs. Cook will be speaking with Alan Meyer, Pacific Power, about the process for installing underground power within the project area. Should this look to be a viable option for the City, staff will bring the matter before Council for further consideration.

Mr. Lundquist said that the sub-committee will be presenting the outcome of their meeting with Linn County tomorrow to the remainder of the SOB Committee. There are concerns with the type of material being proposed for the understructure upgrades. The SOB's are still debating on creosote within wood to extend the potential lifespan. The width of the bridge is being narrowed to ten feet.

Councilor Trout said that he attended the initial presentation by Linn County and appreciates all that the SOB Committee has done but wants to make sure that the Committee sees that we do have a budget that needs to be kept and has to go to all portions of the project. While the Railroad Bridge was an integral part in getting the TIGER grant, we wouldn't have had a competitive project if we hadn't had all of the infrastructure components in the application.

Mrs. Cook said that she and Planner David Kinney met with Alan Meyer today to discuss the possibility of completing underground power work and potentially installation of historic lighting by Pacific Power during this project. If this can be done in cooperation with Pacific Power, it might be a cost savings for the TIGER grant, which could then be put toward other elements. The Council will have to authorize this if the underground work proceeds. The Council noted their agreement with the idea of completing underground work and using Pacific Power to provide another option for funding.

Mrs. Cook said that there is a meeting for the Council, Planning Commission and residents/property owners within the project area set for next Wednesday at 6:30 PM at the high school auditorium.

Councilor Plotts said that she had a list of people to thank that was supposed to be presented at the last meeting but since it was not held she will give it now. Councilor Plotts thanked:

- Councilor Winn for donation of bark dust at Memorial Park;
- Roel and Cheryl Lundquist and David Plotts for helping spread the bark dust;
- Dan and Ruth Lemke, JoAnn Olson, Susan Chamberlin and Andrew from United Way for helping spruce up the grounds around City Hall and the hillside at Hammond Park.
- Anita Leach and Phyllis Fencil for staining and;
- Jerry Curtis for power washing the concession area and river shelter at Kimmel Park.

Councilor Plotts said that Linn County Sheriff Jim Yon said that negotiations are moving forward, but slowly, for union workers. The contract will be provided once negotiations are finished.

Councilor Plotts said that she and Anita Leach have about twelve different dates for work items around the City that the Canyon Catalysts are planning to do.

ADJOURNMENT

The meeting was adjourned at 7:36 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor