

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

Mayor Lundquist opened the meeting at 6:00 PM with the flag salute. Councilors present were Susann Heller, Ann Holaday, Michael Long, and Michael Medley. Lynda Harrington was excused. Staff members in attendance: City Recorder, Stacie Cook.

Citizens in attendance: Jonathan Hoeye and Sheldon Trevar, US Census Bureau.

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 Long moved and was seconded by **Councilor Heller**, to approve items a, Approval of the Minutes of the Regular City Council Meeting, March 9, 2010, b; Approval of Accounts Payable, c; Ratification of the Planning Commission's Approval of a Site Plan for Ark Animal Clinic, LLC, 833 NW Santiam Blvd., File No. 2010.02.02, d; Ratification of Mayor Lundquist's Appointment of Dawn Plotts to the Budget Committee, and e; Acceptance of Kathy Kindred's Resignation from the Budget Committee, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (5:0).

SHERIFF'S OFFICE REPORT: None.

CITIZEN COMMENTS AND QUESTIONS: Sheldon Trevar, US Census Bureau, stated that the Census Bureau is trying to encourage participation within the canyon area. In order to do so the Bureau is looking to hold events throughout the canyon where residents can come, have fun and be encouraged to turn their census forms in. Mr. Trevor indicated that the Moose Lodge is contemplating organizing an event and taking on the leadership role. Ideas include holding a community garage sale, Santiam Wolverette dance show, give-away items, etc. Mr. Trevor said that he would like to see the city participate by paving the way for some of these events to take place, offering a location or tables and the like. The events throughout the canyon will be April 10th. Councilor Long said that this is the kind of event that can be included on the electronic reader board and suggested that Mr. Trevor contact the school as well as the visitors center to have the event placed on the message board on Hwy 22. Mayor Lundquist said that Kimmel Park would be a good location to have an event such as this.

PUBLIC HEARING: No public hearings were held.

OLD BUSINESS

Sewer Project Report: Mayor Lundquist stated that a pump at the WWTP was giving an error message of failure. The failure was electrical and has been fixed. There is still a telemetry problem between the pump stations and the main plant. The recorded plat for the Spring Street Pump Station has arrived.

NE 3rd/Alder Drainage & Overlay Project: Two stumps were identified as needing to be removed along the project area from NE 3rd to NE 5th. Councilor Heller said that the stumps have been removed and the holes filled in. Mayor Lundquist noted that contractor Harvey Larsen and city staff will replace three water lines tomorrow. Mr. Larsen's charges will be funded from regular (non-project) city sources.

Transportation Enhancement (TE) Grant: Mrs. Cook said that official notice of award for a \$550,000 TE Grant was received today. A form for acceptance of the grant will need to be back to ODOT by April 23, 2010. This will be added to the next agenda for approval.

Oregon State Parks and Rec. Dep. (OPRD) Grant: The OPRD grant will be submitted with a budget of \$80,250. This includes destruction of the old restrooms at Hammond Park, construction of a new unisex restroom, plantings and native vegetation restoration.

Resolution No. 691 – OPRD Grant App: Resolution No. 691 authorizes staff to submit a grant application to Oregon State Parks and Rec. for park improvements at the Hammond Park section of the Mill City Falls Park Plan.

Councilor Long declared a conflict of interest with this item due to owning a building adjacent to the proposed location.

Councilor Medley moved and was seconded by **Councilor Heller** to Approve Resolution No. 691 – Mill City Falls Park Grant, Authorizing Application to Oregon State Parks and Recreation Department for Grant Funding Under the Local Government Grant Program for Mill City Falls Park Improvements. The motion passed, (4:0:1) with Councilor Long abstaining.

Ordinance No. 35x – Fowl: Ordinance No. 35x outlines city requirements regarding the keeping of fowl within city limits. This includes the number of fowl allowed, placement of housing and fencing/barriers between the housing and neighboring properties. Mayor Lundquist noted that the word ‘rescinds’ at the bottom of this ordinance should be replaced with the word ‘repeals’.

Councilor Long moved and was seconded by **Councilor Medley** to Read Ordinance No. 35x for First Reading by Title Only. The motion passed unanimously, (5:0).

Mrs. Cook read Ordinance No. 35x – An Ordinance Amending Chapter 5 of the Mill City Municipal Code; Amending Ordinance No. 308 Related to Animal Control; and Repealing Ordinance No. 316, by title.

Resolution No. 692 – TGM Grant App – Comp Plan Amendment: Councilor Long asked for the city’s grant match for this project. Mrs. Cook said it is \$5,000, 11% of the total grant amount. However, the city has the ability to request a partial match waiver due to being a “distressed community”.

Councilor Heller moved and was seconded by **Councilor Medley** to Approve Resolution No. 692 – Comprehensive Plan Amendment Grant, Authorizing Application to the Oregon Department of Transportation for Grant Funding under the Transportation and Growth Management Grant Program for Comprehensive Plan Review and Code Assistance. The motion passed unanimously, (5:0).

Resolution No. 693 – TGM Grant App – Bike/Ped Plan: Mayor Lundquist asked how this document will work in relation to the trail plan that the city already adopted. Mrs. Cook said that the trail plan that was adopted was the “Mill City Section” of the Canyon Journeys Trail Plan. The Bike/Ped Plan would incorporate the “Mill City Section” along with the Hwy 22 Access Management Plan elements regarding bicycling and pedestrians into the final document. The match for this is 11% or \$3,000 and the city also has the ability with this grant to request a partial match waiver as a “distressed community”.

Councilor Heller moved and was seconded by **Councilor Medley** to Approve Resolution No. 693 – Bike/Ped Plan Grant, Authorizing Application to the Oregon Department of Transportation for Grant Funding under the Transportation and Growth Management Grant Program for Bike/Ped Plan. The motion passed unanimously, (5:0).

Employee Reviews: Mayor Lundquist said that he has done some compilation of employee reviews for the Public Works Supervisor and City Recorder. Mayor Lundquist will be meeting with the employees on Thursday to discuss the reviews. Both employees are doing well.

Electrical Quote: A second electrical quote has been received for lighting at the park. Mayor Lundquist said that he would like to defer this discussion until Councilor Harrington is back as she had concerns about adding extra lighting within the city. Councilor Medley agreed with this. Mayor Lundquist suggested getting feedback from the residents along Fairview to see how they feel about the addition of lighting so near to their home. Councilor Medley asked if the addition of this lighting would help to resolve issues that are happening in the park and causing the city to expend unneeded funds. Councilor Holaday said that they would likely keep kids from loitering in the park. This issue will be brought back at the next meeting.

Water Rates: Mayor Lundquist stated that he, Councilor Medley and Mrs. Cook met to discuss water and sewer rates. Changes have been made to the rate resolutions and water and sewer ordinances. These are tentative changes and will be looked at further. Councilor Medley said that two key issues that were discussed were deposits and bonded debt. The discussion led to defining a base rate that will cover the bonded debt for all customers. Councilor Holaday said that the current policy regarding deposits is working well and there have been no complaints so she does not see the need to change it at this point. Councilor Medley said that rate increases were also discussed with an increase of 2% per year beginning in July 2011. Mayor Lundquist said that another item that could be looked at would be removing the two free units from the base rate. Further review of the proposed documents will be done by Councilor Medley, Mayor Lundquist and Mrs. Cook and brought back at a later date.

NEW BUSINESS

Chapter 17.64 – Administrative Section – Mill City Zoning Code: Mayor Lundquist said that he sat in on the last few minutes of discussion regarding code changes at the planning commission level. The planning commission has forwarded suggested changes for council's review. Unless there are significant concerns with the changes the planning commission will proceed with a public hearing on April 9th at 9:30 a.m. Mayor Lundquist noted that a decision needs to be made as to the phraseology for referencing the city administrator or city recorder within the city codes. Councilor Long said that he has seen very few instances where the council did not agree with the planning commission. The suggested changes will help to speed up the planning processes. Councilor Long stated that he would like the planning commission to know that the council is very supportive of their abilities to make sound decisions.

Budget Officer: Mayor Lundquist said that it is implicit within the City Recorder job description that this position is the budget officer but it does not state this specifically. The City Recorder job description should have 'budget officer' added to it.

STAFF/COMMISSION REPORTS

City Recorder Report

Staff Overtime: Mrs. Cook said that Finance Clerk Joy Cronin has put in 13.5 hours of overtime and would like to use this as compensatory time off in lieu of payment. The personnel handbook allows for compensatory time off but the administrator is only given permission to approve it if "budgeted funds are not available". It was noted that this needs to be changed within the personnel handbook to allow the administrator to approve compensatory time off without bringing it before the council.

Request for Comment – DEQ – RE: Freres Lumber Co. Plant #3 Discharge Permit: Mayor Lundquist asked if a response it needed for this notification. Mrs. Cook said that a response is only needed if council wishes to send one. Mayor Lundquist said that should Freres Lumber ever request support he would like to see the council send in a letter of support for them.

Public Hearing Notices: Mrs. Cook said that it was recently brought to her attention that the city's public notices that are being printed in the newspaper may not be legal. According to the source the phrase "Published in the _____ on March ____, 2010" is required to be printed at the bottom of each notice by the newspaper. Mrs. Cook indicated that she has been unable to check into this further due to just having been notified but has spoken with the city attorney about it.

Jon Hoeye, Independent Press, stated that he also heard this should be included and will pass the information on to the owner.

BUSINESS FROM MAYOR & CITY COUNCILORS

Mayor Lundquist said that the 4th of July Committee is still looking for a chair person for the festival grounds. It looks as though the regular activities will resume. The only item that looks like it may not happen is the bed race. Mayor Lundquist asked if the SRA has come in for signature. Mrs. Cook said that it has not yet come in. Councilor Long noted that the last SRA meeting was cancelled. It has not yet been rescheduled

Councilor Heller reiterated that the stumps along Alder have been removed and the holes have been filled in.

Councilors Holaday, Long and Medley had nothing to report.

EXECUTIVE SESSION: No executive session was held.

ADJOURNMENT

The meeting was adjourned at 7:35 PM.

Prepared by:

Approved by:

Stacie Cook, CMC
City Recorder

Roel Lundquist
Mayor