

**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, January 12, 2021**

**Mayor Kirsch** opened the meeting at 6:30 PM with the flag salute. Councilors present were Janet Zeyen-Hall, Brett Katlong, Dawn Plotts, Tony Trout and Steve Winn. 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** LCSO Sgt. Beth Miller, Gary Olson, and David Plotts.

**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.

**SWEARING IN OF MAYOR AND COUNCILORS:**

**City Attorney Jim McGehee gave the oaths of office to the newly elected Councilors and Mayor;**

**Mayor Tim Kirsch  
Councilor Brett Katlong  
Councilor Dawn Plotts**

**CONSENT AGENDA**

**Councilor Katlong** moved and was seconded by **Councilor Trout**, to approve items a; Approval of Minutes of Regular City Council Meeting of December 22, 2020, b; Approval of Accounts Payable, c; Acceptance of Monthly Revenues and Expenditures Report, December, 2020, d; Acceptance of Budget Calendar for 2021-2022 FY, and e; Approval of OLCC Liquor License Renewals for the Following Businesses:

- |                                |                             |
|--------------------------------|-----------------------------|
| 1. Dollar General Store #17506 | 250 NW Santiam Blvd.        |
| 2. Giovanni's Mtn. Pizza       | 146 N Santiam Blvd.         |
| 3. Stop and Save               | 250 NW 9 <sup>th</sup> Ave. |

Mrs. Fredrickson polled the Council. The motion passed unanimously, (6:0).

**ELECTION OF COUNCIL PRESIDENT:** Mayor Kirsch said that this position should be someone who is available to come to City Hall to sign checks, to come in during off hours and to run meetings should the Mayor be absent.

Councilor Katlong nominated Councilor Trout for Council President. Councilor Zeyen-Hall seconded the nomination. The nomination passed unanimously, (6:0).

**RECOMMENDED APPOINTMENTS AND ASSIGNMENTS BY THE MAYOR:**

<b>Police</b>	<b>Councilor Dawn Plotts</b>
<b>Parks/Safety</b>	<b>Councilor Janet Zeyen-Hall</b>
<b>Building</b>	<b>Councilor Steven Winn</b>
<b>Water/Sanitation</b>	<b>Councilor Brett N. Katlong</b>
<b>Street</b>	<b>Councilor Tony L. Trout</b>
<b>Santiam Regional Advisory Committee</b>	<b>No appointment</b>
<b>MWACT</b>	<b>No appointment</b>

Mayor Kirsch said that Mrs. Cook has more information on MWACT and the Santiam Regional Advisory Committee for anyone who would like to stop by and look at it to see if they might be interested.

**LINN COUNTY SHERIFF'S REPORT:** Sgt. Beth Miller gave the LCSO report for the month of December, 2020.

There were two incidents of theft from the bridge project; a \$5,000 generator and gasoline.

Councilor Winn noted that there has been an unusually high amount of people in Kimmel Park causing issues and vandalizing structures. Sgt. Miller said that she would put the park on a focus patrol.

Mayor Kirsch said that with the increased pedestrian traffic and the FEMA project currently being constructed near the park, extra deputy patrols would be appreciated.

Councilor Zeyen-Hall thanked the Sgt. for the speed reader sign on SE Kingwood, noting that the blue flashing light on the reader sign quickly deters speeders.

Mayor Kirsch asked about the cost of purchasing a speed reader sign. Councilor Katlong said that a permanently mounted reader sign is around \$3,000.

#### **PUBLIC WORKS REPORT:**

Pump Report: Public Works Supervisor Russ Foltz gave the pump report for December noting that the unmetered loss percentage was up a little from 2019. He attributed this extra loss to the use of fire hydrants during the fire and recent construction.

River Road Pump Failure: The River Road pump station pump failed due to a seal failure. Xylem pulled the pump and is disassembling it to see if it can be repaired.

Councilor Trout asked if this pump was the same one replaced a few years ago that was fairly expensive. Mr. Foltz said that pump was for the Spring Street pump station. The Wall Street and River Road pumps are smaller than the Spring Street pump. Mr. Foltz said he is not sure of the cost for a new pump if it is needed. Mrs. Cook said that a new pump will likely cost around \$6,000, similar to the one most recently purchased.

WWTP Bio-filter/EF Pump Update: Mr. Foltz said that the repair done on the bio-filter at the sewer plant was holding up until the bearing retainers broke and messed up the shaft. A new shaft, seal and bearing assemblies were ordered. This will run about 3,000.

EV Parking Update: The EV parking lot on Wall Street has been paved and all the curbs are in. The EV Charging stations and the street lights are the only things that are left to be done. Mr. Foltz said that Council needs to budget for landscaping as this was not included in the original construction budget.

School Project Update: All underground work is completed at the school. A large stump was discovered when cutting out and grading the intersection of SW Second Avenue and SW Cedar Street. This stump was paved over during the original construction of the street and is why the large potholes were there.

Bridge Update: After raising the north end of the bridge to replace some earthquake retrofits, water main leaks were discovered on both ends of the bridge. Mr. Foltz said that he is working with the City Engineer and City Planner on how and who will fix the leaks as accessing the underside of the bridge requires special equipment. Mr. Foltz said the leaks are just small drips at this time.

FEMA Housing: The FEMA housing project site at the east end of SE Fairview Street is almost complete. The parking lot and street lights have been activated. The first two of 16 FEMA houses are expected to arrive by the end of next week. Mr. Foltz said that he has been pressure testing the sewer lines as well as testing and flushing water mains. Water samples will be completed in a couple of days to see if the water is drinkable.

Mayor Kirsch asked about the offer by the electrical contractor to hook up the generator. Mr. Foltz said that US West Electric has expressed appreciation of Public Works staff always being available while preparing the FEMA site and has offered to help with any electrical work the City may need at no charge. Mr. Foltz suggested they could help with the wiring of the transfer switch for the generator. The City would have to purchase the transfer switch, which was quoted at \$8,000 in 2016, but would save approximately \$4,000 in labor costs. Mr. Foltz will talk with the main electrician to see if this can be done.

Mayor Kirsch asked if there are funds available for this project. Mrs. Cook said that this expenditure would have to come out of the Water Reserve Fund, however, most of these funds have been earmarked for upcoming water projects. Mrs. Cook said that a hard cost for the part would be needed in order for a determination of fund availability to be given.

Councilor Zeyen-Hall said that it was reported that a few teenagers have been seen purposely trying to break the metal play structure platform at Kimmel Park. Mr. Foltz said he has placed caution tape and warning signs on the structure to keep kids from using it.

City Attorney Jim McGehee said that if caught, these teenagers could be cited into court for criminal mischief and trespassed. Mr. Foltz noted that cameras are located at Kimmel Park and that he has asked Linn County deputies to keep an eye out for suspicious activities.

Councilor Zeyen-Hall asked if the broken deck can be removed until it can be replaced. Mr. Foltz explained that these play structures come with special tamper-proof tools. The City does not have this tool but it will be included in the purchase of the new deck.

Councilor Winn asked if there is any concern with him removing the two fir trees on SW Ivy Street that were fell. There may be a small fee for the trucking. No concerns were stated.

Gary Olson, SW Spring Street, offered his help in cleaning up the debris.

**CITIZEN COMMENTS/QUESTIONS:** None.

**PUBLIC HEARING:** None Scheduled.

**PRESENTATIONS:** None Scheduled.

**OLD BUSINESS:**

The City's temporary RV site is about half full with more people regularly calling about a site. The City of Detroit had asked about a location for a temporary city hall and staff identified one at this site. With the inability to find someone to transport the modular unit that was donated to them, the City of Detroit has chosen to rent a space in Stayton.

Mayor Kirsch said that FEMA is looking at the City of Gates for a temporary housing site as well.

Councilor Katlong reminded Council of the six spots available for temporary RV parking at the Seventh Day Adventist church on SW Ivy Street. He said that sewer has been installed but there is no water or electricity available.

Mrs. Cook is currently working on gathering all the necessary information for the City's Request for Assistance (RFA) with FEMA. A project manager has been assigned to work with Mill City and will be assisting with this process. Once all damages and insurance coverage have been identified, FEMA will review the remaining items to determine what, if any, additional assistance the City may receive.

CARES Act: The City was able to provide the necessary proof of expenditures to qualify for the full amount of CARES Act funding allocated for Mill City. The reimbursement was direct deposited on December 24, 2020. Mrs. Cook pointed out the new conference phone in Council chambers purchased with CARES Act funds, which will make conversations with the City Attorney and City Planner easier during meetings.

Electronic Payment Update: The paperwork authorizing the purchase of the electronic payment software has been signed and returned to Accela. Mrs. Cook and Finance Clerk Lacy Classen have been working on getting additional information to the rep who will be helping to implement the software. It is possible that the City will need to adopt a modification to the fee resolution in order to pass along the fees for use to the customer as these fees are cost prohibitive for the City. Mrs. Cook said that she is not clear on how this will work behind the scenes but will advise further once clarification is received.

Mrs. Cook said that customers will only be able to pay their water/sewer bill electronically. The next step would be to implement the ability to make payments for court fines, system development charges, building permits and other fees the City charges.

Mr. Olson asked if an electronic auto payment option will be offered. Mrs. Cook said yes.

#### **NEW BUSINESS:**

Riparian Zone Update: Mrs. Cook said that the Planning Commission is ready to move forward with the Riparian Code, which the City has been working on for years. The Planning Commission at their December 15, 2020 meeting, approved a motion to forward the draft code to the Council and for Council to direct them to set a public hearing on the code.

Councilor Trout said that he would like to read the code language in full before making a decision. Councilor Plotts agreed.

Council consensus to wait until next Council meeting to make a decision on this matter.

#### **STAFF/COMMISSION REPORTS**

##### City Recorder Report:

*List of On-going Old Business Items* – A current list of on-going old business items was provided for review.

Mayor Kirsch said that Marion County has applied for a Community Development Block Grant to hire an administrator and staff to help the canyon cities with wildfire issues.

Councilor Trout asked if the extra assistance could help with the RV sites. Mayor Kirsch said that he is not sure but it is a possibility.

Councilor Trout asked about the Council survey, noting that he would like to have information on how the unexpected expenditures throughout the last few months have impacted the funds. Mrs. Cook said the sewer fund will be the major issue this year as most of the expenditures have been for sewer repairs.

Councilor Trout asked if the funds received from the CARES Act can be deposited into the sewer fund. Mrs. Cook said that these funds are just for COVID related expenditures. Dollars received from FEMA, if any, would be put into the General Fund and then transferred to the appropriate funds for use. These dollars must be used on projects indicated on the FEMA application, which includes riparian clean up and repair and the Cedar Creek footbridge/sewer line replacement. Mrs. Cook said that the city entry sign, the Reid House, and the Cedar Creek footbridge, among others, will likely be reimbursed through insurance.

**BUSINESS FROM MAYOR & CITY COUNCILORS**

**Councilors Katlong, Trout and Winn** had nothing to report.

**Councilor Zeyen-Hall** said that there upcoming legislative bills which will directly affect rural communities and fire relief. Councilor Zeyen-Hall will identify those bills that will affect the canyon and send this information to Councilors and staff.

Mayor Kirsch said that these bills are drafted by officials in big urban cities. The bills that are of most importance are those that impose restrictions and cost the City money.

**Councilor Plotts** said that she received an email from Sgt. Greg Klein who recently retired, thanking everyone for a great relationship during his time serving the City of Mill City and Linn County.

**Mayor Kirsch** said that at the last meeting of the NSSA held on January 7th, the engineer said that the sewer valuation and capacity study should be finished by late April. Mayor Kirsch reminded Council that the delivery system and sewer tanks are where the value is, not the sewer plant. A town hall meeting will be held to present these studies to the public.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT**

The meeting was adjourned at 7:50 PM.

Prepared by:

Approved by:

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Stacie Cook, MMC  
City Recorder

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Tim Kirsch  
Mayor