

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Tuesday	August 10, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	August 17, 2021	Planning Commission Meeting	6:30pm.
Saturday	August 21, 2021	DOG DAZE CITY WIDE YARD SALES	
Tuesday	August 24, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	September 6, 2021	CITY HALL CLOSED – LABOR DAY	
Tuesday	September 14, 2021	Municipal Curt	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	September 21, 2021	Planning Commission Meeting	6:30p.m.
Tuesday	September 28, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	October 12, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	October 19, 2021	Planning Commission Meeting	6:30p.m.
Tuesday	October 26, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	November 9, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	November 11, 2021	CITY HALL CLOSED – VETERANS DAY	
Tuesday	November 16, 2021	Planning Commission Meeting	6:30p.m.
Tuesday	November 23, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	November 25, 2021	CITY HALL CLOSED – THANKSGIVING DAY	
Tuesday	December 14, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30a.m.
Tuesday	December 21, 2021	Planning Commission Meeting	6:30p.m.
Thursday	December 24, 2021	CITY HALL CLOSED – CHRISTMAS EVE 12:00p.m.	
Friday	December 25, 2021	CITY HALL CLOSED – CHRISTMAS DAY	
Tuesday	December 28, 2021	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.

**REQUEST FOR COUNCIL
ACTION**

DATE: July 23, 2021
TO: Mayor Kirsch and City Councilors
FROM: Stacie Cook, MMC, City Recorder
REGARDING: Consent Agenda Items

- a. Approval of Minutes of Regular City Council Meeting of July 13, 2021
- b. Approval of Accounts Payable
- c. Approval of 2% COLA for All Permanent City employees as Adopted in the 2021/2022 FY Budget

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, July 13, 2021**

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

Citizens in attendance were Ann Carey, Lt. Brandon Fountain, LCSO, Marge Henning, Roel Lundquist and Gary Olson.

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

CONSENT AGENDA:

Councilor Zeyen-Hall moved and was seconded by **Councilor Plotts**, to approve items a; Approval of Minutes of Regular City Council Meeting of June 22, 2021, b; Approval of Accounts Payable, c; Acceptance of Monthly Revenues & Expenditures Report, June 2021, d; Authorization for Cedar Creek Pedestrian Bridge Design to be Completed by Linn County Road Department, and e; Authorization to Direct Mayor Kirsch to Sign Easements with Mike Erdman for Sidewalk/PUE/Water at 150 N 1st Avenue. Mrs. Fredrickson polled the Council. The motion passed unanimously, (4:0).

Roel Lundquist, SW Linn Blvd., suggested that additional details be given for items on the consent agenda. Mayor Kirsch said that questions can be asked at any time by the public. City Attorney Jim McGehee said that a citizen can speak with a Council member to request that an item be removed from the consent agenda for discussion.

Ann Carey, SW 1st Ave., asked if the City is paying Linn County for the Cedar Creek Pedestrian Bridge design. Mayor Kirsch said that the payment will be coming from insurance.

LINN COUNTY SHERIFF'S REPORT: Lt. Brandon Fountain gave the LCSO report for the month of June. Stolen vehicles and thefts from vehicles have become more prevalent.

Mayor Kirsch said that he was recently made aware of a large event that is scheduled for late July and is to be held just outside of City limits off of SW Kingwood St. that has several citizens concerned, noting that he wanted to be sure that the LCSO is aware.

Gary Olson, SW Spring Str., said that a lot of mailboxes were open during his morning walk on SW Spring St., noting concern about possible mail theft.

PUBLIC WORKS REPORT:

Pump Report: Public Works Supervisor Russ Foltz said that the June pump report shows loss down from the month of May.

Construction Update: The school project is almost finished which will free up some time for other projects.

The SW Broadway St. project is close to completion with only paving left. Contractors will continue onto Wall St. after to complete grinding, overlay and concrete.

Phase 1 of the waterline replacement project is planned to begin Monday on the S 1st Ave. water main. Extensive discussions with all parties involved in construction projects were held to coordinate traffic as S. 1st Ave., SW Broadway St. and the Railroad Bridge will be under construction at the same time.

WWTP Filter Ponding: A scheduled jetting of the filter return line was cancelled due to the extremely hot weather. Mr. Foltz is looking to reschedule soon.

Mr. Foltz said that he has not had any luck contacting the company that was supposed to fix the generator at the well site. A company rep finally advised that the contact the City had retired and assisted with scheduling someone else to come out.

Greywater Overflow: Mr. Foltz said that there was a greywater overflow incident on NW Alder Street recently. It was determined that an influx of water into the system was the original cause, with a second issue the following Friday resulting from the original problem. Mr. McGehee said that the City may want to consider submitting a claim for reimbursement from the contractor who caused the influx to occur. DEQ has been notified of this incident.

Mr. Foltz said that the OAWU conference will be August 8 to 14, 2021 in Seaside.

Mr. Lundquist complimented the new seasonal laborer, Logan Solus, for doing a great job weed eating the railroad ROW. Mr. Foltz said that Mr. Solus is doing an excellent job.

CITIZEN COMMENTS/QUESTION: Mr. Lundquist requested follow up information on the Reid House and that the issue be scheduled for a workshop. Mayor Kirsch said that it is on his radar to schedule a meeting with the family to solidify their thoughts on what they would like to see done with the property.

PUBLIC HEARING: None Scheduled.

PRESENTATIONS: None Scheduled.

OLD BUSINESS:

Water Project Update: Mrs. Cook said that staff was considering adding a section of waterline to the S 1st Ave. work, however, due to the waterline on the Railroad Bridge being offline this request is being withdrawn.

TIGER Grant / Wall Street Overlook Update: Mrs. Cook said that after a meeting with Linn County representatives about the status of the TIGER grant, it looks as though there will be available grant dollars remaining after the project components have been completed. The City was asked if there are any additional items that they would like to see added to the project, specifically around Wall St. After conversations with Linn County, Keller & Associates and Landscape Architect Brian Bainson, elements within the Wall St. Plaza & Overlook project were identified. These include the sidewalk work at the west end of NE Wall St., curbing, electrical, some landscaping and some street furniture.

Mrs. Cook said that a resolution has been presented to Council this evening for consideration of adoption. The work identified for addition to the TIGER grant is not all within the right-of-way. In order to preemptively work through this possible roadblock, staff is requesting that Council declare two parcels, which include project elements, as right-of-way. Resolution No. 871 does this. Mayor Kirsch asked if this work would include the entrance to the parking lot. Mrs. Cook said that the project will not extend that far because if there are any changes to run-off a new environmental study will have to be completed.

Mrs. Cook said that a motion to adopt Resolution No. 871, which would declare Marion County Assessor's Map 093E29CC Tax Lots 1300 and 1500 as public rights of way for use as public streets and recreational trails is needed.

Councilor Plotts moved and was seconded by **Councilor Winn** to Adopt Resolution No. 871 Declaring Certain Properties Within the City as Public Rights-of-Way. The motion passed unanimously, (4:0).

Mrs. Cook said that the original concept for the overlook was to use the existing concrete pad where the old public works building stood but after testing it was found inadequate and has to be removed. Keller & Associates said that there needs to be necessary geotechnical work for a retaining wall below the existing building foundation. The retaining wall will ensure that the ground remains stable and provide for additional design opportunities as the City moves forward with future phases of park improvements. An amended contract for this work was provided by City Engineer John Ashley for Council review and will allow Keller & Associates to move forward with the geotechnical work if approved.

Councilor Plotts moved and was seconded by **Councilor Winn** to Authorize Addendum No.1 to Task Order #CE-21-1 for Mill City Falls Park in the Amount of \$9,900.00. The motion passed unanimously, (4:0).

Mr. Lundquist asked if the funds to pay for the wall will come from the TIGER grant. Mrs. Cook said that the dollars will come out of the City's budgeted funds that were allocated for this project.

NEW BUSINESS:

Request for Letter of Support – North Santiam Watershed Council: Mrs. Cook said that Rebecca McCoun, North Santiam Watershed Council, has requested a letter of support for the NSWC Congressional Spending Request. The request was for \$2.1+/- million to complete riparian and upland forest restoration, fuels reduction and fire-wise planning at the rural community-wildland interface and forest replanting along main rural transportation corridors after hazard tree removal. Mrs. Cook said that while this is a good project, she did not want to move forward without Council support. Consensus to provide a letter of support.

STAFF/COMMISSION REPORTS

City Recorder Report:

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

Building Repairs: Repairs to the building have been completed, however, there are two minor items that Mrs. Cook will contact the contractor about: replacement of the rubber base in the building and the downspout repair.

OAMR Conference – September 29 to October 1, 2021: Mrs. Cook said that the annual OAMR conference will be held September 29 to October 1, 2021 in Newport.

Mrs. Cook said that the 4th of July Committee sent a letter with an update on the celebration for the Council, which was placed at each member's seat.

Mrs. Cook said that she spoke with a representative of a non-profit that works for veterans who asked about the tree felled into the 7th Day Adventist property and indicated that the wood would be cut and sold for firewood if donated. Consensus to donate to non-profit after verification of status.

Mrs. Cook said that she was contacted by a prior resident of the City's RV site requesting to return. The location that the person moved to is now being sold. Consensus to allow return to RV park.

City Attorney Report: Mr. McGehee said that he filed a nuisance complaint in the muni court today.

BUSINESS FROM MAYOR & CITY COUNCILORS

Councilor Winn said that the merry-go-round in Kimmel Park is fixed and works great.

Councilor Plotts said that she is still checking into options for sheds for the RV site. Mayor Kirsch said that it was suggested to him that the Wildfire Long Term Recovery group be contacted about providing sheds.

Councilor Plotts thanked all of the volunteers for working so hard at Kimmel Park to ready it for the 4th of July, Flowers were planted in the planter by the bathrooms, the kiddie toys were cleaned and painted. Benches and picnic tables are next on the list for repairs and painting.

Councilor Zeyen-Hall also expressed appreciation for all the hard work at the park and added that drug paraphernalia has been found recently in the park, asking that LCSO be notified if more is found.

Mayor Kirsch said that Keller & Associates will be presenting the sewer project plans at a Town Hall meeting, which will be held via Zoom on July 14 at 6:00 PM. Two options will be presented with pros and cons for each system. Mayor Kirsch said that NSSA was granted \$50 Million from the Legislature. The Mill City/Gates portion of the project will be allocated \$40 Million and \$10 Million for other project elements.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT:

The meeting was adjourned at 7:59PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor

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

Memorandum

Date: July 23, 2021
To: Mayor Kirsch and Council
From: Stacie Cook, MMC, City Recorder
Subject: Business for July 27, 2021 Council Meeting

a. Petition ID # 2021-01 Qualification for Ballot

Petition ID # 2021-01, which asks for a repeal to the ban on marijuana sales, manufacturing, production, etc. in Mill City, has qualified to be placed on the ballot. I will submit the appropriate paperwork to the Linn County Clerk's Office to have this measure included on the November ballot.

Requested Action: None. Information Only.

b. Public Works Staffing Update/Request to Advertise Temp P/T

Public Works Maintenance Worker Jerry Curtis is on leave for an undetermined period of time. In Mr. Curtis's absence, the City is in need of a part-time employee to assist with public works duties. I would like authorization to place an immediate advertisement for a part-time person. My recommendation would be to advertise as a temporary position with a potential for employment up to six months.

Requested Action: Motion to Direct Staff to Advertise for a Temporary Part-Time Public Works Employee.

c. RV Site Lease

The City's lease for the RV site ends in December. I would like to have an initial conversation about whether the Council would like to consider requesting an extension of the lease and if so, how long. If the determination of Council is to let the lease expire then we need to provide as much notification to those residing on site as possible so that they are able to find new accommodations.

Requested Action: Discussion.

d. **Beachie Creek Fire One Year Anniversary**

The one year anniversary of the Beachie Creek wildfire is less than two months away. Marion County has stated that they are hoping to have each community affected by the fire participate in some kind of event marking the disaster.

Mayor Kirsch will provide additional information on this item at the meeting.

Requested Action: Discussion.

e. **Miscellaneous City Recorder Items**

- i. *Finance Clerk Review:* Finance Clerk Lacy Classen has had her annual performance evaluation. Mrs. Classen has met or exceeded all expectant standards for her position. She has shown herself to be a quick and independent learner and has easily cleaned up a number of outstanding items that were in need of review and organization.

Based on this review I am recommending a one-step salary increase from Step 1, \$17.20/hr to Step 2, \$17.88/hr of the salary scale.

Requested Action: Motion to Approve a One-Step Salary Increase from Step 1, \$17.20/Hr to Step 2, \$17.88/Hr of the Salary Scale for Lacy Classen.

- ii. *Railroad Bridge – National Historic Register:* We have received official notification that the Railroad Bridge has been placed on the National Historic Register. This was a mitigation requirement in order to modify the materials used during the rehab process.

Requested Action: None. Information Only.

f. **Other**



Oregon

Kate Brown, Governor

Parks and Recreation Department

State Historic Preservation Office

725 Summer St NE Ste C

Salem, OR 97301-1266

Phone (503) 986-0690

Fax (503) 986-0793

www.oregonheritage.org

July 13, 2021

Mr. Tim Kirsch
City of Mill City
P.O. Box 256
Mill City OR 97360



Dear Mayor Kirsch:

It is my distinct pleasure to inform you that the property listed below, nominated by the Oregon State Advisory Committee on Historic Preservation and the Oregon State Historic Preservation Officer, was officially listed in the National Register of Historic Places on 6/22/2021.

MILL CITY SOUTHERN PACIFIC RAILROAD (SPRR) BRIDGE
N 1ST AVE
MILL CITY
NRIS # SG100006686

Listing in the National Register is intended to provide recognition of a property's significance as well as encourage its preservation. Please see the enclosure which explains in greater detail the results of listing in the National Register.

If you have further questions about the National Register designation of your property, please contact Robert Olguin, Tax and National Register Programs Coordinator, at 503-602-2468.

Sincerely,

Christine Curran
Deputy State Historic Preservation Officer

Encl.

cc: Mayor Tim Kirsch
Mr. George Kramer

