

# Notice of Public Meeting City Council Meeting

## AGENDA

### CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Thursday May 11, 2017 6:00 p.m.

Posted on May 5, 2017

#### 1.) Call to Order

A) Roll Call: Terry Ungricht, Mayor\_\_\_\_ Dennis Sickles \_\_\_\_ Lori Jean Sickles\_\_\_\_  
Jennifer Drill \_\_\_\_ Tony Meier\_\_\_\_ Charlie Flynn \_\_\_\_ Clifford Lauder \_\_\_\_

#### 2.) Pledge of Allegiance

#### 3.) Motion to Adopt the Entire Agenda

#### 4.) Consent Agenda: Motion Action Approving Consent Agenda Items

A. Approval of the Bills .....pages 1-3

B. Approval of April 13, 2017 Council Meeting Minutes .....pages 4-14

**6.) 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.

#### 7.) New Business:

A. Conditional Use Permit Audit.....pages 15-19

B. Replacement pages for Municipal Code.....pages 20-22

C. City Manager/Recorder Discussion.....pages 23

#### 8.) Correspondence, Comments, and Ex-Officio Reports

A. Mayor Report.....pages 24-26

B. Council Reports

Polk County Sheriff Garton's report.....pages 27

Fire Department Monthly Report, January through May.....pages

Public Works Department Monthly Report .....pages 28

Library Monthly Report .....page

#### 8) Council Announcements

A. Next regular Council Meeting, June 8, 2017 6:00 pm.

#### 9) Adjourn

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

**Paid Bills Report**  
As of April 13, 2017

Bill Refactor	Date	Memo	Account	Class	Amount
Total Bill Kalpakoff	04/13/2017	03/11/2017	Accounts Payable		-102.50
	04/13/2017	03-11-2017 wk on Dump Truck	Equipment Maintenance/Repair	11 STREET FUND	52.50
	04/13/2017	03-17-2017 wk on PW pickup	Equipment Maintenance/Repair	20 WATER OPERATING FUND	50.00
					0.00
Total Cliff Lauder	04/13/2017	Reader Board expenses	Accounts Payable		-71.97
	04/13/2017	Reader Board Expenses	Council Approved Projects	01 GENERAL FUND:01.02 City Council	71.97
					0.00
Total Edge Analytical	04/13/2017	17-07507	Accounts Payable		-20.00
	04/13/2017	17-07507	Lab Analysis Services	20 WATER OPERATING FUND	20.00
					0.00
Total Edge Analytical	04/13/2017	1617298	Accounts Payable		-998.00
	04/13/2017	Inv 1617298, land use	Council of Governments Planning	01 GENERAL FUND:01.01 Administrativ	998.00
					0.00
Total Mid Williamette Valley COG	04/06/2017	66-201702	Accounts Payable		-11.00
	04/06/2017	50% Lien service -66-201702	Professional Services	13 SEWER FUND	5.50
	04/06/2017	50% Lien service	Professional Services	20 WATER OPERATING FUND	5.50
					0.00
Total Net Assets Corporation	04/13/2017	M99-5402	Accounts Payable		-37.14
	04/13/2017	M99-5402	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrativ	37.14
					0.00
Total Office Craft	04/13/2017	C172507	Accounts Payable		-123.59
	04/13/2017	20% C172507	Vehicle Operation	11 STREET FUND	24.71
	04/13/2017	20%	Vehicle Operation	13 SEWER FUND	24.71
	04/13/2017	60%	Vehicle Operation	20 WATER OPERATING FUND	74.17
					0.00
Total Petro Card	04/13/2017	Acc# 8158702, inv 3303304371	Accounts Payable		-196.80
	04/13/2017	July 35% inv 3303304371	Postage & Freight	13 SEWER FUND	68.88
	04/13/2017	July 50%	Postage & Freight	20 WATER OPERATING FUND	98.40
	04/13/2017	July 15%	Postage & Freight	01 GENERAL FUND:01.01 Administrativ	29.52
					0.00
Total Pitney Bowes Global Financial Services LL	04/13/2017	INV: 39901	Accounts Payable		-798.00
	04/13/2017	INV: 39901	Attorney/Special Council	01 GENERAL FUND:01.01 Administrativ	798.00
					0.00
Total Speer Hoyt LLC	04/13/2017	INV: 1147 acct# 1533	Accounts Payable		-244.20
	04/13/2017	EMS Medication Billing, inv 1147	Medical Supplies	01 GENERAL FUND:01.07 Fire Departm	244.20
					0.00
Total West Valley Hospital	04/13/2017	March	Accounts Payable		-522.40
	04/13/2017	35% March	Professional Services	01 GENERAL FUND:01.01 Administrativ	182.84
	04/13/2017	5%	Professional Services	01 GENERAL FUND:01.04 Municipal Cc	26.12
	04/13/2017	10%	Professional Services	11 STREET FUND	52.24
	04/13/2017	15%	Professional Services	13 SEWER FUND	78.36
	04/13/2017	35%	Professional Services	20 WATER OPERATING FUND	182.84
					0.00
Total Williamson & Aebi, LLP	04/17/2017	multiple phone bills April	Accounts Payable		-427.87
	04/17/2017	April	Telephone	01 GENERAL FUND:01.01 Administrativ	184.17
	04/17/2017	multiple phone bills April	Telephone	20 WATER OPERATING FUND	70.31

**Paid Bills Report**  
As of April 13, 2017

	Date	Memo	Telephone	Account	Class	Amount
Total CenturyLink	04/17/2017	multiple phone bills April			01 GENERAL FUND:01.07 Fire Departm	173.39
Consumers Power Inc	04/17/2017	Account # 1155301	Accounts Payable			0.00
Total Consumers Power Inc	04/17/2017	April Power	Power/Heat		20 WATER OPERATING FUND	-241.59
Ilemizer Observer	04/17/2017	27012	Accounts Payable			241.59
Total Ilemizer Observer	04/17/2017	27012, budget committee notice	Professional Services		01 GENERAL FUND:01.01 Administrativ	0.00
MNOP	04/17/2017	A294245-in	Accounts Payable			-89.24
Total MNOP	04/17/2017	A294245-in	Power/Heat		01 GENERAL FUND:01.01 Administrativ	89.24
US Bank Visa	04/17/2017	Account Number: 4798 5312 1498 114	Accounts Payable			0.00
Total US Bank Visa	04/17/2017	Toilet repair kit and moss removal corr City Hall Maint/Repairs	Water Projects		01 GENERAL FUND:01.01 Administrativ	-2,261.02
Xerox Corporation	04/17/2017	% of reader board	Council Approved Projects		01 GENERAL FUND:01.01 Administrativ	35.37
Total Xerox Corporation	04/17/2017	Don recert	Travel/Meeting Expenses		20 WATER OPERATING FUND	700.00
Ag West Supply	04/17/2017	supplies, shovels elctric cord	Maintenance Supplies		20 WATER OPERATING FUND	357.18
Total Ag West Supply	04/17/2017	Reader Board	Water Projects		20 WATER OPERATING FUND	98.47
Xerox Corporation	04/17/2017	Inv 088790452	Accounts Payable		19 CITY UTILITY RESERVE FUND	1,070.00
Total Xerox Corporation	04/17/2017	Inv 088790452	Maintenance Supplies			0.00
Ag West Supply	04/17/2017	35%	Maintenance Supplies		01 GENERAL FUND:01.01 Administrativ	-191.41
Total Ag West Supply	04/17/2017	285018	Accounts Payable		20 WATER OPERATING FUND	124.41
Boondocks Tavern	04/22/2017	285018, fire dept generator water pun Equipment Maintenance/Repair	Maintenance/Repair		01 GENERAL FUND:01.07 Fire Departm	209.44
Total Boondocks Tavern	04/22/2017	Council Workshop Lunch	Travel/Meeting Expense			0.00
Boondocks Tavern	04/22/2017	Council Workshop Lunch	Accounts Payable		01 GENERAL FUND:01.02 City Council	-82.60
Total Boondocks Tavern	04/22/2017	Council Workshop Lunch	Travel/Meeting Expense			82.60
Department of Administrative Services	04/22/2017	membership, invoice #ARQ16079	Accounts Payable			0.00
Total Department of Administrative Services	04/22/2017	membership, invoice #ARQ16079	Operational Supplies		01 GENERAL FUND:01.07 Fire Departm	-200.00
Johanna Bltr	04/22/2017	membership, invoice #ARQ16079	Operational Supplies		01 GENERAL FUND:01.01 Administrativ	100.00
Total Johanna Bltr	04/22/2017	DEC meeting, mileage	Accounts Payable			100.00
Pacific Power	04/22/2017	DEC meeting, mileage	Travel/Meeting Expense		01 GENERAL FUND:01.01 Administrativ	29.42
Total Pacific Power	04/22/2017	multiple accounts, 21091561-006 2	Accounts Payable			0.00
Patro Card	04/22/2017	April	Accounts Payable			-2,343.12
Total Patro Card	04/22/2017	multiple accounts, 21091561-006 2	Power/Heat		01 GENERAL FUND:01.07 Fire Departm	821.15
Pacific Power	04/22/2017	multiple accounts, 21091561-006 2	Power/Heat		01 GENERAL FUND:01.01 Administrativ	128.93
Total Pacific Power	04/22/2017	multiple accounts, 21091561-006 2	Power/Heat		01 GENERAL FUND:01.03 Parks	39.96
Pacific Power	04/22/2017	multiple accounts, 21091561-006 2	Power/Heat		13 SEWER FUND	630.16
Total Pacific Power	04/22/2017	multiple accounts, 21091561-006 2	Street Lights		11 STREET FUND	640.05
Pacific Power	04/22/2017	multiple accounts, 21091561-006 2	Power/Heat		20 WATER OPERATING FUND	82.87
Total Pacific Power	04/22/2017	multiple accounts, 21091561-006 2	Power/Heat			0.00
Pacific Power	04/22/2017	C177752	Accounts Payable			-129.56
Total Pacific Power	04/22/2017	20% C177752	Vehicle Operation		11 STREET FUND	25.91
Pacific Power	04/22/2017	20%	Vehicle Operation		13 SEWER FUND	25.91
Total Pacific Power	04/22/2017	60%	Vehicle Operation		20 WATER OPERATING FUND	77.74

**Paid Bills Report**  
As of April 13, 2017

	Date	Memo	Account	Class	Amount
Total Petro Card					0.00
<b>Pitney Bowes</b>					
	04/22/2017	8000-9000-0969-9830	Accounts Payable		-301.50
	04/22/2017	Postage 20%	Office Supplies	01 GENERAL FUND:01.01 Administrativ	60.30
	04/22/2017	30%	Office Supplies	13 SEWER FUND	90.45
	04/22/2017	50%	Office Supplies	20 WATER OPERATING FUND	150.75
					0.00
<b>RAM STEELCO, INC.</b>					
	04/22/2017	791116	Accounts Payable		-46.04
	04/22/2017	Inv 791116, reader board	Community Center Supplies	01 GENERAL FUND:01.01 Administrativ	23.02
	04/22/2017	Inv 791116, reader board	Equipment Ops	20 WATER OPERATING FUND	23.02
					0.00
<b>Total RAM STEELCO, INC.</b>					0.00
<b>Terry Unglicht</b>					
	04/22/2017	MarchExpenses	Accounts Payable		-181.90
	04/22/2017	March Expenses	Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrativ	181.90
					0.00
<b>Total Terry Unglicht</b>					0.00
<b>CenturyLink Business Services</b>					
	05/02/2017	April 1407323003	Accounts Payable		-3.36
	05/02/2017	April 1407323003-85%	Telephone	01 GENERAL FUND:01.01 Administrativ	2.85
	05/02/2017	April 1407323003-15%	Telephone	20 WATER OPERATING FUND	0.51
					0.00
<b>Total CenturyLink Business Services</b>					0.00
<b>Edge Analytical</b>					
	05/02/2017	17-07505 and 17-08860	Accounts Payable		-376.00
	05/02/2017	17-07505 and 17-08860	Lab Analysis Services	13 SEWER FUND	376.00
					0.00
<b>Total Edge Analytical</b>					0.00
<b>OHA-Drinking Water Services</b>					
	05/02/2017	System survey	Accounts Payable		-2,700.00
	05/02/2017	System Survey 2016	Professional Services	20 WATER OPERATING FUND	2,700.00
					0.00
<b>Total OHA-Drinking Water Services</b>					0.00
<b>Polk Community Development Corporation</b>					
	05/02/2017	Loan 00079011	Accounts Payable		-2,518.63
	05/02/2017	Loan 00079011	Revolving Loan Repayment	01 GENERAL FUND	2,518.63
					0.00
<b>Total Polk Community Development Corporation</b>					0.00
<b>Sharon Volk Grene</b>					
	05/02/2017	reimbursement	Accounts Payable		-155.00
	05/02/2017	Reimburse expense, back ground che	Education/Training/Dues	01 GENERAL FUND:01.07 Fire Departm	155.00
					0.00
<b>Total Sharon Volk Grene</b>					0.00
<b>Valley Electric Company, LLC</b>					
	05/02/2017	04.28.2017	Accounts Payable		-3,394.50
	05/02/2017	Replace CPU Card	Water Projects	20 WATER OPERATING FUND	3,394.50
					0.00
<b>Total Valley Electric Company, LLC</b>					0.00
<b>Van Well Building Supply</b>					
	05/02/2017	Inv. 1200219, 1192556, 1191233 and	Accounts Payable		-130.66
	05/02/2017	1200219	Community Center Supplies	01 GENERAL FUND:01.01 Administrativ	44.28
	05/02/2017	1192556	Equipment Maintenance/Repair	01 GENERAL FUND:01.07 Fire Departm	54.97
	05/02/2017	1191233 and 119772	Maintenance Supplies	11 STREET FUND	31.41
					0.00
<b>Total Van Well Building Supply</b>					0.00
<b>Verizon Wireless</b>					
	05/02/2017	9784535113	Accounts Payable		-37.94
	05/02/2017	May	Telephone	01 GENERAL FUND:01.01 Administrativ	18.97
	05/02/2017	9784535113	Telephone	20 WATER OPERATING FUND	18.97
					0.00
<b>Total Verizon Wireless</b>					0.00
<b>Xerox Corporation</b>					
	05/02/2017	Inv 089054550	Accounts Payable		-151.20
	05/02/2017	65% Inv 089054550	Maintenance Supplies	01 GENERAL FUND:01.01 Administrativ	98.28
	05/02/2017	35%	Maintenance Supplies	20 WATER OPERATING FUND	52.92
					0.00
<b>Total Xerox Corporation</b>					0.00
<b>TOTAL</b>					<b>0.00</b>

City of Falls City  
City Council Regular Meeting Minutes  
April 13, 2017 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

**Council Present:** Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**Staff Present:** JoHanna Birr, City Clerk

Mayor Ungricht called the meeting to order at 6:00 pm.

**1) Roll Call**

Clerk Birr took roll call. Councilor Drill left at 8:47pm and returned at 8:51pm.

**2) Pledge of Allegiance**

Mayor Ungricht led the pledge.

**3) Motion to adopt the entire Agenda**

A motion was made by Councilor Meier and seconded by Councilor L. Sickles to adopt the entire agenda. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

Councilor D. Sickles asked that Item G- Park Reservation with alcohol be disregarded. The event will not happen.

**4) Consent Agenda**

Mayor Ungricht distributed the Sheriff's Report (Exhibit A), and Andy Rommel distributed Library Survey (Exhibit B).

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the Consent Agenda Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

Several questions were asked regarding increases in bills. Pacific Power was high, but has been coming back in line with normal charges. High bills were due to the Fire Department doors being left open allowing heat to escape for long periods of time. Kings Pumping has increased to reflect the scheduled maintenance to comply with the City's NPDES permit requirements and is budgeted. The Fire Association dues have been paid through the end of the June 2017 for ease in the budget process.

**5) Public Comments**

Laura Britton of Falls City and co-owner of the Boondock's requested Council to research Social Gaming to allow for fundraisers such as a Casino Night, Foosball and basketball tournaments. She said the Falls City Alliance would like to raise money to repay the back property taxes when the Falls property loan was assumed from the Alliance by the City.

Mayor Ungricht added an Ordinance should be in place to be compliant and legal. He would bring this to the next Council meeting in May 2017.

Mike McConnell of Falls City requested Council waive the fee of \$1500.00 for a Land Use permit and allow him to pay only actual costs incurred. He has lots on Ellis Street that he would like to divide for his family. Currently lands within a subdivision must follow County requirements and the Falls City Zoning and Development Code.

Renata Wakely of Council of Governments and acting City Planner advised Council to follow the current flat fee schedule. This is because it does not state that a deposit is included or that fees will be waived and was adopted by Council. May 2017 will begin Public Hearings to a Code Amendment concerning the handling of subdivision Land Use activities in a simpler format. This change to the current Falls City Zoning and Development Code would be more in line with state law. She stated it would take approximately three (3) months to complete the legislative process for the Code amendment.

Councilors Drill and L. Sickles requested to table the item with Mr. McConnell.

Patti Sample of Falls City reported from the Economic Development Committee on the planning of the Falls City Solar Eclipse Festival to be held August 21, 2017. Viewing glasses will be available at the library and the Boondock's. Lori Jean Sickles and Laura Britton will host camping on their property and host a breakfast. Other ideas include life size foosball, a band, arm wrestling, horseshoes and possibly a 5k run ending with a jump in the Falls. Councilor Sickles clarified that the School Board should be approached for permission to allow camping on the football field. The City would require an insurance rider for camping and activities held within the parks and other city owned facilities. Questions should be put in writing and brought to City Hall so answers may be researched and not disrupt Council busin

Mayor Ungricht suggested the EDC Committee draw up a plan to submit to Council as an agenda item. This way Council will have a better understanding of what Committee is doing.

## 6) New Business

### A. Public Hearing Script

#### MAYOR'S SCRIPT FOR NON CONFORMING USE PUBLIC HEARINGS

Now is the time set for public hearings to consider two conditional use permits. The first is for application # CUP 17-01 at 320 North Main Street, installation of two message boards, and the second is for application # CUP 17-02 at 246 South Main Street, operation of a bed and breakfast in a residential zone.

The Planning Commission is not able to act because of a lack of a quorum. Therefore, the Council must act as the Planning Commission for these two applications. Is there a motion for the Council to act in place of the Planning Commission?

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles that the City Council of the City of Falls City act in place of the Planning Commission. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

Now we will proceed with the hearings. Each hearing will be conducted separately, but I will introduce the procedures for each hearing only once.

We will start each application by receiving a staff report. When the staff report has been presented I will open the public hearing to public testimony. Members of the public who want to testify are asked to sign in, come up when called, and give their name and address for the record before they testify. We ask for your address so that we can notify you of the City's final decision. When public testimony has been concluded I will close the public hearing and open it up for council discussion and deliberation.

After the Council has deliberated, we will need a motion to approve or deny each application separately.

Are there any questions among the Council about the process? There was none.

Oregon land use law requires several items be read into the record at the beginning of each public hearing. I will read these provisions once, and they will be applicable to both public hearings tonight.  
Conflicts of Interest/Ex-Parte Contacts/Bias

The Council is required to disclose any conflicts of interest and ex-parte contacts that we have with the proposals or applicants — this is whether we have any financial or other personal interest in either proposal and whether we have spoken with anybody about either proposal outside of this hearing. Also, Councilors may only participate if they can do so without un-due bias either for or against either application.

Do any Councilors wish to make disclosures? There was none.

Are there any challenges from the audience as to conflicts of interest, ex-parte contacts, or bias related to any member of the Council? There was none.

#### Required Statements

The applicable substantive criteria upon which this case will be decided are found in Section 3.201 of the Falls City Zoning and Development Ordinance.

Your testimony, arguments, and evidence must be directed toward these criteria or other criteria in the comprehensive plan or development code that you believe apply. (ORS 197.763(5) (b).)

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker or other people an opportunity to respond may preclude appeal of a decision on this application based on that issue. (ORS 197.763(5) (c).)

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government or its designee to respond to the issue precludes an action for damages in circuit court. (ORS 197.796(3) (b).)

Public Hearings- Mayor Ungricht conducted the following-

**B.** I now open the Public Hearing for application # CUP-17-01 at 6:32 PM.

I call on our City Planner Renata Wakely to present the staff report for the first application.  
Ms. Wakely reviewed the CUP and found that it met all criteria.

All persons speaking before the City Council must state their name and address for the record.

I invite the Applicant to present their case.

I invite those in support of the application to speak

I invite those opposed to the application to speak

I invite those who are neither for nor against the application to speak.

I invite public agencies to comment.

I invite the Applicant to present any rebuttal to the testimony presented.

I close the Public Hearing for application # CUP-17-01 at 6:42 PM.

There were no comments made.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles to approve the Conditional Use Permit

to allow the installation of two message signs on the roof of the Community Center located at 320 North Main Street based upon the findings set forth in the staff report for application # CUP-17-01. The Mayor is authorized to sign a final decision approving the application and incorporating the findings from the staff report. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

C. I now open the Public Hearing for application # CUP-17-02 at 6:46 PM.

I call on our City Planner Renata Wakely to present the staff report for the second application. Ms. Wakely found that the CUP met all criteria.

All persons speaking before the City Council must state their name and address for the record.

I invite the Applicant to present their case.

I invite those in support of the application to speak

I invite those opposed to the application to speak

I invite those who are neither for nor against the application to speak.

I invite public agencies to comment.

I invite the Applicant to present any rebuttal to the testimony presented.

Two revisions to the CUP will be made on criteria 6 & 7. Text will be added to the final permit by Ms. Wakely to state the first 20 feet of setback hedge or fence screening parking can be no more than 4 ft. high. In addition, the square footage of sign allowance can be increased to 6 sq. ft. under the Zoning and Development Code. David Radke and his wife were present. Mr. Radke said a sign was being made and measured 18 inches by 36 inches.

I close the Public Hearing for application # CUP-17-02 at 7:00 PM.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier to adopt the staff report and approve the Conditional Use Permit 17-02 subject to the conditions of approval as set forth by the City Council tonight: modification #1 to criteria #6 adding the Clear Vision and modification #2 to criteria #7 to limit one sign to the premises not exceeding six square feet in compliance with section 2.2.04 C. The Mayor is authorized to sign a final decision approving the application and incorporating the findings from the staff report. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**D. Resolution 07-2017, A Resolution for Municipal Court Services**

This resolution allows for an Intergovernmental Agreement with the City of Independence for use of their code enforcement and court system. This IGA would allow an additional IGA with the Sheriff's department to enforce certain city codes and cite to the Independence court system.

A motion was made by Councilor Drill and seconded by Councilor Meier that the Common Council of the City of Falls City resolves as follows; Adopt resolution 07-2017, A RESOLUTION OF THE CITY COUNCIL OF FALLS CITY, OREGON APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FALLS CITY AND THE CITY OF INDEPENDENCE FOR THE PROVISION OF MUNICIPAL COURT AND RELATED SERVICES. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

**E. Historic Landmark Commission Membership, Ordinance 543-2017**

Commissioner McConnell was present to answer questions from Council regarding the proposed inclusion of non-resident commission members to the Historic Landmark Commission. Council asked why they chose three positions to offer to non-residents.

Commissioner McConnell responded the commission does not want to limit historic access or opportunity to contribute to those living out of the area. He gave an example such as the Teal family and relatives who have much to share.

Council's concern was that three non-residents could have a majority vote. Mayor Ungricht clarified the commission would seek professional historians to contribute their skills. Mayor Ungricht is not opposed to non-residents joining the commission and the commission would still need Council approval for all actions. The Historic Landmark Commission operates under state regulations and laws.

A motion was made by Councilor d. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City read Ordinance number 543-2017 an Ordinance amending Falls City Municipal Code Chapter 32.05.020 Historic Landmark Commission Membership. Motion carried 5-1-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn. Nays: Jennifer Drill

**F. Business License- Speaks With Eagles Medicinal Herbs & Spices**

A motion was made by Councilor Drill and seconded by Councilor Lauder that the city of Falls City approve the business license application for Speaks with Eagles Medicinal Herbs and Spices. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

**G. Park Reservation with Alcohol**

Item G was pulled from the agenda. Council moved to next item.

**H. City Manager Discussion**

Mayor Ungricht has met with LGIP and has their assistance support. Hiring a City Manager is one of Council duties. It was decided by Council to have a work session to further discuss the City Manager position after the Budget hearings are finished. Mayor Ungricht encouraged Council to visit the COG websites to familiarize themselves with City Manager duties and job descriptions.

Councilor Drill complimented Mayor Ungricht on his performance as City Manager. She suggested formulating a plan before going to COG.

Clerk Protheroe will be retiring at the end of the year. Managers, Administrators and Recorder job descriptions should be looked at.

**I. Park Reservation for School Reunion and Old Timer's Picnic**

Council noted this group has been very generous to the city in the form of park projects and donations. They also cleaned up a large mess left by squatters in the park area.

A motion was made by Councilor Drill and seconded by Councilor Lauder that the City Council of the City of Falls City approve camping in the Upper Park for the Old Timer's and School Reunion event on August 11<sup>th</sup> through the 13<sup>th</sup>. Motion carried 6-0-0. Ayes: L. Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**J. Green Haven RV Park Water Agreement**

Mayor Ungricht thanked Councilor Drill for her work in negotiating a water purchase agreement with Dick Bowman. This agreement appears lower than what Council originally wanted but follows the City Attorney's advice and that of Bowman's Attorney. They will have a 15,000-gallon base at a rate of \$326.58. A charge of \$3.12 per 1,000-gallon unit above the base consumption, and the Capital Improvement fee will increase to \$30.00. Lots will be charged \$15.00 under a Lot Fee code on the utility system similar to separate apartments or dwellings. Councilor Flynn was concerned with the agreement not meeting the goal originally set and referred to 30 occupied permanent lots vs. only three in the new agreement. He asked if this agreement was permanent.

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Mayor Ungricht explained this was a special agreement as allowed by Code. When a certified rate study is conducted, that will bring a new ordinance and new charges to customers.

A billing with no overage over their new allotted base would guarantee a \$433.83 charge. Mayor Ungricht agreed his concerns with Green Haven are the same as Council's.

A motion was made by Councilor Flynn and seconded by Councilor Lauder that the City of Falls City adopt resolution 08-2017, A RESOLUTION OF THE CITY OF FALLS CITY, OREGON AUTHORIZING A WATER AGREEMENT BETWEEN THE CITY OF FALLS CITY AND GREEN HAVE RV PARK, A STATE LICENSED BUSINESS OPERATING IN FALLS CITY. Motion carried 6-0-0. Ayes: L. Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

## **7) Correspondence, Comments and Ex-Officio Reports**

### **A. Mayors Report**

Mayor Ungricht thanked Councilor Drill for the new clock donation for the Community Center. He received paperwork from the Small City Allotment Grant and will run it through the Public Works Committee for input before bringing to Council.

The funding agencies will know more of what they can offer in June of this year. Mayor Ungricht said he will be asking for \$1.2 to \$1.7 million for distribution. His main concern is the wastewater upgrades. The CBDG is uncertain of availability. There was talk of a possible Trillion-dollar investment and if they do come up with those funds, Falls City has two shovel ready projects. Mayor Ungricht hopes to have more information for Council by July 2017.

He announced the Budget meeting Thursday April 20, 2017 at 7:00 pm.

The FEMA Coordinator has agreed and Dutch Creek Crossing was approved for a new bridge to be built in 2018. The project was approved for \$380,000 total. Distribution upgrade should be taking place at this time as well. The City Engineer noted projects must be sought a year in advance.

The blocks are set in the Michael Harding Park along Parry Rd. The plan is to backfill with dirt, gravel and planted grass to form a curb and as well as a drop-off. It was noted if vehicles do try and drive over the barrier, they will be stuck. The Sheriff's Department could then site them to the Independence court. Roger Fitts donated these blocks. The other larger blocks are too heavy for city equipment to lift and set into place. Mayor Ungricht has been asking logging outfits to help move them with their machinery.

Mayor Ungricht has located and placed a bid on a 1978 grader with only 1,053 hours from the Army Corps of Engineers. The grader is located in Lowell, Oregon. He is second in line for the equipment with a bid of \$4,000. A hauler is on standby to pick it up should the bid be successful. It would be serviced by a mechanic including changing of all fluids. The final cost would be under \$6,000. The City's current 1963 grader would then go to surplus.

The new Public Works truck has been ordered. It may be July before delivery. Mayor Ungricht has money set aside in the 2016-2017 Budget and the 2017-2018 Budget. This allows for two payments with only two remaining.

## **8) Council Announcements**

Councilor L. Sickles reminded those present that the Annual Easter Egg Hunt would be held April 15, 2017 at 11:00 am in the George Kitchin Memorial Park (Upper Park). Anyone wanting to help prepare baskets should be at the Boondocks Friday at noon. Mayor Ungricht will drop ribbon for baskets off to Councilor L. Sickles.

Councilor Drill announced there would be no Town Hall meeting this month and will resume in May. She asked that Council encourage citizens to attend Economic Development Committee meetings. Councilor Flynn suggested putting a poster up at the church during the produce give-away. Councilor Drill thanked Councilor Lauder and Mayor Ungricht for the reader board sign work he is/has done.

Councilor Meier commented on the Library meeting he attended. He said there are basically two choices since the School Board does not want to keep the current arrangement. One is to form a new Library District or two; the City could run the Library. Andy Rommel, librarian of the Wagner Public Library was in attendance.

Councilor Lauder requested staff conduct yearly reviews of all CUP's for compliance. There was discussion of complaints, notification to comply, staff time involved, and LUBA challenges. Mayor Ungricht will research and draft an agenda item. Councilor Lauder will have the reader boards mounted on the Community Center breezeway in three to four weeks.

Councilor D. Sickles asked about a date for the City Manager workshop. Mayor Ungricht said it could be discussed at the end of the upcoming Budget Meeting April 20 at 7pm.

Councilor Flynn was concerned about the flocks wild turkeys in town. Mayor Ungricht asked what could be done under state regulations. There was some discussion on the topic. He also asked if something could be done to detour the pigeons from roosting in the Community Center breezeway rafters. Councilor Lauder suggested bird spike strips to deter the pigeons from perching in the rafters.

**A. Library**

Wagner Library Librarian Andy Rommel was present and said a few words regarding a Wagner Library Public Interest Survey he handed to Council for review (Exhibit B). Mr. Rommel requested of Council to approve the survey be put into the next utility bill for those citizens who may be without a computer or uncomfortable using a computer. Surveys could be filled out and dropped in the library's drop box. He will have a table at the upcoming Community Night April 18, with physical copies and two school computers available. He hopes the survey will provide definitive information as to whether they should proceed with a ballot measure. The draft of the survey can be condensed to one 2-sided page.

Councilor Meier said his take away from the School Board meeting was that if the ballot measure were not an option; the library would be a write off. Mayor Ungricht said the issue would be discussed at the upcoming Budget meeting.

Councilor D. Sickles inquired if the Council was still meeting with the School Board. Mayor Ungricht stated they were to host the joint Council/ School Board meeting last month and did not receive notice.

**B. Sheriff's Report**

Sheriff's Deputy Todd Fenk addressed Council and went over the Sheriff's report for the prior month. Crimes in Falls City continue to lower. Person's crimes are up in arrests. Property crimes are down approximately 25%.

Don Poe announced Weyerhaeuser would be blasting the pit Friday morning at 10:00 or 11:00.

**9) Adjourn**

The meeting adjourned at 8:15 pm.

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\_\_\_\_\_ Mayor Terry Ungricht

Attested: \_\_\_\_\_ City Clerk JoHanna Birr

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*Hannel 8/2/17*

*Exhibit A*

### March 2017 Falls City Stats

Falls City Calls for Service				
	DOA	Hit and Run	Susp Activity	
Alarm			Susp Person	5
Accident	dog bite	Misc Crime	Susp Person	
Animal	Domestic Dist	Illegal Park	Susp Vehicle	1
Area Check	Drug	Mental	Theft	2
Assault	FIR	Noise	Tow	
Assist Other Agency	Fire/EMS	Open Door	traffic assist	
ATL (attempt to locate)	Follow up	prowler	Traffic Stops	3
Burglary	Found Prop	runaway	Trespass	
Citizen Contact	Fraud	sex offense	Uncon	
Civil Paper Service	GSW	Shots Fired	Welfare Check	1
Criminal Mischief	Harassment	Stolen Veh	Unclass	

Falls City Calls for Service		Of the FC Calls for Service	
Total Calls for Service (county wide)	52	FC Cases Cleared by Arrest	7
Falls City % of Total Calls	3.3%	Total Arrests in Falls City	2
			involved crimes
			71.4% clearance
			2.0% of total arrests

Total Service Calls (Polk County)		Crimes Occ	
Total Service Calls (Polk County)	1569	Crimes Occ	4
Of the calls for service (county wide)	164	Juvenile Arrests	0
Cases Cleared by arrest	97	Juvenile Arrests	0
Total Arrests (county wide)	102		(only true crimes reported here)
			(county wide)
			(Falls City)

*P*

Wagner Community Library

1. How many times have you visited the Wagner Community Library in the last six months?

- Never
- 1-10 times
- 11-20 times
- More than 20 times

2. What services did you use?

- Computer Use
- Book Checkout
- DVD Checkout
- A safe place to hang out
- Restroom

Wagner Community Library

3. Are you aware that Wagner Community Library is part of a bigger library system that allows you to check out books from other libraries in Polk and Marion counties?

- Yes
- No

4. Are you aware we have a summer reading program that provides performers and activities to help children maintain their literacy skills throughout the summer?

- Yes
- No

5. If YES, how many years have your children attended the summer reading program?

- 1-3 years
- 4-6 years
- 7-9 years

## Wagner Community Library

6. Are you aware that the Wagner Community Library is in danger of closing due to lack of funding?

- Yes
- No

7. Would you be willing to vote for a bond measure to create a tax to fund the library?

- Yes, I am willing to pay additional taxes to keep the library open.
- No, I am unwilling to pay additional taxes and I understand the library will close without this funding.

8. How much would you be willing to pay in additional taxes to keep the library open?

- Nothing, I am comfortable with the library closing.
- \$1.00 per thousand of assessed value of my property.  
This would cost a homeowner \$100 a year for a \$100,000 house.
- \$1.30 per thousand of assessed value of my property.  
This would cost a homeowner \$130 a year for a \$100,000 house.
- \$1.50 per thousand of assessed value of my property.  
This would cost a homeowner \$150 a year for a \$100,000 house.
- Any amount, it is vital to keep the Wager Community Library open.

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**AGENDA REPORT**

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**TO:** CITY COUNCIL  
**FROM:** MAYOR UNGRICHT  
**SUBJECT:** CONDITIONAL PERMIT AUDIT  
**DATE:** 05/02/2017

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**SUMMARY**

Council requested a review/audit of the conditional use permits (CUP) issued by the City at the April 13<sup>th</sup> meeting.

Staff has put together a spread sheet of all of the permits we could find record of. There are four active permits and twelve inactive permits. I have set up a process that all conditional use permits will be reviewed yearly by staff to make sure they are in compliance with the decision.

**PREVIOUS COUNCIL ACTION**

Council directed staff to report on CUP's.

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

There are no fiscal impacts.

**STAFF RECOMMENDATION** N/A

**EXHIBIT**

Conditional Use Permit spreadsheet.

**PROPOSED MOTION** N/A

Falls City, Oregon  
Conditional Permit Log

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Conditional Use Permit#	Address	Use	Issue Date	Conditions
CUP 17-02	246 South Main	CUP B&B in the Residential Zone David and Cheryl Radke/ Little Luckiamute Creekside B & B	4/17/2017	<p>Conditions:</p> <ol style="list-style-type: none"> <li>1. The Applicant shall apply for and receive a business license prior to commencing operation of the bed and breakfast/boarding house.</li> <li>2. At any point in time, the boarding house occupancy shall not exceed a maximum of five (5) guests.</li> <li>3. The site is connected to the City STEP/STEG Sewer System and has a 1,000 gallon septic tank located on the property. The septic tank is sized for a residential property which is scheduled to be pumped once every four years. Should the septic tank require more frequent pumping, the owner will be required to pay the actual cost of pumping.</li> <li>4. Four (4) guest parking spaces shall be provided on site, outside of the garage and not within the public right of way. Parking spaces shall be independently accessible, without moving other cars to enter or exit.</li> <li>5. All off street parking areas, between the structure and the property line, shall have durable, hard surface.</li> <li>6. The guest parking area shall be screened from residential properties to the east and west of the subject site with an ornamental fence, wall or hedge a minimum of four (4) feet, but not more than six (6) feet in height, and in compliance with the requirements of vision clearance areas under FCZDO 2.201.05.</li> <li>7. Only one sign shall be permitted on the premises, not exceeding six (6) square feet, and only illuminated indirectly, in accordance FCZDO 2.204.04.C</li> <li>8. Operations of the B &amp; B shall be in compliance with State regulations covering bed and breakfast establishments, including those found in ORS 624.060 and OAR 333-170.</li> </ol>

Falls City, Oregon  
Conditional Permit Log

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CUP 17-01	320 North Main	Message Sign (board) in Commercial Residential Zone. City of Falls City/ Community Center	4/17/2017	<p>Conditions of Approval:</p> <ol style="list-style-type: none"> <li>1. The Frequency with which a message or display may be changed shall be no more than once every eight seconds.</li> <li>2. The message or display may not contain phasing, flashing or blending of text.</li> <li>3. The message or display shall be a uniform color on a plain background of a uniform color.</li> <li>4. The Lumiance of the sign shall be limited to no more than 280 candelas per square meter.</li> </ol> <p>The applicant shall submit information from the sign manufacture indicating the lumiance's will be met as measured with lumiance meter aperture of 1 degree or less, 50 feet directly in front of the sign with the sign in a fully illuminated mode. If the message sign displays white or multi-colored light, the Lumiance shall be measured in white light.</p> <ol style="list-style-type: none"> <li>5. The sign shall default to the off position in the case of any failure of mechanisms that control lumiance or other display features.</li> </ol> <p>Conditions of Approval:</p> <ol style="list-style-type: none"> <li>1. RV are permitted to stay at the applicant's RV park for a maximum of 180 days because they are temporary living quarters. After 180 days, consecutive or intermittent within a 12-month period, the Applicant shall have the RV removed from the Applicant's park.</li> <li>2. RV that have left the Applicant's park may then re-enter, but must be established in a different RV space than was previously occupied during the previous 180-day tenancy.</li> <li>3. The terms of Condition 1 &amp; 2 of this Decision shall be made a part of the Statement of Operations for the Applicant's RV Park. The Applicant shall submit a copy of the revised and updated Statement of Operations to the City of Falls City within 30 days of the signing of the decision (signed June 23, 2005)</li> <li>4. Except as modified by this Decision, all development on the subject property shall conform to the plans approved by the City Council and the conditions set forth in the City Council Decision for Land Use File Number CUP 97-0021, SDR 97-0023 and VAR 79-0022, Approved November 3, 1997.</li> </ol>
CUP 05-01	200 Church Street	Modification to CUP 97-0021 RV Park in the Commercial Industrial Zone Mr. Bowman/Green Haven RV Park <u>CUP requested to extend stays to 24 months.</u>	6/20/2005	

Falls City, Oregon  
Conditional Permit Log

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CUP 97-21	200 Church Street	RV Park in the Commercial Industrial Zone Mr. Bowman/Green Haven RV Park Original CUP. Later modified by CUP 05-01  <u>CUP requested the creation of 40 space</u> <u>RV Park. Variance Application also considered and approved for minimum RV space size and Occupancy Period.</u> <u>Variance VAR 97-0022: Approved: Max occupancy period limited to a total of 90 days, consecutive or intermittent, within a 12 month period.</u> <u>Variance Approved: Minimum Size Space</u>	11/3/1997	<p>Conditions of Approval:</p> <ol style="list-style-type: none"> <li>1. Pending approval of Ord 421, zoning code change that would allow RV Parks as a Conditional Use in the Commercial Industrial Zone.</li> <li>2. Loop Water Line, 10' easement</li> <li>3. Submit evidence of sewer system approved by County &amp; State</li> <li>4. Submit evidence of storm water disposal system approved by DEQ</li> <li>5. Prepare and submit engineering plans for full width improvement of Church St (32' wide, 1' curb &amp; gutter). Construction of all improvements to Church St completed and approved prior to issuance of building permit. If traffic utilizes Vine Street, full width improvements to Vine St.</li> <li>6. The applicant shall submit detailed plans for parking in compliance w/zoning code.</li> <li>7. Water &amp; Elec hook-ups shall be provided to no less than 10 RV spaces. Additional hook-ups shall be approved by City Admin.</li> <li>8. Submit engineering plans for 24'x50' asphalt driveway for approval by City Admin.</li> <li>9. Improvements prior to issuance of an occupancy permit.</li> <li>9. Construct a six (6) foot tall sight obscuring fence or a sight obscuring hedge around the perimeter of the developed park area.</li> <li>10. Prior to issuance of the occupancy permit, the developer shall submit evidence that all applicable rules and regulations of State regulatory agencies have been satisfied.</li> <li>11. Applicant has sole responsibility for full compliance with each condition of approval.</li> <li>12. Statement of Occupancy will be approved by City Prior to the issuance of an occupancy permit for use of the facility.</li> <li>13. Approval subject to approval of requested variance</li> </ol> <p>Staff Report recommend approval under conditions:</p> <ol style="list-style-type: none"> <li>1. Add parking spaces, with assumption of 12 spaces</li> <li>2. Polk County approved septic system capable of serving site.</li> <li>3. CUP voided if project not commenced w/in six months.</li> </ol>
CUP 95-26	233 South Main Street	Church School in a residential Zone	Notice of Decision not in file	
<b>Past Conditional Use Permits</b>				
CUP 94-27	17 South Main	Temporary Hardship	Withdrawn/ Denied	

Falls City, Oregon  
Conditional Permit Log

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CUP 1989-3-29	455 Alder Street	Louise Hooven (Marketing, Graphic Design, Layout and Paste-up) Stan Dawes (Car Restoration Body/Engines)	Public Hearing 5/24/1989 Notice of Decision not in file	Ms. Hooven no longer a resident at this address.
CUP 1988-07-20	445 Terrace Street	Ken Purdy (Ken's Car Care)	Denied	Mr. Purdy no longer a resident at this address. Address no longer exists
CUP 1987-05-14	524 Ellis Street	Herbert Lairson (purchase forest products)	5/4/1987	Mr. Purdy no longer a resident at this address. Address no longer exists
CUP 1986	570 Alder Street	Leo Thrush (Absence Guided Tours)	1/14/1986	Mr. Lairson no longer a resident at this address.
CUP 1986	833 Parry Road	Oswald Purdy (Candy Kitchen)	2/3/1986	Mr. Thrush no longer a resident at this address.
CUP 1985-09-09	217 Fairoaks Street	Joel Calderwood (business type not listed)	12/1/1986	Mr. Purdy no longer a resident at this address.
CUP 1985	171 East North Main Street	Edward Millsap (business type not listed)	9/9/1985	Mr. Calderwood no longer a resident at this address.
CUP 1985	90 Prospect Street	Harvey Montgomery (rabbit raising business and a small engine repair business.	9/9/1985	Mr. Millsap no longer a resident at this address.
CUP 1983	571 Hopkins Street	Leo Thrush (professional typing business)	8/18/1983	Mr. Montgomery no longer a resident at this address.
CUP 1983	833 Parry Road		6/5/1983	Mr. Thrush no longer a resident at this address.

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**AGENDA REPORT**

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**TO:** CITY COUNCIL  
**FROM:** DOMENICA PROTHEROE, THROUGH MAYOR UNGRICHT  
**SUBJECT:** REPLACEMENT PAGES FOR MUNICIPAL CODE  
**DATE:** 04/17/2017

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**SUMMARY**

Each time an ordinance (law) is adopted by Council, the Municipal Code is updated to reflect the new, revised or repealed law. Attached are replacement pages for the Municipal Code contained in your binder titled, City Council Resource Book, distributed earlier this year. Replacement pages instructions and summary description are listed below and the replacement page is an EXHIBITS. Because the Municipal Code is printed on both sides of the paper, several pages do not contain updates, but were including them eased the replacement process.

**PREVIOUS COUNCIL ACTION**

Council adopted Ordinances.

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

There are no fiscal impacts.

**STAFF RECOMMENDATION** N/A

**EXHIBIT**

1. Replace page 19-20. Updated for 32.05.020 HLC Membership 543-2017, passed 4-13-2017

**PROPOSED MOTION** N/A

**32.05 HISTORIC LANDMARKS COMMISSION**

- 32.05.010 Historic Landmarks Commission established.
- 32.05.020 Membership qualifications.
- 32.05.030 Terms of office
- 32.05.040 Meetings.
- 32.05.050 Purpose.
- 32.05.060 Compensation of members.
- 32.05.070 Rules and regulations.

**32.05.010 Historic Landmark Commission Established**

The historic landmarks commission is hereby established. The commission shall be composed of seven members appointed by the mayor, with the consent of the council. The historic landmarks commission members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the commission shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

**32.05.020 Membership Qualifications**

At least four of the members of the historic landmark commission, must reside in the city at the time of their appointment and at all times during their term in office. Three nonresident members may be appointed and approved when the Mayor and City Council determine that such individuals have special qualifications and expertise in the subject matter of the commission, and have expressed interest in being appointed and serving and advancing the interests of the City.

(Ord. 543-2017 passed 4-13-2017)

**32.01.030 Terms of Office; Vacancies and Removal**

Historic landmark commission members shall hold office for four years, except when filling the unexpired portion of a vacancy in office. Any vacancies in the commission shall be filled by appointment by the Mayor, with the consent of the council. A member of the commission who is absent from two consecutive meetings without the approval of the commission is presumed to be in nonperformance of duty and the council may remove the member from the commission and declare the position vacant.

**32.05.040 Meetings**

Four members of the commission shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

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**32.05.050 Purpose**

The purpose of historic landmark commission shall be to advise the city council regarding matters in the historic buildings, landmarks, historic preservation planning, historic site acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and the following tasks:

- A. Review and make recommendations on historic landmark commission projects.
- B. Advise on historic preservation efforts and recommendations.
- C. Advise on city historic preservation and promotion activities.
- D. Advise on capital improvements to facilitate historic preservation.
- E. Troubleshoot historic preservation issues for city improvement projects.
- F. Advise on historic preservation rule and policy recommendations.

In addition, the board may advise the council on any matter upon which the council requests guidance.

**32.05.060 Compensation of Members**

The historic preservation commission members shall receive no compensation for their services. The historic preservation commission members shall have no authority to make any expenditure on behalf of the city, or obligate the city for payment of any sums of money. However, they may make recommendations to the city council from time to time regarding expenditures and/or obligations.

**32.05.070 Rules and Regulations**

The commission may adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Falls City Charter and city of Falls City code and ordinances.

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** MAYOR UNGRICHT  
**SUBJECT:** CITY MANGER/RECORDER DISCUSSION  
**DATE:** 05/02/2017

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### **SUMMARY**

Mayor Ungricht discussed with Council his desire to explore avenues on hiring a City Manager.

### **BACKGROUND**

Discussion at the April meeting led to the need of a work session to go over desired duties of filling the Manager position. I was out of town for a week and was unable to schedule a work session. I was able to meet with most of the Councilor's to get an idea of the thoughts of Council.

My discussions have led to a few points; most Councilor's are worried about the cost and being training ground for professional managers. A few of the Councilor's have asked if I would resign as Mayor and take a paid position, this is not an option.

I would be willing to stay on as Mayor/Manager and we hire a certified recorder or someone with the experience in local government that brings them up to the recorder standards. This position would have day to day responsibility of operating the office, most HR duties, records retention, records requests, helping update plans, and be the first contact for land-use.

Depending on experience and negotiations with the new position this would leave me in charge of; paying bills, annual budget, grant writing, grant management, public works projects and public works employees.

Council would need to move permission for me to enter into an agreement with either COG or LGPI to handle the advertising, testing, back ground checks, and possibly first round of interviews. Staff would try and accomplish as much in house as possible to keep costs down. If Council wants to still hold a work session we can come up with a date at this meeting.

### **PREVIOUS COUNCIL ACTION**

Multiple discussions

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

### **STAFF RECOMMENDATION**

N/A

### **EXHIBIT**

### **PROPOSED MOTIONS**

I move the City Council of the City of Falls City approve Mayor Ungricht to negotiate and enter an agreement for hiring services for the position of (Recorder or Manager) for the City of Falls City.

**Mayor's Report,  
May 11, 2017 Council Meeting**

It looks like we were unsuccessful on the surplus road grader; I will keep searching for a grader and a street broom/sweeper. The Public Works truck is ordered, I believe it should be after the first of July. Public Works and I have started collecting information on a new mower; this would come out of the funds for equipment that was budgeted in the 2017/18 budget that Council will approve in June.

I was approached by Miranda Hendrickson on the use of the Community Center for the summer lunch program. After our experience last year I said no, she went on to explain that she was not in charge of it last year and knows that we had a bad experience. She will be inspecting the program weekly to make sure it is operated better and she is willing to write up a contract of what is expected to be done. I am hesitant but it is a great program to make sure our area children receive the proper nutrition during the summer. I told her if Council approved they would have to understand that they could be bumped if we had other meetings, that they could not use the kitchen, and they would be required to furnish cleaning supplies.

I have heard back from OHA that they have approved the Master Water Plan and I expect to hear back from OWRD in about three weeks. I have started the process of closing out the grant for \$20,000 from IFA, so when we receive the okay and Council adopts the plan all the paper work will be submitted to close the grant.

I have submitted an advertisement to Polk I/O for the position of Public Works Worker 1. I ran it for 1 week to see if we get any qualified applicants and will re-run if needed. The contract Code Enforcer position is on our website and hopefully the Association's website. If this does not bring in applications we will have to adjust the position to a City employee position and I will advertise at LOC, LGPI, and approach WOU for possible candidates.

We are falling a bit behind in the Michael Harding Park road closure. I still expect to have all of the blocks set by end of May. Once the blocks are designed Councilor Lauder will design and install a gate.

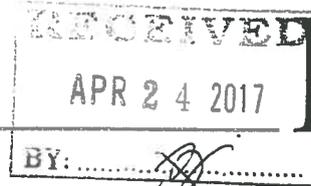
I will be contacting Sensus on their bid to update our meter reading devices, new software, and some radio read meters. If the budget looks like I can get this started before July 1, where the funds were budgeted, I will order the new equipment. We are experience problems with our current wand and reader and due to their age they no longer service them.

**Don't forget the Spring Clean is on June 3<sup>rd</sup>, anyone willing to help out sign up with staff.**



PUBLIC HEALTH DIVISION  
Drinking Water Services

Kate Brown, Governor



Oregon  
**Health**  
Authority

800 NE Oregon Street, #640  
Portland, OR 97232-2162  
Phone: 971-673-0191  
Fax: 971-673-0694  
www.healthoregon.org/DWP

April 19, 2017

Natalie Jennings, PE  
HBH Consulting Engineers  
501 E. First St.  
Newberg, OR 97132

COPY

Re: **2017 Master Plan (PR#17-2017)**  
**City of Falls City (PWS ID#00297)**  
**Concurrence with Master Plan**

Dear Ms. Jennings:

Thank you for your submittal to the Oregon Health Authority's Drinking Water Services (DWS) of plan review information for the Master Plan for the City of Falls City. On April 5, 2017, our office received a copy of the February 2017 Water System Master Plan. A plan review fee of \$4125 was received on February 17, 2017.

The Master Plan represents a 20-year planning horizon out to the year 2035. The plan includes a system description, future demand estimates and CIP project lists with cost estimates. Upon review of the Master Plan, it appears the criteria listed in Oregon Administrative Rules (OAR) 333-061-0060(5) have been met.

If you have any questions, please feel free to call me at (971) 673-0191.

Sincerely,

Carrie Gentry, PE  
Regional Engineer  
Drinking Water Services

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cc: Terry Ungricht, Mayor, City of Falls City

## MONTHLY EXPENSE REPORT

### MAYOR UNGRICHT

04/04/2017:	25 Miles, Monmouth, Bank.
04/07/2017:	25 Miles, Monmouth, Bank.
04/12/2017:	25 Miles, Monmouth, Bank.
04/18/2017:	25 Miles, Monmouth, Bank.
04/19/2017:	25 Miles, Monmouth, Bank.
04/20/2017:	25 Miles, Monmouth, Bank.
05/01/2017:	25 Miles, Monmouth, Bank.

Miles 175 x 53.5 = \$92.63 mileage.

**Total reimbursement = \$ 92.63**

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# April 2017 Falls City Stats

Falls City Calls for Service						
Armed Person	1	DOA			Hit and Run	Susp Activity
Accident		Disturbance	1		Misc Crime	Susp Person
Animal	5	Domestic Dist	6		Illegal Park	Susp Vehicle
Area Check	5	Fight	1		Mental	Theft
Assault	1	FIR	2		Noise	Tow
Assist Other Agency	3	Fire/EMS	3		Open Door	traffic assist
ATL (attempt to locate)		Follow up	8		prowler	Traffic Stops
Burglary	1	Found Prop			runaway	Trespass
Citizen Contact	6	Fraud	1		sex offense	Uncon
Civil Paper Service	4	Hangup	1		Shots Fired	Welfare Check
Criminal Mischief		Harassment			Stolen Veh	Unclass

Falls City Calls for Service	82	Of the FC Calls for Service	12	involved crimes
Total Calls for Service (county wide)	1868	FC Cases Cleared by Arrest	7	58.3% clearance
Falls City % of Total Calls	4.4%	Total Arrests in Falls City	5	4.1% of total arrests

Total Service Calls (Polk County)	1868			
Of the calls for service (county wide)	179	Crimes Occ	22	(county wide)
Cases Cleared by arrest	86	48.0%	2	(Falls City)
Total Arrests (county wide)	121		(only true crimes reported here)	

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Public Works Staff Report for April, 2017

Saturday, 1 Water and sewer, short power outage WTP.

Sunday, 2 Routine water and sewer.

Monday, 3 Upper park maintenance.

Tuesday, 4 Setting blocks Harding park.

Wednesday, 5 Setting blocks.

Thursday, 6 Equipment maintenance.

Friday, 7 Upper park maintenance.

Saturday, 8 Sunday, 9 Routine water sewer.

Monday, 10 Waste water state report, flat on utility pick up Les Schwab, replace bulb out on UV system.

Tuesday, 11 Mowed upper park, down town.

Wednesday, 12 Dallas gas and tier repair, reconnect Carry Court and Hopkins.

Thursday, 13 Upper park maintenance, clean UV system.

Friday, 14 Clean brush lower park.

Saturday, 15 Sunday, 16 Routine water and sewer.

Monday, 17 Deliver delinquent notices, Dallas gas.

Tuesday, 18 Found leak on Camron, called locate in too late in the day repair tomorrow.

Wednesday, 19 Repaired water service on Camron, graded roads in that area.

Thursday, 20 Flat, replaced rear tires, physical shut offs had three disconnects.

Friday, 21 Filled pot holes around town, miscellaneous work orders.

Saturday, 22 Routine water sewer, called out 163 Dayton, sewer line back.

Sunday, 23 Routine water and sewer.

Monday, 24 Upper park maintenance, meter reading,

Tuesday, 25 Finish meters and rereads.

Wednesday, 26 Replace stop sign Tarrace and Parry.

Thursday, 27 Weed eating, sewer plant, water reservoir.

Friday, 28 Mowed parks and City grounds.

Saturday, 29 Sunday, 30 Routine water and sewer.

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