

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Monday	April 6, 2020	Budget Committee Meeting	6:30p.m.
Wednesday	April 8, 2020	Save Our Bridge Meeting	10:00a.m.
Monday	April 13, 2020	Budget Committee Meeting	6:30p.m.
Tuesday	April 14, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	April 17, 2020	Planning Commission Meeting – If needed	9:30a.m.
Monday	April 20, 2020	Budget Committee Meeting	6:30p.m.
Tuesday	April 21, 2020	Planning Commission Meeting	6:30p.m.
Wednesday	April 22, 2020	Chamber Awards Night	6:30p.m.
Tuesday	April 28, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	April 29, 2020	Budget Committee Meeting – If needed	6:30p.m.
Tuesday	May 12, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	May 13, 2020	Save Our Bridge Meeting	10:00a.m.
Saturday	May 16, 2020	Annual Clean Up Day	9:00a.m.-3:00p.m.
Thursday	May 21, 2020	Planning Commission Meeting	6:30p.m.
Monday	May 25, 2020	CITY HALL CLOSED – MEMORIAL DAY	
Tuesday	May 26, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	June 9, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	June 16, 2020	Planning Commission Meeting	6:30p.m.
Friday	June 19, 2020	Planning Commission Meeting – If needed	9:30a.m.
Tuesday	June 23, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	July 3, 2020	CITY HALL CLOSED – INDEPENDENCE DAY	
Tuesday	July 14, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	July 28, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	August 4, 2020	Planning Commission Meeting	6:30p.m.
Tuesday	August 11, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	August 13, 2020	Red Cross Blood Drive	
Saturday	August 15, 2020	Dog Daze	
Tuesday	August 25, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.

**REQUEST FOR COUNCIL
ACTION**

DATE: March 19, 2020
TO: Mayor Kirsch and City Councilors
FROM: Stacie Cook, MMC, City Recorder
REGARDING: Consent Agenda Items

- a. Approval of Minutes of Regular City Council Meeting of March 10, 2020
- b. Approval of Accounts Payable.
- c. Approval of Leak Adjustment to the Highest Consumption in the Past Twelve Months for 139 SW 8th Avenue; Favor, Marilyn
- d. Ratification of Recommendation of Award Recipient for Marion White Volunteerism Award

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, March 10, 2020**

Mayor Kirsch opened the meeting at 6:30 PM with the flag salute. Councilors present were, Brett Katlong, Tony Trout, Steve Winn, and Janet Zeyen-Hall. Councilor Plotts was excused. Staff members in attendance were City Recorder Stacie Cook, Public Works Supervisor Russ Foltz, City Attorney Jim McGehee, and City Clerk/Reid House Facilitator Tree Fredrickson. Councilor Plotts was excused.

Citizens in attendance were Kayla Budlong, Ann Carey, Kendra Childress, Jonathan de Renzo, Sgt. Greg Klein LCSO, Roel Lundquist, Gary Olson, and Linn County Sheriff Jim Yon.

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 February 25, 2020, b; Approval of Accounts Payable, c; Acceptance of Monthly Revenues & Expenditures Report, February 2020, d; Approval of OLCC Liquor License for 7-Eleven #38796A, 200 NW Santiam Blvd., Mill City and e; Approval of Professional Services Agreement with Real Estate Services Group, Inc. for Yellow Book Appraisal in the Amount of \$6,000.00. Mrs. Fredrickson polled the Council. The motion passed unanimously, (5:0).

LINN COUNTY SHERIFF'S REPORT: Sgt. Greg Klein gave the LCSO report for the month of February. During a traffic stop on SW Douglas Street, a person was arrested for unlawful possession and delivery of heroin and methamphetamine. Sgt. Klein will be working with July 4th Committee President Melinda Flatman for the upcoming event.

Councilor Zeyen-Hall said that she is concerned about the hard alcohol served at the park during the July 4th celebration, stating that hard alcohol should not be allowed with kids and families in attendance and recommended that the permit should only state wine and beer. Council concurred with this suggestion.

Councilor Katlong asked if Sgt. Klein had any information on the recent individual(s) prowling around the SE area of town. Sgt. Klein said that he did not and will be checking into this more. Councilor Katlong thanked Linn County for their hard work for Mill City.

Linn County Sheriff Jim Yon said he attended the Council meeting to honor Jered Moberg who helped detain a suspect that was involved in a robbery at the Sports Center last month. Mr. Moberg did not want to be recognized publicly and did not attend the meeting. Tom Clay, who helped Mr. Moberg detain the suspect, was recognized at the LCSO Awards Banquet held in Albany last month. Sheriff Yon said he appreciates citizens who help and wanted to give these two men special recognition for their acts of bravery.

Sheriff Yon said that LCSO is buying a new radar trailer that will collect data which can be used to provide stats to cities about traffic patterns in specific areas.

Sheriff Yon also noted that LCSO is implementing a computer program called a city dashboard. This will be an internet site that a City can log on to and find out real-time crime statistics like arrests, traffic tickets, thefts and burglaries. A lot of information will be available on this site to help the cities in Linn County.

Sheriff Yon announced that Sgt. Klein is retiring but will stay with the force for a while as the Legislature changed the rules on retirement.

PUBLIC WORKS REPORT: Public Works Supervisor Russ Foltz gave a report on the following items:

Pump Report – The leak amounts are average for this time of the year.

Public Works Shop Update – Painting the blue handicap sign on the asphalt in front of the new building is the only thing left to do before the final inspection. A grand opening for the shop was suggested. Staff has worked hard to get organized and moved into the building. Landscaping is presently being worked on.

SW Ivy Water Line Update – Mr. Foltz has been working with City Engineer John Ashley on the SW Ivy water line project. In an effort to save the City dollars, Mr. Ashley will complete conceptual engineering and a full cost estimate which will be broken into three phases, as this will help with the upcoming budget.

CITIZEN COMMENTS AND QUESTIONS: None.

PUBLIC HEARING: None Scheduled.

PRESENTATIONS: None Scheduled.

OLD BUSINESS

MCGRA Request for Storage Building Location: Jonathan de Renzo, Mill City-Gates Recreation Association, asked Council for suggestions as to where they could build a storage building that was requested at last month's meeting. Mr. de Renzo suggested the west side of the Kimmel Park parking lot as it has some security and there is power available. Kendra Childress, MCGRA, said they need security due to previous break-ins. Mrs. Childress explained the need for power as they have suffered loss from exposure to moisture and other elements due to lack of heat. The Council is agreeable to helping find a location for the building. Mr. de Renzo was asked what size building MCGRA would construct. Mr. de Renzo said the building would be about 15' x 30' or 20' x 24'. It was agreed that the MCGRA committee will work with City Staff to identify a place to put the building.

Mrs. Cook suggested the building be placed next to the new Public Works Building on SE 4th. This area will eventually be fenced and power will be available. Mrs. Cook said that staff will measure out a potential space for this building, allowing Mr. Foltz space to add any additional elements he may want. Council concurred with Mrs. Cook and this information will be brought to a future Council meeting.

Mayor Kirsch asked how MCGRA plans on paying for the construction of this building. Mrs. Childress stated that they have generous donors as well as an architect who has donated his time to design the building. A benefit is scheduled at the Eagles Lodge as well.

Ordinance No. 402 – Sewer Authority: A motion to read for first reading by title only passed at the February 25, 2020 meeting. To complete this process and formally adopt Ordinance No. 402 a second reading and enactment is required.

Councilor Trout moved and was seconded by **Councilor Zeyen-Hall** to read Ordinance No. 402 for Second Reading by Title Only. The motion passed unanimously (5:0).

Mrs. Cook read Ordinance No. 402 by title only.

Councilor Trout moved and was seconded by **Councilor Winn** to Enact Ordinance No. 402 and to Direct Mayor Kirsch to Sign the Ordinance as Enacted. The motion passed unanimously (5:0).

EV Charging Station / Mill City Falls Parking: The City has been presented tentative costs for the parking lot at Mill City Falls Park. Four agreements will be outlined between the participating parties. Once the agreement drafts have been finalized, a teleconference will be held with the property owners Mike and Cathy Erdman, Pacific Power and the City. The documents affecting the City will then be presented to Council for review and approval.

Pacific Power has been very patient and very helpful with this plan. Pacific Power will pay for the installation of the EV Charging Station. The City's participation will ensure paving of the entire parking lot.

Development Agreements – SCSD: The Development Agreement between the City and SCSD for public improvements to be constructed as a condition of approval for development of the new school was previously submitted to the Council but did not include the cost outline. The outline of these costs for the overall infrastructure work as well as a breakdown of the elements the City is responsible for has been provided and is now included in the document. All costs related to the storm water system will be reimbursable by the \$1.88 million grant the City has been awarded. However, the overlay work will be taken directly from the City's budget.

Roel Lundquist, SW Linn Blvd., asked about item 2g on the cost estimate. He said he is concerned with the additional \$42,000 for a specialized drywell and noted that in the past, he has never seen any pooling at this intersection and questioned why this is now needed.

Mayor Kirsch said that after all the work is done there will be more surfaces that need draining, noting that overbuilding this drywell is better than underbuilding it.

Councilor Zeyen-Hall moved and was seconded by **Councilor Winn** to Approve Development and Reimbursement Agreement Between City of Mill City and Santiam Canyon School District Subject to Submittal of Project Cost Outline with a Not to Exceed Amount of \$184,134.00. The motion passed unanimously.

NEW BUSINESS

Mill City 4th of July Committee Kimmel Park Use Request for Waivers / Authorization: The annual request for use waivers for the 2020 4th of July Celebration in Kimmel Park has been submitted to Staff. Due to the parking concerns brought up after the last year's event, Mrs. Cook said that she felt it prudent to bring this request before the Council for discussion.

The 4th of July Committee requested the following:

- Authorization for sale/consumption of alcohol in Kimmel Park
- Overnight camping for vendors
- Waiver of deposits for park and concessions
- Noise variance for July 3-4, 2020 entertainment

With this request, the Council was presented with a map showing the proposed location for vendor RV camping. The map shows two areas; one on the north side and one on the south edges of the gravel road that comes in at the west side of the park.

Councilor Katlong said he has some concerns with the proposed location, stating that after the festivities and fireworks there is a flood of people leaving the park this way. In addition, the aesthetics of camping in this area is not a welcome sight for visitors to see upon approaching the park.

Mrs. Cook said that when the City ran this event in the past it was required that vendor's park in the area at the east end of the park by the boat ramp

It was suggested that the overflow vendor parking be located here and that no unnecessary vehicles be allowed in the vendor area; only those used as the vendor booth.

The 4th of July Committee's request said they will work with the City to place No Parking signs and/or rope off areas where vehicles should not be parking, limit parking of vehicles in the grass, and ensure enough refuse containers are available.

Councilor Zeyen-Hall questioned whether there would be a Committee member present to guide those vendors coming into the park and setting up. In the past, even after painting and flag marking, vendors still managed to break a couple of sprinkler heads while parking. Mrs. Cook noted that the 4th of July Committee should require insurance from each vendor for this purpose. The City requires a Certificate of Liability Insurance from the 4th of July Committee, which could cover damages.

After discussion, Council concurred that the word 'alcohol' be changed to 'beer and wine' in the motion to approve.

Councilor Katlong moved and was seconded by **Councilor Zeyen-Hall** to approve Mill City 4th of July Committee's Request for Sale/Consumption of Beer/Wine in Kimmel Park, Waiver of Deposits for the Park and Concessions, Variance to Noise Ordinance for July 3 and 4, 2020, Overnight Vendor Camping in the NW Corner Location at Kimmel Park and Vendor Parking on the East End by the Boat Ramp, Subject to Submittal of Certificate of Liability Insurance Naming the City as an Additional Insured, Placement of Port-a-potties During the Event, Coordination of Vendor/Stage Placement with Public Works Supervisor and Hiring of Private Security During the Event. The motion passed unanimously (5:0).

STAFF/COMMISSION REPORTS

City Recorder Report: Mrs. Cook said Linn and Marion Counties have notified staff that they plan to do chip sealing during the planned closure of the traffic bridge in the summer months. Plans are for Lyons-Mill City Drive to SW 8th Street in Linn County and River Road in Marion County. Mrs. Cook has requested that these agencies work closely with the City and county.

Mrs. Cook said that Mayor Kirsch may be unable to present the Marion White Volunteerism Award and asked for a volunteer to take his place. Councilor Trout volunteered if needed.

List of On-Going Old Business Items - The list of on-going old business items was provided for review.

City Attorney Report: Mr. McGehee said that both litigations are still ongoing.

BUSINESS FROM MAYOR & CITY COUNCILORS

Mayor Kirsch said that the Gates City Council is still struggling with the proposed IGA. Those that oppose this don't understand that it only commits to appointing two representatives to just joining the committee, not signing onto a sewer system. Some citizens have a fear that signing this agreement will hold them to building a sewer.

Councilors Zeyen-Hall, Katlong, Trout and Winn had nothing to report.

EXECUTIVE SESSION – None scheduled.

ADJOURNMENT

The meeting was adjourned at 7:50 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor

DRAFT

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Memorandum

Date: March 19, 2020
To: Mayor Kirsch and Council
From: Stacie Cook, MMC, City Recorder
Subject: Business for March 24, 2020 Council Meeting

a. Resolution No. 845 – Authorization to Apply for OPRD Local Government Grant

Enclosed is Resolution No. 845, which authorizes the application to Oregon State Parks and Recreation’s Local Government Grant Program for an acquisition and development grant. The resolution is required as a component of the grant application process. The deadline was extended today from April 1, 2020 to April 10, 2020 due to the restrictions placed on many state, local and county agencies in response the COVID-19 virus.

Requested Action: Motion to Approve Resolution No. 845, Authorizing Application to Oregon State Parks and Recreation Department for Grant Funding Under the Local Government Grant Program for Acquisition and Development at Kimmel Park and Delegating Authority to the City Recorder to Sign the Application.

b. Miscellaneous City Recorder Items

a. City Attorney Recommendation – Placement of Stop Signs and Other Traffic Control Devices

City Attorney Jim McGehee has provided me with his legal opinion regarding placement of new stop signs and other traffic control devices, per the discussion at a recent meeting concerning the signs place at SW 8th and SW Spring Street and SW 11th and SW Spring Street. Mr. McGehee states that because the City Council is the Road Authority for the City any placement of new traffic control devices need to go before the Council for approval, possibly in the form of a resolution outlining the historical facts as to how the matter came to be.

That said, Council must also authorize road closures for any work that may need to be completed or for events which neighbors wish to hold (i.e. neighborhood watch events). With the upcoming work that will be done on the Santiam Canyon School District Campus,

there will need to be road closures, both full and partial, around the project area. However, we do not currently have a list of potential closure locations, dates or times.

I would like to have the Council authorize Public Works Supervisor Russ Foltz and myself the authority to approve necessary road closures due to the SCSD construction as needed. I have reached out to Mr. McGehee to determine whether he feels a resolution is necessary for this action or if a motion will suffice. I will update the Council with his recommendation at Tuesday's meeting.

b. Spring Awards Night Cancelled

Due to the COVID-19 virus, the Spring Awards Night has been cancelled.

c. Rural Tourism Conference Cancelled

Due to the COVID-19 virus, the Rural Tourism Conference in Sunriver has been cancelled.

d. March Planning Commission Cancelled

Due to the COVID-19 virus, the March Planning Commission meeting was cancelled. We will reevaluate the possibility of cancelling the April meeting based on how the restrictions due to the virus are set.

e. Other

c. **Other**

RESOLUTION NO. 845

A RESOLUTION AUTHORIZING APPLICATION TO OREGON STATE PARKS AND RECREATION DEPARTMENT FOR GRANT FUNDING UNDER THE LOCAL GOVERNMENT GRANT PROGRAM FOR ACQUISITION AND DEVELOPMENT AT KIMMEL PARK AND DELEGATING AUTHORITY TO THE CITY RECORDER TO SIGN THE APPLICATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Mill City desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, the Mill City City Council have identified acquisitions and improvements for Kimmel Park as a high priority need in Mill City; and

WHEREAS, the project includes acquisition of a .12 acre parcel of land directly adjacent to Kimmel Park and demolition of the existing structure; and

WHEREAS, the City of Mill City has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Mill City will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded;

NOW, THEREFORE be it resolved by the City Council of the City of Mill City as follows:

SECTION 1: The above stated findings are incorporated into the body of this Resolution as if fully set forth herein.

SECTION 2: The City Council demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for acquisition and development at Kimmel Park.

SECTION 3: This Resolution shall be effective following its adoption by the City Council.

APPROVED AND ADOPTED by the Council this 24th day of March, 2020.

Date: _____

By: _____

TIM KIRSCH, Mayor

Date: _____

Attest: _____

STACIE COOK, MMC, City Recorder