



CITY OF MILL CITY

AGENDA OF THE CITY COUNCIL

September 28, 2021

City Hall
444 S 1st Avenue
Mill City, Oregon

WORKSHOP

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

2. CITY COUNCIL ROLL CALL/INTRODUCTION OF STAFF Mayor Tim Kirsch

3. DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST

4. CONSENT AGENDA:

In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed for discussion at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The secretary to the council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the Consent Agenda is then voted on individually by a roll call vote.

Copies of the council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at the Mill City, City Hall or at www.ci.mill-city.or.us/documents/packets.

- a. Approval of Minutes of Regular City Council Meeting of September 14, 2021
- b. Approval of Accounts Payable

5. CITIZEN COMMENTS/QUESTIONS – LIMITED TO THREE (3) MINUTES

6. PUBLIC FACILITIES MAINTENANCE PLANS

- a. Parks
 - i. Kimmel
 - ii. Hammond
 - iii. Mill City Falls
 - iv. Wayside Memorial
 - v. Cedar Creek
- b. Facilities/Buildings
 - i. City Hall
 - ii. Public Works Building
 - iii. Well Buildings
 - iv. WWTP
 - v. Sewer Pump Stations
- c. Streets
 - i. Sweeping
 - ii. Sidewalks
 - iii. Signs

- iv. Storm
- v. Potholes
- d. Vehicles
 - i. Russ' Truck
 - ii. Jonathon's Truck
 - iii. Extra Truck
 - iv. Dump Truck
- e. Equipment
 - i. Park Equipment
 - ii. Misc. Tools

7. MISCELLANEOUS CITY RECORDER ITEMS

- a. Other

8. ADJOURNMENT

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

| | | | |
|----------|-------------------|--|----------|
| 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: September 17, 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 September 14, 2021
- b. Approval of Accounts Payable

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, September 14, 2021**

Council President Trout opened the meeting at 6:30 PM with the flag salute. Councilors present were Janet Zeyen-Hall, Dawn Plotts, Tony Trout and Steve Winn. Councilor Katlong and Mayor Kirsch were excused. Staff members in attendance were City Recorder, Stacie Cook, City Clerk Tree Fredrickson and City Attorney Jim McGehee.

Citizens in attendance were Ann Carey, LCSO Sgt. Steven Frambes, Danielle Gonzalez, Marion County Community Services, Marge Henning, Roel Lundquist and John McCormick.

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.

CONSENT AGENDA

Councilor Plotts asked that item 'd' be pulled from the Consent Agenda.

Councilor Plotts moved and was seconded by **Councilor Zeyen-Hall**, to approve items a; Approval of Minutes of Regular City Council Meeting of August 24, 2021, b; Approval of Accounts Payable and c; Acceptance of Monthly Revenues & Expenditures Report, August 2021. Mrs. Fredrickson polled the Council. The motion passed unanimously, (4:0).

Councilor Plotts asked for information on the process of bringing a leak reduction request to Council.

Mrs. Cook explained that when an additional leak adjustment request beyond the 50% credit that staff has authority to provide is made, if there is no previous leak history it is placed as an item on the consent agenda for approval to the highest consumption in the previous twelve months. However, Council could credit the remaining \$307.50 of leak charges if preferred.

Councilor Plotts moved and was seconded by **Councilor Zeyen-Hall** to approve Consent Agenda Item 'd', Approval of Leak Adjustment to the Highest Consumption in the Previous Twelve Months for Lee & Lynda Harrington, NE Santiam Pointe Loop. The motion passed unanimously, (4:0).

LINN COUNTY SHERIFF'S REPORT: Sgt. Steven Frambes introduced himself as the new Sgt. for the area, replacing Sgt. Beth Miller. He then gave the LCSO report for the month of August.

There were two vehicles stolen last month, along with two vehicles stolen from other jurisdictions and dumped in Mill City. Sgt. Frambes said a juvenile was identified and charged for park vandalism.

PUBLIC WORKS REPORT:

Construction Update: Mrs. Cook said that SW Broadway Street is now open for traffic. There is still historical lighting to be set, street furniture to be placed and landscaping to be completed. NSP has moved to NE Wall Street to complete curbing and sidewalk work.

The railroad bridge is scheduled to be painted soon.

Water Project Update: The contractor has begun putting in the service connections along SW Ivy Street, which will complete this part of the waterline project. The next waterline to be replaced will be on S. 1st Avenue between SE Whitten Road and SW Ivy Street.

Councilor Plotts asked about the unpainted stop line at the intersection of S. 1st Avenue and SW Broadway Street.

Mrs. Cook said that a punch list of issues that the City would like addressed has been submitted to Linn County. Along with the unpainted stop line, other items are:

- a low inlet between SW 5th Avenue and SW Broadway Street that needs a riser or backfill of rock
- remove an extremely large hedge on the north side of SW Broadway Street, west of SW 4th Avenue and replace with new plantings
- stripe the pedestrian crosswalk on the east side of SW 4th Avenue
- relocate speed sign next to flasher on the north side of the road at pedestrian crossing on S. 1st Avenue
- center line striping on bridge completed to crosswalk
- landscape area on SW 6th Avenue and SW Broadway Street and consider adding curbs on both sides to guide traffic

Roel Lundquist, SW Linn Boulevard, said that the street sign for SW Greenwood Place and a stop sign have been laying on the ground near Memorial Park and need to be added to the punch list.

CITIZEN COMMENTS/QUESTIONS: John McCormick, SE Fairview Street, said that his family has two FEMA trailers at the SE Fairview Street location due to his family size which receive individual water/sewer bills. Mr. McCormick asked if Council would consider waiving one base rate since the trailers are one family.

Mrs. Cook said that each trailer has its own water meter and therefore individual accounts. City Attorney Jim McGehee said that charges were set up this way to ensure there is sufficient funds to run the water/sewer system, noting that the ordinance would have to be revised to allow a waiver.

Mr. McCormick said that there are no rentals available in the area and when the FEMA lease ends in March, 2022 he, and many others, will have no place to go. Mr. McCormick asked if the Council would consider continuing to rent the spaces to those unable to relocate.

Councilor Trout said that the FEMA trailers do not meet the city code for manufactured homes.

Mrs. Cook asked that Council allow staff time to research before discussion.

PUBLIC HEARING: None Scheduled.

PRESENTATIONS: **North Santiam Sewer Authority Wastewater Master Plan – Danielle Gonzalez:** Mrs. Gonzales said that the NSSA has approved the Wastewater Master.

Marion County has received the \$50 million from the Oregon Legislature. This will allow the NSSA to begin moving quickly on the next steps in the design process. The Mill City/Gates piece will be first with implementation.

The plan includes a gravity system between Gates and Mill City, with Mill City keeping the current step system and updating as needed. A regional pump station will be used on the Linn County side that would transfer the waste from Gates to a new wastewater plant in Mill City.

Mrs. Gonzalez said that Mill City is currently at 94% of capacity. This will need to be addressed. Immediate short-term repairs, estimated at \$176,000 has been identified in the funding that NSSA

City of Mill City

Minutes of the City Council

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received. This will not increase capacity. An additional \$1.8 million will be needed to increase the capacity. The entire project cost for the Mill City/Gates project is estimated to be \$45 million.

Projected construction schedules in the report anticipate it will not begin for at least three to five years. However, with the \$50 million the schedules may move forward.

Ann Carey, SW 1st Avenue, asked if an analysis was done for Mill City's WWTP to arrive at the \$176,000 figure and if a report has been submitted to the City from the engineer to determine how long the short-term repairs will last.

Mrs. Gonzales said that the engineer did visit the plant and a full report on needed repairs is listed in section six of the Wastewater Master Plan.

Mr. Lundquist said that he would like to see a critical path analysis similar to the one for the bigger project done for the short-term repairs.

Councilor Trout thanked Ms. Gonzales for her work on this project as well as on the TIGER project.

OLD BUSINESS:

Wall Street Plaza & Overlook Project Update: Draft landscaping plans were provided to Council for review. Mrs. Cook said that the plantings should require minimal maintenance once established as they will be native plants and those that require minimal water. These include Kinnikinic, Spirea, Oregon Grape, flowering pink cherry trees, white Dogwood and others.

Mrs. Cook said that the design for street furniture has been discussed and the intent is to use a bench design that is historically accurate for railroad depots.

Councilor Plotts asked if watering capability has been addressed for the plantings. Mrs. Cook said that a watering system has been planned along the plantings as well as for the trellis next to the restrooms.

NEW BUSINESS

Cedar Creek Bridge Design/Project Management IGA: Mrs. Cook said that the Intergovernmental Agreement (IGA) for Project Management Services between the City and Linn County is for the engineering design and management of the Cedar Creek bridge. The estimated project cost is \$250,000 with estimated engineering of \$90,000.

Mrs. Carey said that the insurance payout is not enough to pay for the bridge replacement. Mrs. Cook said that she is still working with FEMA but is unsure if they will provide more funds for the bridge. It is imperative that this bridge is completed as a city sewer line is attached to it.

Councilor Zeyen-Hall moved and was seconded by **Councilor Plotts**, to Approve IGA for Project Management and Engineering Services for Cedar Creek Bridge. The motion passed unanimously, (4:0).

ARPA Award for Storm Drainage Improvements: A letter of award was received for the City's \$2,923,500.00 American Rescue Plan Act Storm Drainage funding. Mrs. Cook said that the project information form is being completed and will be returned to Business Oregon upon finalization.

STAFF/COMMISSION REPORTS

City Recorder Report:

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

Out of Office; September 17-24, 2021: Mrs. Cook said that she will be out of the office from Friday, September 17, 2021 to Friday, September 24, 2021 on vacation.

City Attorney Report: Mr. McGehee said he has dictated complaints for junk vehicles.

BUSINESS FROM MAYOR & CITY COUNCILORS

Councilor Winn said that he received a complaint from a business owner on SW Broadway Street regarding the catch basin located in front of her business.

Councilor Plotts praised Mrs. Harrington for the great job in the well attended 2020 Wildfire Commemoration event held on September 5th.

Councilor Plotts asked for the status of the security cameras at Kimmel Park. Mrs. Cook said that she has contacted IT with this request but has not received a response.

Councilor Trout had nothing to report.

Councilor Zeyen-Hall thanked City staff for the quick response to a safety issue at Kimmel Park. Bark dust is needed in the play areas and some braces on park benches need to be replaced.

EXECUTIVE SESSION: None scheduled.

ADJOURNMENT

The meeting was adjourned at 8:07 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor