



# CITY OF MILL CITY

## AGENDA OF THE CITY COUNCIL

April 25, 2017

City Hall

444 S 1<sup>st</sup> Avenue

Mill City, Oregon

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### WORK SESSION PUBLIC WORKS BUILDING

CALL TO ORDER/FLAG SALUTE    6:30 p.m.    Mayor Tim Kirsch

CITY COUNCIL ROLL CALL/INTRODUCTION OF STAFF    Mayor Tim Kirsch

DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST

#### 1. CONSENT AGENDA

- a. Approval of Minutes of Budget Committee Meeting, April 10, 2017
- b. Approval of Minutes of Regular City Council Meeting, April 11, 2017
- c. Approval of Accounts Payable

#### 2. CITIZEN COMMENTS

#### 3. PUBLIC WORKS BUILDING ACTION ITEMS

- a. Building Type
  - i. Stick
  - ii. Pole
  - iii. Steel
- b. Location – Must be 100' Minimum from Wellheads
  - i. North Side
  - ii. South Side
- c. Scope of Work
- d. RFP
- e. Other

#### 4. UPCOMING WORKSHOP ITEMS

- a. Personnel Handbook
- b. Fee Schedule
- c. Law Enforcement Contract/MOU

#### 5. INFORMATIONAL ITEMS

- a. Code Enforcement Report Through April 20, 2017

#### 6. ADJOURNMENT

## CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Wednesday	April 26, 2017	Annual Chamber Awards Night	6:00p.m.-8:00p.m.
Saturday	April 29, 2017	Drug Take Back – LCSO @ City Hall	9:00a.m.-10:00a.m.
Tuesday	May 9, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	May 16, 2017	Planning Commission Meeting	6:30p.m.
Tuesday	May 23, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	May 29, 2017	CITY HALL CLOSED – MEMORIAL DAY	
Tuesday	June 13, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	June 20, 2017	Planning Commission Meeting	6:30p.m.
Tuesday	June 27, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	July 4, 2017	CITY HALL CLOSED – INDEPENDENCE DAY	
Tuesday	July 11, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	July 18, 2017	Planning Commission Meeting	6:30p.m.
Tuesday	July 25, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	August 8, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	August 15, 2017	Planning Commission Meeting	6:30p.m.
Monday	August 21, 2017	SOLAR ECLIPSE	
Tuesday	August 22, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	September 4, 2017	CITY HALL CLOSED – LABOR DAY	
Tuesday	September 12, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	September 19, 2017	Planning Commission Meeting	6:30p.m.
Tuesday	September 26, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	October 10, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	October 17, 2017	Planning Commission	6:30p.m.
Tuesday	October 24, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	November 5, 2017	DAYLIGHT SAVINGS – SET YOUR CLOCKS BACK!	
Friday	November 10, 2017	CITY HALL CLOSED - VETERAN'S DAY	
Tuesday	November 14, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	November 21, 2017	Planning Commission Meeting	6:30p.m.
Thursday	November 23, 2017	CITY HALL CLOSED – THANKSGIVING DAY	
Tuesday	November 28, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	December 12, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	December 19, 2017	Planning Commission Meeting	6:30p.m.
Monday	December 25, 2017	CITY HALL CLOSED – CHRISTMAS DAY	
Tuesday	December 26, 2017	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	January 1, 2018	CITY HALL CLOSED – NEW YEAR'S DAY	

## **REQUEST FOR COUNCIL ACTION**

**DATE:** April 19, 2017  
**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 Budget Committee Meeting, April 10, 2017
- b. Approval of Minutes of Regular City Council Meeting, April 11, 2017
- c. Approval of Accounts Payable. Explanations of Out of the Ordinary Bills are Below
  - 1. Iverson, Ronald & Shawna; Water/Sewer Account Overpayment Refund
  - 2. Mountain West Utility; Road Bore – 305 SW Fairview St.
  - 3. Santiam Canyon School Dist; Permit Refund – City % Only Per CC Approval
  - 4. OR Unemployment Dept; Unemployment Charges Past Employee
  - 5. Wells Fargo; Water/Sewer Account Overpayment Refund

**MILL CITY  
BUDGET MINUTES  
Monday, April 10, 2017**

**Council President Trout** opened the meeting at 6:30 PM with the flag salute. Present were: Mayor Tim Kirsch and; Councilors Scott Baughman, Brett Katlong, Penny Keen, Dawn Plotts and Tony Trout. Budget Members present were Ann Carey, Janet Zeyen-Hall, Marge Henning, Angela Moreno, and Frances Villwock. Allison Smith-Goodwin was absent. Staff in attendance: City Recorder, Stacie Cook and Planner David Kinney.

**Citizens in attendance:** Roel Lundquist and Melody Munger.

**APPROVAL OF MINUTES:** Councilor Baughman said that he asked a bunch of questions at the last meeting and none of them are in there. Mr. Kinney said that he addressed them all.

**Ann Carey** moved, seconded by **Janet Zeyen-Hall** to approve the minutes of April 3, 2017. The motion passed unanimously.

**PUBLIC HEARING: State Revenue Sharing**

Chairman Trout opened the State Revenue Sharing Hearing at 6:31p.m.

**STAFF REPORT:** Mr. Kinney stated that the City elects to receive state revenue sharing funds via gas tax, 911 tax, liquor tax, cigarette tax and State highway tax. These funds, except for the State highway tax, which goes directly into the City's Street Fund, are deposited into the General Fund. The purpose of the hearing is to take public comment on the use of these funds.

**PUBLIC TESTIMONY:** Melody Munger said that she is in attendance this evening on behalf of the North Santiam Historical Society. Mrs. Munger thanked the Budget Committee for their support over the years and gave a brief update on the new medical exhibit that is being put together at the museum. The Historical Society is also in the process of digitizing the photos that have been donated to them throughout the years. This will help researchers looking for information on Mill City and resident history. Mrs. Munger requested that they be included as a line item within the budget for another \$1000 this upcoming fiscal year. Mrs. Munger submitted a letter which outlines this request to Mrs. Cook.

**QUESTIONS FROM BUDGET COMMITTEE MEMBERS:** None.

Chairman Trout closed the hearing at 6:37p.m.

**REVIEW CHANGES TO PROPOSED BUDGET DISCUSSED APRIL 3, 2017:**

Mr. Kinney said that the annual loan payment for the interfund loan from the General Fund to the Housing Rehab has been changed to reflect debt service instead of a transfer. The overall budget amount has changed to a total of \$4,587,732.

The allocation for the Public Works Supervisor has been changed to reflect the changes discussed at the last meeting. In addition, the health insurance allocations have been changed because the overall cost included the amount that the employees pay. This has now been changed so all of the costs went down slightly. A 90% allocation by the City and a 10% payment by employees is outlined within the budget.

The Street Fund narrative has been corrected to include notation of replacing 10+ signs per year and to reflect an ODOT settlement with disabilities group to replace ADA ramps reached in March 2017 under sidewalks and trail maintenance. ODOT has allocated multi-million dollars for this year to replace ADA ramps that do not comply with current standards. The City needs to make sure that any ADA ramps or trail approaches are ADA grade.

The Street Fund transfers has been updated to include a list of projects that have been discussed over the years. The costs will be removed before the final budget is completed.

The Railroad Bridge Fund narrative has had typos fixed. There are placeholders within the narrative also including an application to OPRD for work on the railroad bridge. The revenue assumptions includes grants from foundations in an unknown number but as a placeholder \$330,000 is shown.

SOB expenses are showing miscellaneous expenses of \$15,000 to cover any administrative costs or fundraising purchases. There is also \$120,000 for engineering/general contractor to pay for consulting services and \$600,000 for construction. The cost is unknown at this time but could be anywhere between \$600,000 and \$1 Million.

The Water Fund narrative has had errors fixed. These are highlighted. There has also been a notation that the Council discussed a 6.5% rate increase effective October 1, 2017 and authorization to immediately proceed with a water rate study by RCAC if funding is provided by IFA.

The Street Fund has SE Fairview south side added to the potential projects.

The Sewer Fund includes a notation of a possible rate increase effective May 1, 2017 and that the budget does not reflect the increase.

New General Fund sheets have been provided to update the personnel changes for allocations.

New Street Fund sheets have been provided to show updated figures in the personal services, which has left dollars to be allocated elsewhere. This is being reflected in city-wide capital improvements and contingency.

New Water Fund sheets have been provided to update the BFB by just under \$2500 as well as to update the personal services allocations. These increased within this fund.

Councilor Baughman had asked about water system supplies at the last meeting stating that he felt the amount provided was too low. This has been increased to \$5000. The contingency amount went down by about \$5000.

New Sewer Fund sheets have been provided to update the personal services figures, which have gone down slightly. The additional funding this provided has been added to pump station capital outlay. Contingency went down slightly and the Unappropriated EFB went up to \$50,000.

There was a rounding error in the General Facilities Fund. This has been fixed.

**REVIEW CHANGES TO FY 2016-2017 BUDGET: TRANSFERS AND/OR SUPPLEMENTAL BUDGET:**

Mr. Kinney said that the auditors noted that the transfer for the annual payment on the Housing Rehab Loan needs to be debt service. To comply with Oregon Budget Law a Supplemental Budget needs to be done adding a new line item for this expenditure. A sample resolution was provided for review.

A transfer resolution will need to be done to cover expenses in materials and services where it appears that there will be an over-expenditure. Roughly \$40,000 will need to be transferred from Personal Services to Materials and Services in the General Fund to cover these costs. In addition, \$3000 should be transferred in the Street Fund from Contingency to Personal Services. In the Water Fund \$7500 need to be transferred from Contingency into Materials and Services. This mainly covers the contract with the finance consultant, for the budget prep and for the temp agency. The Sewer Fund has the same issues as the Water Fund and a \$7500 transfer will have to be done. The Council will complete this resolution.

**REVIEW OF PROPOSED BUDGET:**

Railroad Bridge Fund: Councilor Baughman said that the budget says that the Council approved \$100,000 for this project and we have already spent \$100,000 on it. Taking \$33,000 out of the budget when funds are low shouldn't be done. Councilor Baughman said that he really has a problem when the original budget was around \$450,000 and now we are looking around three times that. Mr. Kinney said that the work on design and material has not been completed so the costs are unknown at this time. Councilor Baughman said that the costs have gotten completely out of control. Mr. Kinney said that the costs will depend on whether elements such as lighting, signage and other items are added to the project.

Roel Lundquist said that the City agreed to set aside \$33,000 per year for three years to ensure \$100,000 in budgeted funds for the City's match.

Mrs. Cook said that the City's commitment was half of the \$400,000 with the intention of setting aside at least \$100,000 in cash and going after grants for the balance but we did commit to \$200,000.

Mr. Kinney said that there are a few options; leave the \$33,000 in the fund so that it can be used as matching funds for grant applications, remove it and do a supplemental budget if it is needed as matching funds for future applications or include it in the next budget if it is needed. Angela Moreno said that the amount could be lower also. Mr. Kinney said that it could.

Councilor Baughman said that any grant received wouldn't be funded this year so matching funds aren't needed right now anyway. Mr. Kinney said that you need to be able to show matching funds for the grant applications, even if funding will not come through that same year. Councilor Baughman asked how much the grant match is for the OPRD grant that is being applied for. Mr. Kinney said that it is an 80% grant, 20% match.

Mr. Kinney suggested reducing the amount to half and leaving the balance of \$16,500 in the Street Fund under Unappropriated EFB.

Councilor Baughman said that time that Mr. Kinney or staff spends on the railroad bridge needs to be taken out of the General Facilities Reserve Fund.

Chairman Trout asked for a show of hands on the change to the transfer discussed above. The change was authorized by show of hands (6:5).

The total amount of the RR Bridge Fund is now \$718,834.

Street Fund: The BFB is anticipated to be \$170,093. The total amount for personal services decreases by roughly \$5000.

Funds have been allocated for storm drain facility plan and patch and maintenance at \$7500 each. Engineering services also includes \$7500 for any projects that may be done.

Capital Outlay includes funds for the computer software upgrade as well as citywide overlay work which is potentially for SE Grove Street. \$10,000 has also been included for storm sewer and drainage improvements.

The transfer to the RR Bridge Fund has now been reduced to \$16,500.

Councilor Baughman said that he would like to see the drainage facility line item be reduced to zero and to transfer the \$7500 to the Street Reserve Fund.

Mayor Kirsch asked what a basin study costs. Councilor Baughman said that the last time it was about \$5000.

Ann Carey asked if we are required to do a basin study for the TMDL. Mrs. Cook said that the way the

TMDL is written, yes, but if we are not going to be doing them then when the next 5-Year plan is written this needs to be removed. If we continue to have items in there that we are not doing then we will begin to be dinged by DEQ.

Mr. Kinney said that the proposal is to remove the \$7500 and transfer it to the Street Reserve Fund and asked for a show of hands on the change to the transfer discussed above. The change was not approved by show of hands (10:2).

Mr, Kinney said that a transfer could still be made to the Street Reserve Fund by reducing the contingency amount. Councilor Baughman suggested transferring \$60,000 instead of \$50,000.

Chairman Trout asked for a show of hands for this change. All in favor.

Street Reserve Fund: Mr. Kinney updated the transfer from the Street Fund to \$60,000 as was authorized and suggested that the additional \$10,000 be added to the Capital Outlay for Linn County line item. This increases the amount to \$90,000.

\$100,000 has been allocated in citywide and funds have been set aside for the south side of SE Fairview Street. Capital Outlay Marion County has \$40,000 allocated and sidewalks/ped paths has \$15,000.

With the exception of the Broadway project there is not another that is anticipated in the next year. Mr. Kinney suggested that Public Works Supervisor Russ Foltz go through town with Linn County Road Department and identify streets that could have overlay work done in the next couple of years.

Roel Lundquist asked if the SCA grant will be applied for this year. Mr. Kinney said that it should be. Agreement to add the SCA grant into the budget which increased the budget amount by \$50,000.

Housing Rehab Grant Fund: Councilor Baughman said that Mike Long had brought this up for many years thinking that we were spending money we shouldn't have been spending and for eight months the Council was told that it was okay. Mr. Kinney said that previous Council's had expressed an intent to continue to use the funds from the original grant to do more rehab loans. Councilor Baughman said that Mr. Long was talking about the second grant. Mrs. Cook said that the dollars that staff always discussed were the first grant not the second and it was always explained that whenever dollars from the second grant come in they go back to CSC; the City does not retain them.

Councilor Baughman said that this should be added to the narrative as it would solve any question later.

Mr. Kinney said that the revenue now show a debt service instead of a transfer.

Dollars have been allocated as \$75,000 for rehab loans, \$15,000 for administration and \$15,000 for housing code enforcement.

Councilor Baughman said that he would like to see the code enforcement amount increased. Mr. Kinney suggested reducing the rehab loans to \$60,000, loan administration to \$12,500 and housing code enforcement to \$32,500. Consensus to authorize these modifications.

General Fund: The BFB is anticipated to be \$108,384. The State Revenue Sharing figures are an unknown. So far the City has received just over \$8300. Staff is anticipating getting the historical figure of close to \$14,000. The budget assumes the \$14,000 in the next fiscal year.

Franchise fees from the phone company are continuing to decline. Other franchise amounts are up. The budget assumes \$32,000 in revenues.

Building permits are also an unknown. The budget assumes \$16,500.

Fine income has increased and with the deputies issuing more citations and is assumed at \$14,000.

Land use fees are budgeted at \$10,000 and grant income includes a small DLCD grant of \$1000.

Personal services expenses totals are \$120,500.

If the Linn County Sheriff's contract hours are kept at 301 then the total expense within the budget would be \$234,700.

Roel Lundquist said that this increase to the law enforcement contract is 6% and 3% is more reasonable. Dropping the hours to adjust for the hourly rate increase should be done.

Mr. Kinney suggested having the Budget Committee leave the numbers as presented to allow the Council to determine how they wish to proceed. The budget can be modified to reflect the Council's decision before the final adoption by Council.

The expenditures includes a \$1000 donation to the Canyon Life Museum. Clean Up Day costs have been increased slightly to \$4000.

Computer software upgrade costs have been increased slightly and a new line item has been changed to reflect debt service for the interfund loan. This still leaves \$98,852 for Contingency and Unappropriated EFB.

Councilor Baughman said that last year there were transfers of over \$80,000 which is a big reason why the fund balance reduced so much. Mrs. Cook said that \$50,000 of the transfers was a transfer into the General Fund from the Housing Rehab Fund and out.

Mr. Kinney said that the total amount of the budget is now \$4,631,232 with the changes made this evening.

The Committee can meet again next week to look over the budget again or go ahead with the approval of the budget and recommendation to the City Council.

Ann Carey said that she would like to see Mr. Kinney review our budget every three months and whether we are on course with getting to the point that we need to be.

Mayor Kirsch thanked Mr. Kinney for the work he has done on the budget.

**Mayor Kirsch** moved, seconded by **Councilor Baughman** to establish the tax rate of \$4.1578 per 1000. The motion passed unanimously.

**Councilor Baughman** moved, seconded by **Councilor Katlong** to recommend to the City Council to approve the FY 2017-2018 Budget in the amount of \$4,631,232. The motion passed unanimously.

## **ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.

Prepared by:

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Stacie Cook, MMC  
City Recorder



**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, April 11, 2017**

**Mayor Kirsch** opened the meeting at 6:30 PM with the flag salute. Councilors present were Scott Baughman, Brett Katlong, Penny A. Keen, Dawn Plotts and Tony Trout. Staff members in attendance were City Recorder, Stacie Cook, City Attorney Jim McGehee and Public Works Supervisor Russ Foltz.

**Citizens in attendance were** Roy Bertolani, Ann Carey, Lt. Michelle Duncan, Linn County Sheriff's Office, Dick Knowles, Linn County Mental Health Advisory Board, Roel Lundquist, Allison McKenzie, Gus Papazyan, Shannon Percy and Bill Sanderson.

**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.

Councilor Baughman noted a conflict of interest with an item in the payables and requested that this be pulled.

**CONSENT AGENDA**

Councilor Baughman pulled item 'f' of the consent agenda.

Mrs. Cook said that the OLCC licenses were updated in the consent memo but not on the agenda as it was already copied. The correct listing of license renewals is the memo, which includes J&S Deli and Trio Tavern.

Councilor Trout asked why Trio Tavern has two different renewals. Mrs. Cook said that they have two types of licenses that they apply for. Councilor Katlong added that they sell alcohol on site and beer to go.

Councilor Katlong asked what the municipal court refund to Wesley Goodell is. Mrs. Cook said it is a refund on an already paid court fine that the judge authorized. Councilor Katlong asked how much it is. Mrs. Cook said it is \$20.00.

**Councilor Trout** moved and was seconded by **Councilor Baughman**, to approve items a; Approval of Minutes of Regular City Council Meeting of March 28, 2017, c; Acceptance of Monthly Revenues & Expenditures Reports, March 2017, d; Approval of Waiver of Leak Charges to the Highest Consumption in the Previous Twelve Months for 745 NE Alder Street, e; Approval of OLCC Liquor License Renewals for the Following Businesses:

- |                           |                            |
|---------------------------|----------------------------|
| i. Broadway Videos & More | 233 SW Broadway St.        |
| ii. Mill City Market      | 829 S 1 <sup>st</sup> Ave. |
| iii. J&S Deli & Pub       | 100 SE Juniper St.         |
| iv. Trio Tavern           | 815 SW Linn Blvd.,         |

and, g; Approval of Proclamation Declaring May Mental Health Month in the City of Mill City, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (6:0).

Councilor Baughman said that he will not vote on the bills because of the billing from Mr. Kinney for a land use process he is involved with.

**Councilor Trout** moved and was seconded by **Councilor Keen** to approve item b; Approval of Accounts Payable. The motion passed, (5:0:1) with Councilor Baughman abstaining.

Councilor Baughman asked if the \$50 deposit is new or if it has always been in the resolution. Mrs. Cook said that it has always been in there. Councilor Baughman asked what the rates for sewer are currently without the proposed increase. Mrs. Cook stated the current rates and increases are:

Residential - \$38.52 to \$42.00  
Residential NIP - \$23.60 to \$25.75  
Churches/Lodges w/food service - \$48.40 to \$52.75  
Restaurants/Businesses w/food service - \$94.00 to \$102.50  
High School Auditorium - \$472.00 to \$514.50

**Councilor Baughman** moved and was seconded by **Councilor Trout** to approve item f; Approval of Resolution No. 804 – Setting Sewer Rates, of the consent agenda. The motion passed unanimously, (6:0).

Mrs. Cook will do a press release about the rate increases, add information to the website and include an article in the next newsletter. The increase in rates will show on the May consumption, June billing.

**LINN COUNTY SHERIFF'S REPORT:** Lt. Michelle Duncan, Linn County Sheriff's Office, gave the Linn County Sheriff's report for the month of March.

Councilor Katlong asked if it was reported that someone tried to break into the Quonset hut a few days ago. Lt. Duncan said that she is not aware of it at this time.

Allison McKenzie, GROW EDC, asked if the activity is typical. Lt. Duncan said that it is slightly up but still lower than the past few years.

Ms. McKenzie asked if the Neighborhood Watch program is assisting with keeping crime down. Lt. Duncan said that it is helpful to preventing crime.

Roel Lundquist, SW Linn Blvd., asked how Mill City's crime rate relates to other contract cities within the County. Lt. Duncan said that Mill City had great statistics for quite some time but there has been an increase in crime over the past year.

Councilor Plotts said that in August the Neighborhood Watch program will hold a National Night Out event in City Hall's parking lot and a deputy or two will be invited to attend.

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

**Pump Report** – This shows an extra million gallons than previous months but the wells kicked on at both the beginning and end of the month which could explain this increase.

**Sheriff's Substation** – The substation has been the main focus for the past month. The flooring needs to be installed. Thank you to Councilor Plotts for painting the room.

**Seasonal Mower** – It is time to advertise for out seasonal mower if we are going to hire one.

Councilor Baughman said that we need to change what we charge out for the public works employees. The water service that was just installed for the new house on Fairview Mr. Foltz was only charged out at \$37.00+ per hour. He should be at least \$50.00 per hour. The nuisance mowing needs to have a set rate as well.

Mrs. Cook said that the fees for nuisance mowing were never addressed. This means that whomever does the mowing is the fee we charge out, whether that be the seasonal mower or the

supervisor. The work that is done is the actual rate per employee. An administrative charge may be able to be tacked on. Mrs. Cook said that we charge actual costs for this work. Councilor Trout asked if we charge actual cost for administrative employees. Councilor Katlong added that the equipment should also be included. Mrs. Cook said that these are the questions that need to be answered in order to set the fees. All fees need to be looked at and raised to be true costs.

Mr. McGehee said that most cities tack on an administrative fee of 15% or 20% to cover the miscellaneous. Councilor Keen said that there should be a minimum cost. Mr. McGehee said that the city needs to be careful with setting minimum fees because you need to be able to justify costs.

Mr. Foltz said that Black Rock Asphalt will honor his bid and the work should be done within the next two weeks.

There was a sign pulled up at Hammond Park but the vandal was unable to throw it over the railing on the railroad bridge.

Councilor Trout said that there is not a sign for the speed bump on Wall Street when you are going west but there is one as you are going east and asked if there used to be one. Mr. Foltz said that he also asked about this and it was not known..

Councilor Katlong said that he and Mr. Foltz met with Consolidated Supply to discuss electronic meters. There is a special happening right now if you buy 150 meters. It comes with the meters, software and hardware. Mr. Foltz said that it is \$130,000 to do 150 meters. Eventually it would be nice to see these meters installed.

**CITIZEN COMMENTS AND QUESTIONS:** Allison McKenzie, GROW EDC, spoke briefly about the eclipse happening in August and the River Fusion 22 that is being planned for that summer along with the Dog Daze even the City has each year. Dog Daze is scheduled for this same weekend and it has been recommended by Travel Oregon that garage sales are not held when hosting visitors and tourists. This also may not be a great time for people hosting sales to get a lot of customers. Ms. McKenzie asked if the Council would consider moving the Dog Daze event to a different weekend this year.

Councilor Trout said that he is involved with a lot of non-profits in town that do participate in Dog Daze and most of them are planning to participate in the eclipse events instead of holding an event for Dog Daze.

Councilor Plotts and Mayor Kirsch said that they have no problem with changing the date.

Councilor Keen said that she agrees that last year did not go over well, partly due to the heat.

Councilor Katlong said that he doesn't want to cancel the event but change the date instead.

Ms. McKenzie said that she is willing to attend an upcoming meeting to discuss events that GROW EDC is currently involved with.

Dick Knowles, Linn County Mental Health Advisory Board, said that he tries to get out to each city in Linn County to request that a Proclamation be done which declares May as Mental Health Month and handed out information on mental health awareness.

Shannon Percy, Linn County Health Services, said that she is the coordinator of a program called Mental Health First Aide. A part of this program is a larger initiative that is being done in school districts for youth mental health and suicide awareness.

The first training in Mill City/Gates, in partnership with the local fire department, is set for Monday, May 15, 2017 from 8:00a.m. to 5:00p.m. This training is for people interested in working with youth to learn about mental illnesses and provide skills that can be used to assist troubled youth. Registration can be done through email, phone or online. Registration information is on the flyer provided this evening. The training is free thanks to a federal grant that Linn County received.

Mayor Kirsch said that Younglife is a potential contact for adults in this area. Councilor Katlong said that Younglife leaders have discussed learning more about mental health and would be very interested in being involved. Ms. Percy said that she is always willing to set trainings for individual groups so anyone interested should contact her if they want to attend.

Ms. McKenzie asked if there is training that is kids helping kids. Ms. Percy said that it is a work in progress because of the sensitivity of the issue.

Councilor Trout said that we have an influx of homeless and asked if there are programs that Linn County has to assist these individuals. Ms. Percy said that there is a mobile crisis unit with three staff which could be of assistance. Lt. Duncan said that Linn County Sheriff's Office is working closely with the mobile unit and learning what can be done to respond to these issues.

**PRESENTATIONS:** None.

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

#### **OLD BUSINESS**

Law Enforcement Services Options: A draft contract for law enforcement services has been provided from the Coalition of Cities. Mayor Kirsch said that the layout of the contract, which includes all contract cities and their respective information, is not what he had anticipated.

City Attorney Jim McGehee said that he has concerns with the contract language and layout. There are things that should be in the contract that are included in the exhibit instead. Lt. Duncan said that this contract has not gone before the County's legal counsel yet.

Mayor Kirsch said that the proposed budget includes 301 hours but the Council hasn't determined how many hours to go with. It will probably be at least 290 hours, which isn't too much of a change if the hours are reduced.

Mr. McGehee said that the more hours are cut the less traffic enforcement and ordinance citations that will be done. Fewer hours leaves less time for items such as these because the deputies have to focus on bigger items such as crimes.

Mrs. Cook asked for clarification on the time and a half language that is now in the contract, asking if this is a calculation that has always been used or if it is new and if this would include the deputy that drives in the parade. Lt. Duncan said that this is a new item that the Sheriff has indicated that needs to be included to cover actual costs for special events that deputies cover. In the past deputies on overtime weren't charged out as such for hours toward the contract.

Lt. Duncan asked if Mill City wants to have a two year contract. Mr. McGehee said that the only problem with having a two year contract is that if revenues go down and a reduction in hours is needed then there should be a way to change the contract.

Councilor Katlong will speak with Harrisburg and Brownsville about the Council's concerns.

Strategic Plan/Goal Setting Session: Mayor Kirsch said that Gary Swanson gave a presentation to the Council on completing a strategic plan and doing goal setting. This is something that requires a lot of time and commitment. The Council needs to determine whether this is

something that the City will pursue. Those that don't have time to dedicate or are not interested in dedicating time could bow out and the spots could be opened to other people such as members of the Planning Commission.

Mayor Kirsch asked the Council if they are willing to commit time which could be full Saturdays during an entire month. Councilor Trout asked what time frame we are looking at. Mayor Kirsch said that it is yet to be determined. Councilor Keen said that time of year is a big part in people having time to get the work done.

Consensus to begin the strategic planning process in fall/winter so that schedules are more open for the Council. Potential dates for the meetings will be discussed with Mr. Swanson and members of the group to outline the strategic plan would then be identified.

2017 Eclipse: In preparation for the influx of visitors to Mill City staff has reserved porta potties and trash receptacles for the eclipse. These will be placed throughout the community near public spaces to ensure that there is not overuse of and potential issues with the existing facilities.

On Call Policy: The Council has been discussing on call options for Public Works employees. The final decision was to offer 4 hours of comp time for each weekend day that the employee is on call. Sharon Harris, CCIS HR, indicated that she had reservations about using comp time as reimbursement and suggested that BOLI be contacted to confirm whether this would be legal.

Mrs. Cook checked with BOLI and was advised that comp time cannot be the only form of reimbursement. However, based on the information received, if we continue with the overtime should an employee be called out during non-work hours and so long as the limitations on the employee's time aren't so restrictive as to keep him/her from their normal routine this should work. Just to be sure this information has been provided to Jim McGehee for his review and legal opinion.

If the decision of comp time moves forward then a policy will need to be adopted that outlines the requirements and reimbursement for on call employees. This policy will then be incorporated into the personnel handbook.

Mr. McGehee asked if there is ever a time when the response needs to be only fifteen minutes. If the response time can be one hour then it is less restrictive and allows for the comp time because they can proceed with their regular routine instead of being stuck home. In addition the on call employee would need to be work ready which includes not being legally impaired.

Consensus to provide four hours of comp time per weekend of on call. A maximum of 16 hours of comp time can remain on the books at any one time. The on call employee must be within a 60 minute response time. Employee must comply with substance abuse policy as outlined within the personnel handbook.

Mr. McGehee said that he would recommend getting two or three other names of people in the area that can come in and take care of problems should it be necessary.

Councilor Katlong asked about a smoking policy. Mrs. Cook suggested implementing a tobacco policy that limits use to breaks only.

## **NEW BUSINESS**

RFP for Bond Counsel: Mrs. Cook has contacted three firms that provide bond counsel services and requested proposals by April 18, 2017.

Request for Waiver of Construction Noise Ordinance – Gus Papazyan: Gus Papazyan said that he has been hired to perform repairs at the Mill City Market which will require breaking out a large

portion of the wall. With the nearness to the front door and registers this work needs to be done at night when the store is closed. Some of the power tools being used are dangerous to customers.

Mayor Kirsch asked what times and how long the waiver is being requested for. Mr. Papazyan said that the first couple of days the demolition will be done so the most noise will take place then. It would start after closure and be most of the night for about a week to do the work. The noise can be kept to as much of a minimum as possible and as much prep work as can be done to minimize the noise in advance will also be done. Mr. Papazyan said that there will be no air compressors. An electric chipping hammer will be used and tapping out of the materials will be done if at all possible to minimize noise.

Councilor Katlong said that his concern is the neighbors and asked if the store could consider closing earlier in the day to keep the late hours to a minimum. Councilor Trout said that we'd probably get more complaints about the store closing early than the noise.

Councilor Keen said that she would prefer to see the demo work done on the weekend so that the neighbors have an opportunity to leave if they prefer. Mr. Papazyan said that he could do the demo on the weekend.

Mayor Kirsch said that the store should notify the neighbors within the area and advertise the work.

Roel Lundquist, SW Linn Blvd, asked how long a shift would be. Mr. Papazyan said that he would work until 2:00a.m. or 2:30a.m.

Ms. McKenzie suggested giving the neighbors a gift certificate to the store or for breakfast at a local restaurant. This could help alleviate the stress of the noise.

**Councilor Trout moved and was seconded by Councilor Keen to Grant a Noise Waiver for the Mill City Market to do Night Construction Repairs on an Exterior Wall for up to One Week Beginning Friday, April 21, 2017, According to the Requirements as Stated Above. The motion passed unanimously, (6:0).**

## **STAFF/COMMISSION REPORTS**

### City Recorder Report

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

*Out-of-Office; May 18-25, 2017:* Mrs. Cook will be out of the office May 18 to the 25<sup>th</sup> attending a conference.

*Drug Take Back; April 29, 2017:* Last October Linn County Sheriff's Office held a prescription drug take back day throughout the County with one pick up location being City Hall. The Sheriff's Office will be hosting another drug take back day this spring with the date scheduled for Saturday, April 29, 2017. City Hall will again be the site for Mill City with the time for drop off being 9:00a.m. to 10:00a.m.

*Circus – Kimmel Park:* The local 4-H group, Diamondback Clovers, hosts a circus in Mill City every couple of years. This year they will be bringing Culpepper & Merriweather Circus back to town. The circus will be set up in Kimmel Park the evening of Wednesday, May 24, 2017 with the shows on Thursday, May 25, 2017. The circus will be completely removed before Friday morning.

Councilor Baughman asked if people wanting to use the park have to come before Council prior to being allowed to do so. Mrs. Cook said that they do not. They just need to complete a facility use form and, in this case, provide a certificate of liability insurance naming the City as an additional insured. The time that something must come before the Council is when someone is hosting an event at which they want to have alcohol. The Council must authorize this.

*Bills Before the House/Senate:* Mrs. Cook said that there are a number of bills going before the House and Senate that could affect the City. If the Council is interested in keeping up with them, those that may impact Mill City are:

- HB3394 – Authorizes local governments to assess SDC's for disaster resilience and mitigation.
- HB3401 – Prohibits application of standards, conditions or procedures regulating development of needed housing on buildable land that have the effect of reducing development density below maximum density authorized in comp plan.
- SB327 – Fixes recreational immunity issues and covers employees of government.
- SB481 – Implements time restrictions for records requests. Would have a major impact on cities, especially small cities with minimal staffing.

Mr. McGehee said that the Council should write to Senator Fred Girod and Representative Sherrie Sprenger to voice concerns over bills that may impact the City and advising them of our desire to support or oppose them.

*SCSD Request for Waiver of Fee:* The school district is moving two light poles at the football field in order to enlarge the track. A building permit is required for this work, which has been processed. Superintendent Todd Miller has submitted a request to have the fees waived for the permit.

Councilor Baughman said that he feels we should be doing what we can to support the school and not charge the City's portion of the fee. Mrs. Cook said this is roughly \$25.00 or 20% of the total cost.

**Councilor Baughman** moved and was seconded by **Councilor Katlong** to Waive the City's Portion of the Building Permit Fee for the Santiam Canyon School District Lighting Project. The motion passed unanimously, (6:0).

*SEI Deadline:* The deadline for the SEI filing is this Saturday. There are still some members of the Council who have not completed their filing.

*WAVE Franchise:* WAVE has submitted a letter to the City outlining their intent to renegotiate the franchise with the City.

#### City Attorney Report

*424 SW Cedar Street Update:* There is an update scheduled for Monday to determine if any penalties are to be set. Mrs. Cook will take pictures this week and send them to Mr. McGehee to present to the court.

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

**Mayor Kirsch** had nothing to report.

Councilor Plotts asked when the budget would be discussed and approved. Mrs. Cook said that it would be provided in an upcoming Council packet. Councilor Baughman said that it needs to

be cleaned up first and that he would like to have the budget a week in advance of any further discussion.

**Councilor Baughman** said that three permits have been issued since the last meeting.

**Councilor Katlong** said that there is a recreational vehicle with a stovepipe close to the conditional use permit that was approved on SE 4<sup>th</sup> Avenue and asked if this one is also a conditional use. Mrs. Cook said that it is not.

**Councilor Keen** asked if the community garden will be done again this year. Mrs. Cook said that the garden was done privately and she is unsure whether anyone is still around to coordinate it.

**Councilor Plotts** said that she will be working on the law enforcement issues that were discussed tonight.

**Councilor Trout** asked for an update on the sink hole on the Marion County side of the City. Mrs. Cook said that last she was advised by Mr. Foltz, Marion County and ODOT were trying to determine who would be responsible for what and how much of the storm line would need to be replaced. It sounds as though this will be some time before it is complete.

Councilor Trout asked if the Council has ever considered yard debris service. Mrs. Cook said that it has been discussed and the potential cost was about \$15.00 to do so. However, if the Council elected to do this, everyone in the City would have to take the service. There would be no ability to opt out of it.

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

**ADJOURNMENT**

The meeting was adjourned at 9:43 PM.

Prepared by:

Approved by:

\_\_\_\_\_  
Stacie Cook, MMC  
City Recorder

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



## CITY OF MILL CITY

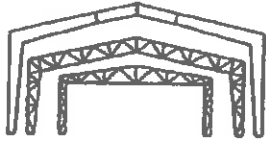
4/20/2017 12:17 PM

Register: US BANK - GENERAL FUND

From 04/12/2017 through 04/25/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/12/2017	23301	Kimberley Johnson	General	draw	800.00			75,047.13
04/14/2017			-split-	Deposit			10,978.29	86,025.42
04/14/2017			-split-	Deposit			935.67	86,961.09
04/18/2017			-split-	Deposit			11,400.24	98,361.33
04/18/2017			-split-	Deposit			935.67	99,297.00
04/18/2017			-split-	Deposit			5,986.01	105,283.01
04/25/2017	23302	Mountain West Utilit...	Water	2016-11 - 305 ...	800.00			104,483.01
04/25/2017	23303	Consolidated Supply	-split-		763.52			103,719.49
04/25/2017	23304	Express Employment...	General	Finance Temp ...	2,179.13			101,540.36
04/25/2017	23305	Ronald Iverson	Utility Refund	Water Hook U...	11.66			101,528.70
04/25/2017	23306	Nancy Kelle	GFR Fund	Lease - May 20...	750.00			100,778.70
04/25/2017	23307	Linn County Building	General	Building Permi...	14,726.79			86,051.91
04/25/2017	23308	Helen Merrill	GFR Fund	Lease - May 20...	750.00			85,301.91
04/25/2017	23309	Mill City Market Place	-split-		32.39			85,269.52
04/25/2017	23310	National Photocopy	General	Printing Cost	472.34			84,797.18
04/25/2017	23311	NW Natural Gas	General	City Bldg	156.44			84,640.74
04/25/2017	23312	OAWU	-split-	Consulting Fee	365.52			84,275.22
04/25/2017	23313	Oregon Department ...	ODOR / Payroll Tax	April 2017 - C...	926.00			83,349.22
04/25/2017	23314	Pitney Bowes	-split-	Postage Meter	59.97			83,289.25
04/25/2017	23315	Quill Office Supplies	-split-		240.43			83,048.82
04/25/2017	23316	Santiam Canyon Sch...	REFUND	Permit Refund	25.14			83,023.68
04/25/2017	23317	Unemployment Depa...	General	Unemp Claim	1,149.65			81,874.03
04/25/2017	23318	Verizon Wireless	-split-	Cell Phones Se...	90.80			81,783.23
04/25/2017	23319	Waterlab Corp	-split-	Lab Tests	1,147.50			80,635.73
04/25/2017	23320	Wells Fargo Financia...	General	Copy Machine ...	239.00			80,396.73
04/25/2017	23321	Wells Fargo Home ...	REFUND		10.00			80,386.73



**Web Steel Buildings Northwest**  
 .uc

**Web Steel Buildings NW**  
 37396 Ruben Lane  
 Sandy, OR 97055  
 855-668-7211  
 503-668-7211  
 503-668-9026 Fax

DATE:	19-Apr-17
Project Manager:	J. Stipe
Building System:	VAULTED
JOB#	0

CUSTOMER: City of Mill City	QUOTE No: JS17-033V	REV:	DATE:
ADDRESS:	PROJECT NAME: City of Mill City		
CITY STATE:	ZIP:	ADDRESS:	
PHONE:	FAX:	CITY STATE: Mill City	Or ZIP: 97360
CONTACT: Russ	E-mail:	COUNTY:	<input type="checkbox"/> FOB Sandy, OR

<b>BASIC BUILDING</b>	<input type="checkbox"/> EXPORT PACKAGE	<input checked="" type="checkbox"/> Freight Allowance
BUILDING TYPE: <input checked="" type="checkbox"/> SYMMETRICAL	<input type="checkbox"/> SINGLE SLOPE	<input type="checkbox"/> OTHER
Width: 50'	Length: 82'	Eave Height: 18'
Roof Slope: 3:12	Bay Spacing: 14', 14', 14', 12', 14', 14'	
Required Vertical Clearance Under Truss:		

Governing Code: <input checked="" type="checkbox"/> IBC 2012	<input type="checkbox"/> IBC 2015	<input type="checkbox"/> CBC 2010	<input type="checkbox"/> Other:	Seismic: Ss =	S1 =
LL / Roof Snow Load (PSF): 20 / 25	Wind Load (MPH): 120	Exposure: <input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	
Ground Snow Load (PSF):	Building is Heated: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Risk Category: II	Site Class:		
Collateral Load (PSF): 1.0	Describe:	Within 100 Miles of Hur. Coast: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Closure Classification: <input checked="" type="checkbox"/> ENCLOSED	<input type="checkbox"/> PARTIALLY ENCLOSED	<input type="checkbox"/> OPEN	Customer Initials:		

*It is the customer's responsibility to provide and ensure accuracy of all load data*

**Special Load Conditions:** Check all applicable boxes below and attach corresponding forms

Building Layout (Form 2)  Mezzanine (Form 6)  Point Loads (Form 7)  Other:

**FRAMING DATA** *Before signing Sales Agreement, be sure you understand which Truss System you are purchasing*

MAIN FRAMES: <input type="checkbox"/> Delta Truss	<input checked="" type="checkbox"/> Vaulted Clearspan Truss	<input type="checkbox"/> Hybrid Truss
LEFT ENDFRAME: <input checked="" type="checkbox"/> Bearing Frame*	<input type="checkbox"/> Expandable Full Load Frame	<input type="checkbox"/> Half Load Frame
RIGHT ENDFRAME: <input checked="" type="checkbox"/> Bearing Frame*	<input type="checkbox"/> Expandable Full Load Frame	<input type="checkbox"/> Half Load Frame
Left End Post Spacing: 13', 12', 12', 13'	*Bracing Required per WSB Design	
Right End Post Spacing: 13', 12', 12', 13'		
FRONT SIDEWALL BRACING: <input checked="" type="checkbox"/> Cable <input type="checkbox"/> Shearwall <input type="checkbox"/> Portal <input type="checkbox"/> Other	REVERSE CABLE BRACING: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
BACK SIDEWALL BRACING: <input checked="" type="checkbox"/> Cable <input type="checkbox"/> Shearwall <input type="checkbox"/> Portal <input type="checkbox"/> Other	STRUCTURAL PAINT: <input checked="" type="checkbox"/> Std. Prime <input type="checkbox"/> Other	

<b>ROOF DATA</b>		<b>WALL DATA</b>	
PANEL: <input checked="" type="checkbox"/> MI Magna Rib	<input type="checkbox"/> SSR: Ga: 29	PANEL: <input checked="" type="checkbox"/> MI Magna Rib	<input type="checkbox"/> R.R. <input type="checkbox"/> CF Ga: 29
FINISH: <input type="checkbox"/> Galvalume	<input checked="" type="checkbox"/> Standard Color:	FINISH: <input type="checkbox"/> Galvalume	<input checked="" type="checkbox"/> Standard Color
<input type="checkbox"/> Fixed Clip <input type="checkbox"/> Slip Clip <input type="checkbox"/> Thermal Block <input type="checkbox"/> UL 90		FASTENERS: <input checked="" type="checkbox"/> Standard	<input type="checkbox"/> Stainless Steel Length:
FASTENERS: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Stainless Steel	Length:	RAKE & EAVE TRIM COLOR:	
ROOF EXTENSION: None	PURLIN: WOOD	WALL TRIM COLOR TO MATCH WALL PANEL COLOR	
LOCATION:	SOFFIT:	SIDEWALL GIRTS: <input checked="" type="checkbox"/> WOOD <input type="checkbox"/> INSET <input type="checkbox"/> FLUSH <input checked="" type="checkbox"/> 2' O/C	
CANOPY: None	Clear Height:	ENDWALL GIRTS: <input checked="" type="checkbox"/> WOOD <input type="checkbox"/> INSET <input type="checkbox"/> FLUSH <input checked="" type="checkbox"/> 2' O/C	
LOCATION:	SOFFIT:	BASE: Girt <input checked="" type="checkbox"/> w/Base Trim <input checked="" type="checkbox"/> w/Base Closure	
EAVE CONDITION: <input checked="" type="checkbox"/> STD. <input type="checkbox"/> GUTTER <input type="checkbox"/> NO TRIM		LINER Height: Ln Ft:	Finish: Trim: <input type="checkbox"/> Yes <input type="checkbox"/> No

Wall Framed Openings								
Qty.	Sizes W x H	LEW	REW	FSW	BSW	Located By (Factory or Field)	Sill Height	Delete Panel
4	12x14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory		Yes
1	3x6'-8"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field		No
3	4x3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field	4'	No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Alternates	Unless noted on Page 2, Alternates are NOT Included in Total Building Cost	Cost	ADD Y/N
1. Foundation Design (standard thickened edge slab)		Included	
2. 2" CCB Insulation Roof only		Included	
3. Man door		Included	
4. Overhead doors and windows not included - by other		\$ -	

The Following Checked Forms are Integral Parts of this Order:

4 Modifications  6 Mezzanine Data  7 point Loads  2 Layout - General Instructions  3 Customer Information  Addendum #

WSBNW Quote No: JS17-033V

Rev:

JOB NAME: City of Mill City

DATE: 19-Apr-17

OPEN WALLS		Locations / Dimensions				Others	
		Front SW	Back SW	Left EW	Right EW		
Purposes for Open Wall Sections	Width:						
	Height:						
a.	Open for access or tie-in w/ Adjacent Structure						
b.	Infill wall by others						
c.	Wood or steel stud framing by others						
d.	Masonry or tilt-up walls by others						
e.	Wind perimeter beam brace to wall						
f.	Columns brace to masonry or tilt-up						
g.	Other:						

- THE FOLLOWING STANDARD EXCLUSIONS APPLY EXCEPT THOSE SPECIFICALLY NOTED OTHERWISE ON FORM 4:**
1. ALL RELATED COSTS OF MATERIAL AND LABOR FOR FOUNDATION.
  2. CONCRETE MASONRY UNITS, REINFORCING BAR, EMBEDS, SHIM STOCK, GROUT, AND NON SHRINK GROUT.
  3. ALL ATTACHMENTS STEEL TO CONCRETE.
  4. STAIRS, LANDINGS, RAILS, WALKWAYS, CATWALKS, GRATING, LADDERS, & EQUIPMENT PLATFORMS.
  5. ROOF CURBS, ROOF HATCHES, LOUVERS.
  6. OVERHEAD DOORS AND SUPPORT, MANDOORS, FRAMES. AND HARDWARE.
  7. GLASS AND GLAZING.
  8. ALUMINUM STORE FRONT WALLS AND WINDOWS.
  9. SINGLE PLY ROOF SYSTEMS.
  10. FIELD TOUCH-UP OF PRIMER (LABOR AND MATERIALS).
  11. ERECTION, FIELD SUPERVISION, FIELD TECHNICAL REPRESENTATIVE.
  12. SEISMIC BRACING FOR OTHER TRADES.
  13. SEALING OF WALL AND ROOF PENETRATION OF OTHER TRADES.
  14. ALL LIGHT GAUGE METAL FRAMING.
  15. INSULATION AND VAPOR BARRIERS.
  16. METAL STUDS, AND ANGLES AT PERIMETER PARAPETS.
  17. ROOF DRAINS AND INTERIOR DOWNSPOUTS.
  18. SMOKE CURTAINS AND FIREWALL MATERIALS.
  19. HAND AND OR POWERED SEAMING TOOLS REQUIRED FOR STANDING SEAM ROOF AND OR OTHER PANEL SYSTEMS.
  - 20.

BLDG. END USE			
MBMA End-Use Classification (Must be filled-in: Check One)			
101 ( ) Comm'l. Agri-Commodities Storage	400 Commercial	500 Community: Public & Private	601 ( ) Gov't Export
200 On-Farm Structures	401 ( ) Retail Stores	501 ( ) Recreational	700 All Other
201 ( ) Commodity Storage	402 ( ) Warehousing	502 ( ) Educational	701 ( ) Components
202 ( ) Other Farm Structures	403 ( ) Aircraft Hangars	503 ( ) Hospital & Health	702 ( ) Retrofit Roofs
300 Manufacturing	404 ( ) Freight Terminals	504 ( ) Churches	703 ( ) Retrofit Walls
301 ( ) Production	405 ( ) Office, Banks	505 ( ) Gov't. Admin. & Services	704 ( ) Other:
302 ( ) Warehousing	406 ( ) Commercial Auto	506 ( ) Passenger Terminals	
303 ( ) Equipment Service		507 ( ) Residential	

**WARRANTY:** SELLER MAKES NO WARRANTIES OF ANY NATURE WHATSOEVER, EXCEPT FOR SUCH EXPRESS WARRANTIES AS SET OUT IN THIS PURCHASE ORDER. Any warranty requests must be part of this purchase order.

STANDARD TERMS ARE 20% AT TIME OF ORDER, 40% PRIOR TO FABRICATION, AND BALANCE PRIOR TO DELIVERY OF BUILDING OR AS AGREED TO IN ADVANCE, BASED UPON CREDIT APPROVAL. WEB STEEL BUILDINGS NW RESERVES THE RIGHT TO PASS ON ANY MATERIAL COST INCREASES FROM WBSNW VENDORS OCCURRING AFTER THE DATE OF SIGNED CONTRACT. NOTIFICATION OF COST INCREASES WILL BE MADE PRIOR TO FABRICATION OF YOUR BUILDING.

ORDER REQUIREMENTS	<input type="checkbox"/> Standard Submittal Drawings (11X17) No of Sets: _____
You Must Check One <input checked="" type="checkbox"/> Fabrication Order <input type="checkbox"/> For Engineering	If more than four (4) sets are required, additional printing costs will apply.

EXCLUSIONS	PRICING RECAP	Bldg. Weight	PRICE (USD)
ANY ITEM NOT SPECIFICALLY STATED AS INCLUDED ON THIS DOCUMENT IS EXCLUDED. STANDARD WEB STEEL BUILDINGS NW PRODUCT SPECIFICATIONS ARE ASSUMED UNLESS OTHERWISE SPECIFIED ON THIS DOCUMENT. WEB STEEL BUILDINGS NW IS NOT RESPONSIBLE FOR ANCHOR BOLTS OR FOUNDATION DESIGN.	Base Building:		\$ 35,358.00
	Total of Alternates From Page 1:		\$ -
	Freight:		\$ 1,550.00
	Sales Tax:		\$ -
	<b>TOTAL BUILDING COST:</b>		<b>\$ 36,908.00</b>
<b>Price Validity: 15 Days from 20-Apr-17</b>	<b>TERMS Breakdown</b> <input checked="" type="checkbox"/> 20%	Plan Fee:	\$ 7,381.60
	40%	Fabrication Fee:	\$ 14,763.20
	+/- All Applicable Change Orders	Final:	\$ 14,763.20
	Exempt Tax Number:		<b>US Dollars</b>

Purchaser \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

# CITY OF MILL CITY CODE ENFORCEMENT REPORT

Date of Complaint	Street	Code Violation	Verification of Violation	Notice of Violation	Date for Compliance	Completed/Extension	Date moved to Citation (Cite)/Complaint (Comp)	Court Date	Result	Comments
1	180 SE Grove	Junk	10/13/2016	10/13/2016	11/3/2016	2/6/2017	Mailed info to CA 11/16	2/14/2017		Poss asbestos in junk
2	180 SE Grove	Vehicle	10/13/2016	10/13/2016	11/3/2016	2/6/2017	Mailed info to CA 11/16	2/14/2017		
3	781 SE 4th	Vehicle	10/13/2016	10/13/2016	11/3/2016	11/16/2016				
4	781 SE 4th	Vehicle	10/13/2016	10/13/2016	11/3/2016	11/16/2016				black car fixed?
5	237 SE Hazel	Vehicle	10/13/2016	10/13/2016	11/3/2016	11/16/2016				
6	1079 SE 4th	Zoning RV	10/13/2016	10/13/2016	NA	10/31/2016				PO got LU App
7	249 SE Grove	Zoning RV	10/13/2016	10/13/2016	NA	C-10/17/201				LL ck'd No Violation
8	260 SE Juniper	Vehicle	10/13/2016	10/13/2016	11/3/2016	11/10/2016				
9	1021 SE 2nd	Rec Vehicle	11/1/2016	11/2/2016	11/11/2016	11/14/2016				
10	1022 SE 2nd	Vehicle	11/1/2016	11/2/2016	11/18/2016	11/14/2016				
11	1177 SE 2nd	Rec Vehicle	11/2/2016	11/2/2016	11/11/2016	11/16/2016				
12	1177 SE 2nd	ROW car	11/2/2016	11/2/2016	11/11/2016	NA				car moves every 24hr
13	1138 SE 2nd	Rec Vehicle	11/2/2016	11/2/2016	11/11/2016	11/9/2016				
14	380 SW Broadway	Vehicle	10/6/2016	10/6/2016	10/27/2016		Mailed to info CA 11/16	2/14/2017		

15	10/6/2016	275 SW 5th 259 NE	Vehicle	10/6/2016	10/6/2016	10/27/2016	2/6/2017	Mailed info to CA 11/16	2/14/2017	
16	11/16/2016	Santiam 267 SE Hazel	Junk	11/16/2016	11/17/2016	12/2/2016	12/10/2016			
17	11/16/2016	St 267 SE Hazel	Vehicle	11/16/2016	11/17/2016	12/2/2016	12/10/2016			
18	11/16/2016	St	Vehicle	11/16/2016	11/17/2016	12/2/2016	12/10/2016			
19	11/21/2016	280 SE Hazel	Junk	11/22/2016	11/22/2016	12/6/2016	12/2/2016			
20	11/9/2016	325 SW 5th Ave	Vehicle	11/6/2016	11/9/2016	12/23/2016	1/9/2017			
21		280 SE Hazel	Ob of ROW	2/14/2017	2/17/2017	2/28/2017	4/4/2017			
22		246 SE Hazel	Zoning RV	2/22/2017	2/22/2017	3/25/2017	NA			
23	2/21/2017	344 NE 4th	Zoning RV	2/22/2017	2/22/2017	3/25/2017	NA			Owner said trailer is empty and tarped.
24		381 SW 4th	Vehicle	2/28/2017	3/7/2017	3/24/2017	4/4/2017			Requested Extension 3/10/2017
25		373 SW 6th 627 SE	Vehicle	2/28/2017	3/7/2017	3/24/2017	4/4/2017			truck current/runs-Removing junk
26		Fairview 710 SE	Junk	2/28/2017	3/7/2017	3/24/2017	4/4/2017			
27		Fairview	Junk	2/28/2017	3/7/2017	3/24/2017	Ext 4/3/17			
28		246 SE Hazel	Vehicle	2/28/2017	3/7/2017	3/24/2017				
29		189 SE Ivy	Vehicle	2/28/2017	3/7/2017	3/24/2017	3/8/2017			
30		190 SE Ivy	Junk/Vehicle	2/28/2017	3/7/2017	3/24/2017		4/4/2017		CA given info
31		393 SW Ivy	Junk	2/28/2017	3/7/2017	3/24/2017		4/4/2017		CA given info

32	132 SE Ivy	Vehicle	2/28/2017	3/7/2017	3/24/2017	Ext 4/14/17			Extended to 4/14
33	1111 SE 4th	VehicleX6	3/6/2017	3/8/2017	3/27/2017	4/4/2017			Requested Extension 3/15/2017
34	935 SE 4th	Vehicle	3/6/2017	3/8/2017	3/27/2017	4/4/2017			
35	380 SE Kingwood	vehicle	3/6/2017	3/8/2017	3/27/2017	3/16/2017			
36	267 SE Hazel St	Junk	3/7/2017	3/13/2017	3/31/2017		4/4/2017		CA given info
37	947 SE Hazel	Junk	3/7/2017	3/13/2017	3/31/2017		4/4/2017		CA given info
38	947 SW Hall	Vehicle	3/7/2017	3/13/2017	3/31/2017		4/4/2017		CA given info
39	947 SW Hall	Vehicle	3/7/2017	3/13/2017	3/31/2017	4/4/2017			
40	190 SE Grove	Vehicle	3/7/2017	3/13/2017	3/31/2017	4/4/2017			
41	337 SE Kingwood	Vehicle	3/7/2017	3/13/2017	3/31/2017	4/4/2017			
42	1019 SW 1st 313 SW	Vehicle	3/7/2017	3/13/2017	3/31/2017		4/4/2017		CA given info
43	Kingwood	Vehicle	3/7/2017	3/13/2017	3/31/2017	4/4/2017			
44	418 NE Alder	Vehicle	3/10/2017	3/15/2017	4/4/2017	4/4/2017			
45	418 NE Alder	Junk	3/10/2017	3/15/2017	4/4/2017	4/4/2017			
46	316 NE Alder	Vehicle	3/10/2017	3/15/2017	4/4/2017	4/4/2017			
47	292 NE Alder	Vehicle	3/10/2017	3/17/2017	4/5/2017		Mialed info to CA		
48	292 NE Alder	Junk	3/10/2017	3/17/2017	4/5/2017		Mailed info to CA		

