

Notice of Public Meeting City Council Meeting

AGENDA

CITY OF FALLS CITY, OREGON

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

Thursday January 11, 2018 6:00 p.m.

Posted on January 5, 2018

1.) Call to Order

A) Roll Call: _____ Mayor Jeremy Gordon _____ 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 Billspages 1-2
B. Approval of December 14, 2017 Council Meeting Minutespages 3-14

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. Falls City Fire Department.....page 15
B. Resolution 01-2018, Five year local option levy.....pages 16-19
C. Resolution 02-2018, IGA with Polk County Sheriff's Office.....pages 20-27
D. OLCC License Renewals.....pages 28-31
E. 304 and 306 North Main Property Donation.....pages 32-38
F. Representative Kurt Schrader Town Hall.....pages 39-40
G. City Charter and Council Rules.....pages 41-54
H. Council Goals Setting Session and 2017 Update.....pages 55-59
I. Records Retention and Destruction Policy.....pages 60-69

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

A. Manager Report.....page 70
B. Mayor Report
C. Council Reports
 Polk County Sheriff Garton's report.....page
 Fire Department Monthly Report,
 Public Works Department Monthly Reportpage 71
 Library Monthly Report

8) Council Announcements

A. Next regular Council Meeting, February 8, 2018 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 48 (forty-eight) hours prior to the need for services and every reasonable effort to accommodate the need will be made.

City of Falls City
Paid Bills Report
 As of December 26, 2017

CenturyLink	Date	Memo	Account	Class	Amount
	12/26/2017	multiple phone bills December	Accounts Payable		-432.69
	12/26/2017	December	Telephone	01 GENERAL FUND:01.01 Administrative	186.01
	12/26/2017	multiple phone bills December	Telephone	20 WATER OPERATING FUND	71.45
	12/26/2017	multiple phone bills December	Telephone	01 GENERAL FUND:01.07 Fire Department	175.23
					0.00
Total CenturyLink					
CenturyLink Business Services					
	12/26/2017	January 1428502854	Accounts Payable		-1.91
	12/26/2017	January 1428502854-85%	Telephone	01 GENERAL FUND:01.01 Administrative	1.62
	12/26/2017	January 1428502854-15%	Telephone	20 WATER OPERATING FUND	0.29
					0.00
Total CenturyLink Business Services					
Cody DeCamp					
	12/26/2017	Budget Work shop mileage	Accounts Payable		-18.19
	12/26/2017	Budget Work shop mileage	Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrative	18.19
					0.00
Total Cody DeCamp					
Consumers Power Inc					
	12/26/2017	Account # 1155301	Accounts Payable		-190.44
	12/26/2017	December Power	Power/Heat	20 WATER OPERATING FUND	190.44
					0.00
Total Consumers Power Inc					
Edge Analytical					
	12/26/2017	17-35864, 17-35862, 17-36831, 17-31461	Accounts Payable		-503.00
	12/26/2017	17-35864, 17-35862, 17-36831	Lab Analysis Services	20 WATER OPERATING FUND	78.00
	12/26/2017	17-31468, 17-35871	Lab Analysis Services	13 SEWER FUND	425.00
					0.00
Total Edge Analytical					
Itemizer Observer					
	12/26/2017	yearly renewal	Accounts Payable		-35.00
	12/26/2017	yearly renewal	Professional Services	01 GENERAL FUND:01.01 Administrative	35.00
					0.00
Total Itemizer Observer					
King's Pumping Service					
	12/26/2017	318/320 N Main, 260 S Main	Accounts Payable		-954.62
	12/26/2017	318/320 N Main, 260 S Main	Tank Pumping	13 SEWER FUND	954.62
					0.00
Total King's Pumping Service					
Mid Willamette Valley COG					
	12/26/2017	inv 1718176	Accounts Payable		-533.25
	12/26/2017	inv 1718176 land use	Council of Governments Planning	01 GENERAL FUND:01.01 Administrative	533.25
					0.00
Total Mid Willamette Valley COG					
MNOP					
	12/26/2017	A311687-IN	Accounts Payable		-747.74
	12/26/2017	A311687-IN	Vehicle Operation	11 STREET FUND	747.74
					0.00
Total MNOP					
OMA					
	12/26/2017	2018 dues	Accounts Payable		-69.00
	12/26/2017	2018 dues	Education/Training/Dues	01 GENERAL FUND:01.01 Administrative	69.00
					0.00
Total OMA					
One Call Concepts, Inc					
	12/26/2017	Acct #09-0001409	Accounts Payable		-53.55
	12/26/2017	Inv #4120362	Contractual Services	11 STREET FUND	17.85
	12/26/2017	Inv #4120362	Contractual Services	13 SEWER FUND	17.85
	12/26/2017	Inv #4120362	Contractual Services	20 WATER OPERATING FUND	17.85
					0.00
Total One Call Concepts, Inc					
Oregon Government Ethics Commission					
	12/26/2017	inv AIE06033	Accounts Payable		-380.09
	12/26/2017	inv AIE06033	Miscellaneous	01 GENERAL FUND:01.01 Administrative	380.09
					0.00
Total Oregon Government Ethics Commission					
Pacific Power					
	12/26/2017	multiple accounts, 21091561-006 2	Accounts Payable		-2,373.91
	12/26/2017	December	Power/Heat	01 GENERAL FUND:01.07 Fire Department	817.01
	12/26/2017	multiple accounts, 21091561-006 2	Power/Heat	01 GENERAL FUND:01.01 Administrative	246.54
	12/26/2017	multiple accounts, 21091561-006 2	Power/Heat	01 GENERAL FUND:01.03 Parks	36.60
	12/26/2017	multiple accounts, 21091561-006 2	Power/Heat	13 SEWER FUND	549.64

City of Falls City
Paid Bills Report
 As of December 26, 2017

Date	Memo	Account	Class	Amount
12/26/2017	multiple accounts, 21091561-006 2	Street Lights	11 STREET FUND	640.05
12/26/2017	multiple accounts, 21091561-006 2	Power/Heat	20 WATER OPERATING FUND	84.07
				0.00
12/26/2017	C259078 and C264324	Accounts Payable	11 STREET FUND	-313.73
12/26/2017	20% C259078 and C264324	Vehicle Operation	13 SEWER FUND	62.74
12/26/2017	20%	Vehicle Operation	20 WATER OPERATING FUND	62.74
12/26/2017	60%	Vehicle Operation		188.25
				0.00
12/26/2017	inv. 6645, 136 tests	Accounts Payable	20 WATER OPERATING FUND	-2,720.00
12/26/2017	inv. 6645, 136 tests	Backflow Tests		2,720.00
				0.00
12/26/2017	postage reimbursement	Accounts Payable	01 GENERAL FUND:01.04 Municipal Court	-7.50
12/26/2017	certified mail postage reimbursement	Postage & Freight		7.50
				0.00
12/26/2017	INV: 42962	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-1,311.00
12/26/2017	INV: 42962	Attorney/Special Council		1,311.00
				0.00
12/26/2017	NovemberExpenses	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-189.39
12/26/2017	NovemberExpenses	Travel/Meeting Expense		189.39
				0.00
12/26/2017	account 128734000	Accounts Payable	01 GENERAL FUND:01.07 Fire Department	-5,112.50
12/26/2017	Fire Truck Payment	Fire Truck Loan Payment		5,112.50
				0.00
12/26/2017	Account Number: 4798 5312 1498 1146	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-383.38
12/26/2017	Website annual and computer power supl	Office Supplies		238.35
12/26/2017	supplies	Maintenance Supplies	20 WATER OPERATING FUND	130.03
12/26/2017	certified postage	Postage & Freight	01 GENERAL FUND:01.04 Municipal Court	15.00
				0.00
12/26/2017	INV. 1318 acct# 1533	Accounts Payable	01 GENERAL FUND:01.07 Fire Department	-104.37
12/26/2017	EMS Medication Billing, inv 1318	Medical Supplies		104.37
				0.00
12/26/2017	December	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-542.40
12/26/2017	35% December	Professional Services		189.84
12/26/2017	5%	Professional Services	01 GENERAL FUND:01.04 Municipal Court	27.12
12/26/2017	10%	Professional Services	11 STREET FUND	54.24
12/26/2017	15%	Professional Services	13 SEWER FUND	81.36
12/26/2017	35%	Professional Services	20 WATER OPERATING FUND	189.84
				0.00
12/26/2017	inv 091578420	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-159.52
12/26/2017	65% inv 091578420	Maintenance Supplies		103.68
12/26/2017	35%	Maintenance Supplies	20 WATER OPERATING FUND	55.84
				0.00
12/26/2017	Worker Compensation FLC-W2017-00 V	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-3,012.73
12/26/2017	Worker Compensation FLC-W2017-00 V	Workers Comp Insurance		3,012.73
				0.00
12/26/2017	Closing costs for 304/306 N Main	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-2,232.46
12/26/2017	Closing costs for 304/306 N Main	Legal/Collection Fees		2,232.46

Total Pacific Power
Petro Card

Total Petro Card
Richard P Evans

Total Richard P Evans
Rose Bajorins

Total Rose Bajorins
Speer Hoyt LLC

Total Speer Hoyt LLC
Terry Ungricht

Total Terry Ungricht
US Bank St. Paul

Total US Bank St. Paul
US Bank Visa

Total US Bank Visa
West Valley Hospital

Total West Valley Hospital
Williamson & Aebi, LLP

Total Williamson & Aebi, LLP
Xerox Corporation

Total Xerox Corporation
CIS Trust

Total CIS Trust
City of Falls City

2

City of Falls City
City Council Regular Meeting Minutes
December 14, 2017 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

Staff Present: Terry Ungricht, City Manager; JoHanna Birr, City Clerk; and Cody DeCamp, City Recorder; Domenica Protheroe, City Clerk; Don Poe, Public Works Lead

Mayor Gordon called the meeting to order at 5:59 pm.

1) Roll Call

Clerk Birr took roll call. Councilor Drill left the meeting at 6:54pm.

2) Pledge of Allegiance

Mayor Gordon led the pledge.

3) Motion to adopt the entire Agenda

A motion was made by Councilor L. Sickles and seconded by Councilor Flynn to adopt the entire agenda with the additions of Items H- Resolution 30-2017 Fair Housing Policy and I- Clerk Exit Comments. Motion carried 6-0-0.

Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

4) Consent Agenda

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

5) Public Comments

Lilli Boettcher, of Falls City requested Public Works not grade the gravel road in front of her house as it takes away the gravel she put down to prevent her car from bottoming out in in her driveway. She lives on a hill so water will naturally run down without the need for grading. Ms. Boettcher requested additional gravel at her mailbox.

6) New Business

A. Ordinance 551-2017 Parks Master Plan 2nd reading

City Manager Ungricht informed Council that this would be a second vote on adopting the ordinance for Parks Master Plan. Council had no comments on the matter.

The Public Hearing was opened at 6:03 pm by Mayor Gordon.

Public Comments- None

Mayor Gordon closed the Public Hearing at 6:03 pm.

A motion was made by Councilor Lauder and seconded by Councilor Flynn that the City Council of Falls City read Ordinance 551-2017 for the second time by title only "Ordinance 551-2017- AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON". Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of Falls City adopt Ordinance 551-2017 - AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR

THE CITY OF FALLS CITY, OREGON". Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

B. Resolution 27-2017, updates to Polk County Hazard Mitigation Plan

City Manager Ungricht explained that FEMA requires the city to have a Natural Hazards Mitigation Plan. Staff has worked with Polk County to create and Addendum in the Polk County Multijurisdictional Natural Hazards Mitigation Plan approved by FEMA. This action will aid the city when applying for FEMA funding on qualifying projects.

Councilor Drill questioned whether this topic had already been covered in previous meetings. City Manager Ungricht responded that the previous discussion was regarding the Emergency Preparedness Plan. The Polk County Natural Hazards Mitigation Plan is different.

Councilor Drill then asked if there were any red flags with this plan. Manager Ungricht replied no Staff put the plan together and OSU reviewed the final.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles that the City Council of the City of Falls City adopt Resolution 27-2017 – **A Resolution Adopting the City of Falls City Representation in the updates to the Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan**. Motion carried 5-1-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn. Nays: Jennifer Drill

C. Resolution 26-2017, Utility Policy and Guidelines for Installment Payment Agreements and for Penalty Waivers

This resolution would codify current payment plan policies and procedures. In 2014, an internal policy was implemented. Best practice requires such policies to be adopted by the City Council.

Councilor Lauder asked if residents would be able to negotiate their own payment plans. Clerk Birr explained the current policy in place and the two options for utility customer payment plans.

1. Allows the customer to pay a 1/3 of their bill and the remainder is divided over 3 or 4 months. This amount is due in addition to their regular charges.
2. The customer can arrange to pay off the entire balance by the last day of the current month.

A motion was made by Councilor Meier and seconded by Councilor Flynn that the City of Falls City adopt Resolution 26-2017 - **A RESOLUTION PROVIDING A UTILITY POLICY AND GUIDELINES FOR INSTALLMENT PAYMENT AGREEMENTS AND FOR PENALTY WAIVERS**. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

D. Resolution 28-2017, Community Center Use Policy

Councilors Flynn and Drill worked to create a Community Center Use Policy. This policy adds one major change prohibiting alcohol use within the community center. This was included because the City does not have procedures for issuing an alcohol permit. City Manager Ungricht also went on to explain he has not received a request to serve alcohol at a community center function, but if Council feels the need to serve alcohol at events he would work with the city attorney and OLCC to develop a policy for Council approval.

Council discussed and agreed with the updated Community Center Use policy.

A motion was made by Councilor Flynn and seconded by Councilor D. Sickles that the City Council of Falls City adopt

Resolution 28-2017 – **A POLICY RESOLUTION REGULATING THE USE OF THE FALLS CITY COMMUNITY CENTER, AND REPEALING PRIOR RESOLUTIONS.** Motion carried 5-1-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn Nays: Lori Jean Sickles

E. Resolution 29-2017, Public Works Cooperative Agreement

Oregon Department of Transportation (ODOT) offers a Public Works Cooperative Agreement, which would allow participating Public Works employees from other cities help us in the case of an emergency.

City Manager Ungricht said Falls City has participated in the past and he believes this would be a benefit to the city as we lack resources.

A motion was made by Councilor Lauder and seconded by Councilor Meier that the City Council of the City of Falls City adopt Resolution 29-2017 – **A Resolution Adopting the Oregon Public Works Emergency Response Cooperative Assistance Agreement.** Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

F. Local Levy Option Update

City Recorder DeCamp updated Council on a potential 5 year Local Option Levy for the Falls City Fire Department. Staff determined that the total amount of funds needed for equipment and services is \$200,000, which is projected to be raised in 5 years with a tax rate of \$1.04 per \$1,000. He went on to explain that staff must work with the City Attorney for preparation of a ballot title.

Councilor Drill asked about the rough cost estimate of the fire department staff being 28. Actual figures for staffing is closer to 40 volunteers, and it was confirmed by City Manager Ungricht that the figures are there to give us an idea of what amount to seek.

Our 1965 pump truck will need replaced and a duty rig will need to be purchased. The levy monies will be put toward operations.

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of Falls City instruct staff to work with the city Attorney to proceed with putting a levy for Fire Department equipment and operations onto the May ballot. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles, Charlie Flynn, Jennifer Drill, Cliff Lauder

G. 2016/2017 Budget Audit

City Manager Ungricht said the city's financial audit came back good and is available to look at on the city website and a hard copy is on display at City Hall. In the past, Tom Glogau, the City Auditor has addressed Council in non-technical language regarding the audits and the financial well-being of the city. City Manager Ungricht will request Mr. Glogau attend an upcoming Council meeting.

H. Resolution 30-2017, Fair Housing Policy

Resolution 30-2017 will be included in the Community Development Block Grant (CDBG) and provide extra points. Last year, the city lost 20 points on the grading aspect by not showing compliance with an updated Fair Housing Policy. This resolution is updated with new federal language to include- children, gender identity, marital status and actual or perceived sexual identity. Pending the CDBG award, there will be other federal compliance rules required as part of the application acceptance.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles that the City Council of the City of Falls City adopt Resolution 30-2017 – **A RESOLUTION SETTING POLICIES FOR FAIR JOUSING IN THE CITY OF FALLS CITY**. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

I. Clerk Exit Comments

Clerk Protheroe is scheduled to retire on December 21, 2017. She has submitted an Exiting Report for council highlighting important future projects. She touched on topics including Population growth, General Fund, Shared Revenues, such as the 2020 Census, which can help the City obtain more shared revenue through Census counts. Infrastructure, consistency, Public Works Standards, Comprehensive Code. Clerk Birr recently finished Municipal Code update with newly passed ordinances, but most cities use a codification company. The liability of the Dayton St. Bridge could be resolved through a FEMA Mitigation grant and that a vehicle bridge would benefit disaster recovery. Clerk Protheroe addressed Risk mitigation for large events and the George Kitchin Park. She suggested that the City work to find ways to have future events in the park and spoke on how the 3rd of July event has been missed.

She closed her report by thanking Council for her incredible time working here at Falls City the past seven years. She loves everyone and expressed “this is the perfect job to end her career with because she doesn’t want to go, and that is a good way to leave. Thank you for all you do and are going to do”.

Mayor Gordon took the opportunity to thank her for her dedication, expertise and customer service skills. In addition, wished her the best. Councilor Flynn stood and led a standing ovation of applause for Clerk Protheroe.

7) Correspondence, Comments and Ex-Officio Reports

A. Mayors Report

Mayor Gordon thanked the Council for the opportunity to serve the City and hopes to accomplish a great deal. City Manager Ungricht has briefed Mayor Gordon on several issues he will address with Sheriff Garton. He invited input to be sent to his email mayor@fallscityoregon.gov. He and City Recorder DeCamp will attend the Polk County Breakfast meeting to get to know other Mayors and City Managers on Friday morning. Mayor Gordon will attend The Polk County Point in Time Homeless Count and Survey December 28, 2017, at 1pm at the Falls City Community Center. This is a preliminary meeting. The date of the survey is January 31; 2018. There is a need to find sensitive volunteers who can administer surveys to count the homeless community in Falls City. Polk County has been under represented for state and federal resources in the past. He understands homelessness can be a touchy subject as some may be technically homeless, but not identify as such. He invited ideas for finding volunteers. Councilor Lauder suggested finding another homeless person to administer the survey, as their situation could be easily identified with. He added that if he were homeless, he would feel embarrassed and not want to admit it.

Homeless children number counts will be captured through the schools.

Mayor Gordon especially thanked City Manager Ungricht for his help and that Ungricht has been incredible.

Mayor Gordon announced the Annual Winter Solstice event “Love in the Dark “on Sunday December 23, 2017 at the Falls City Methodist Church beginning at 5:30 pm. Rebecca Fromberz has a professional opera background and will sing soprano accompanied by John Volkmann, our

local classical pianist. Mayor Gordon attended last year and found it extremely moving and powerful.

8) Council Announcements

Councilor Flynn suggested the Produce Giveaway would be an opportunity to gather homeless information if those dates could be added. He asked about the reader board repair. City Manager Ungricht said the reader board would be fixed within two days.

Councilor Flynn asked Clerk Birr why a roll call vote was taken. He wondered if were out of preference or another reason. Mayor Ungricht explained the votes on resolutions and ordinances are recorded on the original document. Clerk Birr added that the roll call vote was also used to track Council member absences, late arrival & early departure for the record.

Councilor D. Sickles complimented the community for the generosity extended when his home recently burned. He thanked the community and expressed humility. He appreciated the community, adding that when a catastrophe happens, people really step up.

Councilor Lauder asked Public Works Lead, Don Poe how the town has weathered through the past few weeks of cold weather. Poe reported that there have not been any problems so far. He added that in extended temperatures in the twenties are when problems usually occur.

Councilor Meier expressed how thoroughly impressed he was with the Falls City Fire Department response time and how grateful he was for their emergency services.

Councilor Drill asked Public Works Lead, Don Poe about getting sand on the Footbridge and Bridge Street Bridge. Don said he had noticed the slickness and he will take care of it.

Councilor Drill also expressed her gratitude to the community for the annual tree lighting saying that it was a success with many youth present.

The Library will be closing August 31, 2018. The grade school has an in-house library the high school students may use. The School Board is discussing leaving it open a few nights per week for adults access to the computers.

Recorder DeCamp announced staff was planning the public hearing calendar for the library closure according to the Oregon Revised Statutes governing libraries.

Sheriff's Report

Deputy Jenkins was present and asked how the new bus system is working for the city. Mayor Gordon said there are regular riders but the numbers must increase. The sub-group members have been brainstorming events to increase numbers such as a "Meet the New Mayor Ride" or a series of them. Mayor Gordon has a meeting with Sheriff Garton on Tuesday to help promote the Direct Connect service. Councilor L. Sickles suggested advertising the service on the reader board. She will make schedules available at the Boondocks. Councilor Flynn hands them out at the produce giveaway.

Library Report

No Library Report provided for Council.

9) Adjourn

The meeting adjourned at 6:56 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk JoHanna Birr

AGENDA REPORT

TO: CITY COUNCIL
FROM: MANAGER TERRY UNGRICHT
SUBJECT: RESOLUTION 30-2017, FAIR HOUSING POLICY
DATE: 12/13/2017

SUMMARY

The requirement for Federal grants on Fair Housing has changed since we last adopted fair housing procedures. Resolution 30-2017 will allow the City to follow Federal guidelines.

BACKGROUND

The Community Development Block Grant (CDBG) program requires compliance with program rules, including but not limited to a resolution confirming compliance with the Fair Housing Act of 1988. While the City has successfully implemented CDBG awards in compliance with program rules many times in previous years, most recently in a 2010 CDBG award for the Wastewater Master Plan, the program has additional new rules that came into effect as of the 2013 and later funding cycles.

As part of the City's CDBG application, the City can score "bonus points" by showing compliance with these new requirements by adoption of the above referenced update resolution in advance of the application submission. Pending CDBG award, there will be other federal compliance rules required as part of application acceptance.

Business Oregon expects all awarded projects will start drawing funds four (4) months following the date of the grant contract execution. The application must clearly and concisely document how this will be achieved.

PREVIOUS COUNCIL/COMMITTEE ACTION

Adopted Resolution 2012-03

ALTERNATIVES/FINANCIAL IMPLICATIONS

Allows the City extra points on federal funded grants

STAFF RECCOMENDATION

Renata Wakeley from COG and City staff urges adoption.

EXHIBIT

Resolution 30-2017

PROPOSED MOTIONS

I move the City Council of the City of Falls City adopt Resolution ³⁰~~29~~-2017 -A
**RESOLUTION SETTING POLICIES FOR FAIR HOUSING IN THE CITY OF FALLS
CITY**

RESOLUTION 30-2017

A RESOLUTION SETTING POLICIES FOR FAIR HOUSING IN THE CITY OF FALLS CITY

Findings:

LET IT BE KNOWN TO ALL PERSONS of the City of Falls City that discrimination in the sale, rental, lease, advertising of sale, rental or lease, financing of housing or land to be used to construction of housing, or in the provision of brokerage, rental services because of race, color, religion, sex, disability (physical or mental), familial status (children) or national origin is prohibited by Title VIII of the federal Fair Housing Amendments Act of 1988. It is the policy of the City of Falls City to support the Fair Housing Amendments Act of 1988 and to implement a Fair Housing Program to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, disability (physical and mental), familial status (**1. children, and 2. actual or perceived sexual orientation, gender identity or marital status or its members**), or national origin.

NOW THEREFORE, THE COMMON COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1; That within the resources available to the City of Falls City through city, county, state, federal and community volunteer services, the City will assist all persons who feel they have been discriminated against because of race, color, religion, sex, disability, (physical and mental), familial status (children) or national origin in the process of filing a complaint with the Oregon Civil Rights Division or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division, that they may seek equity under federal and state laws.

Section 2; The City of Falls City shall publicize this Resolution and through this publicity shall cause real estate brokers and sellers, private home sellers, rental owners, rental property managers, real estate and rental advertisers, lenders, builders, developers, home buyers and home or apartment renters to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances.

Section 3; THE FAIR HOUSING PROGRAM, for the purpose of informing those affected of their respective responsibilities and rights concerning Fair Housing law and complaint procedures, will at a minimum include, but not be limited to: 1) the printing, publicizing and distribution of this Resolution; 2) the distribution of posters, flyers, pamphlets and other applicable Fair Housing information provided by local, state and federal sources, through local media of community contracts; and 3) the publicizing of locations where assistance will be provided to those seeking to file a discrimination complaint.

Section 4; Resolution 2012-03 is repealed on the effective date of this resolution.

Section 5; This Resolution was duly passed and adopted by the Falls City Council this 14th day of December and takes effect upon the signing by the Mayor.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 14th DAY OF DECEMBER, 2017.

VOTE: AYE____ NAY____ ABSTAIN____ ABSENT____

Approved:

Jeremy Gordon, Mayor

Date

ATTEST:

Terry Ungricht, City Manager

Date

AGENDA REPORT

TO: CITY COUNCIL
FROM: DOMENICA PROTHEROE, CITY CLERK
SUBJECT: EXITING COMMENTS
DATE: 12/11/2017

SUMMARY

Clerk Protheroe has submitted some exiting thoughts for Council.

BACKGROUND

Population growth is inevitability because we have abundant vacant land within our city limits and because the beauty of Falls City and our surroundings is unmatched! Our small legal lots of record, may at times feel like a burden, but when a unencumbered legal lot of record is within 300 feet of a sewer main the small lot (e.g., 50 by 100') can be sold separately and developed provided Falls City Zoning and Development Ordinance setbacks can be met (FCZDCO 2.200.01 LOTS OF RECORD). Growth comes with some benefits such as an increase in shared revenue and property tax revenue while providing a larger customer base for utilities and for local businesses, and with planning – affordable housing.

General Fund: For decades the City has had to limit focus to core services because of ever increasing pressures on the General Fund. Another limitation is we do not have depth of staff. *We do a lot with very little*, in large part due to dedicated staff and the commitment and generosity of volunteers, namely our City Council, Committee members, and Commissioners. With our small population and lower property valuation shared revenues and property tax revenue are insufficient to meet new demands, not to mention keeping up with rising costs of existing services. Overtime, we will continue see further cutback of services without new revenue sources and increases in existing revenue sources (e.g., the closure of the library, less street maintenance).

Shared Revenues: Our population has been flat since 2013 – 950 residents. I do not believe this figure correctly reflects the true population of the City which over time has a significant effect on shared revenues. Recently I worked with Council of Government to determine if addresses used by Census correctly reflected multi-dwelling housing and they did not (e.g., homes split into several dwellings, individual apartments/duplexes, garages converted to living quarters). Likewise, we have citizens who live long-term in RVs at Green Haven RV Park and elsewhere. Moreover, some residents have chosen not to share household information with census workers – and hence they are not counted correctly in population numbers.

The next full Census is 2020; I recommend that the City provide on-going public education on the benefits of responding to the 2020 Census – explain how shared revenues are allocated by population and how shared revenue helps to fund services such as Streets (Gas tax) and our General Fund. Consider providing concrete examples of benefits. In preparation for the Census,

staff plans to augment census addresses to include individual units for apartments and duplexes, homes modified into multiple units, garages converted into dwelling units, and full – time RVs. Where a newly defined unit does not have a mailing address, a census worker will visit to collect information for the 2020 Census. Before the Census workers visit, the citizen must feel safe sharing their information – Census workers need open doors!

A true population county equates to increased shared revenues

Share Revenue Source	2017-2018 Estimate for per capita distribution	Annual revenue for Population 950	Annual revenue for Population 1050	Revenue increase (from 2017-2018 estimate) over a five-year period for a population of 1050
Liquor (Tax) Revenues	\$17.15	\$16,292	\$18,007	\$ 8,575
Cigarette Tax Revenues	\$ 2.20	\$ 2,090	\$ 2,310	\$ 1,100
Highway Fund Revenues (Gas Tax)	\$57.61	\$54,490	\$60,490	\$30,000

Note: State marijuana taxes and a portion of liquor revenues have distributions based on formulas rather than city population.

Infrastructure: City Manager Ungricht coined two descriptive expressions: *We can't continue to kick the can down the road & do no more harm.* We all know we are not prepared for growth due to insufficient or substandard infrastructure. In fact, providing reliable services in areas where we have substandard infrastructure is already difficult (Carey Court, Alan St, Pine St, 3rd Street). Improving our infrastructure will require dedicated focus and action for at least the next decade when considering a new sewer facility, improved water distribution, possibility the water intake, and our streets. On top of the improvements defined in the 2013 Wastewater Facility Plan, and the 2017 Water Master Plan – sewer is needed on the Southside of town where septic systems are thought to be failing.

Consistency: For infrastructure projects to be successful, they require continuity of city management, staff, project management and City Council (policy makers) because such projects can take a decade or more until construction is complete. Playing musical chairs with policy makers, staff and project managers impedes the ability to carry a large project over the finish line.

Public Works Standards: Adopting a set of public works design standards will assure consistency in future infrastructure development and for major repairs. (*Do no more harm.*) Over the years, insufficient funding has led to repairs that do not meet minimal standards. These band aids have bit us; water mains that are not of a sufficient size to allow addition connections while maintaining adequate water pressure (Pine St), and sewer concerns such as those we face on Cary Court, and on Alan Street.

Adopting public works standards are necessary to help the City prepare for future growth and will allow developers to estimate the cost of projects (e.g., low income housing, a new apartment building, new subdivision). By providing public work standards to developers, their ability to cost a development project will give them greater confidence in developing in our area; such standards will remove one roadblock to affordable housing.

Codification: I recommend hiring a Codification Service to ensure codification of any applicable new ordinances into the Municipal Code and Development Code. At such time that the City modifies the Comprehensive Code, I recommend that the City amend the Codification contract to include the Comp Code as well. The process of Codification can be complex with zero tolerance of administrative errors. Vendors that provide this service include: Quality Code Publishing, Municipal Code Corp, American Legal Publishing's, and Municode. Oregon Association of Municipal Recorders can provide a sample RFP through their listserve.

Comprehensive Code: The State of Oregon requires all jurisdictions to have a Comprehensive Plan. Comprehensive Plans guides growth and meets state land use requirements such as the state planning goals and urban growth boundaries. Their planning period is normally 20 years. Our planning period for the Land Use Element of the Falls City Comprehensive Plan ends in 2020. I recommend searching for grants that would allow us to update the Land Use Element including the Buildable Land Map (last update 2001) and Population forecast (do not go beyond 2020).

Risk mitigation for large events George Kitchen Park: This Park is a treasure and is well suited for larger events, with two serious limitations that affect public safety - parked cars blocking roadways leading into the park and limited event parking. I recommend placing permanent no-parking zone signs on the roads leading to the park (7th Street, Park Street and a portion of Mitchell Street). Consider using the ballfield for parking during large events – the management of event parking could become a large fundraiser for the many non-profits within the city. Lastly, consider creating angled or perpendicular parking along the George Kitchen Park fence line at the top of 7th street) and implement ADA compliant parking within the park; use existing parking spaces to keep costs minimal.

Dayton Street Foot Bridge: Seek a FEMA Mitigation grant to replace Dayton Street footbridge as this bridge has exceeded its life expectancy and carries mains for both water& sewer. Consider if a vehicle bridge would benefit disaster recovery.

In closing, it is with heartfelt love that I express my gratitude to you for allowing me to serve the community for nearly seven years. I feel very lucky to have worked here and especially lucky to have worked for City Manager Ungricht. This place, the generosity of so many individuals, and the exceptionally vibrant community spirit will be in my heart forever. I will miss my job, City Hall, my coworkers, Councilors, Committee Members and Commissioners, the river, the natural beauty, and all the residents and businesses of Falls City. Thank you so much for all you do and all you will do for this wonderful place that I was lucky enough to call home – at least for a little while.

AGENDA REPORT

TO: CITY COUNCIL
FROM: MANAGER UNGRICHT
SUBJECT: FALLS CITY FIRE DEPARTMENT
DATE: 01/04/2018

SUMMARY

Falls City has been in contract negotiations with Southwest Rural Fire District on our Fire Department answering calls in a portion of their District.

BACKGROUND

Falls City has contracted out our Fire services to Southwest Fire District for 69 or so years. We unable to come to an agreement and their equipment has been removed.

The Chief and staff thought it would be good to have a discussion over some of the press reports and let Council know where we are at in operations.

PREVIOUS COUNCIL ACTION

None.

ALTERNATIVES/FINANCIAL IMPLICATIONS

STAFF RECCOMENDATION

EXHIBIT

PROPOSED MOTIONS

AGENDA REPORT

TO: CITY COUNCIL
FROM: CITY RECORDER DECAMP
SUBJECT: Resolution 01-2018. A RESOLUTION CALLING AN ELECTION ON MAY 15, 2018, TO REFER TO THE VOTERS OF THE CITY OF FALLS CITY A FIVE YEAR LOCAL OPTION LEVY TO FUND FIRE AND EMERGENCY SERVICES OPERATIONS
DATE: 1/2/2018

SUMMARY

On December 14, 2017 Council instructed staff to work with the City Attorney to proceed with putting a levy for Fire Department equipment and operations onto the May ballot.

BACKGROUND

Staff developed a resolution calling for an election on a five year local option levy for fire and emergency operations. Resolution 01-2018 will serve as the City's referral text including a ballot title to be published in the next newspaper of general circulation in the city. Staff is currently following the City Referral Steps from the Oregon Secretary of State's Referral Manual throughout this process as recommended by the County Elections Clerk.

Once the ballot title is published, the city will file a final ballot title and an explanatory statement with the county elections official who will then assign a measure number.

PREVIOUS COUNCIL/COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

STAFF RECCOMENDATION

EXHIBIT

Resolution 01-2018

PROPOSED MOTIONS

I move the City Council of the City of Falls City adopt Resolution 01-2018. A RESOLUTION CALLING AN ELECTION ON MAY 15, 2018, TO REFER TO THE VOTERS OF THE CITY OF FALLS CITY A FIVE YEAR LOCAL OPTION LEVY TO FUND FIRE AND EMERGENCY SERVICES OPERATIONS

RESOLUTION 01-2018

A RESOLUTION CALLING AN ELECTION ON MAY 15, 2018, TO REFER TO THE VOTERS OF THE CITY OF FALLS CITY A FIVE YEAR LOCAL OPTION LEVY TO FUND FIRE AND EMERGENCY SERVICES OPERATIONS

Findings:

1. The Falls City Fire Department equipment is reaching the end of its regulatory age; and
2. The amount of equipment and tools at the Falls City Fire Department are significantly less than other Oregon cities and districts of comparable size; and
3. Lack of funding has hindered the Fire Department's ability to acquire equipment needed to enter burning buildings and perform other basic fire and emergency services; and
4. A tax of \$1.00 per \$1,000 of assessed value is projected to raise \$41,623 in the first year of the levy and \$220,983 over 5 years; and
5. The funding would allow the department to acquire equipment necessary to perform regular job functions that meet fire and emergency service standards. The increased funding would also pay for building upgrades and various tools that would ensure the safety of our citizens and fire department; and
6. Efficient and wise use of funds has allowed the department to avoid asking for a levy in the past.

NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. An election is called in the City of Falls City for the purpose of submitting to the qualified voters of the City a five year local option tax levy to fund fire and emergency services operations. The local option levy will be in the amount of \$1.00 per \$1,000 in assessed value. The resulting revenue from the local option levy will be used to fund fire and emergency services operations with the City for five years.

Section 2. The City Council orders this City election to be held within the City, concurrently with the primary election on Tuesday, May, 15 2018, in accordance with the provisions of ORS Chapter 254. The ballots shall be counted and tabulated and the results certified as provided by law.

Section 3. The election will be conducted by the Polk County Clerk. The County Clerk is hereby instructed to prepare ballots and to take other actions necessary to conduct the election.

Section 4. This Resolution, including the proposed ballot title and explanatory statement, shall be delivered to the City elections official. The City elections official shall give notice of this measure as required by law and take such other actions and otherwise proceed with the election as provided by law so as to carry out the purposes of this Resolution.

Section 5. The ballot title to appear on the ballot shall be:

CAPTION

Five year local option levy for fire and emergency operations

QUESTION

Shall Falls City impose \$1.00 per \$1,000 of assessed value for five years for fire operations beginning 2018-2019? This measure may cause property taxes to increase more than three percent.

SUMMARY

The measure, if approved, would authorize the City of Falls City to levy taxes to supplement the cost of equipment and operations for fire and emergency services provided to Falls City residents. The measure would provide for a local option operating levy of \$1.00 per \$1,000 of assessed value for 5 years, beginning July 1, 2018. The funding would be used to replace aging equipment that is reaching the end of its useful life and to purchase new needed emergency equipment. Revenue from the levy would be used to update equipment with the goal of improving services for the residents of Falls City.

The requested rate will raise approximately \$41,623 in 2018-2019, \$42,872 in 2019-2020, \$44,158 in 2020-2021, \$45,483 in 2021-2022, and \$46,847 in 2022-2023, for a total of \$220,983.

Section 6. If Polk County produces a voters’ pamphlet for this election, the Council adopts the Explanatory Statement attached as Exhibit A.

Section 7. If the measure is approved, the City will act consistently with the ballot title and explanatory statement.

Section 8. This resolution takes effect immediately upon passage.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS _____ DAY OF _____ 2017.

VOTE: AYE _____ NAY _____ ABSTAIN _____ ABSENT _____

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

Terry Ungricht, City Manager

EXHIBIT A

EXPLANATORY STATEMENT

The measure, if approved, would authorize the City of Falls City to levy \$1.00/\$1,000 of assessed property value for 5 years, beginning July 1, 2018. If approved, the levy would raise a projected \$41,623 in the first year and \$220,983 over 5 years for fire and emergency services operations.

The Falls City Fire Department provides fire suppression, emergency care, emergency transport, rescue, and fire prevention services. It was determined that the City of Falls City would not renew its contract with SWPFD after negotiations failed. This results in a loss of equipment for the Falls City Fire Department falling below that of comparable Oregon fire Departments.

The revenue raised by this local option levy will be used to purchase equipment with the goal of improving services in the event of a fire or emergency. The increased funding would also pay for building upgrades, partial operation costs, and tools to ensure safety of staff.

If approved, the proposed levy would pay for equipment, such as the following:

- Air Packs to allow firefighters to enter burning buildings with a proper breathing apparatus.
- Building maintenance and cameras for the fire department.
- Tools for firefighting and emergency medical services.
- Firefighter and emergency medical safety equipment.
- A Fire Tender Truck.
- An Emergency Duty rig.
- Funding for volunteer fire association.
- Partial operating funds.

This levy, if approved, would allow the City of Falls City to supplement the City's general fund for partial operations and acquire much needed equipment.

AGENDA REPORT

TO: CITY COUNCIL
FROM: CODY DECAMP, CITY RECORDER
SUBJECT: RESOLUTION 02-2018 A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE POLK COUNTY SHERIFF'S DEPARTMENT FOR THE PROVISION OF ENFORCEMENT OF SPECIFIED SECTIONS OF FALLS CITY MUNICIPAL CODE
DATE: 01/02/2018

SUMMARY

An Intergovernmental Agreement is proposed between the City of Falls City and the Polk County Sheriff's Office.

BACKGROUND

Falls City has been working on developing a reliable code enforcement program, and the Polk County Sheriff's Office has agreed to provide limited municipal code enforcement services for the city. This includes the issuing of citations, if necessary, for violations of the agreed upon sections of Falls City Municipal Code. Both parties have authority to enter into this intergovernmental agreement pursuant to the powers contained in their respective Charters and ORS 190.010.

PREVIOUS COMMITTEE ACTION N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS N/A

STAFF RECCOMENDATION

Adopt Resolution

EXHIBIT A- Resolution 02-2018

PROPOSED MOTIONS

I move the City Council of the City of Falls City adopt RESOLUTION 02-2018 A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE POLK COUNTY SHERIFF'S DEPARTMENT FOR THE PROVISION OF ENFORCEMENT OF SPECIFIED SECTIONS OF FALLS CITY MUNICIPAL CODE

RESOLUTION 02-2018

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE POLK COUNTY SHERIFF'S DEPARTMENT FOR THE PROVISION OF ENFORCEMENT OF SPECIFIED SECTIONS OF FALLS CITY MUNICIPAL CODE

Findings:

1. The City of Falls City desires to enter into a contract with Polk County Sheriff's Department for enforcement of specific sections of the Falls City Municipal Code.
2. The Polk County Sheriff's Department is agreeable to providing such services.

NOW THEREFORE,

THE COMMON COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The City Council of the City of Falls City approves the Intergovernmental Agreement with the Polk County Sheriff's Department for the provision of enforcement of specified sections of Falls City municipal code as presented in Exhibit A.

Section 2: The City of Falls City grants authority to the Mayor to sign the agreement; and

Section 3: This Resolution was duly passed and adopted by the Falls City Council and takes effect upon signature of the Mayor.

Adopted this 11th day of January, 2018

Vote: AYE _____ NAY _____ ABSTAIN _____ ABSENT _____

Date

Jeremy Gordon, Mayor

Attest:

Date

Terry Ungricht, City Manager

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF FALLS CITY
AND THE POLK COUNTY SHERIFF'S DEPARTMENT
FOR THE PROVISION OF ENFORCEMENT OF SPECIFIED SECTIONS
OF FALLS CITY MUNICIPAL CODE

This Agreement is made and entered into by the City of Falls City (hereinafter "Falls City"), an Oregon municipal corporation and the Polk County Sheriff's Office (hereinafter "PCSO").

RECITALS

- A. Falls City wishes to enter an intergovernmental agreement with PCSO for the provision of enforcement of specified sections of the Falls City Municipal Code.
- B. PCSO has the capacity to provide such services on the terms and conditions set forth in this Agreement.
- C. The parties have authority to enter into this intergovernmental agreement pursuant to the powers contained in their respective Charters and ORS 190.010.

AGREEMENT

Now, with the recitals above acknowledged and incorporated herein, it is agreed by and between the parties as follows:

1. SERVICES PROVIDED. PCSO agrees to provide limited municipal code enforcement services for the city of Falls City.

The services shall encompass all duties and functions of the type customarily undertaken by an Oregon Law Enforcement agency, to enforce the agreed upon sections of Falls City Municipal Code as specified in Exhibit A. Such services shall include those involved in the enforcement and citation of the Falls City Municipal Code which are within the legal power of Falls City's Charter.

PCSO may issue citations, if necessary, for violations of the agreed upon sections of the Falls City Municipal Code, to appear in the Falls City Municipal Court, or a court to which the Falls City has contracted with to provide court services.

If PCSO investigates an incident and determines that a violation of the law occurred under Oregon Law, Polk County Ordinance, and Falls City Municipal Code, PCSO should investigate the incident under the auspice of Oregon Law and/or Polk County Ordinance prior to proceeding with an investigation under Falls City Municipal Code.

2. DELEGATION OF AUTHORITY. PCSO is hereby authorized to provide law enforcement services on behalf of Falls City and shall have all enforcement jurisdiction, authority, powers, functions, and duties of the law enforcement agency of Falls City for the specified sections of the Falls City Municipal Code as described in Exhibit A.
3. EMPLOYEES. All PCSO staff employed in the performance of this Agreement shall be employees of PCSO, and PCSO shall remain fully responsible for all taxes, assessments, fees, premiums, wage withholdings, and other direct and indirect compensation, benefits, and related obligations with respect to its own employees.
4. CRIMES. The parties agree that all physical arrests for crimes listed under the Oregon Revised Statutes, as determined by the investigating law enforcement agency, will be presented to the District attorney of Polk County for prosecution and charged under Oregon Law, not under the municipal code.
5. EFFECTIVE DATE AND TERM OF AGREEMENT. This Agreement shall become effective upon the date of execution and shall continue in force subject to termination under Section 6 of this Agreement.
6. TERMINATION. This Agreement may be terminated by either party without cause upon giving a 90 days' prior written notice to terminate.
7. APPLICABLE LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.
8. COMPLIANCE WITH LAWS. In connection with their activities under this Agreement, both parties shall comply with all Federal, state, and local laws applicable to the work under this Agreement.
9. INDEMNIFICATION. In accordance with the Oregon Constitution and the Oregon Tort Claims Act, to the maximum extent permitted by law, the parties shall hold and save each other, their officers, agents, and employees, harmless and shall defend and indemnify each other from any claims for damages to property or injury to persons which may be occasioned in whole or in part by the acts or omissions of the parties under this Agreement.
10. AMENDMENTS. To be effective, any amendment to this Agreement must be approved by each party and signed by an authorized representative of each party.
11. ASSIGNMENT. Neither party shall assign this Agreement, in whole or part of, or any right or obligation hereunder, without prior written approval of the other party.

12. **SEVERABILITY.** In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the remainder of this Agreement shall remain in force and shall in no way be effected or invalidated thereby.

13. **COMPLETE AGREEMENT.** This Agreement and attached Exhibit A constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change if made, shall be effective only in specific instances and for specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

14. **COUNTERPARTS.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.

Polk County Sheriff Office

CITY OF FALLS CITY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A

Agreed on Sections of Falls City Municipal Code for Enforcement and other specific conditions.

Falls City Municipal Code

Chapter 90; Nuisances

Section 27, part 4, tag and remove disabled, abandoned, or stolen vehicles from City property and Public right of ways.

Following under this code, the Sheriff's Office will tag and facilitate its removal if the vehicle is disabled or abandoned and upon any public road or right away within the city limits after it has been in the same position for at least 24 hours, pursuant to the provisions of ORS Chapter 819 and subject to the policies adopted by resolution of the council.

If there are any appeals requested under ORS 819.190, the city of Falls City will be designated as the appropriate authority for the appeal process and will be responsible for any costs or fees that are incurred during the appeal process.

Chapter 130; General Offenses

130.019 PUBLIC INTOXICATION AND DRINKING.

No person shall create, while in a state of intoxication, any disturbance of the public in any public or private business or place.

(Ord. 366, passed 3-3-1975) Penalty, see § 130.999

130.053 PUBLIC PARK HOURS.

(A) No person shall go upon or be in any city park between the period of dusk to dawn the following day.

(B) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DAWN. Thirty minutes before official sunrise.

DUSK. Thirty minutes after official sunset.

OFFICIAL SUNSET and **OFFICIAL SUNRISE**. Those times as established for civil aviation at the Independence, Oregon, State Airport.

(C) This provision shall not apply to public employees or public officials while carrying out, or on their way to or from, their official duties, or persons or groups to whom a park use permit has been issued by the city. Permit requirements and fees for use of city parks and for consumption of alcoholic beverages in city parks shall be set by resolution of the Council, as may be amended from time to time. The existing lease with the Epworth League for use of the Upper Park shall constitute a permit for park use for the purposes of this section.

(Ord. 366, passed 3-3-1975; Ord. 99-475, passed 10-25-1999) Penalty, see § 130.999 - SEE NOTES

130.066 CURFEW

No person under the age of 18 years shall be in or upon any public street, highway, park, alley, or other public place within the city, between the hours of 9:00 p.m. and 5:00 a.m. of each day during the months of October, November, December, January, February, March, and April of each year, and between the hours of 10:00 p.m. and 5:00 a.m. of each day during the months of May, June, July, August, and September of each year.

The provisions of this section shall not apply to any person who is accompanied by a parent, guardian, or other person 21 years of age or over, who is authorized by the parent or by law to have the care and custody of the person, or to any such person who is then engaged in a lawful pursuit or activity which requires his or her presence in the public place during the hours specified in this section.

(Ord. 366, passed 3-3-1975) Penalty, see § 130.999 SEE NOTES

§ 130.999 PENALTY.

(A) A violation of this chapter shall be punishable by a fine not to exceed \$500, or by imprisonment not to exceed six months, or by both.

(B) Each violation of a separate provision of this chapter shall constitute a separate offense, and each day that a violation of this chapter is committed or permitted to continue shall constitute a separate offense.

(C) The penalty for violation of a provision of this chapter that is identical to a state

statute containing a lesser penalty is limited to the penalty prescribed by state law; provided, however, that any offense against the city which can be prosecuted as a misdemeanor under this Falls City, OR Code of Ordinances American Legal Publishing Corporation 143. This section shall be treated by the court hearing the offense as a violation with a fine not to exceed \$500, unless a misdemeanor complaint is prepared and served by the City.

(Ord. 366, passed 3-3-1975; Ord. 97-467, passed 10-6-1997; Ord. 99-475, passed 10-25-1999)

AGENDA REPORT

TO: CITY COUNCIL
FROM: CITY RECORDER DECAMP
SUBJECT: OLCC LICENSE RENEWALS
DATE: 01/02/2018

SUMMARY

Oregon Liquor Control Commission (OLCC) gives municipalities an opportunity to comment on liquor license renewals.

BACKGROUND

OLCC liquor licenses will expire on March 31, 2018. In Falls City, three businesses have state liquor licenses. Oregon Revised Statute (ORS) 471.166 establishes a process for local governments to make recommendations to the OLCC before a license is renewed. State statutes also require OLCC to notify businesses of the renewal application or processing fees charged by the local community. Falls City has a \$25.00 renewal fee for on and off premise.

In Falls City, there are three businesses that have an OLCC license. They include; Frink's General Store, The Boondocks (off and on premises), and The Bread Board. Staff can cite no reason why Council would request extra time to further investigate the renewal requests or to make an unfavorable recommendation for the businesses.

PREVIOUS COUNCIL ACTION

None.

ALTERNATIVES/FINANCIAL IMPLICATIONS

4 x \$25.00 fee.

STAFF RECOMMENDATION

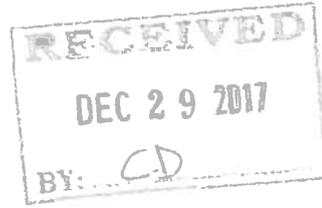
Staff recommends that Council direct staff to write a renewal recommendation for all three Falls City businesses on the state's list.

EXHIBIT

Exhibit A – OLCC Letter and Business List.

PROPOSED MOTIONS

I move the City Council of the City of Falls City direct staff to write a liquor license renewal recommendation to OLCC for Frink's General Store, The Boondocks, and The Bread Board.



City of Falls City
FALLS CITY
299 Mill Street
Falls City, OR 97344

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **3/31/2018**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$25.00 Renewal Fee for ON-PREMISES \$25.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until 3/2/2018 to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **3/2/2018**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

<u>License No./ Premises No.</u>	<u>Tradename/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 253618 Prem. 54780	FRINK'S GENERAL STORE CATHY L. FRINK O - OFF-PREMISES SALES	319 N MAIN ST FALLS CITY, OR 97344 503-787-8036	
Lic. 254514 Prem. 37476	THE BOONDOCKS LOAJEANS LLC L - LIMITED ON-PREMISES SALES	318 N MAIN ST FALLS CITY, OR 97344 503-787-2700	PO BOX 81 FALLS CITY, OR 97344
Lic. 254515 Prem. 37476	THE BOONDOCKS LOAJEANS LLC F-COM - FULL ON-PREMISES SALES	318 N MAIN ST FALLS CITY, OR 97344 503-787-2700	PO BOX 81 FALLS CITY, OR 97344
Lic. 254516 Prem. 37476	THE BOONDOCKS LOAJEANS LLC O - OFF-PREMISES SALES	318 N MAIN ST FALLS CITY, OR 97344 503-787-2700	PO BOX 81 FALLS CITY, OR 97344
Lic. 250572 Prem. 48292	THE BREAD BOARD THE BREAD BOARD LLC L - LIMITED ON-PREMISES SALES	404 N MAIN ST FALLS CITY, OR 97344 503-787-1817	

Count for FALLS CITY

5

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR GORDON
SUBJECT: 304 AND 306 NORTH MAIN PROEPRTY DONATION
DATE: 01/03/2017

SUMMARY

Council directed staff to seek the donation to the City of the historic Doctors office.

BACKGROUND

City clerk JoHanna Birr brought up the idea of having the Steele Family, LLC donate the property at 304 and 306 to the City and we reached out to them. The Steele's agreed to a donation if we would pay for an appraisal of the property. Council agreed to the cost of the appraisal at the June 9, 2016 Council meeting. After performing the appraisal there were some legal concerns and we were not sure if we would take ownership of the property.

Staff was contacted on December 26, 2017 that if we could have the title work completed before the end of the year the Steele Family, LLC would like to donate the property. Staff and the Mayor reached out to First American Title and was able to accomplish the transfer of the deed on the property to the City. The total cost of closing fees was \$2,233.46 and the appraisal was \$2400.00; so for a total of \$4633.46 the City has taken ownership of 304 and 306 North Main.

A big Thank you to the Steele Family for the donation and to Johanna for the idea.

PREVIOUS COUNCIL ACTION

Okayed staff to move forward on donation.

ALTERNATIVES/FINANCIAL IMPLICATIONS

STAFF RECCOMENDATION

N/A

EXHIBIT

Settlement statement and property information

PROPOSED MOTIONS

N/A

File No.: 7121-2988174
 Printed: 12/29/2017, 2:11 PM
 Officer/Escrow Officer: Kami Anderson/JB
 Settlement Location:
 807 Main Street, Dallas, OR 97338

First American Title Company of Oregon
 807 Main Street • Dallas, OR 97338
 Phone: (503)623-5513 Fax: (866)712-4648
Final Settlement Statement



First American

Property Address: 304 and 306 Main Street N, Falls City, OR 97344
 Buyer: City of Falls City
 Seller: Steele Family LLC, an Oregon Limited Liability Company
 Lender:
 Settlement Date: 12/29/2017
 Disbursement Date: 12/29/2017

Description	Buyer	
	Debit	Credit
Financial		
Sale Price	1.00	
Deposit: Receipt No. 712119416 on 12/28/2017 by City of Falls City,		2,232.46
Prorations/Adjustments		
sales price		1.00
Title Charges & Escrow / Settlement Charges		
Policy: ALTA Owners - 2006 STD to First American Title Company of Oregon	200.00	
E-recording Fee to First American Title Company of Oregon	5.00	
Government Service Fee-OR to First American Title Company of Oregon	31.00	
Escrow/Closing Fee to First American Title Company of Oregon	550.00	
Government Recording and Transfer Charges		
Record Warranty Deed-First to Polk County Clerk	61.00	
Miscellaneous		
Property Taxes to Polk County Tax Collector	1,385.46	
Subtotals	2,233.46	2,233.46
Due From/To Buyer		
Totals	2,233.46	2,233.46

Kami Anderson

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POLK County Assessor's Summary Report

Real Property Assessment Report

FOR ASSESSMENT YEAR 2018
NOT OFFICIAL VALUE

January 3, 2018 11:00:36 am

Account # 294869 Map # 08621-BA-04600 Code - Tax # 5701-294869 Legal Descr Multiple Lots - See legal report for full description. Mailing Name STEELE FAMILY, LLC Agent In Care Of Mailing Address 2217 DOAKS FERRY RD NW SALEM, OR 97304 Prop Class 201 MA SA NH Unit RMV Class 201 06 13 000 17069-1	Tax Status ASSESSABLE Acct Status ACTIVE Subtype NORMAL Deed Reference # 1998-12192 (SOURCE ID: 361-1198) Sales Date/Price 08-10-1998 / See Record Appraiser MOSKAL, JAY
--	---

Situs Address(s)	Situs City
ID# 1 304 MAIN ST N	FALLS CITY
ID# 1 306 MAIN ST N	FALLS CITY

Value Summary					
Code Area	AV	RMV	MAV	RMV Exception	CPR %
5701 Land		47,000		Land	0
Impr.		186,180		Impr.	0
Code Area Total	180,310	233,180	180,310		0
Grand Total	180,310	233,180	180,310		0

Land Breakdown											
Code Area	ID#	RFD	Ex	Plan Zone	Value Source	TD%	LS	Size	Land Class	LUC	Trended RMV
5701	1	R		CR	Commercial Site	100	S	10,000.00		*	44,000
5701					OSD - AVERAGE	100					3,000
Grand Total								10,000.00			47,000

Improvement Breakdown										
Code Area	ID#	Yr Built	Stat Class	Description	TD%	Total Sq. Ft.	Ex%	MS Acct #	Trended RMV	
5701	1	1909	111	One story	100	480			20,580	
5701	2	0	540	Medical -office	100	2,796			165,600	
Grand Total							3,276			186,180

Code Area		Exemptions/Special Assessments/Potential Liability									
Type	Type										
5701											
NOTATION(S):		<ul style="list-style-type: none"> ■ CHANGES TO VALUATION JUDGMENT 308.242(2) ADDED 1998 									

Comments: Property made taxable for 2014. JM

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After recording return to:
City of Falls City
299 Mill Street
Falls City, OR 97344

Until a change is requested all tax
statements shall be sent to the
following address:
City of Falls City
299 Mill Street
Falls City, OR 97344

File No.: 7121-2988174 (KJA)
Date: December 27, 2017

THIS SPACE RESERVED FOR RECORDER'S USE	
RECORDED IN POLK COUNTY Valerie Unger, County Clerk	2017-015501 12/29/2017 01:52:38 PM
REC-WD Cnt=1 Str=7 V. UNGER \$20.00 \$11.00 \$10.00 \$20.00 \$5.00	\$66.00

FIRST AMERICAN TITLE 2988174

STATUTORY WARRANTY DEED

Steele Family LLC, an Oregon Limited Liability Company, Grantor, conveys and warrants to **City of Falls City**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

LEGAL DESCRIPTION: Real property in the County of Polk, State of Oregon, described as follows:

LOTS 1 AND 2, BLOCK LETTERED "C", ORIGINAL TOWN OF FALLS CITY, POLK COUNTY, OREGON. (PLAT VOLUME B2, PAGE 30)

Subject to:

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$0.00**. (Here comply with requirements of ORS 93.030)

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 28th day of Dec, 2017.

Steele Family LLC, an Oregon Limited Liability Company

By: [Signature]
Name: Robert Steele
Title: member

By: [Signature]
Name: Arnella Hennig
Title: member

Accepted and Approved by:
City of Falls City

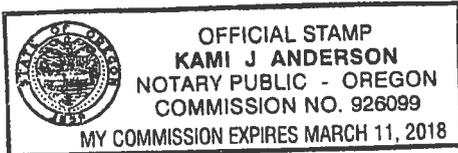
By: [Signature]
Date: 12/29/2017

By: [Signature]
Date: 12/29/2017

STATE OF Oregon)
County of Polk)ss.
)

This instrument was acknowledged before me on this 28th day of Dec, 2017 by Robert Steele as member of Steele Family LLC, an Oregon Limited Liability Company, on behalf of the LLC.

[Signature]



Notary Public for Oregon
My commission expires: 3-11-18

APN: 294869

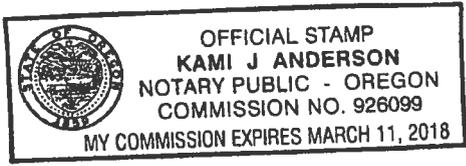
Statutory Warranty Deed
- continued

File No.: 7121-2988174 (KJA)

STATE OF Oregon)
County of Polk)ss.
)

This instrument was acknowledged before me on this 28th day of Dec, 2017
by Arnella Hennig ~~Steele~~ as member of Steele Family LLC, an Oregon Limited Liability Company, on
behalf of the LLC.

Kami J. Anderson



Notary Public for Oregon
My commission expires: 3-11-18

AGENDA REPORT

TO: CITY COUNCIL
FROM: JOHANNA BIRR, THROUGH MAYOR GORDON
SUBJECT: REPRESENTATIVE KURT SCHRADER TOWN HALL
DATE: 12/17/2017

SUMMARY

Representative Kurt Schrader emailed invites to his January 22, 2018 town hall meeting. Staff forwarded emails, but wanted to make sure all Councilors were aware of the meeting.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION N/A

EXHIBIT A- Copy of invitation

PROPOSED MOTION N/A

Terry Ungricht

From: Sandau, Jonathan <Jonathan.Sandau@mail.house.gov>
Sent: Thursday, December 21, 2017 4:33 PM
To: manager@fallscityoregon.gov
Subject: Invite to Congressman Schrader's Roundtable



CONGRESSMAN

KURT SCHRADER

REPRESENTING THE 5TH DISTRICT OF OREGON



Mark Your Calendars

December 21, 2017

Dear Council President Sickles:

I would like to invite you to join me at my annual Community Leaders Roundtable. As we begin the second session of the 115th Congress, I am hopeful that we can work to move beyond the divisiveness of our national politics and continue the Oregon tradition of working collaboratively to better our communities. At the national level, I will be continuing to fight for accessible and affordable healthcare and for critical funding to improve our roads, bridges, and jetties. By offering your insight on these issues, and others that you face, we can work together to ensure that our citizens have access to a strong education, good jobs, and a clean environment so they can be successful.

Please join me on Monday, January 22nd for an open discussion about how we can move forward on our shared priorities.

WHEN: Monday, January 22, 2018

TIME: 1:30 - 3:00 PM

WHERE: Chemeketa Center for Business and Industry
626 High Street NE, Room 102
Salem, OR 97301

RSVP: Jonathan Sandau: 503-588-5103 or reply to jonathan.sandau@mail.house.gov

It is a privilege to represent you in the United States Congress.

Sincerely,

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AGENDA REPORT

TO: COUNCIL
FROM: JOHANNA BIRR, CITY CLERK THROUGH MAYOR GORDON
SUBJECT: CITY CHARTER AND COUNCIL RULES
DATE: 12/15/2017

SUMMARY

A question regarding the purpose of Roll Call was directed to staff during the December 14, 2017 regular Council meeting. Staff explained the requirements for taking roll call and tracking the late arrival or early departure of members of the governing body.

The City Charter and Council rules outline uniform requirements for proceedings that comply with state law. (Exhibits A & B) State law also requires that all members of a governing body present are recorded in the minutes. (ORS §192.650 (a)) Council Rules 1 & 2 under Voting Generally explain the purpose for Roll Call.

BACKGROUND

Falls City approved Measure No: 27-113 Proposed new City Charter for Falls City, Oregon at the November 4, 2014 General Election.

PREVIOUS COUNCIL ACTION

In March 2014, The City Council adopted Goal 3, Objective 2 to Place the revised City Charter on ballot for voter approval. In April 2014, Council reviewed recommendations and agreed to revisions. In July 2014, Council adopted Resolution 13-2014 Charter Ballot Title for the November 4, 2014 General Election.

In the spring of 2014, Council reviewed Council rules and determined they were no longer current. It was in the best interest of the Council and the citizens to have a minimum standards for the conduct of meetings and for the ethical conduct of the appointed and elected members of the City Council. Section 20 of the Falls city Charter authorizes the Council to adopt rules for the government of its members and its proceedings. Resolution 05-2014 and Ordinance 536-2014.

ALTERNATIVES/FINANCIAL IMPLICATIONS N/A

STAFF RECOMMENDATION N/A

EXHIBIT A- Home Rule (Charter Res. 13-2014)
EXHIBIT B- Council Rules (Ordinance 536-2014)

PROPOSED MOTION N/A

PREAMBLE

We, the voters of Falls City, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

**Chapter I
NAMES AND BOUNDARIES**

Section 1. Title. This charter may be referred to as the 2014 Falls City Charter.

Section 2. Name. The City of Falls City, Oregon, continues as a municipal corporation with the name City of Falls City.

Section 3. Boundaries. The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

**Chapter II
POWERS**

Section 4. Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.

Section 5. Construction. The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law.

Section 6. Distribution. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.

**Chapter III
COUNCIL**

Section 7. Council. The council consists of a mayor and six councilors nominated and elected from the city at large.

Section 8. Mayor. The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is not a voting member of the council except to break ties and has veto authority. The Mayor has the power of veto, as provided in section 16(f). With the consent of council, the mayor appoints members of commissions and committees established by ordinance or resolution.

The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

Section 9. Council President. At its first meeting each year, the council must elect a president from its membership. The president presides at council meetings in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

Section 10. Rules. The council must by resolution adopt rules to govern its meetings.

Section 11. Meetings. The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with the rules.

Section 12. Quorum. A majority of the council members, excluding the Mayor, is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by council rules and fill vacancies as provided in section 32 .

Section 13. Vote Required. The express approval of a majority of a quorum of the council is necessary for any council decision, except when this charter requires approval by a majority of the council.

Section 14. Record. A record of council meetings must be kept in a manner prescribed by the council rules.

Chapter IV LEGISLATIVE AUTHORITY

Section 15. Ordinances. The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of Falls City ordains as follows:".

Section 16. Ordinance Adoption.

- a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council after reading of the ordinance at two meetings.
- b) The council may adopt an ordinance at a single meeting by the unanimous approval of at least a quorum of the council, provided the proposed ordinance is available in writing to the public at least one week before the meeting.
- c) Any of the readings of an ordinance may be by title, only, unless a councilmember present at the meeting requests to have the ordinance read in full.
- d) Any substantive amendment to a proposed ordinance made after the first reading must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.
- e) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.
- f) After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian's name and title. Within five days after adoption of an ordinance the mayor must sign it and insert the date of signature or veto the ordinance. If the mayor vetoes the ordinance, the mayor must file the reasons in writing with the custodian of records within three days of the veto. At the first meeting of the council after the veto of an ordinance the custodian of records must deliver the ordinance to the council with the mayor's reasons for the veto. The vetoed ordinance may be repassed by a vote of four members of the council.

Section 17. Effective Date of Ordinances. Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or on another date less than 30 days after adoption if it contains an emergency clause.

Chapter V
ADMINISTRATIVE AUTHORITY

Section 18. Resolutions. The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of Falls City resolves as follows:".

Section 19. Resolution Approval.

- (a) Approval of a resolution or any other council administrative decision requires approval by the council at one meeting. A resolution may be read by title, only, unless a councilmember present at the meeting requests to have the resolution read in full.
- (b) Any substantive amendment to a resolution, made after it has been read, must be read aloud or made available in writing to the public before the council adopts the resolution at that meeting.
- (c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.
- (d) After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 20. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

Chapter VI
QUASI-JUDICIAL AUTHORITY

Section 21. Orders. The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of Falls City orders as follows:".

Section 22. Order Approval.

- (a) Approval of an order or any other council quasi-judicial decision requires approval by the council at one meeting.
- (b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.
- (c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.
- (d) After approval of an order, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 23. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

Chapter VII
ELECTIONS

Section 24. Councilors. The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, three councilors will be elected for four-year terms.

Section 25. Mayor. The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every other general election after the adoption, a mayor will be elected for a two-year term.

Section 26. State Law. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

Section 27. Qualifications.

- (a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.
- (a) No person may be a candidate at a single election for more than one city office.
- (b) Neither the mayor nor a councilor may be employed by the city.
- (c) The council is the final judge of the election and qualifications of its members.

Section 28. Nominations. The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.

Section 29. Terms. The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office.

Section 30. Oath. The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

Section 31. Vacancies: The mayor or a council office becomes vacant:

- (a) Upon the incumbent's:
 - (1) Death,
 - (2) Adjudicated incompetence, or
 - (3) Recall from the office.
- (b) Upon declaration by the council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
 - (2) Absence from the city for 30 days without council consent
 - (3) Absence from all council meetings within a 90-day period,
 - (4) Absence from 5 council meetings in a calendar year
 - (5) Ceasing to reside in the city,
 - (6) Ceasing to be a qualified elector under state law,
 - (7) Conviction of a public offense punishable by loss of liberty,
 - (8) Resignation from the office, or
 - (9) Removal under Section 33(i).

Section 32. Filling Vacancies. A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members within 60 days of the established vacancy. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absence from the city, a majority of the council may appoint a councilor pro tem.

**Chapter VIII
APPOINTIVE OFFICERS**

Section 33. City Manager.

- a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city

business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.

- b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.
- c) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.
- d) The duties and empowerments of the City Manager will be set by ordinance. The manager has no authority over the council or over the judicial functions of the municipal judge.
- e) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.
- f) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the council must appoint a manager pro tem. The manager pro tem will be the Mayor until another manager pro-tem is appointed. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.
- g) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.

Section 34. City Attorney. The office of city attorney is established as the chief legal officer of the city government. A majority of the council must appoint and may remove the attorney. The attorney must appoint and supervise, and may remove any office employees of the city attorney.

Section 35. Municipal Court and Judge.

- a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city or other location at such place as the council directs. The court will be known as the Municipal Court.
- b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.
- c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.
- d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.
- e) The municipal judge may:
 - 1. Render judgments and impose sanctions on persons and property;
 - 2. Order the arrest of anyone accused of an offense against the city;
 - 3. Commit to jail or admit to bail anyone accused of a city offense;
 - 4. Issue and compel obedience to subpoenas;
 - 5. Compel witnesses to appear and testify and jurors to serve for trials before the court;
 - 6. Penalize contempt of court;
 - 7. Issue processes necessary to enforce judgments and orders of the court;
 - 8. Issue search warrants; and
 - 9. Perform other judicial and quasi-judicial functions assigned by ordinance.

- f) The council may appoint and may remove municipal judges pro tem.
- g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

**Chapter IX
PERSONNEL**

Section 36. Compensation. The council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.

Section 37. Merit Systems. The council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

**Chapter X
PUBLIC IMPROVEMENTS**

Section 38. Procedure. The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for six months upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Section 39. Special Assessments. The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

**Chapter XI
MISCELLANEOUS PROVISIONS**

Section 40. Debt. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

Section 41. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 42. Repeal. All charter provisions adopted before this charter takes effect are repealed.

Section 43. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Section 44. Time of Effect. This charter takes effect December 4, 2014.

RULES OF THE CITY COUNCIL CITY OF FALLS CITY, OREGON

COUNCIL PROCEDURES

Types of Meetings:

- 1) **Regular Meetings:** The Council shall hold a regular meeting at least once each month at a time and place in the city which it designates. When the regular meeting date of the Council falls on the legal holiday, as defined by State Statute the Council shall conduct that regular meeting on the next following Monday at the same time and place or on such other day, time and place as the Council shall determine at a prior meeting, in either case, notice of the change shall be provided to the public.
- 2) **Executive Sessions:** The Council may hold closed meetings (executive sessions) pursuant to State Statute during regular or special meetings. A motion or notice calling for an executive session shall identify the specific statutory authorization. Media representatives will be allowed to attend executive sessions, but the Council may request that certain information shall not be disclosed. Final action on any matter discussed in executive session must be taken at an open meeting.
- 3) **Special Meetings:** Any Council meeting other than the Regular council meeting which has been called for the purpose of conducting official action or studying an issue is a special city council meeting. Notice shall be given at least 24 hours prior to the meeting as required by City Charter. A Special Council meeting may be called at any time on request of three members of the Council, by the Mayor, or by the President of the Council or other Councilor when acting as Mayor under the terms of the Charter, by giving notice of the meeting to the Council members and the public.
- 4) **Emergency meetings:** A special meeting called without 24 hours' notice is an Emergency Meeting. An Emergency Meeting may be called when dictated by events over which the Council had no control or advance knowledge of. The meeting shall be limited to discussion and action regarding the emergency. The notice for an emergency meeting shall be provided as soon as possible after becoming aware of the emergency and the need for the meeting. Requirements for calling an emergency meeting shall be the same as for a special meeting. The minutes shall indicate the reason for the emergency.
- 5) **Work Sessions:** Work sessions of the Council shall be held in accordance with State Statutes for the purpose of studying an issue(s) and such session shall be called by either the Mayor, City Administrator or three Council members. Work Sessions are a form of special meeting and the Council may take action at such sessions.

Order of Business and Agenda

- 1) **Order of Business.** The order of business at each Council meeting shall be in accordance with the agenda prepared by the City Administrator, and with notice provided in accordance with state law.
- 2) **Agendas.** City staff shall prepare an agenda for every regular, and if requested, for every special Council, meeting. Agendas and informational material for regular meetings shall be distributed as least two days prior to the meeting.
 - a. The mayor and any member of the Council may place an item on the agenda for action or report and may submit written materials relating to such item, to be distributed with the agenda by submitting such items and materials in writing to the City Administrator at least 15 days prior to the Council meeting at which the matter is to be considered.

- b. Any other person may request an item be placed on the regular meeting agenda by presenting such items in writing to the City Administrator's office at least 15 days prior to the Council meeting at which the matter is to be considered. Upon approval by the Mayor, the City administrator or any member of the Council the item shall be placed on the agenda for consideration.
- 3) Items to be acted on Generally. Normally, the Council shall act only upon those items on the agenda. Matters deemed to be emergencies or of an urgent nature by a majority of the council may be submitted for Council consideration and action under Adoption of Agenda.
- 4) New Business. The Mayor, City Administrator or a Council member may bring before the Council any new business under the New Business portion of the agenda. These matters need not be specifically listed on the agenda, but formal action on such matters shall be deferred until a subsequent Council meeting, unless deemed urgent under (3) above.
- 5) Public Comment
- a) Policy. The Council recognizes that public input into the local government process plays a critical role in the council's decision-making process. All citizens shall have the right to speak before the Council on matters of city concerns but with this right is the responsibility to not abuse this right. Therefore the council welcomes all public input but expects speakers to treat the council, city staff and fellow citizens with respect and dignity.
- b) Public Comment Generally. Any member of the public wishing to address the Council on a matter on the agenda or of general public concern may do so at the time set in the agenda for public comments. Any member so addressing the Council shall be limited to a period of five minutes within which to make them heard. The majority of the Council, in its sole discretion, may extend this time, or may request further information be presented to the Council on such date and in such manner, as it deems appropriate.
- c) Persons Sharing Common Concerns. If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Council during the time for public comment, the group should select a spokesperson, which shall present the views of the group to the Council. The majority of the Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letter, videotapes, etc., may be presented to the Council for consideration at the conclusion of the spokesperson's remarks.
- d) Complaints and suggestions to the Council. When any citizen brings a complaint or suggestion before the Council other than for items already on the agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature. If it is legislative, i.e., a complaint about the letter or intent of legislative acts or a suggestion for changes to such acts, and if the Council finds such complaint or suggestion may call for a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, a committee or the City Administrator for study and recommendation.
- If the matter is administrative in nature, i.e., a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or a complaint or suggestion regarding administrative policy within the authority of the City Administrator, the Presiding Officer shall then refer the complaint or suggestion directly to the City Administrator for his or her review if the matter has not already been reviewed. The City Administrator shall report to the Council when his or her review has been made.
- e) Recognition to speak outside the designated public comment period. Any public member desiring to address the Council outside the period designated in the agenda for public comment must first be recognized by the presiding officer. After recognition, the

person's name and city of residence (or county of residence if the person is not a resident of a city) shall be stated for the record and the remarks shall be limited to the question under discussion.

- f) Address the Presiding Officer. All remarks and questions shall be addressed to the presiding officer and not to any individual Council member, staff member or other person without the permission of the presiding officer. No person shall enter into any discussion without being recognized by the presiding officer.
- g) Respectful of time allotment. Any public member addressing the Council outside the designated public comment period shall be limited to three (3) minutes unless the presiding officer grants further time. No public member shall be allowed to speak more than once upon any one subject until every other public member choosing to speak thereon has spoken.
- h) After a motion has been made or after a public hearing has been closed, no public member shall address the Council without first securing permission from the majority of the Council.
- i) The provisions in this section governing public comment shall not apply to a matter that is the subject of a quasi-judicial hearing. In the case of a quasi-judicial hearing, public comment on the subject of the hearing will be allowed only during the hearing, subject to the rules of the hearing.

Consent Agenda

- 1) Agenda items to be included within the consent Agenda portion of the Council's Order of Business shall be routine matters of limited public interest including such matters as licenses, permits, minor agreements, written committee reports, authorizations to bid, award of bids, payment of bills and approval of minutes. Matters that may not be included in the Consent Agenda are ordinances, resolutions, public hearings, major bid awards and agreements of interest to the public and those items for which interested persons are likely to appear and comment.
- 2) The Consent Agenda shall be subject to one combined vote of Council; provided, however, prior to such vote any Council member may request to have removed one or more Consent Agenda items to be considered individually during the regular agenda. Such items shall be considered at the end of New Business.
- 3) Copies of matters to be considered under the Consent Agenda shall be included in the agenda packet and made available to the public pursuant to Oregon's Public Meeting Law. Council members may question staff regarding such reports prior to voting on the Consent Agenda and without removing the items from the Agenda.

Voting Generally

- 1) All members of the governing body will be accounted for during roll call, the arrival of, the departure of, and the decision by motion conducted by the city council when in session.
- 2) A roll call vote shall be used for all ordinances and resolutions. Any other question before the Council shall not require a roll call vote unless requested by any member of the Council. It shall not be in order for members to explain their vote during roll call. Any member may change his or her vote prior to the next order of business.
- 3) Where not otherwise controlled by Charter provision, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.
- 4) Reconsideration of Actions Taken. Any member who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent of the Council.

Ordinances

- 1) Upon the final vote on an ordinance, the ayes and nays of the Council members shall be

Council Goals

taken and entered in the record of proceedings.

Resolutions

- 1) Every Resolution shall, before being passed, be read in open Council meeting. The reading of a Resolution may be by title only if no Council member present at the meeting requests that the Resolution be read in full, provided that a written copy of the Resolution is provided for each Council member and written copies are provided for public inspection in the Council Chambers at the time of its consideration.
- 2) Upon final vote on a Resolution, the ayes and nays of the Council members shall be taken and entered in the record of proceedings.
- 3) Upon enactment of a Resolution, the Recorder shall sign it with the date of its passage and within three (3) days, the Mayor or President of the Council when acting as Mayor under the terms of the Charter shall sign it. The Mayor shall have no power to veto a Resolution.
- 4) A Resolution enacted by the Council shall take effect immediately unless the Resolution prescribes a different effective date.

The Presiding Officer.

- 1) The Mayor. The Mayor shall preside at all regular and special meetings and executive sessions of the Council and in addition, shall be the recognized head of the City for all ceremonial purposes. The duties of the Mayor are outlined in the City Charter.
- 2) Council President. At the first meeting in January following a general election, the Council shall elect a president from its membership. The President of the Council may act as Mayor when authorized under the terms of the Charter.
- 3) Temporary Chair. In event of the absence of the Mayor and Council President, if a quorum is present, those Council members present shall elect, by majority vote, a Temporary Chair for that meeting. Should the Mayor or Council President arrive, the Temporary Chair shall relinquish the chair immediately upon the conclusion of the item of business then in consideration before the Council.

Employee Duties

- 1) City Administrator. The City Administrator shall attend all meetings of the Council, unless excused by the City Council. He or she shall make recommendations to the Council and may take part in all discussions concerning the welfare of the City.
- 2) City Attorney. The City Attorney shall attend all regular meetings of the Council, unless excused by the City Council or Mayor. Any member of the Council or Mayor may at any time call upon the City Attorney for an informal oral opinion. Written opinions shall be required by a majority of the Council. The City Attorney shall be the Parliamentarian, pursuant to Roberts Rules of Order and shall advise the Presiding Officer on any questions of order.
- 3) Officers and Employees. Any member of the City Council may request that the City Administrator direct any employee to attend regular, special or executive city council meetings to confer with the Council on matters relating to the City.

Rules, Decorum and Order

- 1) Rules. The Presiding Officer shall generally follow Robert's Rules of Order, but may relax those rules as practicality and necessity require and as may be appropriate for a public meeting.
- 2) Presiding Officer. The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Council.
- 3) Council Members. Council members shall preserve order and decorum during Council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. Council members shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of

Council Goals

any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office. The following ground rules should be followed in order to maintain order and decorum during council discussions:

- a) Honor and respect differences
 - b) Focus on issues, not personalities
 - c) Be brief and concise when presenting a point of view
 - d) Clarify issues before evaluating them
 - e) Be open, direct and honest during Council meetings
 - f) Avoid personalizing, attacking or labeling other Council members during meetings
 - g) Never speak in anger
 - h) Speak for oneself, not for other Council members
 - i) Establish a ten-minute limit on individual discussions
 - j) Avoid repetition as a way to convince others
 - k) Always be prepared at Council meetings, read the agenda, gather all necessary information, and have questions answered by City staff before attending meetings
 - l) Stay on time and on task
 - m) Stick to the agenda
 - n) Disagree openly with other Council members, but do not attack feelings
 - o) Listen to all information before forming opinions
 - p) Do not interrupt
 - q) Adhere to Robert Rules of Order when making and discussing a motion
 - r) Avoid time consuming debate with citizens attending Council meetings
 - s) Side-bar conversations between Council members are not permitted
- 4) Confidentiality. Council members will keep all written materials and verbal information provided them on matters of confidentiality under law in complete confidence to insure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Administrator or the City Attorney.

If the Council, pursuant to an executive session provides direction or consensus to staff on proposed terms and conditions for any type of negotiations whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with the other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Council member shall not have any contact or discussion with any other party or its representative nor communicate any execution session discussion.

If a Council member does not refrain from disclosing such information as required by the Council rules, the Council shall convene and address the matter, as provided in the Censure provision of these rules.

- 5) Staff and Public. Members of the administrative staff, employees of the City and other persons attending Council meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Council.
- 6) Council-staff relations. The Council sets city policies and goals. The staff implements and administers the policies and goals. Council members shall respect the separation between policy- making and administration by; not attempting to influence or coerce the City Administrator concerning personnel or purchasing rules, as outlined in the City Charter.

Addressing all inquiries and requests for information from staff to the City Administrator or City Attorney and allowing sufficient time for response. At the discretion of the administrator or attorney, inquiries may be forwarded to the full Council for consideration.

Limiting individual contacts with City officers and Employees so as not to influence staff decisions or recommendations, undermine the authority of supervisors or prevent the full Council from having the benefit of any information received; Honoring the confidentiality of discussions with the City Attorney.

- 7) Censure. The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council members act in any manner constituting a substantial violation of these rules or other general laws, the Council, acting as a whole, may discipline that Council member to the extent provided by law, including public reprimand.

To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Neither the Council nor any member thereof shall have the right to make public any information obtained through such investigation.

Any member accused of a substantial violation of Council rules or any other general law shall have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by counsel. Upon finding, by a moral certainty, that a substantial violation has occurred, and that such violation affects the Council member's ability to represent the interests of the City as a whole, the Council may, upon a majority vote of the Council members (other than the offending member of the Council) impose a censure on the offending member.

Duties and Privileges of Members

- 1) Code of Ethics. Council members shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Council members should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole. Council members should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, color, religion, national origin, sex, sexual orientation, marital or familial status, social station or economic position.
- 2) Expressing and Recording Dissents-or Protests. Any Council member shall have the right to express dissent from or protest against any Ordinance, Resolution or decision of Council and have the reason, therefore, entered upon the Council minutes. Such dissent or protest maybe verbal during the meeting or in writing and presented to Council not later than the next regular meeting following the date of passage of the Ordinance, Resolution or decision objected to.

Professional Volunteer. Recognizing that members of the council are volunteers, they shall still maintain a professional level of responsibility and accountability as an elected or appointed city leader. This will include but is not limited to the following attributes;

- a) Maintain a sense of humor.
- b) Do not undermine either City Council or City.
- c) Recognize that mistakes will sometimes happen. Learn from them, but do not dwell on them.
- d) Recognize City Council and Staff accomplishments and praise both Council members and Staff when out in the community.
- e) Try not to solve problems as soon as they are brought before the City Council by citizens; but take them under consideration for discussion at the next Council meeting after allowing an opportunity for further research and consideration prior to council deliberation and decision.

- f) Not representing the city with any actions or communications with other jurisdictions or agencies without council knowledge and approval.

AGENDA REPORT

TO: CITY COUNCIL
FROM: CITY MANAGER UNGRICHT
SUBJECT: COUNCIL GOALS SETTING SESSION AND 2017 UPDATE
DATE: 12/27/2017

SUMMARY

Each year Council sets goals before the Budget process begins.

BACKGROUND

Staff needs input from Council on a date to have the work session. We have also contacted COG to see what training they can provide if Council wishes.

I am attaching the 2017 goals with a report on what we have accomplished.

PREVIOUS COUNCIL ACTION

2016 goals session.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Goals helps to develop the Budget.

STAFF RECCOMENDATION

N/A

EXHIBIT

2017 goals

PROPOSED MOTIONS

N/A

CITY OF FALLS CITY, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

February 2, 2017

GOAL-SETTING WORKSHOP RESULTS

MISSION STATEMENT

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

GOALS

The City of Falls City will:

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

OBJECTIVES

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

	OBJECTIVE	LEVEL
1	Develop funding for sewer project	1
2	Create a Parks Master Plan	1
3	Develop funding sources for Street improvements	4
4	Develop projects in water system based on Master Water Plan	2

1. CDBG application should be submitted by 12-30-17
2. Done and adopted
3. Applied for Small City allotment, was able to carry over street funds from last budget, Council discussed a levy but decided Fire Department was priority, Hope to not have to lower funds in supplemental budget.
4. Adopted Master Plan, have not discussed one stop finance meeting, sewer has been priority.

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

	OBJECTIVE	LEVEL
1	Schedule Town Hall meetings to share information with and solicit information from citizens	4
2	Continue to enhance the City's website	4
3	Town Hall meeting to explore Neighborhood Associations	1
4	Install reader board in front of Community Center to keep public informed	1

1. Councilor Drill hosted 2 Town Halls in 2017, Mayor Gordon is discussing ways to meet with citizens.
2. Staff is proud of the website, but we are open to any suggestions.
3. Falls City kicked off a Neighborhood watch program.
4. Done

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

	OBJECTIVE	LEVEL
1	Review City ordinances to ensure compatibility with business development	2
2	Town Hall meetings to encourage economic development	1
3	Enhance communications with Falls City School District and businesses	4

1. Council had municipal code and zoning training and adopted changes to our zoning and development code. We recommend that this is always an ongoing process to keep up with changing regulations and staff identified problems.

2. We had a Economic Development Committee but it was disbanded due to low interest.
3. Needs work.

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

	OBJECTIVE	LEVEL
1	Develop and implement program, and train appropriate people	1
2	Educate the public on emergency procedures	4
3	Replace missing signs in the City as needed	4

1. We contracted out to Independence to operate the Falls City Municipal Court. Hired an enforcement officer and have developed 3 cases, 1 closed, 1 with a signed agreement to clean up, and 1 active. Enforcement officer is developing with in budgeted time allowed.
2. On going
3. On going

KEY TO LEVEL RATINGS

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

AGENDA REPORT

TO: CITY COUNCIL
FROM: JOHANNA BIRR, THROUGH MAYOR UNGRICHT
SUBJECT: RECORDS RETENTION AND DESTRUCTION POLICY
DATE: 12/14/2017

SUMMARY

The records retention policy provides guidelines to promote efficiency in the creation, organization, maintenance, retention and use of city records and control their retention and destruction. The policy ensures the city is retaining its records according to the Oregon Public Records Law and the Oregon Administrative Rules Retention Schedule of city documents.

A resolution is needed to officially and legally adopt this item as administrative policy for the City of Falls City.

PREVIOUS COUNCIL ACTION

In October of 2012, Council adopted a formal records retention policy.

ALTERNATIVES/FINANCIAL IMPLICATIONS

There is minimal cost associated with records retention and the destruction (shredding) of expended records.

STAFF RECOMMENDATION N/A

EXHIBIT A- City of Falls City Records Retention Policy

EXHIBIT B- 10/11/2012 Approved Council Minutes adopting the Policy

PROPOSED MOTION N/A

AGENDA REPORT

TO: MAYOR AND COUNCIL
FROM: AMBER MATHIESEN, CITY ADMINISTRATOR
SUBJECT: RECORDS RETENTION POLICY
DATE: 10/11/2012

SUMMARY

Currently the City of Falls City does not have a formal records retention policy.

BACKGROUND

The policy is intended to provide guidelines to promote efficiency in the creation, organization, maintenance, retention, and use of City records and to control their retention and destruction. The policy is also intended ensure the city is retaining its records according to Oregon's public records law and the Oregon Administrative rules for retention of city documents. Having a records retention policy is considered a best practice among records managers.

PREVIOUS COUNCIL ACTION

None.

ALTERNATIVES/FINANCIAL IMPLICATIONS

There will be minimal cost for boxes and labels to maintain records in accordance to the policy.

STAFF RECCOMENDATION

Staff recommends the Council adopt the records retention policy.

EXHIBIT

See attached Exhibit A: City of Falls City Records Retention Policy.

PROPOSED MOTION

I move the City Council of the City of Falls City adopt The City of Falls City Records Retention Policy.

City of Falls City
Records Retention Scheduling and Destruction Policy
Effective Date:

I. POLICY

The City of Falls City will follow the City Records Retention Schedule as transmitted by the Oregon State Archivist and may be updated from time to time.

II. PURPOSE

This policy is intended to provide guidelines to promote efficiency in the creation, organization, maintenance, retention, and use of City records and to control their retention and destruction.

III. DEFINITION

City records include, but are not limited to, a document, book, paper, photograph, file, sound recording, or machine-readable electronic record, regardless of physical form or characteristics, made, received, filed, or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use.

IV. PROCEDURES

The Recorder is directed to implement records scheduling as allowed by the City Records Retention Schedule following the procedures below.

The Recorder is authorized to have all papers, documents and records received in all city departments maintained and stored to assure:

1. Complete records are filed and can be located and retrieved when needed;
2. The identification, preservation, and retirement of permanent records is facilitated;
3. Permanent and temporary records are segregated;
4. Records and non-record materials are segregated;
5. Temporary records are disposed of promptly when their retention periods expire; and
6. Permanent records are transferred to archives in a timely manner.

A. Each department will be responsible for the retention of the "record copy" created or received in their department with the exception of records such as ordinances, resolutions, rights of ways, agreements and purchase orders.

Each department shall insure that records are maintained and retained in accordance with Oregon Administrative Rules and any other applicable public record law or administrative rule, including the most current edition of the Oregon State Archives City Records Retention Schedule.

Each department's administrative manager or a designee must:

1. Implement the department's and/or office's record management practices;
2. Ensure that these management practices are consistent with this policy;
3. Educate staff within the department in understanding sound record management practices;
4. Ensure that access to confidential records and information is restricted;
5. Destroy inactive records that have no value upon passage of the applicable retention period; and
6. Ensure that records are destroyed in a manner that is appropriate for the type of records and information involved; and
7. Obtain approval prior to destruction of City records in accordance to this policy.

B. It is strongly recommended that the record copy be stamped, in blue ink, "Record Copy".

C. Transfer to Short-Term Storage: As records are transferred from active storage to inactive storage, but have not met the minimum retention period, the following steps should be followed:

- (1) Only one cubic foot boxes will be accepted, unless approved by the Recorder. Two cubic foot boxes will not be accepted.
 - a. Only one record series per box, except if series is small, mix series by same retention.
 - b. Records should be boxed in annual time frames that reflect the use of the records, i.e. Fiscal or calendar year.
 - c. Arrange records in box using the 8 ½ x 11 standard.
 - d. Do not store hanging folders or binders in the boxes; they break down the sides of the boxes. Use a rubber band, clip or colored paper to separate the records.
 - e. Attach a completed archive label to the outside of the box below the handle.
- (2) List records on the Records Transmittal form, two copies to be included in the box and a copy retained by the department.
 - a. Records that are of a sequential nature must be listed in full, if there is an exception, the items not included and a reason why they are required.
- (3) Deliver the boxes to the permanent records storage facility.
- (4) Records will be added to the storage inventory and assigned a box location number. The box location number will be added to the Transmittal form, a copy retained in the box and one copy returned to the department.
- (5) Permanent records, or those records having a retention period of over 10 years, may be eligible for microfilming.

D. Transfer to Permanent Storage: As records are transferred from active storage to permanent storage, the following steps will be followed:

- (1) Only one cubic foot boxes will be accepted, unless approved by the Recorder. Two cubic foot boxes will not be accepted.
 - a. Only one record series per box, except if series is small, mix series by same retention.
 - b. Records should be boxed in annual time frames that reflect the use of the records, i.e. Fiscal or calendar year.
 - c. Arrange records in box using the 8 ½ x 11 standard.
 - d. Do not store hanging folders or binders in the boxes; they break down the sides of the boxes. Use a rubber band, clip or colored paper to separate the records.
 - e. Attach a completed PERMANENT archive label to the outside of the box below the handle.
- (2) List records on the Records Transmittal form, two copies to be included in the box and a copy retained by the department.
 - a. Records that are of a sequential nature must be listed in full, if there is an exception, the items not included and a reason why they are required.
- (3) Deliver the boxes to the permanent records storage facility.
- (4) Records will be added to the storage inventory and assigned a box location number. The box location number will be added to the Transmittal form, a copy retained in the box and one copy returned to the department.
- (5) Permanent records, or those records having a retention period of over 10 years, may be eligible for microfilming.
- (6) Generally, records will be destroyed after meeting the minimum retention. If a record is determined to have substantial value, the record may be retained beyond the minimum retention upon approval of the department head, City Manager, City Attorney and City Recorder.
- (7) Destruction: Once a record has served its purpose and has met the minimum retention, it is ready for final disposition using the following process:
 - a. If the records are not in a records storage facility, the department will complete the Records Transmittal form.
 - b. The department head will sign the form and forward it to the Recorder.
 - c. The department will complete the Records Destruction Request form.
 - d. The department head will sign the form and forward it to the Recorder.

- e. The Recorder shall complete a form entitled "Certificate of Records Authorized to be Destroyed" which includes the following statement: "*I hereby certify that the above records have been destroyed by (method) , by (name) , Date .*" signed by the City Recorder.
- f. After approval, the records shall be destroyed by an appropriate method.
- g. After the records have been destroyed, the Recorder will sign and file the Certificate.

Approved by the City Council: _____
Date

City of Falls City

City Council Meeting
Thursday October 11, 2012
Meeting Location: 320 N Main Street, Falls City

Council Present

Julee Bishop, Henry Hughes, Lori Jean Sickles, Barbara Spencer, John Volkmann, Amy Houghtaling

Staff Present

Amber Mathiesen, City Administrator; James Walton, Public Works Superintendent; Lane Shetterly, City Attorney

Mayor Houghtaling called the meeting to order at 7:39 pm.

1) Roll Call

Roll call was taken by City Administrator Mathiesen. Councilor Fergusson was absent due to illness.

2) Pledge of Allegiance

The pledge was led by Mayor Houghtaling.

3) Motion to adopt the entire agenda

A motion was made by Councilor Hughes and seconded by Councilor Spencer to adopt the agenda. Motion carried 5-0. Ayes: Julee Bishop, Henry Hughes, Lori Jean Sickles, Barbara Spencer, John Volkmann.

4) Consent Agenda: Motion Action Approving Consent Agenda Items

A) Approval of the Bills

B) Approval of Minutes of Regular Council Meeting September 13, 2012

A motion was made by Councilor Sickles and seconded by Councilor Spencer to approve the consent agenda. Motion carried 4-0-1. Ayes: Julee Bishop, Henry Hughes, Lori Jean Sickles, Barbara Spencer. John Volkmann abstained citing he was not present at the September 13, 2012 meeting.

5) Public Comments

Laura Britton, resident of Falls City, addressed the council. Ms. Britton asked the Council to change the light at the top of the stairs near her backyard and stated the light is a nuisance due to the way the light enters her home in the evening. Ms. Britton asked the Council to consider the impact to residents who are currently struggling financially when considering implementation of a Traffic Utility fee. She described how increasing utility costs affect her personally and as a landlord.

6) New Business:

A) Fire Department Radio Communications Contract

A motion was made by Councilor Hughes and seconded by Councilor Sickles that the City Council of the City of Falls City adopt Resolution 2012-15, A resolution authorizing an intergovernmental agreement with Polk County for Radio Communication with the Fire Department. Motion carried 5-0. Ayes: Julee Bishop, Henry Hughes, Lori Jean Sickles, Barbara Spencer, John Volkmann.

B) GSI Water Rights Consulting Contract

City Administrator Mathiesen explained the Berry Creek water right extension application prepared by City Engineer John McGee failed and she requested the Council approve the contract with GSI Water Solutions to prepare an extension application on behalf of the city.

Councilor Spencer inquired why the City Administrator could not prepare the application. City Administrator Mathiesen explained water rights are a highly technical field of work and this is beyond her scope of knowledge.

A motion was made by Councilor Hughes and seconded by Councilor Bishop that the City Council of the City of Falls City adopt Resolution 2012-16 A Resolution authorizing a contract agreement with GSI Water Solutions Inc. for water rights consulting services. Motion carried 5-0. Ayes: Julee Bishop, Henry Hughes, Lori Jean Sickles, Barbara Spencer, John Volkmann.



C) Records Retention Policy

Councilor Spencer asked if this policy would help to preserve historical records of the city. City Administrator Mathiesen affirmed historical records would be retained.

A motion was made by Councilor Hughes and seconded by Councilor Bishop that the City Council of the City of Falls City adopt The City of Falls City Records Retention Policy. Motion carried 5-0. Ayes: Julee Bishop, Henry Hughes, Lori Jean Sickles, Barbara Spencer, John Volkmann.

D) Charter Franchise Intergovernmental Agreement

City Administrator Mathiesen explained Falls City's franchise agreement with Charter Communications had expired. Several other cities are working together to negotiate a new franchise agreement with Charter. They share the attorney expenses to save individual cities money, Falls City has been offered the opportunity to join the negotiation process with these other cities.

A motion was made by Councilor Volkman and seconded by Councilor Bishop that the City Council of the City of Falls City approve Resolution 2012-17 Intergovernmental Agreement for the Joint Negotiation of Charter Communications Franchises. Motion carried 5-0. Ayes: Julee Bishop, Henry Hughes, Lori Jean Sickles, Barbara Spencer, John Volkmann.

E) Traffic Utility Fee

City Administrator Mathiesen explained the consultants working on the Transportation System Plan are preparing to work on the funding portions of the plan and would like to know if the Council would like to include a funding model for a transportation utility fee as an option for funding future street projects.

Councilor Sickles expressed concern for increasing utility bills and inquired about sending this decision to the voters.

Councilor Volkman clarified that this action is to include the funding model in the plan, but not to implement a fee at this time.

Discussion ensued regarding funding options for street projects.

City Administrator Mathiesen stated this is to include the TUF (Traffic Utility Fee) in the plan as one funding source, the plan will consider other funding sources as well. Building the methodology for the fee is important in the planning phase if it is to be considered in the future. If a TUF methodology is omitted from the plan and the council decided they later want to use this method to fund projects they would have to pay someone else to develop the methodology at that time. The

creation of a TUF is included in the scope of the Transportation System Plan. This does not commit the Council to implementing a TUF.

A motion was made by Councilor Hughes and seconded by Councilor Volkman City Council of the City of Falls City direct that a Transportation Utility Fee be incorporated in the Transportation System Plan as a funding source for transportation projects. Motion carried 4-1. Ayes: Julee Bishop, Henry Hughes, Barbara Spencer, John Volkmann. Nays: Lori Jean Sickles.

F) City Audit

City Administrator Mathiesen explained providing the auditor's letter to the Council is a way of providing some oversight to the finances.

A motion was made by Councilor Volkman and seconded by Councilor Bishop that the City Council of the City of Falls accept the Financial Statement Audit Letter of Findings as presented. Motion carried 5-0. Ayes: Julee Bishop, Henry Hughes, Lori Jean Sickles, Barbara Spencer, John Volkmann.

6) Correspondence, Comments and Ex-Officio Reports

Councilor Hughes expressed the desire to direct staff to address the concern about the light near Laura Britton's home. Council agreed by consensus City Administrator Mathiesen should work on a resolution to the issue with the resident and the power company.

Councilor Volkman announced he watched the historical videos created by the high school students. These were well done and the public showing was a nice event.

Councilor Bishop stated she would like to see something done about the turkeys, removal of scotch broom, and removal of curbs or increased parking.

Mayor Houghtaling expressed her thanks to the City of Amity for allowing Falls City to borrow their large movie screen for the showing of the historical videos created by the high school students with the Heritage Grant. She announced she attended the League of Oregon Cities conference as did Councilor Spencer, and City administrator Mathiesen.

City Administrator Mathiesen stated she was approached by John Gilbert regarding pets in public facilities. His primary concern was pets in the community center kitchen as well as the additional dirt and wear on the community center floors. City Administrator Mathiesen asked if the Council would like to have this be a discussion point on the next Council agenda. Council consensus was to add this as an item for the next meeting.

8) Council Announcements

- A) Election Day November 6, 2012
- B) City Council Meeting November 8, 2012 7:30 pm

Mayor Houghtaling recessed the regular meeting to executive session at 8:35 pm.

9) Executive Session

Executive Session-In accordance with ORS 192.660(2) (f) which allows the City Council to meet in executive session for consultation with counsel concerning information or records that are exempt by law from public inspection.

Mayor Houghtaling reconvened the regular meeting 8:51 pm

10) Adjourn

The meeting was adjourned at 8:52 pm

_____ Mayor Amy Houghtaling

Attest: _____ City Administrator/Recorder Amber Mathiesen

Managers' Report

01/11/2018

Mayor and Councilors,

Staff has worked with the City Engineer to start work on receiving a proposal to bid for replacing the sand in our Water Treatment Plant filters. As you will recall I informed Council that when this was first brought to my attention, I said sure no problem. After talking with the Engineer we had trouble finding the correct specified sand and found out it takes 580 tons per filter. So we are looking at an estimate of close to \$100,000 per filter, we have 3 filters. So our plan is to replace the sand in one filter at a time for the next 3 to 4 years. We will be able to budget for the filter this year with the utility reserve fund, but I will probably recommend a fairly significant water rate increase for the next budget. We are already looking at one when we go out for funding, so my recommendation will take into consideration this maintenance project and to start building for distribution line replacement. We estimated with a 1.2 million dollar project we would experience around a \$10.00 base increase.

Winter has been much better than last year; Public Works has been able to keep up on drainage issues and street maintenance. We still are in desperate need of a grader.

Code Enforcement is moving along and I expect the cases to pick up. Per Council direction we are working on a complaint driven process and deciding which cases are the most critical. We have cited three properties and following Council direction we are making every effort to help the property owners to become compliant. We notify the owner to stop in and if they are willing I draft an agreement of a timeline for having the properties cleaned up. If they fail the agreement we will city and take to our Municipal Court.

Staff will be going into new budget mode. We need three or four citizen members on the Budget Committee, if you know anyone send them down to apply. We hope to have the budget calendar and new members for your approval next meeting. It is going to be tight this year because of the added expense of employees. It is my hope that I will be retiring after the budget is adopted, so we will have to discuss the needs of the City for a Manager which is required by the Charter.

The above would be a great discussion for our goals session, if we still want COG to do a presentation it will have to be scheduled for 01/13, 02/03, or 03/17 if Council wants it on a Saturday.

Public Works Staff Report for December, 2017

Friday, 1 Filled pot holes around town.

Saturday, 2 & Sunday, 3 Routine water and sewer.

Monday, 4 Grade 6th and Mitchell, picking up leaf on shoulder of right of way.

Tuesday, 5 Shoulder work on Parry RD.

Wednesday, 6 Working on Parry,

Thursday, 7 Water and sewer samples, help with putting Christmas tree up, town for gas.

Friday, 8 Working on Parry, clean UV system at WWTP.

Saturday, 9 & Sunday, 10 Routine water and sewer, garage fire out by lower Cemetery.

Monday, 11 TV inlet septic tank on North Main, shoulder and ditch work, Parry.

Tuesday, 12 Working on Parry.

Wednesday, 13 Meeting with Westech Engineering at WTP on sand filter Corvallis with sample.

Thursday, 14 Ditch work on Ellis.

Friday, 15 Had problem with water sample had to repeat, installing radio read meters.

Saturday, 16 & Sunday, 17 Routine water and sewer.

Monday, 18 Working at WWTP gravel filter, UV system.

Tuesday, 19 Shop maintenance, miscellaneous phone calls.

Wednesday, 20 Physical shut offs, graded Mitchell, Park, and Alder Streets.

Thursday, 21 Did sewer samples, King Pumping, pump two tanks, meter reading.

Friday, 22 Finish meters.

Saturday, 23 & Sunday, 24 Routine water and sewer.

Monday, 25 Routine water and sewer, holiday.

Tuesday, 26 Unplug septic tank 156 Third, finish ditch on Ellis, also put rock down.

Wednesday, 27 Installed speed sign Ellis, clean UV, deliver surface water sample Corvallis.

Thursday, 28 Had chlorine delivery at WTP.

Friday, 29 Water complaint South Main, flush out main in area of complaint.

Saturday, 30 & Sunday, 31 Routine water and sewer.