

**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, January 25, 2022**

**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 was City Recorder Stacie Cook and City Clerk Tree Fredrickson.

**Citizens in Attendance** were Douglas Cheeks, Melinda Flatman, Dan Lemke, Ruth Lemke, Roel Lundquist, Gary Olson, Thorin Thacker and Pierce Torres.

**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.

**CONSENT AGENDA**

**Councilor Katlong** moved and was seconded by **Councilor Trout**, to approve items a; Approval of Minutes of Regular City Council Meeting of January 11, 2022, b; Approval of Accounts Payable, c; Acceptance of Recommendation to Hire Kaitlyn Waid to Fill the Vacant Parks, Grounds & Facilities Maintenance Position Beginning at Step 1 of the Salary Scale and Subject to Completion of Required Paperwork, d; Ratification of Planning Commission Approval of File No. 2021-09; Minor Partition; ConKraft Construction, 745 NE Alder St., e; Ratification of Planning Commission Approval of File No. 2021-10; Conditional Use Permit – Marijuana Retail Sales Outlet; Thacker/Mitchell, 415 NE Santiam Blvd. Mrs. Fredrickson polled the Council. The motion passed unanimously, (6:0).

**CITIZEN COMMENTS/QUESTIONS:** None.

**OREGON MAIN STREET PROGRAM – SARAH ALLABEN, MWVCOG:** Joining the Council meeting via Zoom was Sarah Allaben, RARE Wildlife Recovery Coordinator, who presented Council with a PowerPoint presentation on the Oregon Main Street (OMS) program.

Ms. Allaben explained that the OMS Plan follows a four-point framework to downtown development which emphasizes sustainable organization of stakeholders and volunteers, effective promotion of the downtown area to businesses and investors, quality design that maintains the character of a city, and economic vitality through an expanded and diversified economic base.

Local governments or downtown development groups can apply to join the OMS Network, which is free of any costs. There are two tracks to choose from:

- The 'Main Street Track' is designed for communities with a traditional downtown district with 20+ contiguous commercial buildings of historical or architectural significance.
- The 'Associate Level' track is for communities without a traditional downtown district who still wish to receive support and guidance in downtown revitalization projects.

OMS is piloting a 'rural regional' approach to the program. This allows several communities to pool resources to support downtown development across a region. The cities of Gates and Detroit have expressed interest in this collaboration. Ms. Allaben asked Mill City to consider joining in the collaboration.

Should Mill City be interested in participating, a liaison to the Council would be needed.

Mayor Kirsch asked if only government entities can join. Ms. Allaben said that a downtown development group could join.

Pierce Torres, S. 1<sup>st</sup> Ave, asked if buildings need to be all commercial or just 20 buildings in a walkable commercial zone. Ms. Alleban said that it can be 20 general buildings in a commercial zone.

Councilor Plotts asked if a commercial zone can be just one area or several commercial zones, noting that Mill City has a few different commercial areas. Ms. Allaben said that different regions can be considered commercial.

Mayor Kirsch suggested that Ms. Allaben speak with the City of Lyons about this program as well.

### **SKATE – REQUEST FOR COOPERATIVE AGREEMENT; KIMMEL PARK CONCESSION**

**USE:** Melinda Flatman, SKATE President, explained that the main point to this request is to get people to use Kimmel Park more. The intent is to collaborate with various community groups and to provide youth an opportunity to learn customer service and money handling skills.

Councilor Trout said that there is concern with storage or damage to others' items and the responsibility falling on the City.

Mayor Kirsch added that there is also concern with giving one group control over a community facility or showing preference to one group over another.

Councilor Plotts asked if each group will be responsible for bringing their things each time or if it is intended that there be designated storage areas. Ms. Flatman said that she hopes for collaboration between groups with schedules and inventory and will be contacting each group to encourage their participation in working together.

Councilor Katlong asked about cleaning supplies and if the City would be expected to supply this. Ms. Flatman said that she hopes that the groups can pool together to purchase cleaning supplies and requested that they be stored at the facility so that it can be cleaned on a regular basis by those organizing the project. An adult would be responsible in overseeing supplies and create a schedule for cleaning.

Councilor Katlong asked if every group would have a key to the concession. Ms. Flatman said that there would be specific people responsible for keys.

Mr. Torres asked if there are any limitations on which foods can be sold at the concession stand or rules to follow such as requiring food handlers' cards. Ms. Flatman said that at least one person on site will need to have a food handler's card. Linn County Health Dept will need to be consulted to determine what requirements will need to be met.

Ms. Flatman said that she will create a potential schedule of games and events with interested groups and send it to staff for review.

Council consensus to allow SKATE to use the concessions.

Mrs. Cook said that City Attorney, Jim McGehee recommended that an MOU be drafted if the Council decided to move forward with this collaboration.

### **MISCELLANEOUS CITY RECORDER ITEMS:**

*Willamette Partnership – RFP for Stormwater Master Plan:* Mrs. Cook and City Planner Dave Kinney met with Ethan Brown and Kristiana Teige Witherill of Willamette Partnership to discuss a draft RFP for a Storm Drainage Master Plan Update. A draft was provided for Council review.

Mrs. Cook said that there are changes that will need to be made to the document before it is issued.

*Request for Waiver of Door Fee – 127 NW Santiam Blvd, Tammy Hosman:* The City received a request for waiver of a \$15 door fee from Tammie Hosman, Multiple Streams, LLC, for 127 NW Santiam Blvd. Ms. Hosman advised that she did not get the payment in the mail on time due to the holidays and has since made the payment electronically.

Councilor Trout declared a conflict of interest as this is a client and took a seat in the audience.

Councilor Katlong asked if Ms. Hosman has requested a door fee waiver in the last year. Mrs. Cook stated that fees were waived in May for the March bill.

**Councilor Katlong** moved and was seconded by **Councilor Winn**, to Deny Request for Waiver of Door Fee, Multiple Streams, LLC; 127 NW Santiam Blvd. The motion passed unanimously, (5:0:1), with Councilor Trout abstaining.

Councilor Trout retook his seat.

*SW Broadway Street Lighting Letters:* Mrs. Cook said that two additional letters were placed at each Council seat regarding the Broadway Street lighting.

Several options were suggested for the bright lights; lower wattage bulbs, top covers to project the light downwards or lamp covers that would diffuse the light. Another suggestion was to relocate some of the lights to other parts of town.

Mrs. Cook said that options may be limited at this time as the grant is not yet closed out. Council directed Mrs. Cook to send a written notification to Linn County to request that this issue be resolved before closing the grant, as there may be left-over grant dollars that can be used to remedy the situation.

*TIGER Grant Update:* Mrs. Cook said that the sidewalk approach at the east end of the Railroad Bridge is planned be poured within the week. The handrails have arrived but the mesh has not. Once the handrails are installed and the decking poured the bridge will be opened.

The Save Our Bridge Committee met with representatives from Linn County and Farline last week to discuss the concrete deck staining. The City has been advised that the staining cannot be done at this time due to the moisture in the concrete. Additionally, the brushed finish which is required for ADA, would cause any staining to not be uniform. The recommendation from the contractor is to forego staining the deck entirely. The Save Our Bridge Committee concurred with this recommendation.

Councilor Zeyen-Hall said that the Canyon Catalysts plan to replace some of the main shelter siding and bring the east and west end siding down to three feet, which will allow a better vantage point into the shelter to deter vandalism. The shelter will be painted after repairs are completed. The electrical panel in the shelter is in need of replacement also.

Councilor Katlong said that lighting is needed to deter vandalism and suggested a 'caged' light be hung in the middle of the rafters.

Councilor Plotts said that the Catalysts will be painting the barrel trash cans black and new red lids will be put on them.

Ruth Lemke, SW Kingwood Ave, said that she walks regularly and has noticed a couple of areas which could benefit from having a trash cans. Mrs. Cook asked for the locations so that staff can look into adding trash cans.

Gary Olson, Hazard Mitigation Representative, said that Marion County will be holding Hazard Mitigation training workshops and encouraged a representative from the Council attend.

Mayor Kirsch said that Marion County will meet with representatives from area communities in February and present an update on the wildfire recovery. Th exact date and time will be announced at a later date.

**ADJOURNMENT**

The meeting was adjourned at 8:11 PM.

Prepared by:

Approved by:

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Stacie Cook, MMC  
City Recorder

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Tim Kirsch  
Mayor