



# CITY OF MILL CITY

## AGENDA OF THE CITY COUNCIL

January 25, 2022  
City Hall  
444 S 1<sup>st</sup> 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](http://www.ci.mill-city.or.us/documents/packets).*

- a. Approval of Minutes of Regular City Council Meeting of January 11, 2022
- b. Approval of Accounts Payable
- c. Acceptance of Recommendation to Hire Kaitlyn Waid to Fill the Vacant Parks, Grounds & Facilities Maintenance Position Beginning at Step 1 of the Salary Scale and Subject to Completion of Required Paperwork
- d. Ratification of Planning Commission Approval of File No. 2021-09: Minor Partition; ConKraft Construction, 745 NE Alder St.
- e. Ratification of Planning Commission Approval of File No. 2021-10: Conditional Use Permit – Marijuana Retail Sales Outlet; Thacker/Mitchell, 415 NE Santiam Blvd.

**5. CITIZEN COMMENTS/QUESTIONS – LIMITED TO THREE (3) MINUTES**

**6. OREGON MAIN STREET PROGRAM – SARAH ALLABEN, MWVCOG**

**7. SKATE – REQUEST FOR COOPERATIVE AGREEMENT; KIMMEL PARK CONCESSION USE**

**8. MISCELLANEOUS CITY RECORDER ITEMS**

- a. Willamette Partnership – RFP for Stormwater Master Plan
- b. Request for Waiver of Door Fee – 127 NW Santiam Blvd, Tammy Hosman
- c. SW Broadway Street Lighting Letters
- d. TIGER Grant Update

e. Other

## 8. ADJOURNMENT

### CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Tuesday	February 8, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	February 15, 2022	Planning Commission Meeting	6:30p.m.
Monday	February 21, 2022	CITY HALL CLOSED – PRESIDENT’S DAY	
Tuesday	February 22, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	March 8, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	March 15, 2022	Planning Commission Meeting	6:30p.m.
Tuesday	March 22, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	April 12, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	April 19, 2022	Planning Commission Meeting	6:30p.m.
Tuesday	April 26, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	May 10, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	May 17, 2022	Planning Commission Meeting	6:30p.m.
Tuesday	May 24, 2022	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	May 30, 2022	CITY HALL CLOSED – MEMORIAL DAY	

## REQUEST FOR COUNCIL ACTION

**DATE:** January 20, 2022  
**TO:** Mayor Kirsch and City Councilors  
**FROM:** Stacie Cook, MMC, City Recorder  
**REGARDING:** Consent Agenda Items

---

- a. Approval of Minutes of Regular City Council Meeting of January 11, 2022
- b. Approval of Accounts Payable
- c. Acceptance of Recommendation to Hire Kaitlyn Waid to Fill the Vacant Parks, Grounds & Facilities Maintenance Position Beginning at Step 1 of the Salary Scale and Subject to Completion of Required Paperwork
- d. Ratification of Planning Commission Approval of File No. 2021-09: Minor Partition; ConKraft Construction, 745 NE Alder St.
- e. Ratification of Planning Commission Approval of File No. 2021-10: Conditional Use Permit – Marijuana Retail Sales Outlet; Thacker/Mitchell, 415 NE Santiam Blvd.

**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, January 11, 2022**

**Mayor Kirsch** opened the meeting at 6:53 PM with the flag salute. Councilors present were Brett Katlong, Tony Trout and Steve Winn. Councilors Zeyen-Hall and Plotts were excused. 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** Roel Lundquist, Gary Olson and Pierce Torres.

**DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST:** Mayor Kirsch stated that anyone who felt they may have a potential conflict with anything on tonight's agenda may say so at this time or at any time during tonight's meeting.

**CONSENT AGENDA**

**Councilor Katlong** moved and was seconded by **Councilor Trout**, to approve items a; Approval of Minutes of Regular City Council Meeting of 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, and 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. |

Mrs. Fredrickson polled the Council. The motion passed unanimously, (4:0).

**LINN COUNTY SHERIFF'S REPORT:** Lt. Beth Miller was in attendance prior to the opening of the meeting and provided those present with a brief update on police activities within Mill City.

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

Pump Report: Water loss increased slightly in December. This should decrease with the installation of new meters and software.

Well/Generator Communications Update: The SCADA radio that provides communication from the wells to the reservoirs has stopped working and needs to be replaced. Three radios are needed to communicate with the reservoirs. The reservoirs will continue to be filled manually until communication has been restored.

Estimated cost for the hardware is \$10,000 to \$15,000. This does not include labor. Mrs. Cook said that dollars are available through the water project fund. If the cost of the project is \$10,000 or more, three bids will be required before purchase. Mr. Foltz said that this is a specialized field and three providers may not be available to bid the project. He requested Council authorize up to \$20,000 for the purchase of the radios.

**Councilor Trout** moved and was seconded by **Councilor Katlong**, to Approve up to \$20,000.00 to Complete the Needed Fix to the Well/Reservoir Communications. The motion passed unanimously, (4:0).

DEQ Year End Report: A copy of the end of year discharge monitoring report was provided for Council review. Mr. Foltz noted that ponding at the WWTP has been eliminated due to heavy rains flushing the gravel bed.



TIGER Grant Update: The waterline has been replaced on the railroad bridge. After chlorination and flushing it will be turned back on.

**CITIZEN COMMENTS/QUESTIONS LIMITED TO THREE (3) MINUTES:** None.

**PUBLIC HEARING:** None Scheduled.

**PRESENTATIONS:** None Scheduled.

**OLD BUSINESS:**

SKATE – Request for Cooperative Agreement; Kimmel Park Concession Use: Mrs. Cook said that Melinda Flatman, SKATE President, is unable to attend this evening and has requested placement on the January 25, 2022 agenda.

Hazard Mitigation/FEMA Grant Discussion: Mrs. Cook stated that this item was placed on the agenda for an initial discussion of the Council to determine whether there is a desire to pursue this further. If so, more information will need to be gathered including 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 call for a joint discussion between each entity to outline who will apply for what and at what point in the process.

Gary Olson, SW Spring St. suggested Council take the time to identify what is really needed for the City and suggested a good start would be to obtain the necessary MOUs from participating agencies.

The need for a portable generator was at the top of the list for a possible grant. Councilor Katlong noted that maintenance issues need to be figured into the cost as well.

Council requested that Mr. Foltz research size and cost of mobile generators for Mill City's needs.

FEMA Trailer Site: Mrs. Cook said that she was asked about the City's intentions for the FEMA trailer site once the lease is up. While the Council has had very cursory discussions about the potential uses for the property no decision has been made.

The property lease will expire in the spring of 2022. FEMA can then return the site to its previous condition. However, the infrastructure that was installed can be retained by the City and used for another purpose. There is also the opportunity for the City to retain/purchase the trailers. The current occupants also have an opportunity to purchase their trailer and, if this occurs, FEMA will need to know whether the trailers can remain with the space rented to the new owners or if they will need to remove them from the property.

Mayor Kirsch said that this site is a valuable asset to the City with the installation of infrastructure. He does not want to see the trailers remain and would like to see this space used for a possible RV site in the future. Councilors Katlong, Trout and Winn agreed.

Council consensus to have FEMA remove the trailers but retain the infrastructure.

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 has provided Mill City with \$60,000 over the past few years for economic development. These funds have 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.

Mrs. Cook said that Marion County Commissioners have agreed to extend the program through June 30, 2024, and in order for the City to continue to benefit from the program, an amended IGA will need to be signed.

**Councilor Katlong** moved and was seconded by **Councilor Trout**, 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. The motion passed unanimously, (4:0).

#### **NEW BUSINESS:**

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

Councilor Trout said that he will abstain from the discussion and voting on this issue as this is a client of his. Mr. McGehee said that this may be difficult as a quorum is needed to vote. Council consensus to table this issue until the next meeting on January 25, 2022.

Letter of Support – Willamette Partnership: A number of months ago, Ethan Brown, Willamette Partnership (WP), contacted Mrs. Cook about providing assistance to the City with a project related to water infrastructure and rivers. This service would be free of charge to the City as Willamette Partnership has Economic Development Administration (EDA) grant dollars to cover their costs.

Mrs. Cook and Mr. Kinney met with Mr. Brown to discuss Mill City projects that may be of interest to him. Mr. Brown indicated that the City's stormwater planning process was a perfect fit for his agency and his expertise. Another meeting was held mid-December during which Mr. Brown stated that Willamette Partnership 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 to Council for review.

Mr. Brown has also asked if the City is willing to provide a letter of support to WP for their Economic Adjustment Assistance grant application to EDA. Mrs. Cook said that this is a great opportunity for the City to gain assistance with the development of the Storm Drainage Master Plan at no cost to the City and comes at an opportune time as well considering the number of projects that the City's engineer is juggling. A sample letter of support was presented to Council for review.

Council consensus to provide a letter of support to Willamette Partnership.

IGA – Dept. of Revenue: Mrs. Cook said that an IGA with the Department of Revenue allowing the collection of the City's marijuana taxes was placed at each Council seat for review. This IGA needs to be signed before DOR will begin collecting taxes for the City.

**Councilor Katlong** moved and was seconded by **Councilor Trout**, to Direct Mayor Kirsch to Sign the Marijuana Tax Agreement Between the State of Oregon, Department of Revenue and the City of Mill City. The motion passed unanimously, (4:0).

#### **STAFF/COMMISSION REPORTS:**

##### City Recorder Report:

*List of On-going Old Business Items:* A current list of on-going old business items was provided for review. Mrs. Cook said that there are two items that have been struck through on the list;

income study and certificate of occupancy and building services agreement. The income study is no longer needed as the City is beyond the income levels needed for low-income grant opportunities. The Certificate of Occupancy process is working with Linn County at this time so no additional work should be needed.

Councilor Trout asked about the nuisance grass process. Mrs. Cook said that this is a holdover from a previous Council who wanted to change the process for nuisance mowing. Councilor Trout suggested this be removed.

Councilor Katlong suggested removing the City Hall artwork item and asked about the NW Alder St slide area.

Mrs. Cook said that there is an area just east of the River Rd and NW Alder St intersection which has been sloughing off for years. At one point Marion County walked the area to discuss the matter but no additional action has been taken. Mayor Kirsch suggested that a drone be sent out to take pictures of the slide.

*Travel Oregon Request for "Shovel Ready" Projects:* Kevin Dial, Recovery Group Manager, Long Term Recovery Group sent out an email from Travel Oregon requesting "shovel ready" projects that they might include in an ARPA funding request to the legislature.

The Mill City Falls Park project fits 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.

*Canyon Catalyst Projects:* Mrs. Cook said that the Canyon Catalysts have put together a full list of projects they have identified for the new year. First on the list is painting the barrel trash cans around town. New metal lids were requested. On January 17<sup>th</sup> and 18<sup>th</sup>, the Catalysts will paint the restrooms at Kimmel Park.

Councilor Katlong noted the terrible condition of the Kimmel Park bathrooms with the ongoing vandalism, stating that he wishes that something could be done. This is also happening at the Wall Street bathrooms. Mrs. Cook said that she has discussed adding a camera with IT.

*Interviews:* Mrs. Cook said that interviews have been set for the vacant park host position and the Parks, Grounds & Facilities Maintenance position which will, hopefully, deter some vandalism. Mrs. Cook also requested the instillation of a TV monitor in the office so that staff can better monitor the security cameras in town. Consensus to purchase a monitor.

*Laptops:* Mrs. Cook said there are laptops available for check out to members of the City Council and Planning Commission. This is an effort to implement paperless agenda packets for the City, which would save the city money on paper waste, copy machine charges and staff time.

City Attorney Report: Mr. McGehee said that he needs to meet with staff to discuss several ongoing nuisance issues and noted that these may require an executive session as there may be court costs involved.

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

**Mayor Kirsch** and **Councilor Trout** had nothing to report.

**Councilor Winn** said that he witnessed a pickup with a kayak backed up onto the Hammond Park overlook and suggested signage be placed stating that no parking is allowed on the overlook.

**Councilor Katlong** said that a trailer that was dumped in the RV site and asked what could be done about it. Councilor Katlong also noted that there are some RV's with junk accumulating, which is a violation of the agreement that was signed.

Mr. McGehee said that a 72-hour notice will need to be posted so that the trailer can be towed.

Mrs. Cook said that she will get photos of the violations at the RV site and get letters out to the occupants.

Mayor Kirsch added that the occupants should also be reminded of the impending March 30, 2022 closure date.

Mr. Olson noted that there is a trench being created in the access road into Hammond Park by excessive water drainage off the hill. Mrs. Cook will look into this.

**EXECUTIVE SESSION** – None scheduled.

### **ADJOURNMENT**

The meeting was adjourned at 8:29 PM.

Prepared by:

Approved by:

---

Stacie Cook, MMC  
City Recorder

---

Tim Kirsch  
Mayor



# City of Mill City

P. O. Box 256

Mill City, OR 97360

Phone: 503-897-2302 ▪ Fax: 503-897-3499

---

January 19, 2022

ConKraft Construction  
PMB 418  
4676 Commercial St. SE  
Salem, OR 97302  
Email: [conkraft@comcast.net](mailto:conkraft@comcast.net)

SUBJECT:     **Notice of Decision Approving a Minor Partition**  
              **File No. 2021-09**  
              **745 NE Alder Street, Mill City, Oregon**

Dear Dean:

On January 18, 2022 the Mill City Planning Commission **approved** your application for a minor partition at 745 NE Alder Street in Mill City to divide the 0.48-acre parcel into two lots.

Under the City's Land Division Code, the City Council will review the Planning Commission decision on the minor partition application at its January 25, 2022 meeting. The item will be placed on the City Council's consent agenda for consideration. If the Council ratifies the Planning Commission decision, the decision is final on **February 3, 2022 at 5:00 p.m.**, unless an appeal is filed with the City. If an appeal is filed, the City Council will hold a public hearing to consider the appeal.

## I. Conditions of Approval

Based on the findings included in the staff report, the Planning Commission approved the minor partition application subject to the following conditions of approval.

- A.     **Approved Map & Time Limit of Partition Approval.** The partition is approved as shown on the attached map, dated & stamped approved by the City of Mill City Planning Department. Approval is granted subject to the completion of the partition survey within one year from the date of City Council approval and compliance with all conditions of approval. The minor partition approval will expire January 31, 2023 if the plat has not been recorded.
- B.     **Survey.** The minor partition plat map must be submitted to the Marion County Surveyor and recorded no later than January 31, 2023. The survey must be prepared by a registered professional surveyor and comply with state law and the Marion County surveyor requirements for minor partitions.

The partition plat map must show:

- B-1     Parcel 1 and Parcel as shown on the approved plan. Lot dimensions may vary as long as the final partition plat map is consistent with the approved plan.

***Easements & Deed Covenants:***

- B-2 Sewer Maintenance Easement. The final plat shall reference the existing sewer easement to the City of Mill City by Deed/Reel/Page #. If there is no recorded easement, the property owner(s) will execute and record a new sewer easement on city approved forms, prior to or concurrently with the recording of the final partition plat.
- B-3 Public Utility Easement (PUE). If needed, a public utility easement shall be shown on the east 10' of Parcel 2, if the building sewer for Parcel 1 (north lot) will be located along the east property line to NE Alder St.

- C. **Public Works Requirements:** The applicant shall complete the following public improvements prior to City approval of the final plat, unless otherwise specified below. Improvements will be designed and installed in accordance with the City of Mill City Public Works Design Standards and Construction Specifications.

***Permits:***

- C-1. ODOT Access Approach Permit: A joint driveway approach is permitted onto NE Santiam Boulevard (OR-22 AMP, Figure 3-F, #74). Prior to the issuance of a building permit for PARCEL 1, the applicant will obtain a new driveway approach permit from ODOT. The applicant will construct a paved approach to Hwy 22, that extends at least 10 feet beyond the ROW into the private property, prior to the issuance of a certificate of occupancy.
- C-2. Marion County Public Works Construction Permit: Prior to the issuance of a building permit for PARCEL 2, the applicant will obtain a MCPW Permit for a driveway approach on NE Alder Street and for any other construction work within the County ROW. The applicant will construct a paved approach to NE Alder Street, that extends at least 10 feet beyond the ROW into the private property, prior to the issuance of a certificate of occupancy.

***Storm Drainage:***

- C-3. Storm Drainage System Design: Submit a storm drainage plan for the site. The engineering plan will include a brief stormwater analysis, drainage report and supporting documentation in accordance with PWDS 1.10.i., PWDS 318.b and PWDS 318.d.2. Existing site topography, off-site contributing drainage areas, and downstream capacity will need to be considered and included as part of the drainage analysis.
- C-4. On-Site Storm Drainage Retention Facility: Install on-site storm detention/retention facilities on PARCEL 1 and PARCEL 2. The on-site retention facilities shall be constructed prior to issuance of a certificate of occupancy for either Parcel 1 or Parcel 2.
- C-5. Stormwater O&M Plan and Agreement: A stormwater O&M Agreement, on city forms, shall be executed and recorded in the Marion County Deed Records, prior to issuance of a certificate of occupancy for either Parcel 1 or Parcel 2.

***Water Main Improvements and Water Services:***

- C-6. Water Improvements - Engineering Plan: Prior to recording of the final plat, the Developer shall meet with the City's Public Works Supervisor & City Engineer to discuss the design and timing of construction of a NE Alder St. water main extension. The cost of the water main extension from the end of the existing 6" water main to the east end of the applicant's

property (Parcel 2) shall be at the sole cost and expense of the applicant. *[Note: Since the City of Mill City is planning a water main improvement project in NE 7<sup>th</sup> & NE Alder St. in 2022, the project design and construction should be coordinated].*

- C-7. If the NE Alder Street water main extension is designed and constructed by the applicant, then,
- the applicant will submit engineering plans and cost estimate for approval by the City Engineer, in compliance with the City's Public Works Design Standards; and
  - the applicant will enter into a development agreement with the City and provide the required performance bonds and warranty bonds for the project.

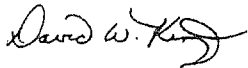
***Sewer Improvements:***

- C-8. Sewer Design Plan: Prior to recording of the final plat, the Developer shall submit to the City's Public Works Supervisor a sanitary sewer plan showing the location/type of the interceptor tanks, building sewer and connection to the City's sewer main, for the City's review and approval. The plans must comply with the City's PWDS standards, plumbing code and DEQ requirements.
- C-9. A new sewer interceptor tank and building sewer shall be installed for each parcel prior to or concurrently with the issuance of a building permit for each lot.
- C-10. The existing sewer interceptor tank shall be located and pumped out, and either abandoned, filled and capped, or removed, in accordance with Oregon DEQ and Marion County Sanitarian requirements, unless the existing tanks are inspected by the applicant's engineer and approved for use by the Public Works Supervisor.

## **II. Right of Appeal**

Any person aggrieved by this decision may file an appeal with City Council of the City of Mill City by filing an appeal in accordance with the appeal deadlines and requirements outlined in Mill City Municipal Code Section 17.64.050 and 17.64.060. The appeal must be filed within fifteen (15) calendar days of the mailing of this Notice of Decision, no later than 4:00 p.m., February 3, 2022.

Sincerely,



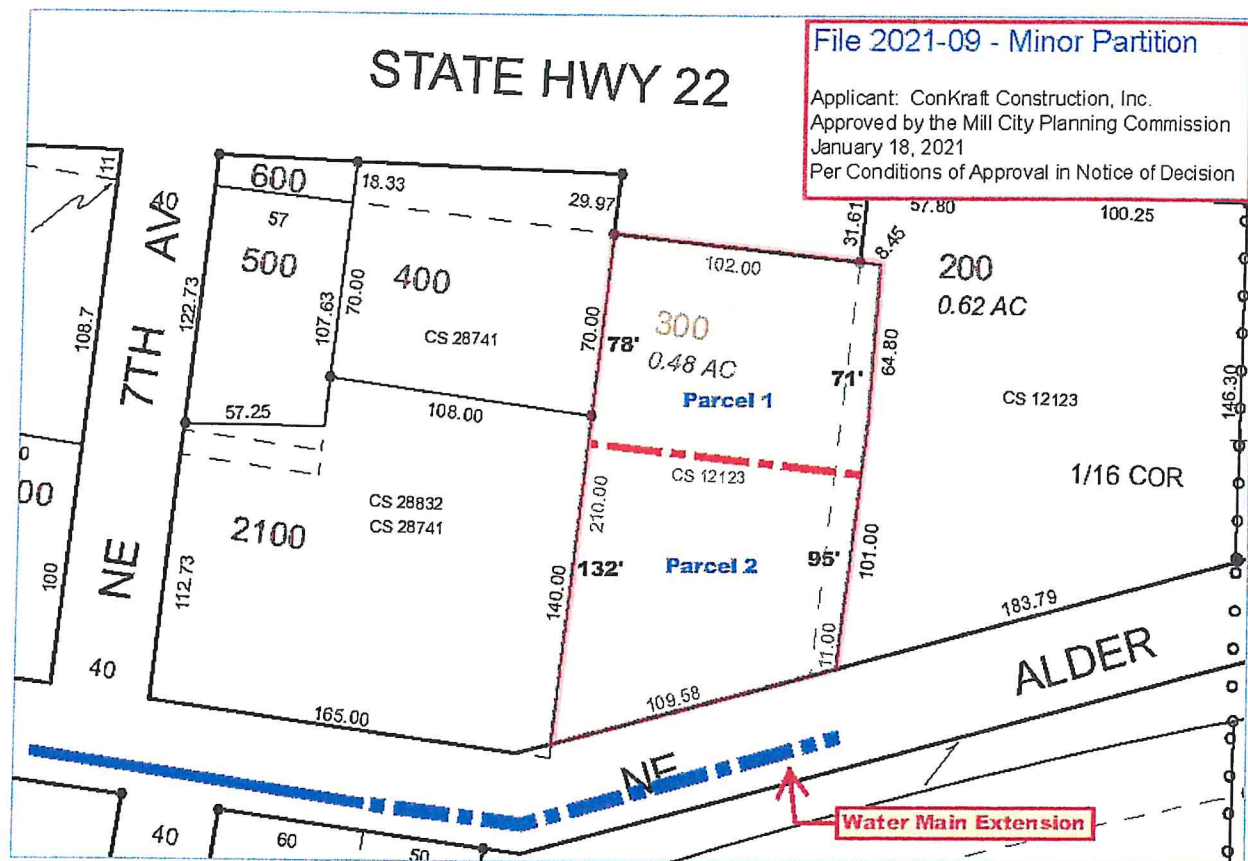
DAVID KINNEY  
Planning Consultant for the City of Mill City

Enclosure: Approved Minor Partition Plan  
cc: Stacie Cook, City Recorder  
Planning File  
City Council

File 2021-09

**Minor Partition**  
**745 NE Alder St., Mill City, Oregon**  
**Map 9S 3E 29CD, Tax Lot 00300**

*Approved by the Mill City Planning Commission  
Subject to the conditions of approval in the Notice of Decision  
dated January 19, 2022*







# City of Mill City

P. O. Box 256

Mill City, OR 97360

Phone: 503-897-2302 ▪ Fax: 503-897-3499

January 19, 2022

Thorin Thacker  
829 SW Spring St.  
Mill City, OR 97360

Roy Mitchell  
12185 Golf Lane SE  
Sublimity, OR 97385

SUBJECT: **NOTICE OF DECISION**  
**Conditional Use Permit – Marijuana Dispensary & Retail Sales Outlet**  
**File No. 2021-10**  
**415 NE Santiam Boulevard, Mill City, Oregon**

Dear Mr. Thacker and Mr. Mitchell:

At the January 18, 2022 Mill City Planning Commission, the Commission ***approved*** your application for a conditional use permit to operate a marijuana dispensary and recreational marijuana retail sales outlet at 415 NE Santiam Boulevard in Mill City.

Under the City's Zoning Code, the City Council will review the Planning Commission decision at its January 25, 2022 meeting. The item will be placed on the City Council's consent agenda for consideration. If the Council ratifies the Planning Commission decision, the decision is final on **February 3, 2022 at 5:00 p.m.**, unless an appeal is filed with the City. If an appeal is filed, the City Council will hold a public hearing to consider the appeal.

## A. Conditions of Approval

Based on the findings included in the staff report, the Planning Commission approved the conditional use permit subject to the following conditions of approval.

1. Compliance with Prior Land Use Approval, File 2020-04. The applicant shall comply with any unfinished conditions of approval for the site plan approval for the retail store at 415 NE Santiam Boulevard, as listed in Section B of this letter.
2. Maximum Operating Hours. 7 days per week. 9:00 a.m. to 7:00 p.m.
3. Business License. The owners will continuously hold a current city business license.
4. Signs. New signs shall comply with ODOT sign requirements and the applicant shall obtain required building permits for the signs from the City of Mill City.
5. OLCC Licensing. Prior to opening, the applicant shall provide the City of Mill City with a copy of the approved OLCC license authorizing the operation of a medical marijuana dispensary and recreational marijuana retail sales outlet at 415 NE Santiam Boulevard in Mill City, Oregon.
6. Nuisance Impacts. If the City of Mill City receives complaints from adjacent residents or property owners, the City Recorder will notify the owners of the complaints and visit the site to determine if the

objectionable odor complaints violate the city's "reasonable person" standards and constitute a nuisance. If they do, the City Recorder will notify the owners that modifications are required to the operation of the business and/or to the HVAC system to eliminate the odor impacts. A reasonable time will be granted to complete the modifications. If the owners fail to make corrections, the City will notify the OLCC that the business does not comply with the city's local land use regulations.

7. *Building Code Compliance.* Continuously comply with the State of Oregon Structural Code and Specialty Codes.
8. *Compliance Inspection.* Within 60 days of the Planning Commission meeting, the City Planning Consultant will inspect the site and determine if the applicants are complying with the conditional use permit requirements. If the business owners are not in compliance with the requirements of the Conditional Use permit, the City shall provide a written notice to the applicants identifying any items which are out of compliance and provide a reasonable time period to bring the business into compliance.
9. *Planning Commission Review and Revocation of the Conditional Use Permit.* If the owners fail to comply with the terms of this permit, the City Recorder may set a public hearing before the Mill City Planning Commission to determine if the City should revoke or modify the permit as provided for in Section 17.52.070 of the Mill City Zoning Code. The conditional use permit may be revoked or modified by the planning commission, after public hearing, on any one or more of the following grounds.
  - A. Approval of the conditional use was obtained by fraud or misrepresentation.
  - B. The use for which approval was granted has ceased to exist.
  - C. The use does not meet the conditions specifically established for it at the time of approval of the application.
  - D. The use is in violation of any provision of this title or any other applicable statute, ordinance or regulation.

#### **B. Compliance with File 2021-04 – Site Plan Approval for 415 NE Santiam Boulevard**

The applicants are required to comply with any unfinished conditions of approval from the prior land use decision, File 2020-04. The Notice of Decision, issued May 19, 2020, is attached as Exhibit B.

The following conditions of approval from the prior land use decision apply to File 2021-10, since the building will be used for as a retail building. Where the prior owner has already complied with the prior conditions of approval, they are noted below.

1. *Approved Site Plans:* The site plan for the commercial building at 415 NE Santiam Boulevard, dated May 2020 and stamped approved by the City of Mill City, is hereby approved.
2. *Expiration Date:* The site plan approval will expire on May 31, 2022. The applicant may request up to a one-year extension of the plan approval.
3. *Building Permits.*
  - a. Building Permits for the interior and exterior remodel of the building shall be obtained from the City of Mill City. All fees and charges must be paid prior to the issuance of each building permit. [If the applicants do any structural changes to the building, this condition applies]
4. *Parking Improvements*
  - a. *East Parking Lot.* The applicant will stripe the existing four parking spaces as shown on the site plan. The applicant will stripe the ADA parking space and install and maintain an ADA compliant sign per City PWDS and/or building code requirements.

- b. West Parking Lot. The applicant will install a new AC driveway approach from NE 4<sup>th</sup> Avenue from the existing pavement and extending a minimum of 10' into the property, per City PWDS standards. The applicant will provide an on-site storm detention area for the west parking area. [These are extra parking spaces, not required by the code. The applicants for the Conditional Use Permit notified the City Recorder this parking lot will be used. Therefore, this requirement applies.]

5. Site Landscaping, Fencing and Exterior Lighting

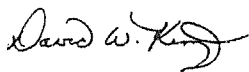
- a. Landscaping. Landscaping, as shown on the approved site plan, shall be installed within six months of the issuance of a certificate of occupancy. If landscaping is not completed, the City may withhold the issuance of a certificate of occupancy for the remaining unfinished buildings on the site or obtain a performance bond or security from the applicant that guarantees the work will be completed in a timely manner.
- b. Exterior Lighting. All parking lot and outside lighting on buildings shall be "dark-sky" lighting, with hoods to direct light downward in such a manner that lighting will not face directly, shine or reflect glare onto an adjacent street or property. In the event installed lighting creates a hazard or a nuisance, the applicant shall modify or adjust the lighting to correct the hazard or nuisance, within sixty (60) days after receiving written notice from the City of Mill City.
- c. Fencing or Buffering. If fencing is installed, it may not be located on the west property line along NE 4<sup>th</sup> Avenue, but shall be set back a minimum of 10' from the 4<sup>th</sup> Avenue ROW.
- d. Signs. New signs shall comply with ODOT sign requirements and the applicant shall obtain required building permits for the signs from the City of Mill City.

6. Access Driveway Requirements

- a. NE 4<sup>th</sup> Avenue Access Driveway. Construct an access driveway and driveway approach on NE 4<sup>th</sup> Avenue as shown on the approved site plan. Driveways shall comply with PWDS Section 2.28 and 2.29. [Required if the west parking area is to be used.]
- b. Clear Vision Area. Maintain a clear vision area at all street intersections and all street/driveway intersections per PWDS Section 2.22. No shrubs or trees may be planted in the clear vision area at the intersection of NE 4<sup>th</sup> Avenue.

C. **Right of Appeal:** Any person aggrieved by this decision may file an appeal with City Council of the City of Mill City by filing an appeal in accordance with the appeal deadlines and requirements outlined in Mill City Municipal Code Section 17.64.050 and 17.64.060. The appeal must be filed within fifteen (15) calendar days of the mailing of this Notice of Decision, no later than 4:00 p.m., February 3, 2022.

Sincerely,

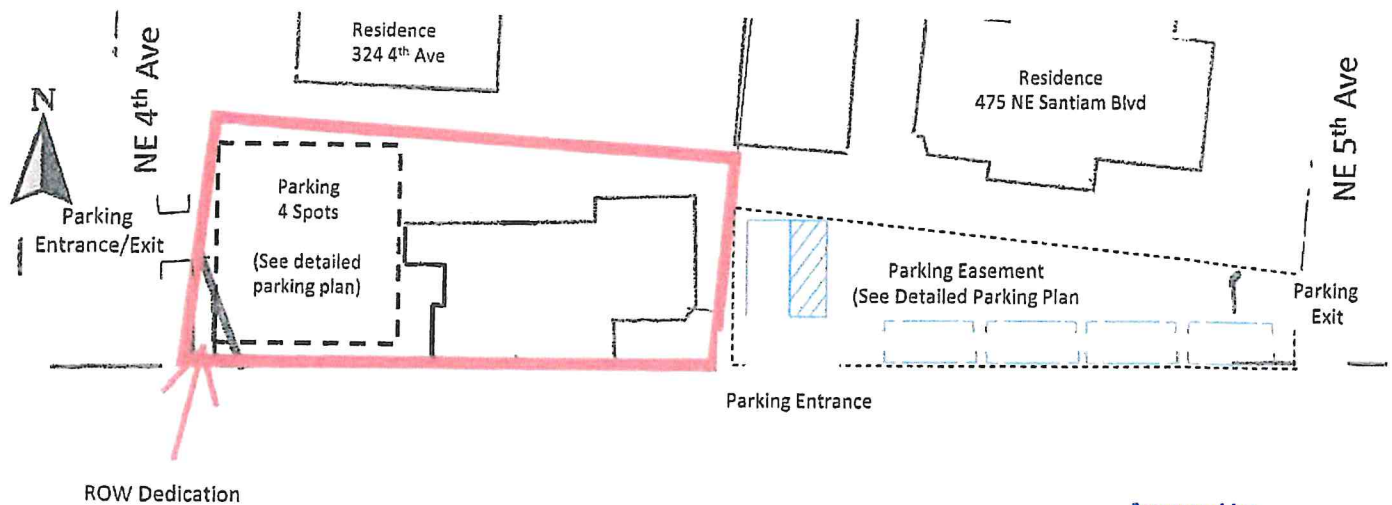


DAVID KINNEY  
Planning Consultant for the City of Mill City

cc: Stacie Cook, City Recorder  
Planning File  
City Council

## Site Plan For 415 NE Santiam Blvd.

**Exhibit B-1**



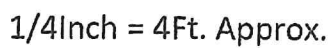
ROW Dedication

### Attachments to Site Plan

- Utility and Landscape Plan with Lot Dimensions and Setbacks
- Parking Detail Plan
- Exhibit A- Legal Description
- Exhibit B-Grant of Parking Easement
- Documentation for Sewer & Power Easement (Exact Locations Unknown)

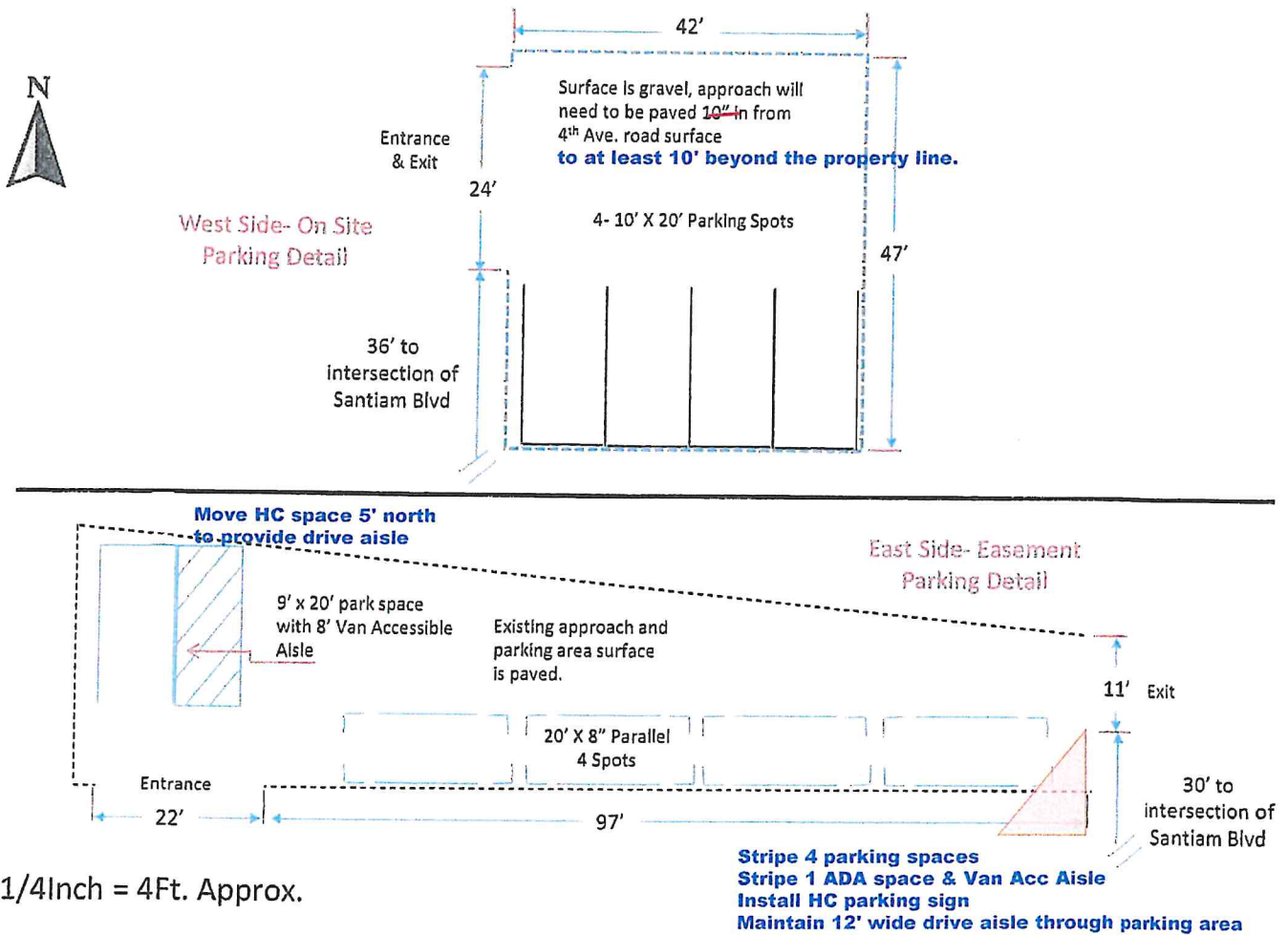
**Approved by**  
**Mill City Planning Commission**  
**May 19, 2020**  
**See Exhibit Maps B-2 & B-3**  
**for parking lot requirements**

1/4Inch = 8 Ft. Approx.

**Exhibit B-2**

## Parking Detail 415 NE Santiam Blvd

**Exhibit B-3**



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

## Memorandum

**Date:** January 20, 2022  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** **Business for January 25, 2022 Council Meeting**

**a. Oregon Main Street Program – Sarah Allaben, MWVCOG**

Enclosed is a PowerPoint presentation from Sarah Allaben, RARE Wildfire Recovery Coordinator with MWVCOG, on the Oregon Main Street (OMS) program. Ms. Allaben will be participating via Zoom to provide this presentation to the Council.

Ms. Allaben states that OMS is currently piloting a ‘rural regional’ approach to the program, which allows several communities to pool resources to support downtown development across a region. Gates and Detroit have expressed interest in collaborating and Ms. Allaben will be asking Mill City to consider the same.

**Requested Action: Discussion.**

**b. 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 25, 2022 meeting.

**Requested Action: Discussion.**

**c. Miscellaneous City Recorder Items**

- i. Willamette Partnership – RFP for Stormwater Master Plan:* Mr. Kinney and I met with Ethan Brown and Kristiana Teige Witherill, both with Willamette Partnership, earlier this week. We went over a draft RFP for Storm Drainage Master Plan Update.

Modifications will be made to the document to incorporate comments during the discussion. However, the initial draft, including some of the discussion points/changes, is included for



review.

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

*ii. Request for Waiver of Door Fee – 127 NW Santiam Blvd, Tammy Hosman:*

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.**

*iii. SW Broadway Street Lighting Letters:*

Enclosed are two letters regarding the lighting on SW Broadway Street. We have received comments about the lights, both good and bad. However, they are quite bright. I did discuss the issue with Daineal Malone, Linn County Engineer, a number of weeks ago. It was my understanding that the county planned to completed the project before addressing the issue.

**Requested Action: Discussion.**

*iv. TIGER Grant Update:*

The Save Our Bridge committee met with representatives from Linn County and Farline on Thursday to discuss the staining of the bridge decking that was in the project. Unfortunately, due to the many delays caused by the fire, COVID, supply chain issues, etc., the staining was unable to be done when weather allowed. As a result, the recommendation from the contractor as well as Linn County, is that the staining not be done at all. The project close out date, weather issues, containment issues and overall quality concerns led to this recommendation. The contractor advised that they would credit the project for the stain costs that were include in the bid.

Ultimately, the SOB's agreed with the recommendation but did ask that the contractor also credit labor costs for the staining.

During the meeting a brief update on the remaining elements; sidewalk on the east side of the bridge, railing and the interpretive signage was given. The sidewalk will be installed next week and the railing is supposed to be fully in hand so that it can also be installed, with a goal of having the bridge open for use within the next month.



Kevin Groom, Linn County, stated that he has the interpretive signage but has not been able to examine it fully. One item that was noted is that it states it was installed in 2021. This may be able to be modified as it is believed that the letters are vinyl. However, confirmation needs to be made.

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

**g. Other**



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | [www.mwvcog.org](http://www.mwvcog.org)  
T: 503.588.6177 | F: 503-588-6094 | E: [mwvcog@mwvcog.org](mailto:mwvcog@mwvcog.org)  
*An equal opportunity lender, provider, and employer*

**Date:** January 25, 2022  
**To:** Mill City City Council  
**From:** Sarah Allaben, RARE Wildfire Recovery Coordinator  
**Subject:** Oregon Main Street

---

### **SUMMARY**

I am an AmeriCorps member working at the Mid-Willamette Valley Council of Governments on wildfire recovery in Gates and Detroit. These two cities have recently demonstrated interest in Canyon-wide collaboration on downtown development projects/events through participation in the Oregon Main Street program. I seek guidance from the City Council of Mill City about their interest in this regional collaboration.

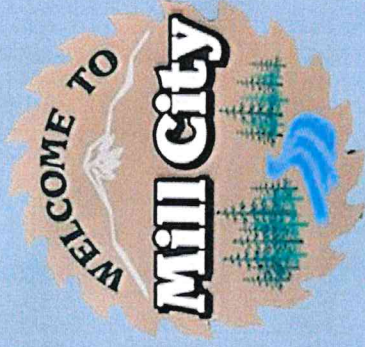
### **BACKGROUND**

The Oregon Main Street (OMS) program, housed within Oregon Heritage in the Oregon Parks and Recreation Department, provides support to communities for the visioning and implementation of downtown development projects. As a Main Street America Coordinating Program, OMS follows a four-point framework to downtown development which emphasizes sustainable *organization* of stakeholders and volunteers, effective *promotion* of the downtown area to businesses and investors, quality *design* that maintains the character of a city, and *economic vitality* through an expanded and diversified economic base. The OMS Network currently includes 94 Oregon cities.

Local governments or downtown development groups can apply to join the OMS Network (free of cost) via one of two tracks, in turn receiving access to a major grant program (Oregon Main Street Revitalization Grant) and technical assistance. The “Main Street Track” is designed for communities with a traditional downtown district ( $\geq 20$  contiguous commercial parcels containing buildings of historical or architectural significance) and includes three successive tiers with increasing requirements and support from OMS. The Associate Level track is for communities *without* a traditional downtown district who still wish to receive some support and guidance in downtown revitalization projects. Services offered to Associate Level communities include eligibility for the OMS Revitalization Grant program, access to the Network-wide listserv, quarterly workshops (topics include fundraising, market analysis, and design education), and telephone consultation.

OMS is currently piloting a “rural regional” approach to the program, in which several rural communities pool resources to support downtown development across a region. The cities of Gates and Detroit have already expressed interest in collaborating across the Canyon to form a regional downtown organization/group. The regional collaborative could apply to join the OMS Network at the Associate Level. If established, the group could then provide a platform for idea- and volunteer-sharing, Canyon-wide community building, and economic development throughout the region.

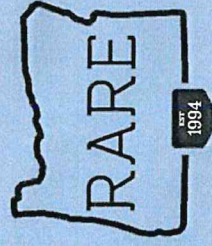




# OREGON MAIN STREET

---

Downtown Revitalization Support



# PROGRAM BACKGROUND

- Housed in Oregon Heritage (Parks and Recreation Department)
- Coordinating program of Main Street America (National Trust for Historic Preservation)
- Coordinates resources and provides technical assistance to Oregon Main Street Network members

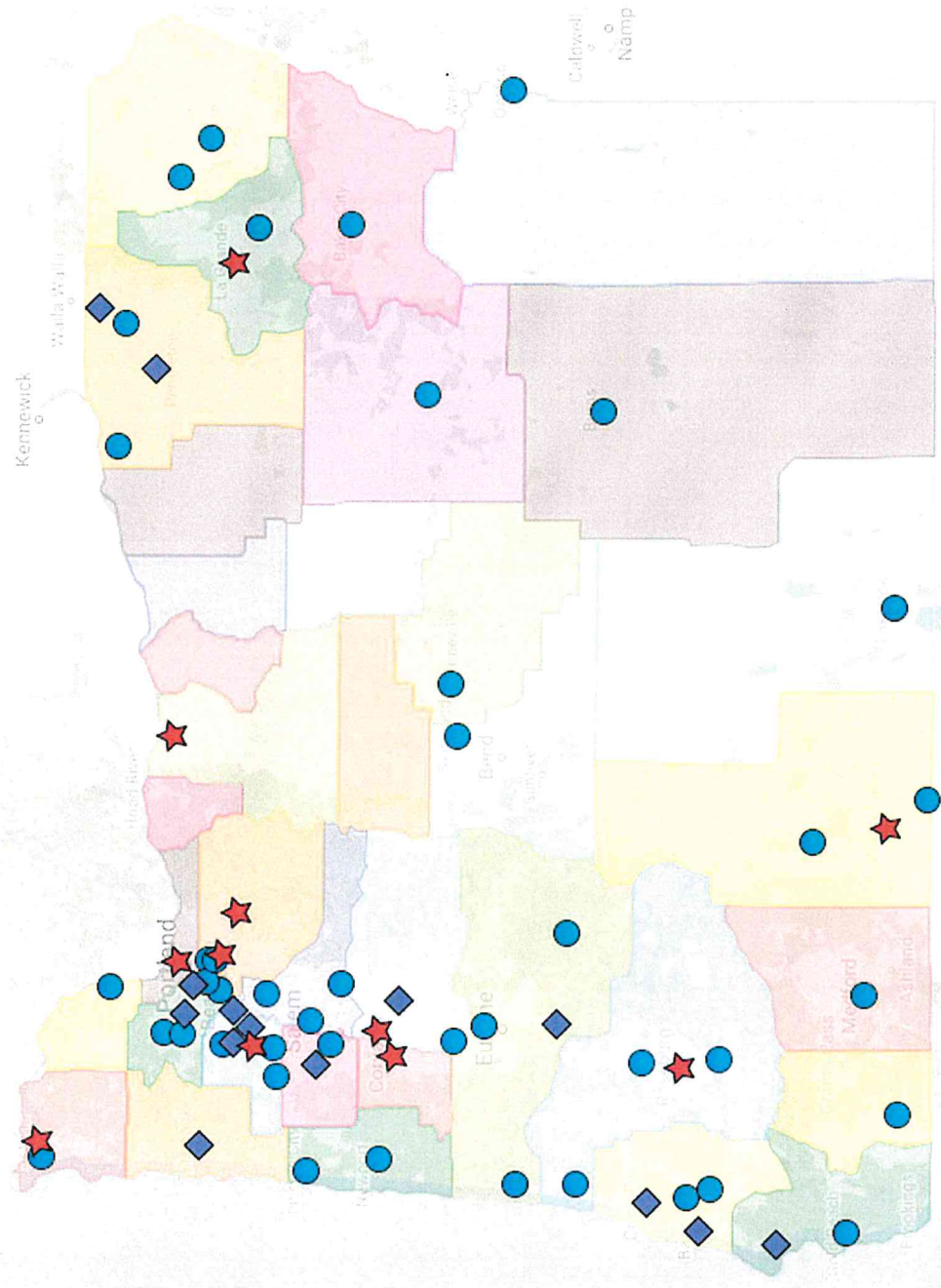


MAIN STREET  
AMERICA™

*Coordinating Program*



- Exploring Downtown
- Transforming Downtown
- Performing Main Street



# MAIN STREET APPROACH

Community events      Streetscape improvements

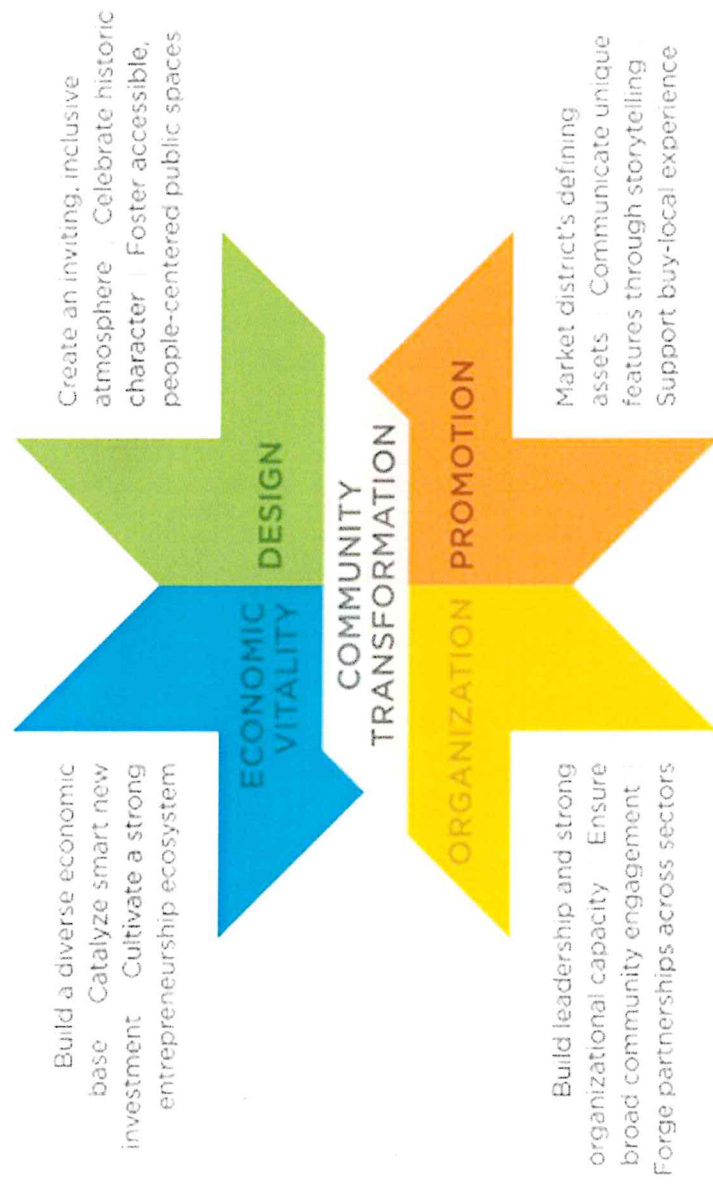
Community  
Visioning

Downtown  
Transformation  
Strategy

Implementation  
and Measure

Public art      Building façade  
Zoning code updates  
alterations

# MAIN STREET APPROACH





# PROGRAM OPTIONS



## Associate Level

- For communities not ready to fully commit to OR Main Street program methodology/requirements
- Local government can be applicant
- Simple requirements: point person, yearly updates, participation in some trainings, designated main street district boundaries

## Main Street Track

- A potential option for the future
- Must have traditional main street district (20+ contiguous buildings in walkable commercial zone)
- Stricter requirements; more services, workshops/trainings, TA
- Applicant is typically an independent nonprofit downtown organization



# RURAL REGIONAL MAIN STREET

- New structure piloted by Oregon Main Street
- Pool resources and capacity regionally
- Create Canyon-wide connectivity
- Would need to ensure equal representation and investment across participating cities
- Apply for Associate Level participation in OMS



## SERVICES (ASSOCIATE LEVEL)

- Eligibility for Oregon Main Street Revitalization Grant
  - Construction and improvement of buildings in downtown areas
  - Up to \$200,000 awards (30% match)
  - Biennial (odd years)
- Annual Oregon Main Street conference
- Quarterly workshops (e.g., design education, market analysis, fundraising, marketing)
- Telephone consultation
- Oregon Main Street Network Listserv

# POTENTIAL PARTNERS



Santiam  
Canyon  
School  
District



Santiam  
Hearts to  
Arts &  
KYAC



North  
Santiam  
Historical  
Society



## NEXT STEPS

- **Participation in Oregon Main Street?**
  - Mill City independently
  - North Santiam Canyon collaborative
    - Many possible structures: informal volunteer-led group, independent non-profit, embedded in another organization, etc.
- **Council liaison**

# MORE RESOURCES

- Oregon Main Street ([oregonmainstreet.org](http://oregonmainstreet.org))
- Oregon Heritage ([oregon.gov/oprd/OH](http://oregon.gov/oprd/OH))
- Oregon Main Street Handbook  
([oregon.gov/oprd/OH/Documents/OMSHandbook.pdf](http://oregon.gov/oprd/OH/Documents/OMSHandbook.pdf))
- Main Street America ([mainstreet.org/home](http://mainstreet.org/home))

*Contact me!*

Sarah Allaben

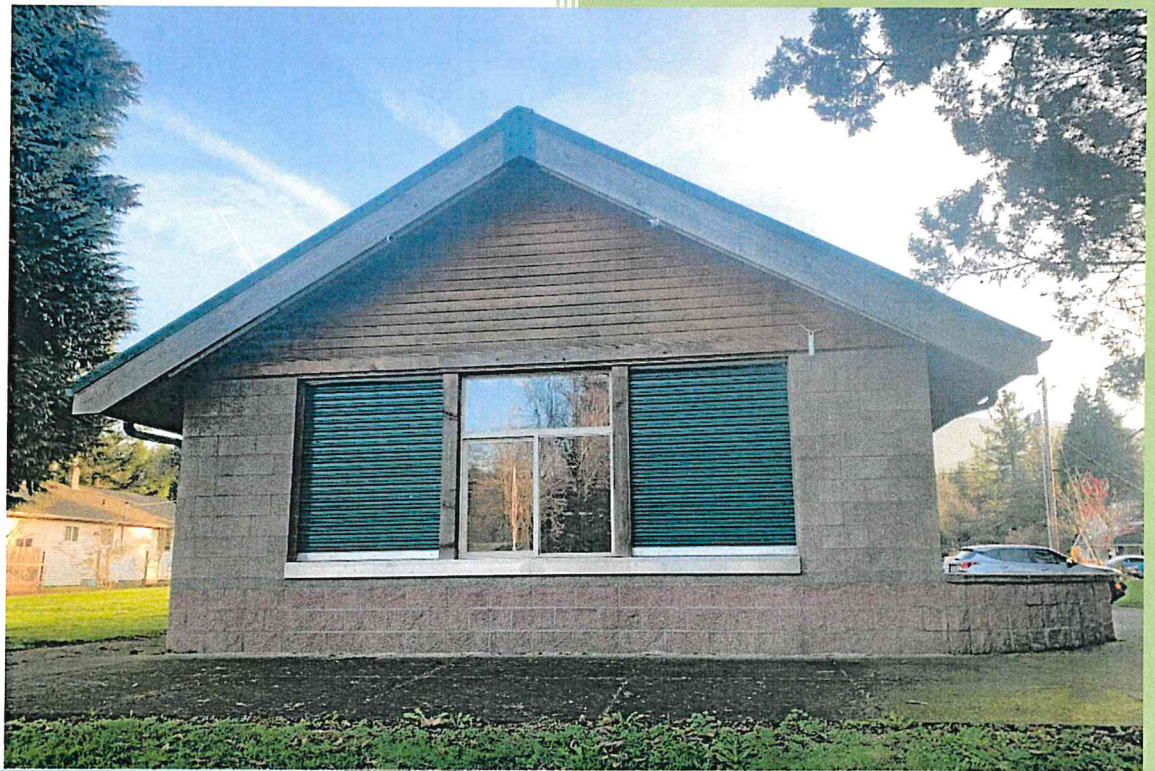
[sallaben@mwwvcog.org](mailto:sallaben@mwwvcog.org)

503-540-1615

## Questions?



# 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.

# Mill City RFP for Storm Drainage Master Plan Update

1/18/2022

Prepared by Ethan Brown, Willamette Partnership

## 1) Our Process for RFP Development

We researched communities similar to Mill City for examples of RFP's issued for Storm Master Plans. This included all smaller cities (generally < 50,000 people) within the North Santiam, McKenzie and Clackamas watersheds, and many other cities in closer population sizes (~5,000-20,000 population) with river frontage. These communities include: Stayton, Lyons, Estacada, Sweet Home, Waterloo, Lebanon, Jefferson, Sherwood, Woodburn, Ashland, and Scappoose.

Most of these communities updated their Storm Master Plans many years ago and did not have RFP's available online. However, we were able to obtain complete RFP packages from at least 3 communities and are currently reaching out to Stayton's staff for their RFP as they would be perhaps the most analogous to Mill City in terms of population, proximity, and being adjacent to the North Santiam River.

- 1) Scappoose 2020 RFP (pop 8,010)
- 2) Ashland 2007 RFP (pop 21,360)
- 3) Woodburn 2021 RFP (pop 26,013)
- 4) Stayton 2020 RFP (pop 8,415)

## 2) Basic RFP Components

Based on our research on example RFP's developed by analogous communities, we have identified the following documents to include in Mill City's RFP package. We recommend that we consider this the baseline.

### RFP Package

- 1) RFP public notice
- 2) RFP
- 3) Example Consultant/Professional Services Agreement
- 4) RFP Q&A (Produced after the pre-bid meeting)

### RFP Components

#### SECTION 1 – GENERAL INFORMATION

- 1.1 Summary
- 1.2 Invitation
- 1.3 Responses to Proposals



- 1.4 Schedule
- 1.5 Issuing Office
- 1.6 Proposal Withdrawal
- 1.7 Rejection or Acceptance of Proposals
- 1.8 Selection of Consultant (evaluation and scoring criteria)
- 1.9 Insurance
- 1.10 Execution of Contract
- 1.11 Public Records
- 1.12 Federal/State/Local Requirements
- 1.13 Payment
- 1.14 Incurred Costs to City

## SECTION 2 – SCOPE OF WORK

- 2.1 Introduction
- 2.2 Term of Service
- 2.3 Scope of Work
  - Project Management
  - Data Gathering
  - Hydraulic Model
  - Retrofit Analysis (installing water quality improvements within existing system)
  - System Condition Assessment
  - O&M Capacity Assessment
  - Stormwater Capital Improvements Plan
  - Recommendations for Comprehensive Plan Updates
  - Stormwater Design Standards
  - Storm Drainage Master Plan
    - An Executive Summary
    - Colored maps that are clear, easy to understand, and of professional quality of the City's Stormwater System, identified deficiencies, and proposed improvements
    - Summary of existing Stormwater System
    - Population projections and Stormwater demand summary
    - Documentation of modeling methodologies and assumptions
    - Technical information, analysis, and discussion of results for each task making use of charts, graphs, and figures of professional quality to clearly and efficiently convey the information, findings, and conclusions
    - Justification for recommended work to be accomplished
    - System Condition Assessment
    - Stormwater System Capital Improvements Plan
    - Other supporting documentation

## SECTION 3 – PROPOSAL REQUIREMENTS

- 3.1 Introduction
- 3.2 Proposal Format

- 3.2.1 Introductory Letter (2 pages)
- 3.2.2 Project Understanding and Approach (5 pages)
- 3.2.3 Project Schedule (1 11x17 page)
- 3.2.4 Management and Quality Control (2 pages)
- 3.2.5 Project Examples (10 pages)
- 3.2.6 Project Team and Organization (4 pages)

### 3) Decision Points on Potential RFP Components

#### General Comments

#### 1. Storm Master Plan (2022) Study Area

- a. Entire Mill City UGB
- b. Storm Basins which extend north & south of UGB

#### 2. Pre-Design Report

Prepare a pre-design report and cost estimates for recommended improvements for two sub-basins. The City has \$2.75 million in ARPA funding to pay for design and construction of priority storm drainage system improvements in 2 or 3 existing storm drainage basins:

- a. Kimmel Park/SE 5<sup>th</sup> Street (SE Kingwood St. to Kimmel Park/N. Santiam River)
- b. SW Spring Street Basin (Santiam Schools to N. Santiam River)
- c. 1<sup>st</sup> Avenue (SE Kingwood Ave to N. Santiam River)

#### 3. Historical Information:

- a. 2007 Storm Drainage Master Plan (Westech Engineering)
- b. 1<sup>st</sup> Avenue Storm Basin Amendment (Ashley Engineering)
- c. City of Mill City: as-built subdivision plans
- d. Linn County Roads Department: as-built street improvements
- e. Marion County Public Works Department: as-built street improvements
- f. ODOT: Hwy 22 as-builts
- g. North Santiam Watershed Council – Deford/Snake Creek Basin Study

#### 4. Mill City Public Works Design Standards (1998 – Westech Engineering)

#### 5. Mill City TMDL Plan (N. Santiam River Basin)

##### a) Hydraulic Model

- i) Which storm events to model? (i.e. 2, 5, 10, 25, 100 yr 24 rainfall events)
  - (1) DEQ will not require any specific rain event to be modeled. Minimum 25-year post development standard.

- ii) Should a rain-on-snow event be modeled as well? For discussion with consultant teams.
  - (1) Could include as something for consultants to consider for inclusion in their proposals, but not required. Yes.

**b) Design Standards**

- i) Does Mill City already have Design Standards? Yes, see above.
- ii) Would adoption of Marion County's or a nearby community's (i.e. Stayton which developed standards similar to City of Portland's) design standards be preferable? A revision to the City of Mill City PW Storm Drainage Standards should be a required deliverable product.

**c) Capacity Assessment**

- i) Would this need to focus on Mill City's current O&M staffing and operations or use of external support or both? Minimal annual maintenance by City Public Works Staff. The O & M component should recommend a list of scheduled maintenance activities, frequencies, and annual cost estimate.

**d) Water Quality Improvements**

- i) Considerations for natural infrastructure for infiltration/filtration to improve Santiam river water quality would need to be described in the RFP early on (i.e. Introduction in SOW) as it would impact work performed in sections: Retrofit Analysis, O&M Capacity Assessment, Stormwater Capital Improvements Plan, Recommendations for Comprehensive Plan Updates, and Stormwater Design Standards.
- ii) Elements of the Plan need to include:
  - (1) Capital Improvements Plan
    - (a) CIP to replace/upgrade existing facilities.
    - (b) CIP for new facilities to serve existing developed areas.
    - (c) CIP for new facilities to serve "growth" – SDC eligible
    - (d) 2022 Cost Estimates
    - (e) Priority recommendations for use of ARPA funds
  - (2) Comprehensive Plan Narrative
    - (a) 3 to 5 page narrative and Master Plan map for inclusion in a Comp Plan update (Capital Facilities Chapter)
  - (3) Design Standards Update (see above)
  - (4) Financing Plan including
    - (a) Storm Drainage Monthly User Charge
    - (b) Storm Drainage SDC Analysis. Include a 20-year priority list.

**e) Riparian Restoration**

- i) Should any riparian restoration be considered as part of the Storm Drainage Master Plan's CIP? For instance, restoration around each outfall to reduce erosion, outfall destabilization, and potential landslide risk. Yes.

#### 4) Question List

- a) Will this project include any NEW outfalls discharging into the North Santiam River? It may. City's intent is not to build any new outfalls with ARPA funds.
  - i) Will new catch basins drain into any existing outfalls, increasing volume of discharged runoff? Yes, but this is part of their analysis. Doesn't need to be mentioned in the RFP.
- b) Will a rate study be required to be part of this project? Yes, see above.
- c) Will the new Plan include any recommendations for infrastructure that is not within the Spring and Kimmel ~~catch~~ storm drainage basins described in the site map? Yes, see above description of the scope of work.
  - i) Would you want any existing collection/conveyance pipe lines called out for replacement?
- d) Will any of the new developments (i.e. housing sites) include on-site rainwater infiltration or filtration? Or will all of it be immediately collected and conveyed away? On-site storm drainage systems should be part of the analysis. Retention and detention facilities should be analyzed by the engineering firm. In addition, the engineer will need to discuss/evaluate the City's street design standards. Many areas of the city do not have curbed streets & it is highly unlikely curbed streets will be constructed in the foreseeable future.
- e) Is the budget exactly \$125,000 or is there wiggle room? Do you want to provide the budget in the RFP? Some wiggle room.
- f) Do you have an example professional services contract you would like to provide in the RFP Package? Let's discuss.
- g) Will you need us to draft the RFP public notice? Yes.
- h) Should we provide an evaluation and scoring method for proposals or do you have one you already use? Yes, recommend one based on one of the other City RFPs.
  - i) There are several examples in other cities' RFP's to use or tweak if need be.



- i) Will you want to provide an updated site-plan map of the two new/updated catch storm drainage basins? See City-wide storm drainage basin map in the 2007 Storm Drainage Master Plan (Westech, Inc.).
- i) For instance, we have concerns whether the detention pond location on or near the railroad tracks is feasible. If you would need an updated site-plan map, please let us know if that's something you would need our assistance with or can do in-house. May take some time to produce as we do not have any of the GIS shapefile data needed.



RECEIVED  
JAN 20 2022

January 16, 2022

To: Members of the City Council

BY: .....

From: Frances Reid McGuire

RE: Lighting on Broadway

Dear Mayor Kirsch and members of the City Council,

I would like to express my deep concern about the new lighting on Broadway. Listed below are my concerns and some possible remedies.

Concerns:

1. There are too many lights (28) for such a small area.
2. The lights are not uniform in height giving a haphazard appearance to their placement.
3. The lights are cold white, glaring, and blindingly bright.
4. It makes it more difficult for me to see the road because the lights are shining obtrusively into my eyes.
5. The new lights contribute markedly to light pollution which makes it more difficult to see and enjoy the night sky.

Possible remedies:

1. Remove the shorter lights (14 lights) and place them elsewhere.
  - A. Begin just after the bridge on First Street and continue as far as possible toward Kingwood.
  - B. Place a couple of lights at the intersection of First Street and Highway 22 to show visitors the way to access downtown Mill City.
  - C. Place the lights along Highway 22 to indicate to travelers that they are entering the City of Mill City.
2. Reduce the lumen output by 50%-75% depending upon the number of fixtures on Broadway.
3. Change the color of the lighting from bright white to a softer yellow or amber hue.
4. Change the light cover from a frosted globe to one that points the light downward.
5. Use monies from the Josephine L. Reid Beautification Fund to make the changes if the TIGER Grant dollars are depleted or unavailable.

Lighting not only illuminates an area, it also contributes to or detracts from its ambiance. I hope that the lighting on Broadway will change to better reflect the warmth of a small town in the North Santiam Canyon.

Thank you for your consideration.

Sincerely,



Frances Reid McGuire

Lynda Harrington

170 Santiam Pointe Loop NE

Mill City, OR. 97360

19 January 2022

To: Mayor Tim Kirsch & Councillors

From: Lynda Harrington

Re: Lighting on Broadway

It is exciting, after 8 years since the S.O.B. Committee began, to see the T.I.G.E.R. grant project winding down. I am grateful to past and present Councils for support and encouragement along the way.

As Council is aware, there is significant community concern over the new lighting on Broadway Street regarding the number of poles, the candela or lumen intensity, the candela or lumen color and the fixture design. In short, the 28 lights in that short span with such glaring brightness detract from the overall look of Broadway and create significant light pollution in and around that area of town.

As the TIGER grant is set to sunset soon, I ask Council to take action on this issue as soon as possible.

Some solutions for consideration to mitigate the brightness are:

- 1) Remove some of the 28 poles and move them to other areas of town;
- 2) Reduce the candela or lumen intensity **and** change the color to soft yellow;
- 3) Replace the existing globe fixtures with cap style fixtures which direct light downward.

Thank you for your consideration.