



PUBLIC NOTICE

City Council Meeting

A regular meeting of the City Council of Falls City, OR will be held as follows:

Posted: 11/16/19- Frink's, City Hall, Community Center, Website

Meeting Date: Tuesday November 19, 2019

Time: 6:00 pm

Location: Falls City Community Center

Address: 320 N Main Street, Falls City, Oregon 97344

AGENDA

1. !!!COUNCILOR PHOTOGRAPHS!!! (10 Minutes)

2. CALL TO ORDER

3. ROLL CALL

Jeremy Gordon, Mayor___ Dennis Sickles ___ Lori Jean Sickles___

Jennifer Drill ___ Tony Meier___ Cliff Lauder___ David Radke ___

4. PLEDGE OF ALLEGIANCE

5. MOTION TO ADOPT THE ENTIRE AGENDA

6. ANNOUNCEMENTS , APPOINTMENTS, APPRECIATION, & PROCLAMATIONS

Announcements

a. **RARE Project Update**, William Sullivan (10-15 minutes) ----- pg. 1-12

b. Next City Council Meeting:

i. Regular Session scheduled for December 9, 2019

Appointments

Appreciation

a. Jay Epperson, Falls City Public Works & Falls City Fire----- pg. 13

Proclamations: None

7. COMMUNITY & GOVERNMENT ORGANIZATIONS

a. Falls City Public Works Report ----- pg. 14

b. Polk County Sheriff's Report ----- pg. 15

c. League of Oregon Cities: Municipal Fundamentals Training ----- pg. 16

d. Falls City Fire Report ----- None.

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.

8. REPORTS

- a. Mayor’s Report
- b. Council Reports
- c. Manager’s Report ----- pg. 17
 - i. Presentation (30-45 Minutes) ----- Workbook

9. CONSENT AGENDA-

- a. Approval of the Bills -----pg. 18-23
- b. Approval of Public Meeting Minutes
 - i. 10/14/19 CC Regular Session Minutes -----pg. 24-31

10. PUBLIC COMMENTS & LETTER COMMUNICATIONS

- a. FY18-19 Audit Summary & Letter -----pg. 32-36

This is the time set for Citizens to address the Council regarding items not already on the agenda.

- Please limit your commentary to five (3) minutes or less.
- Please state your name and city of residence for the record.
- Letters: None.

11. NEW BUSINESS

- a. Mill Lot Proposal-----pg. 37-39

12. CITIZEN COMMITTEES

Parks & Recreation

- a. PR Meetings 3rd Wednesday, 11am, in the Community Center.

Public Works

- b. PW Meetings 4th Thursday, 6pm, in the Community Center.

Historic Landmarks

- c. At least 4 meetings per year.

13. OLD BUSINESS

- a. Code Services Update----- pg. 40

14. ADJOURN



City of Falls City
299 Mill Street
Falls City, OR 97344
Phone: 503-787-3631

Greenway Project Vision and Goals

Project Vision: A safe, welcoming downtown pathway that provides a safe route to school for students, outdoor recreation to our citizens, and a friendly environment where our Main Street commerce can grow and thrive.

Project Goals: To create a pathway from the Little Luckiamute River Falls down to the Fay Wilson Memorial Park (which connects to a pre-existing footbridge and up to North Main Street), to beautify and revitalize our Main Street business area, and to create a safe route for our students to access the elementary and high schools. By creating a cohesive pathway from the Falls to the schools, we will provide Falls City families with accessible outdoor recreation close to home, ensure that our students can travel safely to and from school, and create a Main Street atmosphere that encourages economic vitality in Falls City.

Regional Solutions Connections:

- Promote efficient, effective transportation and multi-modal systems
- Engage in local government infrastructure to support development
- Foster outdoor recreational opportunities by supporting access to lakes, rivers, parks, and natural amenities
- Identify resources to unlock underutilized sites and land



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Greenway Project Scope of Work & Timeline

The Falls City Greenway consists of three sections:

Connecting the Falls to Main Street

Overview: This portion of the Greenway begins at the Little Luckiamute River Falls, where new fencing and signage is required to prevent visitors from jumping over the Falls and injuring themselves. Residents have also expressed a desire to have a footbridge built between the Falls site and the Michael Harding Park to connect the two areas and provide a scenic view from above the Falls. Restroom facilities, benches and tables, and a parking area will enhance visitors' experiences and should also be added. A paved pathway would lead out to Parry Road, along which a sidewalk would be installed to link up with an existing sidewalk that starts at the intersection of Parry Road and Bridge Street. On the opposite side of Bridge Street, directly in front of the bridge, a portion of the guard rail would be removed and an ADA-accessible ramp down to an 8' pedestrian path would lead to the basketball court in Fay Wilson Memorial Park. No improvements need to be made to the area around the basketball court or to the 3rd Street Footbridge. The short path between 3rd/Mill Streets and the footbridge will need to be paved. Mill and 3rd Streets (south of North Main Street) will be repaved in the upcoming months with funds from the recently awarded ODOT Small City Allotment grant.

Plans: This proposal is in alignment with Riverwalk proposed in Falls City's Master Parks Plan, adopted in December 2017. This portion of the Greenway would help Falls City, as a low-income community, in meeting the State of Oregon's priority of providing close-to-home outdoor recreation (as laid out in the Oregon Parks and Recreation Department's 2019-2023 Statewide Comprehensive Outdoor Recreation Plan) Stakeholders: Falls City community, Falls City Steering Committee, Falls City Parks & Recreation Committee, Falls City Public Works Committee, Falls City City Council, Westech Engineering, Inc., Polk County officials, Oregon Parks and Recreation Department, Oregon Department of Transportation Small City Allotment Program

Revitalizing the Main Street Business Area

Overview: Our North Main Street business area is the center of Falls City's community, but has fallen into decline. Landscaping along this strip (particularly towards Bridge Street) is needed. Business owners are interested in taking steps to make the grass strips along the sidewalk and the bump-outs more inviting spaces to congregate through the addition of seating and pocket parks that harkens back to Falls City's identity as a logging town. Separately from the Greenway Project, the Falls City Steering Committee is considering rehabilitation of the old Luckiamute Clinic and conversion into an innovation hub, which would serve as a community center and anchor to the North Main Street business area. To tie in the City's parks and outdoor recreation spots, wayfinding signage should also be added along North Main and Bridge Streets, directing visitors to the Falls, Black Rock Mountain Bike Area, and Valley of the Giants. A grant application to provide bike racks and a repair station to the City from Cycle Oregon is currently pending; the goal is to encourage visitors to the Black Rock Mountain Bike Area to stop and patronize Falls City's businesses.



Stakeholders: Falls City community, Falls City Steering Committee, Falls City Public Works Committee, Falls City City Council, North Main Street business owners, Kate Schwarzler (Independence business owner/landscape architect), Cycle Oregon

Connecting Falls City Schools

Overview: The wooded area that students cut through between the Elementary School and the High School is currently unsafe. There is no visibility from the street and no paving or lighting along the route. Rusted vehicles have been abandoned at the bottom of the hill and there have been reports of known predators loitering in the wooded area. The City aims to pave and connect Boundary Street through the wooded area and add lighting. This will provide the Polk County Sheriff's deputy a straight line of vision between North Main Street and Prospect Avenue. Lighting and adequate sidewalks should also be installed on Prospect Avenue between the Elementary School and Boundary Street. The City also seeks to make North Main Street and Bridge Street sidewalks ADA-accessible and add a traffic island at the city's most troublesome intersection (at Mitchell & Bridge Streets).

Plans: A local road and sidewalk on Boundary Street between North Main Street & Prospect Avenue and a traffic island and pedestrian crosswalks at Bridge & Mitchell Streets were proposed as a potential priority in Falls City's Transportation Systems Plan, adopted in July 2013.

Stakeholders: Falls City community, Falls City Public Works Committee, Falls City City Council, Falls City School District, Oregon Department of Transportation's Safe Routes to Schools Program, Polk County Sheriff's Office

Chronologically, there are three phases to the project:

1. The City needs to finalize the design and planning for the project. To achieve this, the City seeks technical assistance funding to cover a portion of the engineer's fees.
2. Once the design phase is complete and the planning documents are in hand, the City will apply for a patchwork of grants to cover the Greenway. Fundraising can also be undertaken by the Falls City Steering Committee.
3. When funding is secured, construction may begin. Easily achievable portions, such as the landscaping on North Main Street can be completed by the end of next Summer, but more ambitious sections, such as the pathway between schools may take 2-3 years to complete (given scheduling of grant cycles).

Timeline

November 2019	<ul style="list-style-type: none"> • Regional Solutions Team meets in Falls City • School Board provides letter of support for portion of pathway between schools
December 2019	<ul style="list-style-type: none"> • Application(s) for technical assistance grants are submitted • Falls City Steering Committee completes action planning and will begin action on prioritized portions of this project • Grant decisions from Cycle Oregon announced
January – March 2020	<ul style="list-style-type: none"> • Technical assistance grant recipients are announced and engineering/design plans completed • 2020-2021 Safe Routes to School Infrastructure Program schedule announced in January
February – April 2020	<ul style="list-style-type: none"> • Grant applications are submitted for Parks & Main Street portions of the Greenway <ul style="list-style-type: none"> ○ Main Street portion may not require outside funding ○ Best funding opportunities for Parks portion has not been identified yet, so timeline is not yet clear; construction will likely take 6-18 months, depending on what is ultimately included (footbridge, restrooms, etc.)
July 2020	<ul style="list-style-type: none"> • Letter of Inquiry to be submitted for Safe Routes to Schools Program and application assembled • Estimated completion of the landscaping portion on North Main Street
October 2020	<ul style="list-style-type: none"> • Final application is submitted for Safe Routes to Schools Program
December 2021	<ul style="list-style-type: none"> • Estimated completion of the schools pathway construction



Greenway Project Potential Funding Sources

Main Street Portion

ODOT Small City Allotment Grant

Overview: Eligible projects are those on streets within a city that are not part of the state highway system, streets that are "inadequate for the capacity they serve, or streets that are in a condition detrimental to safety". Awards are made up to \$100,000.

Deadline: 2019 Cycle is closed.

Status: Falls City awarded \$100,000 in late October 2019

Parks Pathway Portion

OPRD Local Community Grant

Overview: Project types: development, rehabilitation, acquisition, acquisition & development, and planning; 20% match

Deadline: Applications open on January 1, 2020; large grant applications due on April 1, 2020; small grant applications due on May 1, 2020; planning grant applications due on May 15, 2020; announcements made in Fall 2020

Status: No contact made yet; 2020 cycle workshops in February 2020

OPRD Recreational Trails Grant

Overview: RTP grant funds are used to provide, expand and improve public recreational trails for both motorized and non-motorized trail users. Types of projects include: Building new recreation trails, including building trail bridges and installing wayfinding signs; Restoring existing trails, including trail bridges and signing; Developing and rehabilitating trailhead facilities; Acquiring land and permanent easements; and Water trails. Program requires 20% match if project cost is under \$250,000 or 40% if the project cost exceeds \$250,000.

Deadline: 2020 Cycle schedule not posted, but in 2019, LOI were due in April and application in June

Status: No contact made yet

Oregon Community Foundation Community Grant

Overview: Evaluation criteria includes the strength of local support for the project, the strength of the applicant organization, and whether the project addresses a significant community need. Grants generally range from \$5,000 to \$50,000, but \$20,000 is the average award amount.

Deadline: Applications due January 15, 2020; announcements in May 2020

Status: Falls City hosted OCF Leadership Board on October 4, 2019. OCF has funded Falls City School District, but not City projects. Contact has not been made with grant administrator.

Travel Oregon Grants

Overview: These grant projects support Travel Oregon's mission of 'a better life for all Oregonians through strong, sustainable local communities that welcome a diversity of explorers.' To be eligible for funding, projects must be for tourism purposes and demonstrate a direct tie to the mission of Travel Oregon.

Deadline: Small grants closed; medium grants expected to re-open in April 2020; large grants only opened at discretion of Oregon Tourism Condition

Status: No contact made yet

PeopleForBikes Community Grant

Overview: PeopleForBikes focuses most grant funds on bicycle infrastructure projects such as bike paths, lanes, trails, and bridges, mountain bike facilities, bike parks and pump tracks, BMX facilities, and end-of-trip facilities such as bike racks, bike parking, bike repair stations and bike storage. PeopleForBikes will fund engineering and design work, construction costs including materials, labor, and equipment rental, and reasonable volunteer support costs. For advocacy projects, we will fund staffing that is directly related to accomplishing the goals of the initiative.

Deadline: Online application opens on December 9, 2019; Online Letter of Interest due on January 17, 2020, Notification of LOI status on February 21, 2020; Full Applications due on April 3, 2020; Grant award notifications by May 22, 2020

Status: No contact made yet

Schools Pathway Portion

ODOT Safe Routes to Schools Infrastructure Grant

Overview: The Infrastructure Competitive Grant Program funds safety projects on the public road right of way, consistent with jurisdictional plans, supported by the school or school district, are within a one-mile radius of a school, and that positively affects the ability of children to walk and bicycle to school. Project examples include sidewalks, median refuge islands, rapid flashing beacons, etc. Match for communities of under 5,000 and with Title I schools is 20%.

Deadline: Next cycle will open in July 2020

Status: Mac & William will meet with Infrastructure Program Director LeeAnne Ferguson on November 25, 2019

Planning and Technical Assistance

Department of Housing and Urban Development Distressed Cities Technical Assistance Grant

Overview: HUD technical assistance funds aim to meet three goals: Adopt effective, efficient, and sustainable financial management practices. This includes the management of disaster recovery and resilience funds; Build capacity for financial management, economic revitalization, affordable housing, and disaster recovery and resilience by building partnerships with public agencies, community members, non-profits, and private organizations; and Improve knowledge of federal development programs. This includes indirect subsidy sources, such as Opportunity Zones and the Low-Income Housing Tax Credit.

Deadline: N/A

Status: No contact made yet

Ford Family Foundation Technical Assistance Grant

Overview: Has previously provided funding to: Hire a consultant to assist your organization in developing a strategic plan; Hire a trainer to train board and staff on effective fundraising strategies; Pay for staff members to attend a training or conference that builds their skills and capacity; and to Hire an outside accountant to help build financial systems to make your organization eligible for governmental grants.

Technical Assistance Grant requests need to: Meet the Foundation's eligibility and readiness requirements; Serve communities in rural Oregon or Siskiyou County, Calif., with less than 35,000 in population not adjacent to or part of an urban or metropolitan area. The recipient organization's mission must align with one of the following Foundation program areas: Children, Youth and Families; Postsecondary Success; Ford Institute for Community Building; and Community Economic Development.

Deadline: N/A, applications accepted year-round

Status: FFF funding of RARE position does not preclude City from applying for a Technical Assistance grant. However, FFF TA grants are not commonly granted to Cities. William has been in conversation with FFF Community Economic Development department.

Salem Foundation by Pioneer Trust Bank

Overview: Funds variety of projects between \$1,000 and \$5,000

Deadline: December 1, 2019; next cycle is due May 1, 2020

Status: No contact made yet

USDA Community Facilities Technical Assistance and Trainings Grant

Overview: Funds can be used to: Assist communities in identifying and planning for community facility needs; Identify resources to finance community facility needs from public and private sources; Prepare reports and surveys necessary to request financial assistance to develop community facilities; Prepare applications for Agency financial assistance; Improve the management, including financial management, related to the operation of community facilities; or Assist with other areas of need identified by the Secretary.

Deadline: Not currently open

Status: No contact made

Walmart Community Grant

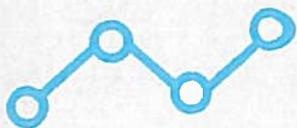
Overview: General grants between \$250 and \$5,000

Deadline: December 31, 2019

Status: No contact made

WHY WE WILL BUILD

WE ARE GROWING



10% Population growth over the past 10 years

WE ARE AGING



Median Age has increased from 37 to 42 from 2000 to 2018

WE HAVE NEED



30% of residents are in poverty

WE ARE READY

Falls City has more skilled and engaged citizens than any other time in its history. Now is the time that Falls City can organize to achieve its goals.

FALLS CITY COMMUNITY VISION

Building from what we have for a brighter future

Throughout 2019, residents of Falls City came together to identify what they love about Falls City and what they'd like to see changed. Below is what they love, and what they will build:

AN ENGAGED COMMUNITY

with many small towns, Falls City has a wealth of volunteers doing more work than they can handle. We want to celebrate the work being done by volunteers, coordinate action between volunteer groups, and engage the community to create more volunteers.

A VIBRANT DOWNTOWN

Falls City has a beautiful downtown with several businesses and parks. We want to enhance what exists to make downtown attractive for residents and tourists alike. We will do this by developing landscaping, signage, seating, and bike infrastructure.

A SENSE OF COMMUNITY

Residents love Falls City for the quiet, close knit community that exists here. This group does not seek to replace or reduce this asset, but to enhance it through community events and programming.

A GATEWAY TO THE OUTDOORS

Falls City is blessed with natural resources, including waterfalls, forests, and mountains. We will develop access to existing assets, such as the Black Rock mountain bike trail and the Falls, and we will create new trails both in town and outside of town alike.

HOW WE WILL BUILD

WE WILL PLAN

While there is a lot to do, we cannot approach our goals randomly. Through collective planning sessions, we will establish clear steps to achieve our community goals.

WE WILL ORGANIZE

Our movement is built on the understanding that no one person or organization can achieve all community goals. We will work across community lines to develop a coalition of community workers.

A HEALTHY NEIGHBORHOOD

There is a need for quality, affordable housing in Falls City. Through the collection of residents with regional housing assistance organizations and the development of volunteer groups to assist with housing needs, our group will seek to address some of these needs.

AN INNOVATION HUB

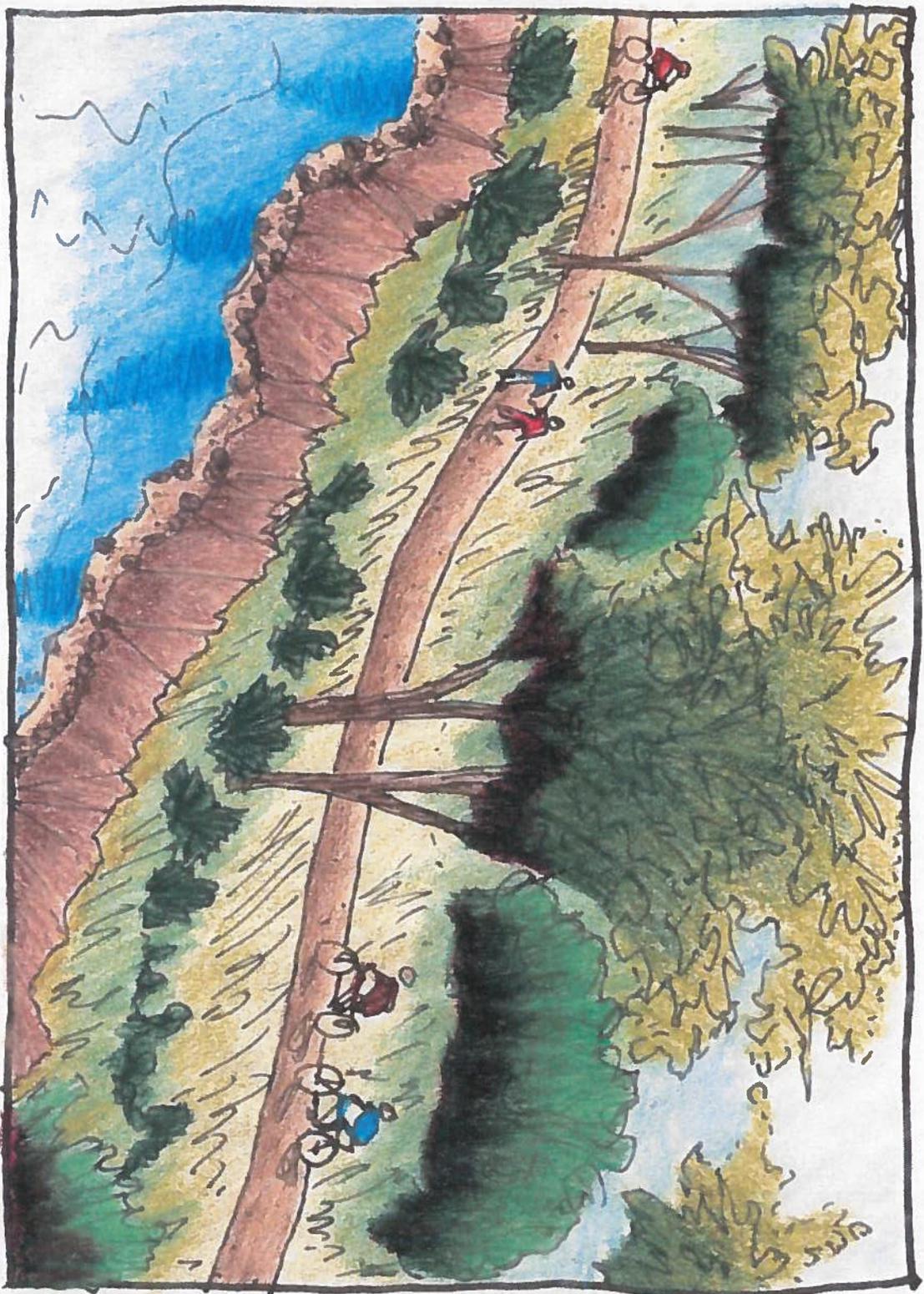
While Falls City only has a few businesses, the community has a wealth of entrepreneurs. We want to unleash the capacity of these entrepreneurs by developing existing assets like the Doctor's Clinic, the high school, and our relationships with development organizations.

WE'LL NEED YOU

Whether you have time, money, a skill or just an vision of the future, you can help build our community's vision. To learn more, visit our FACEBOOK page or our website at WEBSITE.

A BETTER FUTURE

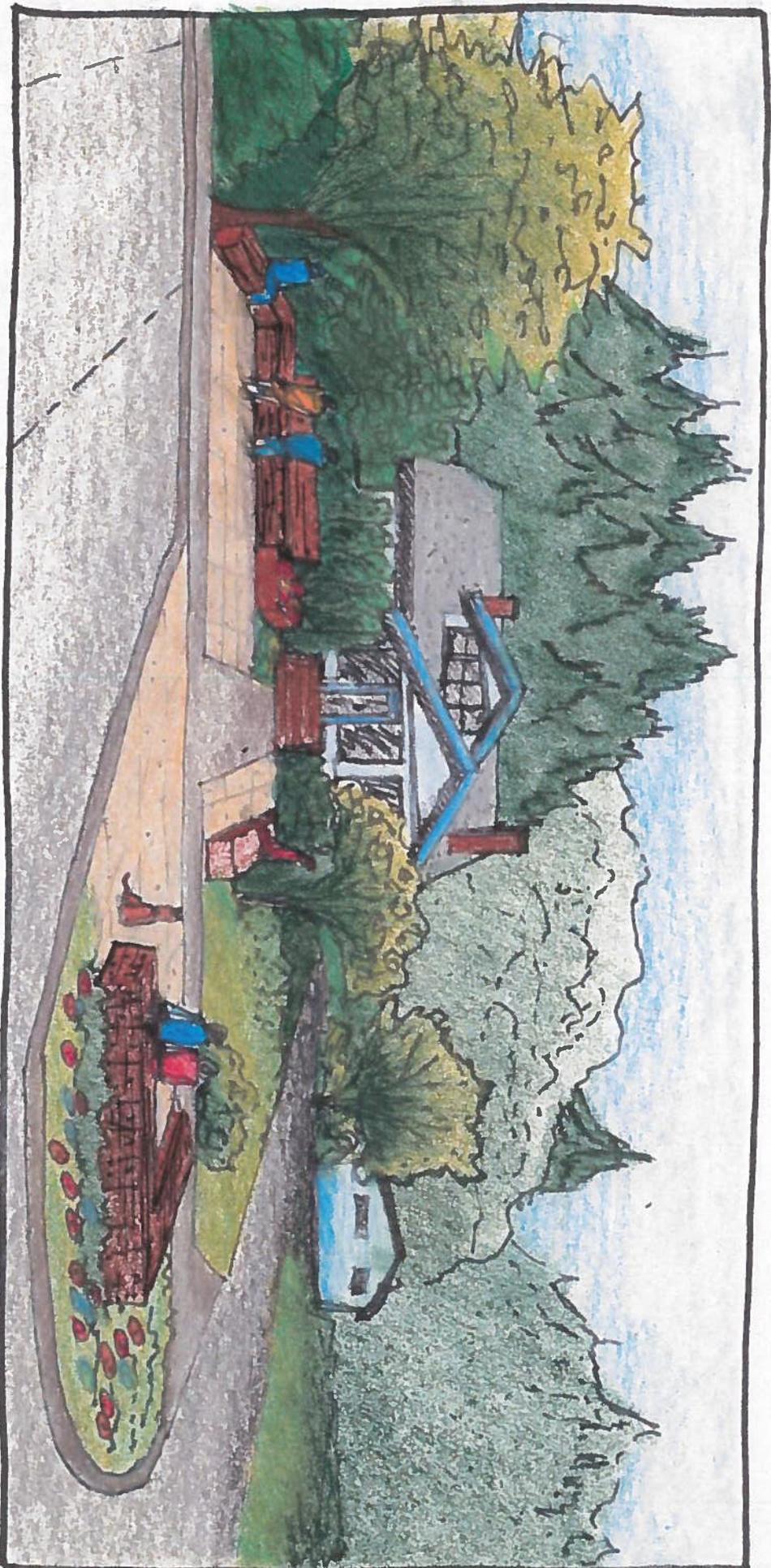
In the end our goal is to create a community with a high quality of life for its residents. A community that our young people love to grow up in and want to return to. A community that is able to meet its resident's needs and provides a model for the region.



**City of Falls City
River Path Concept Sketch
November | 2019**



CreoSolutions
CREATING LIVABLE COMMUNITIES



City of Falls City
Main Street Pocket Park Concept Sketch
November | 2019

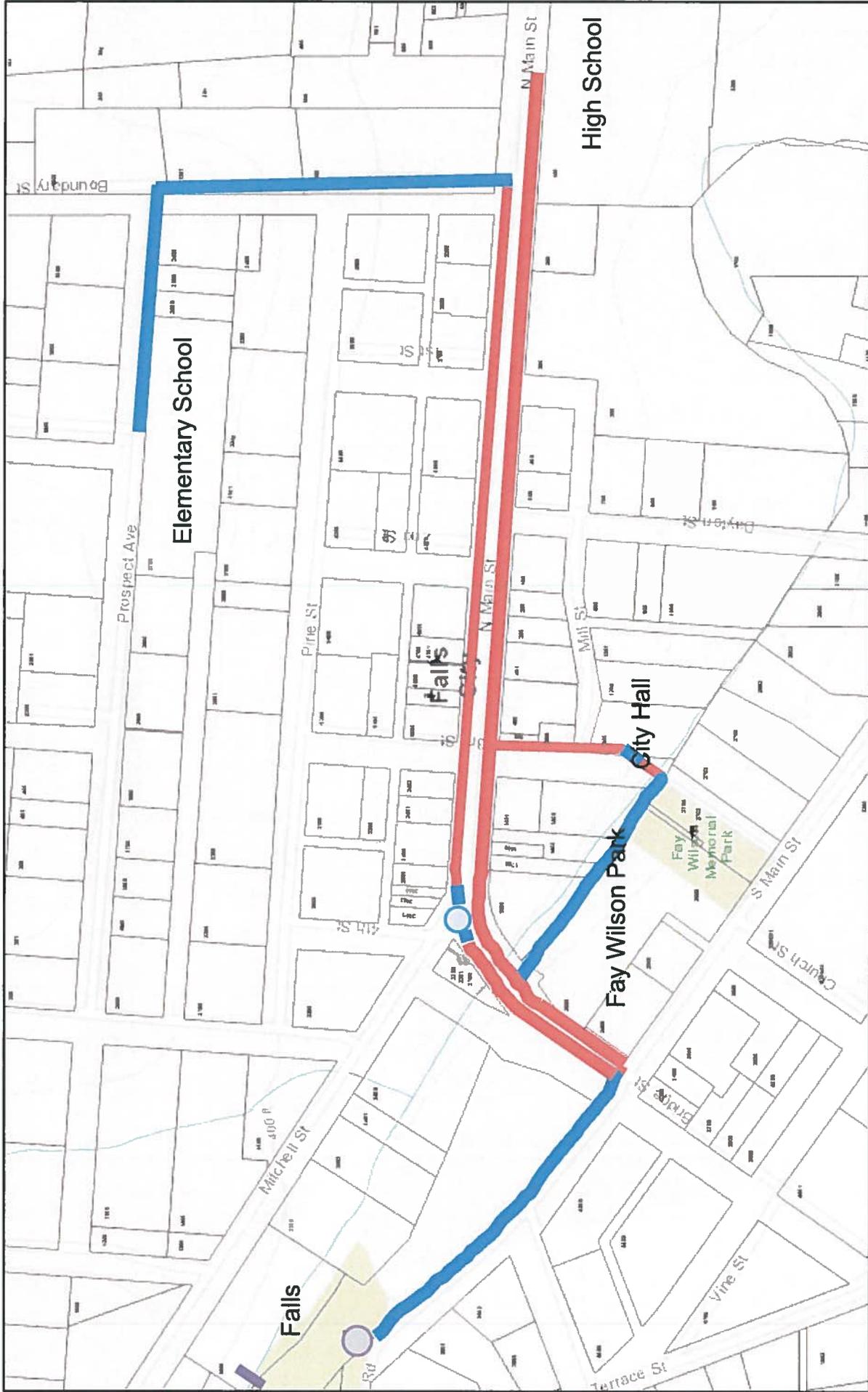


**City of Falls City
School Path Concept Sketch
November | 2019**



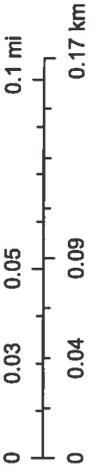
CreoSolutions
CREATING LIVABLE COMMUNITIES

Falls City Greenway



11/7/2019, 8:18:33 AM

1:4,514



- Urban Growth Boundaries 2000 Scale 100 Scale
- City Limits 400 Scale
- Taxlots 200 Scale

Sources: Esri, HERE, Garmin, Intermap, Increment P Corp., GEBCO, USGS, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA | Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team | Polk County GIS



**CITY OF FALLS CITY
CERTIFICATE OF APPRECIATION**

AWARDED TO

Jay Epperson

The City of Falls City would like to extend its most sincere gratitude to Public Works and Utility Worker Jay Epperson for dedicated service to the City from August of 2017-November of 2019. Jay not only filled the responsibilities of his position, but used his mechanical expertise to save the city untold amounts of money and time. Jay always looked for ways to lower costs and increase efficiency, he will be sorely missed.

Given under my hand this _____ day of _____, 2019

Jeremy Gordon, Mayor of Falls City

Public Works Staff Report for October,

Tuesday, 1 Working on leak on Montgomery, staff meeting.

Wednesday, 2 Replace service line on Montgomery.

Thursday, 3 Finish service line, clean up.

Friday, 4 Took water sample.

Saturday, 5 & Sunday, 6 Routine water & sewer.

Monday, 7 Town parts, equipment maintenance.

Tuesday, 8 Intake, brush cutting, mow city grounds.

Wednesdays , 9 Brush cutting, street indicator sign installed, sewer samples.

Thursday, 10 State DEQ paper work.

Friday, 11 Josh Delsman hauled gravel for the city.

Saturday, 12 & Sunday, 13 Routine water & sewer.

Monday, 14 Salem parts, 26 South having problem with pump system.

Tuesday, 15 Working on water service Valsets heights.

Wednesday, 16 Physical shut offs, rock and grade some roads in town, Montgomery, Chamberlain, Sheldon, and Fairview.

Thursday, 17 Hach, service instruments at WTP, graded road into WTP.

Friday, 18 Graded Mitchell after County installed new bridge also graded East Ave.

Saturday, 19 & Sunday, 20 Routine water & sewer.

Monday, 21 Intake, getting ready switch over? Work on UV system WWTP.

Tuesday, 22 Meter reading, graded all roads South side of town.

Wednesday, 23 Rereads, switch over from Teal to Glaze Creeks.

Thursday, 24 Steal having electrical with 26 South main called Valley Electric.

Friday, 25 Intake problems, leafs and early rains, park maintenance, blow off stairs.

Saturday, 26 & Sunday, 27 Routine water & sewer.

Monday, 28 Mowed lower cemetery, ditch work East Ave.

Tuesday, 29 & Wednesday, 30 ditch work East Ave.

Wednesday, 31 Had to switch back over to Teal Cr. No rain! Brandon Instruments calibrated flow meters WTP.

October 2019 Falls City Stats

Falls City Calls for Service							
Animal	7	Harassment		Misc Crime		Susp Activity	3
Area Chk		Drug		Miss Person		Susp Person	1
DisCon	1	Domestic Dist	4	Noise	1	Susp Vehicle	1
911 Hangup		fraud	1	EDP	4	Theft	4
Burglary		FIR	1	Prowl		Warrants	2
Assist Other Agency	8	Fire/EMS		Overdose		traffic assist	
ATL (attempt to locate)		Follow up	4	preimeter check	2	Reckless Driving	1
DUI	3	Uncon		runaway		Trespass	4
Citizen Contact	6	Hit and Run	1	sex offense		Vandalism	
Civil Paper Service	10	Gen Disturb		Shots Fired		Welfare Check	
Criminal Misch	2	Comm Event		Stolen Veh		RO Violations	

Falls City Calls for Service	87	Of the FC Calls for Service	12	involved crimes	
Total Calls for Service (countywide)	1989	FC Cases Cleared by Arrest	6	50.0%	clearance
Falls City % of Total Calls	4.4%	Total Arrests in Falls City	6	4.6%	of total arrests

Total Service Calls (Polk County)	1989				
	203	Crimes Occ		Juvenile Arrests	3 (county wide)
Cases Cleared by arrest	117	57.6%		Juvenile Arrests	0 (Falls City)
Total Arrests (county wide)	131			(only true crimes reported here)	



**Newly elected?
Need a refresher on municipal law?**

Sign Up for a Municipal Fundamentals Training

Municipal Fundamentals is a low-cost half-day training that covers four core municipal concepts:

- Council responsibilities
- Ethics laws
- Public meetings
- Public records

Cities are encouraged to sign up new mayors, councilors and members of city boards or commissions to learn the basics prior to being sworn in. The training is also a great primer for returning elected officials and city staff.

Registration is open now at www.orcities.org. Seating is limited so register early. The cost is \$25 per person.

Dates and locations:

- December 5, 1 p.m. - 5 p.m. – Forest Grove
- December 9, 1 p.m. - 5 p.m. – Prineville
- December 11, 1 p.m. - 5 p.m. – Central Point
- December 12, 5:30 p.m. - 9:30 p.m. – Coos Bay
- December 12, 5:30 p.m. - 9:30 p.m. – Pendleton
- December 19, 1 p.m. - 5 p.m. – Nyssa



CITY MANAGER'S REPORT NOVEMBER 19, 2019

CITY MANAGER'S
OFFICE

Dear Reader,

This month's report will be a little bit smaller than usual due to the presentation I will give at this month's City Council Meeting. However, this report will still have some great information in it, so please read up!

Fiscal Audit

No major issues...Need to account for debt service as principal and interest separately.
Audit Summary and Letter: Attached
Financial Report: Available at City Hall.

Goal Setting

January 6, 2019, 5pm-8pm... Potluck Dinner, sign-up with (?Councilor?)!!!

Financial Condition Project

- Final Corrective Action Proposed in Presentation

Wastewater/Water

- CDBG Wastewater Project:
 - DEQ indicates we'll get the allocation increase;
 - Easement valuations are complete (except FCSD) and awaiting approval from funding partner;
 - A one stop meeting will be held in February or March to explore construction funding options.
 - Engineers testing construction sites;
- Parry Rd. 8" main extension Project:
 - Project reaching final phases of planning;
 - City to offer "completion window" instead of date certain, to reduce costs.

Streets

- Dutch Creek Bridge Replacement/FEMA Grant Project
 - The Bridge is in!
- Special City Allotment Grant Awarded!
 - The City has received \$100,000 to overlay, and add sidewalks on 3rd St. and Mill St.; also will add ADA accessibility from the street to City Hall.
 - This will be used as matching funds for additional grants to help complete the pathway project.

Community Development

- Cycle Oregon Grant submitted to add a mechanic station and bike parking in the N. Main St. area.
- DLCD Planning Grant Awarded! \$1,000, likely toward SDC 309 list development

City of Falls City
Paid Bills Report
 As of October 14, 2019

Date	Memo	Account	Class	Amount
CenturyLink				
10/14/2019	Acct 5037873767965B; 50...	Accounts Payable		-235.31
10/14/2019	9/19 Telephone/Net- Fire	Utilities	82 FIRE EQUIPMENT/OP...	155.41
10/14/2019	9/19 Telephone- WTP	Utilities	20 WATER OPERATING ...	79.90
Total CenturyLink				0.00
Ferguson Enterprises, Inc				
10/14/2019	Account: 50936 Invoice: 0...	Accounts Payable		-894.15
10/14/2019	Valsez Heights Water Ser...	Maintenance Supplies	20 WATER OPERATING ...	385.43
10/14/2019	Water Stock Replenish	Maintenance Supplies	20 WATER OPERATING ...	508.72
Total Ferguson Enterprises, Inc				0.00
Pacific Power				
10/14/2019	multiple accounts, 210915...	Accounts Payable		-1,738.33
10/14/2019	9/19 Parks Power	Utilities	01 GENERAL FUND:01.0...	131.29
10/14/2019	9/19 Sewer Power	Utilities	13 SEWER FUND	301.88
10/14/2019	9/19 Admin Power	Utilities	01 GENERAL FUND:01.0...	29.68
10/14/2019	9/19 Fire Power	Utilities	82 FIRE EQUIPMENT/OP...	408.57
10/14/2019	9/19 Street Power	Utilities	11 STREET FUND	617.44
10/14/2019	9/19 Water Power	Utilities	20 WATER OPERATING ...	65.65
10/14/2019	9/19 City Hall Power	Utilities	SHARED SERVICES	183.82
Total Pacific Power				0.00
Petro Card				
10/14/2019	C498596	Accounts Payable		-255.20
10/14/2019	PW Fuel Inv C498596	Equipment O & M	SHARED SERVICES	255.20
Total Petro Card				0.00
Speer Hoyt LLC				
10/14/2019	INV: 53148	Accounts Payable		-532.00
10/14/2019	ROW Ordinance Develop...	Professional Services	SHARED SERVICES	114.00
10/14/2019	Councilor, Mayor, Manager...	Professional Services	SHARED SERVICES	418.00
Total Speer Hoyt LLC				0.00

City of Falls City
Paid Bills Report
 As of October 14, 2019

Date	Memo	Account	Class	Amount
West Coast Cross Connection				
10/14/2019	Inv #10	Accounts Payable		-2,835.00
10/14/2019	FY 19-20 Backflows (126)	Professional Services	20 WATER OPERATING ...	2,835.00
	Total West Coast Cross Connection			0.00
William Sullivan				
10/14/2019	Travel Reimbursement	Accounts Payable		-268.82
10/14/2019	OR Main St. Conference T ...	Travel	01 GENERAL FUND:01.0...	268.82
	Total William Sullivan			0.00
	TOTAL			0.00

City of Falls City
Paid Bills Report
 As of October 21, 2019

	Date	Memo	Account	Class	Amount
Cascade Columbia Distribution Company	10/21/2019	763105	Accounts Payable		-1,362.60
	10/21/2019	8 x 53 gal Chlorine for H2O Plant + \$320	Operational Expenses	20 WATER OPERATING FUND	1,362.60
					<u>0.00</u>
Total Cascade Columbia Distribution Company					
Consumers Power Inc	10/21/2019	Account # 1155301; Sept '19	Accounts Payable		-165.04
	10/21/2019	Sep '19 Power- WTP	Power	20 WATER OPERATING FUND	165.04
					<u>0.00</u>
Total Consumers Power Inc					
General Rental Center of Dallas	10/21/2019	118273	Accounts Payable		-60.00
	10/21/2019	118273, Rammer for Vaiseiz Heights	Equipment Rental	20 WATER OPERATING FUND	60.00
					<u>0.00</u>
Total General Rental Center of Dallas					
King's Pumping Service	10/21/2019	Inv 16300	Accounts Payable		-653.80
	10/21/2019	Breadboard Tank Pumping + xtra gallons Travel/Training/Dues/Statutory		13 SEWER FUND	653.80
					<u>0.00</u>
Total King's Pumping Service					
Mountain Valley Monitoring	10/21/2019	Inv 2673	Accounts Payable		-96.00
	10/21/2019	Security Monitoring Oct-Dec '19	Professional Services	82 FIRE EQUIPMENT/OP LEVY	96.00
					<u>0.00</u>
Total Mountain Valley Monitoring					
Spectrum Business	10/21/2019	Inv. 0019088101019	Accounts Payable		-119.95
	10/21/2019	10/10-11/9/19 Phone&Net- City Hall	Utilities	SHARED SERVICES	119.95
					<u>0.00</u>
Total Spectrum Business					
US Bank Visa	10/21/2019	Account: 4796531214981146	Accounts Payable		-761.02
	10/21/2019	Traffic Control- N.Main & Mitchell St	Operational Expenses	11 STREET FUND	587.75
	10/21/2019	RARE Welcome BBQ	Operational Expenses	01 GENERAL FUND:01.01 Administrative	57.98
	10/21/2019	Office Supplies	Operational Expenses	SHARED SERVICES	115.29
					<u>0.00</u>
Total US Bank Visa					
Williamson & Aebi, LLP	10/21/2019	Sep '19	Accounts Payable		-522.40
	10/21/2019	Sep '19 Payroll, Bank Rec, Audit Reports	Professional Services	SHARED SERVICES	522.40
					<u>0.00</u>
Total Williamson & Aebi, LLP					
TOTAL					<u><u>0.00</u></u>

Date	Memo	Account	Class	Amount
Cascade Columbia Distribution Company				
10/29/2019	763105 Shipping	Accounts Payable		-245.9
10/29/2019	8 x 53 gal Shipping Chlorine for H2O Plant	Operational Expenses	20 WATER OPERATING FUND	245.9
				0
Total Cascade Columbia Distribution Company City of Dallas				
10/29/2019	Inv: 101519; 5471	Accounts Payable		-1010
10/29/2019	Backup Alarm Install Eng 123	Operational Expenses	82 FIRE EQUIPMENT/OP LEVY	110
10/29/2019	St Sweeping Aug-Oct '19	Professional Services	11 STREET FUND	900
				0
Total City of Dallas Ferguson Waterworks				
10/29/2019	Account: 50936 Invoice: 0819618	Accounts Payable		-393.84
10/29/2019	Replacement Stock	Operational Expenses	20 WATER OPERATING FUND	393.84
				0
Total Ferguson Waterworks MNOP				
10/29/2019	A359016-IN	Accounts Payable		-698.72
10/29/2019	Fire/PW Fuel	Equipment O & M	SHARED SERVICES	549.72
10/29/2019	City Hall Heating Fuel	Equipment O & M	82 FIRE EQUIPMENT/OP LEVY	149
				0
Total MNOP Oregon DPSST				
10/29/2019	ARF73169	Accounts Payable		-40
10/29/2019	John Gilbert	Travel/Training/Dues/Statutory	82 FIRE EQUIPMENT/OP LEVY	40
				0
Total Oregon DPSST Petro Card				
10/29/2019	C504254	Accounts Payable		-261.82
10/29/2019	PW Fuel Inv C504254	Equipment O & M	SHARED SERVICES	261.82
				0
Total Petro Card Valley Electric Company, LLC				
10/29/2019	Oct '19 Statement	Accounts Payable		-841.98
10/29/2019	Sewer Pump Repair	Professional Services	13 SEWER FUND	841.98
				0
Total Valley Electric Company, LLC Westech Engineering				
10/29/2019		Accounts Payable		-357.5
10/29/2019	inv 244990	'17 CDBG Wastewater (Sewer)	13 SEWER FUND	357.5
				0
Total Westech Engineering TOTAL				

City of Falls City
Paid Bills Report
 As of November 4, 2019

	Date	Memo	Account	Class	Amount
Deleman Trucking & Excavation					
	11/04/2019	inv 934654	Accounts Payable		-904.00
	11/04/2019	Rock Delivery 241.09 Tons	Professional Services	11 STREET FUND	904.00
					<u>0.00</u>
Total Deleman Trucking & Excavation					
Edge Analytical					
	11/04/2019	Oct '19 Statement	Accounts Payable		-1,615.00
	11/04/2019	Water Labs Oct '19	Professional Services	SHARED SERVICES	1,091.00
	11/04/2019	Sewer Labs Oct '19	Professional Services	SHARED SERVICES	524.00
					<u>0.00</u>
Total Edge Analytical					
Great American Financial Services					
	11/04/2019	Inv: 25751738	Accounts Payable		-189.00
	11/04/2019	Copier Lease Payment 9/19	Professional Services	SHARED SERVICES	189.00
					<u>0.00</u>
Total Great American Financial Services					
League of Oregon Cities					
	11/04/2019	Inv 6,922	Accounts Payable		-135.00
	11/04/2019	LOC Conference	Travel/Training/Dues/Statutory	01 GENERAL FUND:01.01 Administrativ	135.00
					<u>0.00</u>
Total League of Oregon Cities					
NeoPost					
	11/04/2019	Acct: 7900044080647419	Accounts Payable		-300.00
	11/04/2019	Postage Oct '19	Operational Expenses	SHARED SERVICES	300.00
					<u>0.00</u>
Total NeoPost					
Oregon Department of Forestry					
	11/04/2019	19147	Accounts Payable		-190.56
	11/04/2019	fire protection for land, inv 20150	Professional Services	SHARED SERVICES	190.56
					<u>0.00</u>
Total Oregon Department of Forestry					
Polk County Public Works					
	11/04/2019	Inv 0905191209	Accounts Payable		-1,033.34
	11/04/2019	Street Signs	Professional Services	11 STREET FUND	1,033.34
					<u>0.00</u>
Total Polk County Public Works					
The Tech Shop LLC					
	11/04/2019	Inv 7287	Accounts Payable		-120.00
	11/04/2019	Managed Services for 11/2019	Professional Services	SHARED SERVICES	120.00
					<u>0.00</u>
Total The Tech Shop LLC					
Verizon Wireless					
	11/04/2019	Inv 9840780566	Accounts Payable		-61.92
	11/04/2019	Oct '19 PW Duty Phone	Utilities	SHARED SERVICES	61.92
					<u>0.00</u>
Total Verizon Wireless					
Xerox Financial Services					
	11/04/2019	Inv 1825580	Accounts Payable		-180.75
	11/04/2019	Reimbursable 1825580	Professional Services	SHARED SERVICES	180.75
					<u>0.00</u>
Total Xerox Financial Services					
TOTAL					<u><u>0.00</u></u>

City of Falls City
Paid Bills Report
 As of November 12, 2019

	Date	Memo	Account	Class	Amount
Complete Wireless Solutions					
Total Complete Wireless Solutions					
Dallas Auto Parts	11/12/2019	S93216 Radio Battery	Accounts Payable Equipment O & M	82 FIRE EQUIPMENT/OP LEVY	-75.00
	11/12/2019				75.00
					0.00
Total Dallas Auto Parts					-265.71
Duane Beauchamp	11/12/2019	Acct #3020; Oct Statement	Accounts Payable	11 STREET FUND	128.18
	11/12/2019	Grader Repair	Equipment O & M	82 FIRE EQUIPMENT/OP LEVY	132.55
	11/12/2019	Eng 122 Repair	Equipment O & M	SHARED SERVICES	4.98
	11/12/2019	Maint Supplies	Equipment O & M		0.00
Total Duane Beauchamp					-627.00
Mid Willamette Valley COG	11/12/2019	Partition 19-08 Refund	Accounts Payable	01 GENERAL FUND;01.01 Administrativ	627.00
	11/12/2019	Partial Refund PAR 19-08	Land Use/Permit Fees		0.00
Total Mid Willamette Valley COG					-130.50
Navigate Investigations	11/12/2019	1920170 Planning Fees	Accounts Payable	01 GENERAL FUND;01.01 Administrativ	130.50
	11/12/2019		Professional Services		0.00
Total Navigate Investigations					-450.00
Net Assets Corporation	11/12/2019	Inv 172	Accounts Payable	82 FIRE EQUIPMENT/OP LEVY	450.00
	11/12/2019	Background- Drill, Isit, Schwartz	Professional Services		0.00
Total Net Assets Corporation					-25.00
Office Craft	11/12/2019	66-201910	Accounts Payable	SHARED SERVICES	25.00
	11/12/2019	Lien Searches Oct '19	Professional Services		0.00
Total Office Craft					-72.60
One Call Concepts, Inc	11/12/2019	Inv: AR12202	Accounts Payable	SHARED SERVICES	72.60
	11/12/2019	Copies, Oct '19	Professional Services		0.00
Total One Call Concepts, Inc					-16.80
Oregon Association of Water Utilities	11/12/2019	Acct #09-0001409; Inv #9100365	Accounts Payable	SHARED SERVICES	16.80
	11/12/2019	Locates Oct '19	Professional Services		0.00
Total Oregon Association of Water Utilities					-500.00
Sharon Volk Greve	11/12/2019	Invoice 27731	Accounts Payable	20 WATER OPERATING FUND	500.00
	11/12/2019	Leak Repair	Professional Services		0.00
Total Sharon Volk Greve					-49.72
Speer Hoyt LLC	11/12/2019	Reimburse for Truck Supplies	Accounts Payable	82 FIRE EQUIPMENT/OP LEVY	49.72
	11/12/2019	E123 Floor Mats	Operational Expenses		0.00
Total Speer Hoyt LLC					-190.00
Westech Engineering	11/12/2019	INV: 53362	Accounts Payable	SHARED SERVICES	190.00
	11/12/2019	Legal Services	Professional Services		0.00
Total Westech Engineering					-3,580.98
Williamson & Aebi, LLP	11/12/2019	245858 + Credit, 245859	Accounts Payable	13 SEWER FUND	2,046.23
	11/12/2019	245859	17 CDBG Wastewater (Sewer)	19 CITY UTILITY RESERVE FUND	1,534.75
	11/12/2019	Parry Rd. Main R&R 245858	Water Capital		0.00
Total Williamson & Aebi, LLP					-791.20
	11/12/2019	Oct '19	Accounts Payable	SHARED SERVICES	791.20
	11/12/2019	Oct '19 Payroll, Bank Rec, Audit Reports	Professional Services		0.00

City of Falls City
City Council Regular Meeting Minutes
October 14, 2019 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

Staff Present: Mac Corthell, City Manager; William Sullivan, Community Development & Outreach Coordinator; Jamie Ward, City Clerk

1. Call to Order

Mayor Gordon called the meeting to order at 6:01 pm.

2. Roll Call

Clerk Ward took roll call. Councilor Jennifer Drill arrived at 6:29PM

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda with changes to the next City Council Meeting date. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, David Radke

5. Announcements and Appointments

- a. William Sullivan presented Council with his RARE Work Plan (see exhibit A) and gave a brief overview of the background process it took for the City to get a RARE participant. Mr. Sullivan touched on three (3) different Projects he will be focusing on during his time with the City. The first project is creating a Downtown Revitalization Action Team, Volunteerism Action Team, Housing Action Team, and General Community and Economic Development. Project two (2) is creating handbooks for Committees and City Planning. Project three (3) overhauling the Falls City website.
- b. Next City Council Meeting falls on Veteran's Day and was rescheduled for Tuesday November 12, 2019 at 6:00pm

6. Community & Government Organizations

- a. Polk County Sheriff Mark Garton gave a handout (see exhibit B) to Council and discussed a new Emergency notification system they have recently instated throughout Polk County.

7. Reports

- a. Mayor Gordon briefly went over his Mayors report touching on a few key elements. He wanted to let Council know that Falls City was honored to be chosen as the host City for Oregon Community Foundation's (OFC) bi-annual Leadership Council meeting on Friday October 4, 2019. Oregon Community Foundation stewards over a billion dollars of charitable contributions, distribution millions annually in Oregon community engagement, education, land and nature, health and well-being, and housing. Oregon Community Foundation efforts to improve the lives of all of Oregonians through the power of

philanthropy have helped toward closing the opportunity gap and improving the lives of Oregonians in ways that are informed by and for community members, while advancing their core values of equity and inclusion. Past Oregon Community Foundation engagement in Falls City includes an out of school time grant for middle school programs in partnership with the Ford Foundation as well as becoming an inaugural sponsor of Falls City Pride. Mayor Gordon wanted to thank City Manager Corthell and Leadership Council Member Amy Houghtaling in their joint presentation about the exciting things happening in Falls City, our challenges and our successes.

Mayor Gordon updated Council on the Luckiamute Clinic stating that the Lessee for the property unfortunately decided against taking on the project after some consideration. The clinic remains available but requires significant rehabilitation.

b. Council Reports
None

- c. City Manager Corthell read his manager's report reminding council of the plethora of high quality projects the City is working on. The Financial Condition Project involving the Master Utility Right of Way Ordinance, System Development Charges, Ensuring maximum efficacy from City Resources, the Financial Condition Assessment, Corrective action. The CBDG Wastewater project, The water leak Detection project, Parry Rd. eight inch main extension project, the pork chop on North Main and Mitchell street, The Dutch Creek Bridge Replacement/FEMA grant project and the Special City Allotment Grant 2020. Corthell stated that he will give greater presentation that defines all of these aspects and a solution to resolve them at the November 12, 2019 meeting.

8. Consent Agenda

A motion made by Councilor Meier and Seconded by Councilor Radke to adopt the consent agenda.

Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

9. Public Comments

None

11. New Business

- a. City Manager Corthell read a letter written by D. Beauchamp to the City regarding a payment he submitted along with an application for a property line adjustment at his residence on forty-four hundred (4400) Palmer Rd. Beauchamp stated that he was given the wrong application and it was corrected by Corthell. After meeting with Corthell Beauchamp decided to not do the adjustment at that time, and requested a refund. City Manager Corthell recommends that Council refund all funds in excess of costs already expended on the application, that amount is six hundred and twenty-seven dollars (\$627.00).

A motion was made by Councilor Lauder and seconded by Councilor L. Sickles that the City of Falls City REFUNDS THE DEPOSIT ON DUANE BEAUCHAMPS PARTITION APPLICATION, EXCEPTING THOSE COSTS ALREADY INCURRED. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

- b. City Manager Corthell briefly discussed his recommendation regarding the Holiday Parade Event Proposal and the reasons he feels it should be denied by Council at this time. Corthell stated that the City is currently lacking the staff resources to fulfill existing council goals and already existing work requirements. This proposal would add an additional draw on staff resources. Corthell went on to suggest that we need to get a better volunteer system in place to hold and host successful events.

A motion was made by Councilor Drill and seconded by Councilor L. Sickles that the City of Falls City table the proposal and give it back to Laura Britton to resolve the volunteer issues, come up with a volunteer list and any other suggestions and bring it to the November 12, 2019 meeting. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

- c. City Manager Corthell read the staff report regarding is recommend denial of the Falls City Thrives Volunteer appreciation program. His recommendation comes from multiple areas surrounding this proposal. Corthell believes that the financial implications include tracking of tickets, prizes and funds related to the initiative, organization of drawings, events surrounding them, and creation of documentation to account for prizes, and cash would be an added strain on an on an already overburdened City Staff. Corthell feels that there are currently not enough staff resources to fulfill the existing goals of the City Council stating that this proposal would require several hours of additional staff time to administer and coordinate. The main area of concern is the lack of defined prizes. If the city is to advertise a prize bearing event, we could either have the funds for the prizes, or the prizes themselves in-hand prior to adoption.

Dani Haviland, a Falls City Resident and originator of this proposal gave a brief explanation of this event and answered questions for Council.

A motion was made by Councilor Drill and seconded by Councilor Lauder that the City of Falls City DENY THE PROPOSAL FOR THE FALLS CITY THRIVE EVENT. No vote was taken

A motion was made by Councilor Drill and seconded by Councilor Lauder that the City of Falls City AMEND THE PREVIOUS MOTION TO DENY THE PROPOSAL FOR THE FALLS CITY THRIVE EVENT AND TABLE IT UNTILL JANURARY 2020. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

- d. Megan Sykes with the Falls City Fire Department explained that she went out for the Assistance to Firefighters Grant on September 23, 2019. Ms. Sykes explained that Falls City has been awarded ninety-eight thousand dollars to purchase and/or replace the self-contained breathing apparatuses. Ms. Sykes stated that this is the largest Grant the Fire department has received from FEMA in recorded history. Acceptance of this grant is contingent upon matching funds and National Fire Incident Reporting Service (NFIRAS) compliance throughout the life of the grant. Ms. Sykes stated that Falls City Fire has never been fully compliant with NFIRS and was not fully compliant until now. Sykes believes that appropriate action has been taken to make sure Falls City will remain compliant for the life of the grant if accepted.

City Manager Corthell wanted to commend Ms. Sykes for a wonderful job on writing the grant, Corthell stated this was only her second attempt at grant writing. Corthell specified to Council that the grant requires a match of approximately four thousand five hundred

dollars (\$4500.00) which was budgeted for in the Fiscal Year 2019-2020 budget, However the Fire Department chose to use those funds to address an approximately seven thousand five hundred dollar (\$7500.00) overage on the purposed cost of the new Fire Engine 123. Corthell stated that if City Council wishes to accept the grant, City Staff will need to develop a supplemental budget to move the required match from contingency, to the Fire Fund.

A motion was made by Councilor D. Sickles and seconded by Councilor Lauder that the City of Falls City Accept the Assistance to Firefighter's Grant, and direct the City Manager to prepare a supplemental budget to address the matching funds. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

a. Adjourn

A motion made by Councilor T. Meier and Seconded by Councilor L. Sickles to adjourn. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, David Radke

The meeting adjourned at 7:22 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, Jamie Ward

RARE Work Plan – William Sullivan

Background

The primary project in my scope of work is to follow-up on the community visioning process begun by the City of Falls City and Rural Development Initiatives in early 2019. A steering committee has emerged and three sub-groups (or Action Teams) have been formed to address the three themes to emerge from the visioning process: increasing and improving housing opportunities, revitalizing Main Street, and building an engaged volunteer base.

The other two projects respectively seek to operationalize functions of citizen committees (Public Works, Parks & Recreation, and Historic Buildings) and to improve the City's website.

Work Plan Details

PROJECT 1: FACILITATE FALLS CITY COMMUNITY VISIONING STEERING COMMITTEE MEETINGS AND MEETINGS FOR COMMUNITY VISIONING ACTION TEAMS. SET COMMITTEE PROJECTS IN MOTION WITH COMMITTEE'S INPUT AND UNDER THE CITY MANAGER'S SUPERVISION.

Schedule: September 2019 – July 2020

TASK 1: DOWNTOWN REVITALIZATION ACTION TEAM

Coordinate Downtown Revitalization Action Team to establish and actualize a plan for Main Street landscaping and a Riverwalk.

Potential Product(s): Downtown Main Street landscaping, plans for a Riverwalk along the Little Luckiamute River, Main Street Master Plan

TASK 2: VOLUNTEERISM ACTION TEAM

Coordinate & mobilize Volunteerism Action Team to increase citizen volunteering opportunities across community organizations (Falls City schools, community events, etc.) and move forward visioning projects.

Potential Product(s): A database/listserv of engaged volunteers

TASK 3: HOUSING ACTION TEAM

Find opportunities for Housing Action Team to participate in meeting City housing priorities and addressing housing concerns expressed through the community visioning process.

Potential Product(s): A housing inventory, Action Team assistance for citizens struggling to keep home up to city code, Action Team involvement in Greenhaven RV Park purchase & rehabilitation

TASK 4: GENERAL COMMUNITY AND ECONOMIC DEVELOPMENT

Participate in city projects around community development and economic development, at discretion and direction of the City Manager.

Potential Product(s): Formation of a downtown business association, updated city plans, secured project funding, pathway between high school and elementary school

PROJECT 2: CREATE HANDBOOKS FOR PARKS & RECREATION, PUBLIC WORKS, AND HISTORIC BUILDINGS CITIZEN COMMITTEES WITH ALL NECESSARY ADMINISTRATIVE AND PROCEDURAL DOCUMENTS. ALSO, CREATE A PLANNING HANDBOOK FOR FALLS CITY RESIDENTS' USE.

Schedule: December 2019 – July 2020

Products: Handbooks for each citizen committee and a planning handbook for residents

TASK 1: COMMITTEE HANDBOOKS CREATION

Participate in citizen committee meetings and gather all administrative and procedural documents.

TASK 2: PLANNING HANDBOOK DRAFTING

Familiarize myself with Falls City planning policies. Synthesize policies and begin to draft an accessible handbook that citizens can refer to when they have questions about city planning policies.

TASK 3: PUBLICATION AND DISTRIBUTION

Get final approval on handbooks from City Manager and from respective committees. Afterwards, publish to city website and make widely available.

PROJECT 3: OVERHAUL FALLS CITY WEBSITE (FALLSCITYOREGON.GOV) TO CREATE EASY ACCESS FOR RESIDENTS LOOKING FOR INFORMATION AND RESOURCES.

TASK 1: INITIAL RESEARCH

Conduct research around city website best practices and hosting options.

Schedule: September 2019 – October 2019

Product: Price comparison and pros/cons of hosting options

TASK 2: MAPPING

Make recommendations around any updates and/or changes to city website. Establish a "map" for website pages, organizing website resources so website visitors can easily navigate the website.

Schedule: October 2019 – November 2019

Product: Plan/Map for city's website

TASK 3: MAKE CHANGES, DO TESTING, AND GO LIVE

Make necessary changes to city's website and conduct tests. When the site is stable and ready, publish the new website.

Schedule: November 2019

Products: New website goes live

TASK 4: MAINTENANCE & TRAINING

Conduct ongoing maintenance of website and ensure current resources are uploaded and easily found. Train City Hall staff on website updates and maintenance, as needed.

Schedule: November 2019 – July 2020

Product: Staff meetings to train staff on website use and maintenance

Summary of Deliverables

Before the end of service, a planning handbook and committee handbooks for the Parks & Recreation, Public Works, and Historic Buildings citizen committees will be completed. A more accessible and user-friendly city website will also be completed.

Tasks in the primary project are more dependent on committee scheduling, grant cycles, and a variety of other factors, but as much progress towards the Community Visioning Steering Committee goals will be made as possible. The first project will be a landscaped pathway/Riverwalk, connecting the falls area to North Main Street to Falls City High School and then to Falls City Elementary School. Many of the other potential products listed will be undertaken, as opportunities are presented and with direction of the Steering Committee or relevant Action Team.



Mac Corthell
City Manager



William Sullivan
Community Development & Outreach Coordinator



CIVIC READY

Serving all of Polk County

SIGN UP NOW TO RECEIVE IMPORTANT EMERGENCY NOTIFICATIONS

Be informed. Make a plan. Build a kit. Get Involved.

Why should I be ready?

Emergencies happen all the time and knowing what to do before, during and after an emergency improves your odds of a positive outcome. Our emergency notifications send updated alerts directly to you keeping you informed on rapidly changing situations.



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- Floods
- Hazardous Materials
- Road Closure
- Landslides
- Public Safety Information
- Thunderstorms & Lightning
- Tornadoes
- Public Health Outbreaks
- Wildfires

Polk County Sheriff's Office
850 Main St
Dallas, OR 97338
(503) 623-9251
www.co.polk.or.us



Summary of Revenues and Expenditures

Please refer to instructions on next page.

A. Municipal corporation information

Municipality name: City of Falls City

Address line 1: 299 Mill Street Reporting period: From 07/01/2018

Address line 2: _____ To 06/30/2019

City, state, ZIP: Falls City OR 97344 Report type: Audit

Check if new address: Opinion issued: Unmodified

If this is the final report, please enter the last date of operations: _____ Basis of accounting: Modified cash

B. Financial statement audit – Reported deficiencies

1. Regarding internal controls over financial reporting, how many significant deficiencies and material weaknesses were reported?
0

2. Of those control deficiencies reported, how many resulted in the following:
Accounting errors/Misstatements: _____
Noncompliance: _____

3. How were deficiencies communicated? Check all that apply.
 Report issued in accordance with Government Auditing Standards
 Communication in accordance with Statements on Auditing Standards AU-C 265 "Communicating Internal Control Related Matters Identified in an Audit"
 Other (specify communication): _____
 No deficiencies

Per OAR 162-010-0230, a copy must be filed with Secretary of State.

C. Summary of revenues and expenditures

Revenues and/or receipts		Expenditures and/or disbursements	
a. Revenues from government-wide statement of activities:	\$ 1,009,793	a. Expenditures from government-wide statement of activities:	\$ 934,929
b. Fiduciary fund additions:	\$ 0	b. Fiduciary fund deductions:	\$ 0
c. Gross revenues subtotal (a + b):	\$ 1,009,793	c. Gross expenditures subtotal (a + b):	\$ 934,929
d. Revenues of component units:	\$ 0	d. Component unit expenditures reported with primary government:	\$ 0
e. Taxes, assessments and other collections to be distributed to other governments:	\$ 0	e. Turnovers to other municipal corporations:	\$ 0
f. Exempt revenue subtotal (d + e):	\$ 0	f. Exempt expenditures subtotal (d + e):	\$ 0
g. Net revenues (c – f):	\$ 1,009,793	g. Net expenditures (c – f):	\$ 934,929

D. Filing fee: \$ 200

E. Submitted by

Auditor name: Devan W. Esch Municipal license number: 1097

Firm name: Grove, Mueller & Swank, P.C> Date: 11/01/2019

Municipal contact name, title: Macahan Corthell, City Manager Municipal phone: (503) 787-3631

Submit: Click the "Submit" button on the right to submit this form via email. Save a copy for your records.

Submit

Within 30 days of delivering the audit report to the municipal corporation, one copy of this summary must be filed with the Secretary of State, Audits Division, and one copy must be delivered to the municipal corporation. If deficiencies are communicated in a separate letter or in a report issued in accordance with *Government Auditing Standards*, a copy of that communication must also be filed. (OAR 162-010-0230)

Instructions

Section A: Municipal corporation information

Type information or use drop-down menu to complete this section. Indicate new address by checking the box.

- **Report type:** Select Audit or Review
- **Opinion issued:** Select from unmodified, qualified, adverse, or disclaimer. If any opinion unit received other than unmodified, please identify that opinion type.
- **Basis of accounting:** Identify whether GAAP, cash, or modified cash basis statements are presented.

Section B: Financial statement audit – Reported deficiencies

B.1. How many significant deficiencies and material weaknesses were communicated?

Include the total number of *material weaknesses* and *significant deficiencies* reported in accordance with AU-C 265, ORS 297.466, and OAR 162-010-0230. Do not count "other matters" communicated.

If none were reported, insert a zero.

B.2. Of those control deficiencies reported, how many resulted in accounting errors/misstatements or noncompliance?

Most deficiencies relate to internal controls over financial reporting. Some control deficiencies might also directly result in accounting errors and misstatements or non-compliance. If any of the findings communicated resulted in accounting errors and misstatements or noncompliance, indicate the number of deficiencies included in the total for B.1 that also pertain to those categories.

B.3. How were deficiencies communicated?

Select the format used to communicate deficiencies to those charged with governance. Check all that apply. If no material weaknesses or significant deficiencies were communicated select No Deficiencies.

NOTE: If deficiencies are communicated (including other matters), the auditor shall file a copy of the communication with the Secretary of State within 30 days of delivering the report to the municipal corporation. (OAR 162-010-0230)

Section C: Summary of revenues and expenditures

Revenues/receipts and expenditures/disbursements information is derived from amounts reported for government-wide and fiduciary activities and on the basis of accounting used in the audited or reviewed financial statements.

Section D: Filing fee

The filing fee is based on net expenditures; section C, line g. Enter the fee based on the chart below:

Net expenditures over	Net expenditures do not exceed	Fee
\$ 0	\$ 50,000	\$ 20
\$ 50,000	\$ 150,000	\$ 40
\$ 150,000	\$ 500,000	\$ 150
\$ 500,000	\$ 1,000,000	\$ 200
\$ 1,000,000	\$ 5,000,000	\$ 250
\$ 5,000,000	\$ 10,000,000	\$ 300
\$ 10,000,000	\$ 50,000,000	\$ 350
\$ 50,000,000		\$ 400

ORS 297.485(1):

Net expenditures and/or disbursements

The filing fee shall be determined by the total **expenditures** made by the municipal corporation for any and all purposes during the calendar or fiscal year audited, except that **expenditures** for principal of bonded debt, principal of short-term loans, principal of warrants redeemed which were issued during prior audit periods, transfers or loans between funds and turnovers of taxes or other trust moneys to other municipal corporations shall not be included in the **total expenditures** upon which the amount of the fee is based.

Section E: Submitted by

Include the name of the licensed municipal auditor who performed the engagement and is submitting this form. Also include their title, firm name, and date this summary form was completed.

- To submit:**
- Click the "Submit" button on page one to submit this form via email
 - Save and email the completed form to municipalfilings.sos@oregon.gov or
 - Print a hardcopy and mail to: Audits Division, 255 Capitol St NE, Ste 500, Salem, Oregon 97310-0720



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

November 1, 2019

City Council
City of Falls City
299 Mill Street
Falls City, Oregon 97344

We have audited the financial statements of the City of Falls City (the City) as of and for the year ended June 30, 2019, and have issued our report thereon dated November 1, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 24, 2019, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with the modified cash basis of accounting. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in our letter dated June 24, 2019.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in the notes to the financial statements.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements, and there are no uncorrected financial statement misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention, and corrected by, management:

- Community Services income in the amount of approximately \$26,900 had not been recorded.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated November 1, 2019.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

We were engaged to report on supplementary information, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the management's discussion and analysis, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This report is intended solely for the information and use of the City Council and management of the City of Falls City and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: MILL PROPOSAL
DATE: NOVEMBER, 2019

SUMMARY

An informational report to gauge council interest in a proposed Mill at the Falls City Mill Lot.

BACKGROUND

In October I was contacted by Kirby Frink and his friend Rick Taylor regarding Rick's interest in establishing a small mill here in Falls City. Rick is a Medical Doctor who works 1 week per month in Texas, and owns and operates a small mill on Estelle Rd. the remainder of the time. Rick would like to move the mill in town for future expansion and because he loves Falls City.

I met with Rick to discuss his proposal and he advised me that he would need some assistance getting established in Falls City due to costs associated with setting up a mill. I advised Rick that it's possible the City could assist with the location, and with locating and applying for business grants and loans, but that the city would not be able to assist him with any sort of cash.

I showed Rick two potential city owned sites for the mill: one was the old dump site, and that was deemed pretty much infeasible due to excessive startup costs; the second was the current public works building on the Mill lot which was deemed ideal for the business.

While that building is currently occupied, the need for it will pretty much disappear with the reconstitution of public works, so it could be used to bring a mill back to the mill lot!

REQUEST

Direct the City Manager to engage in due diligence and feasibility research on placing a mill at the mill lot public works building. I am proposing the following process for potential placement:

1. City Council directs Manager to perform feasibility and diligence.
 - a. This shows that Council has interest in the project... if there isn't adequate interest, the council will not direct the Manager to work on it.
2. Issues for diligence and feasibility
 - a. Land Use/Zoning- Determine what hurdles would need to be overcome for appropriate zoning and land use.
 - b. Legal- Determine what the city would have to do to protect itself legally, and to legally lease the building and grounds.

- c. Financing- Work with Rick to determine start-up costs and identify viable funding sources.
 - d. Community- solicit inputs and inquiries from the council, neighbors of the proposed mill, and the public regarding a mill on the lot.
 - e. Pitfalls/costs/hurdles- identify costs and potential pitfalls or hurdles for the city regarding such a project.
3. Present diligence and feasibility to council
- a. Council votes on approving the project (likely contingent on successful grant/low interest business loan funding for the business owner).

FINANCIAL IMPLICATIONS

-The mill would immediately provide 5 jobs to Falls City, with potential to expand up to 30.

-The only cost for the city is the expenditure of staff time assisting with startup funding, land use, and lease drafting.

-The mill would eventually pay for the leased space and the city would receive that money for the General fund.

STAFF RECOMMENDATION

Direct the City Manager to do feasibility and due diligence on the business and site.

EXHIBIT

Map of proposed use.

PROPOSED MOTION

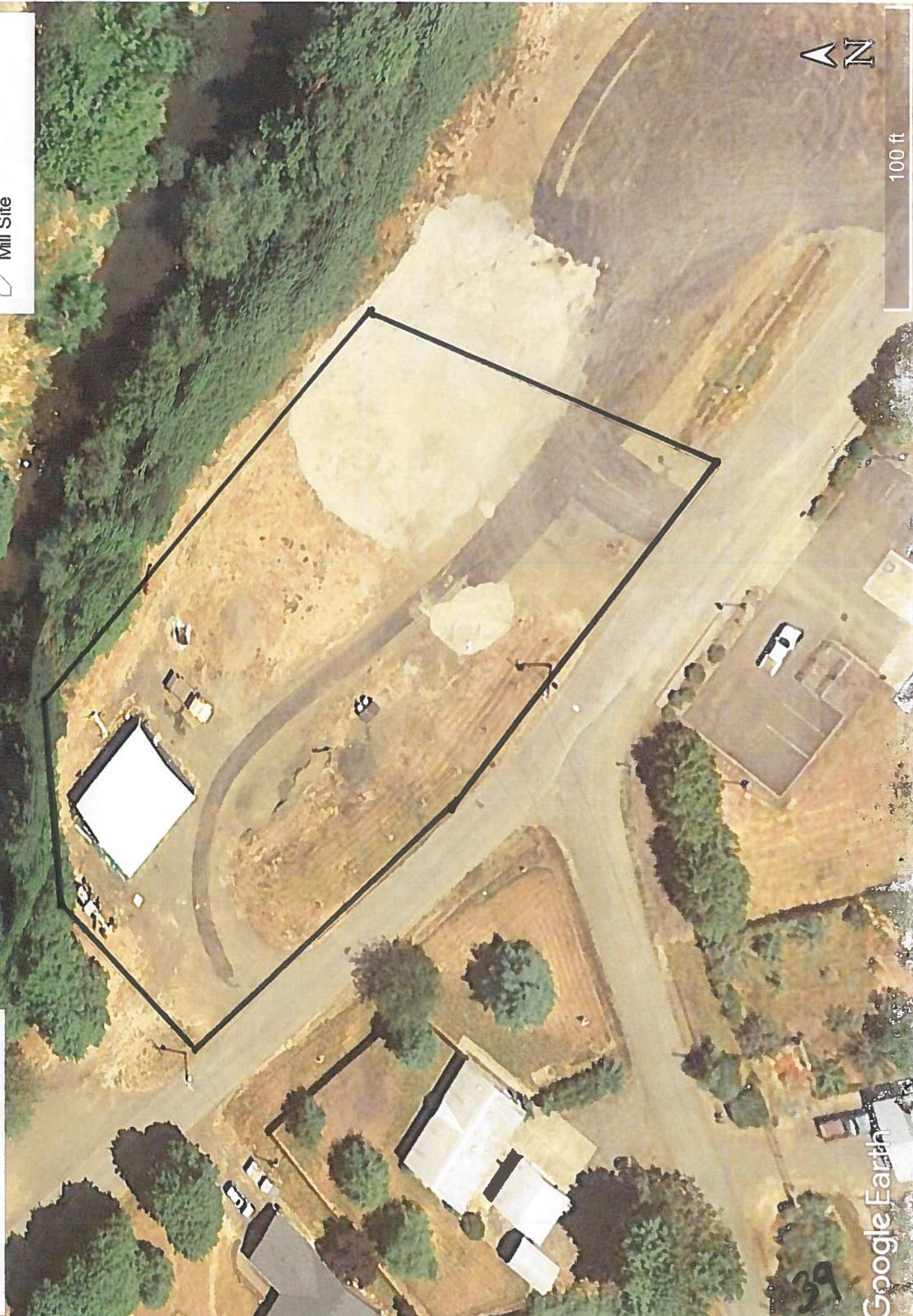
I move the City Council of Falls City directs the City Manager to perform feasibility and due diligence on a potential mill in the old mill lot.

Mill Site

Write a description for your map.

Legend

-  Falls City Florist Concierge
-  Mill Site



100 ft

39

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: CODE SERVICES UPDATE
DATE: NOVEMBER, 2019

SUMMARY

An update on Code Services.

BACKGROUND

One of the Council's goals in the most recent goal setting was to address the lack of code enforcement and compliance. City Staff proposed a paper-only approach to be followed by a policy and procedure on how to accomplish that.

With the bevy of impending changes in city structure and personnel, that initiative has been moved to the back burner. However, some significant code issues exist around town, some of which present a danger to the community, and/or an exploitative situation to community members.

This report is purposed to advise the City Council that City Staff intends to start addressing the danger and/or exploitation situations one at a time, starting with the most egregious. It is staff's intent to provide a set of egregious code compliance issues to the Council and have them choose which one should receive attention.

STAFF RECOMMENDATION

At present, City Staff has determined that the violations occurring at Greenhaven RV Park are the most egregious due to the number of persons affected, the variety of potential violations, the exploitative nature of the potential violations, and the lack of compliance with a conditional use permit issued by the City.

Unless the City Council votes otherwise, it is City Staff's intent to immediately start the one by one enforcement with Greenhaven RV Park.