



# CITY OF MILL CITY

## AGENDA OF THE CITY COUNCIL

August 22, 2017

City Hall

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

Mill City, Oregon

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### WORK SESSION

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 Regular Council Meeting, August 8, 2017
- b. Approval of Accounts Payable

#### 2. CITIZEN COMMENTS

#### 3. PUBLIC WORKS BUILDING UPDATE

#### 4. STRATEGIC PLANNING/GOAL SETTING START DATE

#### 5. INFORMATIONAL ITEMS

- a. Code Enforcement Report Through August 10, 2017
- b. Card of Thanks – Senior Meals on Wheels

#### 6. ADJOURNMENT

### CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

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.

**REQUEST FOR COUNCIL  
ACTION**

**DATE:** August 10, 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 Regular City Council Meeting of August 8, 2017
- b. Approval of Accounts Payable. Explanations of Out of the Ordinary Bills are Below
  - 1. DEQ; Annual WWTP Permit Fee
  - 2. Key Concepts; Kimmel Park Restroom/Concession Re-keying
  - 3. Village Print Shop; Business Cards

**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, August 8, 2017**

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

**Citizens in attendance were** Lt. Michelle Duncan, Linn County Sheriff's Office, and Roel Lundquist

**DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST:** Council President Trout 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 said that he has a conflict of interest with the accounts payables.

**CONSENT AGENDA**

Mrs. Cook said that there are two items which need to be added as items d and e of the consent agenda; Acceptance of Resignation of Roy Ramirez and Direction to Staff to Advertise the Vacancy and Approval of Temporary OLCC Liquor License for Trio Tavern, 815 SW Linn Blvd, August 19-22 Between the Hours of 10:00 AM and 12:00 AM.

Councilor Katlong requested that items 'b' and 'e' be pulled from the consent agenda.

**Councilor Plotts** moved and was seconded by **Councilor Keen**, to approve items a; Approval of Minutes of Regular City Council Meeting of July 25, 2017, c; Acceptance of Monthly Revenues & Expenditures Reports, March 2017, and d; Acceptance of Resignation of Roy Ramirez and Direction to Staff to Advertise the Vacancy, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (6:0).

Councilor Baughman declared a conflict with item 'b' and will abstain from voting. Councilor Plotts asked about the payment to Dreamland. Mrs. Cook said that this payment covered the visitation to both potential sites and a report on the pros and cons of both. It was noted that this is a service and cost in addition to what the group SKATE was asking Dreamland to do.

**Councilor Katlong** moved and was seconded by **Councilor Keen** to approve item, b; Approval of Accounts Payable. The motion passed, (4:0:1) with Councilor Baughman abstaining.

Councilor Trout asked about item 'e'. Consensus of the Council that there are no concerns with this matter.

Roel Lundquist, SW Linn Blvd, asked for clarification on the dates. Councilor Katlong said that he believes it would be three days, ending the morning of the fourth.

**Councilor Baughman** moved and was seconded by **Councilor Katlong** to approve item e; Approval of Temporary OLCC Liquor License for Trio Tavern, 815 SW Linn Blvd, August 19-22 Between the Hours of 10:00 AM and 12:00 AM. The motion passed unanimously, (5:0).

**LINN COUNTY SHERIFF'S REPORT:** Lt. Michelle Duncan gave the Linn County Sheriff's report for the month of July. There was an incident with someone involved in a shooting last night. However, there is no cause for concern and arrests will likely be made.

The solar eclipse is being planned for and deputies will be strategically staged to respond to calls. Tips for this timeframe include: buy groceries and gasoline the week beforehand and don't travel if it isn't absolutely necessary.

Mr. Lundquist asked about getting an intoxilyzer here. Lt. Duncan said that they are still working with OSP to see if there is an intoxilyzer available that can be placed in the Mill City substation.

Councilor Plotts said that she appreciates Sgt. Klein attending the National Night Out event.

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

Pump Report – The usage is staying fairly similar to prior months.

Overlook Update – The footings are poured and bracings installed. The deck and skirt will be done next.

Wyatt Goffin has returned to work as a seasonal mower and he helped catch up on the mowing around town. Unfortunately, he was hired by another employer today.

Councilor Katlong asked if the overlook will be done before the eclipse. Mr. Foltz said that he does not believe so because the concrete contractor may not be able to schedule the work in time to accommodate this timing.

Stage 2 Disinfected Bi-Products – This is a yearly test that is done for the water. The results were negative; none detected.

Vac Trailer Purchase Opportunity – The City has an opportunity to purchase a vac trailer, which would be used to clean storm lines and similar things. This is a 500 gallon wet/dry vac and can be used to vacuum leaves also. The asking price is \$12,000 and similar items are around \$25,000 used. If the Council thinks this is a good purchase then more information can be brought for consideration. However, the City's tractor and backhoe are getting to a point where they will need to be replaced.

Councilor Trout asked what we do with storm drains now. Mr. Foltz said that we have Linn County clean them when they are in the area and it is \$250 per hour. Councilor Katlong asked how much time we do this each year. Mr. Foltz said that we keep it as low as possible because of the cost but it may be four hours each year.

Mr. Foltz said that there are many other uses besides cleaning storm drains including pressure washing and vacuuming items up.

Councilor Plotts asked how old this machine is. Mr. Foltz said that he will get all of the information if we are interested in pursuing it further.

Councilor Trout said he would be interested in knowing how much time it can save for public works and asked if we have information on what other equipment would cost for replacements.

Councilor Baughman said that he thinks there are other things that are more important than this piece of equipment and we should be looking at replacing one of our current pieces of equipment this year. Mr. Foltz said that he has been wrestling with this himself, stating that the vac trailer would be a useful tool where a backhoe is used daily.

Councilor Trout asked for some ballpark figures to be provided to Council during Mr. Foltz' next report.

**CITIZEN COMMENTS AND QUESTIONS:** None.

**PRESENTATIONS:** None.

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

### **OLD BUSINESS**

Public Works Building Update: Councilor Baughman said that he spoke with the architect that Peter Bambe referred us to. The architect said that he feels that he can do the work in three or four hours and cost less than \$1000.00. This would include specs that could be used for a bid package. The turn-around time would be fairly quick as well. Councilor Baughman indicated that he feels the cost would be more than what was estimated and would think at least \$2000.00.

Consensus to have staff contact the architect, Chick Gerke, to get an agreement for services drafted.

### **NEW BUSINESS**

Rural Community Assistance Corporation Contract for Services: The Service Agreement for the water rate study that RCAC will be completing for the City using the Safe Drinking Water forgivable loan that we received was provided to Council for review. The contract includes language required by Oregon Business Development in order to comply with their financing agreement.

The agreement does require an up-front payment of 25% of the project cost, which is \$3657.26. These funds will be reimbursed to the City by Oregon Business Development upon submittal of a reimbursement request.

City Attorney Jim McGehee said that the contract isn't well written but it is a valid contract and there are no concerns with it.

**Councilor Baughman** moved and was seconded by **Councilor Keen** to Approve Service Agreement with Rural Community Assistance Corporation for Water Rate Study in the Amount of \$14,630.00. The motion passed unanimously, (5:0).

Linn County First-Time Employment Summer Youth Wage Grant Agreement: The grant agreement with Linn County for the First-Time Employment Summer Youth Wage program was provided for review. This is the program that will reimburse the city \$2.00 per hour for any youth we hire this summer and that are first time employees of the City.

City Attorney Jim McGehee said there are not any concerns with this agreement.

**Councilor Baughman** moved and was seconded **Councilor Keen** to Approve Grant Agreement with Linn County for First-Time Employment Summer Youth Wage Grant Program. The motion passed unanimously, (5:0).

### **STAFF/COMMISSION REPORTS**

#### City Recorder Report

*List of On-Going Old Business Items:* Councilor Trout asked about the software update and the ATV permit. Mrs. Cook said that the software was approved for purchase but has not been installed yet. The ATV permit is needed because our ordinance calls for a permit so it needs to be created.

Councilor Keen said that she has been approached numerous times recently about people wanting to be allowed to use their ATV/side-by-side in town. Councilors Baughman and Katlong said that they have also been approached about this.

Councilor Katlong said that with the approval of Council he and Councilor Plotts would like to remove the carvings at City Hall and restore them together. Council consensus to allow.

Mr. Lundquist said that he overheard Frances Thomas speaking with someone about the transition of the title to Mrs. Reid's home. Mrs. Cook said that she spoke with Lynda Harrington about the rules and regulations of similar committees in the nation and she said that she doesn't think these will work. Mrs. Cook will check with other cities to see if there are any samples to review.

Councilor Katlong asked about the personnel handbook. Mrs. Cook said that she has a sample on her desk but has not had time to go through it. With the hiring of the new finance clerk, she is hopeful this can be reviewed upon her return from vacation.

The water line repairs/replacements were also asked about. Councilor Baughman asked if engineering is even required for a simple water line replacement if our employees are going to do it themselves. Mrs. Cook said that she is not sure and will have to check into whether there are any state codes that would state what must be done.

Councilor Katlong asked about the City Hall kick plates. Mrs. Cook said that this is just a matter of finding and ordering them. However, it would be nice to get another ADA button installed on the west side of the building, which may make the kick plates unnecessary.

Councilor Katlong asked if there is an update on the SOB. Mrs. Cook said that she spoke with a gentleman who is interested in working with the SOB Committee on the railroad bridge project. He works with people in the lumber industry and may provide a cooperative partnership where services and materials can be provided in exchange for them to be able to study the wood.

*Out-of-Office:* Mrs. Cook will be out of the office next week on vacation.

City Attorney Report: None.

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

**Councilor Baughman** asked when City Hall will be back to regular hours.

**Councilor Katlong** had nothing to report.

**Councilor Keen** said that there are dead trees along the walking path just past the city limits sign.

**Councilor Plotts** thanked Yvonne Hanna and Jill Cohen for hosting National Night Out.

**Councilor Trout** asked about the fire on the railroad bridge and panhandling. Councilor Baughman said that he spoke with Fire Chief Leland Ohrt about a fire on the railroad bridge yesterday. The fire was put out quickly but it could have been much worse.

Mrs. Cook said that she received an email from Mr. Ohrt about this as well, in which a possible witness was mentioned. If there was a witness and the offenders can be identified we may be able to trespass them from the bridge. Mr. McGehee said that he can bring out charges against them also.

Mrs. Cook said that she believes Mr. Foltz has ordered no smoking signs for the bridge.

Mrs. Cook said that we have a large influx of vagrants this year. This may be who was on the bridge when it started on fire. Mr. McGehee will be looking at sample panhandling ordinances and trying to determine what can be done in Mill City and still comply with the law.

Mrs. Cook said that Mr. Foltz advised her today that he and Mayor Kirsch are looking at doing a visit to the WWTP for the Council so that he can review some of the issues that are occurring there.

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

### **ADJOURNMENT**

The meeting was adjourned at 8:01 PM.

Prepared by:

Approved by:

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Stacie Cook, MMC  
City Recorder

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Tim Kirsch  
Mayor

**CITY OF MILL CITY**  
**Check Register / Updated**  
As of August 22, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>US BANK - GENERAL FUND</b>							
Deposit	8/9/2017			Deposit	-SPLIT-	2,290.75	50,770.50
Check	8/22/2017	23528	Allied Rock		-SPLIT-	-253.25	53,061.25
Check	8/22/2017	23529	Oregon DEQ	annual DEQ fees	General	-828.00	52,808.00
Check	8/22/2017	23530	James McGehee	Municiple	General	-297.50	51,980.00
Check	8/22/2017	23531	James McGehee	Court	General	-612.50	51,682.50
Check	8/22/2017	23532	John Deere Financial	Mower Blades	-SPLIT-	-49.38	51,070.00
Check	8/22/2017	23533	Kelly Lumber		-SPLIT-	-230.62	50,790.00
Check	8/22/2017	23534	Key Concepts	replacement keys for park	General	-257.00	50,533.00
Check	8/22/2017	23535	Knife River	1/4" crushed rock plus delivery	Streets	-452.84	50,080.16
Check	8/22/2017	23536	Linn County Building	Building Permit Fees	General	-2,560.69	47,519.47
Check	8/22/2017	23537	Mill City Market Place	trash bags for job	General	-58.00	47,461.47
Check	8/22/2017	23538	National Photocopy	Printing Cost	-SPLIT-	-284.05	47,177.42
Check	8/22/2017	23539	OAWU	operator of record services	Water	-500.00	46,677.42
Check	8/22/2017	23540	Quill Office Supplies	office supplies	General	-7.49	46,669.93
Check	8/22/2017	23541	Village Print Shop	Busi Cards	-SPLIT-	-131.00	46,538.93
Check	8/22/2017	23542	Waterfab Corp	Lab Tests	-SPLIT-	-1,147.50	45,391.43
Check	8/22/2017	23543	Kim Johnson		Draw	-800.00	44,591.43
<b>Total US BANK - GENERAL FUND</b>						<b>-6,179.07</b>	<b>44,591.43</b>
<b>TOTAL</b>						<b>-6,179.07</b>	<b>44,591.43</b>



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

## Memorandum

**Date:** August 10, 2017  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** Business for August 22, 2017 Council Meeting

**a. Public Works Building Update**

The Council agreed to proceed with having Architect Chick Gerke complete the spec list for the public works building. I called and left a message for Mr. Gerke regarding this work. I am hoping to speak with him Monday so that we continue moving forward with this process. I'll provide a verbal update at the meeting.

**Requested Action: Discussion.**

**b. Strategic Planning/Goal Setting Start Date**

One of the first items that the Council discussed this year was participating in a strategic planning and goal setting process which would be facilitated by Gary Swanson. At the time, there was agreement to complete the process but to hold off on starting the work until fall or winter. I wanted to bring this item back so that we can begin looking at our calendars to see what dates will work for the initial meeting and get those possibilities to Mr. Swanson so he can add them to his calendar.

Please come prepared with, at minimum, the best month to begin this work to accommodate your schedule and, if possible, specific dates that could be considered. As discussed before, we can use our second "workshop" meeting of each month to get some of this work done. However, Mr. Swanson did indicate his preference to include some long meetings of 4-6 hours which may need to be held on weekends.

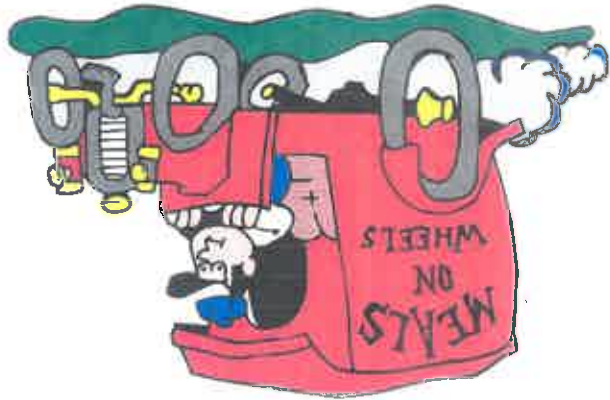
**Requested Action: Discussion.**

**c. Other**

8/2/2017	Highway 22	Junk Vehicle	8/2/2017						Talk to deputy/tagging			121	Highway 22		
8/2/2017	215 SE Kingwood	Junk Vehicles	8/2/2017						Talk to deputy/tagging			122	215 SE Kingwood	James Clayton	James Clayton
8/4/2017	ROW Kingwood	Trailer	8/4/2017			8/7/2017			Talked to deputy			123	ROW Kingwood	Andrew Adece	George Martine
8/7/2017	603 NW Santiam Blvd	Vehicle/Junk/Re	8/7/2017	8/2/2017		8/25/2017						124	603 NW Santiam Blvd	Charlene Loftin	RWGI LLC
8/7/2017	TL#1200	Junk	8/7/2017	7/21/2017		8/25/2017						125	TL#1200	Marion County	Marion County
8/8/2017	TL#3400	Grass	8/8/2017	8/8/2017		8/19/2017						126	TL#3400	Empty Lot	Earnest Freema

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**Thank you!**



Senior Meals  
Meals on Wheels



RECEIVED  
AUG 1 0 2017  
BY: .....

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I WAS so excited when I checked the mail and found your check!

Thankyou so much. Your contimed support is much appreciated.

**Thank you for contributing to Senior Meals/Meals on Wheels.**

**You have helped provide more meals that meet the nutritional needs of many older people in our area.**

Patty Thompson  
SITE MANAGER  
MOW