



Tuesday	February 13, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	February 19, 2018	CITY HALL CLOSED – PRESIDENT’S DAY	
Tuesday	February 20, 2018	Planning Commission Meeting	6:30p.m.
Tuesday	February 27, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	March 2, 2018	The Reid House Committee	12:00p.m.
Sunday	March 11, 2018	DAYLIGHT SAVINGS TIME – TURN CLOCKS FORWARD	
Tuesday	March 13, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30a.m.
Tuesday	March 20, 2018	Planning Commission Meeting	6:30p.m.
Tuesday	March 27, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	April 6, 2018	The Reid House Committee	12:00p.m.
Tuesday	April 10, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	April 17, 2018	Planning Commission Meeting	6:30p.m.
Tuesday	April 24, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	May 4, 2018	The Reid House Committee	12:00p.m.
Tuesday	May 8, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	May 15, 2018	Planning Commission Meeting	6:30p.m.
Tuesday	May 22, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	May 28, 2018	CITY HALL CLOSED – MEMORIAL DAY	

## **REQUEST FOR COUNCIL ACTION**

**DATE:** January 18, 2018  
**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 January 9, 2018
- b. Approval of Accounts Payable. Explanations of Out of the Ordinary Bills are Below
  - 1. Capitol City Door; West Lobby Door Repair
  - 2. DMV; Vehicle Records – Mill City Municipal Court
  - 3. Springer Spray Service; The Reid House – Insecticide
  - 4. Stewart's Lawn Service; The Reid House

**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, January 9, 2018**

**Mayor Kirsch** opened the meeting at 6:30 PM with the flag salute. Councilors present were Brett Katlong, Penny A. Keen, Dawn Plotts and Tony Trout. Scott Baughman was absent. Staff members in attendance were City Recorder, Stacie Cook, City Attorney Jim McGehee and Public Works Supervisor Russ Foltz.

**Citizens in attendance** were Ann Carey, Melissa Baurer, Santiam Hospital, Lt. Michelle Duncan, Linn County Sheriff's Office, Earnest Freeman, Cpt. Kevin Guilford, Linn County Sheriff's Office, Roel Lundquist, Linn County Sheriff Bruce Riley, Charles Rome and Jackie Skaw.

**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**

Mayor Kirsch said that three items need to be added to the payables; payment to David Kinney, Department of Revenue for fine disbursement and Jim McGehee's retainer.

Councilor Trout pulled item 'f' and Councilor Plotts pulled item 'j' of the consent agenda..

**Councilor Trout** moved and was seconded by **Councilor Plotts**, to approve items a; Approval of Minutes of Regular City Council Meeting of December 12, 2017, b; Approval of Accounts Payable, including the three items noted, c; Acceptance of Monthly Expenditures Report, December 2017, d; Ratification of December 19, 2017 Email Approval to Offer Position of Park Host to Ervin and Karen Barlow, e; Ratification of December 19, 2017 Email Ratification of Planning Commission Notice of Decision Approving a Site Plan for Two Dwelling Units, File No. 2017-07; 770 NW Alder Street, Mill City, g; Approval of Santiam Hearts to Arts/North Santiam Chamber of Commerce Request for Waiver of Deposits for Use of Kimmel Park; Waiver of Noise Ordinance; and Authorization to Have Alcohol in Kimmel Park, for River City Music and Art Jamboree, August 17-19, 2018 Between the Hours of 12:00 Noon and 10:00PM, Contingent Upon Submittal of a Certificate of Liability Naming the City as an Additional Insured, h; Acceptance of Fiscal Year 2018-2019 Budget Calendar, i; Approval of OLCC Liquor License Renewals for the Following Businesses:

- |                                   |                            |
|-----------------------------------|----------------------------|
| i. Circle K Store #468            | 200 NW Santiam Blvd        |
| ii. Giovanni's Mountain Pizza     | 146 N Santiam Blvd         |
| iii. Sam's Krispy Krunchy Chicken | 218 NE Santiam Blvd        |
| iv. Santiam Sports Center         | 250 NW 9 <sup>th</sup> Ave |
| v. Dollar General Store #17506    | 250 NW Santiam Blvd,       |

and, k; Approval of Waiver of Leak Charges for Rebecca Maddox; 312 SE Ivy Street, to the Average Consumption of Six Units for October, November and December Billings, of the consent agenda. Stacie Cook polled the council; the motion passed unanimously, (5:0).

Councilor Trout said that he wanted to ensure all changes were made to the resolution before approving. Mrs. Cook went through the three minor changes that were made to the resolution per the Council's request.

**Councilor Trout** moved and was seconded by **Councilor Katlong** to approve item f; Approval of Resolution No. 818 – Commitment and Concerns Regarding Creation of a Regional Sewer Asset Serving Communities of Mill City Gates, Detroit and Idanha. The motion passed, (5:0).

Councilor Plotts asked about the conditions of approval for item 'j' of the consent agenda. Page nine, number nine speaks to grading on the slope that did not comply with the recommendation in the Whitten Addition riparian buffer assessment. Mrs. Cook said that this recommendation states that in no circumstances should the existing fringe of vegetation along the top of the cliff, or any vegetation between the top of the cliff and the river be altered. This must be rectified per Condition #2 of the Notice of Decision. Councilor Plotts asked if the environmental consultant will be the City's responsibility to pay for. Mrs. Cook said that the applicant is responsible for these costs.

Councilor Plotts asked about permits for this work. Mrs. Cook said that all permits required by Linn County as well as any geotechnical engineering, must be done per the conditions of approval.

Councilor Plotts asked what the deadline is for this work to be done. Mrs. Cook said that the replanting must be done by July 1, 2018. The remainder of the items must be done by December 31, 2018. Councilor Plotts said that she would like to see everything done by July 31, 2018. Mrs. Cook said that the only way the conditions of approval can be changed is to call the matter up for a public hearing.

**Councilor Trout** moved and was seconded by **Councilor Keen** to approve item j; Ratification of December 20, 2017 Email Ratification of Planning Commission Notice of Decision Approving Land Use Action on the North Santiam River Site Plan Review, File No. 2017-06; 270 SE Whitten Rd., Mill City. The motion passed unanimously, (5:0).

**LINN COUNTY SHERIFF'S REPORT:** Linn County Sheriff Bruce Riley gave an update on the Linn County Sheriff's Office stating that they are looking for 18 employees. The operating levy is being looked at right now and the hope is to keep it the same but with rising costs this may not be possible.

Councilor Trout said that the community feels, as does he that the Sheriff's Office and deputies are doing a good job and noted the increase in the transients within the community. Sheriff Riley said that this is a problem everywhere. If it is something that is causing problems within the community then the Sheriff's Office needs to address it.

Lt. Michelle Duncan gave the Sheriff's report for the month of December.

Councilor Katlong said that there was an incident at the school last week where someone was stealing from vehicles and asked if the suspect was apprehended. Lt. Duncan said that she will look into this.

Lt. Duncan stated that there was a domestic situation that resulted in a stabbing last week. The suspect was arrested.

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

**Pump Report** – This is leveling out and looking fairly consistent.

**Rosie's Blockage** – The TVing of the lines connected to this tank was completed. It looks like there is a collapsed line. The area in question is in the ODOT right-of-way so a construction company will need to do the work. Quotes for the work were requested. Two have been received and a third is coming. A smoke test will be done next week to see if the area that infiltration is happening can be identified.

Councilor Trout asked if a timeline from the contractors has been received to get the work done. Mr. Foltz said that he has not received any time frames at this time.

A tank was found on the school property that no one was aware of. It was installed with the sewer system in the 90's and had not been pumped. An emergency pump was requested and once the bulk of the tank was pumped water could be heard pouring into the tank. Because of this, a smoke test will also be done at the school.

Fire Pit – The fire pit has been removed from the shelter at Kimmel Park.

Well Assessment – The well assessment for the water supply came back perfect.

Earnest Freeman, SW High Street, said that he saw a water meter that had caved in on SW Cedar Street today. Mr. Foltz said that he say that today and plans to fill it with gravel.

Councilor Trout asked if the replacement fire pit/BBQ will be inside like the other was. Mr. Foltz said that it will be outside.

**CITIZEN COMMENTS AND QUESTIONS:** Earnest Freeman said that he paid his water bill last month and two weeks later got the check back. A letter was then received from the City with a penalty and he feels that this is a disciplinary action. This fee is a hardship as he is on a fixed income. Mrs. Cook explained that this is a returned check fee outlined in our fee resolution.

Mayor Kirsch said that before any action could be taken research would need to be done about whether the City was charged a fee by the bank.

Mr. Freeman said that he was in another town that had speed bumps all through town and this is something that the City could look at to encourage speeders to slow down. Mayor Kirsch said that there are some safety concerns with the Fire Department when it comes to speed bumps.

**PRESENTATIONS:** Santiam Service Integration – Melissa Baurer, Santiam Hospital

Melissa Baurer, Service Integration Coordinator, spoke briefly on the Santiam Service Integration. This program is about bringing the community together once per month to solve issues and concerns that are in the community. Each team has a pot of funds. The Santiam Canyon team has \$7500 to start with. The first team meeting is on January 23, 2018. This money could be used for anything from utilities to education to job needs or even music lessons for someone who would benefit from it. In addition to the funds, those participating on the team assist in finding opportunities for people in need. Agencies outside of the area attend the meetings as well because they have services to help the area but are unaware of what is needed because they are not regularly in the communities.

Each meeting will be held the fourth Tuesday of each month at 10:30AM at Gates Fire Hall.

Councilor Plotts asked how to become a part of the team. Ms. Baurer said that she meets with groups to provide information on the program. Anyone interested can attend the meeting.

Requests for assistance are sent out via Survey Monkey after the meeting for a vote and to allow people to state if they can assist with the requests.

**PUBLIC HEARING:** No public hearings were held.

## **OLD BUSINESS**

Skatepark Agreement: City Attorney Jim McGehee is still working on this. The document will be reviewed with SKATE's attorney.

Councilor Trout said that he thinks there are a couple of items that can be taken off of the list. The speed study should be removed. In addition the ATV permit should be removed. Mrs. Cook

said that the ATV permit will be drafted and brought to Council so that it can be taken off of the list.

Councilor Plotts said that they are working on the post carvings.

The bamboo along the river should be removed. Councilor Plotts said that she thinks the patch as grown. Councilor Keen will speak with a botanist to see what can be done to remove it.

**NEW BUSINESS:** None.

## **STAFF/COMMISSION REPORTS**

### City Recorder Report

*List of On-Going Old Business Items:* A list of on-going old business items was provided to Council.

*SCA Grant:* Mrs. Cook received notification that the recommendations for funding for the SCA grant applications would be taken before the SCA Advisory Committee on January 9th. The indication is that all applications are potentially going to be funded. There was \$5 Million allocated for funding and the 102 applications totaled \$5,059,992. The information received is that ODOT will be looking at options to go beyond the allocated dollars to award all applications.

*Audit Update:* The draft audit has been provided to staff. We are currently addressing the findings in the report and completing necessary journal entries to make changes to revenues that were incorrectly allocated. Auditor Glen Kearns has requested, and we have received notice of approval for, an extension on submittal of our financials to the State of Oregon.

Once the final draft of the audit is complete, we will schedule Mr. Kearns to attend a meeting to present the overall financials and findings to the Council.

*Reid House Update:* The Reid House Committee met on January 5, 2018. The Committee will begin their work by outlining the duties and responsibilities of the group to recommend to the Council. In addition, the Committee should discuss potential immediate needs for the property. Those may include: heating type, landscaping maintenance and building maintenance.

*City Hall Door:* The west door to the lobby was damaged recently when wind gusts created a cross breeze that pulled the doors open, resulting in the upper hinge on this door to be pulled out of the frame. Capital City Doors came out and fixed the door within a few days. At the same time, staff requested that information be gathered to provide a quote for an ADA button to be installed on this side of the lobby. When the quote arrives, staff will provide it to Council for consideration.

*Freres Tour – Monday, January 15, 2018; 9:00AM:* The tour of Freres Plant 6, which produces the MPP product has been scheduled. Any Council member interested in touring the plant and learning more about the product should meet at the Freres Mill City Office at 9:00a.m. on Monday, January 15, 2018. This tour has been advertised as a potential meeting. However, please use caution and avoid discussing any City business during the tour.

### City Attorney Report

*Dangerous & Derelict Building Appeal Hearing:* The appeal hearing has been set for January 25, 2018 at 9:00AM.

*424 SW Cedar Street Update:* A motion and order affidavit to hold Mr. Hoeye in contempt of court has been drafted.

Councilor Trout said that he understands how hard this is to do and gives his full support.

Mr. McGehee said that there is another property in town that will require the same process. This is being worked on currently.

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

**Mayor Kirsch** said that Senator Jeff Merkley and Congressman Kurt Schraeder have invited elected officials to attend a town hall this Saturday in Keizer at Klaggett Creek Middle School beginning at 9AM. If anyone wants to attend please let Mayor Kirsch know.

**Councilor Katlong** said that he hopes the issue with the school's sewer can be taken care of quickly. Councilors Plotts and Katlong are working on the posts.

**Councilor Keen** said that the park host is hired and on site. It may be worthwhile to spruce up the host site with an RV cover, a picnic table and a storage area.

**Councilor Plotts** said that the Neighborhood Watch liaison Jim Lepin is no longer in the position but the Sheriff's Office is looking to fill the position.

**Councilor Trout** had nothing to report.

Councilor Keen said that there is a vehicle parked in the road on SE Juniper just past the pub. Mrs. Cook will speak with Code Enforcement Clerk Kimberley Johnson about this vehicle tomorrow.

**EXECUTIVE SESSION:** No executive session held.

#### **ADJOURNMENT**

The meeting was adjourned at 8:01 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

1/18/2018 1:14 PM

Register: US BANK - GENERAL FUND

From 01/10/2018 through 01/23/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/10/2018			DEPOSITS to Billing	Deposit			2,438.77	49,382.99
01/11/2018			DEPOSITS to Billing	Deposit			2,834.28	52,217.27
01/11/2018			-split-	Deposit			455.00	52,672.27
01/11/2018			DEPOSITS	deleted account...			109.64	52,781.91
01/12/2018			DEPOSITS to Billing	Deposit			3,722.26	56,504.17
01/15/2018	23836	Kimberley Johnson	General	Jan Draw Check	800.00			55,704.17
01/16/2018			DEPOSITS to Billing	Deposit			7,904.34	63,608.51
01/17/2018			DEPOSITS to Billing	Deposit			9,824.06	73,432.57
01/17/2018			-split-	Deposit			6,535.14	79,967.71
01/18/2018			DEPOSITS to Billing	Deposit			1,142.91	81,110.62
01/23/2018	23837	Capitol City Door, Inc.	General	Door Damage	360.00			80,750.62
01/23/2018	23838	DMV	General	records	12.00			80,738.62
01/23/2018	23839	James McGehee	General	Municipal	875.50			79,863.12
01/23/2018	23840	James McGehee	General	court	297.50			79,565.62
01/23/2018	23841	Nancy Kelle	GFR Fund	Feb 2018	750.00			78,815.62
01/23/2018	23842	Linn County Plannin...	General	surcharges for ...	1,429.46			77,386.16
01/23/2018	23843	Helen Merrill	General	Feb 2018	750.00			76,636.16
01/23/2018	23844	NW Natural Gas	General	City Bldg	218.38			76,417.78
01/23/2018	23845	Pitney Bowes	-split-	Postage Meter	89.97			76,327.81
01/23/2018	23846	Quill Office Supplies	-split-	office supplies	340.80			75,987.01
01/23/2018	23847	Spring Spray Service	general facilities Fund	Reid House	278.00			75,709.01
01/23/2018	23848	Stewart's Lawn Service	general facilities Fund	1241- Reid Ho...	194.00			75,515.01
01/23/2018	23849	Verizon Wireless	-split-	Cell Phones Se...	80.66			75,434.35
01/23/2018	23850	Waterlab Corp	-split-	Lab Tests	497.50			74,936.85
01/23/2018	23851	Wells Fargo Financia...	General	Copy Machine ...	239.00			74,697.85

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

## **Memorandum**

**Date:** January 18, 2018  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** **Business for January 23, 2018 Council Meeting**

**a. Save Our Bridge – Request for Qualifications Recommendation to Release**

Dave Leach and Roel Lundquist will attend Tuesday's meeting to review the enclosed Request for Qualifications (RFQ). The Save Our Bridge Committee would like to release the RFQ immediately to allow for submittal of qualifications by March 7, 2018. This would provide ample time for committee members to review the document, conduct contract negotiations and make a final recommendation for award to the Council, for consideration at the April 10, 2018 City Council meeting.

**Requested Action: Motion to Approve Release of the Request for Qualifications for Professional Engineering Services; Mill City Historic Railroad Bridge Preservation.**

**b. Draft Forms**

Enclosed are draft forms for the following items:

- ATV Special Permit
- Application for Reid House Committee
- Application for Budget Committee
- Application for Planning Commission
- Application for City Council

The ATV special permit has been provided to City Attorney Jim McGehee for his review. Once I hear back from him I will bring the final version to Council for adoption. This will complete the ATV permit old business item so it can be removed from the list.

The remaining applications are an attempt to streamline the process for filling vacancies within the City. To my knowledge, there has never been an application for any committee or for filling a Council vacancy. These applications will provide the City with necessary information for applicants as well as assist in determining the interest, expertise and/or experience applicants may have.

The Planning Commission and City Council applications require applicant's to acknowledge the requirement to comply with the Oregon Government Ethics Law and submittal of a Statement of Economic Interest annually. In addition, the Council application requires affirmation of residency and elector status.

**Requested Action: Discussion.**

**c. Freres Tour/MPP Discussion**

On Monday, January 15, 2018, members of the Council attended a tour of Freres Plant 6, which produces the MPP product that has been discussed as a potential for our new public works building. Please be prepared to hold a brief discussion on the tour, the product and how you feel it may fit into the City's process of constructing this new building.

**Requested Action: Discussion.**

**d. Other**

**CITY OF MILL CITY, OREGON**

**REQUEST FOR QUALIFICATIONS**  
**FOR PROFESSIONAL ENGINEERING SERVICES**

**Mill City – Historic Railroad Bridge Preservation**

**I. GENERAL**

***I.A - Introduction***

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

***I.B – Background Information on the Historic Railroad Bridge and Community***

***I.B.1 History***

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

### ***I.B.2 Current Condition***

The structural integrity of Mill City's Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

### ***I.B.3 Current Use and Planned Preservation***

Mill City's Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12" water main that links the City's water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City's heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon's economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City's Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

### ***I.B.4 Fundraising to Date***

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

### ***I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge***

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

### ***I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair***

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

#### **I.D.1      Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.**

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

#### **I.D.2      Priority 2: Replace stringers (existing railroad ties under the decking)**

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

#### **I.D.3      Priority 3: Replace the existing decking**

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

#### **I.D.4      Priority 4: Replace the safety railings**

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

### **I.D.5 Additive Project Elements – Dependent on Available Funding**

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. *They are not listed in a priority order.*

#### **I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.**

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

#### **I.D.5b Clean and repaint bridge**

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

#### **I.D.5c Install decorative and safety lighting on the bridge and approaches.**

#### **I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1<sup>st</sup> Avenue highway bridge at the east end of the historic railroad bridge.**

#### **I.D.5e Add benches and stairs down to river at the west end of the bridge**

#### **I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.**

#### **I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.**

### ***I.E Project Cost Estimates***

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

#### **I.E.1 Option 1: Full Bridge Preservation.**

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

#### **I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements**



The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

**I.E.3            Option 3: Structural Preservation only**

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

***I.F - Project Funding***

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

**I.F.1            Funds Committed to Date        \$ 400,000 as of January 1, 2018.**

**I.F.2            Grant Proposals:        TIGER Grant and other federal/state funding sources.**

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

**1.F.3            Foundation Grants, In-Kind Material Donations and Private Contributions**

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

***I.G – Design Deadlines***

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

**1.G.1 Preliminary Design Report.** The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

**1.G.2 Final Design Plans and Specifications.** The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

## **II. SCOPE OF WORK**

The scope of work presented in the SOQ must clearly define the Engineering Consultant's understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

### ***II.A – Task 1 – Project Design Startup Meeting***

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City's expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

### ***II.B – Task 2 – Preliminary Design***

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

#### ***Base Project***

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

#### ***Additive Project Elements:***

Item I.D.5a	Relocate 12" Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a "Relocate 12" Water Line and Seismic Upgrades" in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
  - a. Project Description.
  - b. Phasing Proposal(s)
  - c. Design and Construction Schedule
  - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
  - e. Preliminary Cost Estimate for each Project Option.
  - f. Federal, State and Local Agency Permit requirements
  - g. Technical studies or environmental reports required for the project.
  - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

### ***II.C – Task 3 – Final Design Phase Services***

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

#### ***II.D – Task 4 – Bid Phase Services or CMGC Selection Services***

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder's questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

#### ***II.E – Task 4 – Construction Phase Services***

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City's public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

### **III. SOQ CONTENT AND SELECTION CRITERIA**

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

### ***III.A – Project Understanding***

Clearly state the goals and objectives of the proposed project. Illustrate the proposer's understanding of the planned project, the subject material, and the need for the project.

### ***III.B – Project Approach and Schedule***

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City's SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant's role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City's resources.

Provide a project schedule for Task 1 and Task 2.

### ***III.C – Project experience and knowledge***

Each SOQ shall include a section discussing the firm's experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is **directly related to this Historic Railroad Bridge Preservation project.**
2. A narrative discussing the firms' knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm's experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm's experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm's ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

### ***III.D – Project Team***

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projections and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

### ***III.E – References***

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

### ***III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)***

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

**Selection Criteria** - The City's selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant's understanding of the project, the Engineering Consultant's overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant's SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

### **SELECTION CRITERIA SUMMARY**

<b>Selection Criteria</b>	<b>Relative Weight</b>
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
<b>Total</b>	<b>100</b>

## **IV. SUBMISSION REQUIREMENTS**

Each Engineering Consultant must submit SOQs to the City no later than **March 7, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked "SOQ – Mill City Historic Railroad Bridge Preservation" and directed to:

Stacie Cook, MMC, City Recorder  
City of Mill City  
PO Box 256  
444 1<sup>st</sup> Avenue  
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

**ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED.** Electronic submittals may be submitted to: [scook@ci.mill-city.or.us](mailto:scook@ci.mill-city.or.us)

*Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.*

## V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

## VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
  - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury - \$1,000,000; Each occurrence - \$1,000,000.
  - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
  - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
  - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
  - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
  - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
  - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
  - e. All insurance shall provide a 30-day notice of cancellation or material change.

## **VII. FALSE OR MISLEADING STATEMENTS**

If the review committee feels, at any time, that a Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

## **VIII. PRE-SOQ CONFERENCE**

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on February 21, 2018 at 9:30 a.m. at the City Hall, 444 1<sup>st</sup> Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

## **IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION**

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder  
(503) 897-2302  
[scook@ci.mill-city.or.us](mailto:scook@ci.mill-city.or.us)



## **X. AWARD OF CONTRACT**

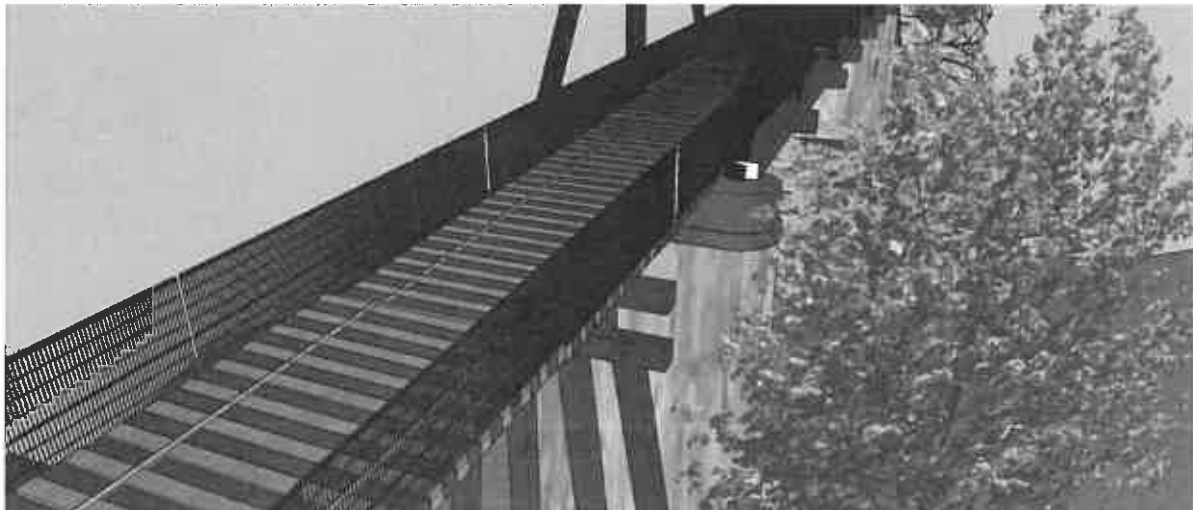
Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: "The compensation level paid must be reasonable and fair to the City as determined solely by the City."

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than April 10, 2018.

## **EXHIBITS**

### **Exhibit "A" -- RAILING AND DECK STAINING CONCEPT**



### **Exhibit "B" -- ESTIMATE OF TIMBERS/DECKING NEEDS**

<b>BENTS</b>	<b>#</b>	<b>Lineal Feet</b>
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
<b>LINE BRACING</b>	<b>#</b>	
6"X 8"		600'
<b>STRINGERS</b>	<b>#</b>	
8" X 20" X 20'	110	2200'
<b>DECKING</b>	<b>#</b>	
4"X 10" X 14'	384	5376



**CITY OF MILL CITY  
SPECIAL PERMIT – ATV USE  
VALID ONLY FOR CLASS I ATV**

The bearer of this permit has read and understands the requirements of City of Mill City Ordinance No. 388. Said bearer has shown that use of Class I ATV on City of Mill City streets by permit holder is of benefit to the City of Mill City. Permit holder agrees to comply with all State and local requirements for use of ATV on public roadways.

Special permit must be in possession of holder at all times while using ATV under Ordinance No. 388. Failure to present special permit may result in forfeiture of permit to City. Failure to comply with State and local requirements will result in forfeiture of permit to City. Permit is non-transferrable.

**Special Permit valid for \_\_\_\_\_ days/months from date of issuance.**

**Date of Issuance:** \_\_\_\_\_

**Issued To:** \_\_\_\_\_

**Applicant  
Signature:** \_\_\_\_\_

**City of Mill City  
Authorization:** \_\_\_\_\_

City of Mill City, 444 S 1<sup>st</sup> Avenue, Mill City, OR 97360 PO Box 256, Mill City, OR 97360  
503.897.2302 [millcity@ci.mill-city.or.us](mailto:millcity@ci.mill-city.or.us) [www.ci.mill-city.or.us](http://www.ci.mill-city.or.us)

## Ordinance No. 388

### AN ORDINANCE AUTHORIZING THE OPERATION OF ALL-TERRAIN VEHICLES ON CERTAIN STREETS LOCATED WITHIN THE BOUNDARIES OF THE CITY OF MILL CITY

Whereas, ORS 801.040(3) authorizes the City to adopt regulations or ordinances to allow and regulate the operation of Class I All-Terrain Vehicles on streets under the jurisdiction of the City; and

Whereas, the City of Mill City desires to adopt an ordinance authorizing the limited operation of Class I all-terrain vehicles on certain streets located within the boundaries of the City; and

Whereas, the City desires to require any person using a Class I ATV upon the streets of Mill City to obtain a special permit from the City.

Whereas, the City has determined that it is necessary to impose certain restrictions on the operation of all-terrain vehicles on such streets in order to protect the interest and safety of the general public;

NOW THEREFORE, THE CITY OF MILL CITY ORDAINS AS FOLLOWS:

1. The recitals set forth above are included into the body of this ordinance as if fully set forth herein.

2. DEFINITIONS.

All-Terrain Vehicle(s) and ATV's means Class I All-Terrain Vehicles.

ATV Operator Permit means that meaning given that term under OAR 736-004-0015(10). OAR 736-004-0015(10) defines an ATV Operator Permit as the ATV Safety Education Card issued upon completion of an Oregon Parks and Recreation Department-approved ATV Safety Education course and passage of the minimum standards test of ATV Safety Education competency as established by the Oregon Parks and Recreation Department.

Class I All-Terrain Vehicle(s) means that meaning given that term under ORS 801.190. ORS 801.190 defines a Class I All-Terrain Vehicle as a motorized, off-highway recreational vehicle that (a) is 50 inches or less in width, (b) has a dry weight of 1200 pounds or less, (c) travels on three or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less, (d) uses handlebars for steering, (e) has a seat designed to be straddled for the operator, and (f) is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or other natural terrain. Class I All-Terrain Vehicles may also be known as quads, three-wheelers, or four-wheelers.

Driver License means that meaning given that term under ORS 801.245.

Motorcycle Helmet means that meaning given that term under ORS 801.366. ORS 801.366 defines a Motorcycle Helmet as a protective covering for the head consisting of a hard outer shell, padding adjacent to and inside the outer shell and a chin strap type retention system with a sticker indicating that the motorcycle helmet meets standards established by the United States Department of Transportation.

Permit means a permit issued by the City of Mill City allowing the use of a Class I ATV on the City streets.

Traffic Law(s) means any and all Oregon statutes and regulations relating in any way to the operation or use of motorized vehicles, including, without limitation, the Oregon Vehicle Code (ORS Chapters 801 to 826) and any regulations promulgated thereunder.

Street(s) means all highways, roads, streets, and alleys, other than State of Oregon highways and two-lane gravel roads, within the boundaries of the City that are open, used, or intended for use of the general public for vehicles or vehicular traffic as a matter of right.

3. Operation of Class I All-Terrain Vehicles on Streets Authorized. Subject to the provisions of this Ordinance, ATVs may be operated on streets subject to the conditions and restrictions set forth under ORS 821.200. All-Terrain Vehicles are prohibited from operating under this Ordinance on any State of Oregon highway within the boundaries of the City, including, without limitation, Oregon 22, except that a person may, while operating an ATV, cross a State of Oregon highway to the extent permitted under applicable Oregon law, including, without limitation, ORS 821.200(1).
4. Regulations for Operation of Class I All-Terrain Vehicles. All-Terrain Vehicles operated under this Ordinance must be operated in compliance with all applicable federal, state, and local laws, regulations, and ordinances, including, without limitation, all applicable traffic law requirements (including, without limitation, ORS 811.255) and all posted speed limits, and in a manner comporting with the public health, safety, and general welfare.
5. Licensed Driver 18 Years of Age or Older Required. A person operating an ATV under this Ordinance must be 18 years of age or older and hold a valid driver license.
6. All-Terrain Vehicle Operator Permit Required. A person operating a Class I All-Terrain Vehicle under this Ordinance must hold a valid Class I ATV Operator Permit issued under ORS 390.570
7. Safety Equipment Requirements. All-Terrain Vehicles operated under this Ordinance must be equipped with the safety equipment required under all applicable traffic laws, including without limitation, ORS 821.030, ORS 821.040, ORS 821.220, ORS 821.230, and OAR 735-116-0000.
8. Helmet Requirements. A person who is under 18 years of age must wear a motorcycle helmet with a fastened chin strap while riding as a passenger on an ATV operated under this Ordinance.
9. Speed Limits. All-Terrain Vehicles operated under this Ordinance must be operated in compliance with all posted speed limits and may not be operated (a) at a rate of speed greater than reasonable and proper under the existing conditions, or (b) in a negligent manner so as to endanger or cause injury, death, and/or damage to the operator or person or property of another.
10. Prohibition on Operating All-Terrain Vehicles While Driving Privileges Suspended. A person may not operate an ATV under this Ordinance while the person's driving privileges (i.e. Driver License) are suspended or revoked.
11. Financial Requirements. All-Terrain Vehicles operated under this Ordinance must meet the financial responsibility requirements under ORS 806.060. For purposes of this Section 11, "financial responsibility requirements" means the ability to respond in damages for liability, on account of accidents arising out of the ownership, operation, maintenance, and/or use of an ATV, in a manner provided under ORS 806.060.
12. Daylight Hours Only. All-Terrain Vehicles operated under this Ordinance may be operated only during daylight hours. For purposes of this Section 14, "daylight hours" means one-half hour before sunrise to one-half hour after sunset. At any time from one-half hour before sunrise to one-half hour after sunrise and from one half-hour after sunset, and during any time when visibility conditions exist, ATVs operated under this Ordinance must be equipped with and display headlights and taillights.
13. Liability. The operation of an ATV will be undertaken at the sole risk and responsibility of the owner and/or operator. The City, by passing this Ordinance, assumes no responsibility for the

operation of such ATVs and will be held harmless in any action arising from the operation of such ATVs on or off any public way within the City, including, without limitation, streets.

14. Penalties. Violation of, or failure to comply with, any provision of this Ordinance, including, without limitation, the operation of an ATV where such ATV is prohibited, is punishable by a fine not to exceed \$500.00 per instance. Each violation of this Ordinance will constitute a separate offense. The penalties imposed by this Section 15 are not exclusive and are in addition to any other remedies, civil or criminal, available to the City under applicable law.

15. Special Permit. A special permit may be issued by the City of Mill City at its sole discretion. The special permit shall be issued only for the use of a Class I ATV and the use of the Class I ATV on the City streets is for the benefit of the City and not for the benefit of the applicant. To be for the benefit of the City the use of the Class I ATV must in some confer a benefit on the City such as beautification or some other benefit to the City that provides for the public health and welfare.

16. Effective Date. This Ordinance will become effective 30 days after its passage by the City Council and enactment by the Mayor.

This Ordinance passed on the 14<sup>TH</sup> day of June, 2016, by the City Council of the City of Mill City and executed by the Mayor on this \_\_\_\_\_ day of June, 2016. This Ordinance is effective on the 14<sup>TH</sup> day of July, 2016.

By: \_\_\_\_\_  
Thorin F. Thacker, Mayor

Attest: \_\_\_\_\_  
Stacie Cook, MMC, City Recorder

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# City of Mill City

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444 S. 1<sup>st</sup> Avenue . Post Office Box 256 . Mill City, Oregon 97360  
Phone: 503-897-2302 FAX: 503-897-3499 Email: millcity@ci.mill-city.or.us

## APPLICATION FOR CITY OF MILL CITY REID HOUSE COMMITTEE VACANCY

### RULES GOVERNING QUALIFICATION TO BE APPOINTED TO MILL CITY REID HOUSE COMMITTEE

*\*An application for City of Mill City Reid House Committee must be completed and returned to the City Recorder by submittal date advertised in notice of vacancy.*

*\*Prior service on the Committee will be a consideration but not a guarantee of appointment.*

*\*Appointment to the Reid House Committee shall be made by the Mayor with ratification by the City Council at a regularly scheduled Council meeting.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of residency in Mill City: \_\_\_\_\_

Reason for seeking the appointed position on the Mill City Reid House Committee:

Expertise/Experience you would bring to the Mill City Reid House Committee:

If appointed to the Mill City Reid House Committee I am willing to serve for the full term as outlined by the City Recorder. I will serve as a collaborative member of the Mill City Reid House Committee and pursue the work of the Committee to improve the positive development of the Reid House while following City, State and Federal laws, policies and procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## APPLICATION FOR CITY OF MILL CITY BUDGET COMMITTEE VACANCY

### RULES GOVERNING QUALIFICATION TO BE APPOINTED TO MILL CITY BUDGET COMMITTEE

- \*An application for City of Mill City Budget Committee must be completed and returned to the City Recorder by submittal date advertised in notice of vacancy.*
- \*Any person wishing to be considered for appointment must be a resident of the City of Mill City.*
- \*Prior service on the Committee will be a consideration but not a guarantee of appointment.*
- \*Applicant must be willing to serve a three (3) year term, or the remainder of a vacated term, if a partial term opens.*
- \*Appointment to the Budget Committee shall be made by the Mayor with ratification by the City Council at a regularly scheduled Council meeting.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of residency in Mill City: \_\_\_\_\_

Reason for seeking the appointed position on the Mill City Budget Committee:

Expertise/Experience you would bring to the Mill City Budget Committee:

If appointed to the Mill City Budget Committee I am willing to serve for the full term as outlined by the City Recorder. I will serve as a collaborative member of the Mill City Budget Committee and pursue the work of the Committee to improve the positive development of the City of Mill City for its residents while following City, State and Federal laws, policies and procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# City of Mill City

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## APPLICATION FOR CITY OF MILL CITY PLANNING COMMISSION VACANCY

### RULES GOVERNING QUALIFICATION TO BE APPOINTED TO MILL CITY PLANNING COMMISSION

*\*An application for City of Mill City Planning Commission must be completed and returned to the City Recorder by submittal date advertised in notice of vacancy.*

*\*Any person wishing to be considered for appointment must be a resident of the City of Mill City or reside within two (2) miles of the city limits.*

*\*Prior service on the Commission will be a consideration but not a guarantee of appointment.*

*\*Applicant must be willing to serve a three (3) year term, or the remainder of a vacated term, if a partial term opens.*

*\*Appointment to the Planning Commission shall be made by the Mayor with ratification by the City Council at a regularly scheduled Council meeting.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of residency in Mill City: \_\_\_\_\_

Reason for seeking the appointed position on the Mill City Planning Commission:

Expertise/Experience you would bring to the Mill City Planning Commission:

If appointed to the Mill City Planning Commission I am willing to serve for the full term as outlined by the City Recorder. I will serve as a collaborative member of the Mill City Planning Commission and pursue the work of the Commission to improve the positive development of the City of Mill City for its residents while following City, State and Federal laws, policies and procedures. I agree to become familiar with and follow the Mill City Municipal Code, Oregon Public Meetings Law and Oregon Government Ethics Law. I understand that appointment to the Planning Commission requires that I complete an annual Statement of Economic Interest (SEI) in accordance with ORS 244.050.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Located in the Scenic North Santiam Canyon**  
The City of Mill City is an equal opportunity provider.



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# City of Mill City

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Phone: 503-897-2302 FAX: 503-897-3499 Email: millcity@ci.mill-city.or.us

## APPLICATION FOR CITY OF MILL CITY COUNCIL VACANCY

### RULES GOVERNING QUALIFICATION TO BE APPOINTED TO MILL CITY COUNCIL

- \*An application for City of Mill City Council must be completed and returned to the City Recorder by submittal date advertised in notice of vacancy.*
- \*Any person wishing to be considered for appointment must be a resident of the City of Mill City for twelve (12) consecutive months prior to appointment.*
- \*Any person wishing to be considered for appointment must be a qualified elector (registered voter) prior to appointment.*
- \*Prior service on the Council will be a consideration but not a guarantee of appointment.*
- \*Applicant must be willing to serve a term, as outlined within the notice of vacancy.*
- \*Appointment to the Council shall be made by the Mayor with ratification by the City Council at a regularly scheduled Council meeting.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of residency in Mill City: \_\_\_\_\_

Reason for seeking the appointed position on the Mill City Council:

Expertise/Experience you would bring to the Mill City Council:

If appointed to the Mill City Council I am willing to serve for the full term as outlined by the City Recorder. I will serve as a collaborative member of the Mill City Council and pursue the work of the Commission to improve the positive development of the City of Mill City for its residents while following City, State and Federal laws, policies and procedures. I agree to become familiar with and follow the Mill City Municipal Code, Oregon Public Meetings Law and Oregon Government Ethics Law. I understand that appointment to the Council requires that I complete an annual Statement of Economic Interest (SEI) in accordance with ORS 244.050.

I swear/affirm that I have/will be a resident of the City of Mill City for twelve (12) consecutive months and that I am/will be a qualified elector prior to my appointment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Located in the Scenic North Santiam Canyon**  
The City of Mill City is an equal opportunity provider.



Dear Mayor Kirsch and Members of The  
Council,

Thank you so much for authorizing the  
credit to our water bill last month!

I really appreciate that you  
approved my request.

RECEIVED  
JAN 16 2018

BY:.....for

Thank you for all the work you do for  
our City! Thanks, Kathy Kindred