



## 9. PUBLIC WORKS BUILDING UPDATE – ESTIMATED COST

### 10. ADJOURNMENT

#### CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Sunday	April 28, 2019	Reid House Public Input Listening Session	2:00p.m.-4:00p.m.
Sunday	May 5, 2019	The Reid House Committee Meeting	2:00p.m.
Wednesday	May 8, 2019	Save Our Bridge Committee Meeting	10:00 a.m.
Tuesday	May 14, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	May 17, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	May 21, 2019	Planning Commission Hearing – If needed	6:30p.m.
Monday	May 27, 2019	CITY HALL CLOSED – MEMORIAL DAY	
Tuesday	May 28, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	June 2, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	June 11, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	June 12, 2019	Save Our Bridge Committee Meeting	10:00 a.m.
Tuesday	June 18, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	June 21, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	June 25, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	July 4, 2019	CITY HALL CLOSED - INDEPENDENCE DAY	
Sunday	July 7, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	July 9, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	July 10, 2019	Save Our Bridge Committee Meeting	10:00 a.m.
Tuesday	July 16, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	July 19, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	July 23, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	August 4, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	August 13, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	August 14, 2019	Save Our Bridge Committee Meeting	10:00 a.m.
Friday	August 16, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	August 20, 2019	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	August 27, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	September 1, 2019	The Reid House Committee Meeting	2:00p.m.
Monday	September 2, 2019	CITY HALL CLOSED – LABOR DAY	
Tuesday	September 10, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	September 11, 2019	Save Our Bridge Committee Meeting	10:00 a.m.
Saturday	September 14, 2019	RR BDG CENTENNIAL CELEBRATION	TBA
		THE REID HOUSE OPEN HOUSE	TBA
Tuesday	September 17, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	September 20, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	September 24, 2019	Municipal Court	9:30a.m.
		Planning Commission Meeting	6:30p.m.
Sunday	October 6, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	October 8, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	October 9, 2019	Save Our Bridge Committee Meeting	10:00 a.m.
Tuesday	October 15, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	October 18, 2019	Planning Commission Meeting	9:30a.m.

## **REQUEST FOR COUNCIL ACTION**

**DATE:** April 18, 2019  
**TO:** Mayor Kirsch and City Councilors  
**FROM:** Stacie Cook, MMC, City Recorder  
**REGARDING:** Consent Agenda Items

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- a. Approval of Minutes of Regular City Council Meeting of April 9, 2019
- b. Approval of Accounts Payable. Explanations of Out of the Ordinary Bills are Below
  - 1. Stewart's Lawn Service; The Reid House Lawn Care & Hedge Trimming
  - 2. Village Print Shop; City Letterhead Envelopes
- c. Ratification of Mayor Kirsch's Proclamation Declaring May 2019 as Mental Health Month Within the City of Mill City
- d. Ratification of Planning Commission Approval of Minor Partition for Scott Baughman, File No. 2019-01; 230/272 SW Ivy Street

**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, April 9, 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 were City Recorder, Stacie Cook, Public Works Supervisor Russ Foltz and City Attorney Jim McGehee.

**Citizens in attendance** were Ann Carey, Earnest Freeman, Sgt. Greg Klein, Linn County Sheriff's Office, Roel Lundquist and Dianne Moore.

**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**

Mrs. Cook asked that item 'h' Approval of OLCC Liquor License for Mill City Grill, 100 SE Juniper Street, be added to the consent agenda for approval.

**Councilor Trout** moved and was seconded by **Councilor Zeyen-Hall**, to approve items a; Approval of Minutes of Regular City Council Meeting of March 26, 2019, b; Approval of Accounts Payable, c; Acceptance of Monthly Expenditures Report, March 2019, d; Acceptance of Resignation of Frances Villwock from the Planning Commission, Effective March 30, 2019 and Declaring the Position Vacant, e; Ratification of Mayor Kirsch's Proclamation Declaring May 2018 "Mental Health Month", f; Approval of Waiver of Leak Charges to the Highest Consumption in the Past Twelve Months for Lynn Minton, 628 S 1<sup>st</sup> Avenue, g; Approval of OLCC Liquor License Renewals for the Following Businesses:

- i. Mill City Market 829 S 1<sup>st</sup> Ave.
- ii. Trio Tavern 815 SW Linn Blvd and,

And, h; Approval of OLCC Liquor License for Mill City Grill, 100 SE Juniper Street, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (6:0).

**LINN COUNTY SHERIFF'S REPORT:** Sgt. Greg Klein gave the Linn County Sheriff's Office report for the month of March.

Mayor Kirsch said that the concrete wall going up N 1<sup>st</sup> Avenue had graffiti sprayed on it. Sgt. Klein said that he will see if a report has been made and if not he will begin one.

Councilor Katlong said that he heard about a person in the store with an axe and a gun and Linn County took possession of the tapes. There was also an incident in the park with a gun. Mrs. Cook said that there was an incident with a gun late last week as well. Sgt. Klein will look into each of these incidents.

Councilor Katlong asked if there are any rules that must be followed for law enforcement to post photos of wanted criminals. City Attorney Jim McGehee said that there are some issues with doing this, one is that the criminal then knows that they have an active warrant and they become harder to find.

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

Pump Report – The amount of loss is still holding at 27%.

SE 4<sup>th</sup> Avenue Water Main Break – A two inch cast iron line broke. There is a temporary repair on it now.

PW Building Update (see update under Old Business) – The stumps have been removed from the building site and a couple of other trees have been pulled in preparation. Cost estimates have been obtained for the equipment. This is about \$2400 for a week.

Public Works Maintenance Worker I – Jonathan deRenzo started the first of the month. He is doing a good job so far and has said he is enjoying the work. There was a sewer back up this weekend that Mr. deRenzo assisted with.

There was an issue with the sewer tank at Rosie's Coffee House. The complete problem has still not been identified. There was a plug in a line that was cleared. This seemed to stop the issue for now. A TV crew is scheduled for next week to go through the lines again in order to see if the issue can be determined.

Mrs. Cook said that ODOT was contacted and gave permission to work in the right-of-way. Staff had a contractor come in Monday to dig up the line in front of the property. The full cost for the work is still unknown. Mrs. Cook said that a potential claim has been filed with CIS should there be any request by the property owner.

Mayor Kirsch asked if the paint for the well heads is a special paint. Mr. Foltz said that it is an epoxy based paint to assist with stopping the corrosion. Mayor Kirsch said that he brought this up because whenever possible he would like to see us do business with local businesses. Mr. Foltz said that he only uses Sherwin-Williams for industrial paint such as this purchase and road paint.

**CITIZEN COMMENTS AND QUESTIONS:** Earnest Freeman, SW Ivy Street, said that he is again asking for something to be done about speeding down his street. Councilor Plotts said that she just spoke with Sgt. Klein about putting a speed reader sign on this street. This will also be added to the deputies focus patrol.

Councilor Trout said that there are a lot of streets that people speed on. Speed reader boards really make a difference in reminding people to slow down.

Dianne Moore, SE 3<sup>rd</sup> Avenue, said that she and Gay Stuntzner have had a long journey to try to landscape the piece of state owned property to the east of Circle K. The Mill City Volunteer Firefighters have agreed to be the umbrella 501C(3) for any grants that are applied for to get this work done. There are a couple of issues; lack of water, requiring hardscape and; maintenance of the culvert.

Mrs. Moore said that she would like to know if the Council would consider a transfer of ownership for this property if ODOT agreed to it as well.

Ann Carey, SW 1<sup>st</sup> Avenue, said that there are some things that need to be investigated before this decision is made, including looking at the possible need for additional right-of-way.

Mrs. Cook said that the Council should take time to do due diligence to consider the pros and cons of this request and allow staff to research what issues may need to be addressed before making a decision. The Highway 22 Access Management Plan needs to be reviewed as does the culvert and storm water runoff so that the City would be fully aware of what it would be taking on if this is something that is pursued.

**PRESENTATIONS:** None.

**PUBLIC HEARING:** No public hearings were held.

## **OLD BUSINESS**

Public Works Building Update: Councilor Plotts asked if the dumpster might make more sense if it is moved to the north side. Mrs. Cook said that she will make this suggestion.

Mrs. Cook said that the Planning Commission held the required public hearing for the site plan review at a special April 2, 2019 meeting. The notice of decision was included in the packet under Planning Commission Report/Record of Actions. There were a few minor modifications to the site plan that was presented. Those include:

1. Two additional paved employee parking to the east of the existing paved area at the well site.
2. Civil engineering for storm drainage needed to address the fuel storage area.
3. Exterior security lighting added near the fuel storage area.
4. Fencing added around the fuel storage area.
5. Modify fencing plan to remove that shown on west side to SE 4th Avenue.

Reid House Update – Public Input/Listening Session: The Reid House Committee is continuing to move forward with plans for use of the property and building. As the Council is aware, we have entered into a contract for architectural services to begin identifying any necessary changes to the structure in order to make it compliant with opening to the public.

Before the Committee gets too far in this process, it was decided that a public input/listening session should be held to allow members of the community to tour the building/grounds and to gather input on thoughts regarding how the Committee sees the building used as well as any suggestions attendees may have.

The session is scheduled for Sunday, April 28, 2019 between 2:00 p.m. and 4:00 p.m.

## **NEW BUSINESS**

Request for Support – HB 2449 (9-1-1 Tax): Cathy Orcutt, communications manager for Linn County Sheriff's Office and President of the Oregon APCO/NENA chapter, which represents the Public Safety Answering Points/9-1-1 Centers within the state submitted a request for a letter of support for HB2449.

HB2449 would increase the 9-1-1 tax (\$1.50) to ensure continued delivery of service as well as to upgrade technology to increase efficiency and extend the sunset of the tax.

Ms. Orcutt has provided a PowerPoint presentation for review and a draft letter of support. If the Council agrees that this is something the City of Mill City should support, staff will get a letter of support to Ms. Orcutt for inclusion in the record immediately.

Councilor Zeyen-Hall said that she would recommend a letter of support. Consensus to send a letter of support.

NW Alder St. Slide Area: Earlier this week Councilor Plotts stopped in to show Mrs. Cook a photo of a new slide area along the NW Alder Street embankment. After looking into the matter, it was found that the area is owned by the City of Mill City.

The photo was sent to City Planner David Kinney and City Engineer John Ashley for review. As a result, Marion County Road Department was brought into the discussion. A meeting has been scheduled for this Thursday to review the full slide area and discuss what steps, if any, can be taken to lessen or hopefully, stop erosion along the embankment.

Councilor Katlong stepped out of the room.

Professional Services Agreement - Municipal Judge: Mrs. Cook said that a professional services agreement for the Municipal Judge has been drafted and reviewed by Municipal Judge Steve Summers. He has no concerns and has signed the agreement. The Council needs to approve the agreement so that it can be signed as well.

**Councilor Trout** moved and was seconded by **Councilor Plotts** to Approve the Professional Services Agreement for the Municipal Judge. The motion passed, (5:0).

Councilor Katlong returned to his seat.

## **STAFF/COMMISSION REPORTS**

### City Recorder Report

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

*Out-of-Office; April 26, 2019:* Mrs. Cook said that she will be out of the office on the 26<sup>th</sup> to attend her son's college graduation.

*Drug Take Back; April 27, 2019:* The City's timeslot is 9-10AM. If anyone has any prescription drugs to turn in please stop by and give them to the Linn County Sheriff's representative at City Hall.

City Attorney Report: Mr. McGehee said that he and Mrs. Cook are working on a couple of things and should have items for update at the next meeting.

## **BUSINESS FROM MAYOR & CITY COUNCILORS**

**Mayor Kirsch** asked if everyone has turned in the SEI forms. They are due by the 15<sup>th</sup> of April. OGEC will assess fines if they are not in on time.

**Councilors Zeyen-Hall, Katlong and Plotts** had nothing to report.

**Councilor Trout** said that he attended the Marion County Commissioner's meeting last week and gave a brief update on the reports given by attendees. Those items included:

- SCSD Bond
- Mehama Youth Building
- Sewer District
- RR Bridge Centennial Photography Contest
- Mid-Willamette Valley Community Action for Veteran's
- MC Community Projects Grant
- GIS Imaging Project – Marion County
- Travel Salem
- 2020 Census Presentation
- Little North Fork Slide Work
- Mixing Towers Project – Ways to do without lowering lake
- Algae Bloom/Detroit Lake Levels
- Marijuana Impact on Marion County
- Councilor Trout gave a brief update on Mill City issues

Mr. Lundquist said that the Santiam Hospital gave \$2000 for the photography contest to use for prizes.

**Councilor Winn** said that the stumps have been removed from the public works building site. One still needs to be removed from the site.

Councilor Trout asked to hold an executive session. Mayor Kirsch said that the ORS will need to be identified. Mrs. Cook said that she can locate the ORS if it needs to be done this evening. Councilor Trout said that this would be for personnel. Mr. McGehee said that if it is concerning personnel then there are notification requirements that must be met first.

Mayor Kirsch said that Mrs. Cook has submitted the paperwork for the Bond Financing through the state to see if we can get some dollars for storm water improvements.

Mr. Lundquist said that one item he discussed with Mrs. Cook is looking into the costs that were outlined for the Grove Street improvements that were provided a number of years ago. These can be used to try to determine potential costs for other street improvements that may need to be done.

Mr. McGehee will do some investigation into the matter that Councilor Trout wanted to discuss and make a determination as to whether an executive session can or should be held.

**EXECUTIVE SESSION:** No executive session held.

#### **ADJOURNMENT**

The meeting was adjourned at 7:57 PM.

Prepared by:

Approved by:

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Stacie Cook, MMC  
City Recorder

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Tim Kirsch  
Mayor



# Accounts Payable

## Computer Check Register



User: VickiEmery  
 Printed: 04/18/2019 - 12:46PM  
 Batch: 00004.04.2019  
 Bank Account: USB

Check	Vendor No	Vendor Name	Date	Invoice No	amount
24636	460	Canyon Weekly, The	4/23/2019		
				20192733-2737	143.50
				20192733-2737	143.50
				20192733-2737	143.50
Check 24636 Total:					430.50
24637	319	Rustin Foltz	4/23/2019		
				04122019	24.16
				04122019	24.17
				04122019	24.17
Check 24637 Total:					72.50
24638	14	National Business Solutions	4/23/2019		
				INS7799	125.59
				INS7799	120.00
				INS7799	120.00
Check 24638 Total:					365.59
24639	33	No. Santiam Legal Ctr/Munic	4/23/2019		
				03312019Mun	507.50
Check 24639 Total:					507.50
24640	114	No. Santiam Legal Ctr./Court	4/23/2019		
				03312019Court	262.50
Check 24640 Total:					262.50
24641	9	NW Natural	4/23/2019		
				04252019	138.54
Check 24641 Total:					138.54
24642	147	OAWU	4/23/2019		
				26604	398.16
Check 24642 Total:					398.16
24643	374	Pitney Bowes	4/23/2019		
				1012005754	34.99
				1012005754	34.99
				1012005754	34.99
Check 24643 Total:					104.97
24644	1	Quill	4/23/2019		
				295810,6410225	152.20
					152.20

Check	Vendor No	Vendor Name	Date	Invoice No	amount
					304.40
		Check 24644 Total:			
24645	431	Stewart's Lawn Service	4/23/2019		
				1377	1,170.00
					1,170.00
		Check 24645 Total:			
24646	2	Verizon Wireless	4/23/2019		
				9827677185	40.34
				9827677185	40.34
					80.68
		Check 24646 Total:			
24647	491	Village Print Shop	4/23/2019		
				04102019	75.00
				04102019	100.00
				04102019	100.00
					275.00
		Check 24647 Total:			
					4,110.34
		Report Total:			



## ***PROCLAMATION***

### **“Mental Health Month”**

**WHEREAS**, mental health is essential to everyone’s overall health and well-being; and

**WHEREAS**, all Americans experience times of difficulty and stress in their lives; and

**WHEREAS**, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

**WHEREAS**, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

**WHEREAS**, mental health conditions are real and prevalent in our nation; and

**WHEREAS**, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

**WHEREAS**, each business, school, government agency, faith-based organization, health care provider, veteran’s groups and citizen has a responsibility to promote mental wellness and support prevention efforts; and

**WHEREAS**, the Linn County Mental Health Advisory Board, is emphasizing that there is no health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

**NOW THEREFORE**, I Timothy Kirsch, do hereby proclaim May 2019 as Mental Health Month in the City of Mill City. As the Mayor, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Mill City to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

**Dated this 23<sup>rd</sup> day of April, 2019.**

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**Tim Kirsch, Mayor**



*City of Mill City*  
P. O. Box 256  
Mill City, OR 97360  
Phone: 503-897-2302 ▪ Fax: 503-897-3499

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April 17, 2019

Scott Baughman  
SBC Construction, Inc.  
PO Box 943  
Mill City, OR 97383  
Email: [sbcconst@wvi.com](mailto:sbcconst@wvi.com)

**SUBJECT: Notice of Decision Approving Minor Partition  
File No. 2019-01  
T9S R3E Section 31AA, Tax Lots 02700 and 02800  
230 & 272 SW Ivy Street, Mill City, Oregon**

Dear Scott:

On Tuesday, April 16, 2019 the Mill City Planning Commission **approved** your application for a minor partition for your property at 230 and 272 SW Ivy Street in Mill City.

The Planning Commission's decision will be forwarded to the City Council for their consideration at the next regular City Council meeting on April 23, 2019. The Council may either ratify the decision or may call the matter up for a public hearing and City Council review and decision. If the City Council ratifies the decision, the decision is final unless it is appealed.

The effective date of this decision is **May 3, 2019 at 5:00 p.m.** unless the decision is appealed to the City Council or the City Council calls for a public hearing.

**I. Conditions of Approval:**

**FILE 2019-01 --- MINOR PARTITION**

The Planning Commission approved the minor partition application subject to the following conditions of approval.

- A. **Approved Map & Time Limit of Partition Approval.** The partition is approved as shown on the attached map, dated & stamped approved by the City of Mill City Planning Department. Approval is granted subject to the completion of the partition survey within one year from the date of City Council approval and compliance with all conditions of approval. The minor partition approval will expire April 30, 2020 if the plat has not been recorded.

**B. Survey.** A minor partition survey map must be recorded with Linn County no later than April 30, 2020. The survey must be prepared by a registered professional surveyor and comply with state law and the Linn County surveyor requirements for minor partitions. The partition plat map must show:

1. Parcels: Lots 1, 2 and 3 as shown on the approved partition map.
2. Easements & Deed Covenants:
  - a. Reference the existing City of Mill City Sewerage System Easement(s) on the final plat.
  - b. Provide a 7' wide PUE on the north boundary of Lot 1 adjacent to SW Ivy Street.
  - c. Provide a 25' access easement and maintenance agreement for the access driveway to serve Lots 2 & 3.

**C. Public Works Requirements:** The applicant shall complete the following public improvements prior to City approval of the final plat, unless otherwise specified below. Improvements will be designed and installed in accordance with the City of Mill City Public Works Design Standards and Construction Specifications.

***Permits:***

1. The property owner, or authorized contractor/representative, shall obtain a Type B Public Works Construction Permit from the City for any work performed in the public right-of-way.

***Streets:***

2. SW Ivy Street: Execute and record a deferral non-remonstrance agreement for future street improvements.

***Water & Sewer Services:***

3. Tap into the 8" water main on SW Ivy Street and install individual water services for each parcel prior to or concurrently with the issuance of any building permit. All water service lines and meters shall be installed as a single project.
4. Install new sewer interceptor tanks and sewer laterals for each parcel prior to or concurrently with the issuance of a building permit for each duplex on the site.

***Storm Drainage Plans:***

5. Submit and obtain approval for an on-site storm drainage plan for the project site prior to the issuance of any building permits for the site.

## **II. Building Permits**

No building permits may be issued until the applicant complies with the conditions of approval and the property owner obtains site plan approval from the City of Mill City.

## **III. Right of Appeal**

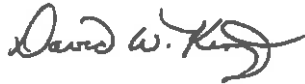
Any person aggrieved by this decision may file an appeal with City Council of the City of Mill City by filing an appeal in accordance with the appeal deadlines and requirements outlined in Mill City Municipal Code Chapter 16.52. The appeal must be filed within fourteen (14) calendar days of the mailing of this Notice of Decision, no later than 5:00 p.m., May 2, 2019.

Notice of Decision  
File 2019-01 Minor Partition -- 230 & 272 SW Ivy Street, Mill City, OR  
April 17, 2019

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If you have any questions regarding this decision, contact Stacie Cook at the City of Mill City.

Sincerely,

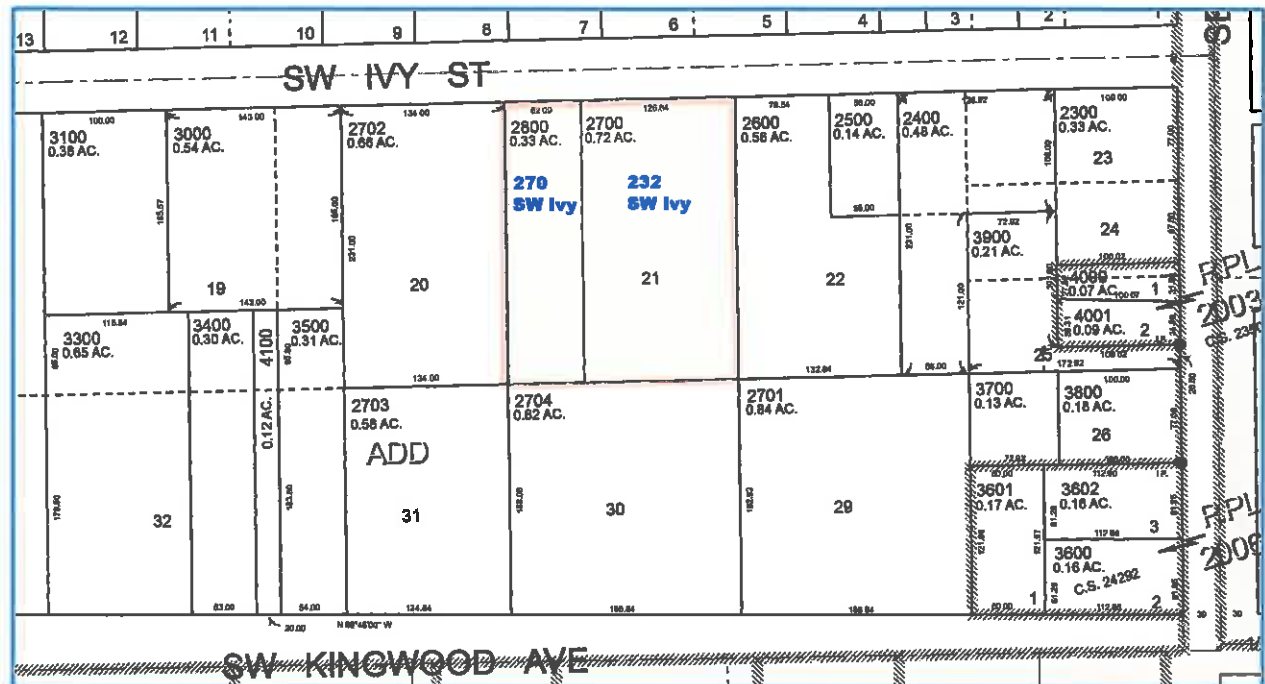


DAVID KINNEY  
Planning Consultant for the City of Mill City

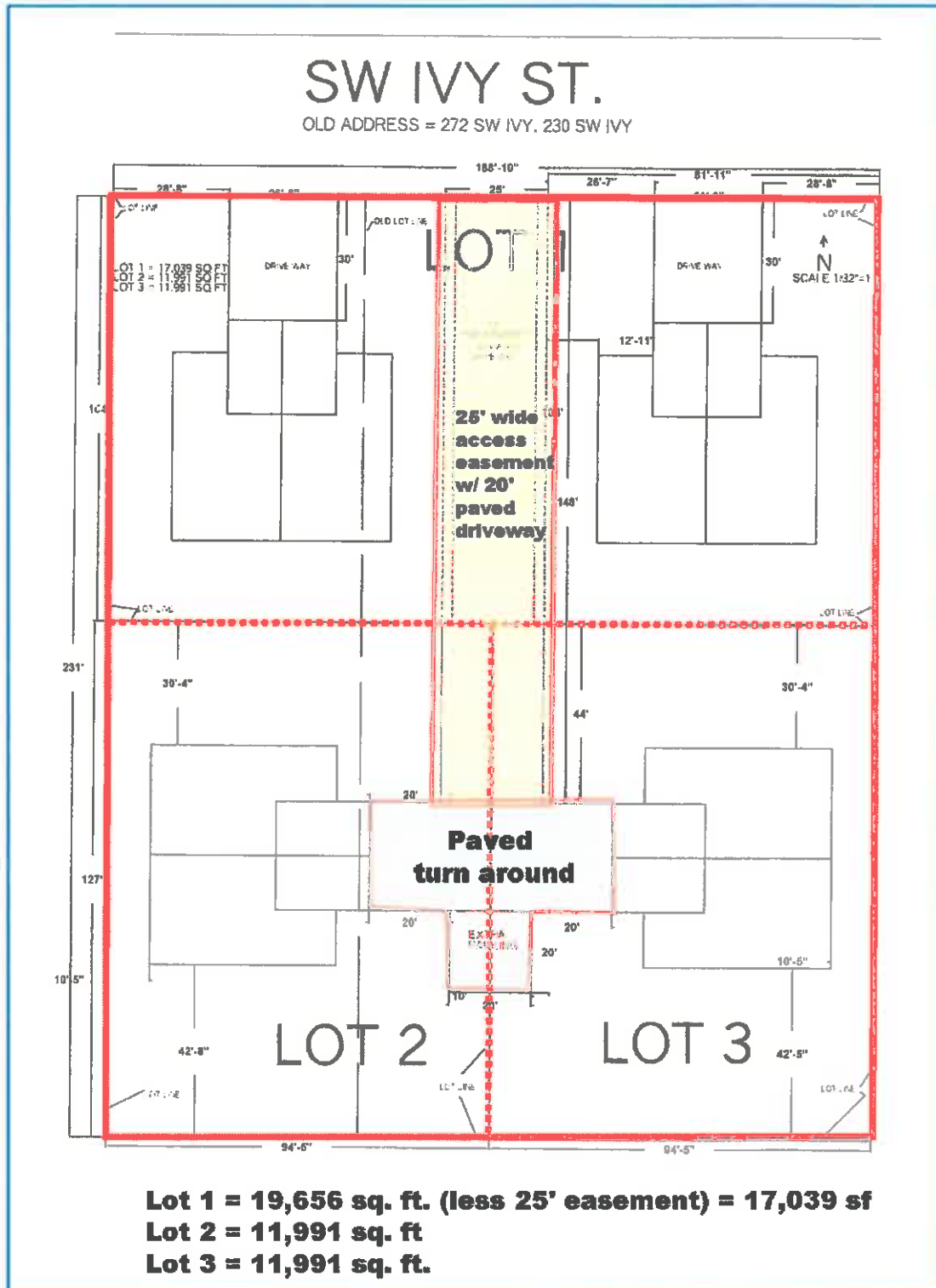
Enclosures: Map 1 – Area Map 230 & 272 SW Ivy Street, Mill City, Oregon  
Map 2 -- Approved Minor Partition Plan File 2019-01

cc: Stacie Cook, City Recorder  
City File 2019-01 Minor Partition  
City File 2019-02 Site Plan Review  
City Council

Map 1  
230 & 272 SW Ivy Street  
Proposed Site of Minor Partition / Replat  
File 2019-01



Map 2  
**230 & 272 SW Ivy Street - Minor Partition / Replat**  
**Map 9S 3E 31AA, Tax Lots 02700 & 02800**



Approved by the Mill City Planning Commission on April 16, 2019  
Subject to Conditions of Approval listed in the Written Notice of Decision dated April 17, 2019



**City of Mill City**  
P.O. Box 256  
Mill City, Oregon 97360  
Phone: 503-897-2302 Fax: 503-897-3499

## Memorandum

**Date:** April 18, 2019  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** Business for March 26, 2019 Council Meeting

**a. Presentation – Supporting Santiam Students Today for Tomorrow: Anita Leach & Todd Miller**

Anita Leach and Todd Miller will be in attendance to give a brief presentation to the Council on the Santiam Canyon School District bond measure that will be on the May ballot.

**Requested Action: None. Information Only.**

**b. Resolution No. 83X (836) –Requiring Development Fees to be Paid**

The City has had an increase in planning and building activity over the last year. We have multiple land use actions and permits open at any given time. This means that staff must track each of the applications/permits and ensure that we are collecting all fees associated with each. Because there are many times when multiple applications/permits are submitted at the same time, this can cause confusion and create additional work to check and double-check our records, which makes for a time consuming to process.

In addition, we have some fees that have yet to be collected from land use applications that were filed two or more years ago. Because the land use process has been completed for these, the City does not have any leverage in requiring collection, other than to lien the property. I spoke with City Attorney Jim McGehee about our options for collecting these outstanding fees as well as making certain that we don't run into the same issue for future actions. Mr. McGehee recommended that the Council adopt a resolution outlining the requirement that all fees related to land use/building must be paid prior to the City authorizing additional land use or building applications. This safeguards both the applicant/property owner and the City by making certain that the City stays on top of invoicing and that the City receives all outstanding charges.

Resolution No. 83X (836) was drafted by Mr. McGehee to address this matter. If the Council does not have any major concerns or changes, I would like to see the resolution approved as soon as possible.

**Requested Action: Motion to Approve Resolution No. 836 –  
Development Fee Requirements.**

c. **Staffing Discussion – Budget Impact Review Spreadsheet**

During the last discussion regarding staffing options there was confusion over the actual costs for the different options presented. Enclosed is a spreadsheet that breaks out each positions salary and benefits. As you read across the sheet there are seven columns; proposed budget, and staffing options 1-6, as presented during out previous discussions.

This spreadsheet clearly outlines the estimated costs for each current and proposed position and provides a total budget impact for the various staffing options. Please review the spreadsheet and let me know if there are any questions.

**Requested Action: Discussion.**

d. **Public Works Building Update – Estimated Cost**

Public Works Supervisor Russ Foltz and I met with Andy Medcalf and Richard Rothweiler on Wednesday to review the status of the public works building. The proposed project, not including modifications required per the site plan review process, was presented at \$497,000. This number also did not include the costs for site prep work that will be completed by City staff.

In order to reduce the project cost to around \$450,000, which allows for the staff items to be completed and potential change orders, we identified items which can be removed, completed by the City or held until a later date for a phased-in approach. These items include:

- Fencing
- Paving (bid with street projects)
- Parking curb stops
- ADA Parking stripping and signage
- Interior fencing for storage
- Change forced air to cadet heaters

With these changes, we believe the cost will be \$450,000+/- but will be provided an itemized cost layout for confirmation.

The pole building is being ordered at this time so that we have it by the time permits are approved. Final site engineering is being completed and will be provided to Mr. Foltz soon so that the site prep work can begin and be ready for placement of the building.

**Requested Action: None. Information Only**

e. **Other**

## RESOLUTION NO. 83X(836)

### A RESOLUTION REQUIRING THAT ALL FEES BE PAID BY A BUILDER OR DEVELOPER IN FULL PRIOR TO THE ISSUANCE OF NEW BUILDING PERMITS AND/OR THE TAKING OF ANY NEW APPLICATIONS FOR DEVELOPMENT AND/OR LAND USE APPLICATIONS.

**WHEREAS**, the City of Mill City has instituted over the years several development charges including but not limited to: building permit charges; land use permit fees and charges; system development fees; water and sewer hookup fees and charges and other miscellaneous fees for development of land within the corporate limits of the City of Mill City.

**WHEREAS**, it has been determined by the City Council of the City of Mill City that for good financial planning and management it is appropriate that a structure be put in place whereby all fees that are charged for the development of land within the corporate limits of the City of Mill City and the issuance of any and all development permits within the corporate limits of the City of Mill City be streamlined to insure that said fees are paid in a timely manner.

**WHEREAS**, it has been determined by the City Council of the City of Mill City that before a developer is allowed to start a new development project within the corporate limits of the City of Mill City said developer and/or developing company must have fully paid any and all outstanding development costs including but not limited to: any building permit fees that are due; any system development fees that are due; any land use fees that are due for application for land use and/or any fees that are due for the prosecution of any land use application such as Attorney fees; planning fees; engineering fees; notice fees; mailing fees in the like that maybe owed to the City through the process.

**NOW, THEREFORE**, be it hereby resolved by the City Council of the City of Mill City that

1. No new development permits including but not limited to: Building permits; occupancy permits; minor partitioning; subdivision; or any other development that requires a permit shall be issued until and unless the development company and/or the developer has paid current any and all outstanding development fees and/or costs that are due to the City of Mill City.

2. This resolution is effective immediately upon passage by the City Council of the City of Mill City.

Passed by the Council this 23<sup>rd</sup> day of April, 2019.

\_\_\_\_\_  
Mayor Tim Kirsch

ATTEST:

\_\_\_\_\_  
City Recorder Stacie Cook

# City of Mill City

## City Administrator & City Clerk - Budget Comparisons April 2019

Position	FTE	2019-20 Budget	Budget Comparisons					
			Option 1 Contract City Admin + CH/Reid (.65 FTE)	Option 2 Contract City Admin + CH/Reid (FT)	Option 3 City Admin (FT) + CH/Reid (.50 FTE)	Option 4 City Admin (FT) + CH/Reid (FT)	Option 5 Combined City Admin/City Rec + CH/Reid (.65 FTE)	Option 6 Combined City Admin/City Rec + CH/Reid (FT)
<b>SALARY</b>								
<i>City Administrator</i>	0.5		80,000	80,000	90,000	90,000	80,000	80,000
Contract (1000 hours @ \$80/hr)	1.0							
City Administrator (FT)	1.0							
City Administrator/City Recorder								
<i>City Recorder</i>		69,350	69,350	69,350	69,350	69,350	69,350	69,350
<i>Utility Billing/Court Clerk</i>		46,900	46,900	46,900	46,900	46,900	46,900	46,900
<i>City Hall / Reid House Clerk</i>	.5 to .65	24,000	24,000	24,000	24,000	24,000	24,000	24,000
CH/Reid House (.50 to .65 FTE)	1.0							
CH/Reid House (FT)								
<i>Finance Clerk</i>		39,200	39,200	39,200	39,200	39,200	39,200	39,200
<i>Municipal Judge</i>	PT	9,500	9,500	9,500	9,500	9,500	9,500	9,500
<i>Public Works Supervisor</i>	1.0	65,750	65,750	65,750	65,750	65,750	65,750	65,750
<i>Utility Maintenance Worker I</i>	1.0	48,500	48,500	48,500	48,500	48,500	48,500	48,500
<i>Utility Maintenance Worker II</i>	1.0	41,500	41,500	41,500	41,500	41,500	41,500	41,500
<b>Total Salaries</b>		<b>344,700</b>	<b>424,700</b>	<b>435,100</b>	<b>427,900</b>	<b>445,100</b>	<b>355,350</b>	<b>365,750</b>
<b>BENEFITS</b>								
<i>PERS</i>		82,000	82,000	85,600	107,100	111,200	85,000	89,000
<i>Worker's Comp &amp; Benefit Assessment</i>		15,700	15,700	16,300	19,700	20,500	16,100	16,900
<i>SS &amp; MC</i>		26,250	26,250	27,000	32,500	33,800	27,000	27,700
<i>Employee Insurance</i>		122,500	122,500	144,800	144,800	170,000	120,000	144,800
<i>Unemployment</i>		3,300	3,300	3,300	3,300	3,300	3,300	3,300
<b>Total Benefits</b>		<b>249,750</b>	<b>249,750</b>	<b>277,000</b>	<b>307,400</b>	<b>338,800</b>	<b>251,400</b>	<b>281,700</b>
<b>TOTAL BUDGET IMPACT</b>		<b>594,450</b>	<b>674,450</b>	<b>712,100</b>	<b>735,300</b>	<b>783,900</b>	<b>606,750</b>	<b>647,450</b>
<b>BUDGET ALLOCATION BY FUND</b>								
<i>General Fund</i>		189,350	229,350	250,000	260,000	284,400	203,750	222,000
<i>Street Fund</i>		53,650	57,650	57,500	59,700	62,000	54,000	55,000
<i>Water Fund</i>		181,750	199,750	208,800	214,300	224,500	181,000	191,450
<i>Sewer Fund</i>		169,700	187,700	195,800	201,300	213,000	168,000	179,000
<b>TOTAL BUDGET IMPACT</b>		<b>594,450</b>	<b>674,450</b>	<b>712,100</b>	<b>735,300</b>	<b>783,900</b>	<b>606,750</b>	<b>647,450</b>
Increased Cost if added to 2019-20 Budget								
		80,000	80,000	117,650	140,850	189,450	12,300	53,000

Note: The City added a Public Works Maintenance employee in March 2019 at a total salary & benefit cost of \$ 78,200 in FY 2019-2020.