

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, January 24, 2023**

Mayor Kirsch opened the meeting at 6:30 PM with the flag salute. Councilors present were Janet Zeyen-Hall, Brett Katlong, Dawn Plotts, Jason Saari and Steve Winn. Staff members in attendance were City Recorder Stacie Cook and City Clerk Tree Fredrickson.

Citizens in Attendance were Carl Lund, Marion County, Lari Rupp, Marion County, Jim Soll and Misty Strasser.

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 Plotts**, to approve items a; Approval of Minutes of Regular City Council Meeting of January 10, 2023, b; Approval of Accounts Payable, c; Approval of Resolution No. 883 – Authorized Signatories; Banking and d; Approval of Agreement for Professional Services; Keller Associates – Mill City Falls Phase 2. Mrs. Fredrickson polled the Council. The motion passed unanimously, (6:0).

CITIZEN COMMENTS/QUESTIONS: Lari Rupp, Marion County Community Services stated that Marion County is applying for an ODOT Community Paths grant for the Santiam Rail Trail Project. The proposed 4.5-mile hard surface trail will run along the ODOT right-of-way on Highway 22 from the Maples Rest Area connecting with the existing Mill City bike trail.

The applications are due in one week and have a grant opportunity of up to \$6 million, which could potentially fund the majority of the project. The grant has a local match obligation of 10.27%, which Marion County is working to identify.

Mrs. Rupp asked that Mill City partner on the grant application which would allow the city's cost of replacing the ped bridge on the east side of town to be counted as local matching funds for the application. Additionally, showing a partnership with another entity assists with the viability of the grant.

Mayor Kirsch said that he fully supports this project, noting that the abandoned rail trail has long served bike riders and pedestrians as well as provided a safe route for students walking or biking to school. Mr. Lund said that this information would be helpful in the grant application as this is a transportation grant and requested this language be part of a support letter from the city.

Mayor Kirsch moved and was seconded by **Councilor Katlong**, to Draft a Letter in Support of and Partnership on the Santiam Rail Trail Project with Marion County. The motion passed unanimously, (6:0).

Councilor Saari asked if the school district might provide a letter of support, as there are students who walk to school along the highway. Carl Lund, Marion County Traffic Engineer, said that there are dollars which could be allocated to provide a safer route to school.

LARGE EVENT POLICY: Examples of event policies from other cities in Oregon have been provided for Council review over the past few months. It is important to have a policy in place before the Mill City Falls Park pavilion is constructed, and hopefully in time for the Fourth of July events and the annual Music and Art Festival.

The Council discussed several items to include within a policy including:

- Requiring event coordinators to provide trash receptacles and dispose of their own trash

- Vendor use of water and electricity and whether to charge a fee
- Reimbursement for damaged city property
- Payment for overtime of City staff if needed
- Number of vendors at event
- Large deposit to cover incidentals
- Mandatory supervision by Public Works for placement of large trucks and vendors
- Vendor Camping/parking

Councilor Saari asked if Mrs. Cook had contacted any of the cities about how well their event policy works. Mrs. Cook said that she has not but will do so.

Mrs. Cook requested Council review the sample policies and provide notes on what they would like to see included in Mill City's policy by February 10th. A draft document will be prepared for the February 28th meeting.

Councilor Zeyen-Hall left the meeting at 7:42PM.

MISC. CITY RECORDER ITEMS:

Marion White Volunteerism Award: Each year the City identifies a recipient for the Marion White Volunteerism Award. The recipient, whose name remains a secret, is presented with the award at the annual Santiam Awards Night.

The Awards Night is held in April. To allow time for inclusion in the program, a decision should be made by mid-March. Councilors Plotts and Katlong volunteered to select a recipient for this award.

Councilor Saari asked if there is a list of all past award recipients. Mrs. Cook confirmed there is a list of recipients selected by the City over the years.

SRTS Grant Approval: Mrs. Cook announced that the City has received official notification of award for the ODOT Safe Routes to Schools grant of \$2 Million. This money will finish the area around the Jr/Sr high school and Pre-School including 2,500 feet of sidewalks along SW Evergreen St., SW 4th Ave., SW 3rd Ave., and SW Cedar St., ADA crosswalks, curb extensions (curb bulbs) and a rapid flashing pedestrian beacon at the intersection of SW Evergreen St. and S 1st Ave.

Reduction of Leak Reduction Charges; Kim Cole: A request was received from Kim Cole for a leak reduction. Ms. Cole indicates that she has experienced water leaks since the 2020 wildfires and has been struggling to keep them fixed. Another large leak recently sprung under her home causing a large water bill with 370 units totaling \$1,994.36.

A plumber has fixed the leak but informed Ms. Cole that the water lines are in desperate need of replacement. Until the lines are replaced it is likely leaks will continue.

Staff has provided a 50% leak adjustment that the City's policy allows. However, because Ms. Cole received a leak adjustment in July, Council must review this new request to determine whether additional credit is warranted.

Councilor Katlong asked if Ms. Cole's house was affected by the wildfire. Mrs. Cook said that it was not.

The question of how previous leak adjustments have been handled arose. Council requested that Mrs. Cook research past reductions and bring this back at the next meeting so that a fair and consistent decision can be made.

ODOT Urban Design Planning Project: Mrs. Cook and City Planner Dave Kinney participated in an introductory meeting with ODOT representatives Jenna Berman and Mariana Montes, as well as Jason

Nolan, Design Engineer with Parametrix, to discuss an urban design planning project that ODOT is working on. This project is similar to the Hwy 22 Access Management Plan that ODOT completed with Mill City.

The project will include the section of Hwy 22 between NE 3rd Ave. and NE 7th Ave. It will look at traffic and pedestrian safety measures, which may include sidewalks, crossings, center islands and similar elements. Staff will meet with ODOT representatives to walk the site and discuss ideas for the design on Wednesday, January 25th. Future meetings will be set to obtain public input.

Councilor Saari asked if this plan will address the excessive summertime traffic which affects Hwy 22 businesses. Mayor Kirsch said that ODOT limiting access to the highway is one point of contention. Using Alder Street as an access road would help.

Accuity, LLC Auditing Contract; FY 22-23, 23-24, 24-25: A contract extension for audit services from Accuity, LLC was presented for discussion. The contract is written to span three fiscal years; FY 22-23 through FY 24-25. The audit cost increases from \$16,500 to \$18,000 per year with the contract renewal, not including costs for potential single audits that may be needed.

At the last meeting City Attorney Jim McGehee suggested issuing an RFP for audit services, as this is recommended to ensure financials have a fresh eye from time to time. Mr. McGehee indicated this be done every four to five years. The City has used Accuity, LLC since 2015.

Councilor Katlong and Mayor Kirsch said they would like the city to send out an RFP, as it is easy to get complacent after looking at figures over and over. Mrs. Cook said that there is one more year left on the current contract, giving Council time to issue an RFP for audit services.

Consensus to issue an RFP for audit services.

Affidavit of Lost Note; Texas Capital Bank: Mrs. Cook said that she received a call from Jim Shannon, Mersereau Shannon, who assisted with refinancing the City's sewer loan in 2017 advising that the City would be receiving an Affidavit of Lost Note. The Note was misplaced in the transition of the City's loan to another company. A new Note needs to be signed by the Mayor and returned to First Security Finance, Inc.

City Attorney Jim McGehee reviewed the documents and had no concerns. However, he wanted this matter to go before Council so that a motion to approve the action was placed on the record.

Councilor Katlong moved and was seconded by **Councilor Saari**, to Direct Mayor Kirsch to Sign and City Recorder to Authenticate, Tax Exempting Finance Agreement Note, Series 2017. The motion passed unanimously, (5:0).

Speed Radar Signs: Mr. Lund stated that he spoke with Mrs. Cook about the possibility of Marion County loaning speed radar signs to Mill City on Marion County owned roads. Currently, all of the signs are on loan and will be unavailable for six to eight months; the duration in which normally are left in one location. Studies show a 2% reduction in speeds on average, dropping to 1% as time elapses and drivers become familiar with the signs and the road, which is why the signs only remain for the six to eight months.

Mrs. Cook said that as Council moves forward with determining the kind of signs to purchase, she recommends they not be permanent mount as they then can be moved around to different locations, adding that under the HOLT agreement, Marion County will install any signs that Mill City purchases.

Mrs. Cook asked if the solar powered signs work well since there tends to be foggy, rainy weather in this area. Mr. Lund said that it is his experience that the solar signs work well as long as they are not directly under trees.

Councilor Plotts asked if the city would have access to the data from the signs. Mr. Lund said that the data can be obtained from the signs.

IIMC Conference Registration: Mrs. Cook has registered for the IIMC Conference to ensure that the early registration discount was obtained. The conference will be held May 14-17, 2023 in Minneapolis, Minnesota.

Tree Bids: Mrs. Cook stated that she received a bid from White Peak Tree Trimming for the removal of damaged/dead trees on the corner of SW High Ave and SW Kingwood Ave, and at Reid House “parking lot” Parcel NE Alder St. The bid for SW High Ave is \$9,220 and the bid for NE Alder St is \$8,775. Power lines will have to be dropped as they would be compromised when the trees are felled.

Councilor Winn provided a sample from one of the trees on SW High Ave, which showed rot all the way through.

Councilor Katlong stated that the trees on SW High Ave be the priority as they hang over a property owner’s home and are in danger of falling.

Council consensus to seek additional bids to see if the City can obtain a lower cost.

FEMA Trailer Site: Mrs. Cook said that she received an email from FEMA requesting an extension for the SE Fairview St trailer site through March, 2023. The last extension request expires on January 31, 2023. Currently, 4 trailers are still occupied.

Councilor Katlong said that he feels that the City has went above and beyond to help those who lost their homes in the wildfire, noting that he would like to see the site utilized again for the annual clean-up day.

Mayor Kirsch said the City has been compassionate in helping those who lost their homes in the wildfire but hand-outs must end. When there is no incentive to move, it will not happen.

Councilor Saari asked if the City denies the extension request, will OEM have time to relocate the remaining occupants before their mission is complete and relieve the City of further responsibility in relocating the remaining tenants? Mrs. Cook said that she has not received any official documentation with this information as of yet.

Councilor Katlong moved and was seconded by **Councilor Saari**, to Deny FEMA Extension Request for SE Fairview St Trailer Site. The motion passed unanimously, (5:0).

Councilor Katlong said that the actuators and electrical at the WWTP are now on-line and running well.

ADJOURNMENT

The meeting was adjourned at 8:42PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor