

# Notice of Public Meeting Council Goal Setting And Worksession

## AGENDA

### CITY COUNCIL - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Thursday February 2, 2017

Posted on January 27, 2017

- 1) **Call to order**  
A) Roll Call: Cliff Lauder \_\_\_\_ Dennis Sickles \_\_\_\_ Lori Jean Sickles \_\_\_\_ Jennifer Drill \_\_\_\_  
Tony Meier \_\_\_\_ Charlie Flynn \_\_\_\_ Terry Ungricht, Mayor \_\_\_\_
- 2) **Pledge of Allegiance**
- 3) **Motion to adopt the entire agenda**
- 5) **Public Comments:** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 6) **New Business:**  
A) Goal Setting Process – Mayor Ungricht  
B) 2017 goals  
C) Review land use changes;  
Falls City Zoning and Development Ordinance
  - o Introduction to Land Use Planning
  - o Zoning Ordinance Structure & Land Use Fee
  - o Falls City Zoning and Development Ordinance Text Amendment
  - o Discuss minor replats within subdivisions
  - o Discuss Agriculture
- 8) **Council Announcements**  
A) City Council Regular Meeting Thursday February 9, 2017
- 9) **Adjourn**

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City of Falls City 2017 Goals Session;

I would like to congratulate our new Councilors, Cliff and Charlie and welcome them to the team and a big thank you to Julee and Gerald; it was a pleasure serving with you.

In the old Charter the Mayor was required to give a State of the City address, this is not a requirement in our new Charter. I still think it is important that we discuss the successes we had in 2016 and look at the failures. As you can tell in the 2016 goals report we were able to move forward on many of the goals that were set by Council for staff.

Our accomplishments have been to strengthen the team spirit of staff, everyone has input into ideas that will help better our community. We have furthered the training of City Clerk JoHanna, she has a good grasp of the utility system; billing, taking payments, balancing the revenues received for depositing, helping with record keeping on the wastewater and water systems, and answering customer questions. The utility is Jo's major job task, but she has taken on all of the committee packet preparation and is the contact for the committees. We are still using Friday's to file per records retention laws and both Jo and Domenica are performing this task.

I have moved Domenica's responsibilities to reviewing City plans so when we need to update we will have areas that we know will need to be changed. She has been tasked to be the first contact on land use applications. In the past staff did not help beyond giving the applicant the land use code, this created a more costly process for the developer. When a land use applicant works with Domenica it lowers the cost to them. I write off all in house hours and having a cleaner application to submit to COG lowers the hours that the applicant has to pay for. This has given us the added benefit of identifying problems within our code that creates an extra burden on developers. At this meeting we will be going over the process of changing portions of our zoning and development code, giving examples of code we would like Council to consider changing with reasons why. Domenica is also taking on special projects for me, a great example was when we worked on submitting the CDBG funding request, all staff worked on this, but Domenica was the main person in charge of pulling all of our wastewater user numbers together. Domenica hopes to review and file all City documents and is also working with the Parks Committee to complete a Master Parks Plan before she retires.

Don and Corky have stepped up to take on the added tasks our projects have created. They were instrumental in installing the catch basin on South Main, painting the cross walks, updating our stop signs, working to audit our sewer system, tanks and customer lists, and working to get the numbers needed for the Master Water Plan. They were able to clean one of the filters at the WTP, clean and inspect the reservoir, help identify weak spots in the WTP, pump the wastewater recirculating tank, and upgrade the monitors at the WTP. They did this while taking care of the daily needs to make our City operate. Every day they monitor and enter in the numbers for the WTP and wastewater system per State regulations, this accounts for around 2 hours of their work schedule 7 days a week, if there are no problems identified. They keep the garbage in the Parks dumped, monitor and repair our streets, perform monthly meter readings, deliver shut off notices, answer customer's questions regarding our utilities, along with many more daily tasks. Most importantly they are there whenever we have an

emergency, day or night, water main breaks, cleaning gutters in big storm events, trying to keep the snow off the streets with our inadequate removal equipment, and keeping the City operating as well as possible for our citizens. I cannot say how much everyone should be grateful to all of our staff, but especially our Public Works workers.

We were able to apply and receive awards on the following grants;

- 1) Land use planning grant of \$1000.00, closed and collected.
- 2) FEMA and IFA funding for the Dutch Creek Mitchell Street crossing and to enter into an IGA with the County to take all the responsibility of the work to be performed. The new crossing will cost in excess of \$250,000.00, all covered through grant money. We received a \$260,000.00 award and have collected \$50,000 so far for Engineering that is being performed.
- 3) IFA funding of \$20,000.00 to use towards our Master Water Plan, this project will end up costing the Water users around \$30,000.00 above the grant and I will close out the grant as soon as the State approves the final plan. This will also remove one of the items that were identified by the State on our system audit; the other item is having a cross connection specialist.
- 4) We received n IFA grant of \$2360. To perform the income survey to meet the requirements of the CDBG funding, total cost of this project was \$5905.00 and thanks to volunteers helping collect the information it only cost the wastewater users \$3545.00.
- 5) We received the 50,000.00 allotment grant and laid pavement on South Main, the first non-timber road to receive new pavement in decades. The project came in under what was expected and total cost to our Street Fund was under \$9,000.00 after successfully closing the grant.
- 6) With the help of Parks Committee Chair Jill we applied and were awarded an \$85,000.00 grant for land acquisition and invasive species removal. We were successful in purchasing the property and have closed out \$76,500.00 of the award to help finance the land purchase. Park Committee member and Councilor Dennis Sickles has volunteered to head up the invasive species removal this Spring, then we will plant some native plants and close out the remaining \$8500.00.

So as you can tell with Council direction and volunteerism we have brought in around \$180,000 of funds to help further Council adopted goals and needed infrastructure projects.

I have had problems in creating an affordable code enforcement program, I hope that this Council will still want this as a high priority goal, but will understand that it will still take me some time to accomplish. I have met with a graduate student from WOU, he is exploring how other small communities are performing this task and will submit a report to Council on his findings. I am still trying to get a neighboring City to submit a cost proposal for contracting as many aspects of the enforcement as possible; enforcement officer, court clerk, prosecutor, and judge. I believe this would be the best procedure for the City, it would mean citizens having to attend Court in the contracted area, but it would set up a procedure that could be carried into the future, it will depend on cost. If this is unaffordable I will be meeting with the Albany Code Enforcer and she will help advertise for a contract enforcement officer and we will follow our code with Council sitting as the arbitrator.

Another failure has been hiring a new Public Works worker; we need to start the training and certification process before one of our current employees retires. I will be drafting a new Resolution that will outline the expected duties of a Public Works employee, once the Attorney and CIS has reviewed and approved I will bring it for Council approval. I will also need to hire another office staff to start

training, this position will take over from Domenica when she retires, or my hope take over from me and manage the city.

So after this long winded review of last year, let's get into why and my recommendations for the 2017 goal setting. The biggest reason for the goals is to help direct staff in what direction the Council wants the City to move in. Many of the goals will drive the Budget, which will start being developed in the next two months. While our Audit was great for the 2015/16 budget I had help from interim manager Hanken in developing it. I developed the 2016/17 budget on my own and have identified some changes I would like to add into the 2017/18 document. Mainly just areas that will help break down different costs; an example will be, if allowed, to set the Wagner fund up as a standalone fund. As you will remember when I audited the fund and raised the concern of the longevity of the fund it was being over budgeted for the amount spent in an operating year. I will have the balances in the fund corrected after this fiscal year.

I have identified the need to update some of our equipment;

- 1) New Public Works Truck, I will ask Council to allow me to look into purchasing a new truck, review the different municipal lease programs, and possibly purchase with funds we have this year and to be able to budget for the rest of the payments.
- 2) Set up a Street Equipment fund for Small tools needed, replace our 1963 road grader, explore options for a street sweeper or broom, replace our worn out lawn mowers. If Council is in agreement I will budget with as much as possible, I hope to budget around \$30,000. This will give me the opportunity to look for the equipment through the Federal lease program for the bigger items and give us the funds to take delivery of any equipment found.
- 3) We will have to budget funds for the maintenance of the WTP and to start on some of the distribution problems that will be identified in the Master Water Plan. I know we will not be able to move forward on every identified project, but we want to prioritize the replacement of the Pine Street water line to be done this summer. I will then start looking for funding opportunities for other identified weak spots.
- 4) The Wastewater should stay as one of the highest priorities. We will reapply for the CDBG money in October and I will look at other grants/loans to start the pre-engineering of the project. I hope to have some solutions to at least start the project this year.
- 5) Identify money to upgrade the Fire Department equipment. The fire assistance grant we applied for the breathing units has not been awarded yet, I hope we are successful. We still need to update a lot of the equipment our department uses and will work with the Department to identify funding sources and needs.

These are most of the big ticket items that will take time from staff to accomplish. I urge the Council to concentrate on Infrastructure again this year. Our City has gone to long without investing in our Water, Wastewater, and streets and I think that should be the focus.

I look forward to hear the Councils comments and focus for the coming year.

Thanks,  
Terry

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2016 Goals Report

**Goal #1 – Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements.**

	OBJECTIVE	PRIORITY
1	Develop funding for sewer project	1
2	Create a Parks Master Plan	1
4	Develop funding sources for Street improvements	2

- 1) We have worked towards developing a plan for funding of the upgrades to the wastewater system. We were able to perform the income survey that allowed us to apply for CDBG funding. We had less than two weeks to get the application submitted for the CDBG funding, unfortunately we were not awarded the funding, and we lost 20 points due to not being out of compliance. I will keep meeting with the funders to keep this project moving forward.
- 2) The Parks Committee and staff have been working on the Parks Master Plan; I expect to have a document to bring to Council for their comments and to start the process of Public Meetings for input and acceptance. We hope to have a document for Council approval this year.
- 3) We were able to get South Main overlaid at a cost that should allow us to build up an equipment fund this year. In the past we have been taking any funds left over in the streets and added to the General Fund balance, I urge us to budget the balance of funds not spent this year back to the street fund. We are in desperate need to upgrade our 1963 Road Grader, budget for a new Public Works Truck, and purchase a new lawn mower. With an equipment fund staff could start looking for Federal Surplus equipment that we could apply for and be able to cover the costs of delivery.

**Goal #2 – Broaden community understanding of City government and operations by enhancing community communications.**

	OBJECTIVE	PRIORITY
1	Schedule town hall meetings to share information with and solicit information from citizens	4
2	Continue to enhance the City's website	4

Both 1 and 2 are an ongoing objective. Councilor Drill has been hosting Town Hall meetings to listen to our citizens and bring comments to the Council. I have appointed City Clerk Birr to update the website, we have discussions on what we needs to be added, and I believe that the website is very informative and an asset for our citizens to know what is going on in our City.

**Goal #3 - Develop a strategy to encourage economic development in Falls City.**

	OBJECTIVE	PRIORITY
1	Create Economic Development/Community Beautification Committee to develop and implement a list of projects	2
2	Review City ordinances to ensure compatibility with business development	4

- 1) We were able to create the EDC Committee, under the rules established by Council it is set to bring a report to Council and Council will have to decide if they want it disbanded, change the focus, or keep the Committee as is.
- 2) Staff is in the process of bringing to the Public and to Council suggestions that will change a portion of our Zoning Code and Municipal Code to help with development within our City. This should be reviewed every year for changes in State Law and to note areas that would streamline the permitting process.

**Goal #4 – Explore options to enhance Public Safety and implement a Code Enforcement Program with available resources**

	OBJECTIVE	PRIORITY
1	Determine desired Code Enforcement program model	1
2	Develop and implement program, and train appropriate people	1
3	Educate the public on emergency procedures	1
4	Replace missing traffic signs in the City	4

*Neighborhood Hoodwatch*

- 1) And 2) this has been the toughest issue for me to deal with, I am not happy with my results. I will keep moving forward; I have met with a graduate student at WOU who is going to research other small City programs. I have drafted a way that Council could sit as an arbitrator of the cases presented, not a good procedure but it is affordable. I am meeting with Albany's enforcer for help in steps to build cases and she is going to post for a Contract Code Enforcement Officer on the enforcer website.
- 3) Councilor Drill has established a group of citizens, which includes members from the School District, Churches, and area businesses that have reviewed our emergency plan and added to it. We had a meeting that went over areas of responsibility. This will always be ongoing.
- 4) We concentrated on Stop signs last budget year. We are identifying finger/street signs this year, we will not be able to replace all of them but hope to do the most critical. I will appoint the Public Works committee to update needed street signs and prioritize.

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CITY OF FALLS CITY, OREGON

**GOAL-SETTING  
WORKSHOP RESULTS**

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February 3, 2016

# GOAL-SETTING WORKSHOP RESULTS

## MISSION STATEMENT

**Create an environment that supports community rural living at its best by mixing family, work, recreation and social opportunities while providing fiscally sound, responsible municipal services.**

## GOALS

The City of Falls City will:

1. Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements.
2. Broaden community understanding of City government and operations by enhancing community communications.
3. Develop a strategy to encourage economic development in Falls City.
4. Explore options to enhance Public Safety and implement a Code Enforcement Program with available resources.

**OBJECTIVES**

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**KEY TO PRIORITY RATINGS**

- 1 – Do now – budget in the forth-coming budget year
- 2 – Look at accomplishing 2-3 years in the future
- 3 – Nice to have – not to look at funding for at least 3 – 5 years in the future
- 4 – Routine – on-going from year to year

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