



# CITY OF MILL CITY

## AGENDA OF THE CITY COUNCIL

January 11, 2022  
City Hall  
444 S 1<sup>st</sup> Avenue  
Mill City, Oregon

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### 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](http://www.ci.mill-city.or.us/documents/packets).*

- a. Approval of Minutes of Regular City Council Meeting of December 14, 2021
- b. Approval of Accounts Payable
- c. Ratification of December 23, 2021 Email Approval of Accounts Payable
- d. Acceptance of Monthly Revenue & Expenditure Report, December 2021
- e. Acceptance of FY 2022-2023 Budget Calendar
- f. Approval of OLCC Liquor License Renewals for the Following Businesses:
  - i. Dollar General Store #17506      250 NW Santiam Blvd.
  - ii. Giovanni's Mountain Pizza & Trad      146 N Santiam Blvd.
  - iii. Stop N Save 6      250 NW 9<sup>th</sup> Ave.

#### 5. **LINN COUNTY SHERIFF'S REPORT**

#### 6. **PUBLIC WORKS REPORT**

- a. Pump Report
- b. Well/Generator Communications Update
- c. DEQ Year End Report
- d. Other

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

#### 8. **PUBLIC HEARING: None Scheduled.**

#### 9. **PRESENTATIONS: None Scheduled.**

## **10. OLD BUSINESS**

- a. SKATE - Request for Cooperative Agreement; Kimmel Park Concession Use
- b. Hazard Mitigation/FEMA Grant Discussion
- c. FEMA Trailer Site
- d. IGA – City of Mill City/Marion County; Community Prosperity Initiative, Amendment 1
- e. Other

## **11. NEW BUSINESS**

- a. Request for Waiver of Door Fee – Multiple Streams, LLC; 127 NW Santiam Blvd.
- b. Letter of Support – Willamette Partnership
- c. Other

## **12. STAFF/COMMISSION REPORTS**

- a. City Recorder Report:
  - i. List of On-Going Old Business Items
  - ii. Travel Oregon Request for “Shovel Ready” Projects
  - iii. Laptops
  - iv. Other
- b. City Attorney's 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**

Monday	January 17, 2022	CITY HALL CLOSED – MARTIN LUTHER KING DAY	
Tuesday	January 18, 2022	Planning Commission Meeting	6:30p.m.
Tuesday	January 25, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
		Municipal Court	9:30a.m.
Tuesday	February 8, 2022	Council Meeting	6:30p.m.
		Planning Commission Meeting	6:30p.m.
Tuesday	February 15, 2022	CITY HALL CLOSED – PRESIDENT’S DAY	
Monday	February 21, 2022		
Tuesday	February 22, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	March 8, 2022	Municipal Court	9:30a.m.

## **REQUEST FOR COUNCIL ACTION**

**DATE:** January 6, 2022  
**TO:** Mayor Kirsch and City Councilors  
**FROM:** Stacie Cook, MMC, City Recorder  
**REGARDING:** Consent Agenda Items

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- a. Approval of Minutes of Regular City Council Meeting of December 14, 2021
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- d. Acceptance of Monthly Revenues & Expenditures Report, December 2021
- e. Acceptance of FY 2022-2023 Budget Calendar
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  - iii. Stop N Save 6      250 NW 9<sup>th</sup> Ave.

**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, December 14, 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 Sgt. Steven Frambes, LCSO and Roel Lundquist.

**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 Winn requested additional information on two items on the Accounts Payable list.

**Councilor Trout** moved and was seconded by **Councilor Zeyen-Hall**, to approve items a; Approval of Minutes of Regular City Council Meeting of November 23, 2021, b; Approval of Accounts Payable, c; Acceptance of Monthly Revenues & Expenditures Report, November 2021, d; Authorization of ½-Day Paid Holiday on Thursday, December 23, 2021, e; Authorization of Holiday Gift Certificates of \$40.00 for Each City Employee and, f; Ratification of November 30, 2021 Council Consensus to Hire David Rupert to Fill the Vacant Public Works Maintenance Worker I Position Beginning at Step 2 on the Salary Scale, of the consent agenda. Tree Fredrickson polled the council. The motion passed unanimously, (6:0).

**LINN COUNTY SHERIFF'S REPORT:** Sgt. Frambes gave the Linn County Sheriff's report for November stating that one of the people responsible for the string of car thefts in our area was apprehended. Twelve vehicle thefts have been traced to him so he will be incarcerated for some time.

Sheriff Yon will officially retire in two weeks at which time Undersheriff Michelle Duncan will succeed him as Sheriff. Cpt. Micah Smith has been chosen as Undersheriff.

**PUBLIC WORKS REPORT:** Public Works Supervisor Russ Foltz gave a report on the following items:

Pump Report: There was an increase in loss during the month of November.

Electronic Read Meters: New water meters and meter boxes have been delivered. However, the components for the radio read have not all arrived, which will delay installation.

Dump Site Complaint: The DEQ has advised that yard debris, which has been placed on the City's old dump site is considered waste and can no longer be put there. City Attorney Jim McGehee will contact DEQ to requesting additional information on the matter.

Well CPU: The CPU at the well site is malfunctioning causing false alarms and errors to continuously be sent out. Mr. Foltz said that a technician has been contacted to diagnose the problem. In the meantime, the well pumps will have to be switched on and off manually.

New Hire: Mr. Foltz said that the new Public Works employee, David Rupert, is doing a great job.

TIGER Grant Update: The Railroad Bridge water line is scheduled to be reinstalled within the week. The handrails are fabricated but not powder-coated.

Mr. Foltz said there are two non-working lights on Broadway Street that the contractor is having an issue getting to work properly and they will be programming the crosswalk sign within the next couple of weeks.

**CITIZEN COMMENTS AND QUESTIONS:** None.

**PUBLIC HEARING:** None Scheduled.

**PRESENTATIONS:** None Scheduled.

## **OLD BUSINESS**

SKATE – Request for Cooperative Agreement; Kimmel Park Concession Use: At the November 9, 2021 Council meeting SKATE requested to enter into a cooperative agreement for use of the Kimmel Park Concession stand. Mrs. Cook was directed to seek additional information from SKATE for Council to better understand what is being proposed. The information provided was included in the packet for Council review.

Councilor Zeyen-Hall said that she does not wish to dedicate the concessions only to SKATE and noted concern of liability to the City if anything happens to SKATE's equipment if stored there. Councilor Katlong agreed and added that he would like to speak with someone from SKATE about the proposal before considering the request further.

Mayor Kirsch said that he also wants to be sure other groups have access to the concession stand.

Mr. McGehee said that he would recommend a written agreement and waiver for any stored items if this proposal moves forward.

Council consensus to direct Staff to contact SKATE to advise that the City is interested the proposal but would like to have a conversation with a SKATE rep to determine how to move forward.

Ordinance No. 406 – Repealing Ban on Marijuana: Ordinance No. 40X was read for a first reading by title only at the November 23, 2021 meeting. For the ordinance to be enacted a second reading and enactment must be done. The Ordinance includes an emergency clause, which will make it effective immediately upon signing.

Councilor Plotts said that she would like for the ordinance to be effective on December 31, 2021 as she does not think this is an emergency. Mr. McGehee explained that the emergency clause is only to ensure that the City is not in violation of state law. The repeal on marijuana becomes effective January 1, 2022; however, without the emergency clause, the ordinance would not be effective until 30 days after enactment.

Councilor Plotts added that she feels that repealing the ban before it becomes effective through state law appears that the City is favoring one side over the other regarding this issue.

**Councilor Trout** moved and was seconded by **Councilor Winn**, to Read Ordinance No. 406 for Second Reading by Title Only. The motion passed (5:0:1) with Councilor Plotts abstaining.

Mrs. Cook read Ordinance No. 406 by Title Only.

**Councilor Trout** moved and was seconded by **Councilor Zeyen-Hall** to Enact Ordinance No. 406 and to Direct Mayor Kirsch to Sign the Ordinance as Enacted. The motion passed (5:0:1), with Councilor Plotts abstaining.

Mrs. Cook said that the Ordinance will take effect immediately. The Land Use Compatibility Statement can be filled out and provided to the applicant for submittal.

Mill City Falls Park Project – Phase I Authorization to Advertise: A site improvement layout for the proposed Mill City Falls Park project was provided to Council for review along with the engineer's estimate for the work. Mrs. Cook said that the estimate for improvements was created using very conservative figures, which is in part why the overall cost is much higher than was originally anticipated.

The project team met on December 3, 2021 to discuss the final details of the project. One modification is to include a base project with additive alternates such as street furniture and decorative light poles.

Council consensus to authorize Staff to advertise the Mill City Falls Park Improvement Phase 1 Project for bid.

Roel Lundquist, SW Linn Blvd., said that stamped concrete should be considered as it has less maintenance issues than pavers.

## **NEW BUSINESS**

Resolution No. 87X Sewer Rates: As discussed during the budget process, a rate increase for sewer will need to be implemented. Resolution No. 87X outlines new fees effective January 1 2022.

After a review of the sewer rate schedule, it was determined that the way non-residential accounts are charged does not accurately reflect their burden on the sewer system. Because of this, the non-residential rate schedule has been modified. These rates have been modified to charge based on the amount of water consumption a business, non-profit, etc. uses during an average winter. For example, if a business uses 25 units of water on average during the winter, the sewer rate will be the base rate of \$5.64 x 3 (each 10 units or portion thereof).

**Councilor Katlong** moved and was seconded by **Councilor Trout** to Approve Resolution No. 872 – A Resolution Setting Sewer Rates for the City of Mill City. The motion passed unanimously, (6:0).

Request for waiver of Door Fee – Reeves, Wanda; 872 SW Spring St.: Wanda Reeves, 872 SW Spring Street, has requested waiver of a door fee. Mrs. Reeves advised that she was inadvertently given only the water portion of her bill by her daughter, which is what she paid.

Mrs. Cook said that the late charge was removed as Ms. Reeves has never been late on her account, however, the door fee of \$15 can only be removed at the direction of the Council.

**Councilor Katlong** moved and was seconded by **Councilor Trout** to Approve Request for Waiver of Door Fee for Reeves, Wanda; 872 Spring Street. The motion passed unanimously, (6:0).

Ordinance No. 40X – Marijuana Tax Interest & Penalties: Ordinance No. 40X implement the ability to charge interest and penalties to any marijuana retailer who fails to submit tax payments to the State of Oregon in a timely manner. The Oregon Department of Revenue will collect the City of Mill City's additional 3% tax that the voters approved if an IGA is entered into between the

City and the State. The interest and penalty clauses need to be adopted before moving forward with an IGA.

The ordinance has an emergency clause to ensure that the process to get the IGA implemented can be done as quickly as possible.

**Councilor Trout** moved and was seconded by **Councilor Katlong** to Read Ordinance No. 40X for First Reading by Title Only. The motion passed unanimously, (6:0).

Mrs. Cook read Ordinance No. 40X by Title only.

**Councilor Trout** moved and was seconded by **Councilor Zeyen-Hall** to Read Ordinance No. 407 for Second Reading by Title Only. The motion passed unanimously, (6:0).

Mrs. Cook read Ordinance No. 407 by Title Only.

**Councilor Zeyen-Hall** moved and was seconded by **Councilor Trout** to Enact Ordinance No. 407 and to Direct Mayor Kirsch to Sign the Ordinance as Enacted. The motion passed unanimously (6:0).

Resolution No. 87X – Parks, Grounds & Facilities Maintenance Job Description: Resolution No. 87X creates the position of Parks, Grounds & Facilities Maintenance and adopts the job description and salary scale. Mrs. Cook said that she would like to see this position created as soon as possible and be authorized to hire for the position on a part-time basis.

Councilor Katlong said that he believes it would be a huge benefit to the City to create this position as it would greatly relieve Public Works, allowing them to complete other projects.

**Councilor Plotts** moved and was seconded by **Councilor Katlong**, to Approve Resolution No. 873 – A Resolution Adopting the Job Description for the Position of Parks, Grounds & Facilities Maintenance, Including the Salary Schedule, Attached as Exhibit A. The motion passed unanimously, (6:0).

Mrs. Cook said that a very qualified applicant was interviewed for the part-time Public Works Maintenance Worker position and asked Mr. McGehee if the City can offer this applicant the new position or if it will need to be advertised. Mr. McGehee said that the Council can authorize staff to offer the position to the applicant subject to Council ratification and verification that the position does not need to be advertised first.

Council consensus to move forward with potential hire for new position.

Waterline Replacement Project – Phase 1; Change Order 1: Mrs. Cook said that the final pay request for the waterline replacement project has finally arrived. Change Order 1 was included with the pay request. The change order totals \$13,628.32, bringing the total of the project to \$599,115.82.

**Councilor Trout** moved and was seconded by **Councilor Katlong**, to Authorize Approval of Waterline Replacement Project - Phase 1, Change Order 1 in the Amount of \$13,628.32. The motion passed unanimously, (6:0).

Reid House Property Update: Mrs. Cook said that she contacted ODOT about the removal of the fire damaged trees on The Reid House property and was informed that there is not a time frame in which they are to be removed. Councilors Katlong and Winn stated that they may be able to take the trees down. This will be looked into further.

MWVACT Position: The Mid-Willamette Valley Area Commission on Transportation has advised that the area position, currently held by a representative from Aumsville, is open. However, the current rep is willing to continue to serve. No action taken.

## **STAFF/COMMISSION REPORTS**

City Recorder Report:

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

*MCRFPD Use of WWTP for 4<sup>th</sup> of July Fireworks* – In 2015, the City Council gave indefinite approval to the Mill City Rural Fire Protection District to use the waste water treatment property for their annual 4<sup>TH</sup> OF July fireworks display. This authority is to remain in effect until revoked by Council.

Mrs. Cook said that because the revocation must be done by the end of the calendar year, she will bring this before Council annually to ensure that the City is still in agreement with the current authorization. No action taken.

City Attorney Report: None.

## **BUSINESS FROM MAYOR & CITY COUNCILORS**

**Mayor Kirsch** wished everyone a Merry Christmas!

**Councilor Zeyen-Hall** said that she will not be at the December 28, 2021 meeting.

**Councilor Katlong** noted that the fix for the CPU will likely be expensive. Because it is in the well building where chlorine is a constant, there is corrosion that will continue to occur. This is something that should be planned for replacement on a regular basis just as any other computer would need to be.

Councilor **Plotts** had nothing to report.

**Councilor Trout** said that he is happy to see the TIGER grant coming to a conclusion.

**Councilor Winn** said that SAW Tree Service and B & B Excavating will work together to take the hazard trees at The Reid House property down.

**EXECUTIVE SESSION: None Scheduled.**

**Informational Items: None.**

## **ADJOURNMENT**

The meeting was adjourned at 8:37 PM.

Prepared by:

Approved by:

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Stacie Cook, MMC  
City Recorder

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Tim Kirsch  
Mayor





# CITY OF MILL CITY

## Budget Calendar

Fiscal Year 2022-2023

**DATE:** January 7, 2022  
**TO:** Mayor Kirsch, City Councilors and Budget Committee Members  
**FROM:** Stacie Cook, MMC, City Recorder  
**REGARDING:** Budget Calendar and Meeting Schedule

Day	Date	Time	Place	Purpose
Tu	Feb 22			Send out Councilor Surveys
Tu	Feb 22		Council Mtg	Mayor appoints Budget Committee Members – If necessary
F	Apr 1		Newspaper	First notice of 1 <sup>st</sup> Budget Meeting & 2 <sup>nd</sup> Budget Meeting/State Revenue Sharing Hearing (public hearing)
F	Apr 15		Newspaper	Second notice of 1 <sup>st</sup> Budget Meeting & 2 <sup>nd</sup> Budget Meeting/State Revenue Sharing Hearing (public hearing)
M	Apr 25	6:30 p.m.	Mill City City Hall	1 <sup>st</sup> Mtg: Distribution of Budget & Budget Message
M	May 2	6:30 p.m.	Mill City City Hall	2 <sup>nd</sup> Mtg: Discuss Budget - approve non-personal services funds & State Revenue Sharing Hearing (public testimony)
M	May 9	6:30 p.m.	Mill City City Hall	3 <sup>rd</sup> Mtg: To approve other funds.
M	May 16	6:30 p.m.	Mill City City Hall	4 <sup>th</sup> Mtg: (IF NEEDED) discuss and approve Personal Services subcategories.
F	May 27		Newspaper	Publish notice of Council Hearing re: budget & state revenue sharing & financial summary
Tu	June 14	6:30 p.m.	Mill City City Hall	Council Public Hearing re: budget & state revenue sharing
Tu	June 14	6:30 p.m.	Mill City City Hall	Council Adopt Budget: Resolutions re: appropriations, tax levy & revenue sharing.
	June 30			Department of Admin. Services; Resolutions for State Revenue Sharing: certif. of hearing & 4 + municipal services
	July 15			County Assessor (both): 2 copies of budget resolutions & 2 copies of LB 50
	Sep 30			County Clerk (both). Complete budget & resolutions

Notice of the first budget meeting must be published in the paper (or mailed or hand-delivered) twice at least seven (7) days apart and not sooner than five (5) days nor longer than thirty (30) days prior to the first meeting. Notice of subsequent meetings do not have to be published but must be posted, either individually or in one single posting, and notice must comply with ORS 294.406.

If public testimony is not received at the first meeting, along with the budget message, opportunity must be provided at subsequent meetings. Notice of at least the first meeting at which public testimony will be received must be published. Notice of meetings should include a statement regarding handicapped accessibility.

**THIS CALENDAR IS SUBJECT TO CHANGE**

Mill City

Pumping Report - meter read date to meter read date

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	3,915,780		6,215,000	6,215,000	2,299,220	36.99%
NOV	3,509,616		5,008,000	5,008,000	1,498,384	29.92%
DEC	3,456,508		5,605,000	5,605,000	2,148,492	38.33%
TOTALS	57,094,092		83,195,000	83,195,000	26,100,908	31.37%

year 2021						
Month	Gallons Billed Out	Dollars Billed Out	System Pumped	Total Gallons Avail for Sale	Gallons Avail Less Billed	% Unmetered Loss
DEC	3,456,508		5,605,000	5,605,000	2,148,492	38.33%
JAN	3,799,092		5,318,000	5,318,000	1,518,908	28.56%
FEB	3,330,096		5,084,000	5,084,000	1,753,904	34.50%
MAR	2,846,140		5,520,000	5,520,000	2,673,860	48.44%
APR	3,614,336		6,557,000	6,557,000	2,942,664	44.88%
MAY	4,288,284		6,396,000	6,396,000	2,107,716	32.95%
JUNE	4,198,524		8,703,000	8,703,000	4,504,476	51.76%
JULY	8,486,808		11,777,000	11,777,000	3,290,192	27.94%
AUG	8,881,004		10,866,000	10,866,000	1,984,996	18.27%
SEP	6,284,696		7,398,000	7,398,000	1,113,304	15.05%
OCT	3,923,260		6,281,000	6,281,000	2,357,740	37.54%
NOV	2,956,096		5,603,000	5,603,000	2,646,904	47.24%
DEC	3,235,848		5,540,000	5,540,000	2,304,152	41.59%
TOTALS	59,300,692		90,648,000	90,648,000	31,347,308	34.58%



# WPCF-OS DISCHARGE MONITORING REPORT

Facility Name: Mill City WWT  
 File Number: 56737  
 Contact: Rustin Foltz  
 Reporting Period: 2021

Address: 360 Remine Rd  
 Permit Number: 101736  
 Phone Number: 503-897-2302  
 Email Address: rfo42@ci.mil-city.or.us

\*\*Please attach a copy of the lab report\*\*

		INFLUENT							EFFLUENT					MAINTENANCE ACTIVITIES / NOTES
DATE	DAILY AVG. FLOW	BOD <sub>5</sub>	TSS	G & O	TKN	NH <sub>3</sub>	NO <sub>3</sub>	BOD <sub>5</sub>	TSS	TKN	NH <sub>3</sub>	NO <sub>3</sub>		
1/7/21	.103	159.1	43	21	59.4	50.4	ND	6.6	5.3	9.9	7.6	15.8	Monthly, Test pumps and alarms, clean pumps screens, check pumps for accurate cycle, maintain dist. mech.	
2/4/21	.111	52.1	17.3	6.9	37	28.6	ND	5.3	5	10.1	7.7	13.5		
3/11/21	.098	46.5	20.7	7.8	33.5	19.3	ND	3.9	4.5	11.1	8.3	8.3		
4/1/21	.087	166.2	44	4.6	51.5	43.7	ND	7.8	10	11.3	8.8	11.5		
5/6/21	.086	195.3	54	10	75.6	62.7	ND	11.3	10.7	14.8	12	8.5		
6/3/21	.087	192.3	43	15.2	85.1	74.5	ND	14.9	9.3	16.1	13.2	9.3	Yearly, check influent flow sensor calibration	
7/8/21	.081	241.4	31	10.2	66.6	57.1	ND	45.4	5.3	16.2	14	10.4		
7/21/21	Resample	73.7						5.2						
8/5/21	.082	178.9	35	11.2	67.2	58.2	3	10.8	5.5	7.8	5.7	21.4		
9/2/21	.085	162.9	43	14.3	67.2	56	ND	8.4	8	10.2	6	41.2		
10/7/21	.092	94.8	31	8.5	52.6	44.8	ND	6.2	8.7	7.3	5.6	31.8	2021 replaced pumps at river rd and 1st st. pump stations	
11/4/21	.101	164	33.6	17.8	53.4	46.5	ND	11.6	2.7	7.1	5.3	23		
12/2/21	.115	94.3	32	10.7	49.3	40.3	1.93	5	3	8.7	6.7	13.2	12/20/2021 over limit Flow	
Minimum	.081	46.5	17.3	4.6	23.5	19.3	ND	3.9	2.7	7.1	5.3	8.3	In accordance with Schedule F, Section D, Subsection 3 (Signatory Requirements) of your WPCF permit, all applications, reports or information submitted to the Department shall be signed and certified by the official applicant of record (owner) or agent	
Maximum	.115	241.4	54	21	85.1	74.5	3	45.4	10.7	16.2	14	41.2		
Average	.098	143.9	35.6	12.8	54.3	57.9	1.5	24.6	6.7	11.65	9.6	24.7		

In accordance with Schedule F, Section D, Subsection 3 (Signatory Requirements) of your WPCF permit, all applications, reports or information submitted to the Department shall be signed and certified by the official applicant of record (owner) or agent.

Testing Done By: Waterlab  
 Name: 2603 12th st  
 Address: Salem OR 97302  
 City State & Zip Code: Salem OR 97302  
 I certify that I am familiar with the information contained in this report and that to the best of my knowledge such information is true, complete and accurate.

Name: Rustin Foltz Title: OP#13138 Signature: Rustin Foltz Date: 1/4/2022

Department of Environmental Quality  
 Attn: Dan Wiltse  
 165 East 7th Avenue, Suite 100  
 Eugene, OR 97401-3049

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

## **Memorandum**

**Date:** January 6, 2022  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** **Old Business for January 11, 2022 Council Meeting**

**a. SKATE – Request for Cooperative Agreement; Kimmel Park Concession Use**

A request from SKATE to enter into a cooperative agreement for use of the Kimmel Park Concession was provided to Council at the November 9, 2021 meeting. Staff was directed to seek additional information from SKATE for Council to better understand what is being proposed, which was presented at the December 14, 2021 meeting.

Enclosed is a project packet provided by Melinda Flatman, SKATE. Ms. Flatman will be available for discussion with Council at the January 11, 2022 meeting.

**Requested Action: Discussion.**

**b. Hazard Mitigation/FEMA Grant Discussion**

During the presentation by Gary Olson on the status of the Marion County Hazard Mitigation Plan the subject of FEMA grants for emergency preparedness came up. Mr. Olson indicated that there are FEMA grants of 75% of total cost for items such as generators, emergency alert systems and the like. However, due to the limitations on the grants it was suggested that a prioritization of what elements to apply for and which agency (city, school, fire) should apply should be done.

I do not have all of the information on the potential grants, nor do we have a full list of possible items that may be needed. I brought this back to the Council to have an initial discussion about whether this is something that should be pursued. If so, it makes sense to gather more information on what grant(s) are available, timing for submittal and a comprehensive list of what Mill City needs at each level; city, school, fire. This may require a joint discussion of the agencies involved. After a list is compiled then the prioritization process can begin.

**Requested Action: Discussion.**

c. **FEMA Trailer Site**

I received a call from Jasper Boudreaux, FEMA, to advise that they are in the process of planning for when the FEMA site is no longer necessary. Mr. Boudreaux asked what the City's intent was for the site. I advised that while there have been cursory conversations about potential for the site we have not had a thorough discussion and therefore, no decision has been made.

So, I bring the matter before you. The lease for the property will expire this upcoming spring. FEMA can return the site to its previous condition. However, the infrastructure that has been installed can be retained by the City and used for another purpose. There is an opportunity for the City to retain/purchase the trailers that are on site. The current occupants also have an opportunity to purchase them. If this occurs, FEMA will need to know whether the trailers can remain with spaces rented to the new owners or if they will need to remove them from the property.

**Requested Action: Discussion.**

d. **IGA – City of Mill City/Marion County; Community Prosperity Initiative, Amendment 1**

The City currently has an intergovernmental agreement with Marion County for the Community Prosperity Initiative that they implemented. This has provided Mill City with \$60,000 over the past few years, which has been used to provide façade grants to local businesses as well as for costs associated with the new EV Charging parking lot on NE Wall Street.

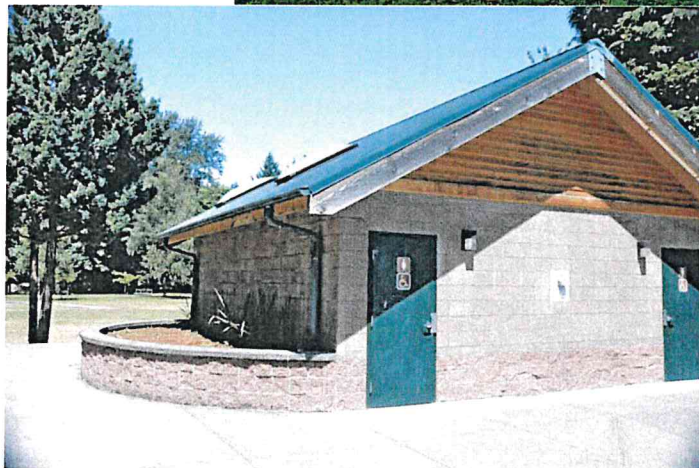
Marion County Commissioners recently agreed to extend the program for another two years. In order for Mill City to benefit from the program we need to sign an amended IGA, which extends the effective period through June 30, 2024.

**Requested Action: Motion to Direct Mayor Kirsch to Sign Amendment #1 to the IGA Between Marion County and the City of Mill City for the Community Prosperity Initiative and Canyon Project Fund.**

e. **Other**



# Kimmel Park Concession Stand Revitalization Project



Melinda Flatman

Santiam Kids and Tourism Effort

12/16/2021

## Kimmel Community Park

### **BACKGROUND:**

Kimmel Park has served the community of Mill City, Oregon since the mid-1970s. The venue is popular for picnics, kids' recreational baseball games, birthday parties, and weddings. It is also the site of large group events including the annual 4th of July Celebration which moved to the park in 2011.

In 2002 the existing two pit toilets were upgraded to a permanent structure containing ADA accessible restrooms with flush toilets and a food concession space. (Kinney, 2014). According to Crow/Clay & Associates Inc. (n.d.), the "new park concessions building in Mill City... serves as the design prototype for future development within city parks. The building was built with a large amount of donated materials and labor and is now ready for the citizens of Mill City to use." (Mill City, Oregon).

Improvements to or additions of play areas have been consistent over three decades. The merry-go-round was replaced and baby swings added in the late 1980s to early 1990s. The installation of the Main playground and Tot playground occurred between 1995 and 2014 (Kinney, 2014). Most recently the city added subterranean electrical outlets along the North and South edges of the access road (City of Mill City, 2018) in the following year the Mill City 4th of July Committee (2019) secured funding to purchase and install lights on the East and West end of Kimmel near the gravel parking areas.

Over the course of time, the acreage of Kimmel Park has increased with the addition of small parcels of land that once held residential status. Plans for the venue are to add more acreage and amenities as land becomes available (Kinney, 2014).

### **Current Park Maintenance:**

Park maintenance duties are performed by city employees and the park host. According to the *City of Mill City Parks Master Plan*, two employees spend "less than a 0.5 full-time equivalent time to parks." Employee duties include mowing, public restroom janitorial services and maintenance, and general park clean-up (Kinney, 2014; City of Mill City, Oregon, 2019). Park host is a volunteer position. The City of Mill City exchanges Seasonal to Year-Round free RV space rent and utilities for the on-site monitoring of park activities and minimum 15 hr/week of maintenance duties. Responsibilities include cleaning, debris removal, stocking restrooms (City of Mill City, Oregon, 2021).

### **The Research Shows:**

The SCORP (Statewide Comprehensive Outdoor Recreation Plan) report shows Future population is rapidly aging while becoming more diverse and the younger generation spends less time in the outdoors. As a proactive means of reaching these groups, research suggests sharing information about volunteering opportunities, providing a safe environment which connects multi generations and to "establish relationships with trusted community leaders that can help enhance awareness" of all the prospects available (Kinney, 2014).

### **City of Mill City Response:**

The Parks and Recreation Standards and Policies of Mill City state, "Volunteerism is vital if the city wants an excellent "community" parks system and recreation programs. Civic organizations and citizens will be encouraged to be responsible for recreation programs, park development, and parks maintenance whenever possible. " (Kinney, 2014, p 22). Furthermore, those participating felt marketing should be all inclusive ranging from the youngest to the oldest resident encompassing all levels of society.

In the realm of financing, private non-profit foundations were recognized as a solid avenue for small projects providing funding of their own or matches for state/federal grants. Additionally local organizations and civic groups can provide two-fold support: 1) funds and labor to support park improvement projects, and 2) project involvement "makes the city's grant application more competitive because it demonstrates strong community support" and lends to a percentage match needed to meet the requirements for municipalities seeking grants (Kinney, 2014, p 24).

### **Community Response:**

The 2010 Parks Survey showed a low rate of response with a mere 96 of 1004 distributed community surveys returned. The added student sample and event handouts yielded a total 243 respondents (Kinney, 2014, p B-1). Coupled with community meetings the surveys revealed residents used Kimmel Park 87% and the time with the feeling that improvements could be made in the access for disabled visitors and that there was a need for upgraded cleanliness and maintenance of picnic tables, shelters, and restrooms (Kinney, 2014).

## **Needs Summary**

Changing times require fluid adjustments to meet the ever-developing culture of society. Mill City and its neighboring areas are rich in volunteerism and values. The time constraints faced by city employees to maintain the local parks lends to reaching out to groups and individuals to organize maintenance and cleanup efforts in close coordination with City Hall.

The action of enhancing public involvement will naturally promote increased awareness and create a responsive change to community needs. Development of community partnerships will strengthen financing and stimulate stability in ongoing funding. Combine the proactive improvements and the natural outcome will result in advancing diverse recreation opportunities.



## **The Proposal**

### **PURPOSE:**

Revitalize and energize the concession stand located at Kimmel Park in Mill City owned and maintained by the City of Mill City. At the present time this venue is used as a storage area and rarely used for its purpose. It is our hope that with funding and buy-in we can bring more use to the concession stand and to the park during Spring and Summer months as well as holding special events during Fall and Winter in the future.

The goal of the Kids First Initiative is bringing more people to the park while engaging the youth in social opportunities and providing a safe area. As time progresses, we hope to bring family-oriented and youth driven activities that enable sociable and healthy initiatives.

### **COORDINATION:**

Melinda Flatman, current President of Santiam Kids and Tourism Effort (SKATE) and author of this proposal will serve as project Coordinator/Director. A working Consortium/Coalition will be formed with other local youth-centered groups and other local nonprofits to organize and facilitate activities but foremost provide affordable food service during recreational league baseball and at other scheduled times in the spring and summer months.

Miss Flatman is a 45-year resident of Mill City and attended Santiam Canyon schools. After receiving a dual Associate of Applied Science degree as an Educational Instructional Assistant, she was employed with Santiam Canyon School District as a Title1 Assistant and 21st Century After School Program Assistant. In 2014, she completed a Bachelor of Science degree in Human Services/Management. Skills, knowledge, accumulated on-the-job experience, and a goal to make this community a formidable destination have led to her involvement in several local organizations including the Mill City Fourth of July Committee, North Santiam Eagles Auxiliary #3384, Canyon Crisis and Resource Center, and Mill City Odd Fellows Lodge 144.

### **UPGRADES:**

Santiam Kids and Tourism Effort (SKATE) would use part of the funds received from Brenda Bonebrake Real Estate Team's Community Grant Program for 2021 to improve functionality, deep clean the food service area, and provide updates where possible to the concession at Kimmel Park. Volunteers would manage and implement all phases.

### **FUNCTIONALITY/IMPROVEMENT**

The first step will be to remove the non-working dishwasher and other non-essential elements stored in the area. Next it would be appropriate to separate the storage and food preparation areas. A temporary/removable rod (such as one used for shower curtains) will be placed in the alcove area North of Wall Faucet to provide a barrier yet allow heat distribution. Curtains will be purchased and attached to the rod. Behind the curtains will be placed one or two shelf units (depending on available space) to hold bathroom supplies, hoses, and other small supplies. Independent of the shelves would be two janitorial carts (one designated for the food area; the other designated for the restrooms). The garbage cans will be stored toward the back of the alcove and wall mounted hanger(s) will be placed appropriately for push brooms, angled or standard brooms, handled dustpans and sponge mops.

Cupboards, drawers, floors, surfaces, and appliances will be thoroughly cleaned. Food areas necessitate sanitization and maintenance for safety. The addition of a small chest freezer for all organizations to use (dependent on available space) will finalize upgrade.

## **USE**

The program plans to bring more civic groups to use the concessions via a Consortium/Coalition and therefore increase the use of the park by the community and tourists knowing that there is availability of beverages and snacks.

During recreation games played at the park, the vision is to have organizations, using a rotational schedule on a weekly basis, have the concessions open to provide drinks and concessionary snacks such as popcorn and candy bars to those attending (at least twice weekly & usually weekdays).

Additionally, SKATE would plan games and activities scheduled at the park and schedule staff for the concessions and provide food to fulfill the mission and purpose outlined in the original PROJECT PROPOSAL.

**MISSION:** Provide an area for young people to learn basic life skills, customer service, money handling, and daily responsibilities needed for survival while building increased recreation and social opportunities in the community.

**PURPOSE:** To raise funds for local nonprofit organization(s), promote cross generational enrichment interaction while providing mentoring to youth, and provide community recreational and social opportunities.

The concession stand would remain available for other groups to use if requested. The Coordinator/Director of this project would work cooperatively with the City Recorder to enact a fluid calendar of use.

## **ADVANTAGES:**

### **CITY OF MILL CITY**

#### **Park Maintenance**

Bathroom stocking cleaning and concession maintenance would be primarily maintained by the groups using the concession facility which would limit the need for public works to take time out of their schedule and it would supplement the time spent by the park host.

#### **Master Parks Plan**

The Parks and Recreation Standards and Policies of Mill City would be fulfilled in part. The section stating, "Volunteerism is vital if the city wants an excellent "community" parks system and recreation programs. Civic organizations and citizens will be encouraged to be responsible for recreation programs, park development, and parks maintenance whenever possible." will be in practice. An increased positive usage of the park on a regular basis reduces the negative impact usage thereof.

## **Grants and Financial Backing**

An extended possibility for funding is almost guaranteed. A program which will benefit the youth of our community, promote volunteerism and cooperation of civic groups, will conceivably lead to grant applications in conjunction with the City to substantially improve areas of the park.

## **COMMUNITY, GROUPS, & ORGANIZATIONS**

- Build group of vetted volunteer adults willing to work with kids on skills (build cross generational relationships).
- Build dedicated group of young individuals with an identity and work ethic (build life skills).
- Opportunity for cross generational mentoring (build life skills).
- Sell food and beverage (build life and customer service skills).
- Organize community recreational and social opportunities (build social and life skills).
- Work for volunteer hours and tips only (build life skills).
- Teach cash handling, money counting, and interpersonal skills (build life skills).
- Promote use of existing venues and increase positive recreation in the park setting.
- Mill City Community Garden... volunteers have an added resource.

## **IMPACT OF ACTIVITIES**

- Build funds to put forward toward building of local skate park and needs of various groups.
- Increase positive view of local youth.
- Provide increased recreational and social opportunities and a safe gathering area for youth.
- Raise funds to continue operation and possible upgrade of this park property.
- Use an existing asset and limit the degradation of the building, therefore diminishing the cost upkeep paid from City funds.
- Future funding will be more attainable.

## **Summary**

The City of Mill City will profit through acceptance of this proposal. The funds expended for cleaning and the storage items belong to SKATE via a grant. No work hours are expected from Public Works because volunteers will provide the 'manpower' for cleaning and reorganization.

Upon initiation of this proposal, funding possibilities will become strengthened as the City will be able to cite specific tie-in to *City of Mill City Parks Master Plan* goals and matching hours of organizations/groups.

Only positives can come from working with our youth and community!

## References

City of Mill City, Oregon. (2018, August). Minutes of the City Council. <http://www.ci.mill-city.or.us/documents/minutes>

City of Mill City, Oregon. (2021). Volunteer Opening – Park Host. <http://www.ci.mill-city.or.us/employment-opportunities>

City of Mill City, Oregon. (2019, January). Utility Maintenance Worker Description. <http://www.ci.mill-city.or.us/employment-opportunities>

Crow/Clay & Associates Inc. (n.d.). Kimmell Park Concessions Building. <https://crowclay.com/category/public-facilities/>

Kinney, David W. (2014, February). Kimmel Community Park. City of Mill City Parks Master Plan, 36-44. <http://www.ci.mill-city.or.us/documents>

Mill City Fourth of July Committee. (2019, May). Minutes.



AMENDMENT #1 to the  
INTERGOVERNMENTAL AGREEMENT  
between  
MARION COUNTY and CITY OF MILL CITY  
For  
COMMUNITY PROSPERITY INITIATIVE  
And  
CANYON PROJECT FUND

The Intergovernmental Agreement, entered into pursuant to ORS Chapter 190, as may be amended from time to time, the "Agreement," between Marion County "County", a political subdivision of the State of Oregon, and City of Mill City, "City", dated January 28, 2020.

The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by brackets):

**2. TERM AND TERMINATION**

2.1 This Agreement shall be effective for the period of execution through June 30, 2024 [2022] unless sooner terminated or extended as provided herein.

**3. FUNDING AND BILLING**

3.1 The total amount paid under this Agreement shall not exceed \$90,000.00 [60,000.00]. Payment will be made to City according to the schedule in Section 4.

**4. OBLIGATIONS UNDER THE TERMS OF THIS AGREEMENT**

4.1.4 Payments will be made to the City on the following schedule:

- a. \$30,000 shall be paid upon signed Agreement and submission of an invoice.
  - i. \$15,000 of the initial \$30,000 paid upon signed Agreement must be spent according to 4.1.1, as well as instructions in Exhibit B.
- b. Subsequent payments of \$15,000 shall be paid each year after July 1 [2020], upon receipt and approval of required reports for the prior fiscal year, and submission of an invoice.
- [c. \$15,000 shall be paid after July 1, 2021, upon receipt and approval of required reports for the prior fiscal year, and submission of an invoice.]

Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. The Parties certify that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

**MARION COUNTY SIGNATURE**

Authorized Signature:  Date 12-13-21

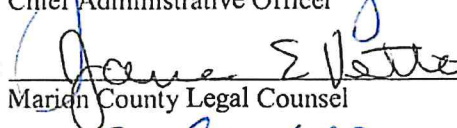
Department Director or designee

Date

Authorized Signature:  Date 12/29/21


Chief Administrative Officer

Date

Reviewed by Signature:  Date 12/28/21

Marion County Legal Counsel

Date

Reviewed by Signature:  Date 12-22-21

Marion County Contracts & Procurement

Date

**CITY OF MILL CITY**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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

## **Memorandum**

**Date:** January 6, 2022  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** **New Business for January 11, 2022 Council Meeting**

**a. Request for Waiver of Door Fee – Multiple Streams, LLC; 127 NW Santiam Blvd.**

We received a request for waiver of a 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.

**Requested Action: Discussion.**

**Possible Motions: To Approve Request for Waiver of Door Fee for Multiple Streams, LLC; 127 NW Santiam Blvd.**

**To Deny Request for Waiver of Door Fee for Multiple Streams, LLC; 127 NW Santiam Blvd.**

**b. Letter of Support - Willamette Partnership**

Dave Kinney and I were contacted by Ethan Brown, Willamette Partnership (WP), a number of months ago about the possibility of WP providing assistance to the City with a project related to water infrastructure and rivers. This service would be completely free of charge to the City as Willamette Partnership has Economic Development Administration (EDA) grant dollars to cover their costs.

Mr. Kinney and I met with Mr. Brown to discuss Mill City projects that may be of interest to him. During our discussion Mr. Brown indicated that our stormwater planning process was a perfect fit for his agency and his expertise. However, further movement on the issue was held up due to Mr. Brown taking paternity leave. Mid-December we held another Zoom discussion during which Mr. Brown stated that WP is on board with providing assistance in the development and implementation of a municipal Storm Drainage Master Plan. A scope of work for the project has been provided and is enclosed.

Mr. Brown has asked if the City is willing to provide a letter of support to WP for their Economic Adjustment Assistance grant application to EDA. A sample letter is enclosed, which I will provide to Mr. Brown unless there are concerns from the Council. Also included is a two-page explanation of the project that is being submitted to EDA for funding. This is a great opportunity

for the City to gain assistance with the development of our Storm Drainage Master Plan at no cost to us and comes at an opportune time as well considering the number of projects that our City Engineer is juggling.

**Requested Action: Discussion.**

c. **Other**



## **I. Project Summary**

Willamette Partnership (Partnership) commits to supporting Mill City, OR (City) in the development and implementation of a municipal Storm Drainage Master Plan. The Partnership will apply its InfrastructureNext model of community-based technical assistance to facilitate that the project is stakeholder informed, financially sustainable, and will maximize the benefits to Mill City, its residents, public health, and the continued high quality of the North Santiam river and riparian area.

## **II. Funding Support**

The Partnership's time and resources on this project are self-funded through a 2020 Economic Development Administration (EDA) grant. The purpose of the EDA grant is to provide direct technical assistance to distressed communities (designated through unemployment rate or per capita household income comparisons to national average), which Mill city and all North Santiam Canyon communities qualify as, seeking infrastructure upgrades or investments which are necessary for economic growth. We understand that updating the City's Storm Drainage Master Plan and installing updated stormwater infrastructure is necessary to both build housing for residents displaced by the 2020 wildfire and development of commercial sites.

The Partnership's 2020 EDA grant completes in October 2022. The Partnership will submit an application for a new EDA grant before February 2022 to provide direct technical assistance to climate impacted communities like those rebuilding from wildfire like Mill City. The new EDA grant would fund the Partnership's direct technical assistance to Mill City through the end of this project or to 2024 or 2025 when the grant ends, whichever comes first. To aid in the Partnership's successful application, allowing the direct technical assistance to Mill City to continue past October 2022, the City is requested to provide a letter of support for the Partnership's application. The Partnership will provide a draft letter of support to Mill City to be edited and signed by the City.

## **III. Willamette Partnership Commitments**

- A. The Partnership commits to completing the below Scope of Work (SOW), as funding allows. If the project changes significantly in scope or the City requests significant additional tasks, then discretion is given to both the City and the Partnership as to whether an updated SOW and/or additional funding sources may be necessary.
- B. The Partnership commits to assign Ethan Brown (InfrastructureNext Partner) as primary point of contact (POC), however other Partnership staff may assist or lead specific tasks or deliverables as expertise and capacity aligns.

## **IV. Mill City Commitments**

- A. Mill City commits to collaborate with the Partnership on the development and implementation of the City's Storm Drainage Master Plan.
- B. The City commits to assigning a primary POC for communication with the Partnership's POC.
- C. The City commits to providing the Partnership with timely information, engineering designs, and project updates as needed for the Partnership to complete their tasks in support of the City.

- D. The City commits to a letter of support of the Partnership's 2022 EDA grant application as such funding will allow the Partnership to provide in-depth technical assistance through to the completion of the Storm Drainage Master Plan and its implementation.

## V. Willamette Partnership Scope of Work Elements

### 1. Pre-Design

1. Assist with preparation of RFP for engineering design services to develop Storm Drainage Master Plan & to design/manage storm improvement projects funded by the \$2.9 million grant.
2. Assist with selection of the Engineering firm (Engineer) including participation in the interview process and feedback on engineering agreement.
3. Lead stakeholder engagement to inform visioning of stormwater infrastructure and community values. Convene a minimum of one (1) stakeholder engagement event.

### 2. Design

1. Review the draft Storm Drainage Master Plan
  - i. Concept Plan
    1. Inform and provide feedback.
  - ii. 50% Engineering Designs
    1. Lead stakeholder engagement to inform feedback of Storm Drainage Master Plan at 50% designs. Convene a minimum of one (1) stakeholder engagement event.
    2. Review and provide feedback
    3. Participate in conversations with regulators.
  - iii. 75% Engineering Designs
    1. Lead stakeholder engagement to inform feedback of Storm Drainage Master Plan at 50% designs. Convene a minimum of one (1) stakeholder engagement event.
    2. Review and provide feedback.
    3. Participate in conversations with regulators.
  - iv. 100% Engineering Designs
    1. Review and provide feedback.

### 3. Implementation

1. Evaluate potential barriers to Master Plan implementation and develop implementation strategies memo. Memo may include funding strategy if needed.
2. Work with Engineer to identify funding sources for highest priority project elements.
3. Grant Application Assistance
  - i. Prepare at least 1 grant application for top priority projects listed in the Master Plan

Support Tasks	Ethan Brown (Lead - Infrastructure Next Partner)	Sara O'Brien (Executive Director)	Kristiana Teige Wetherill (Natural Infrastructure Partner)	Emily Irish (Communications Partner)
1. Scoping				
2. Pre-Design				

3. Design				
4. Implementation				
Total value of TA				

[DATE]

Sheba Person-Whitley, Regional Director  
Economic Development Administration  
915 Second Ave., Room 1890  
Seattle, WA 98174

Re: Proposal to EDA,

Dear Ms. Person-Whitley,

The City of Mill City, Oregon supports this proposal from Willamette Partnership (Partnership) and the Center for Sustainable Infrastructure. As a community facing many significant infrastructure and development challenges from wildfire, we support this proposal and it's facilitation of the Partnership's capacity for our City, the greater North Santiam River Canyon region, and other Pacific Northwest communities rebuilding from wildfire. We look forward to working with the project team on our Stormwater Drainage Master Plan (Stormwater Plan) and to identify additional next steps we can take toward smart infrastructure investments that support a thriving local economy.

At the City of Mill City, we believe that one piece of supporting a vibrant community into the future is developing infrastructure systems. Infrastructure systems (water, transportation, energy, and solid waste) are vital to the local economy and to enabling industrial and commercial growth. Communities need a strong infrastructure "backbone" to thrive and recover from shocks like natural disasters and economic downturns. This project is designed to bring infrastructure projects from design to finance and implementation faster and smarter, which helps people get back to work, supplies get to businesses, distributors get back on the road, and products get to consumers.

The City of Mill City supports this work because we believe the Partnership's specialized technical assistance is critical to fill our capacity gaps to develop and implement an updated Stormwater Drainage Master Plan. As a community rebuilding from the devastating 2020 Holiday Farm Fire, an updated Stormwater Plan is necessary for us to cleanly and safely manage runoff from the planned residential and commercial buildings that we need to rebuild in order for our local economy to recover and thrive. The Partnership will provide project support throughout the Stormwater Plan development and implementation process including community engagement based on community values to maximize the multiple benefits of our public investment.

We look forward to a successful collaboration with our partners on this project. If you need additional information, please do not hesitate to contact me.

Sincerely,

[SIGNATURE & SIGNATURE BLOCK]



# Building Infrastructure that Builds Community

Infrastructure is essential to economic development and recovery. Communities need a strong infrastructure “backbone” to thrive and recover from shocks like natural disasters and economic downturns. Yet we still follow outdated, conventional models that too often deliver expensive, vulnerable, single-benefit solutions to complex problems that lock in existing economic, environmental, health, and social inequities.

*We can do better.*

## REINVESTING IN RURAL COMMUNITIES, TRIBAL COMMUNITIES, AND COMMUNITIES OF COLOR

Past investments in infrastructure have often been deeply inequitable in their benefits, costs, and negative impacts. For the communities that live with these inequities — Black, Indigenous, and people of color (BIPOC), low-income, and rural communities, as well as older people and people with disabilities — historical infrastructure disinvestment has led to critical failures, undermining public health, community resiliency, and economic development. Communities face a vicious cycle of worsening infrastructure challenges without a strong local tax base to help address them.

The results are stark: In the US, people of color are twice as likely to live without potable water and modern sanitation, have seen 95% of their claims against polluters denied by the EPA, and are more likely to lose money from insurance and relief programs after a natural disaster compared to white populations.<sup>1,2</sup> The COVID-19 pandemic has further exacerbated existing inequities, resulting in higher unemployment, food insecurity, and economic hardship in rural, BIPOC, and Tribal communities.<sup>3,4</sup>

“Building Back Better” requires that we invest in innovative infrastructure projects that strengthen community resilience and provide multiple economic, health, and environmental benefits. The Bipartisan Infrastructure Bill is the biggest infrastructure investment in our history. It presents a massive opportunity to build smarter, more resilient, and more equitable foundations for communities to recover and grow for decades to come — if we spend it wisely.

1 Bryce Covert, “Race Best Predicts Whether You Live Near Pollution,” February 18, 2016, <https://www.thenation.com/article/archive/race-best-predicts-whether-you-live-near-pollution/>.

2 NAACP, “Turning the Tide: Advancing Racial Justice in Federal Flood Infrastructure Projects,” August 16, 2021, <https://naacp.org/resources/turning-tide-advancing-racial-justice-federal-flood-infrastructure-projects>.

3 Brea L. Perry, Brian Aronson, and Bernice A. Pescosolido, “Pandemic Precarity: COVID-19 Is Exposing and Exacerbating Inequalities in the American Heartland,” *Proceedings of the National Academy of Sciences* 118, no. 8 (February 23, 2021), <https://doi.org/10.1073/pnas.2020685118>.

4 Rural Community Assistance Partnership, “RCAP Survey Shows Impact of COVID-19 on Rural and Tribal Water and Wastewater Systems,” RCAP, June 1, 2020, <https://www.rcap.org/blog/covid-19-impact/>.

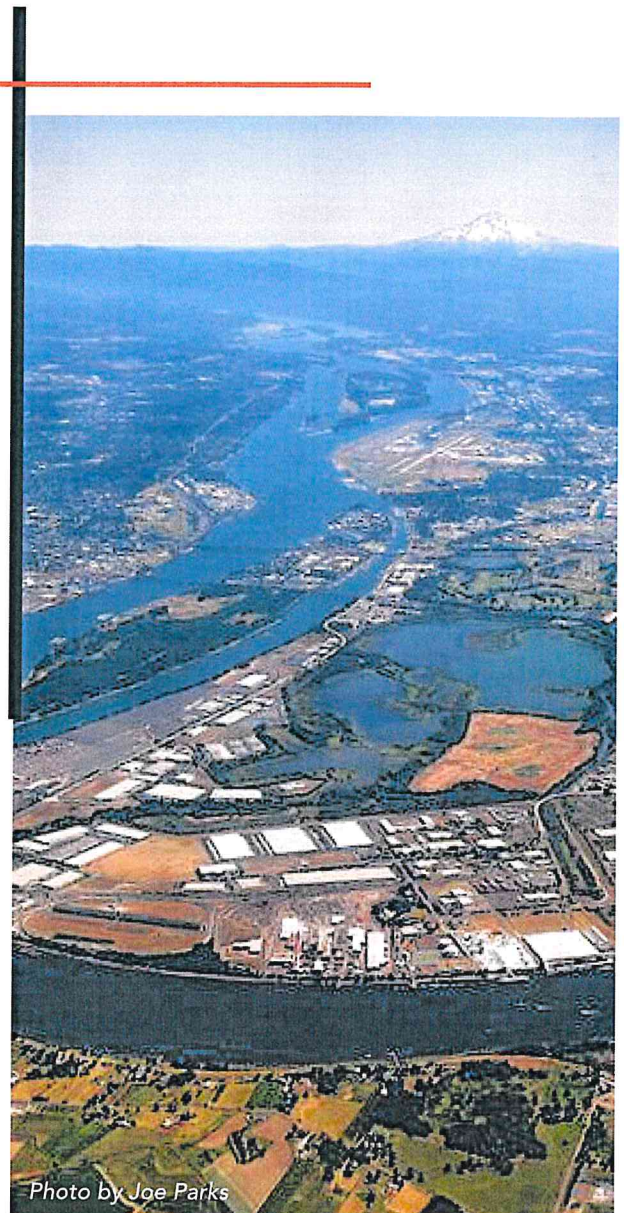


Photo by Joe Parks



## A NEW APPROACH TO INFRASTRUCTURE PLANNING

The [InfrastructureNext](#) team is requesting funding from the Economic Development Administration to share our unique and highly specialized brand of technical assistance with Oregon and Washington communities facing infrastructure challenges exacerbated by COVID-19, climate change, and historic disinvestment.

We help local governments, infrastructure providers, and community groups to envision, plan, and implement innovative infrastructure solutions that:

- Meet multiple community needs, from economic development to public health, environmental integrity to climate resilience, social cohesion to community wellbeing.
- Bring an environmental justice lens, helping to redress past and current inequities in infrastructure, public health, and economic development.
- Center community voices, visions, and values, with robust community engagement, collaboration, and local agency.

Our technical assistance approach offers supportive interventions at three different points in the infrastructure planning process.

### 1. Visioning and Community Engagement

Good community engagement and inclusive early visioning leads to infrastructure solutions that are more effective, better connected to community values and goals, and easier to fund and implement. We support infrastructure providers in connecting with community partners, developing networks and relationships, and building capacity for collaborative action between the public and private sectors.

### 2. Value Planning

The Value Planning process helps local leaders find creative and strategic solutions that are centered in community values. It identifies a wide range of solutions based on the community's stated needs and values, then integrates and refines them into the most promising multi-value set of solutions.

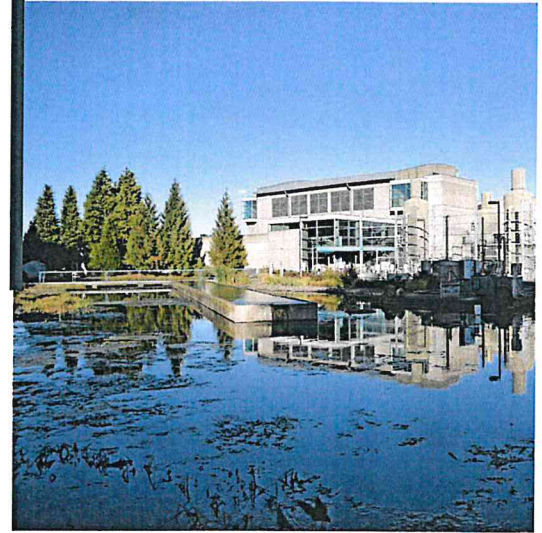
### 3. Special Implementation Support

Multi-benefit infrastructure solutions often require special implementation support to help communities get their projects over the finish line. Our team helps communities navigate the unique policy, funding, institutional, and technical challenges that innovative solutions often face.

Since each community brings unique strengths and faces unique challenges, we tailor our technical assistance to fit the local capacity and needs. Technical assistance engagements can range from a few months to convene a Value Planning process, to a few years for robust community engagement or implementation support. Our team can also help communities build local capacity and funding that fits the longer time-frames often needed to implement lasting solutions.

Our project will prioritize technical assistance to Pacific Northwest communities that face unique challenges in recovering from COVID-19 and other recent disasters. These include communities affected by climate emergencies like major wildfires, droughts, and floods; those with growing Hispanic/Latino populations and an economic base of farmworker and food processing jobs; and Tribal communities or those with significant Indigenous populations that have experienced over a century of inequitable public investments and harms.

These communities face significant challenges and inequities, but they also bring remarkable strengths in social cohesion, civic muscle, and commitment to crafting a shared vision for a more resilient future. By supporting community efforts to get the very most out of new investments — for prosperity, people and planet — we believe the InfrastructureNext technical assistance program can provide a lasting and outsized benefit for communities all across the Pacific Northwest.



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

## **Memorandum**

**Date:** January 6, 2022  
**To:** Mayor Kirsch and City Councilors  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** City Recorder Report for January 11, 2022 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. Travel Oregon Request for “Shovel Ready” Projects**

I received an email from Kevin Dial, Long Term Recovery Group Recovery Manager, indicating that Travel Oregon had put out a call for “Shovel Ready” projects. I sent two possibilities for Mill City; sewer and the Mill City Falls Park Phase 2.

Mr. Dial stated that the Mill City Falls Park project fit the intent of Travel Oregon’s opportunity and had the capability of breaking out specific items for potential funding. The full project outline and estimated costs were sent to Mr. Dial, who then forwarded them to Travel Oregon. A copy of his email is included.

This is just to inform that there is a potential for the City to receive funding through Travel Oregon’s attempt to obtain funding from the Oregon Legislature. I will provide any updates to the Council that I am given.

**Requested Action: None. Information Only.**

**3. Laptops**

I have had laptops in the office for quite some time ready to check out to members of the City Council and Planning Commission. My intent is to slowly work toward going paperless for agenda packets for both groups. I realize that there are some members who are not the most comfortable (this may be a huge understatement) with computers, which is

part of the reason for a slow implementation. That said, I would like to at least get the laptops checked out to each member so that you can begin to explore and become familiarized with the units.

We will have a check out sheet to sign for the laptop each person is assigned. They do not need to be taken home unless you are comfortable doing so or have a need to, but can be stored on the shelf in the office until each meeting.

**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. Actuators
7. Security Cameras
8. City Administrator Job Description
9. Sewer Rate Study
10. Sewer SDC Study
11. Additional SDC Implementation (Street, Storm, Parks, etc.)
12. Update Current Fee Schedule
13. Implementation of Missing Fees (Notary, etc.)
14. Engineering RFQ
15. Large Event Use Policy
16. City Hall Artwork
17. NW Alder Street Slide Area
18. Strategic Plan/Goal Setting
19. Misc Parking Changes
20. City Hall Entry Posts/Cleaning
21. MCGRA Agreement
22. Entry Signs
23. Wall Street Plaza & Overlook
24. Cedar Creek Bridge
25. The Reid House Property
26. TIGER Grant Update



Stacie Cook &lt;scook@ci.mill-city.or.us&gt;

## Re: Call out for shovel ready projects in the Santiam Canyon

1 message

Kevin Dial &lt;kdial@santiamrecovery.org&gt;

Mon, Jan 3, 2022 at 4:36 PM

To: jessy@willamettevalley.org

Cc: David Kinney &lt;dwkinney@wvi.com&gt;, Stacie Cook &lt;scook@ci.mill-city.or.us&gt;

Jessy,

Attached is a detailed packet from Mill City, which meets the requirements for economic and community development.

The Pavilion is part of phase II, but can be accomplished in the next few months as a top part for this phase I.

Because this is a long-term project, it has pieces that can be selected for easy build and funding availability. You will see the next on the list is Site Signage. Past this, pieces are interchangeable Water Play Area, Loop Path, Fall Overlook, Woodburner Overlook and other key infrastructure. All are key parts of the whole that will be built and will be vital to this community's economic and community development.

\*\*\*\*\*

Mill City Falls Plaza – Completion of all of Phase 1. Assume City will contribute \$300,000 to construction. Based on Keller cost estimate another \$350,000 is needed for completion. Shovel ready. Bid opening in January. We'd like to add interpretive signage( \$25,000+/-?) to the project if possible.

### Project Goals:

- Provide a vibrant park facility in Mill City's historic district.
- Improve river access for passive and active recreation
- Provide recreation trail connectivity between city owned parks and nearby neighborhoods.
- Protect and improve native plant and wildlife habitat in the riparian area.
- Provide a public plaza and outdoor event venue
- Provide a riverside park with attractive amenities for residents of & visitors to Mill City
- Provide interpretation of cultural, historical and the natural environment of Mill City
- Improve pedestrian and vehicular safety along Wall Street

Pedestrian access to and from the existing recreational trail on Wall Street and connections to Hammond Park are integral to the overall Mill City Falls Park site design. The pedestrian trails provide direct access to river overlooks where there are clear views of the Mill City Falls. They also provide walking access to the rocky shore line and river pools underneath the falls. This trail will provide different views looking up at the falls as well as locations to watch fish jumping, kayakers and rafters in the river and fishermen perched on the banks of the river. Trail design elements in the master plan include:

- A looped pedestrian walking path
- Overlooks, walls and railings along the riverfront
- An interpretive architectural feature to resemble "the Consumer", the original metal cigar-shaped wood scrap burner that was located on the Hammond Mill site.
- Interpretive displays
- Picnic tables and benches
- Site lighting
- Trail connections to adjacent Hammond Park with access below highway and railroad bridges
- Vehicular access to sewer pump station for maintenance

Landscaping elements on the Mill City Falls Park site will include a central lawn, ornamental planting beds, plantings for storm water management and water quality improvement and native plant restoration along the banks of the river.

Priorities of effort inside of the overall plan:

#1) Pavilion Building @ Overlook

#2) Site Signage/Interpretive (entire park site)

Water Play Area

\* Walls at Water Play

\* Water Play Mechanical System

Loop Path

Fall Overlook Wall

Fall Overlook Paving

Wood Burner Overlook Wall

Wood Burner Overlook Paving

Wood Burner Overlook Trellis

Site Furniture

Electrical

Lighting

Very Respectfully,

Kevin J. Dial

Recovery Manager, LTRG

(503) 897-0701