

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, February 23, 2010**

Mayor Lundquist opened the meeting at 6:03 PM with the flag salute. Councilors present were Susann Heller, Ann Holaday, and Michael Long. Councilor Harrington and Councilor Medley were excused. Staff members in attendance: City Recorder, Stacie Cook.

Citizens in attendance were Ann Carey, Deputy Steve Church, Russ Goffin, Alisha Hansen, Mike Higgs, Ruth Higgs, Dale Lucas, Tim Kirsch, Eric Puro, NSCEDC Vista Volunteer, Bill Sanderson, and Frances Thomas.

DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST: Mayor Lundquist 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 Holaday moved and was seconded by **Councilor Heller**, to approve items a, Approval of the Minutes of the Regular City Council Meeting, February 9, 2010, b; Approval of Accounts Payable, and c; Acceptance of Planning Commission 2008 & 2009 Annual Report, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (4:0).

SHERIFF'S OFFICE REPORT: None.

PRESENTATIONS:

Eric Puro, NSCEDC Vista Volunteer, stated that he is coordinating a run through the city to benefit the Canyon Journey Trail. The run will be the morning kick-off to the Santiam Canyon Art Festival. Mr. Puro said that he has contacted Linn County and ODOT regarding the route and has been given a verbal confirmation. A formal written permit will be applied for upon approval by the city council. The Linn County Sheriff's Office has agreed to do traffic control during the run. Mayor Lundquist said that the critical point for the run would be the bridge. Mr. Puro said that he has been given approval from ODOT to close the bridge in 20 minute intervals. Councilor Holaday noted that the Chamber sponsored a run similar to this several years ago and there were no problems at that time. Mr. Puro said that his main concern is minimizing safety hazards.

Councilor Holaday moved and was seconded by **Councilor Long** to Approve the Santiam Lumberjack Scramble on April 24, 2010. The motion passed unanimously, (4:0).

Robert Case, Boldt, Carlisle & Smith, Audit Report: Mr. Case gave a brief report on the audit report, stating that the financial statements for Mill City presented well ending in a clean opinion. The audit was done in early October, city staff was very cooperative in supplying documentation and there was not a need to make any adjustments. Mayor Lundquist said that the bank reconciliation internal control notes indicate that the bank records should be mailed directly to the Mayor and asked Mr. Case to explain further as to the reasoning in this. Mr. Case said that this was just one way to install one more internal control over the city's finances. Mrs. Cook said that since October the bank statements have been routed to the City Recorder prior to going to the Finance Clerk. Mayor Lundquist said that he would like to be certain that the audit process for next year takes place in such a manner that there is not a need to file for an extension. Mr. Case explained that the extension this year was due to a new software installation at Boldt, Carlisle & Smith that did not go as smoothly as hoped.

CITIZEN COMMENTS AND QUESTIONS: Russ Goffin, SW Spring St., stated that he would like to get an extension on the 30-day timeline for removal of his vehicles from the city-owned property on SW Spring Street so he can do research to try to find where his father was given permission to use the property back in the 1970's. Mayor Lundquist said that he spoke with Mr. Goffin this weekend about this

issue and advised him to come before the council to make a formal request. Councilor Long stated that this issue was brought up about four years ago and is just now being addressed so he does not see any need to not allow a 30-day extension.

Councilor Long moved and was seconded by **Councilor Heller** to Grant a 30-day extension to Russ and Judy Goffin for Removal of Their Vehicles.

Councilor Heller asked if the documentation needed to do further research is available. Mrs. Cook stated that the minutes are available. Mayor Lundquist called for the vote. The motion passed unanimously, (4:0).

Mike Higgs, 4th of July Committee Chairman, said that the committee has released a flyer advising citizens that they are in need of volunteers or there will be no parade or festival grounds this year. If there are no volunteers by March 17th then the committee will discuss options for the festivities. Tim Kirsch, NW River Rd., asked if a letter has been sent out to each of the clubs/lodges in the area. Mr. Higgs said that they have done so and have received a couple of volunteers through the notifications.

PUBLIC HEARING: No public hearings were held.

OLD BUSINESS

Sewer Project Report: Mayor Lundquist stated that the plat for the Spring St. Pump Station property arrived today. The plat needs to have all signatures and be turned in to Linn County. The WWTP has been functioning well with the exception of communications from the pump stations to the computer at the WWTP. Minor electrical changes and the O&M manuals are the final elements to this project.

Goal Setting Meeting: Mayor Lundquist stated that subsequent to the last meeting Councilor Long suggested two additional names for the goal setting facilitator. Both Nicole Miller and Allison McKenzie were approached and have indicated that they would be willing to do the work. Councilor Long stated that Mrs. Miller said she would charge \$60 per hour. Mayor Lundquist indicated that Ms. McKenzie would be willing to do the work for \$250 but would not compile the final information. Councilor Holaday stated that she would like to use Mr. Kinney to facilitate the meeting as he has worked with the city for many years and she feels his past experience will help to decrease the amount of time needed.

Councilor Holaday moved and was seconded by **Councilor Heller** to Have David Kinney, Community Development Consultant, Facilitate the Goal Setting Meeting.

Councilor Long stated that he suggested both Mrs. Miller and Ms. McKenzie because they are local and he felt they would do a good job, adding that he believes Mr. Kinney will do a fine job as well. Councilor Long asked what Mr. Kinney would charge per hour. Mayor Lundquist said the charge would be \$60 per hour. Mayor Lundquist called for the vote. The motion passed unanimously, (4:0).

Mayor Lundquist suggested reserving the Mill City Middle School Multi-Purpose room for the May 18th goal setting meeting.

NEW BUSINESS

Request for Reduction in Leak Charges – 991 SW Spring St.: Mr. Lucas stated that his mother, Cecelia Wirkkala, was recently moved to Washington. A leak was identified at her home and he is in attendance this evening to request a reduction in charges.

Councilor Long moved and was seconded by **Councilor Holaday** to Approve a 75% Reduction in the Amount of \$490.20 for Cecelia Wirkkala.

Councilor Long noted that he lives just down the road from this home but does not speak with the owner on a regular basis. Mayor Lundquist called for the vote. The motion passed unanimously, (4:0).

OLD BUSINESS, CONT'D

Request for Removal of Power Pole – SW Spring St.: Mayor Lundquist stated that both he and Mrs. Cook spoke with Ray Hanna regarding the light on SW Spring Street. Mr. Hanna indicated that he had no concern if the light is left or removed. Mayor Lundquist said that he believes the light should remain in the general location as was suggested by Pacific Power. Councilor Holaday said that she agrees that the light and pole should remain as is. Mayor Lundquist said that he would not have a problem if the pole were moved 20' one way or the other as long as the property owner was willing to pay for all costs involved. Councilor Heller said that her biggest issue would be the city paying for the costs as then a precedent would be set. Councilor Long agreed and said that he feels Mr. Ayars should be informed that if he would like the light/pole moved then he will need to identify the location and bear all costs.

Councilor Heller moved and was seconded by **Councilor Long** to Direct Staff to Issue a Letter to Mr. Ayars Advising of Tonight's Decision. The motion passed unanimously, (4:0).

Mayor Lundquist noted that a deadline for a decision should be included in the letter.

1st Avenue Restroom Maintenance: Mayor Lundquist stated that a third option for flooring was provided. The costs are similar to those for the lesser priced second option. The restroom upgrades should be able to be finished by the end of March. Consensus was reached to proceed with the work.

Budget Committee Vacancy Appointments: Mayor Lundquist stated that Budget Committee Members Gay Stuntzner and Barbara Alexa have submitted letters requested re-appointment to their vacant positions.

Councilor Long moved and was seconded by **Councilor Heller** to Ratify Mayor Lundquist's Appointment of Gay Stuntzner and Barbara Alexa to Four-Year Terms on the Budget Committee. The motion passed unanimously, (4:0).

Approval of Budget Calendar: The budget calendar was submitted at the last meeting for review.

Councilor Holaday moved and was seconded by **Councilor Heller** to Approve the Budget Calendar as Presented. The motion passed unanimously, (4:0).

424 SW Cedar St. Clean-Up: The property at 424 SW Cedar Street was cleaned on Friday, February 12th by the Linn County Sheriff's work crew. The camp trailer remains on the property and will need to be hauled away upon notification from the city attorney.

Welcome Signs: Mrs. Cook said that Dave Shelton, White Water Signs, dropped off color charts for the Welcome Signs. The post color will be a dark brown and the saw blade a gold color. The background color needs to be chosen and forwarded to Mr. Shelton. Council authorized Mayor Lundquist and Mrs. Cook will determine the background color.

TE Grant Update: Mrs. Cook said that she received notice that the TE Advisory Committee has recommended awarding the city \$550,000 toward the Canyon Journey Trail project. The city will need to have a \$63,000 match. The next question would then be should staff submit an application to Oregon State Parks and Rec. using the TE grant as a match for work on the Mill City Falls Park? If council decides to move forward with a grant application to the state for further work on the Mill City Falls Park then a plan will need to be in place to as to how to replace the public works shop that is at the old water treatment plant site. Councilor Long declared a conflict with the discussion about the Mill City Falls Park as he owns the building adjacent to the proposed park site. Council noted that a resolution will need to be adopted for the completed Mill City Falls Park plan. Staff will bring back information regarding a shop building and project elements to the next meeting.

Santiam Regional Agreement: Councilor Long said that the SRA still needs to be approved and sent to the committee. Staff was to have this ready for tonight's meeting so the document could be signed and put in the mail. Mrs. Cook said that a new document with our suggested changes has not been provided, which is the reason this was not on this evening's agenda. Mrs. Cook noted that an email came through today with four or five attachments that may include a copy of the new SRA. Staff will check on this and have it ready for the next meeting.

NEW BUSINESS

Evaluations: Mayor Lundquist asked if there is a way to better deal with supervisor evaluations and help expedite the process. Evaluations are due for Public Works Supervisor John Dickinson and City Recorder Stacie Cook. Councilor Holaday said that the longer form allows for everyone to more thoroughly outline their thoughts. Mayor Lundquist said that he doesn't mind completing a form; however, due to the time it takes to compile the scores, he would rather not have to do that part himself.

Ann Carey, SW 1st Ave., asked about the status of the personnel handbook. Mayor Lundquist indicated that both he and Councilor Holaday are working on the handbook changes.

Mayor Lundquist noted that he recently received documentation for the water and sewer rates from Mrs. Cook and Mrs. Cronin. He and Councilor Medley will be working to come up with proposals for rate changes in the next few weeks.

Request for Reduction in Leak Charges – 233 NE Alder St.: Mayor Lundquist said that he spoke with Public Works Supervisor John Dickinson about this leak and was advised that the leak was in an area that made it hard to identify, therefore, it leaked longer. Mrs. Cook stated that as soon as it was apparent there was a leak the landlord got to work locating it and even had Public Works Supervisor John Dickinson help to find the leak.

Councilor Heller moved and was seconded by **Councilor Long** to Approve a 75% Reduction in the Amount of \$607.05 for Pamela Thompson. The motion passed unanimously, (4:0).

Animal Ordinance Revision – Fowl: Councilor Holaday stated that there have been no complaints about chickens for the last year. Mayor Lundquist said that the changes he has proposed do not disallow fowl within the city but rather limit the number allowed, and set required distances from property lines for coups. Staff will have a draft ordinance ready for the next meeting.

Resolution No. 690 – Transfer of Appropriations: Resolution No. 690 allows the transfer of funds from the Water Reserve Fund to the Water Fund. This transfer will allow the refund of \$3300 in System Development Charges to the owners of 49229 SE Fairview Street.

Councilor Long moved and was seconded by **Councilor Holaday** to Approve Resolution No. 690 – Authorizing the Transfer of Appropriations for the 2009-2010 FY. The motion passed unanimously, (4:0).

Initiative Petition: Mrs. Cook stated that she was presented with an initiative petition on Monday. An answer must be put in the mail within six days of submittal. The information has been forwarded to the city attorney for his review.

STAFF/COMMISSION REPORTS

City Recorder Report

Ethics Training Session: Mrs. Cook reminded everyone of the Ethics Training on March 2, 2010 at 6:00 p.m.

Out-of-Office: Mrs. Cook said that she will be out of the office on Friday and Monday.

Computer Maintenance: Mrs. Cook stated that Dennis Davis advised yesterday that he may be moving to Idaho next month. If so, the city is without IT computer help again.

NW 9th Access Permit Extension: A new extension is needed for the NW 9th Avenue Access Permit. Robert Earl, ODOT, gave a verbal approval last week. Mrs. Cook will sign the form and return it to ODOT.

City Attorney Report: None.

BUSINESS FROM MAYOR & CITY COUNCILORS

Mayor Lundquist stated that he met with Harry Stanley yesterday and signed the NE 3rd/Alder Street project contract. Mayor Lundquist gave a brief update on the project including that a sign denoting ARRA funding will be placed at the project site. Notifications will go out to surrounding property owners in the near future. Mayor Lundquist also noted that the annual clean-up day needs to begin to be thought about. Public Works Supervisor John Dickinson placed new trees along Wall Street.

Councilor Holaday had nothing to report.

Councilor Heller gave an update on the new home being built on SW 2nd Avenue.

Councilor Long said that the Senior Center wants to enlarge their driveway access. A right-of-way permit form was provided to complete and submit to City Hall. Mayor Lundquist said that he has reviewed this and his main concern would be the drainage issues that might arise from the change.

EXECUTIVE SESSION: No executive session was held.

Councilor Holaday moved and was seconded by **Councilor Heller** to Adjourn the Meeting. The motion passed unanimously, (4:0).

ADJOURNMENT

The meeting was adjourned at 8:15 PM.

Prepared by:

Approved by:

Stacie Cook, CMC
City Recorder

Roel Lundquist
Mayor