



CITY OF MILL CITY

AGENDA OF THE CITY COUNCIL

October 13, 2020

City Hall

444 S 1st Avenue

Mill City, Oregon

REGULAR SESSION

1. CALL TO ORDER/FLAG SALUTE 6:30 p.m. Mayor Tim Kirsch
2. CITY COUNCIL ROLL CALL/INTRODUCTION OF STAFF Mayor Tim Kirsch
3. DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST

4. CONSENT AGENDA:

In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed for discussion at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The secretary to the council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the Consent Agenda is then voted on individually by a roll call vote.

Copies of the council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at the Mill City, City Hall or at www.ci.mill-city.or.us/documents/packets.

- a. Approval of Minutes of Emergency Meeting of September 18, 2020
- b. Approval of Minutes of Regular City Council Meeting of September 22, 2020
- c. Approval of Accounts Payable
- d. Acceptance of Monthly Revenues & Expenditures Report, September, 2020
- e. Ratification of Council Approval (4:2) to Grant up to 30 Hours Pay for Employees During Evacuation Week of September 7, 2020
- f. Approval of Waiver of Leak Charges Up To the Highest Consumption in the Previous Twelve Months for 975 SW Linn Blvd; Keys

5. LINN COUNTY SHERIFF'S REPORT

6. PUBLIC WORKS REPORT

- a. Pump Report
- b. OAWU Conference
- c. Vehicle Bridge Water Line Update
- d. Public Works Building Sign
- e. SCSD Utilities Update
- f. Other

7. CITIZEN COMMENTS/QUESTIONS LIMITED TO THREE (3) MINUTES

8. PUBLIC HEARING: None Scheduled.

9. PRESENTATIONS: None Scheduled.

10. OLD BUSINESS

- a. MCGRA Agreement
- b. Fire Update
- c. EV Charging Station/Parking Lot
- d. Other

11. NEW BUSINESS

- a. Requests for Leniency – Water Charges
- b. Waiver of Water Charges (Homes Lost in Fire)
- c. Waiver of Permit Fees (Homes Lost in Fire)
- d. Waiver of Land Use Fees (Conditional Use – RV During Construction)
- e. Request for Waiver of Returned Check Fee – 977 SW Hall Street; Clark, Stanley
- f. Other

12. STAFF/COMMISSION REPORTS

- a. City Recorder Report:
 - i. List of On-Going Old Business Items
 - ii. Electronic Payments
 - iii. Audit; October 22/23, 2020 – Offsite
 - iv. Other
- b. City Attorney Report:
 - i. Other
- c. Planning Commission Report/Record of Actions: None.

13. BUSINESS FROM MAYOR & CITY COUNCILORS

Administration/ Intergovernmental

- a. Building
- b. Parks/Safety
- c. Water/Sanitation
- d. Street
- e. Police
- f. Mayor

14. EXECUTIVE SESSION: None Scheduled.

15. INFORMATIONAL ITEMS: None.

16. ADJOURNMENT

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Tuesday	October 20, 2020	Planning Commission Meeting	6:30p.m.
Tuesday	October 27, 2020	Council Meeting	6:30p.m.
Tuesday	November 3, 2020	Election Day	
Tuesday	November 10, 2020	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	November 11, 2020	CITY HALL CLOSED – VETERANS DAY	
Tuesday	November 17, 2020	Planning Commission Meeting	6:30p.m.

REQUEST FOR COUNCIL ACTION

DATE: October 13, 2020
TO: Mayor Kirsch and City Councilors
FROM: Stacie Cook, MMC, City Recorder
REGARDING: **Consent Agenda Items**

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**MILL CITY
MINUTES OF THE CITY COUNCIL
Friday, September 18, 2020
EMERGENCY MEETING**

Mayor Kirsch opened the meeting at 3:00 PM with the flag salute. Councilors present were Janet Zeyen-Hall, Brett Katlong, Dawn Plotts, Tony Trout and Steve Winn. Staff in attendance were City Recorder, Stacie Cook and City Attorney Jim McGehee.

Citizens in attendance were Jason Saari and Jill Saari.

Mayor Kirsch stated he had declared an emergency for the City immediately after the fire, enabling the City to continue operating. Mayor Kirsch said that all input is valued and needed from councilors, noting that the amount of the outcry of support and donations from all around is amazing.

The City is looking at providing temporary housing for citizens affected by the fires, with approximately 50 spaces for citizens who have lost their homes due to the fires. Some City ordinances will have to be relaxed for the accommodation of travel trailers and RV's.

City Recorder Stacie Cook said that Councilor Katlong has been working diligently on prepping temporary housing for those needing it. The Seventh Day Adventist Church on SW Ivy, the old Deerhorn Apartment site on NW Alder and the Rada property on NW Santiam Blvd. are available. FEMA will be involved however, this may take longer to obtain. City Attorney Jim McGehee said that he is working on a hold-harmless lease contract between the City, property owners and "renters" for the sites.

Councilor Trout said that he has been in contact with Crawford Electric who has stated that they are willing to erect temporary power poles for electricity to these sites and also for those who are staying on private property who do not have power at this time.

Mrs. Cook said they are proceeding with the Deerhorn location as there are 12 existing lateral lines that can be connected to without having to deal with a wastewater permit from DEQ. Other locations have interceptor tanks but the City may have to obtain a waiver.

Mrs. Cook has contacted Pacific Power about placement of a temporary power pole. PP&L is waiting for the electrician to provide necessary information on what kind of pole is needed before moving forward.

Mrs. Cook said that Council will need to decide if there will be a fee charged for these sites and what kind of time frame should be put on these temporary sites.

Mr. McGehee suggested that due to tenancy rules, no fee will be charged. He also said that identification needs to be checked to only allow those who live in the surrounding communities to obtain these sites. Checking to see if these citizens have insurance is recommended as most insurance companies offer lodging to their policy holders for emergencies. This will ensure those that really need this assistance get the help.

Mayor Kirsch said that these sites are only available to those that live in the surrounding areas that have lost their homes due to the fires. People who request a space for their trailer or RV must provide proof they had a home in the area that was lost. Mayor Kirsch suggested a 'permit' or a registration form be filled out.

Councilor Trout asked for clarification on how to obtain proof that they do or don't have insurance. Mr. McGehee said looking at insurance policies or a sworn declaration sheet provided to property owners by the insurance company should be sufficient.

Mrs. Cook said she is concerned about those residents that cannot find a rental in the area as they clean up and rebuild, stating that keeping people as close to their properties as possible during this time is important.

Mayor Kirsch said that this process needs to be done in an organized and clear manner. A set of guidelines has to be created so the City can enforce rules to keep these sites clean and organized.

Loads of gravel will be brought in to create a clean area to begin allowing trailers onto these properties. Designated spaces for trailers as well as designated parking areas will be needed. The costs for the project may or may not be FEMA reimbursable. However, this is something Mill City can do for its sister cities.

Mayor Kirsch said that the County is looking into doing a mass clean-up. Since there is nothing to salvage on the majority of burned properties clean-up should be done before parking trailers or RV's. Mayor Kirsch said people can then continue to use their utilities as there is no sewer dump site since Fishermen's Bend was destroyed by the fire. The County would like to clean up block by block and people would be in the way of a quick clean up if trailers or RVs are parked near these burned sites.

Councilor Trout asked about dumping for people with trailers that do not have a space in these prepared parcels. Mayor Kirsch said that Public Works Supervisor Russ Foltz may be able to prepare a 'drive thru' site for those who need it.

Mayor Kirsch said that there was a lot of overtime by staff during this emergency. Money is going to have to be spent on gravel and other supplies as well. FEMA will hopefully reimburse the city for these losses but this won't happen until later and is not guaranteed.

Mayor Kirsch thanked the volunteers who put in so much time and effort to help the City during this crisis.

Councilor Katlong said that he contacted a friend and got a donation of 400 feet of pipe from Emery & Sons and has a call out to North Santiam Paving for a donation of gravel and sand.

Councilor Zeyen-Hall said that she has experience working with FEMA and explained what was needed to make a claim. Timesheets will need to be kept with an official log of when work was done and what exactly was done. This will also be required for any expenditures. Councilor Zeyen-Hall said that she would put in a call to OEM to request a FEMA representative up here sooner than later.

With all that is needed to correctly keep track of these issues, a Project Manager was suggested to handle the almost full time position. Councilor Winn suggested that City Clerk Tree Fredrickson be given this job as The Reid House was lost in the fires, which was one-half of her job title. Councilor Zeyen-Hall, who has experience as a Project Manager, offered to act as the "project manager" and to train Mrs. Fredrickson on what tracking will need to be done. Mayor Kirsch said he thought this was an excellent idea and asked for consensus from the Council. It was Council's consensus to appoint Councilor Zeyen-Hall as Project Manager with Mrs. Fredrickson assisting her.

Jason and Jill Saari said that they would like to offer their help in any way that they can, stating that many friends, family and their church members have reached out with offers to help. A

lawyer has offered his services of provide advice to those that may need it related to navigating insurance claims.

Mrs. Cook handed out pictures to the Council showing the City's property that is damaged by the fires, including a small bridge that held a sewer line in Cedar Creek Park and The Reid House. A claim has already been filed with the city's insurance company.

Mrs. Cook said that she spoke with Frances Thomas about setting up a meeting once things calm down to discuss how to proceed with the property.

Councilor Trout asked about the Railroad Bridge and people driving on it. It was explained that during the last couple of weeks several 6,000 pound trucks have been illegally driven over the bridge, causing unnecessary damage to the walking surface. A traffic bollard was also broke off at the end of the bridge. Councilor Katlong said that he has names of the people who drove over the bridge and would like to see them prosecuted.

Mrs. Cook said that the Cedar Creek walking bridge is a total loss. A 4" sewer line runs along it and is damaged as well. Mrs. Cook is concerned that the vegetation burned all the way down the embankment to the river could be an issue. Councilor Katlong said that anything that has a root system needs to immediately have straw laid down to help get ahead of the erosion control. Mrs. Cook also noted that a drainage culvert that comes down the hill and ends approximately 50 yards from the river was also burned over and needs to be inspected.

Mayor Kirsch said that he, Mrs. Cook and Mrs. Cook's husband, Eric spent around three hours turning off meters where the lines were melted and were spraying water as the north reservoir was very low at 4.3 feet. Multiple residents left sprinklers on and city staff, Mayor Kirsch and Mr. Cook went around turning them off in order to conserve water.

Councilor Katlong asked if caution tape has been erected on the ends of the Cedar Creek Bridge yet. Mrs. Cook said she did not think so. Councilor Katlong said he would contact Public Works and request this be done since residents are coming back into town.

Councilor Katlong asked Councilor Winn if wood debris might be dumped at Frank Lumber to be put in their chipper. Councilor Winn will contact the owner of the mill and ask. Councilor Katlong said he would also contact Freres and see if this was a possibility with them as well.

Mrs. Cook said that City of Detroit's engineers, HBH Engineering, has offered to donate time to help with FEMA applications.

Mrs. Cook said that Linn County has been gathering donations specifically for canyon residents. Commissioner Nyquist came up on Friday and gave Mrs. Cook \$2,500 in small increment gift cards that are available for those that need cash now. Linn County also has around \$120,000 that has been donated to be used for those affected by the fires. An application for an immediate \$1,000 grant to assist citizens on getting back on their feet will be available soon. It was also suggested that those who apply for the \$1,000 grant to apply with SBA for a low interest loan to help rebuild.

Mrs. Cook asked the Council about the loss of hours staff has due to the evacuation and how they would like to handle it. Councilor Zeyen-Hall said she would keep payroll the same. After more discussion, this issue was tabled until the September 22, 2020 Council meeting.

LCSO Sgt. Greg Klein said that Highway 22 is closed between Gates and Mill City until further notice. With people coming back into town they expect calls to begin coming in concerning issues with their homes while they were gone.

Councilor Trout said that he witnessed a deputy cleaning a storm drain in front of City Hall and that he thinks this was above and beyond the call of duty. Councilor Trout asked that the deputy be thanked for his efforts.

Councilor Plotts thanked the Sgt. for the coordinated efforts working with other state agencies, citizens and providing up-to-date information from the LCSO.

Mrs. Cook said that City Planner Dave Kinney has asked Council to authorize staff to submit the Safe Drinking Water loan. Mrs. Cook said this should be done by motion.

Mayor Kirsch moved and was seconded by **Councilor Trout** to Direct Staff to Submit the Application to Business Oregon for the Safe Drinking Water Loan in the amount of \$2.2 Million. The motion passed unanimously, (6:0).

Councilor Plotts said she has heard people talking and wanted to know why citizens were not informed to evacuate. Mrs. Cook said there were no answers to this question as of yet. This will be a topic of conversation at many levels as the recovery process moves forward.

Councilor Plotts asked if Pacific Sanitation is going to assist with clean-up of fire debris. Mrs. Cook said that she has been in touch with Pacific Sanitation and they are working on a plan to provide assistance.

Mrs. Cook noted Pacific Sanitation was originally requesting that customers who lost their trash cans to the fire add the loss as "other" on their insurance claim. However, after speaking to his partner, Carson Kuenzi stated that there would be no charge for any cans lost in the fires. This is very generous as the company is looking at a loss of approximately \$75,000 or more.

Councilor Katlong requested that City Staff put a notice on City Hall doors and on the City's website to call if their water has not been turned back on as he wasn't sure that Public Works was able to identify all that were shut off.

Councilor Zeyen-Hall asked if another page could be added to the City's webpage as she has received calls stating that there is not enough information. Mrs. Cook said that she has already added links to the Linn County Sheriff's Office, Wildfire Relief Fund, funding documentation for FEMA and other information.

Mr. McGehee said that he will continue to work on a Resolution draft to allow temporary waivers of codes, which will then allow trailers and campers to be lived in. Noise, garbage, animals and vehicle parking will all need to be addressed.

Councilor Plotts asked about the timeline for completion of the bridge since work has been delayed. Mrs. Cook said that she has been in contact with Chuck Knoll, Linn County Engineer, and he said that they are still on track to finish on time. An on-site meeting is set for Monday. Mrs. Cook said that she assumes that since there has been no work that the timeline for finishing will be put back two weeks minimum. This extension will not affect the grant that was awarded for this project.

ADJOURNMENT

The meeting was adjourned at 4:28 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, September 22, 2020**

Mayor Kirsch opened the meeting at 6:30 PM with the flag salute. Councilors present were Janet Zeyen-Hall, Brett Katlong, Dawn Plotts, and Tony Trout. Steve Winn was absent. Staff members in attendance were City Recorder, Stacie Cook, City Clerk/Reid House Facilitator Tree Fredrickson and City Attorney Jim McGehee

Citizens in attendance were Earnest Freeman and Linn County Commissioner Roger Nyquist.

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 Trout moved and was seconded by **Councilor Plotts**, to approve items a; Approval of Minutes of Regular City Council Meeting of August 11, 2020, b; Approval of Accounts Payable, c; Ratification of August 20, 2020 Email Approval of Accounts Payable, d; Acceptance of Monthly Revenues & Expenditures Report of August, 2020, e; Ratification of Closure of SW Cedar Street Between SW 2nd Avenue and SW 4th Avenue on August 24 & 25, 2020 for Street Construction Work, and f; Ratification of Closure of SW Evergreen Street Between S 1st Avenue and SW 5th Avenue on September 2, 2020 for Street Construction Work. Tree Fredrickson polled the council; the motion passed unanimously, (5:0).

LINN COUNTY SHERIFF'S REPORT: No report.

PUBLIC WORKS REPORT: No report.

PUBLIC HEARING: None scheduled.

CITIZEN COMMENTS AND QUESTIONS: Earnest Freeman, SW Ivy St., gave several examples of temporary housing options in Eugene.

PRESENTATIONS: **Linn County Commissioner Roger Nyquist; Beachie Creek/Santiam Fire.**

Commissioner Nyquist said that he was astonished by the generosity of people. This generosity spoke to the depths of this tragedy. During this emergency approximately 300-500 people were housed and transitional housing was successful as well. There was over 700 animals housed including 200+ chickens from one person. Due to the numerous donations of clothing, it was suggested that monetary funds would be best at this time.

Approximately \$100,000 in cash has been donated during this time as well as \$25,000 Coastal Farms gift cards. The gift cards have been brought to City Hall for staff to issue to citizens to help with small items such as gas, food and lodging. There is a GAP grant available for citizens who need funds now as they wait for FEMA and/or insurance to kick in. Commissioner Nyquist strongly suggested that citizens applying for these grants to also sign up for FEMA.

Commissioner Nyquist spoke with SCSD Superintendent Todd Miller concerning the inability to reach the projected enrollment, which will affect the total funds for this school year. Commissioner Nyquist said that he talked with Governor Brown on this issue, asking if students could start in-person classes in October. Governor Brown has not responded yet.

Commissioner Nyquist suggested rigorous COVID testing of faculty and students before allowing them to enter the school as a concession to allowing in person education. Linn County would be willing to help in implementing this program.

There has been \$1 million of dedicated funding to Linn County for kids and helping them get involved in extracurricular activities. Of this funding, \$300,000 has been carved out specifically for Mill City's school district to help with COVID related items.

The school buildings have suffered smoke damage. Superintendent Miller is unsure as to whether FEMA or insurance will cover this damage. Commissioner Nyquist has contacted Senator Wyden on this issue.

Mayor Kirsch thanked Commissioner Nyquist for his efforts during the wildfires, visiting the area frequently and looking at ways to help each other out during this difficult time. Mayor Kirsch also noted the overtime hours put in by Linn County Sheriff's deputies during the wildfires declaring his gratefulness for their constant presence at this time.

Mayor Kirsch said that he is hopeful that the City will be able to handle the issuance of building permits quickly, reducing time between applying for and issuing building permits.

OLD BUSINESS

MCGRA Agreement - Attorney Jim McGehee has an agreement ready for drafting, however, due to staff medical issues it has not yet been prepared. Mrs. Cook hopes to have the draft by the next Council meeting October 13, 2020.

SDWF Loan Update - Business Oregon has provided the City with an invitation to submit a full loan application for the water project. The application must be returned within 45 days of notification, which is a deadline of October 15, 2020. Staff will have the application complete and returned before the deadline.

SRTS Grant Update - The Safe Routes to School grant application was submitted the week of August 24th. ODOT has received 100 applications totaling over \$73 million. There is \$26 million in funding available.

Mrs. Cook said that with the Reid House now gone, conversations needs to begin on what the next steps will be. Mrs. Cook has talked with Frances Thomas about setting up a meeting soon to discuss the family's wishes.

NEW BUSINESS

UB/Court Clerk Review - Utility Billing Clerk Kimberley Johnson has had her annual performance evaluation, which was due in July. Mrs. Johnson has met or exceeded all expectant standards for her position.

Based on the review, Mrs. Cook has recommended a one-step salary increase from Step 7, \$21.76/hr to Step 8, \$22.65/hr of the salary scale. Mrs. Johnson has been with the City for 12 years.

Councilor Zeyen-Hall moved and was seconded by **Councilor Trout**, to Approve a One-Step Salary Increase from Step 7, \$21.76/hr to Step 8, \$22.65/hr of the Salary Scale for Kimberley Johnson, Effective July 1, 2020. The motion passed unanimously, (5:0).

Request for Waiver of Fees - 260 NE Santiam Pointe Ct – Sato, Toshihiro: A written request was submitted by Toshihiro Sato, owner of 260 NE Santiam Pointe Ct, to have door fees and any shut

off fees removed from her account. The fees total \$80.00. There was a miscommunication regarding the billing and postal delays compounded by a language barrier.

The Sato's account has not been past due in the previous six months, which would qualify for a waiver of the late fee. However, as indicated previously, staff does not have authority to remove any other fee on an account without Council authorization.

Councilor Trout moved and was seconded by **Councilor Katlong**, to Waive \$80.00 in Fees for 260 NE Santiam Pointe Ct. The motion passed unanimously, (5:0).

Resolution No. 856 – Declaration of Emergency Due to Fire. Mrs. Cook said that this Resolution ratifies the Mayor's declaration of an emergency due to the Beachie Creek/Santiam Canyon fire, which he made immediately after evacuation.

Councilor Trout moved and was seconded by **Councilor Zeyen-Hall**, to Approve Resolution No. 856 – Declaration of Emergency Due to the Beachie Creek/Santiam Fire. The motion passed unanimously, (5:0).

Resolution No. 85X – Temporary Housing Land Lease (DRAFT). Mr. McGehee said that he will be drafting two hold-harmless agreements, plus a resolution on rules for the temporary housing in the next couple of weeks for those that will be staying in the spaces provided by the City. One agreement will be between the City and landowners and the other will be for the City and those leasing these spaces. The Resolution will be for a temporary moratorium on parking and living in trailers and RVs at private residences as well as to address any codes which may conflict with the emergency use. Mr. McGehee does not want to be overly complicated with these agreements and said that if any new issues arise they can be revisited at a later date.

Councilor Plotts asked about the two trailers parked in the Mill City Market's parking lot across from the main store. She also questioned if parking a trailer on someone's front lawn was permissible.

Mr. McGehee said that the City needs to keep people in designated areas. People need to make sure they have water, sewer and a safe electrical connection available to them if they plan to place a trailer or camper on their property while cleaning or rebuilding due to the fires.

Councilor Katlong said that a lot of work has been done on sewer laterals at the old Deerhorn Apartment site. A total of 16 sewer laterals were installed in one day.

Mayor Kirsch, Mrs. Cook, the FEMA director, Congressman Schrader, county commissioners from both Linn and Marion Counties, Linn County Sheriff Yon and others, took a tour of the fire effected canyon and looked at potential sites to place trailers. FEMA suggested a 'canyon hall' meeting to answer citizen's questions. Mayor Kirsch said that this meeting should be held as soon as possible as FEMA quickly jumps from one emergency to another. The citizens of Detroit and Gates are also affected and would be invited to attend this informational meeting.

Mrs. Cook asked Council for possible dates to hold this meeting. It was suggested that maybe two meetings, one evening and one mid-day, should be considered.

STAFF/COMMISSION REPORTS

City Recorder Report:

Mrs. Cook said that she and Public Works Supervisor Russ Foltz toured the north side of town and made a list of the City's property that was or may have potentially been damaged by the fire. Plans are to complete the south side of town soon. This list will be submitted to Emergency Management for FEMA reporting.

Councilor Katlong has been working with an 8-man crew provided by Emery & Sons preparing the sewer laterals for the temporary housing. The crew has fixed water mains that had leaks, installed a new fire hydrant as well as set the lateral line. Councilor Katlong said that the crew will continue working on the north side of the highway digging out sewer lines and capping those tanks where the homes burned. ACE Septic is scheduled to begin pumping tanks that are at burned properties. Inspections will have to be done on each of these tanks to see if any damage may have happened due to the fires. If a tank is damaged, the City will have to install a new one.

Mrs. Cook said that Staff has been busy with answering phone calls and handing out gift cards provided by Linn County. Councilor Zeyen-Hall has started a tracking form for employees to record everything done regarding the fires so that the City can pursue reimbursement from FEMA.

List of On-Going Old Business Items - The list of on-going old business items was provided for review.

Councilor Katlong said that Spike Aerni pressure washed the outside wood on City Hall this summer and suggested that it be stained and sealed before the rains come. This was a volunteer effort and, if not stained and sealed, will be a waste of time when it rains.

Mayor Kirsch thanked Emery and Sons for providing their employees and equipment and expressed appreciation to those at the Gates Community Church for feeding the volunteers and citizens over the last few weeks. The Silverton Lions Club and the Elks Club have combined forces with the Gates Church and are serving three meals a day to many people on a daily basis and plan to do so indefinitely. The Salvation Army has joined forces with the Gates Church in providing volunteers to help with serving food and providing some food products as well.

Mrs. Cook said that the Church of Jesus Christ of Latter Day Saints has volunteered to be here on Saturday to pick up yard debris. There is a sign-up sheet at City Hall for those who need this service.

Pacific Sanitation has provided drop boxes for metal recycling only which will be staged at the WWTP. The metal must be totally clean of any debris. If there is any debris attached to the metal, the whole load will be considered contaminated and will be dumped at Arlington and not recycled. Therefore, the drop boxes will be manned by volunteers to ensure that all metal is debris free.

Councilor Katlong said that people can recycle their metal at Cherry City Metals in Salem as well. Cherry City can also drop a box on site for those who have a lot of metal to recycle and, if there is enough metal to justify the cost of the drop box, there will be no charge for the box. Councilor Katlong also noted that any concrete, cement block or this type of material can be brought to the North Rock pit located on the back road to Lyons for recycling into gravel. This too must be free of any debris to be accepted.

Electronic Payments – Held to a later date.

City Attorney Report: Mr. McGehee recommended that court be cancelled until November to allow for things with the fires to settle. Council consensus to cancel court until November.

BUSINESS FROM MAYOR & CITY COUNCILORS

Mayor Kirsch recognized all Councilors for contributing to the community during the fires, especially Councilor Katlong for the use of his equipment, time and expenses. Councilor Zeyen-Hall reminded Councilor Katlong to keep track of the time of equipment use as well as his time

and fuel usage for possible reimbursement by FEMA. Mayor Kirsch thanked staff for their dedication during the fires.

ADJOURNMENT

The meeting was adjourned at 7:58 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor

Mill City

Pumping Report - meter read date to meter read date

YEAR 2019						
Month	Gallons Billed Out	Dollars Billed Out	System Pumped	Total Gallons Avail for Sale	Gallons Avail Less Billed	% Unmetered Loss
DEC	3,906,804		5,730,000	5,730,000	1,823,196	31.82%
JAN	3,280,728		5,589,000	5,589,000	2,308,272	41.30%
FEB	3,912,040		5,374,000	5,374,000	1,461,960	27.20%
MAR	4,170,848		5,713,000	5,713,000	1,542,152	26.99%
APR	3,187,228		5,370,000	5,370,000	2,182,772	40.65%
MAY	4,921,092		6,350,000	6,350,000	1,428,908	22.50%
JUNE	5,458,904		8,068,000	8,068,000	2,609,096	32.34%
JULY	5,443,196		9,119,000	9,119,000	3,675,804	40.31%
AUG	7,402,956		9,788,000	9,788,000	2,385,044	24.37%
SEP	5,614,488		6,184,000	6,184,000	599,512	9.21%
OCT	3,454,264		5,254,000	5,254,000	1,799,736	34.25%
NOV	3,821,532		5,299,000	5,299,000	1,477,468	27.88%
DEC	3,081,012		5,030,000	5,030,000	1,948,988	38.75%
TOTALS	57,655,092		82,868,000	82,868,000	25,212,908	30.43%

year 2020						
Month	Gallons Billed Out	Dollars Billed Out	System Pumped	Total Gallons Avail for Sale	Gallons Avail Less Billed	% Unmetered Loss
DEC	3,081,012		5,030,000	5,030,000	1,948,988	38.75%
JAN	3,705,592		5,383,000	5,383,000	1,677,408	31.16%
FEB	3,319,624		4,655,000	4,655,000	1,335,376	28.69%
MAR	2,922,436		5,075,000	5,075,000	2,152,564	42.42%
APR	3,614,336		5,203,000	5,203,000	1,588,664	30.53%
MAY	3,728,780		6,057,000	6,057,000	2,328,220	38.44%
JUNE	5,108,092		6,331,000	6,331,000	1,222,908	19.32%
JULY	5,924,908		10,005,000	10,005,000	4,080,092	40.78%
AUG	9,249,768		9,783,000	9,783,000	533,232	5.45%
SEP	5,557,640		8,845,000	8,845,000	3,287,360	37.17%
OCT						
NOV						
DEC						
TOTALS	46,212,188		66,367,000	66,367,000	20,154,812	30.37%

City of Mill City
P.O. Box 256
Mill City, Oregon 97360
Phone: 503-897-2302 Fax: 503-897-3499

Memorandum

Date: October 9, 2020
To: Mayor Kirsch and Council
From: Stacie Cook, MMC, City Recorder
Subject: **Old Business for October 13, 2020 Council Meeting**

a. MCGRA Agreement

City Attorney Jim McGehee has the agreement language ready for drafting, however, due to staff medical issues it has not yet been prepared. I hope to have a draft by Tuesday and will present it to Council if available.

Requested Action: None. Information Only.

b. Fire Update

Mayor Kirsch and I have been attending weekly update meetings with FEMA, OEM, Linn and Marion County Commissioners. Topics of conversation include contaminate testing, debris cleanup, temporary housing and debris management along riverbanks and streams, in addition to others.

FEMA has been in City Hall for the past few weeks and plans to remain Monday through Saturday, 9:30AM to 4:00PM through the month. In addition, we have been providing space for a group of attorneys to meet with fire victims to provide pro bono consultation on dealing with insurance companies. Two dates have been held with a third set for Saturday, October 10 from 11:00Am to 1:00PM.

Linn County is looking to have someone on site on Tuesday's and Thursday's for people to be able to ask questions regarding their situations and obtain updates on the status of the emergency process.

Councilor Katlong is continuing to work on the temporary housing site where the Deerhorn apartments used to be. The last item to be completed is electric, which is being coordinated through Crawford Electric. Once complete we should be ready to allow people to bring their RV's/campers on-site. However, we will need to ensure that the lease agreement has been signed with the property owner and that agreements are signed with each person taking one of the spaces.

The well site has been authorized for storage of hay bales, which North Santiam Watershed

Council is using to coordinate debris management for private property owners. Strategic placement of the hay will assist in keeping ash and debris from leaving properties and entering waterways in the surrounding areas.

Requested Action: None. Information Only.

c. EV Charging Station/Parking Lot

A meeting to discuss the start of construction for the EV Charging Station/Parking Lot on NE Wall Street was held October 1, 2020. The contractor doing the excavation and paving work plans to be on site within the next few days to begin. Property owner Mike Erdman is hoping to see the project completed before the end of the year.

Requested Action: None. Information Only.

d. Other

City of Mill City
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Memorandum

Date: October 9, 2020
To: Mayor Kirsch and Council
From: Stacie Cook, MMC, City Recorder
Subject: **New Business for October 13, 2020 Council Meeting**

a. Requests for Leniency – Water Charges

There have been a number of citizens requesting reduction of water charges for various reasons related to the fire and evacuation. These requests include people who left sprinklers on, some whose hoses were turned on by others trying to help without their knowledge, hoses trickling for animals as well as some who state that their water was used to put out fires.

The Council should discuss these requests and which, if any, may be granted waiver for some or all of the additional water use. A final decision does not need to be made at this meeting, however, we should begin to lay out criteria for what qualifies for credit, if this is the direction the Council wishes to go.

Requested Action: Discussion.

b. Waiver of Water Charges (Homes Lost in Fire)

Separate from the requests from residents whose homes still stand, there is the issue of water loss for those properties which were lost in the fire. While we did get meters turned off as quickly as possible once it was found that there were busted pipes, there is still loss for most of these properties.

The question from staff is does the Council want to waive charges for September for those properties lost in the fire? We have already suspended the accounts, however, each account has a billing left for the month of September and the water use/loss.

Requested Action: Discussion.

Possible Motion: To Direct Staff to Waive all Water/Sewer Charges for the Month of September on all Accounts Suspended Due to Home Lost to Beachie Creek/Santiam Fire.

c. **Waiver of Permit Fees (Homes Lost in Fire)**

Linn County Commissioners have authorized moving forward with waiver of permit fees for property owners who will be rebuilding after the loss of their structures in the wildfires. There are a number of questions left to be addressed by Linn County staff concerning what the waiver entails; full permit vs structural portion, plumbing, mechanical, electrical, state surcharge, plan review fee, etc. An application has been drafted by their staff for those wishing to request the waiver.

One piece of the equation is how this decision affects contract cities. My understanding is that as a contract city we would need to opt into the fee waiver. Mill City's portion of permit fees is 25%, which is roughly \$600.00 on a \$3500.00 permit. A very rough estimate of the City's portion of fees for replacement would be between \$13,000.00 and \$20,000.00.

If this is something that the Council wants to consider then I will gather more information about how Linn County plans to move forward and bring it to an upcoming meeting for review.

Requested Action: Discussion.

d. **Waiver of Land Use Fees (Conditional Use – RV During Construction)**

The City has a Conditional Use permit process for people requesting permission to live in an RV/camper on their property while a home is being constructed. The application fee is \$250.00. We have already received one application for owners wishing to stay on their property during the rebuilding process.

Due to the tragic circumstances I wanted to ask Council how to proceed with this as we move forward. It seems logical that the application should still be submitted so that we have record of where RV's/campers are within the City. I will speak with Planner David Kinney about the land use process and what, if any, change in process we can allow to speed the authorization up. Does the Council want to leave the fee in place or waive it for those who lost their homes?

Requested Action: Discussion.

Possible Motion: To Authorize Waiver of Conditional Use Permit for RV Use Application Fee for Residents that Lost Homes in Beachie Creek/Santiam Fire.

e. **Request for Waiver of Returned Check Fee – 977 SW Hall; Clark, Stanley**

Stanley Clark, owner, 977 SW Hall Street, has requested waiver of a returned check fee that he received from the City. Mr. Clark states that he had to close his checking account on which the check was written due to someone obtaining his banking information and fraudulently using the account. Mr. Clark does not have a record of being late or providing us with returned checks.

The fee is \$25.00 for a returned check. If the Council agrees with waiver of the fee then a motion should be made authorizing it.

Requested Action: Discussion.

**Possible Motion: To Grant Waiver of \$25.00 Returned Check Fee
for Stanley Clark, 977 SW Hall Street, Mill City.**

f. Other

City of Mill City
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Phone: 503-897-2302 Fax: 503-897-3499

Memorandum

Date: October 9, 2020
To: Mayor Kirsch and City Councilors
From: Stacie Cook, MMC, City Recorder
Subject: City Recorder Report for October 13, 2020 Meeting

1. List of On-Going Old Business Items

Enclosed is the current list of on-going old business items. If there are items which should be added that I have missed, please let me know. As always, if there are any items on the list that you would like to discuss please pull it under old business on the agenda.

Requested Action: None. Information Only.

2. Electronic Payments

For many years staff has discussed the need to offer electronic payment options to our customers. Over the past few years I have been gathering information on potential service providers that the City could contract with to provide the service while keeping away from the need to charge a fee on the City's part.

It was my intent to implement an electronic payment option shortly after the conversion to the new Springbrook/Accela program was completed. However, issues with the conversion that needed to be addressed prior to adding a new component arose. I believe most of these have been fixed at this point.

Accela has an electronic payment module that the City can add to our system called CivicPay. It has an annual subscription of \$540 but I am not positive whether there is a purchase price for the module. Accela also uses an outside company, Blue Fin, for the payment acceptance portal. Again, I do not know what, if any fees, they may have. I am looking into this and hope to have an answer soon.

There are a number of other third party options that I am looking into as well. These include:

- Continental Utility
- MuniBilling

- Xpress Bill Pay
- Point and Pay
- Payment Service Network

At least two of these providers I have confirmed charge fees to the customer/user, not the City, which is my preference to lessen the need to try to cover additional costs or implement fees to charge our customers ourselves.

Funds have been included in the budget that would allow staff to move forward with whatever option is chosen.

Requested Action: None. Information Only.

3. Audit; October 22/23, 2020 – Offsite

The annual audit for the City's finances is set for October 22 and 23, 2020 but will take place offsite.

Requested Action: None. Information Only.

4. Other

On-Going Old Business Items

1. Income Study
2. Certificate of Occupancy/Planning and Building Services Agreement
3. Personnel Handbook
4. Nuisance Grass Process
5. Nuisance Grass Fee Schedule
6. KeyScan Cards
7. Actuators
8. Security Cameras
9. City Administrator Job Description
10. Sewer Rate Study
11. Sewer SDC Study
12. Additional SDC Implementation (Street, Storm, Parks, etc.)
13. Update Current Fee Schedule
14. Implementation of Missing Fees (Notary, etc.)
15. Engineering RFQ
16. Sewer Capacity Study
17. Large Event Use Policy
18. City Hall Artwork
19. NW Alder Street Slide Area
20. Strategic Plan/Goal Setting
21. Misc Parking Changes
22. SW Cedar St. SCA grant
23. City Hall Entry Posts/Cleaning
24. TIGER Grant
25. The Reid House