

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

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

Citizens in Attendance were Ann Carey, Marge Henning, Carl Henriksen, Roel Lundquist, Randy Mickey, Don Strasser, Julie Strasser 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 Zeyen-Hall moved and was seconded by **Councilor Winn**, to approve items a; Approval of Minutes of Regular City Council Meeting of September 26, 2023, b; Ratification of October 11, 2023 Email Approval of Accounts Payable, c; Approval of Accounts Payable, d; Acceptance of Monthly Revenues & Expenditures Report, September, 2023, e; Acceptance of Resignation of Brett Katlong from City Council and Declaring the Position Vacant, f; Acceptance of Resignation of Matt Marr from Mill City 4th of July Committee and Declaring the Position Vacant, g; Ratification of Mayor Kirsch's Removal of Emily Hennes from the Mill City 4th of July Committee Due to Lack of Participation and Declaring the Position Vacant, h; Ratification of Mayor Kirsch's Appointment of Brett Katlong to the Mill City 4th of July Committee, for a Term Expiring July 31, 2024, i; Ratification of October 11, 2023 Email Approval of Amendment No. 01 to Keller Associates Owner-Consultant Agreement, j; Authorization to Close City Hall on Friday, November 24, 2023 as an Unpaid Holiday, and k; Ratification of Planning Commission Approval of Minor Partition - 441 SW Kingwood Ave, Mill City; File No. 2023-03. Mrs. Fredrickson polled the Council. The motion passed unanimously, (4:0).

CITIZEN COMMENTS/QUESTIONS: Misty Strasser, NW River Rd., asked when the water project will be completed, stating that her water has had a chemical taste since the project started. Mayor Kirsch said that the project due date was extended until the end of November. Mrs. Cook said this project would not affect her water quality as it is on the opposite side of the city. Public Works will be notified of the concern.

Ann Carey, SW 1st Ave., said that she has been advised that if hydrants have been flushed then it can cause debris and taste issues.

Mrs. Strasser said that Marion County cut down the blackberry bushes growing onto her property but left overhanging branches on her fence.

REQUEST FOR REDUCTION OF WATER CHARGES; 218 SW BROADWAY ST.: A letter requesting reduction of water charges for 218 SW Broadway St. due to an August water/sewer bill totaling \$805.32 from an irrigation system timer that quit functioning was provided for consideration.

Property owner Randy Mickey stated that he has turned off the irrigation system until the timer can be fixed.

Mayor Kirsch moved and was seconded by **Councilor Zeyen-Hall**, to Approve Request for Reduction of Water Charges to the Highest Consumption in the Previous Twelve Months for 218 SW Broadway St. The motion passed unanimously, (4:0).

REQUEST FOR REDUCTION OF WATER CHARGES; 716 S 1ST AVE.: Lynda Harrington and Dorothy Keasey submitted two letters requesting a reduction of water charges for St. Catherine of Sienna Church, due to two water/sewer bills from September and October.

The letters state that water consumption increased because a new lawn maintenance person inadvertently changed the irrigation time settings to make them run constantly. This issue has been fixed. The request is for waiver of all charges over the normal summertime usage.

Mayor Kirsch stated that he is a parishioner of the church but this decision does not have an affect on his finances.

Councilor Plotts moved and was seconded by **Councilor Winn**, to Approve Request for Reduction of Water Charges to the Highest Consumption in the Previous Twelve Months for 716 S 1st Ave. The motion passed unanimously, (4:0).

REQUEST FOR REDUCTION OF WATER CHARGES; 627 SE FAIRVIEW ST.: Mariah Davis has submitted a request on behalf of her father, who is dealing with severe health issues, for a reduction of water/sewer charges for 627 SE Fairview St.

Ms. Davis states that after a fire that left the home uninhabitable last year, the water was shut off. However, charges continued to accrue, now reaching a balance of \$650.20. Mrs. Cook was asked if the bills were reaching the owner. Mrs. Cook said that no bills have been returned and Ms. Davis was aware of the charges when she called.

The water meter was removed effective October 17, 2023, which ceases all charges, per Ms. Davis' request.

Consensus to table this issue until the next meeting to allow Councilors to review the letter and talk with staff about the situation.

REQUEST FOR LETTER OF SUPPORT – MILL CITY ENTRY PROJECT; Gay Stuntzner and Dianne Moore: The City has received a request for a letter of support for the Mill City Entrance project that Gay Stuntzner and Dianne Moore have been working on for a number of years. The letter is requested to address potential funding from the City, water availability and maintenance of the site.

Planning Advisor Dave Kinney and Mrs. Cook have reviewed initial designs for the site. However, design modifications, based on ODOT comments and requirements, were to be made and resubmitted for review. As of yet the revised plans and project costs have not been submitted.

Mayor Kirsch said that he is hesitant to provide a letter of support for this project without first knowing what financial and future maintenance responsibilities the City would have.

Consensus to table further discussion until plans and a cost estimate have been provided.

Councilor Zeyen-Hall asked if there had been any response from ODOT on replacing the S 1st Ave. metal railing damaged by a vehicle. Mrs. Cook said that she has not heard from ODOT about the rail.

OREGON STATE MARINE BOARD FACILITIES GRANT; Brock Browning, Santiam River Manager, eNRG Kayaking: Mrs. Cook said that Brock Browning was unable to make tonight's meeting and requested that this be placed on the next agenda.

MISC. CITY RECORDER ITEMS:

Santiam Canyon Christmas Extravaganza: The Santiam Canyon PTO and Young Life are joining together to put on the Santiam Canyon Christmas Extravaganza. The Extravaganza is planned for Saturday, December 2, 2023. A list of proposed events include:

- 10 AM to 12 Noon – 5K Ugly Sweater Run/Walk
- 12 Noon to 5PM – Santiam Canyon Christmas Bazaar and Kids Crafts
- 12 Noon to 5PM – Pictures with Santa and Bake Sale
- 5:30 PM Christmas Tree Lighting @ City Hall

A request for assistance in purchasing two banners advertising the event was made. However, Mrs. Cook was informed that the organizers have found another company that can provide the banners at about half the cost. An updated cost for consideration has not been provided.

Zach Zinda, Pacific Power, will hang the wreath on the RR Bridge, decorations along 1st Ave. and Broadway St. as well as decorate the Christmas tree at City Hall. The hope is to have this all completed prior to Thanksgiving.

Recreational Vehicles as Residences: City Attorney Jim McGehee has issued complaints to property owners with RV's which remain in use as a residence. These have been set for court dates of November 14th and 28th, 2023.

Miscellaneous Parking Changes: Public Works has painted the yellow 'no parking' strip along the curb at Hammond Park. Signs have been ordered for 'no parking', '30-minute parking' and 'no blocking sidewalk' which will be posted along the right-of-way.

2021-2022 Audit Update: Accuity, LLC will be at City Hall on October 30 and 31, 2023 gathering information for the federal single audit necessary because of COVID relief funds and the water project. Once this portion of the audit is completed it will be submitted to the state and work can begin on the 2022-2023 audit.

During this time, Mayor Kirsch and Mrs. Cook will meet with Accuity to discuss communication concerns before a potential new contract is signed.

Storm Water Project Update: Planning Advisor Dave Kinney and Mrs. Cook met with Ryan Retzlaff, Keller Associates, to discuss the status of the City's storm water project. Mr. Retzlaff has submitted a tentative schedule for completion of the Storm Water Master Plan which has the final deliverable to the City by early October 2024.

The schedule does not include any upgrades or maintenance of the system. The following have been identified as priority items for engineering and potential construction:

- SW 5th Ave. Outfall
- Spring St. Basin from SJSHS west
- Kimmel Park Storm

Mr. Kinney and Keller met today to look at the SW 5th Ave. Outfall to determine what needs to be done for engineering. Mr. Retzlaff is working on the Spring Street basin engineering. Once the engineering is finished bid packs can be prepared.

Marion County ARPA Sewer Grant Update: The City is moving forward with the Marion County ARPA grant. The Keller Associates contract amendment has been reviewed and approved by Marion County. The scope of work for this grant includes:

- Short Term Repairs and Improvements to WWTP and collections system – completed: Upgraded PLCs at each pump station and installed new computer and software at WWTP
- I&I Inspection and Repairs – Keller Task Order signed in September. Ore-VAC West contracted to complete TVing of system. Work commenced October 19th and is expected to take 40-50 work days to clean and inspect the collection system.

Mrs. Cook stated that the first line that was opened was completely corroded and they will have to bring in a machine to bore the line out.

- Collection System Repairs and Improvements – City needs to solicit proposals for contractors to perform leak repairs on T&M basis with one to three contractors selected by December 30, 2023. Major sewer main line repairs and line replacement will need to be reviewed on an individual basis to determine if engineering plans and bids must be solicited or if the project should be deferred.
- Additional System Upgrades – If funds allow, upgrading of the 1st Ave. pump station and/or replace the sewer main from NW 2nd Ave. to the 1st Ave. pump station will be completed.
- Permit Compliance Repairs at WWTP (DEQ letter) – Pipe seals at rock filter have been repaired and leaks eliminated. ACE Septic provided a proposal to clean all filter screens, backwash and flush the recirculating rock filter piping, which is expected to commence in November. Results will be evaluated with options identified for repairs and/or routine maintenance.

State of Oregon ARPA Sewer Grant Update: The City received a \$2.5M grant from the State of Oregon for interim sewer repairs/upgrades to allow for stabilization of the WWTP for future growth. With the ever-changing direction of the future sewer project and DEQ's denial of the interim fix, these funds have yet to be allocated toward a project.

Staff is working with BizOR to enter into an IGA with Marion County for the bulk of the \$2.5M grant work, depending on how land acquisition for the new WWTP site proceeds. This will ensure that the grant funds are allocated by December 2024, which meets the grant requirement, and can be used for land purchase, sewer main extensions and the decommission of the old sewer plant when the time comes.

SRTS Grant Update: The survey work for the SRTS grant has started. This includes preparation of descriptions and maps for needed easements along SW Evergreen St. Once the survey work has been finalized, engineering for the project can begin.

Mrs. Cook and Planning Advisor Dave Kinney will be meeting with property owners to show the impact of the improvements on their properties, which in some cases removes driveway access along SW 4th Ave.

Water Project Update: D&I Excavating has completed installation of the water line and the service connections on SE Grove St. Pressure testing will be scheduled at a later date so that the tie-in at Kingwood Ave. to S 1st Ave. can be completed. The main from SW Ivy St. to Kingwood Ave. went live on October 23rd. SE 4th Ave. will be sawcut the week of 23rd so that the main can be installed.

There will be funds available after completion of all of the water lines, service connections and installation of the electronic meters. Staff is currently looking into purchasing the remaining number of meters needed to switch the entire city over to electronic meters. An extension will be required on the project deadline with BizOR to purchase and install the meters.

Mill City Falls Park – Phase 2 Update: The final layout of the Mill City Falls Park – Phase 2 is being worked on. There were a few issues with grading at the entrance to the park to meet ADA requirements. These have been rectified.

A meeting has been set for October 26th with Landscape Architect Brian Bainson and an interpretive sign specialist to discuss what kind of signage to install in the park.

A meeting was also held with Shannon Williams and Garret Frerichs, Keller Associates, and Mr. Bainson earlier this month. During the meeting the schedule for final engineering plans, bid advertisement, opening and award was set. The council will award the project by December 12, 2023, with work to begin in the spring, completed by September 1, 2024.

Mr. Lundquist requested an update on the Cedar Creek Bridge project, noting that this project has been in the works for over a year. Mrs. Cook said that the review is currently with FEMA, who just forwarded the changes to their environmental department on October 20th, with a statutory 30-day review period.

Mayor Kirsch said that the NSSA open house is set for tomorrow at 6:30p.m. at the school. A second open house will be at the Gates Fire Hall on October 25, 2023.

EXECUTIVE SESSION

At 7:24PM Mayor Kirsch adjourned into executive session under ORS 192.660(2)(e) To Conduct Deliberations with Persons You Have Designated to Negotiate Real Property Transactions.

At 7:40PM Mayor Kirsch reconvened into regular session.

ADJOURNMENT

The meeting was adjourned at 7:41PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor