

Notice of Public Meeting

Notice of Council Meeting

AGENDA

CITY COUNCIL - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Thursday April 9, 2015 7:00 p.m.

Posted on April 3, 2015

- 1) **Call to Order**
 - A) Roll Call: Julee Bishop ____ Dennis Sickles ____ Lori Jean Sickles ____ Jennifer Drill ____
Tony Meier ____ Gerald Melin ____ Terry Ungricht, Mayor ____
- 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 3 - 7
 - B) Approval of Minutes March 2, 2015.....pages 8 - 59
 - C) Approval of Minutes March 4, 2015.....pages 60 - 65
 - D) Approval of Minutes March 12,2015.....pages 66 -81
 - E) Approval of Minutes March 19, 2015.....pages 82 - 87
- 4) **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.
- 5) **New Business:**
 - A) City attorney, resolution 03-2015..... pages 88 - 92
 - B) Code Enforcement..... pages 93 - 118
 - C) Application for Park Grant..... pages 119 -134
 - F) City Manager Recruitment..... pages 135 - 139
 - G) City Manager Resignation..... pages 140 - 141
- 6) **Correspondence, Comments, and Ex-Officio Reports**
 - A) Council Reports
 - B) Mayor Reports
 - C) City Manager Reports
 - Fire Department Monthly Reportpages 142
 - Public Works Department Monthly Reportpages 143 - 144
 - Library Monthly Reportpages 145
- 7) **Council Announcements**
 - A)
 - B)
- 8) **Adjourn**

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

City of Falls City
Paid Bills Report
As of March 7, 2015

Date	Memo	Account	Class	Amount
Buhler & Meyer CPA's LLP				
3/7/2015		Accounts Payable		-693.60
3/7/2015	35% Admin Inv 2/28/20...	Professional Services	01 GENERAL FUND:01.0...	242.76
3/7/2015	5% Court Inv 2/28/2015	Professional Services	01 GENERAL FUND:01.0...	34.68
3/7/2015	10% Street Inv 2/28/2015	Professional Services	11 STREET FUND	69.36
3/7/2015	15% Sewer Inv 2/28/20...	Professional Services	13 SEWER FUND	104.04
3/7/2015	35% Water Inv 2/28/2015	Professional Services	20 WATER OPERATING ...	242.76
Total Buhler & Meyer CPA's LLP				0.00
Dallas Auto Parts				
3/7/2015		Accounts Payable		-105.93
3/7/2015	inv #224247	Equipment Maintenanc...	01 GENERAL FUND:01.0...	12.22
3/7/2015	inv # 225130	Equipment Maintenanc...	13 SEWER FUND	29.99
3/7/2015	inv #225242	HEAL Cities Grant	01 GENERAL FUND	63.72
Total Dallas Auto Parts				0.00
Edge Analytical				
3/7/2015	inv# 15-04189	Accounts Payable		-20.00
3/7/2015	Lab Service 15-02313	Lab Analysis Services	13 SEWER FUND	20.00
Total Edge Analytical				0.00
F.V.M. Company				
3/7/2015	Inv # 0121987	Accounts Payable		-335.00
3/7/2015	Dump Truck	Vehicle Maintenance/...	01 GENERAL FUND:01.0...	111.67
3/7/2015	Dump Truck	Vehicle Maintenance/...	20 WATER OPERATING ...	111.67
3/7/2015	Dump Truck	Vehicle Maintenance/...	11 STREET FUND	111.66
Total F.V.M. Company				0.00
Itemizer Observer				
3/7/2015		Accounts Payable		-265.00
3/7/2015	Classified ads Attorney	Advertising & Election ...	01 GENERAL FUND:01.0...	265.00
Total Itemizer Observer				0.00
L & L Equipment				
3/7/2015		Accounts Payable		-116.05
3/7/2015	0107552	Vehicle Maintenance/...	01 GENERAL FUND:01.0...	116.05
Total L & L Equipment				0.00
Terry Ungricht				
3/7/2015	HEAL grant, Home Depot	Accounts Payable		-98.12
3/7/2015	Stairway, Home Depot	HEAL Cities Grant	01 GENERAL FUND	46.08
3/7/2015	Stairway, Home Depot	HEAL Cities Grant	01 GENERAL FUND	52.04
Total Terry Ungricht				0.00
Valley Electric Company, LLC				
3/7/2015	Statement	Accounts Payable		-511.04
3/7/2015	March Statement	Equipment Maintenanc...	13 SEWER FUND	511.04
Total Valley Electric Company, LLC				0.00
Van Well Building Supply				
3/7/2015		Accounts Payable		-119.90
3/7/2015	Statement	HEAL Cities Grant	01 GENERAL FUND	119.90
Total Van Well Building Supply				0.00

City of Falls City
Paid Bills Report
 As of March 7, 2015

Date	Memo	Account	Class	Amount
Verizon Wireless				
3/7/2015	Acct 671562184	Accounts Payable		-66.50
3/7/2015	February	Telephone	01 GENERAL FUND:01.0...	59.98
3/7/2015	February	Telephone	01 GENERAL FUND:01.0...	6.52
Total Verizon Wireless				0.00
Xerox Capital				
3/7/2015		Accounts Payable		-212.99
3/7/2015	lease Feb 65%	Copier Lease/Mainten...	01 GENERAL FUND:01.0...	138.44
3/7/2015	lease Feb 10%	Copier Lease/Mainten...	11 STREET FUND	21.30
3/7/2015	lease Feb 10%	Copier Lease/Mainten...	13 SEWER FUND	21.30
3/7/2015	lease Feb 15%	Copier Lease/Mainten...	20 WATER OPERATING ...	31.95
Total Xerox Capital				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
As of March 14, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
CenturyLink				
3/14/2015	multiple phone bills	Accounts Payable		-418.12
3/14/2015	February	Telephone	01 GENERAL FUND:01.0...	182.33
3/14/2015	February	Telephone	20 WATER OPERATING ...	64.24
3/14/2015	February	Telephone	01 GENERAL FUND:01.0...	171.55
Total CenturyLink				0.00
Dallas Trophy				
3/14/2015		Accounts Payable		-93.38
3/14/2015	Engraved Plastic Sign	Miscellaneous Expens...	01 GENERAL FUND:01.0...	93.38
Total Dallas Trophy				0.00
Department of Environmental Quality				
3/14/2015	wq15dom-0973	Accounts Payable		-1,956.00
3/14/2015	Sewer Annual Fee	Permits	13 SEWER FUND	1,956.00
Total Department of Environmental Quality				0.00
Falls City Fire Association				
3/14/2015	Mar Donation	Accounts Payable		-916.66
3/14/2015	Donation to Falls City F...	Point System	01 GENERAL FUND:01.0...	916.66
Total Falls City Fire Association				0.00
Frink's General Store				
3/14/2015		Accounts Payable		-36.98
3/14/2015	Painting Supplies	HEAL Cities Grant	01 GENERAL FUND	36.98
Total Frink's General Store				0.00
Mid Willamette Valley COG				
3/14/2015		Accounts Payable		-404.25
3/14/2015	COG Land use plannin...	Council of Governmen...	01 GENERAL FUND:01.0...	404.25
Total Mid Willamette Valley COG				0.00
Pacific Power				
3/14/2015	multiple accounts	Accounts Payable		-1,974.95
3/14/2015	January	Power/Heat	01 GENERAL FUND:01.0...	623.70
3/14/2015	January	Power/Heat	01 GENERAL FUND:01.0...	100.58
3/14/2015	January	Power/Heat	01 GENERAL FUND:01.0...	18.43
3/14/2015	January	Power/Heat	13 SEWER FUND	550.96
3/14/2015	January	Street Lights	11 STREET FUND	619.80
3/14/2015	January	Power/Heat	20 WATER OPERATING ...	61.48
Total Pacific Power				0.00
Petro Card				
3/14/2015		Accounts Payable		-117.05
3/14/2015	33%c911685	Vehicle Operation	11 STREET FUND	39.02
3/14/2015	33%c911685	Vehicle Operation	13 SEWER FUND	39.02
3/14/2015	33%c911685	Vehicle Operation	20 WATER OPERATING ...	39.01
Total Petro Card				0.00
Polk County Public Works				
3/14/2015		Accounts Payable		-203.68
3/14/2015	Inv 0219150700	Materials & Services	11 STREET FUND	203.68
Total Polk County Public Works				0.00

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City of Falls City
Paid Bills Report
 As of March 14, 2015

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Speer Hoyt LLC				
3/14/2015		Accounts Payable		-906.50
3/14/2015	Inv30192	Attorney/Special Council	20 WATER OPERATING ...	906.50
Total Speer Hoyt LLC				0.00
Terry Ungricht				
3/14/2015	HEAL grant, Home Depot	Accounts Payable		-60.15
3/14/2015	Stairway, Home Depot	HEAL Cities Grant	01 GENERAL FUND	28.80
3/14/2015	Stairway, Home Depot	HEAL Cities Grant	01 GENERAL FUND	31.35
Total Terry Ungricht				0.00
US Bank Visa				
3/14/2015		Accounts Payable		-214.26
3/14/2015	Office Supplies	Office Supplies	01 GENERAL FUND:01.0...	214.26
Total US Bank Visa				0.00
TOTAL				0.00

City of Falls City
Paid Bills Report
As of March 21, 2015

Date	Memo	Account	Class	Amount
City of Dallas				
3/21/2015		Accounts Payable		-300.00
3/21/2015	Inv#201503171220	Professional Services	11 STREET FUND	300.00
Total City of Dallas				<u>0.00</u>
Consumers Power Inc				
3/21/2015	Account # 1155301	Accounts Payable		-189.79
3/21/2015	Mar Power	Power/Heat	20 WATER OPERATING ...	189.79
Total Consumers Power Inc				<u>0.00</u>
TOTAL				<u><u>0.00</u></u>

City of Falls City
Paid Bills Report
As of March 28, 2015

Date	Memo	Account	Class	Amount
City of Dallas				
3/28/2015		Accounts Payable		-220.00
3/28/2015	Inv#3783	Professional Services	11 STREET FUND	220.00
Total City of Dallas				<u>0.00</u>
Don Poe.				
3/28/2015		Accounts Payable		-69.59
3/28/2015	Water/Sewer Certification	Education/Training/Du...	20 WATER OPERATING ...	34.80
3/28/2015	Water/Sewer Certification	Education/Training/Du...	13 SEWER FUND	34.79
Total Don Poe.				<u>0.00</u>
Petro Card				
3/28/2015		Accounts Payable		-154.80
3/28/2015	33%c915350	Vehicle Operation	11 STREET FUND	51.60
3/28/2015	33%c915350	Vehicle Operation	13 SEWER FUND	51.60
3/28/2015	33%c915350	Vehicle Operation	20 WATER OPERATING ...	51.60
Total Petro Card				<u>0.00</u>
TOTAL				<u><u>0.00</u></u>

City of Falls City
City Council Work Session
Monday March 2, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

Staff Present

None

Facilitator

Jennie Messmer, Deputy Director, Mid-Willamette Valley Council of Governments (MWVCOG)

Mayor Ungricht called the meeting to order at 12:05 pm.

1) Roll Call

Mayor Ungricht took roll call. Julee Bishop was absent. Gerald Melin arrived at 1:15 PM. Lori Jean Sickles left the room between 3:12 PM and 3:25 PM. A break was called from 1:25 PM to 1:35 PM, and from 2:40 PM to 2:50 PM.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 4-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles

4) Consent Agenda: None

5) Public Comments

Gary Barnet of Falls City read two letters regarding code enforcement and zoning (Exhibit A and Exhibit B).

6) New Business:

A) Goal Setting – Jennie Messmer, Mid-Willamette Valley COG, worksheets

Ms. Messmer distributed a copy of the Power Point presentation titled City of Falls City Council Goal Setting March 2 & 4 (Exhibit C) and a document titled City Council Homework/Questions to Consider (Exhibit D).

Ms. Messmer facilitated a discussion with Council on the goal setting process.

B) 2014 Goals

C) Staff reports on 2014 Goals

Mayor Ungricht provided the staff report on the status of 2014 Goals.

Mayor Ungricht distributed several documents: City Equipment Inventory list, P/W's (Exhibit E), Needs in Water Distribution (Exhibit F), Needs in Sewer Department, 2015 (Exhibit G), Parks Department (Exhibit H), Streets Department 2015 (Exhibit I), City Clerk Budget Worksheet (Exhibit J), and Administrator tasks and duties (Exhibit K).

Council identified the following issues facing Falls City.

1. The city's revenues are not adequate to fund desired services to citizens.
2. The city does not have a mechanism in place to enforce the city's ordinances and zoning code.
3. Citizens do not feel they are being heard by the City Council or that their issues are being addressed.
4. The citizens in the community do not understand the city's finances and the limitations on the use of resources.
5. The community's reputation within the county limits the city's ability to attract businesses and residents.
6. The city has not looked locally to meet needs before going out of town to find resources. Local residents have not been identified.
7. The city workforce is aging and the city does not have a succession plan in place.
8. The city's Water Master Plan has expired and the city has been given two years to update it.
9. Police services in Polk County have been cut back unless the Public Safety levy passes. Falls City needs to consider ways to provide public safety in the community.
10. The Council has not determined how to move forward in making a final determination on replacement of the City Manager.
11. The city has an outdated sewer system that limits growth in the City, especially for businesses.
12. There is a lack of employment opportunities in the city.
13. There are not activities or summer jobs available in Falls City for kids.
14. The city does not have a feature or facilities to draw people to the community.
15. There are no places for people to stay when they come to visit the city.
16. The emergency plans for the city have not been communicated to the citizens so they know how to react.
17. The city's ability to sustain current infrastructure and services needs to be addressed and a plan for continued sustained needs to be put in place.
18. The city needs to determine the feasibility of maintaining a city fire department.

7) Correspondence, Comments and Ex-Officio Reports.
 Council agreed to change the time of the March 4, 2015 City Council Goal Setting Workshop to begin at 1:00 PM instead of noon. Mayor Ungricht would post revised meeting notices.

8) Council Announcements
 A) City Council Meeting March 12, 2015

9) Adjourn
 The meeting was adjourned at 4:40 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk Domenica Protheroe

Exhibit A

Gary W. Barnett

134 Sheldon Ave

Falls City

Falls City Council 2015 Goals Session

March 4th, 2015

Mayor, Council members, city staff,

2015 city goal to reclaim stolen zoning

The council and mayor are here today to set goals for 2015 and beyond. This council can show the neighbors surrounding the commercial Akha Farm that it is taking our residential neighborhoods current situation seriously if it sets an official goal at a high priority to reclaim our stolen residential zoning as soon as is possible. If it is a real goal of the council you will set it. If it is not your intent to reclaim our residential zoning then you can of course do as you have done and say "legal issue" as an excuse to do nothing and not set a goal of returning our zoning to residential. We surrounding residents need to know if you are with us. This is a simple and doable request that shows you support your own city documents and that you support the residents who are enduring all the illegal activity.

Sincerely,

Gary Barnett

EXHIBIT B

Gary W. Barnett

134 Sheldon Ave

Falls City

Falls City Council 2015 Goals Session

March 4th, 2015

Mayor, Council members, city staff,

Concerning funding for the code enforcement process

First I would like to thank the Mayor and council members for your volunteer service to our community, and also, thank the Mayor and those who helped get the meeting packets together and keep the city information visible via the net. I really appreciate it.

Although I have an interest in all of the city's major issues, every single day I am faced with public safety issues, illegal noise, and my falling property values because of the city's non action related to the illegal zoning and code issues in my neighborhood. I am focused for now on this one issue and I am here today to ask the council to adequately support and fund the code enforcement process.

With what I believe is called "home rule" concerning cities, Falls City has exclusive domain if you will, over what is in our zoning and code documents. What this means is, if you don't act as a city, you have given your citizens no other way to protect themselves from public safety issues, noise and falling property values. The civil court route promoted as an alternative to our code process gives justice to whoever has the

most money or legal staying power, and no justice at all on these issues to those who cannot afford the legal expenses. Justice comes from the Falls City code enforcement process. That is where the responsibility is as well.

So what do we mean when we say we want code enforcement and the associated legal team in Falls City? – No one wants a code officer citing everyone for every code we have on the books. The complaint based and public safety issues priority system was a good way to narrow the enforcement to what is most important, financially doable, and publicly supported.

As our city is rural, it supports home gardening, chickens, firewood piles, and most other rural activities compatible in a residential zone. To support this in a city residential zone means there has to be some limits so the city residents can co-exist in tighter city lots.

I would like to see this council and city support its zoning and code documents. If you think the codes are wrong they should be corrected to be relevant or strike them.

Besides the city supporting code enforcement, we can have programs with volunteers helping those that are physically or financially unable to care for their property but wish help. We can have programs that work in conjunction with the formal side of code enforcement, and the council can add some flexibility with waivers or temporary variances where appropriate.

Now is the time for you to think of what kind of a town you want to live in. A town with residential zone codes that allow all people including sick people and retired people to have some peace in their homes. A town where property values rise rather than fall. A town where neighborhoods get better and safer from pests and degradation. Or, do

you want a free for all in your neighborhoods where a city that took responsibility for zoning and codes does not fulfill that responsibility and anyone can come in to town and change whatever they want at will and the existing residents be damned.

In summation, you cannot have core city zoning and code documents that you do not or cannot support. You cease to function as a city.

As a resident of Falls City, I am here to request that you adequately fund the code enforcement and associated legal team so you can enforce public safety and critical codes you have on your books. This is basic city government to support the "Falls City Code of Ordinances" and the "Falls City Zoning and Development" documents.

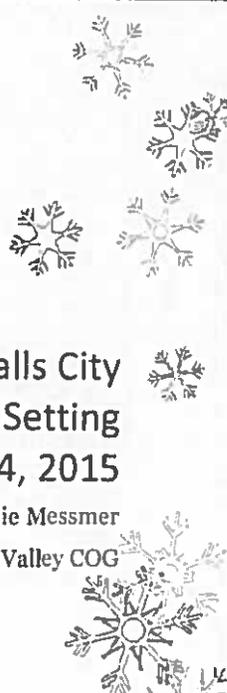
Please keep in mind that the last code enforcement position funded for only five hours per week was insufficient resulting in citations being thrown out of court for lack of correct process. This is important and frankly critical for the city so this position needs to be funded adequately for additional hours.

It is my hope this council will provide the necessary funding to support code enforcement in Falls City so we can live in a healthy environment with increasing property values and people can enjoy life in peace as is intended for the residential zone.

Thank you,

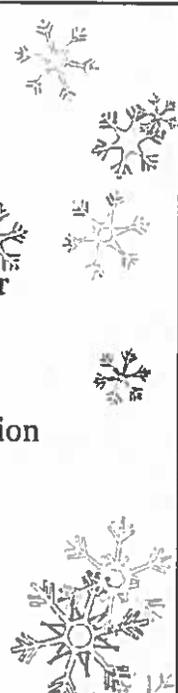
Gary Barnett

Exhibit C



1

City of Falls City
Council Goal Setting
March 2 & 4, 2015
Facilitated by Jennie Messmer
Mid-Willamette Valley COG



2

Agenda

- ❖ Introductions
- ❖ Ground Rules for the day
- ❖ Why did you run for Council? What are your goals? (getting to know each other)
- ❖ Council/Staff Relationships
- ❖ Effective Council Policy Development/Decision Making
- ❖ City Manager Update/Overview
- ❖ Budget Policy Discussion
- ❖ Goal Setting Overview



Ground Rules

- ❖ Maintain a positive attitude
- ❖ Treat all participants with respect
- ❖ Contribute ideas
- ❖ Avoid being defensive about your own ideas
- ❖ Be clear and brief; don't dominate
- ❖ Listen as an ally to other ideas in order to understand
- ❖ Resist the temptation to put words into another person's mouth
- ❖ Ask for clarification
- ❖ Avoid interrupting
- ❖ State concerns openly
- ❖ Make commitments
- ❖ Avoid side conversations

3



Getting to Know Each Other

- ❖ Why did you run for City Council/ Mayor?
- ❖ What are the top three issues facing Falls City?
- ❖ What are your top three personal goals for the City during your term in office?

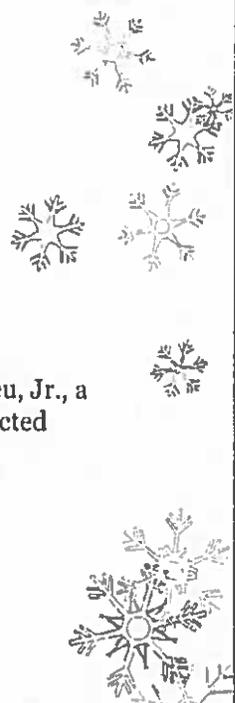
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Council Roles, Responsibilities and Authority

5



Effective Councils/Boards

❖ Ten Habits of Effective Councils/Boards

- ❖ Information based on the work of Carl H. Neu, Jr., a leading consultant in the area of effective elected bodies

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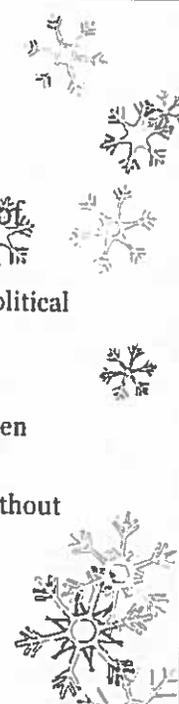
Effective City Councils

- ❖ Think and act strategically
 - ❖ Be a leader
 - ❖ Establish a vision for the community
 - ❖ Strategic issues will evolve from the vision
 - ❖ Develop long-range goals to address strategic issues
 - ❖ City manager and staff provide information on what is practical and achievable
- 

7



Effective City Councils

- ❖ Understand and demonstrate the elements of teams and teamwork
 - ❖ Councils made up of individuals with different political perspectives and outlooks
 - ❖ Members must work as a team
 - ❖ By law, councils exist and have authority only when they convene as a body to do business
 - ❖ Individual councilors cannot achieve anything without the votes of a majority of the council
- 

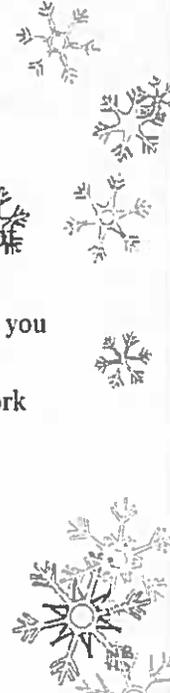
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Effective City Councils

- ❖ Understand and demonstrate the elements of teams and teamwork cont.
 - ❖ Master the concepts of teamwork to achieve what you cannot do alone
 - ❖ If you do not exhibit the qualities of good teamwork
 - ❖ There is no unified direction
 - ❖ The community suffers

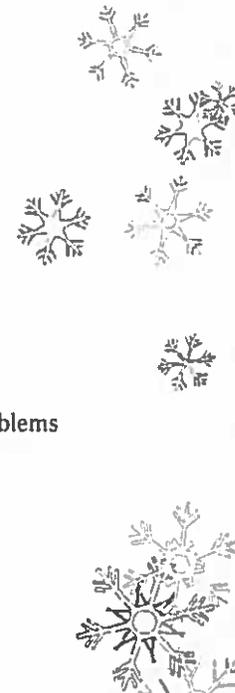
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Effective City Councils

- ❖ Master small-group decision making
 - ❖ Three important skills for effectiveness
 - ❖ Interpersonal – ability to work with others
 - ❖ Task – knowledge to do a job
 - ❖ Rational – ability to deal with issues and problems rationally

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Effective City Councils

- ❖ Clearly define roles and relationships
 - ❖ Each person makes a contribution to the team and has a relationship with it
 - ❖ Mayor
 - ❖ Councilor
 - ❖ Manager/Appointed Staff
 - ❖ Roles have two elements
 - ❖ Function – specific responsibility
 - ❖ Performance – defined by the group – relationships

11



Effective City Councils

- ❖ Establish and abide by a council – staff partnership
 - ❖ Highly effective councils establish a strong partnership with the manager and professional staff
 - ❖ Partnership operates within certain parameters
 - ❖ Council focuses on vision, goals and policy
 - ❖ Staff focus on finding the means to implement the directives of council
 - ❖ When councils fall into focusing on the means to implement, they tend to micromanage and lack the time to focus on the bigger picture

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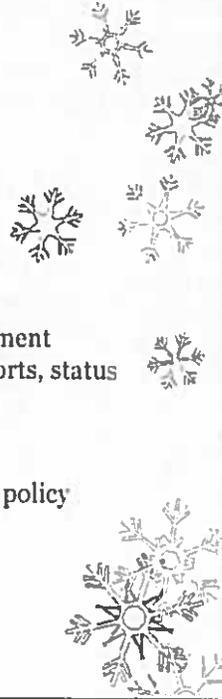


Effective City Councils

❖ Make a systematic evaluation of policy implementation

- ❖ Ask manager and professional staff to implement policies and provide feedback via Friday reports, status memos, and/or policy reviews
- ❖ Reports alert council to any problems
- ❖ Reports give council an opportunity to make policy adjustments/amendments

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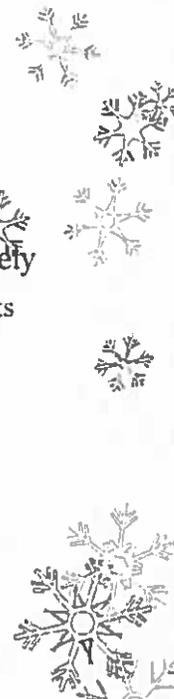


Effective City Councils

❖ Allocate council time and energy appropriately

- ❖ Councils operate in several different environments
 - ❖ Goal Setting
 - ❖ Exploration and analysis
 - ❖ Disposition/legislation
 - ❖ Community relations
- ❖ Highly Effective Councils make use of each arena

14





Effective City Councils



- ❖ Set clear rules and procedures for council meetings
 - ❖ Effective councils follow clear rules and procedures for meetings
 - ❖ Without rules, meetings continue for long periods without a focus – as a result, members accomplish little
 - ❖ Meeting procedures do not preclude citizen input or sensitivity to public concerns
 - ❖ When procedures are developed by the group – it is easier to remind members of the need to adhere to the rules
- 
- 

15



Effective City Councils



- ❖ Get a valid assessment of the public's concerns and an evaluation of the council's performance
 - ❖ Elections focus on individual feedback – not on the collective performance
 - ❖ Highly effective councils use market research tools
 - ❖ Focus groups
 - ❖ Questionnaires
 - ❖ Survey Monkey
 - ❖ Information can help councils be more responsive to citizens
- 
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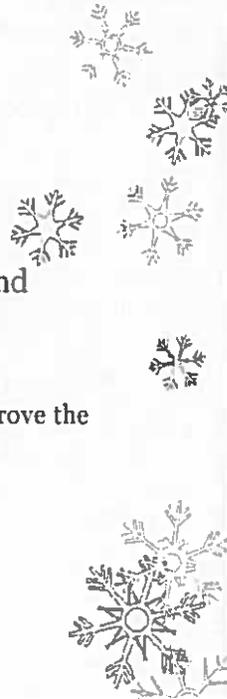
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Effective City Councils

- ❖ Practice continuous personal learning and development as a leader
 - ❖ Take advantage of leadership workshops
 - ❖ Work with the manager to continuously improve the relationship with professional staff

17

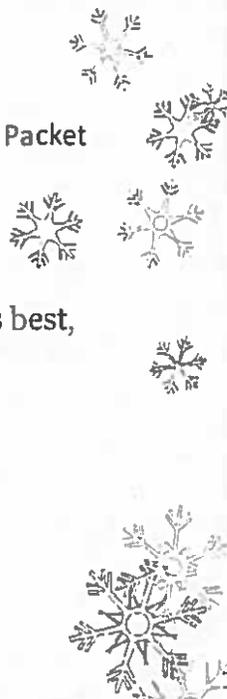


The Effective Council

Excerpt from the LOC Goal Setting Preparation Packet

- ❖ “Often when democracy is working at its best, everyone is just a little dissatisfied.”

- ❖ Unknown

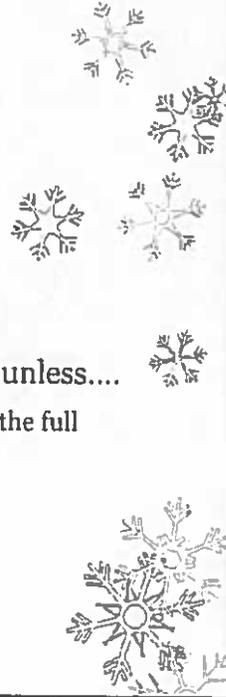




Elected Official Authority

- ❖ Authority vested with the whole Council
- ❖ Councilors have no individual authority unless...
 - ❖ Authority delegated for specific purposes by the full Council

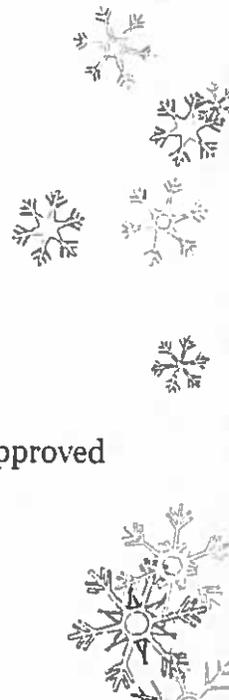
19



Mayoral Responsibilities – in General

- ❖ Preside over meetings
- ❖ Appoint committees
- ❖ Ceremonial head of council
- ❖ Sign ordinances and other documents approved by Council

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General Council Responsibilities (includes the Mayor)

- ❖ Make decisions in public at the public meeting
- ❖ Prepare for meetings – READ YOUR PACKET
- ❖ Wait to be recognized by the presiding officer before speaking
- ❖ Pay attention to the issue at hand
 - ❖ Do not be distracted
 - ❖ Do not be a distraction

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General Council Responsibilities

- ❖ Honor the decision of the majority of the council
- ❖ When speaking in, or writing for the public – Be specific about whether speaking as a member of the Council or as a concerned citizen
 - ❖ Do not speak on behalf of the Council or other Councilors without their permission
- ❖ Actively debate City issues in a courteous, respectful, and professional manner

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General Council Responsibilities cont.

- ❖ Community's legislative/policy-making body
- ❖ Responsive to residents' needs
- ❖ Approve the budget
- ❖ Levies taxes
- ❖ Focus on community's goals, major projects and other long-term considerations
- ❖ Establish policies that affect overall operation
- ❖ Appoint highly training professional staff

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Manager Responsibilities

- ❖ Hired to serve the council and the community
- ❖ Brings benefits of training and experience in administering municipal projects and programs
- ❖ Prepares the budget
- ❖ Serves as council's advisor
- ❖ Provides complete and objective information about local operations
- ❖ Serves at the pleasure of the council

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Council/Manager/Staff Relationships

25



Council Manager Relationship

- ❖ A good working relationship between council and the manager requires the following:
 - ❖ Open communication
 - ❖ Clear operating guidance
 - ❖ Mutual respect
 - ❖ A commitment to working together for the good of the community

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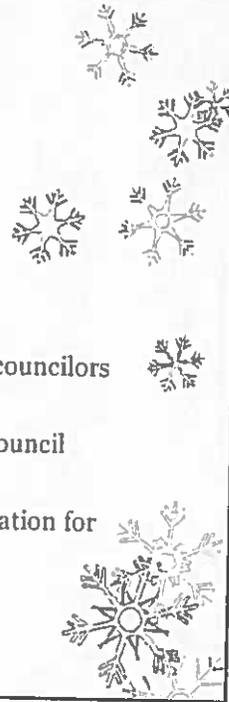




Council Manager Relationship

- ❖ Professional Managers should
 - ❖ Respect the pressures of public office
 - ❖ Treat all councilors fairly and equally
 - ❖ Know the issues and priorities of individual councilors and support their interests equally
 - ❖ Keep senior staff members informed about council concerns affecting their areas
 - ❖ Provide thorough, reliable and timely information for decision making

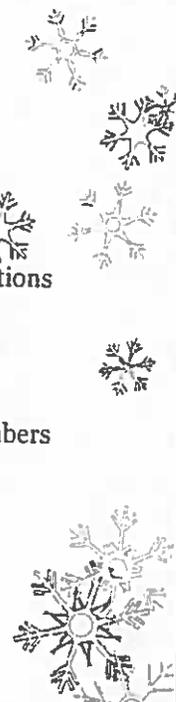
27



Council Manager Relationship

- ❖ Professional managers should cont.
 - ❖ Establish procedures for elected officials' interactions with professional staff
 - ❖ Be available for daily contact or routine business questions
 - ❖ Follow through on all requests from council members
 - ❖ Avoid public surprises
 - ❖ Give visibility and credit to councilors for their leadership

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Council Manager Relationship



❖ City Councilors should

- ❖ Respect the manager's position, management expertise and time pressures
 - ❖ Learn how the local government works on a daily basis and how setting policy differs from carrying out programs and policies
 - ❖ Follow agreed-upon procedures for dealing with professional staff
 - ❖ Read the information provided by staff and then ask questions (prior to the meeting if possible)
- 
- 
- 

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Council Manager Relationship



❖ City Councilors should cont.

- ❖ Keep the city manager informed about issues and concerns in the community
 - ❖ Discuss personnel or performance concerns privately, rather than in a public meeting
 - ❖ Public officials in Oregon have the right to have personnel or performance issues discussed in public after receiving reasonable notice that the discussion will occur
 - ❖ Avoid public surprises
 - ❖ Acknowledge the value of a professional staff
- 
- 
- 

30



Effective City Councils Work Together as Teams



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What gets in the way of effective teamwork?



- ❖ Lack of commitment
- ❖ Misunderstanding or lack of knowledge about process and rules
- ❖ Destructive competition
- ❖ Poor communication and interpersonal skills
- ❖ Personal conflict
- ❖ External pressures that stretch team's capacity
- ❖ Political grandstanding
- ❖ Unwillingness to consider different perspectives



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Consequences if a team doesn't work well together

- ❖ Public embarrassment
- ❖ Inability to act
- ❖ Delays and gridlock
- ❖ Long meetings without results
- ❖ Lost opportunities for the community
- ❖ A stressful and unproductive environment
- ❖ Personal conflicts that interfere with productivity
- ❖ Turnover among staff and elected officials

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Good Public Policy 

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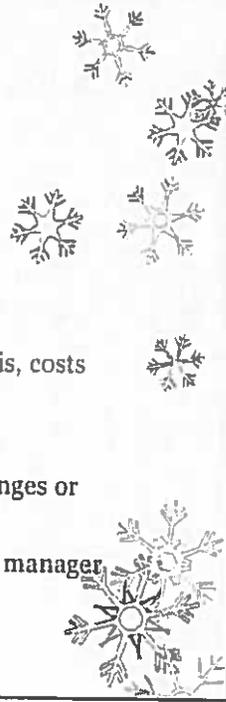




Good Public Policy is:

- ❖ Beneficial to the community
- ❖ Necessary to move the community forward
- ❖ Consistent with the government's mission
- ❖ Easily understood by the community
- ❖ Well-informed and rigorous based on analysis, costs and consequences
- ❖ Open to change or improvement as needed
- ❖ Responsive to urgent needs, emerging challenges or needed changes in direction
- ❖ Able to be enacted based on clear input from manager and enforceable

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City Status Update

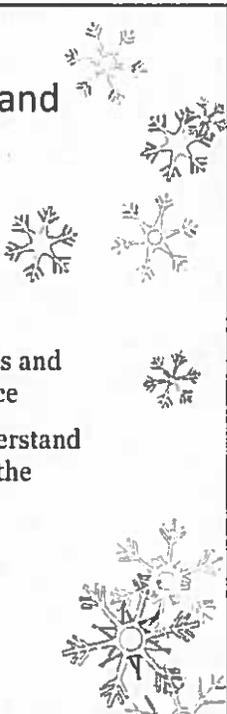
36





Relationship between Council Goals and the Budget

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Integration of Council Goal Setting and the Budget Process

- ❖ The Budget is:
 - ❖ A management tool to link strategic objectives and goals to operational and financial performance
 - ❖ A communication tool to help the public understand the fiscal decisions made by the Council and the Budget Committee

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Council Goal Setting and the Budget Process

❖ The Purpose of Financial Planning and the Budget Process

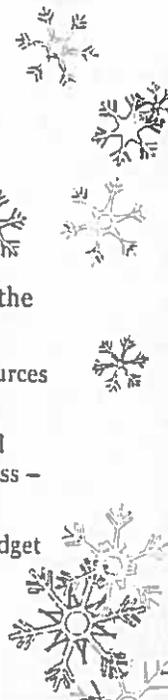
- ❖ Identify the most important things to be accomplished for the community – Goals
- ❖ Establish organizational responsibility and reasonable timeframes for achievement
- ❖ Determine where to allocate resources to enable implementation of goals

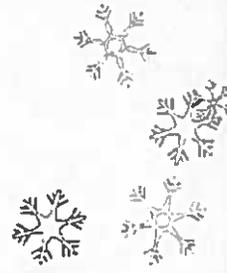


Council Goal Setting and the Budget Process

❖ Setting goals and priorities should drive the budget process, not follow it

- ❖ Council Goal Setting is the first step in preparing the annual budget
 - ❖ Allows the city staff to better focus efforts and resources on high-priority objectives identified by Council
 - ❖ Council does not simply respond to a staff-prepared document that they receive late in the budget process – they are driving the process
 - ❖ Staff has the information they need to develop a budget based on Council priorities





Goal Setting Overview



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Why Plan?

- ❖ To improve or maintain standards that preserve a specific level of quality
- ❖ Ultimate goal is improvement
 - ❖ Efficiency
 - ❖ Responsiveness
 - ❖ Quality
- ❖ Clarifies areas to be remediated/ improved





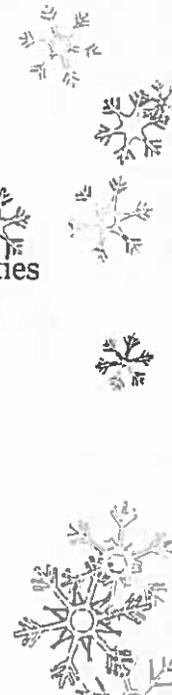
Benefits of Planning

- ❖ Accelerate ability to solve identified issues and challenges
- ❖ Encourages creativity and innovation
- ❖ More efficient use of resources
- ❖ Fosters greater degree of cooperation
- ❖ Creates sense of mutual accomplishment
- ❖



Benefits of Planning

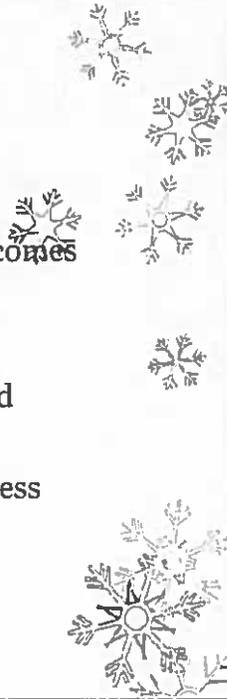
- ❖ Reduces confusion about roles, responsibilities and accountability
- ❖ Serves as basis for evaluating program performance
- ❖ Ties the budget to program performance
- ❖ Clarifies agency's intent and use of funds





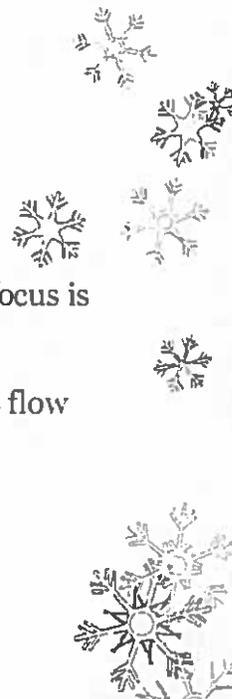
Benefits for Staff

- ❖ More focus on tangible, measurable outcomes and accomplishment
- ❖ Clearer direction and sense of purpose
- ❖ Forum to provoke thought, creativity and consistent review
- ❖ Process for thoughtful change and progress toward goals



Thinking Strategically

- ❖ Define why agency exists and what the focus is
- ❖ Identify issues and challenges
- ❖ Goals, objectives and actions/ strategies flow from issues





Issues and Challenges

❖ Issues

❖ Internal

❖ Problems or challenges within the organization that affect:

- ❖ Efficiency
- ❖ Productivity
- ❖ Harmony
- ❖ Overall Effectiveness

❖ External

❖ Problems or negative situations in the community, state, economy, etc.



Issues and Challenges

❖ Issues cont.

❖ Tangible

- ❖ People
 - ❖ Facilities
 - ❖ Equipment
 - ❖ Funding
 - ❖ Anything that can be counted, inventoried, bought, sold, procured, repaired
- 



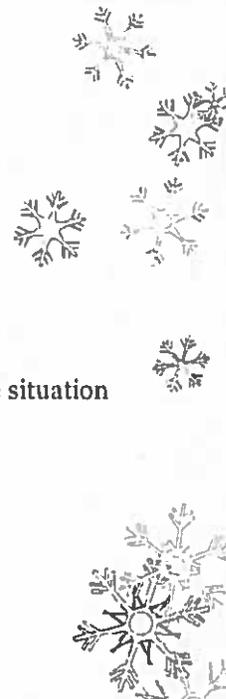
Issues and Challenges

- ❖ Issues cont.
 - ❖ Intangible
 - ❖ Morale
 - ❖ Attitude
 - ❖ Trust
 - ❖ Loyalty
 - ❖ Public Opinion
 - ❖ Image
 - ❖ Cooperation
 - ❖ Creativity
 - ❖ Overall Culture



Writing Issue Statements

- ❖ Issues Statements:
 - ❖ Concisely describe the issue or problem
 - ❖ Explain the ramifications or relevance of the situation
 - ❖ Must answer basic question: So what?





Goals and Objectives

❖ Simple Rules

- ❖ Goals and objectives should always begin with the word "To."
- ❖ In the public sector, goals seek to increase, decrease or maintain something. (If other words follow "To" it is an action or strategy.)
- ❖ Goals answer the critical questions:
 - ❖ "What must be reduced?"
 - ❖ "What must be increased?"
 - ❖ "What standard do we wish to maintain?"



Goals and Objectives

❖ Rules continued

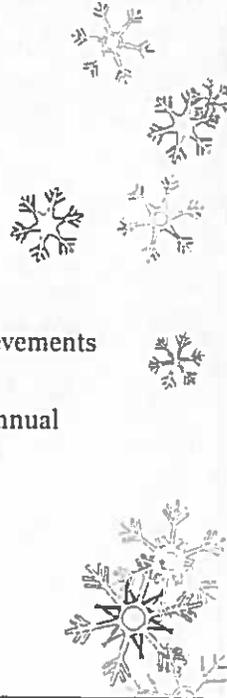
- ❖ Goals normally cover 3 to 5 years but can be projected to as many as 20 years
- ❖ Objectives are almost always annual and tell what will be accomplished this during a specific fiscal year
- ❖ Goals are quantifiable and do not normally contain numbers or percentages
 - ❖ If you are asked in five years if you increased, decreased or maintained something, you should be able to answer yes or no
- ❖ Objectives are measurable and time specific
 - ❖ Objectives will tell by how much the goal was achieved each year.



Goals and Objectives

❖ Summary

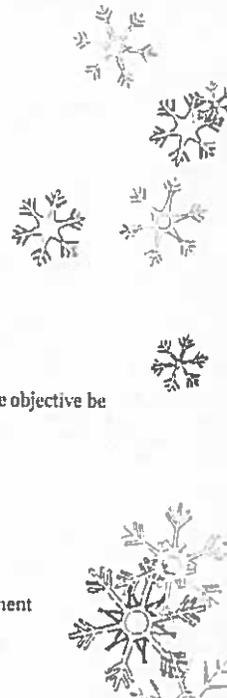
- ❖ Goals provide direction toward general achievements or outcomes
- ❖ Objectives provide specific, quantified and annual measured progress toward the same desired achievements or outcomes



SMART Goals

❖ SMART Criteria

- ❖ Specific
 - ❖ Provide a precise outcome or accomplishment
- ❖ Measurable
 - ❖ Establish concrete criteria for measuring progress
- ❖ Achievable
 - ❖ With a reasonable amount of effort and application, can the objective be achieved?
 - ❖ A goal can be both high and achievable
- ❖ Relevant
 - ❖ Goal relevant to the needs of the city and its citizens
- ❖ Time-Based
 - ❖ Projected timelines, dates of achievement and accomplishment





Homework

- ❖ Complete Councilor Worksheet
- ❖ Review existing goals

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Thank You

- ❖ Jennie Messmer
- ❖ Deputy Executive Director
- ❖ Mid-Willamette Valley COG
- ❖ 503-540-1605
- ❖ jmessmer@mwvcog.org
- ❖ www.mwvcog.org

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Resources Used
Newcomer Orientation: Instilling the Spirit of High Performance; published by ICMA Press

❖ Working Together: A Guide for Elected and Appointed Officials; published by National League of Cities and International City/County Managers Association

❖ Leading Your Community: A Guide for Local Elected Leaders; published by the International City/County Managers Association

❖ Attaining A Wise Outcome: Problem-Solving for Public Officials; by the Southwestern Pennsylvania Council

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City of Falls City

Exhibit D

City Council Homework/Questions to Consider

In preparation for Goal Setting 2015

Name: _____

To assist you with identifying issues and goals, be sure to consider the following broad areas:

- Land Use/Planning;
- Utilities;
- Transportation/Streets;
- Economic Development;
- Intergovernmental Relations/Regional Partnerships;
- Parks and Recreation;
- Citizen Communication and Involvement;
- Administrative/Fiscal;
- Public Safety
- Council and Staff Relations/Organizational.

1. **ISSUES:** Using you knowledge of the city and your feelings for its long-range future, what do you see as the top five major issues the City of Falls City will need to address in the next two years? Be prepared to discuss how you think the City should begin to prepare to deal with them.

When identifying issues, remember the City will face issues involving both internal and external environment. You will need to consider the mission of the City or why it exists in the first place. Issues should be related to the core purpose of the City's existence.

Issues can be either tangible, concerning people, facilities, equipment, funding, etc.; or they can be intangible, related to things such as morale, attitude, trust, loyalty, public perception, etc.

When writing issue statements, they should be stated to: 1) concisely describe the issue or problem, and 2) explain the ramifications or relevance of the situation. Properly written issue statements must answer the basic question: *So what?*

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. List at least five goals you feel the city should focus on during the next fiscal year. Remember goals should follow "SMART" principles: Specific; Measurable; Achievable; Relevant; and Time-based.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

**Please bring this completed information with you to the to the Goal Setting session on
March 4, 2015.**

EXHIBIT E

CITY EQUIPMENT INVENTORY LIST, P/W'S

1982, International 5 yard dump truck. In pretty good shape, advice to sell and replace with 1 ton dually, better suited for needs.

1992, Ford Ranger. Had to put \$500.00 in repairs last year, poor shape. Advise sailing and putting towards newer truck or leased truck.

2004 Chevy 4x4. Getting up in miles, still good shape. Advise sailing and putting towards the above newer truck.

1963, Austin Road Grader. Donated to City from Weyerhaeuser. Poor shape, in need of repairs. Advise patching together and find funding for newer machine.

1999 John Deere Back Hoe, Very good shape, no issues.

1999, John Deere tractor. Advise replacing with a different piece of equipment, could go a size smaller with mid PTO for a mower.

1996 Stihl chain saw. Good shape.

3- Weed eaters, 2008, 2004, 1996. Can get by.

2- pole saws, 2010, & 1996

2006 John Deere Riding lawn mower, has problems with belts, good machine. Advise trading up and replacing.

2004 Huskavana lawn mower, good shape

Cummings 80 kw generator, water plant, good but needs service and load test.

Hobart 10kw, Fair Oaks lift station.

All Power 7500 generator, Carey Court lift station.

1970, no name or kw output, Waste Water plant

Yamaha, 2kw, for utility work.

2002 John Deere, pressure washer

2002, See snake and monitor, for line inspection

1 Tapping tool for water mains

2000, gas powered compressor

1996, Flat bed trailer. Needs some welding work.

Exhibit F

NEEDS IN WATER DISTRIBUTION;

1) Water Master Plan This should be off set with partial grant money.	60,000.00
2) PH Probes (HACH) The probes we currently have will no longer be supported with software.	6,455.00
3) Replace leaking fittings in PRV vault.	881.90
4) HACH- contract for calibrating water plant devices.	4,826.00
5) Portland Cummings, service/load test WP generator.	1203.56
6) Repair Green Haven Park hydrant	300.00
7) Abandon Parry St. pump house.	500.00
8) Repair pressure reducing valves.	881.90
9) Meter replacement Green Haven.	700.00
10) Clean outside of Valsetz water tank. Contracted. In house, would take a full week for P/W, could not have distractions.	5500.00 3000.00
11) Six, (6), 5/8 x 3/4 meters, and 12 residential registers. (810 + 1530)	2340.00
12) Five Concrete meter boxes, plastic preferred but concrete cheaper.	174.05
13) Hydrant maintenance.	500.00
14) New hydrant, advice this item should be yearly cost.	1500.00
15) Repair leaks/cracks in main WTP vaults.	1000.00

Total \$86,762.41

The above are maintenance items, does not include regular operating expenses

NEEDS IN SEWER DEPARTMENT, 2015

Exhibit G

1) Pump 40 residential tanks	20,000.00
2) Sevens influent meter, rebuilt and calibrated,	2,000.00
3) U/V flow meter, rebuild and calibrate,	628.00
4) Extra Pump for Fair Oaks lift station,	1,500.00
5) Rebuild/replace recirculation tank pump,	8,500.00
6) Pump recirculation tanks	8,000.00
7) Collection; 25- lids @1250.00, 6- Grade rings @200.00, 42- Clean out caps @ 500.00, 2- residual pumps @ 1200.00	3,150.00

TOTAL = \$ 43,778.00

Public Works has also cautioned that with the aging of the waster water facility we will be experiencing some costly repairs. We have requested them to start identifying these items and estimating costs.

PARKS DEPARTMENT

Exhibit H

1) Fir Bark chips,	250.00
2) Alder Bark chips,	250.00
3) Upper Park restroom, minimum maintenance, painting	750.00
4) New leaf blower	500.00
5) Gravel for park roads	500.00
6) Grass Seed and fertilizer	200.00

TOTAL = \$2,450.00

This is not including the cemeteries and I believe is the bare minimum for parks.

STREET DEPARTMENT, 2015

Exhibit I

- | | |
|---|----------|
| 1) Road grader, rough condition, to keep limping along it needs;
Main hydraulic cylinder rebuild @ 1000.00,
Needs tires but can make do with 2 fronts, used @ 300.00 (?)
Machine really needs to be replaced, but we cannot afford the \$30,000. | 1500.00 |
| 2) City Dump Truck, new re-cap tires,
P/W advises replacement with a 1 ton newer truck. This would have more
Uses around town, while still handling what the exist trucks is used for. | 400.00 |
| 3) Majority of gravel streets in good repair, staff checking on what to
Budget for rock. Est. | 5,000.00 |
| 4) Paved streets are in bad shape. P/W advises to try and find money for
Chip sealing paved roads. Will need hot and cold patch, regardless. | 3,000.00 |
| 5) Dayton St. bridge is in need of replacement, but will need to do
Minimum repairs. | 1500.00 |
| 6) Street signs, | 2500.00 |
| 7) Paving project on Bridge Street left unsafe pedestrian conditions,
Would recommend filling ditch in with a culvert. | 4,000.00 |
| 8) P/W pick up trucks need replacing, 10,000.00 to 25,000.00 | |

TOTAL = \$17900.00

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Preprinted forms			
CUSI Utility Statements	7,500 (annual order) Forms: 450.00 Shipping 97.00	\$ -	Included in price. Order from CUSI. 7,500 (annual order) Last order. Forms: 450.00 Shipping 97.00 - Will not need until 2017-2018 fiscal year due to an order that had printing issues, where we were not charged, and a new order was shipped, and forms in both shipments are usable.
Costco Envelopes	6,000 (annual) normally order 3K at a time (166.26)	\$ 350.00	Costco Waives
Costco Deposit slips	3 part printed	\$ 20.22	Costco Waives
City of Falls City Checks	City Manager orders price unknown		Control/clerk does not order
		Total Preprinted forms	\$ 370.22
Supplies			
Quality Park Clasp Envelope 12" x 15-1/2" Kraft 100ct Item #629134	\$22 / 100 count	\$ 22.00	Costco Waives
Protector sleeves Office Impression 100 ct. 116671	\$13.00 / 100 count - single sheet	\$ 23.00	Costco waived
Protector sleeves Office Impression 25 ct. 688344	\$6.00 / 25 count - multi sheet (100 sheets) #688344		Do not need in 2015-2016 budget year.

Exhibit J

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City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Copy paper 8.5 by 11. Costco 677776	5,721 sheets/mo. (approx. 69K year). Reduce our cost by order 6+cases (no room to store pallet) 14 cases a year @\$32 case = 448.00	\$ 448.00	Costco waives
Office Impression 116691 Blank envelopes Office	500 count Impressions Plain Windowless Envelope 4-1/8" x 9-1/2" White 500ct OFF 82292	\$ 14.00	Costco Waives
Hanging folders 2" Pendaflex	25 count x 2 \$16.89 each Box Bottom Hanging Folder, Letter, 1/5 Cut, Green, 25ct Item #627179	\$ 35.00	Costco waives
Office Impressions Perforated Ruled Pad Letter Canary 12 count off 82356 Item#116751	Yellow lined writing pads Minimum order 3 sets	\$ 24.00	Costco waives
Manila folders	Smead Top-Tab Folders Manila 1/3 Cut Letter 100ct SMD 10334	\$ 42.00	Costco waives
Green shut off card stock	Neenah Astrobrights Card Stock, Letter, Terra Green, 65lb, 250ct Item #631058 (Min order 2 – 500 sheets)	\$ 22.00	Costco waives
Neenah Exact Index Card Stock, Letter, White, 110lb, 250ct Item #248253	Projects, posters, can be used for proclamations, oaths 7.98 each/min order 2	\$ 16.00	Costco waives
Clasp envelopes 10 by 13"	Office Impressions kraft #116703 100 count	\$ 11.00	Costco waives
Oxford M1158 Manila tab dividers qty 250	1 box (budget, liens, other) Office Depot 41.00	N/A	No longer used in budget binders

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City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Enforcement folders	Smead Top Tab Fastener Folder Kraft 1/3 Cut Letter 50ct SMD	Do not need. Still in stock at city hall.	Costco Waives
Storage boxes		Don not need. Have empty boxes upstairs from 2014 records destruction	Costco Waives
Toilet Paper	Georgia-Pacific Preference Bath Tissue Rolls 2-Ply White 80ct GEP 1828001 Item #289949 Costco	\$ 57.00	Costco waives
Bathroom towels	Windsoft MultiFold Paper Towels 1-Ply Brown 16ct (4000 sheets)WNS 1040 Item #117360 (28.99 each/order two year) or Georgia-Pacific BigFold Z-Fold Paper Towels 1-Ply White 10ct GEP 20887 (39.99)	\$ 60.00	Costco waives Order 2 x a year
Mouse replacement	Just in case	\$ 20.00	unknown
Phone replacement	(2 line phones. Replace 2) Finance & City Manager phones need to be replaced.	\$ 150.00	unknown
Money receipt books	Six books. Order from Betty Mills (hard to find 3 copy) RED 8L808 Rediform® Prestige™ Money Receipt Book \$11.56 each (Will need more if someone is not cross trained to enter payments)	\$ 81.00	Yes. \$9.00 included in price (look for coupon)
Replacement Desk Calculator	Victor 1240-3A Desktop Printing		Do not need. Two replaced in 2014.

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City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Business cards forms	Avery 5876 ivory \$17/ 200 cards	\$ 34.00	unknown
Office Operations desk calendar	1 House of Doolittle 2015 Monthly Calendar 17" x 22" Desk Pad 687565	\$ 7.00	Costco waives.
Surface Wipes	Lysol® Disinfecting Wipes Lemon & Fresh Scents 80 Wipes 6ct 803991	\$ 18.00	Costco waives
Pitney Bowes Tape Sheets 6209	300 lables/2 per 150 sheet	\$ 31.00	Unknown/will need to purchase this year
Pitney Bowes EZ-solution	4 bottles @ \$40 total	\$ 40.00	unknown
Pitney Bowes Ink	62.39 x 3 (price must be verified)	\$ 187.17	unknown
Utility Software		Total software	\$ 1,342.17
Cursi Annual Maint	Your annual maintenance will be billed 5/15/15 for \$895 unless you purchase more software. It covers 06/30/15-06/30/16	\$ 895.00	Must have for mission critical application.
Events		Total software	\$ 895.00
3 rd of July ribbons	Ordered from Dallas Trophy last three years. (\$73 in 2014)	\$ 100.00	Pick up at Dallas Trophy.
Spring Clean	Misc items (depending on weather 1 or 2 cases of water, soda, donuts/fruit, gloves, safety equip)	\$ 130.00	Safeway fruit/doughnuts, water cheapest from Costco, gloves from warehouse Americangloves in Dallas. Papa Murphy's in Dallas donates pizza's.

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City Clerk Budget Worksheet

2015-2016

Area and item	Quantity	Price	Shipping/and or notes
3rd of July water/food for CERT	Case of water Buy vendor food for CERT. 4 bags of chips 4 large soda pop bottles	\$ 60.00	Soft Estimate
3rd of July Chalk	Rickreall Ag West, 4 bags	\$ 40.00	Chalk for old mill parking lot, handicap parking along grass strip on 7th street, vendor spaces (REQUIRED that we borrow the chalk machine from John Gilmore)
3rd of July Banners	Event Date and times, lists road closures and requirement to show residential ID for properties above the road closure	NOT PRICED	CERT suggested to help resolve confusion during event. Banner could be displayed a month before.
3rd of July Bathrooms Royal Flush	1 Road Closure (NEW) 1 ADA Baseball field 4 Ball Filed 1 Mill Lot parking (NEW) 2 in Upper Park (NEW) ADA = \$165 per event Standard = \$115 per event	\$ 1,085.00	8 standard @ 115 Each for \$920 1 ADA @ 165 each for \$165
Event insurance	City Manager (3rd of July) Parade, Fireworks, Park Event (Note: fees charged to vendors)	NOT PRICED	Get Insurance binder from our Dallas Insurance Rep.
Summer Season portapotty at the falls and lower park	Don Poe prices	NOT PRICED	
	Total Events	\$	1,415.00
Building Maintenance		Waiting for vendors to respond for prices	

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City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Home Comfort/and or Salem Heating. Twice year maintenance. Community Center	Twice a year	Sent emails	
Safe Maintenance (A Team)	Annual Maint	Called 1/24/2015. He will call back or come out 1st week of March.	
Safe- change combo (A Team)	As needed. Should consider		
Home Comfort or Salem Heating change filters at City Hall and Community Center(?) 4 times a year	Quarterly		
Guardian Fire Protection Inc. annual inspection of fire Extinguishers	City Hall	\$ 100.00	Done annually
Guardian Fire Protection Inc. annual inspection of fire Extinguishers	Water Department	\$ 93.00	Done annually
Guardian Fire Protection Inc. annual inspection of fire Extinguishers	Fire Department	\$ 95.00	Done annually
Floor Waxing	Community Center John Gilbert. Before thanksgiving	\$ 200.00	Price charged in 2014
		Total Building Maintenance	\$ 288.00
Deferred maintenance			

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
SHOP Roof	Amber received bids for roof in prep for the 2014-2015 budget year. Clint Vincent provided bid/maybe Bob Young	New bid need	
City Hall Painting	Amber received bids for roof in prep for the 2014-2015 budget year. Clint Vincent provided bid/maybe Bob Young	New bid need	
		TOTAL DEFERRED Maintenance	\$
Technology	Minet provided #'s		
Replace Finance computer. Out of date operating system, no virus check. Has access to QuickBooks, Server, serves as backup access to mission critical CUSI, QuickBooks	Keyboard, monitor, DVD Player, MS Office, network	\$ 785.00	Hardware 700 Labor: \$85/ 1 Hour
Replace spare front office computer in front office. Operating system out of date, no virus protection Has access Server, serves as backup access to mission critical CUSI, or when City Manager/Mayor computer is not working	Keyboard, monitor, DVD Player, MS Office, network	\$ 785.00	Hardware 700 Labor: \$85/ 1 Hour

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Replace desktop computer at Water Plant. Desktop is old. Software is outdated and not compatible	Keyboard, monitor, DVD Player, MS Office, network	\$ 785.00	Hardware 700 Labor: \$85/ 1 Hour
Replace backup storage device (need rotation of three, have only two and one is old		\$ 150.00	High Priority
Handheld voice recorder placeholder. Requirements: Multi directional recording, digital, usb connection, eg. Sony ICD SX712		\$ 200.00	Placeholder to replace mission critical recorder.
Profile maintenance. Need to remove old profiles to tighten security. Remove profiles of prior employees. Work is performed both on individual desktops and server.		\$ 255.00	Labor: \$85/ 3 hours
Server Network server bus		\$ 100.00	
Total Technology			\$ 3,060.00

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Administrator tasks and duties:

EXHIBIT K

1. Council
 - a. Manage Council Actions, provide reports and recommendations, record outcomes
 - b. Prepare ordinances and resolutions
 - c. Maintain the city code based on Council actions
 - d. Codify new ordinances
 - e. Work towards the goals set by Council
 - f. Administer oaths of office
2. Elections
 - a. Serve as city elections officer
 - b. Prepare elections materials for candidates
 - c. Assist candidates with filings
 - d. Transmit filings to the county
3. Business Agent of the City
 - a. Ensure provisions of franchises, agreements, contracts, leases, permits, and other agreements are enforced and observed.
 - b. Write Requests for Proposals and Request for Information
 - c. Monitor franchise end dates
4. Grants
 - a. Monitor Grant Cycles
 - b. Write and submit grants
 - c. Grant reporting
 - d. Close grants
5. Technology
 - a. Develop web content, post meeting agendas, minutes and other materials
 - b. Monitor "Contact Us" email, prepare, and send responses.
 - c. Maintain social media accounts such as Facebook. Post content (daily when possible) monitor posts, respond as appropriate.
 - d. Serve as point of contact to IT services with MINET.
 - e. Coordinate IT upgrades and repairs
6. Personnel Management
 - a. Monitor and adjust work schedules, tasks, and workload as appropriate.
 - b. Assures that assigned areas of responsibility are performed within budget.
 - c. Monitor performance and provide annual reviews.
 - d. Confer with CIS and LGPI when necessary.
 - e. Maintain personnel files.
7. Records
 - a. Serve as the records manager
 - b. Respond to public records requests, review for redactions and exemptions
 - c. Maintain public records request files
 - d. Maintain city records in accordance with OAR 166.200

- e. Archive records, manage destruction schedule and method
 - f. Train other staff for records retention and maintenance.
8. Notary
- a. Review documents for conformity and completion
 - b. Maintain security of notary log
9. Finance
- a. See Finance Director Duties
10. Court
- a. See Court Clerk Duties
11. Planning/Building
- a. Serve as point of contact for COG
 - b. Review staff reports for code compliance
 - c. Approve building and planning permits
 - d. Assist with land use questions
12. General Duties
- a. Provide coverage for City Clerk when absent
 - b. Attend City Manager Meetings
 - c. Attend Mayor's Breakfast meetings
 - d. Participate as a member of OAMR
 - e. Participate as a member of OCCMA
 - f. Participate as a member of ELGL
 - g. Participate as a member of GFOA
 - h. Serve as liaison to County Officials and departments
 - i. Serve as liaison to City Attorney
 - j. Serve as member of Polk County Tourism Group
 - k. Serve as member of Rural Tourism Studio

City of Falls City
City Council Work Session
Monday March 4, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin,

Staff Present

None

Facilitator

Jennie Messmer, Deputy Director, Mid-Willamette Valley Council of Governments (MWVCOG)

Mayor Ungricht called the meeting to order at 1:00 pm.

- 1) **Roll Call**
Mayor Ungricht took roll call. Julee Bishop was absent. Dennis Sickles left at 4:00 PM. A break was called from 3:30 PM to 3:25 PM.
- 2) **Pledge of Allegiance**
Mayor Ungricht led the pledge.
- 3) **Motion to adopt the entire agenda**
A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin
- 4) **Consent Agenda**
None
- 5) **Public Comments**
None
- 6) **New Business:**
 - A) **Goal Setting – Jennie Messmer, Mid-Willamette Valley COG, worksheets**
Council established goals (Exhibit A) with the following appointments:

Goal 2 Explore the development of an electric generation facility to power City operations.	Councilor Dennis Sickles
Goal 3 Broaden community understanding of City government and operations by enhancing community communications.	Mayor Ungricht
Goal 5 Explore options for and implement a code enforcement program that fits within available resources.	City Council
Goal 6 Enhance public safety in Falls City.	Councilor Jennifer Drill
Goal 7 Develop and implement a staffing plan to carry out City operations.	City Council

- B) 2014 Goals
- C) Staff reports on 2014 Goals

7) Correspondence, Comments and Ex-Officio Reports.

8) Council Announcements
A) City Council Meeting March 12, 2015

9) Adjourn
The meeting was adjourned at 4:20 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk Domenica Protheroe

CITY OF FALLS CITY, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

March 2 and March 4, 2015

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. Explore the development of an electric generation facility to power City operations.
3. Broaden community understanding of City government and operations by enhancing community communications.
4. Develop a strategy to encourage economic development in Falls City.
5. Explore options for and implement a code enforcement program that fits within available resources.
6. Enhance public safety in Falls City.
7. Develop and implement a staffing plan to carry out City operations.

OBJECTIVES

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

	OBJECTIVE	PRIORITY
1	Update the Water Master plan	1
2	Create a Parks Master Plan	1
3	Develop a Capital Improvement Plan (CIP) which incorporates projects from other master plans	2
4	Develop funding sources and schedule for chip-sealing City streets	2

Goal #2 – Explore the development of an electric generation facility to power City operations.

	OBJECTIVE	PRIORITY
1	Identify preferred option and funding mechanism	1
2	Determine regulatory process and requirements	1
3	Contract for engineering and design of system	2
4	Begin permitting process	2

Goal #3 – Broaden community understanding of City government and operations by enhancing community communications.

	OBJECTIVE	PRIORITY
1	Schedule town hall meetings to share information with and solicit information from citizens	1
2	Publish a newsletter article on the City budget	1
3	Create a list of community volunteers and resources	1
4	Respond publicly and in a timely fashion to public comment issues received at City Council meetings	1
5	Continue to enhance the City's website	4
6	Post any ordinance changes once decided to make sure the public is informed	4

Goal #4 - Develop a strategy to encourage economic development in Falls City.

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

Goal #5 – Explore options for and implement a code enforcement program that fits within available resources.

	OBJECTIVE	PRIORITY
1	Determine desired program model	1
2	Develop and implement program, and train appropriate people	1

Goal #6 – Enhance public safety in Falls City.

	OBJECTIVE	PRIORITY
1	Explore options/feasibility for police presence in Falls City	1
2	Explore use of cameras as a crime deterrent	1
3	Create a City Emergency Plan and educate the public on emergency procedures	1
4	Replace missing traffic signs in the City	4

Goal #7 – Develop and implement a staffing plan to carry out City operations.

	OBJECTIVE	PRIORITY
1	Create a succession plan for replacement of the existing workforce when changes occur	1
2	Determine the City Management staffing needs for the City	1
3	Hire staff as needed according to staffing plans/needs	1

KEY TO PRIORITY RATINGS

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

City of Falls City
City Council Regular Meeting
Thursday March 12, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

Staff Present

Jon Hanken, Interim City Manager; Don Poe, Public Works Lead Worker

Mayor Ungricht called the meeting to order at 7:00 pm.

- 1) **Roll Call**
Interim City Manager Hanken took roll call. Dennis Sickles left the room between 8:36 PM and 8:37 PM.
- 2) **Pledge of Allegiance**
Mayor Ungricht led the pledge.
- 3) **Motion to adopt the entire agenda**
A motion was made by Councilor Meier and seconded by Councilor L. Sickles to adopt the entire agenda with the addition of Item J - Parks Grant Resolution. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop
- 4) **Consent Agenda: Motion Action Approving Consent Agenda Items**
 - A) Approval of the Bills
 - B) Approval of the minutes February 12, 2015
 - C) Leak Adjustment Request – BrownellA motion was made by Councilor D. Sickles and seconded by Councilor Bishop to approve the consent agenda. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop
- 5) **Public Comments**
Gary Barnett read his letter to City Council regarding concerns with Akha Farms (Exhibit A).
- 6) **New Business:**
 - A) **Safety Levy**
Polk County Safety Levy presentation by Polk County Commissioner Jennifer Wheeler and Polk County District Attorney Aaron Felton. Commissioner Wheeler provided a history of public safety funding and listed current deficiencies in public safety services resulting from the loss of timber money. Nine Safety Levy public hearings were held in Polk County. District Attorney Felton noted that the people of Falls City were deeply linked to Polk County Sheriff and Polk County Public Safety due to the lack of a Falls City Police Department, Municipal Court, or Prosecuting Office.

Commissioner Wheeler and District Attorney Felton answered questions from Council. The .45 cent per \$1,000 Safety Levy would bring in approximately 2.2 million dollars, which equates to the timber money that was lost. The money raised by the Safety Levy would not bring the service levels back to what they once were because the costs of service have increased. The cost of the Safety Levy for a house valued at \$200,000 was \$90.00 a year or \$7.50 cents a month. If Oregon and

California Railroad Revested Lands (AKA O&C Lands, Timber Money) money came back into the county, the Safety Levy would be reduced by the amount paid. If the levy passed, Falls City would see improved public safety because the sheriff's office would be open 24 hours a day and there would be more than two officers on duty at all times; response times to calls would improve. Twelve new sheriffs would be hired, over time. There would be three additional prosecutors added within couple of months, which would allow more time for each case to devote to a victim of a person crime. Mayor Ungricht stated that Sheriff Wolfe would consider an Intergovernmental Agreement to enforce several of Falls City Ordinances such as park curfew. If the Safety Levy fails, the DA might need to prioritize cases and the Levy would likely be put before voters again in the future.

Gary Barnet of Falls City was hesitant that the Safety Levy would in essence become another permanent tax. Commissioner Wheeler stated unless there was a change at the state or federal level, it was likely that Safety Levy would appear on the future ballots.

Janelle Anzalone of Polk County stated that Falls City residents were resistance because the Sheriff's office did not have a good reputation in Falls City. She did not understand why there were still big dope dealers in Falls City. She thought the problem was that Sheriff Wolfe had been in office too long. District Attorney Felton thought there would be District Attorney resources for community prosecution if the levy passed.

Dave Simons of Falls City asked if the permanent tax rate was set with the expectation of continued timber money. Mayor Ungricht stated the Falls City permanent was \$2.92 and the city could not raise the permanent tax rate because of Measure 50. Commissioner Wheeler said it would require a statewide vote of the people to change the tax structure. They had worked for years to repair this structure. The Friends and Neighbors for a Safe and Prosperous Community -- Public Safety Levy PAC meeting was scheduled every Thursday night at Pressed Coffee in Dallas.

Mayor Ungricht asked Council if they would like to make a motion in support of the Safety Levy. Hearing none, he thanked Commissioner Wheeler and District Attorney Felton for their presentation.

B) Goal Setting Update

Mayor Ungricht distributed a draft document titled Goal Setting Workshop Results (Exhibit B). Council would consider adopting the Goals at the April City Council Meeting.

C) Heal Grant Update

Mayor Ungricht informed Council that the Falls City Stairs Heal City Grant had a mid-grant evaluation. Both the Polk County Itemizer Observer and the League of Oregon City published a nice article on the project.

D) Assistance to Firefighter Grant Update

Mayor Ungricht reported that the turnouts were delivered to the Falls City Volunteer Fire Department. The Fire Department had been asked to attend the meeting to show City Council a turnout but they were not in attendance. Mayor Ungricht described a turnout as the clothing, helmet, and boots worn by firefighters. Turnouts must be replaced every ten years. Falls City received ten turnouts under Assistance to Firefighter grant.

A motion was made by Councilor D. Sickles and seconded by Councilor Melin that Council accept the turnouts. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop

E) City Attorney RFP update

The Committee met and reviewed the application from Ross Williamson of The Local Government Law Group. Mr. Williamson represented Falls City in the Luckiamute Domestic Water Cooperative lawsuit. He represented twelve small cities and only one required his attendance at City Council Meetings. His firm would not be cost effective if Falls City required his attendance at meetings. He could be available by phone or Skype video. Ross Williamson rate was \$25.00 more per hour than our prior City Attorney. Interim City Manager Hanken recommended that Council require that Mr. Williamson to be available by phone during City Council meeting should something unexpected arise. Mayor Ungricht would inquire if there would be a charge for being on-call during Council meeting times. Mayor Ungricht reported that the prior City Attorney Lane Shetterly had given the City a reduced rate for City Council meetings and traveled from Dallas, Oregon. The new firm was located in Eugene and would charge \$190.00 per hour and charge half that rate for travel time. Councilor L. Sickles did not want the City Attorney to attend meeting on a regular basis. Councilor Meier and Councilor Melin agreed. Councilor D. Sickles did not want the City Attorney to attend every meeting and did not feel he should be on-call. Councilor Drill requested a breakdown of costs for the prior City Attorney. She did not want to spend frivolously. Council considered the rate of the prior City Attorney and the rate proposed by Ross Williamson. It would cost a minimum of \$300 to post a new Request for Proposal if Council wanted to repost the RFP to seek additional applicants.

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the Council allow staff and Mayor Ungricht to enter into an agreement with Local Government Law Group for the services of City Attorney. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop

F) Waste Water Pump Repair

Mayor Ungricht reported that a pump had failed. The City would look at the cost of a new pump for a cost comparison before approving the repair. The payment would be made from the Sewer fund.

G) Additional Repairs to the Community Center's Ventilation System

The heat pump had melted and caused the wires leading to the thermostat to melt. It could have caused a fire in Fire Hall had it not been for Jack Kid who was at the Fire Hall and saw the fire. An initial insurance claim was made for \$4,500 to replace the heat pump. During the installation of the new heat pump, the repair company found additional damage in the attic to the relay with an added cost of \$1,500. The insurance paid for the added damage and added to the original claim. Falls City would only pay the initial \$1,000 deductible.

H) Water purchase agreement, Resolution 01-2015

Mayor Ungricht distributed an agenda report for the Luckiamute Water agreement (Exhibit C). Mayor Ungricht thought it was an excellent agreement. Luckiamute Water District adopted the agreement with a one-word change at their Board Meeting. They added the word "essential" before the word obligation on paragraph 15, in the first sentence. Mayor Ungricht asked Council to consider a motion stating they accepted the change in wording on the contract in order to avoid what happened with the last contract.

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the Council approve the contract with Luckiamute Water District as modified, with the work "essential" before the word obligations in paragraph 15, line one. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop

Councilor Drill wondered why the word "drought" was not included in item 3 of the agreement. Mayor Ungricht said that a drought would fall under other catastrophe. Additionally, Item 2 states *Temporary or partial failures to deliver water shall be remedied with all possible dispatch. In the event Seller is unable, at any time, to meet both Seller's service obligation to its municipal water customer's and Purchaser's requirements under contract, the supply of water to Purchases will be reduced and Seller's municipal water customers will be entitled to priority for water service, without liability to Seller.* Councilor D. Sickles cautioned that the contract would need to go back to the attorney for review and before the Luckiamute Board for a vote if the wording was changed at this meeting.

Councilor Drill thought that the requirement to provide 36 month written notice to terminate the agreement was too long. Mayor Ungricht said that section of the contract was an important point in the negotiation; 36-month provided time for Luckiamute to upgrade their system if the City terminated the agreement. The requirement for 36-month notice provided protection for Luckiamute and the 10-year contract term addressed Falls City concern with the length of the 20-year term in the prior agreement. Mayor Ungricht hoped that Luckiamute would buy more water to help spread the cost to produce water over a larger pool.

A motion was made by Councilor Meier and seconded by Councilor Melin that the City Council of the City of Falls City adopt Resolution 01-2015 A Resolution Adopting a Bulk Water Agreement between the City of Falls City and Luckiamute Domestic Water Cooperative. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop

I) Committee Appointment and resignation letter

A motion was made by Councilor Melin and seconded by Councilor L. Sickles that the Falls City Council grant its consent to appoint John Hawkins to the Parks and Recreation Committee and accept the resignation of Mayor Ungricht from the committee. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop

Kirby Frink of Falls City asked if the resolution had to be read in full. Mayor Ungricht stated new City Charters allowed Resolutions to be adopted by title and no longer required that Resolutions be read in full.

J) Park Grant Resolution

Interim City Manager Hanken informed Council that the Parks and Recreation Committee had worked on a grant proposal that would be submitted to the State's Park and Recreation Program. The grant required that Council adopt a resolution authorizing the grant application. Interim City Manager Hanken noted that the Resolution number had been changed to Resolution 02-2015.

Janelle Anzalone of Polk County stated that this grant would allow the City to acquire the Falls property and build a pavilion, bathroom, and a deck extending over an outcropping, all of which would be handicapped accessible. This would help to make Falls City a recreational friendly town.

Interim City Manager Hanken reported that the grant application was due on April 1, 2015. He apologized to Council for the short notice, but he had been out of town for two weeks.

Mayor Ungricht would have preferred that the agenda item had come to him sooner. It worried him that a grant of this scope would take staff time and would take budgeting to set aside the match. The City might be able to use The Ford Foundation Grant for the Lower Park and the Heal

Cities Grant as in kind money towards the State's Parks and Recreation grant. He asked Janelle Anzalone and the Parks and Recreation Committee to be done early.

Councilor L. Sickles was in support of the grant because it would allow the City to purchase the property and put the money back into the Revolving Loan Fund and make it available to citizens for home improvements at low interest rates and would allow the city to put in a bathroom.

A motion was made by Councilor L. Sickles and seconded by Councilor D. Sickles to adopt Resolution 02-2015 Authorizing and Application for Local Government Grant. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop

7) Correspondence, Comments and Ex-Officio Reports

A) Council Reports

Councilor L. Sickles announced that the Falls City Easter Egg Hunt would be held at 11:00 AM Saturday, April 4. The goal was to create 50 or 60 baskets for raffle. Each child would receive one ticket. Additional tickets could be purchased for \$1.00 each or six for \$5.00. Donations of baskets, candy, and plastic eggs can be made at City Hall or at The Boondocks. Volunteers were needed to assemble Easter Baskets on Friday April 3 at Noon at the Community Center, or The Boondocks.

Councilor Drill reported she had attended Friends and Neighbors for a Safe and Prosperous Community PAC meetings. The PAC was fundraising for the promotion of the Polk County Safety Levy. She reported that Polk County Sheriff department offered no coverage from 10:00 PM until Noon each day. This affected the Falls City Fire Department and the community because the Sheriff could not assist or respond to calls after 10:00 PM. If the Levy passed, the funding would not be available until Spring 2017.

Councilor Drill stated that a committee would be formed for the 3rd of July Celebration. She welcomed volunteers to help with the event.

Councilor Meier asked Council to consider asking staff to begin recruitment for a part-time City Manager. Interim City Manager Hanken stated that he would work with the Mayor to put together a job description and requirement package. Councilor L. Sickles requested a Work Session to discuss the position. Council selected Thursday March 19, 2015 at 7:00 PM for a Work Session to discuss the City Manager position and discuss code enforcement.

B) Mayors Reports

Mayor Ungricht announced that he had created a public comment response form. The form would be used to answer public comments. Mayor Ungricht used the form to respond to Gary Barnet's public comments for funding code enforcement at the Goal Setting session.

Gary Barnet of Falls City stated that would be an improvement because he had not had a response in 15 months.

Mayor appointed Gerald Melin to the Library Board.

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to appoint Gerald Melin to the Library Board. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin, Julee Bishop.

Mayor Ungricht provided an update on Council's goal to replace missing traffic signs. He reported a stop sign is \$45.00. He asked Councilors to consider who would determine which signs were

missing. They could appoint to Public Works Committee or could divide areas and appoint to members of Council.

Mayor Ungricht reported that Council President D. Sickles would be the point person on the goal to explore the development of an electric generation facility to power City operations. Councilor Drill would be point person on the Safety Plan and Safety Levy. The Parks and Recreation Committee would be responsible for the Parks Master Plan.

Polk County is interested in holding a town hall meeting in Falls City. Councilor Drill would contact Commissioner Wheeler.

The monthly Fire Department Report was distributed (Exhibit D).

C) City Manager Reports

Interim City Manager Hanken distributed the Budget calendar (Exhibit E) and reviewed meeting dates.

8) Council Announcements

The City Council will meet on April 9, 2015 at 7:00 PM.

9) Adjourn

The meeting was adjourned at 8:38 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk Domenica Protheroe

Exhibit A

Falls City Council Meeting

Mar. 12th 2015

I thank you all for your voluntary service to our community.

I thank the city staff for your hard work as well.

I have been before you many times in the last fifteen months asking for your help concerning the Akha Farms non-permitted use of residential zoning that is ruining our property values and for the illegal tractor noise and ATV use. I hope you will support our zoning and noise ordinances as soon as possible, and use the new legal team to put a stop to this illegal activity in our neighborhood. This is a serious issue affecting many residents on a daily basis. I may not be in town every month to remind you, but I hope you will not forget this issue when I am absent.

To clarify the main violations that are destroying property values by the city allowing or not stopping the Akha farm in this residential zone, and to clarify the noise ordinances I supply the following with references.

- 1) Mathew McDaniel and the Akha Farm took multiple residential city lots totaling over ten acres in size and joined (developed) them into an illegal commercial farm operation without planning department involvement or approval. He completely disregarded everything setup for residents to co-exist and forced his illegal commercial activities down our throats because he was allowed to. **1.102.05 Falls City Zoning and Development Code Section A** titled "Official Action" says; All state, county and **City officials**, departments, and employees vested with authority to issue permits, licenses or certificates shall adhere to and **require conformance** with this (zoning) ordinance, and shall issue no permit or grant approval for any development or use which violates or fails to comply with conditions or standards imposed to carry out this Ordinance. I believe this means that city officials are in violation of their own city's zoning

ordinance and it was never a legal option to disregard this serious zoning issue as was done all of last year when you could legally act.

- 2) Mathew McDaniel and the Akha Farm are conducting illegal **commercial** agriculture which is a non-permitted use in a residential zone. – **Section 2.101 City of Falls City Zoning and Development Code**

- 3) Mathew McDaniel and the Akha Farm are conducting an illegal outdoor business without a license in a residential zone. – **Section 14 Nuisances affecting public safety, paragraph (9) – Falls City Municipal Code**

- 4) Mathew McDaniel and the Akha farm use an ATV for joyriding, deer patrol at all hours and the ATV with trailer for all farm activities in violation of the ATV ban in the residential zone. **8.04.040 Prohibited acts, #7 Falls City Municipal Code**

- 5) The Akha Farm in season has **commercial** tilling machines working for hours on end in violation of the residential noise ban on motor vehicles engine noise off the public right of way. This commercial noise needs no measurements; just that it is occurring is a violation of noise rules for the residential zone. **8.04.040 Prohibited acts, #2 Falls City Municipal Code**

It is my hope that this new council and mayor will create a high priority goal of restoring our residential zoning and stopping the serious noise we hear on an almost daily basis in violation of Falls City Ordinances.

Thank you,

Gary Barnett Falls City

Exhibit B

CITY OF FALLS CITY, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

March 2 and March 4, 2015

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. Explore the development of an electric generation facility to power City operations.
3. Broaden community understanding of City government and operations by enhancing community communications.
4. Develop a strategy to encourage economic development in Falls City.
5. Explore options for and implement a code enforcement program that fits within available resources.
6. Enhance public safety in Falls City.
7. Develop and implement a staffing plan to carry out City operations.

OBJECTIVES

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

	OBJECTIVE	PRIORITY
1	Update the Water Master plan	1
2	Create a Parks Master Plan	1
3	Develop a Capital Improvement Plan (CIP) which incorporates projects from other master plans	2
4	Develop funding sources and schedule for chip-sealing City streets	2

Goal #2 – Explore the development of an electric generation facility to power City operations.

	OBJECTIVE	PRIORITY
1	Identify preferred option and funding mechanism	1
2	Determine regulatory process and requirements	1
3	Contract for engineering and design of system	2
4	Begin permitting process	2

Goal #3 – Broaden community understanding of City government and operations by enhancing community communications.

	OBJECTIVE	PRIORITY
1	Schedule town hall meetings to share information with and solicit information from citizens	1
2	Publish a newsletter article on the City budget	1
3	Create a list of community volunteers and resources	1
4	Respond publicly and in a timely fashion to public comment issues received at City Council meetings	1
5	Continue to enhance the City's website	4
6	Post any ordinance changes once decided to make sure the public is informed	4

Goal #4 - Develop a strategy to encourage economic development in Falls City.

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

Goal #5 – Explore options for and implement a code enforcement program that fits within available resources.

	OBJECTIVE	PRIORITY
1	Determine desired program model	1
2	Develop and implement program, and train appropriate people	1

Goal #6 – Enhance public safety in Falls City.

	OBJECTIVE	PRIORITY
1	Explore options/feasibility for police presence in Falls City	1
2	Explore use of cameras as a crime deterrent	1
3	Create a City Emergency Plan and educate the public on emergency procedures	1
4	Replace missing traffic signs in the City	4

Goal #7 – Develop and implement a staffing plan to carry out City operations.

	OBJECTIVE	PRIORITY
1	Create a succession plan for replacement of the existing workforce when changes occur	1
2	Determine the City Management staffing needs for the City	1
3	Hire staff as needed according to staffing plans/needs	1

KEY TO PRIORITY RATINGS

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

Exhibit C

AGENDA REPORT

TO: CITY COUNCIL
FROM: TERRY UNGRICHT, MAYOR ELECT
SUBJECT: LUCKIAMUTE WATER DISTRICT
DATE: 03-10-2015

SUMMARY

The Falls City Luckiamute Water negotiation committee and the LDWC have reached a tentative water contract. Luckiamute voted to accept the contract with a word addition. The word is in paragraph 15, in the 1st sentence, they added "essential" in front of the word, obligations.

BACKGROUND

Falls City and Luckiamute Water District, LDWC, have been in negotiations on a bulk water contract for years and in the absence of an agreement Falls City Council moved to raise the LDWC rates to outside residential. The Falls City and LDWC negotiation committees have reached a tentative agreement that the LDWC board voted to accept with the word addition, "essential" before obligations in paragraph 15, first sentence.

PREVIOUS COUNCIL ACTION

Council tabled an agreement that was voted down by Luckiamute Domestic Water Cooperative.

ALTERNATIVES/FINANCIAL IMPLICATIONS

This agreement would set the minimum usage at 200,000 base per vault, raise rates to \$2.25 per unit (1000 gallons) and add a \$0.10 increase, or match increase to all users if higher, over the next three years, bringing LDWC's rate to \$2.55 in 2018. After 2018 LDWC would be subject to the same rate increases as all other customers, or the ability to negotiate for a higher/less amount.

STAFF RECOMMENDATION

Staff recommends that Council approve the language of the contract with LDWC.

EXHIBIT

Copy of agreement.

PROPOSED MOTIONS

I move that Council approve the contract with Luckiamute Water District as modified, with the word "essential" before the word obligations in Paragraph 15, line one.

I move that the City Council of the City of Falls City adopt resolution 01-2015. A resolution adopting a Bulk Water Agreement between the City of Falls City and Luckiamute Domestic Water Cooperative.

Falls City Fire Department

February 2015

February Calls, 2015

EXHIBIT D

- ❖ *Medic - 8*
- ❖ *Fire - 1*
- ❖ *Rescue/MVA - 2*
- ❖ *Public Service - 1*
- ❖ *Drills - Fire - 4, Medic - 2*
- Total number of SWF calls were (6)

***Number of Volunteers on the roster as of 02/28/15 - (36)*

F.C. Volunteer Association Points of Interest :

- *Falls City Volunteers welcomed their new turnouts this month.*
- *Public service safety reminders and treats went out for Valentines' day to the kids at the area schools.*
- *Four of our members participated in Winter Fire School held at DPSSST on 2/21,22 taking classes ranging from Leadership for the Toolbox, Strategy and Tactics, and Safety Officer.*

**BUDGET CALENDAR
2015-2016**

Exhibit E

Incorporated 1891	Falls City
Budget Officer	Jon G. Hanken
Chairperson of Budget Committee	To be determined
Vice Chairperson of Budget Committee	To be determined
Secretary of Budget Committee	Domenica Protheroe
Newspaper (Publication per ORS 193.010)	Itemizer Observer

1. Publication of Notice of Budget Committee Meeting, including notice of where a copy of the budget is available. April 2, 2015
April 9, 2015
(NOTE: 2 times. Not less than (5) days and not more than thirty (30) days prior to meeting, separated by at least 5 days)

2. Proposed Budget Prepared by Budget Officer. April 17, 2015
Prepare Budget Message April 17, 2015

3. Presentation of Budget Message and Budget document to Budget Committee. Copy of Budget must be filed in office of governing body immediately following the meeting April 23, 2015

4. Hearing on State Revenue Sharing and Budget Committee approves Budget April 23, 2015

5. FIRST NOTICE: Publication of budget summary (LB-1) and Notice of Budget Hearing. (Note: not less than five (5) days and not more than thirty (30) days prior to Public Hearing). May 29, 2015
MUST INCLUDE:
 - a. Date of Public Hearing – June 11, 2015
 - b. Place of Public Hearing - The City of Falls City Community Center
 - c. Date of Publication of Budget Summary – May 29, 2015
 - d. Name of paper in which it was published - Itemizer Observer

6. City Council Public Hearing on State Revenue Sharing, Approve Resolution to receive State Revenue Sharing funds. June 11, 2015

7. Public Hearing by governing body on the budget document approved by Budget Committee June 11, 2015

8. Process to adopt Budget: June 11, 2015
 - a. Council adopts Budget, approves Resolution to levy taxes and make appropriations

9. Certify Levy of Taxes to county assessor (LB-50) no later than July 15, 2015
 - a. Send two (2) copies of LB 50 and Resolution adopting budget to County Assessor. One (1) copy of Budget to County Clerk by September 30.
 - b. The completed budget document for the Clerk shall contain:
 1. Notice of property tax levy (Form LB-50)
 2. Summary of Publications (Form LB-1)
 3. The budget document as approved by the Budget Committee adopted by the governing body
 4. Proof of publication (newspaper clipping of publication)

FALLS CITY BUDGET COMMITTEE MEETING DATES
Falls City Community Center
320 North Main Street

7:00 pm Thursday, April 23, 2015

7:00 pm Thursday, April 30, 2015

7:00 pm Thursday, May 7, 2015

7:00 pm Thursday, May 21, 2015

City of Falls City
City Council Regular Meeting
Thursday March 19, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

Staff Present

Jon Hanken, Interim City Manager

Mayor Ungricht called the meeting to order at 7:00 pm.

1) Roll Call

Interim City Manager Jon Hanken took roll call. Julee Bishop was absent.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire agenda

A motion was made by Councilor Meier and seconded by Councilor L. Sickles to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin

4) Consent Agenda: Motion Action Approving Consent Agenda Items

None

5) Public Comments

June Abbenante of Falls City reported that she had been harassed and had received threats by telephone. Detective Williams would not help her. She had spoken to the Mayor about the problem. She wanted the City Council to claim eminent domain of the land owned by the person harassing her. She wanted a marijuana shop in town.

6) New Business:

A) Council direction on, job duties, hours, RFP of City Manager

Interim City Manager distributed a handout titled City Manager Profile (Exhibit A). The City Council, Mayor, and Interim City Manager discussed the position, considered a full-time or a part-time position, education requirements, and the limitations of the budget. Council agreed that a City Manager was needed but city finances could not pay for a full time position. Council considered the likelihood of recruiting a part-time City Manager. Council considered PERS, insurance, and the difficulty of limiting the job to twenty hours.

City Council was in consensus to move forward with the recruitment for a part-time City Manager with the understanding that they could reconsider the structure at a future date if needed. Council directed the Interim City Manager to conduct the recruitment effort.

B) Council direction on Code Enforcement

The City Council and Mayor discussed the volunteer code enforcement system used in Detroit, Oregon. Detroit used a complaint driven system, City Councilors serve as enforcement officers with training provided by Sheriff, two City Councilors inspect a complaint, a contact letter is sent with due date, a second letter is sent followed by a citation. Mayor Ungricht thought it would take approximately six months to implement a similar system. Mayor Ungricht stated that this model

would require City Councilors to understand the Municipal Code, which in turn might highlight changes needed. He saw the model as results driven not a punishment.

Councilor Melin wanted to explore Oregon Code Enforcement Association (OCEA) training for Alternatives to Code Enforcement. Council discussed using volunteers to help clean up properties. Councilor Meier, Councilor L. Sickles, Councilor Drill, Councilor Melin, and Mayor Ungricht were in favor of Councilors serving as Enforcement Officers. Councilor D. Sickles agreed that the idea should be explored, but he had reservations. He wanted a community friendly process. Interim City Manager Hanken asked Council to consider how they might resolve issues such as two City Councilors interpreting the Municipal Code differently. Council agreed that the task of Code Enforcement would be difficult at times. Councilor L. Sickles asked Mayor Ungricht to explore sharing a Code Enforcement Officer with neighboring community such as Dallas. Councilor D. Sickles though a solution might be to hire a part time City Clerk who lived outside of town who could also do Code Enforcement.

Council discussed code enforcement issues and successes during the prior administration. Council discussed urban farming. Interim City Manager Hanken briefly discussed the need to involve the community when making changes to the Falls City Comprehensive Plan.

Council considered if they should make a motion in support the Polk County Safety Levy at the next City Council meeting.

June Abbenante of Falls City said she spoke to Joe of Republic Services about the garbage surrounding the apartment building.

City Council directed Mayor Ungricht to explore a Council based code enforcement, training options, and to meet with other agencies to explore an affordable way to share a professional.

Mayor Ungricht cautioned Councilors not to "reply all" to City emails. To reply all would invoke public meeting laws.

Councilor Drill questioned if Council should discuss the part time city clerk or public works position. Interim City Manager Hanken said the two primary positions for budget consideration were the part-time City Manager and Code Enforcement. If Council decided to serve as Code Enforcement, then the money saved could be considered for a part time clerk and/or public works position. The part time clerk and part-time public works positions cannot be combined because of the certifications required for public works. Mayor Ungricht said a backup for the City Clerk was needed to cover vacations and illness, but the budget would determine if this position and the part time public works position could be pursued.

7) Correspondence, Comments and Ex-Officio Reports

A) Council Reports

Councilor Drill wanted to include religious events in the newsletter if they were open to the public. She reported that two churches had asked to include Easter events in the newsletter but Mayor Ungricht declined to include the information because they were religious events.

First Christian Church wanted to advertise a free Easter breakfast and Mountain Gospel Fellowship wanted to advertise a Friday movie night "The Passion of the Christ", an Easter Sunrise Service, and a free Easter brunch. Mayor Ungricht deemed the events religious in nature and declined to include them in the newsletter. He reported that the prior City Council had determined that church sponsored non-religious events open to the public and people of all faiths could be included in the

newsletter, but religious events could not. Mayor Ungricht stated the Oath of Office for City Council stated that Councilors would uphold the constitutions of the United States and the State of Oregon; both of those documents require a separation of church and state.

Councilor Drill questioned why the James 2 dinner was included in the newsletter. She agreed that the sunrise service was in a gray area, but she thought the free brunch and breakfast should be included. Mayor Ungricht stated that the prior Council made their determination to avoid lawsuits. Councilor L. Sickles agreed and stated that a City could not advertise religious events. Councilor Meier thought the free breakfast and brunch would be fine, but agreed that the "The Passion of the Christ" movie shown in a Church was a religious event and should be excluded. Council agreed that the City Easter Egg Hunt was not a religious event. Councilor D. Sickles felt that events that welcomed everybody should be included. Councilor D. Sickles disagreed with the policy but he understood that advertising religious events in the City newsletter did not support the State and Federal Constitution, and he agreed that allowing religious events in the City newsletter could be harmful to the City. Councilor Drill cautioned Mayor Ungricht that he should remove the James 2 dinner from the newsletter. Councilor Meier agreed. Councilor L. Sickles stated that the prior Council determined that the event organizer certify that the event was not religious on a form provided by the City, when submitting an event for the newsletter. Mayor Ungricht would notify the City Attorney of this conversation and would bring the issue back to City Council.

Mayor Ungricht commented that any organizations could obtain a mailing list of voter addresses from the precinct, purchase a mailing list, or go to the post office and get the address in a zip code and send out a newsletter.

B) Mayors Reports

Mayor Ungricht, Interim City Manager Hanken, and Fire Chief Bob Young met with Southwest Rural Polk County Fire District (SWRCFD). The payment to Falls City from Southwest Rural Polk County Fire District would increase by roughly \$1,000.00 in 2015-2016. Mayor Ungricht said he was concerned because SWRCFD was using reserves to cover expenses, and to a lesser extent so was the City of Falls City for our Fire Department. SWRCFD became a district in the 1970's and was limited by a permanent tax rate set at that time. SWRCFD was considering forming a new district with a new tax rate. Mayor Ungricht reported that Fire Chief Young was not in support, but after the discussion with SWRCFD understood the need. Mayor Ungricht said the City needed to look five to ten years out. The City would study the options.

C) City Manager Reports - None

8) Council Announcements - None

9) Adjourn

The meeting was adjourned at 8:51 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk Domenica Protheroe

Exhibit A

**City of Falls City
City Manager Profile
20 - 24 Hours Per Week**

Education and Experience

A Bachelor's degree in public/business administration, accounting or related field and administrative/management local government experience; or equivalent is recommended. Master's level coursework in public administration or related field, including internship placements in local government settings may be used to meet the local government experience requirement. Prior experience in a small town environment with limited staff is preferred.

Skills and Past Performance

Administrative Ability

Candidate must be a "hands-on administrator with good overall knowledge of municipal operations, policies and procedures. Excellent communication and interpersonal skills are required to communicate effectively with the community and the City Council. He/she must work well under pressure and possess the ability to multi-task and prioritize effectively. In working with staff, he/she needs to be an effective supervisor who is able to establish clear expectations, provide productive feedback and foster an atmosphere of teamwork and collaboration.

Council Relations

Candidate must have the ability to work effectively with the Council and to keep them informed and to provide them with the necessary information, options and recommendation to be able to make informed decisions. The individual must be able to carry out the intentions and directions of the Council in a positive manner and to effectively move forward on the goals and objectives established by the Council.

Budget and Finance

Candidate must have a strong financial and accounting background. The individual should have knowledge of local budget law and be able to prepare a balanced budget and to manage effectively within budgetary constraints. Experience in grant writing, procurement and administration is desirable.

Community Relations

The individual must be able to relate to and work with all citizens and project a positive image of the City. He/she should be comfortable working in a small town environment and be willing to understand the culture of the community.

Intergovernmental Relations

Must be able to relate to and develop good working relationships with other governmental entities, including other cities, the County, schools, state and federal agencies.

PROPOSED
CITY OF FALLS CITY
CITY MANAGER RECRUITMENT
SCHEDULE

STEPS	ESTIMATED TIME	TARGETED COMPLETION
1. Develop position profile		April 9th
2. Prepare advertisement and determine placement		April 13th
3. Closing Date	Position should be advertised for 4 weeks.	Wednesday, May 8th
3. Prepare and send acknowledgment letters	One week after closing	May 15th
4. Screen applicants	One week after closing	May 15th
5. Council to select candidates for backgrounds or interview	One week after receiving applications	Special Council Meeting (Executive Session) Week of May 18th – 22nd
6. Conduct backgrounds and reference checks (if conducted before interviews)	2 weeks	June 5th
7. Finalize candidates for interview		Council Meeting (Executive Session) June 11th
8. Candidate Interviews		End of June – Beginning of July

Information from 2012

CITY OF FALLS CITY- CITY ADMINISTRATOR SALARY SURVEY INFORMATION

City	Job Title	Pop.	Current Salary	Salary Range	PERS/Other Retirement	6% EE portion - paid by City	Deferred Comp	Hire Date
Coburg*	City Administrator	1,040	\$55,000					
Halsey	City Administrator	910	\$63,772	\$48,876 - \$63,772	PERS	Yes	No	Mar-01
Scio	City Manager	840	\$63,065	n/a	No - Pay \$4,160/year - ret. plan of choice	n/a	No	Sep-07
Adair Village	City Administrator	840	\$57,500	Part of compensation package of \$60,000	PERS	Yes	\$2,340/year	Oct-07
AVERAGE			\$59,834					

~~Government~~
~~Account~~
~~Openings~~

Ranges in 2012

North Plains (pop. 1970) - Advertised at \$71,000-\$90,000
 Gearhart (pop. 1465) - Advertised at \$65,000-\$75,000
 Amity (pop. 1480) - Advertised at \$55,000 - \$70,000
 Rockaway Beach (pop. 1315) - In 2008 was advertised at \$60,000-\$70,000.
 Recently advertised at \$50,000-\$60,000 - did not fill -talking to LOC about increasing the range.
 *Coburg (pop. 1040) - Advertising for City Administrator/Director of Planning - \$55,000+ depending on experience.
 Donald (pop. 980) - Advertised at \$50,000 - \$60,000
 Wheeler (pop. 420) - Advertised at \$45,000-\$55,000
 Banks (pop. 1775) - Advertised at \$65,000 - \$75,000
 Heppner (pop. 1290) - Advertised at \$50,500 - \$56,000
 Cascade Locks (pop. 1145) - Advertised at \$60,000 - \$70,000

Current salary - 24.23 per hour

20 hrs per week \$25,199.⁰⁰

24 hrs per week \$30,239.⁰⁰

Current
 Burns (2,729) \$50,000 - \$62,000
 Junction City (5,553) \$85,000 - \$105,000

AGENDA REPORT

to: City Council
from: Mayor Terry Ungricht
subject: Resolution on appointing City Attorney
date: 3/23/2015

Summary

Council reviewed the response from Local Government Law Group and gave permission to City Manager Hanken and Mayor Ungricht to negotiate and sign the engagement letter.

BACKGROUND

The City has been operating without a City Attorney since December 31, 2014, when we received the letter of resignation from Lane Shatterly. Council approved an RFP to find a new City Attorney, appointed Council President Sickles, Councilor Tony Meier, and Mayor Ungricht to review applications, and gave permission to Mayor Ungricht and City Manager Hanken to sign the acceptance letter. This resolution, 03-2015, will formally accept the Local Government Law Group as Falls City's City Attorney.

Previous Council Action

January meeting, set RFP. February Meeting, set sub-committee. March Meeting, set permission to negotiate and sign agreement.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends passing the resolution authorizing the appointment of a new City Attorney.

EXHIBITS

Copy of signed engagement letter.

PROPOSED MOTIONS

I move that the City Council of the City of Falls City adopt resolution 03-2015. A resolution authorizing the appointment of the Local Government Law Group to serve as City Attorney for the City of Falls City.

Resolution 03-2015

A RESOLUTION OF THE CITY OF FALLS CITY, OREGON AUTHORIZING THE APPOINTMENT OF THE LOCAL GOVERNMENT LAW GROUP TO SERVE AS CITY ATTORNEY FOR THE CITY OF FALLS CITY.

Recitals

- A. The City of Falls City is currently operating without a City Attorney.
- B. The Falls City Charter Chapter 8, section 34, establishes the City Attorney as Falls City's chief legal officer.
- C. The City of Falls City published a request for personnel and appointed a sub committee to review applications and to make a recommendation to Council.
- D. The City Council accepted the recommendation and assigned the Mayor to pursue an agreement with the Local Government Law Group.

NOW THEREFORE, the City of Falls City resolves as follows:

- Section 1. The City Council of the City of Falls city authorizes an agreement between the City and Local government Law group for the services of City Attorney.
- Section 2. The agreement will go into effect on the date of the signing of this resolution.
- Section 3. This resolution shall take effect immediately upon adoption by the City Council and signature of the Mayor.

Adopted this 9th day of April, 2015.

Date

Terry Ungricht, Mayor

Attest:

Date

Jon Hanken, City Manager

Local Government Law Group ^{PC}

a member of SPEER HOYT LLC

Carolyn H. Connelly
Christy K. Monson
Ross M. Williamson*
Lauren A. Summers
Diana Moffat
J. Kenneth Jones, *Of Counsel*
Russell D. Poppe, *Of Counsel*
John A. Wolf, *Of Counsel*
*Admitted in Washington

ENGAGEMENT LETTER AND BILLING PROCEDURE MEMO FOR THE CITY OF FALLS CITY

Thank you for considering the Local Government Law Group for Falls City's legal needs. We look forward to serving your government law needs and to a mutually satisfactory relationship. The relationship between client and attorney works best when we both have a clear understanding of the firm's policies regarding legal services, the inquiry process, and our billing and payment practices. This document explains these issues. If the policies explained in this document are acceptable to you, please sign a copy of this memo and return it to the firm. If you have any questions about these matters, please don't hesitate to call us.

Working with your Attorneys

During the course of our representation, it is our goal to maintain open lines of communication with the City. It is important that the City also communicate with us. This will allow us to better serve the City and keep the City fully informed of the status of the work we are doing.

In our firm, each legal matter is assigned a primary attorney. Your primary attorney will be Ross Williamson. However, in order to take advantage of areas of expertise of our attorneys and to better serve you, some of your work may be assigned to other attorneys in the office or to law clerks. This allows us to assist you in the most efficient and economical manner possible.

E-mail communication is standard practice today and is convenient for client correspondence. However, there are some dangers with the use of e-mail. While we take precautions to protect our e-mail system and client confidences, some dangers defy even the best protections. By signing below, the City understands and confirms that privileged client communications may be transmitted by e-mail to City e-mail addresses.

During our representation of the City, please remember to provide us with any changes in your current addresses, telephone numbers, Council and staff members, and other relevant information to facilitate communications.

It is our goal to handle our representation of the City in a personal, efficient and professional manner. If the City has a concern regarding the progress of any matter, please don't hesitate to contact us.

Billing Statements and Hourly Rates

You will receive a monthly statement for any services we provided to your City that month. Most statements for services are simply the product of the hours worked multiplied by the hourly rates for the attorneys, law clerks and legal assistants who did the work. However, if we feel that too much time was expended for the nature of the matter, we will reduce the fee accordingly. Additionally, sometimes we split our services (and the attorney fees) among multiple government clients who have the same legal needs. This helps you share attorney costs when possible. We'll talk with you about these opportunities when they come up.

Our hourly rates for attorneys and other members of the professional staff is as follows:

- A. Attorney time: \$190.00 per hour
- B. Services requiring specialized legal skills such as labor negotiations, bond work, arbitrations and legislative advocacy. Rates for specialty legal work will not be charged unless the City has been advised and agrees to the need for a specialist relating to the project. Work will be allocated among attorneys as necessary to provide the City with high quality, economical and efficient service.

This rate is: \$210.00-250.00
- C. Legal assistant, law clerk and paralegal time: \$75.00 per hour
- D. Litigation and Outside Counsel: Determined on case-by-case basis

The firm's rates will be reviewed from time to time. We will inform you if we believe the rates should be adjusted for a future billing period.

Necessary travel for City work will be billed at one-half of the applicable attorney fee rate, plus the IRS mileage rate. The City is responsible for all costs incurred by the firm, including but not limited to document recording fees, filing fees, service fees, court reporter fees for depositions and hearings, court trial fees, and other necessary court and office costs. However, we won't charge you for basic computer research charges, phone charges, and photocopy charges.

If we determine, in partnership with you, that a matter requires outside counsel, we will ask the outside counsel to prepare a bill for our firm to review. Once that bill has received our approval, we will forward it to you for payment. We will not work with outside counsel for specialty services without first consulting you.

We bill for time expended on your behalf from the initial consultation to the closing of the matter. Activities requiring the expenditure of time may include office conferences, telephone discussions, preparation and review of correspondence, document preparation and review, and any other services associated with the work we have undertaken on your behalf.

Your monthly statement will indicate the amount of time spent, the attorneys who worked on the matter, and the charges for services based upon your current rates. You will receive an itemized billing statement each month, at which time the amount billed is due and payable. A late fee of

1.5% per month will be imposed on charges not paid within 60 days after they are billed. We try to ensure that our billings are accurate and understandable. If you ever wish to discuss your bill or the legal services rendered, please don't hesitate to call Kimberly in our accounting department or to contact the attorney working on the matter. If we receive no questions or comments from you within 30 days of the billing statement's date, we will assume that you agree to the charges billed.

File Closing and Relationship Wind Up

At the conclusion of each legal matter which we handle for you, we will close your file. We may retain the file only in an electronic format. It is our practice to destroy files which remain in our possession ten years after the closure date. By signing below, the City is giving us its consent to destroy files pursuant to this policy.

We each have the right to terminate our attorney-client relationship at any time. If there is any unresolved dispute over our representation or fees and it is necessary to initiate a claim, the prevailing party will be entitled to reasonable attorney fees to be set by the court.

Again, thank you for considering the Local Government Law Group. We appreciate your business and look forward to being of service to Falls City.

READ AND APPROVED:
CITY OF FALLS CITY

By: Terry L. Ungericht
Authorized Signature

March 23, 2015
Date

Printed Name: TERRY L. UNGERIGHT

Title: Mayor, City of Falls City

AGENDA REPORT

To: City Council
From: Mayor Terry Ungricht
Subject: Code Enforcement
Date: 03/26/2015

Summary

Council has been working on developing a code enforcement program that is affordable with the City's budget.

BACKGROUND

March 19, 2015 Council had a work session which included the topic of code enforcement. The Council directed staff to explore feasibility of a Council based enforcement procedure, which is on-going. Staff wanted to keep Council notified of complaints received. Council also set a goal of a procedure to answer concerns brought up during public comments at meetings.

Previous Council Action

Council budgeted for 8 hours per week in the last budget cycle, 2014-2015.

ALTERNATIVES/FINANCIAL IMPLICATIONS

STAFF RECOMMENDATION

Informational

EXHIBITS

City Attorney comments concerning code enforcement
Public comment issue brought by Gary Barnett, March 2, 2015 goals session.
Public comment issue brought by Gary Barnett, March 12, 2015 Council meeting.
Code enforcement investigation request, 3/16/2015.
Code enforcement investigation request, 3/18/2015. (was also a complaint at work session)
Code enforcement investigation request, 3/19/2015
Code enforcement investigation request, 3/25/2015
Complaint brought to Councilor Melin, March 21, 2015.

PROPOSED MOTIONS

N/A

From: "Ross Williamson" <ross@speerhoyt.com>
Subject: RE: code enforcement agenda item
Date: Mon, March 30, 2015 6:35 pm
To: "Terry Ungricht" <mayorungricht@fallscityoregon.gov>
Cc: "Jon Hanken" <jhanken@fallscityoregon.gov>

Howdy Mayor,

Do you have a copy of the signed Luckiamute resolution and water agreement that you can scan to me? I checked with the Luckiamute attorney and he was ready to dismiss the appeal but wanted to see signed copies of the City's resolution and the fully executed agreement first (logical request, I thought).

On the code enforcement piece, I have a few comments.

1) Code enforcement is tricky. I certainly would prefer a system where you have a staff person in charge of investigating and issuing citations. I understand cost is an issue. I have seen other cities combine the code enforcement duties with another position to make it more affordable. I think it is too much to ask volunteer councilors to go out and perform investigations and issuing citations. I also think it is risky because there are chances for City liability when you have someone that is not qualified out performing a city function. For example, the Detroit ordinance allows two councilors to go out and enter property in order to investigate a violation. This provision is likely to lead to constitutional problems because government officials need a warrant in order to enter a structure or cross onto property that is closed off from the public by a fence.

2) In the Detroit example, they propose filing citations with their circuit court. If you are proposing the same, you might want to meet with the Polk County Circuit Court Administrator to work out a system with them. They may request certain procedures that you can work into your ordinance.

3) You also need to be realistic about what issues you are trying to solve with a code enforcement program. Code enforcement generally concerns nuisance conditions and land use issues. Issues such as criminal matters (e.g. the harassment complaint) and traffic matters (e.g. the speeding complaint) are for law enforcement to handle, not for city code enforcement.

4) In my opinion and experience, perhaps the best solution for these types of non-criminal code enforcement issues is the creation of a staff code enforcement position and/or the creation of a local municipal court. Unfortunately, those solutions do cost money. Some cities work with a county justice court rather than a muni court. But I don't think Polk County has a justice court system.

These are just general thoughts based upon the materials you provided. I would be happy to discuss specific questions or proposals.

Ross



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph. 503.787.3631

PUBLIC COMMENT ISSUE/RESPONSE FORM

AT COUNCIL MEETING ON MARCH 2, 2015

THE FOLLOWING ISSUE WAS BROUGHT UP BY;

GARY BARNETT, 134 Sheldon

The issue is;

Funding for Code Enforcement.

Investigation results of issue;

During the Council Goal session, Council made Goal #5, "Explore options for and implement a code enforcement program that fits within available resources". Staff has provided council with the City of Detroit's code enforcement which is Councilor based. We are working on a procedure that the town can afford and still get the desired results. Hopefully within 2-3 months we have a process developed that will relieve on Councilor's doing Code Enforcer duties

Performed by; TR Ungicht

Date of response to complainant; _____



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph. 503.787.3631

PUBLIC COMMENT ISSUE/RESPONSE FORM

AT COUNCIL MEETING ON
_MARCH 12, 2015

THE FOLLOWING ISSUE WAS BROUGHT UP BY;

GARY BARNETT

The issue is;

Multiple issues alleged, letter attached.

Investigation results of issue;

Possible code violations attached.

Shows that we are in need of a code enforcement procedure, I have gave

Copies of code involved and my brief explanations on added pages, but I am
not qualified as a code enforcer.

Performed by; _____ Mayor Ungricht

Date of response to complainant; _____ 03/25/2015_

Falls City Council Meeting

Mar. 12th 2015

I thank you all for your voluntary service to our community.

I thank the city staff for your hard work as well.

I have been before you many times in the last fifteen months asking for your help concerning the Akha Farms non-permitted use of residential zoning that is ruining our property values and for the illegal tractor noise and ATV use. I hope you will support our zoning and noise ordinances as soon as possible, and use the new legal team to put a stop to this illegal activity in our neighborhood. This is a serious issue affecting many residents on a daily basis. I may not be in town every month to remind you, but I hope you will not forget this issue when I am absent.

To clarify the main violations that are destroying property values by the city allowing or not stopping the Akha farm in this residential zone, and to clarify the noise ordinances I supply the following with references.

- 1) Mathew McDaniel and the Akha Farm took multiple residential city lots totaling over ten acres in size and joined (developed) them into an illegal commercial farm operation without planning department involvement or approval. He completely disregarded everything setup for residents to co-exist and forced his illegal commercial activities down our throats because he was allowed to.
/ **1.102.05 Falls City Zoning and Development Code Section A** titled "Official Action" says; All state, county and City officials, departments, and employees vested with authority to issue permits, licenses or certificates shall adhere to and require conformance with this (zoning) ordinance, and shall issue no permit or grant approval for any development or use which violates or fails to comply with conditions or standards imposed to carry out this Ordinance. I believe this means that city officials are in violation of their own city's zoning

ordinance and it was never a legal option to disregard this serious zoning issue as was done all of last year when you could legally act.

✓ 2) Mathew McDaniel and the Akha Farm are conducting illegal **commercial** agriculture which is a non-permitted use in a residential zone. – **Section 2.101 City of Falls City Zoning and Development Code**

✓ 3) Mathew McDaniel and the Akha Farm are conducting an illegal outdoor business without a license in a residential zone. – **Section 14 Nuisances affecting public safety, paragraph (9) – Falls City Municipal Code**

✓ 4) Mathew McDaniel and the Akha farm use an ATV for joyriding, deer patrol at all hours and the ATV with trailer for all farm activities in violation of the ATV ban in the residential zone. **8.04.040 Prohibited acts, #7 Falls City Municipal Code**

J 5) The Akha Farm in season has **commercial** tilling machines working for hours on end in violation of the residential noise ban on motor vehicles engine noise off the public right of way. This commercial noise needs no measurements; just that it is occurring is a violation of noise rules for the residential zone. **8.04.040 Prohibited acts, #2 Falls City Municipal Code**

It is my hope that this new council and mayor will create a high priority goal of restoring our residential zoning and stopping the serious noise we hear on an almost daily basis in violation of Falls City Ordinances.

Thank you,

Gary Barnett Falls City

CITY OF FALLS CITY. 299 MILL STREET, FALLS CITY, OREGON 97344
COUNCIL MEETING MINUTES
July 24, 2012

The regular meeting of the Falls City Council was called to order by Mayor Houghtaling, at 6:32 PM, Thursday, July 24, 2012 in the Council Chambers of the Falls City Community Center.

1) Roll Call:

Council Members present: Henry Hughes, Lori Jean Sickles, John Volkmann, Barbara Spencer, and Mayor Amy Houghtaling.

Council Member Absent: Erma Ferguson, Julee Bishop

Members of staff present: Lane Shetterly, City Attorney, Domenica Protheroe, City Clerk, James Walton, Public Works Superintendent.

The meeting was digitally recorded and the recording is on file at City Hall.

5) Public Comments

Fred McClure stated that the person who purchased land behind his property at 260 Lombard Street claimed to have an easement through Mr. McClure's property. Mr. McClure had no knowledge of this easement. He reported that the owner behind him had trimmed limbs from trees on his property and had left these limbs on the ground making it hard for Mr. McClure to maintain his property. He stated that the adjacent owner had taken over pieces of property that were not his. Mayor Houghtaling asked McClure if he had spoken to the sheriff. He responded that he had not. Mr. McClure reported that he had spoken to the adjacent property owner.

Clerk Protheroe read a hand written complaint from Bree Lauder into the record regarding the large lot being cleared on Lombard (see attached).

6) New Business

A) Consider allowing agricultural based businesses within residential zone

City Attorney Shetterly reported that this agenda item came to light in the context of a new Business License application for a retail agriculture business in a residential zone. City Attorney Shetterly walked Council thought the staff memo prepared by Marjorie Mattson, Council of Government (COG) Land Use Planner. The memo highlighted the disconnect between the proposed use and uses allowed in the Falls City Zoning and Development Ordinance (FCZDC).

City Attorney Shetterly pointed out that in the context of the Business License application Council could approve the application, but the activity could not go forward under the current FCZDC because agriculture was not a permitted use in the Residential Zone. Furthermore, the business did not qualify for Home Occupation under the FCZDC, at least the way it was proposed. City Attorney Shetterly clarified that it would take a Text Amendment to FCZDC to allow a retail agricultural business within a residential zone. He advised Council that if they took no action then retail use in residential zones would remain limited to what was allowed under Home Occupation, which intentionally had a narrow focus. The question before Council was whether or not to direct staff to draft an amendment to the FCZDC that would define retail agricultural business within the residential zone. He clarified that the residential zone did not offer a conditional use for

retail activity stating that a permit cannot be issued for something not allowed within the FCZDC. City Attorney Shetterly did not have a recommendation on this item.

Council considered their choices. Councilor Spencer inquired about the cost to modify the FCZDC. City Attorney Shetterly thought the cost could be a few thousand dollars when considering the cost of City Planner, his review of the proposal, and the costs related to public hearings. The City would pay these costs because there was no process for a citizen to initiate a Text Amendment to FCZDC. City Attorney Shetterly clarified that retail was not allowed as a conditional or special use within a residential zone. Mayor Houghtaling asked if residents selling eggs within the residential zone where not in compliance. City Attorney Shetterly stated that they would need a Home Occupation under the FCZDC. Councilor Hughes and City Attorney Shetterly discussed the scale of business when considering enforcement. Clerk Protheroe confirmed that the issue was correctly presented.

Councilor Sickles mentioned additional issues with the property. She stated that the property served as a dump for many years and was classified as a wetland. Councilor Sickles reported that batteries and other waste were dumped on the property and because the property was a wetland, the garbage had seeped into the ground. She voiced concern that people who purchase the produce grown on this property did not know that the property served as a dump. City Attorney Shetterly and Mayor Houghtaling advised Council that the item before them was a general question and was not directed to a specific property.

Councilor Hughes was in favor of tabling or rejecting the question due to the cost to the City. He noted the City had not received additional requests for such a use.

Councilor Volkmann acknowledged the concerns brought up by Councilor Sickles and the FCZDC bureaucracy. He stated that it was a good thing to encourage people to grow food from a local food security and sustainability standpoint. He did not think Council should act right now, but he would like Council to consider a way to support these types of things in the future. City Attorney Shetterly suggested adding this Text Amendment to the list of revisions for the FCZCD and Comprehensive Code which could be considered in the next few years; take a comprehensive approach instead of piece-meal.

Mayor Houghtaling mentioned that the Family Academic Clubs and Enrichment for Success (F.A.C.E.S.) program had a community garden located on School property and wondered if they would be allowed to sell vegetables. Mayor Houghtaling reported that these types of issues were likely to come up in the future, but acknowledged that it was unlikely that the cost of an amendment to the FCZDC was in the budget this year. City Attorney Shetterly pointed out that the staff report stated the City may be eligible for a grant from the Department of Land Conservation and Development (DLCD) for the cost of hiring a consultant to review the code, adding that the DLCD would be more likely to fund a comprehensive review of the Zoning Code.

Councilor Spencer said that she was in favor of tabling the question. She would like to see the FCZDC amended to allow citizen to petition for a conditional, special or temporary use. She did not want to make it hard for citizens to express their life. City Attorney Shetterly explained that the FCZDC did allow conditional use petitions and stated that each zone lists outright permitted uses and conditional uses. A citizen can make a request for a conditional use provided the use was listed as a permitted

conditional use within the zone. Councilor Volkmann mentioned a good example of conditional use was the Green Haven RV Park on South Main. This business had a conditional use to operate within the residential industrial zone.

Councilor Sickles asked if someone could operate a farm stand in a commercial zone. City Attorney Shetterly confirmed that someone could transport vegetables to a zone that allowed retail sales.

Mayor Houghtaling asked if Council wanted additional information. Councilor Sickles stated her preference would be to table until the City could look into grants that would allow comprehensive amendment to the FCZDC.

Councilor Volkmann moved, seconded by Councilor Hughes, to table discussion and direct City Hall to disseminate information that the City Council at this time does not wish to pursue an amendment to its code to accommodate such requests.

Vote: Hughes-yes; Sickles-yes; Volkmann-yes; Spencer-yes.

Motion carried 4/0/0

B) Business License Akha Farms

City Attorney Shetterly provided a recap of the issues that would prevent approval of the Business License application for Akha Farms at 137 Sheldon Ave. He reported that the Business License could be approved, but the business could not be implemented until the Zoning Code for the residential zone was changed to allow retail agriculture. Council was advised that they could allow the applicant to withdraw the business license application and request reimbursement, or deny and retain the application fee.

Councilor Hughes asked City Attorney Shetterly if the City could advise Mr. McDaniel that he could grow the produce and truck it elsewhere. City Attorney Shetterly confirmed that Mr. McDaniel could grow produce and truck it elsewhere, but he could not sell it on the premises.

Councilor Spencer asked Clerk Protheroe to clarify an earlier comment which stated the lot did not have an address. Clerk Protheroe explained that there were two lots of land. The lot cited in the complaints did not have an address and was accessed from Lombard Street and bordered 137 Sheldon. Mr. McDaniel's resides and grows vegetables at 137 Sheldon Ave.

Councilor Sickles asked if the City was ethically or legally responsible to question the soil conditions of the land where the vegetables are grown; could the City ask DEQ to test the soil? Councilor Sickles also pointed out that Mr. McDaniel was living in a bus on the property which was not legal under our code. Mayor Houghtaling shared that Mr. McDaniel reported to her that he sold produce at surrounding farmers markets. He reported to her that he knew about the condition of the property and was working on becoming agriculturally sound. He informed Mayor Houghtaling that he was working with the Agriculture Department, and planned to test the soil. Council considered asking the Department of Agriculture for information. Councilor Hughes and Councilor Volkmann felt that the City could make an inquiry.

Mayor Houghtaling asked for additional information about the wetland classification. City Attorney Shetterly asked if the property had been delineated as a wetland. Councilor Spencer reported that the City had a comprehensive map of wetlands. Clerk Protheroe

added that there were outstanding questions whether the wetland inventory was adopted by Council.

Councilor Volkmann moved, seconded by Councilor Spencer, to allow the Akha Farm to withdraw their application based on the information City Hall had been instructed to provide them and return their application fee, with the opportunity to reapply.
Vote: Hughes-yes; Sickles-yes; Volkmann-yes; Spencer-yes.
Motion carried 4/0/0

Complaints from BreaLauder. Lombard ²⁸⁰

on the wet land I don't think there is water sewer, electric, can't raise on it. (Lombard property being used by 137 Sheldon Ave.)

He is taking down trees in a nature wildlife area, this area has been here for over 20 years.

The living conditions of the children! ~~that~~ ^{no one else can live like that!}
Living in Bus

He has cut down trees and limbs of ~~property~~ property I believe he doesn't own.

Carbage etc. where is he putting it?

COMPLAINTS FROM MARCH 12, 2015 MEETING, BARNETT

COMPLAINT 1, ALLEGES THAT COUNCIL VIOLATED FALLS CITY ZONING AND DEVELOPMENT ORDINANCES, (FCZDO) 1.102.05 BY NOT TAKING ZONING ACTION AGAINST AKHA FARMS WHEN WE HAD A CODE ENFORCEMENT OFFICER.

1.102.05 OFFICIAL ACTION

- A. Official Action. All state, county and City officials, departments, and employees vested with authority to issue permits, licenses or certificates shall adhere to and require conformance with this Ordinance, and shall issue no permit or grant approval for any development or use which violates or fails to comply with conditions or standards imposed to carry out this Ordinance.

I do not believe that when issue was discussed by Council and the City Attorney and a decision was made to move in the direction the City took that this in anyway violates 1.102.05

Complaint 2, Akha Farms conducting commercial agriculture operations.

2.100 ZONING DISTRICTS

2.101 RESIDENTIAL ZONE (R)

2.101.01 PURPOSE

The purpose of the Residential Zone is to preserve existing residential areas for future residential housing opportunities.
(Falls City zoning and ordinance codes)

This item needs to be addressed when we implement a code enforcement program. I do think Council needs to decide if urban farming is a direction the City wants to head in, strict enforcement by the complaint standards could/would affect a lot of City residents.

NUISANCES AFFECTING PUBLIC HEALTH.

(9) Unlicensed outdoor business. Private property on that is conducted any business or commercial activity outside of an enclosed, legally existing structure that is not licensed by the city, with the exception of a garage sale of three (3) days duration or less. Business license categories and fees may be changed by resolution of the council. (Ordinance 99-473, 10/25/1999) pg95

Not sure if this nuisance complaint is valid, unless Akha Farms is marketing from their in town property.

Section 5. LIVESTOCK, POULTRY, AND BEES

Section 7. Chickens and other fowl, and rabbits may be maintained on any property containing at least one-quarter of an acre (10,890 square feet) as long as said animals are not for resale and are maintained in pens or cages at all times. No roosters are permitted at any time.

We need to investigate if he is marketing Chickens.

Complaint 4, ATV joy riding on property.

8.04.040 Prohibited acts.

7. Motorcycles, Go-Karts, Dune Buggies. Operating motorcycles, go karts, dune buggies and other off-road recreational vehicles off the public right-of-way on property not designated as a recreational park. Pg.103

Would need to be caught in act and cited when there is a process developed to issue citations.

Complaint 5, Commercial tilling operations

Maximum permissible sound levels.

A. No person shall cause or permit sound(s) to intrude onto the property of another person that exceed(s) the maximum permissible sound levels set forth below in this section.

B. The sound limitations established herein, as measured at or within the property boundary of the receiving land use, are as set forth in Table I and apply after any applicable adjustment, also provided for herein, are applied. When the sound limitations are exceeded, it shall constitute excessive and unnecessary sounds and shall be violations in their own right as well as being prima facie evidence of noise.

C. This section is violated if any of the following occur:

1. Any continuous sound that exceeds Table I for a cumulative total of greater than five minutes in any ten (10) minute period;

2. Any sound that exceeds Table I by five dBA for a cumulative total of greater than one minute, but less than five minutes in any ten (10) minute period;

3. Any sound that exceeds Table I by ten (10) dBA at any point in time.

Table I

Table of Maximum Allowable Sound Levels (in DBA) in any Ten (10) Minute Period

Type of Received by Use

Type of Source by Use	Noise Sensitive		Commercial		Industrial	
	Day	Night	Day	Night	Day	Night
Noise sensitive	55	45	70	65	75	70
Commercial	55	50	70	65	75	70
Industrial	55	50	70	65	75	70

Exceptions

A. Exceptions. The following sounds are exempted from provisions of this chapter:

1. Sounds caused by the performance of emergency work, vehicles and/or equipment;

2. Aircraft operations in compliance with applicable federal laws or regulations;

3. Railroad activities as defined in Subpart A, Part 201 of Title 40, DFR of the Environmental Protection Agency's railroad emission standards, incorporated herein by reference;

4. Sounds produced by sound amplifying equipment at activities permitted by the city;

5. Sounds created by the tires or motor to propel or retard any vehicle on the public right-of-way in compliance with ORS 815.025 and OAR Chapter 340 Division 35, incorporated herein by reference;

6. Notwithstanding Section 8.04.050(C), sounds created by refuse pickup operations during the operations during the period of four a.m. to ten p.m. local time;

7. Sounds created by domestic power tools during the period of seven a.m. to ten p.m., local time, provided sound dissipation devices on tools are maintained in good repair;

8. Sounds made by warning devices operating continuously for three minutes or less;

9. Idling motor vehicles with a gross vehicle weight rating (GVWR) of eight thousand (8,000) pounds or greater between the hours of seven a.m. to ten p.m., local time provided they are equipped with an exhaust system that is in good working order and in constant operation;

10. Construction activities during the period of seven a.m. to six p.m. local time (seven a.m. to eight p.m. during summer months of June through August), provided equipment is maintained in good repair and equipped with sound dissipating devices in good working order.

Chapter additional to other law.

The provisions of this chapter shall be cumulative and nonexclusive and shall not affect any other claim, cause of action or remedy; nor unless specifically provided, shall it be deemed to repeal, amend or modify any law, ordinance, or regulation relating to noise or sound. The provision of this chapter shall be deemed additional to existing legislation and common law on such subject.

Penalties.

A violation of any provision of this chapter is a Class A infraction, punishable upon conviction by a fine of not more than five hundred dollars (\$500.00). Each and every day during that any provision of this chapter is violated shall constitute a separate offense.

The city council, acting in the name of the city, may maintain an action or proceeding in a court of competent jurisdiction to compel compliance with or restrain by injunction the violation of any provision of this chapter.

Pg 103

This would have to be monitored and a citation issued if in violation.

CITY OF FALLS CITY

299 Mill Street, Falls City, OR 97344

CODE ENFORCEMENT INVESTIGATION REQUEST

Today's Date: 3/16/2015

Optional:

Name of person filing Report: _____

Address: _____

Phone Number: _____ Cell Number _____

Resident: _____ Non Resident: _____

Required:

Address of Violation(s): 169 Fourth Street

Resident's Name(s): Joe Chaon

Property Owner: same

Nearest Cross Street: _____

Details of complaint (be specific):

Someone is living in a shack behind the house.

Continue on back if additional space is required

Are there any known or suspected hazards at this location? Yes ___ No ___ Unknown ___

If YES, please identify hazard in detail:

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Investigation Processed By: _____ Completion Date _____

CITY OF FALLS CITY

299 Mill Street, Falls City, OR 97344

CODE ENFORCEMENT INVESTIGATION REQUEST

Today's Date: 03/18/2015

Optional:

Name of person filing Report: June Abbenante

Address: 460 Mitchell St.

Phone Number: _____ Cell Number _____

Resident: Non Resident:

Required:

Address of Violation(s): _____

Resident's Name(s): _____

Property Owner: _____

Nearest Cross Street: _____

Details of complaint (be specific):

Harassing phone calls from 210-424-2807 and 210-365-5662, person (s) making calls live in town.

June has notified the Polk County sheriff's office and I believe filed a complaint. This issue was also brought up at the Council work session

Continue on back if additional space is required

Are there any known or suspected hazards at this location? Yes No Unknown

If YES, please identify hazard in detail:

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Investigation Processed By: _____ Completion Date _____

CITY OF FALLS CITY

299 Mill Street, Falls City, OR 97344

CODE ENFORCEMENT INVESTIGATION REQUEST

Today's Date: 03/19/2015

Optional:

Name of person filing Report: _____

Address: _____

Phone Number: _____ Cell Number _____

Resident: _____ Non Resident: _____

Required:

Address of Violation(s): 317 and 235 Montgomery Street

Resident's Name(s): _____

Property Owner: City of Falls City

Nearest Cross Street: _____

Details of complaint (be specific): Complaint was on excessive speeds by vehicles, claim was speeds in excess of 50 MPH, claim of cats ran over due to excessive speed. Would like a sign posted to slow down or with speed limit. Resident would be willing to make a sign, but would like approval to post sign.

Chapter 71 of Falls City Code of Ordinances attached. Unable to find speed limit for this street.

Continue on back if additional space is required

Are there any known or suspected hazards at this location? Yes ___ No ___ Unknown ___

If YES, please identify hazard in detail:

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Investigation Processed By: _____ Completion Date _____

Falls City, OR Code of Ordinances

as a violation with a fine not to exceed \$500, unless a misdemeanor complaint is prepared and served by the City or District Attorney.

(C) *Section 70.03(A)*. Any person convicted of violating § 70.03(A) shall be subject to a fine of not to exceed \$50, or by imprisonment in the City Jail for a period of not to exceed ten days, or both.

(D) *Section 70.04*. Any person violating § 70.04 shall, upon conviction thereof, be punished by a fine not to exceed \$50.

(E) *Section 70.05*. Any person convicted of violating the provisions of § 70.05 shall be punished by a fine not to exceed \$100, or by imprisonment in the City Jail for a term not to exceed 20 days, or both.

(F) *Section 70.06*. Any person who shall violate any of the provisions of § 70.06 shall be deemed guilty of a misdemeanor, and upon conviction thereof in the City Police Court, shall be punished by a fine of not more than \$25 or by imprisonment in the City Jail one day for each \$2 of the fine. The City Auditor and Police Judge may, either in lieu of or in addition to the fine and imprisonment, prohibit the operation upon the streets, alleys, and public places of the city, for a period not to exceed 30 days, of the bicycle so used in the violation, in which event the bicycle, so used in the violation, shall be impounded with the City Auditor and Police Judge or the City Marshal, and retained for the period that the operation thereof is prohibited.

(G) *Chapter 71, Schedule III*. Any person convicted of violating any of the provisions of Chapter 71, Schedule III, shall be punished by a fine not to exceed the sum of \$100, or by imprisonment in the City Jail for a term not to exceed 30 days.

(H) *Chapter 72, Schedule IV*. Any person convicted of violating any of the provisions of Chapter 72, Schedule IV, shall be punished by a fine not to exceed the sum of \$100, or by imprisonment in the City Jail for a term not to exceed 30 days.

(I) *Chapter 72, Schedule V*. Any person convicted of violating any of the provisions of Chapter 72, Schedule V, shall be punished by a fine not to exceed \$50, or by imprisonment in the City Jail not exceeding ten days.

(Ord. 199, passed 12-6-1937; Ord. 277, passed 4-3-1961; Ord. 297, passed 7-13-1964; Ord. 310, passed 8-1-1966; Ord. 322, passed 11-4-1968; Ord. 328, passed 1-5-1970; Ord. 97-466, passed 10-6-1997; Ord. 99-474, passed 10-25-1999)

CHAPTER 71: TRAFFIC SCHEDULES

Schedule

- I. Stop and yield intersections
- II. Speed limits
- III. Pedestrian crosswalks

SCHEDULE I. STOP AND YIELD INTERSECTIONS.

<i>Driver operating motor vehicle on</i>	<i>Shall</i>	<i>At intersection with</i>	<i>Ord. No.</i>	<i>Date Passed</i>	<i>Penalty</i>
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Falls City, OR Code of Ordinances

<i>Driver operating motor vehicle on</i>	<i>Shall</i>	<i>At intersection with</i>	<i>Ord. No.</i>	<i>Date Passed</i>	<i>Penalty</i>
Alder Street	Stop and yield right-of-way	Fairoaks Street	343	8-2-1971	Not more than \$100 or 10-days' imprisonment, or both
Alder Street	Stop and yield right-of-way	Prospect Street	356	8-22-1972	Not more than \$50
Alley between Clark and Lewis Streets and north of Estelle Road (easterly direction)	Stop	Clark Street	294	5-5-1964	Not more than \$50
Any street	Stop	North Main Street	267	8-3-1959	Not more than \$100 or 30-days' imprisonment
Any street, except Socialist Valley Road	Stop	Mitchell Street	267	8-3-1959	Not more than \$100 or 30-days' imprisonment
Boundary Street	Yield right-of-way	Fairoaks Street	356	8-22-1972	Not more than \$50
Bridge Street (northerly direction)	Yield right-of-way	South Main Street to all traffic making right turns onto Bridge Street	363	8-5-1974	Not more than \$100 or 20-days' imprisonment, or both
Cameron Street	Stop and yield right-of-way	Parry Road	356	8-22-1972	Not more than \$50
Chamberlain Street	Stop and yield right-of-way	Bridge Street	356	8-22-1972	Not more than \$50
Dayton Street	Yield right-of-way	Mill Street	356	8-22-1972	Not more than \$50
Ellis Street	Stop and yield right-of-way	Fairoaks Street	356	8-22-1972	Not more than \$50
Fairoaks Street	Stop and yield right-of-way	Ellis Street, provided that a right turn shall	356	8-22-1972	Not more than \$50

CITY OF FALLS CITY

299 Mill Street, Falls City, OR 97344

CODE ENFORCEMENT INVESTIGATION REQUEST

Today's Date: 03-25-2015

Optional:

Name of person filing Report: _____

Address: _____

Phone Number: _____ Cell Number _____

Resident: Non Resident:

Required:

Address of Violation(s): 3rd Street and Pine Street

Resident's Name(s): Cliff Louder

Property Owner: Same

Nearest Cross Street: 3rd st.

Details of complaint (be specific):

2 Horses on Property, complainant also filed complaint with Polk County, was told they could not help. Horses are kept in a small corral and having to walk and live in their feces.

Reviewed possible violations: Municipal Code;

Chapter 90, Nuisances, section 1 definitions. Section 5.5, and Section 9

Continue on back if additional space is required

Are there any known or suspected hazards at this location? Yes No Unknown

If YES, please identify hazard in detail:

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Investigation Processed By: _____ Completion Date _____

Domenica Protheroe

From: Domenica Protheroe <dprotheroe@fallscityoregon.gov>
Sent: Wednesday, March 25, 2015 2:20 PM
To: Mayor Terry Ungricht
Subject: livestock complain received

Terry,

We received a complaint about the horses on Pine Street. Here are several sections of the municipal code to consider. The complaint is in your box.

Thanks, D

Livestock defined as: Municipal code Nuisances chapter 90 section 1 definitions; "Livestock". Includes but is not limited to cattle, sheep, horses, mules, miniature horses, goats, pygmy goats, ratite (such as ostrich, cassowary, emu, moa, etc.), or other animal, excluding swine, but including any furbearing animals bred and maintained commercially or otherwise on property or within pens, cages and hutches.

Municipal Code Nuisances Section 5.5. No person may keep or maintain livestock within the city unless:

- a. Such animals are kept on lots having an area of one acre or more of unencumbered land. Property is considered encumbered if the property contains a residential home, apartment or other human living quarters, or if existing or future sanitary sewer (septic) or septic drain fields are located within the property. The area allocated to livestock may contain a stable, barn, pen, or other accessory buildings or structures for raising and keeping of animals. Such structures shall set back at least 40 feet from the rear and side property lines, and 60 feet from the front property line;
- b. The total number of such animals over six months of age to be kept or maintained shall not exceed four per acre. The total number of horses, cows and/or sheep on one parcel shall not exceed ten (10) total animals; and
- c. Persons occupying property that adjoins the area whereon said animals are to be kept or maintained interpose no objection to the keeping or maintenance of such animals.

Municipal Code Chapter 90. Section 9. CONTROL OF LIVESTOCK ANIMALS. All livestock must be fenced and under the control of the property owner or lessee at all times. All fencing must be maintained in a condition that keeps the livestock within the property.

Municipal code Nuisances - chapter 90. Section 10. EXPANSION OF PRE-EXISTING FARM USE PROHIBITED. Livestock on properties prior to the adoption of this Ordinance may continue but may not be replaced nor expanded except in conformance with the standards contained herein

City of Falls City
Domenica Protheroe
City Clerk
Phone: 503.787.3631
Fax: 503.787.3023
Email: dprotheroe@fallscityoregon.gov
Web: www.fallscityoregon.gov



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph. 503.787.3631

PUBLIC COMMENT ISSUE/RESPONSE FORM

AT COUNCIL MEETING ON

THE FOLLOWING ISSUE WAS BROUGHT UP BY;

COMPLAINT TO COUNCILOR MELIN (MARCH 21, 2015)

The issue is;

First Christian Church displaying events on an a-frame sign on corner of Bridge Street and Parry Rd.

Investigation results of issue;

I have went over the Falls City Zoning and Development Code on signage

And did not fine a violation, as long as the sign is not permanent and just

Used for one time type events i.e.: community functions/services.

Copy of code used for determination attached.

Note: I am not a code officer, but my finding is the use is permissible.

Performed by; Mayor Ungricht

Date of response to complainant; March 23, 2015

Falls City Zoning and Development Code

complaint,

Sign: Any writing, including letter, word, or numeral; pictorial presentation, including mural, illustration or decoration; emblem, including device, symbol or trademark; flag, including banner or pennant; or any other device, figure or similar thing which is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building or structure or device; and is used to announce, direct attention to, or advertise; and is visible from any public right-of-way. Sign does not include house numbers or any display of official notice or official flag. For purposes of Section 2.204, Signs, the following definitions apply:

Portable Sign: Any sign that is not originally designed to be permanently affixed to a building, structure, or the ground. A sign originally designed, regardless of its current modification, to be moved from place to place. These signs primarily include, but are not limited to, A-frame or sandwich board signs, signs attached to wood or metal frames and designed to be self-supporting and movable, and also including trailer reader boards. Portable signs are not to be considered temporary signs as defined and used in this Ordinance.

Temporary Use: A use that is (1) seasonal or directed toward a specific event; or (2) occasioned by an unforeseen event.

2.101.08 SIGNS

In the Residential Zone the following signs are permitted:

- A. Residential or Home Occupation Name Plates: Shall not exceed two (2) square feet. Only one such sign shall be permitted upon the premises.
- B. Real Estate Signs: Not exceeding six (6) square feet which advertise the sale, rental, or lease of the premises upon which the sign is located. Real estate signs may be used up to two (2) years without a permit.
- C. Identification Sign: Non-illuminated or non-flashing, indirectly illuminated by a concealed light source, no more than 20 square feet in area, designating a subdivision, or development, as permitted by this Ordinance.

AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: APPLICATION FOR PARK GRANT
DATE: 4/1/15

SUMMARY

The City has submitted the attached grant application to expand Michael Harding Park and to construct a pavilion.

BACKGROUND

The City of Falls City wants to acquire and develop a riverside property located in Falls City for the expansion of Michael Harding Park, which is opposite this property on the other side of the river. The property to be acquired is 1.3 acres of bare land at the north side of the Falls City Waterfalls, (the Falls). Combined with other city properties, this park will have the Little Luckiamute River running through it with the Falls City Falls at its center. The property to be purchased adjoins city properties both to the west side and across the river, where the existing park is located.

PREVIOUS COUNCIL ACTION

Council adopted a resolution in support of the grant application at their March meeting.

ALTERNATIVES/FINANCIAL IMPLICATIONS

The grant application requests \$121,391.88 from the Oregon Department of Parks and Recreation's Community Grant Program, and the City will provide \$37,809.92 worth of in-kind support.

STAFF RECCOMENDATION

None Provided. This is an update.

EXHIBIT

Grant attachment

PROPOSED MOTIONS

None Provided. Report Only.

Grant Application for

Falls City Falls Park

Contact

Application Type: ACQUISITION & DEVELOPMENT:

Applicant Agency:
City of Falls City

First Name:
Jon

Last Name:
Hanken

Title:
City Administrator

Address 1:
299 Mill Street

Address 2:

City:
Falls City

State:
OR

Zip Code:
97344

Contact Phone:
503 787-3631

Contact Fax:

Contact Email:
jhanken@fallscityoregon.gov

Federal Tax ID:
93-6002162

Project

Project Name:

Falls City Falls Park

Site Name:

Falls City Falls

Site City / Town / Area:

Falls City

Site County:

Polk

Funds Requested:

\$121,391.88

Matching Funds:

\$37,809.92

Total Cost:

\$159,201.80

Percent of Grant:

0.762503187778028

Percent of Match:

0.237496812221972

Brief Project Description (40 word limit):

Expansion of Michael Harding Park in Falls City, Oregon thus creating one large park with a river running through it and with waterfalls at the center.

Projected Start Date:

March 2016

Projected End Date:

September 2018

Site Description:

Vacant land slightly sloping to river; Partially forested with full river frontage and a waterfall.

Latitude:

123.43850000000000

Longitude:

44.867199999999997

Township, Range & Section:

NW1/4NW1/4 Sec.21 T8S R6W WM

Site Acreage:

1.31

Land Control:
Fee Simple

Finance

NOTE: "Contingency" is not a permissible line item. Distribute "contingency" throughout entire budget. :

Supplemental

A. PROJECT NARRATIVE (Please limit all answers to 400 words or less.):

1. Describe all elements of the project, project objectives, and the need for assistance. Describe who will do the work and who will provide supervision. :

The City of Falls City wants to acquire and develop a riverside property located in Falls City for the expansion of Michael Harding Park, which is opposite this property on the other side of the river. The property to be acquired is 1.3 acres of bare land at the north side of the Falls City Waterfalls, (the Falls); Combined with other city properties, this park will have the Little Luckiamute River running through it with the Falls City Falls at its center. The property to be purchased adjoins city properties both to the west side and across the river, where the existing park is located. We would also like to build bathrooms, an open pavilion, with a stone hearth and an extended deck overlooking the Falls. The deck will have seating, a permanent easel and stairs extending off the deck down to a trail below on the river. Our main objective is offering more opportunity for the public to enjoy the beauty of the Falls and the river, but also Falls City needs to grow. We need more residence. We need visitors for our local businesses to stay alive. We need to create opportunities for new businesses. We are a small municipality that has struggled since the timber industry decline, we have few resources; this fact puts a strain on our taxpayers ultimately and does nothing to invite new residents. Our best and perhaps only resource is the incredible natural setting here. We think we should take advantage of that beauty and make our town more recreationally friendly. Park amenities, trails linking our parks and open natural spaces together and eradication of invasive species along the river will go a long way in making that a reality. Volunteers, including labor, expertise, professional services and supervisors, will carry out and supervise these projects

2. Describe any new facilities to be constructed, existing facilities which are to be renovated, removed or demolished. Describe present development on the site and how the proposed project fits in with future development. :

The plan is to build an open pavilion with an extending deck overlooking the river, the "running ramp" and the Falls City Falls. This structure would serve as a gathering center for the community and recreational users. The pavilion includes a stone hearth suitable for cooking, warmth or simply atmosphere. The extending deck will have built in seating, a permanent easel and viewing binoculars. It will have stairs that extend down to the river's edge, a large cliff outcrop, and the Falls. We will also be building bathrooms in a later phase. The Falls City Alliance, volunteers and the city are working together to clear the entire area of invasive species. They have received a RTP grant for the trail building/rehab on this property. The building site for the pavilion is on a flat spot at the end of lot 12. The extending deck will overhang a natural cliff 10-12 feet off the ground. City plans for park and recreation in Falls City include a trail system that will attract recreational users from all around Polk County, the state of Oregon and beyond. These trails will loop around the river, at first just in our immediate vicinity, but grand expectations are to one day connect Dallas to Falls City and Falls City to Valsetz, Valley of the Giants and other waterfalls in the area. The Park at the Falls City Falls is the focal point of this project, so this acquisition ties in beautifully with what we want to see in our future. The City also owns 17 acres of bare land less than a mile up river from this site, on the tributary Dutch Creek. There are constant conversations about the recreational possibilities of that land. A combination of methods will contribute to the acquisition and development of the Falls City Falls Park: The City of Falls City will contribute to the existing park .65 acres of river front property with existing trails. .15 of this contribution will serve as a donation to the Park project. The City will use this grant to purchase 1.3 acres, the Falls property. All together the park will be 3.79 acres. The city will purchase the Falls property immediately upon receipt of grant approval to proceed.

3. Will the property be acquired by purchase, donation or a combination of these methods? How many acres will be acquired? When will the property be acquired? :

A combination of methods will contribute to the acquisition and development of the Falls City Falls Park: The City of Falls City will contribute .65 acres of river front property with existing trails. .15 of this contribution will serve as a donation to the Park project. The City will use this grant to purchase 1.3 acres. All together the

park will be 3.79 acres. The city will purchase the Falls property immediately upon receipt of grant approval to proceed.

4. What is the proposed start date for development of the property? Describe any interim uses prior to development and give information on the disposition of any buildings or other improvements or structures on the property.:

The proposed date of development for this project would begin in Spring 2016 technically; however, efforts are already underway by volunteers to clean up the property, remove invasive species and build/discover trails. This property will continue to be used for recreational purposes as it has for the last 200 years. Falls City Falls Park Development Schedule Phase I Acquisition Winter 2015 Phase II Pavilion Spring 2016 Phase III Stairs Spring 2017 Phase IV Bathrooms Spring 2018

B. CONSISTENCY With STATEWIDE PRIORITIES - SCORP Criteria (0-20 points) :

To what extent does the project address ONE OR MORE of the following FOUR (1-4) priorities identified in the 2013-2017 SCORP? :

1. MAJOR REHABILITATION projects involve the restoration or partial reconstruction of eligible recreation areas and facilities. If the project includes major rehabilitation, please check all that apply: :

the recreation area or facility is destroyed by fire, natural disaster or vandalism,

a) Please list the specific facilities that are in need of rehabilitation. Upload photos in the Attachments tab showing the facilities in need of rehabilitation. :

N/A

b) If only part of the project is rehabilitation, approximately what percentage of the project is rehabilitation? :

2. NON-MOTORIZED TRAIL CONNECTIVITY. Trail connectivity involves linking urban trails to outlying Federal trail systems; linking neighborhood, community and regional trails; connecting community parks and other recreational public facilities; connecting parks to supporting services and facilities; connecting neighboring communities; and providing alternative transportation routes. To what extent does the project address non-motorized trail connectivity? :

The north side of the park at the Falls would provide 700' of continuous trail that connects to another 800' of river bedrock trails that run actually down on the Little Luckiamute River. These trails are a part of an overall plan to create a trail system linking open spaces and all the parks in Falls City together. The strategy is to have trail as far down as the high school and have it loop around the entire river weaving in and out of the parks and wild places. Beyond that, there are trails, both human and animal- made, up the mountain that reach other waterfalls and magnificent scenery. There are miles of abandoned railroad grade that run along the river and through the woods all the way up to the old logging town site Valsetz. Falls City owns 17 acres of bare land under a mile away from the Falls City Falls on the Dutch Creek Tributary. There have also been conversations about connecting the Rickreal Trail in Dallas to Falls City.

3. ACTIVE PARTICIPATION projects support or provide a base for individual active participation. 'Active' means those forms of recreation that rely predominantly on human muscles and includes walking, sports of all kinds, bicycling, running, and other activities that help people achieve currently accepted recommendations for physical activity. To what extent does the project support or improve access to individual active participation? :

This particular area is notorious for its outstanding beauty, biological/ geological diversity and its famous recreational activity, jumping in the deep pool at the Falls. Upstream from the Falls, big slabs of bedrock emerge from the river and are used for picnicking/barbequing, swimming, sunning, walking and bird

watching. The property to be acquired is most known for the waterfalls and a large outcrop overlooking them that is used for traveling, diving, climbing, fishing, hanging out, and spectating. Combining the Falls property with neighboring properties as one park with access to all these spaces will provide safe opportunities for individual active participation. We understand that outdoor activity, particularly in the presence of things like songbirds, makes people healthier all the way around. When people are healthy, they are more productive and better members of society as well as stewards of nature. An open pavilion and observational deck at the Falls will provide a great space for classes and physical education opportunities. Trails and stairs from the deck will give safe river access to people. Stair climbing is a good activity and the Falls are a wonderful reason to go down/up them. Falls City is a close proximity to Salem and a very close proximity to Dallas, Monmouth, Kings Valley, Pedee and Independence. Falls City is an ideal place to get away from it all and relax with some good, peaceful outdoor activity. There are several trails associated with these properties. They offer walks along the river in an atmosphere that is very cathartic. There is a remarkable array of birds on this river. Bird watching/studying is another motivating factor that gets people outdoors participating in healthy activities. The observation deck, would allow everyone to view the Falls from a nice, dry distance. Having a built in easel will give people an added artistic incentive to get out and enjoy an afternoon. Many exercise instructors reside in or around town, all of which have expressed a desire for a therapeutic, outdoor venue where they can hold classes. Couples are already trying to book weddings there and the kids are already talking about fun things that they want to do there. Informational posters will help get people involved and engage them in behaviors that promote a better, healthier future for everyone.

4. SUSTAINABILITY. To what extent does the project address sustainability recommendations for OPRD-administered grant programs? Please see Chapter Seven (pages 115-117) of the SCORP for sustainability recommendations for land acquisition, new facility development, major rehabilitation, and trail projects. :

Project involves the removal of non-native invasive species from the site. This project addresses, nature and wildlife viewing areas, public access sites to waterways, soft surface walking trails, access to natural play areas, a picnic shelter, public restrooms and trail connectivity creating a diverse set of recreational experiences currently unavailable in the local area. Project site is accessible from the street. Project improvements will increase property value. Project maintains water features and riparian areas. Project will use water efficient landscaping and native species. This is a forested area; native trees increase themselves. Project provides public recycling containers at all developed park and recreation facilities. This project involves appropriate use of pervious and impervious surfaces. Activity Based Projects Project will increase public awareness of the benefits of natural areas with interpretive/ educational signs and posters. Adding shelter, bathrooms and better trail access will provide an unmet need in our community. Project provides an opportunity to enhance physical, mental and social well-being as a result of interaction with nature. This project site is a natural play area; the pavilion will be a place for local residents to gather. Trails will provide ways to reach outdoor spaces like rock climbing areas, other trails, and swimming holes all of which are conducive to reducing obesity rate among Oregon residents by encouraging physical fitness. Polk County Need for Close-to-home priorities reflect a high need for acquisition of trail corridors and ROWs, community trail systems. Our project does that. The ORS of that report list dirt and soft surface trails, public access to waterways, natural play areas, nature viewing places and sheltered picnic areas for small visitor groups as State needs. This project addresses all of those things. Trail Considerations Project involves using the existing natural run-off surfaces and takes advantage of natural slope in design. Trails will require less maintenance by using on-site materials as much as possible. This includes alignment using natural topography and proper slope of and around the trails. Trail alignment reduces water runoff and water retention on the trail tread. Project improves linkage to and between other community trails, community parks and scenic overlooks, public facilities and the Little Luckiamute River. Project involves providing new accesses for the public to recreate in sensitive natural areas using trails that beat around habitat. Project will increase public awareness of the benefits of natural areas with interpretive signs and educational posters.

C. LOCAL NEEDS AND BENEFITS - SCORP Criteria (0-30 points):

1. A map clearly identifying the project location and UGB or unincorporated community boundary or

Tribal community boundary drawn on it must be uploaded in the attachments section of this application. Is your project in a CLOSE-TO-HOME area (located within an urban growth boundary (UGB), unincorporated community boundary, or a Tribal Community) or in a DISPERSED AREA (located outside of these boundaries)? :

CLOSE-TO-HOME

2. Please identify how the project satisfies county-level needs by using priorities identified in ONE of the following local public planning processes. See SCORP Chapter 5, Pgs 86-102 for specific county priorities.:

a) PUBLIC RECREATION PROVIDER IDENTIFIED NEED - Does the project satisfy county-level needs identified by the Public Recreation Provider Survey beginning on page 86 in the SCORP? If so, enter which priority or priorities are identified for the project county. Please use either the Close-to-Home Priorities or Dispersed Area Priorities, not both.:

Acquisition or trail corridors and ROWs, Community trail systems, Trails connected to public lands, (long-term).

b) OREGON RESIDENT IDENTIFIED NEED - Does the priority project satisfy county-level need identified by the Oregon Resident Survey beginning on page 86 in the SCORP? If so, enter which priority or priorities are identified for the project county.:

Dir/other soft surface walking trails and paths, Public access sites to waterways, Picnic areas and shelters for small visitor groups, Children's play areas made of natural materials, Nature and other wildlife viewing areas.

c) LOCAL PLANNING -To what extent does the project satisfy priority needs, as identified in a current local planning document (park and recreation master plan, city or county comprehensive plan, trails master plan, transportation system plan or bicycle and pedestrian plan)?:

This project will satisfy priority needs identified in the Parks and Recreation Needs Assessment for Falls City, Oregon. Recommendations include improving connectivity between parks and acquiring the abandoned railroad grade that runs along the river and acquisition of and preservation of future open spaces. This project also addresses city goals to facilitate more recreational opportunities in Falls City.

d) PUBLIC INVOLVEMENT EFFORT - If the project is not included in a current local planning document, describe the public involvement effort that led to the identification of the priority project including citizen involvement through public workshops, public meetings, surveys, and local citizen advisory committees during the project's planning process.:

We are developing a park master plan using a Natural Resource Inventory from 2000, the Parks and Recreation Needs Assessment done in 2014 and a Park and Recreation Proposal developed over that timeframe. A continuous riverside trail is a big part of the recreational friendly city plan, so permissions from riverside property owner are being sought and verbal agreements have been made for trail access. That demonstrates community support for the overall trail project. The Falls City Alliance produced a survey specifically about developing the project property and it was very well received. Please find the survey and results attached. Furthermore, that same non-profit drafted a proposal for creating a Park and Recreation District in the Falls City school district. The entire proposal was cultivated based on public opinions gathered through meetings and casual contacts over a period of years. This draft is attached and certainly shows support for this project. Falls City residents are very interested in outdoor recreation, it's what we do out here, play outside, it's too beautiful not to.

D. LONG TERM COMMITMENT TO MAINTENANCE – SCORP Criteria (0-15 points):

1. How will the project's future maintenance be funded? Please include specific maintenance funding sources such as tax levies, fee increases, and other funding sources which will be used. A Resolution to Apply submitted with this application should address funding for on-going operation

and maintenance for this project. :

The project is designed to self-sustain at minimal cost and labor. Volunteers routinely assist with park operations and maintenance. However, money for such things is budgeted annually. The Park and Recreation Committee has been working on ideas for generating some revenue from the development of bathrooms, perhaps coin operated showers and lockers. Parking fees have been discussed as well as building a donation box. Even still, the city is committed to adding this park's maintenance to the annual budget. Another interesting project going on in Falls City is the exploration of rebuilding the old hydroelectric plant using modern technology. Our studies are suggesting that this would off-set the city's entire electric bill, thus freeing up funds for other worthy operations like building a recreational city.

2. How much do you expect to spend annually or how many man-hours will be needed to maintain the completed project?:

This structure is designed for sustainability. The figures below are based on past city budgets for park operations. We will add this expansion to the budget; however, this property as well as the parks and various other open spaces have been maintained by volunteers for a long time. Surveys show that they intend to continue to do so in the future
Operational Supplies 300 Equipment -O&M 500 Utilities- O&M 1,200
Professional Services 1,000 Protective Gear 50 Personnel 1,450 Trash/Recycling 220 Total \$12,370

3. Do you have partnerships with other agencies or volunteer maintenance? Provide documentation such as letters of support from volunteer organizations, cooperative agreements, donations, or signed memoranda of understanding to demonstrate commitment to maintenance. :

Yes we have partnerships with SOLVE and LWC as well as volunteers and the non-profit The Falls City Alliance. These agreements involve river clean ups, invasive species removal and replacement with natives. Volunteers and the Falls City Alliance have committed to helping keep the property clean and assisting with any maintenance issues. Often times the city's public works crew volunteer to help on projects, we expect that will not change.

E. OVERALL SITE SUITABILITY (0-10 points):

1. To what extent is the site suitable for the proposed development? :

All elements of the design considered environmental and esthetic congruency. The property is already in recreational use, so it is perfectly suited for the project. The proposed site is situated on the Little Luckiamute River and is directly adjacent to the Falls City waterfalls. The specific site of the proposed building is quite flat and very appropriate for a structure. The intended deck matches alignment with two decks neighboring this property to the east. Keeping invasives will be on-going until they are gone and we understand that, but people have been clearing invasive plants and what we are finding is that as we clear invasive out, natives naturally replace them, so we are encouraging that. By using the natural occurring plant diversity as landscaping of this site, we suspect sustainability will be largely left to nature with minimal human maintenance. Foot traffic will keep the paths clear and we believe that the natural design will lead to minimal need, although we are preparing for it just the same. Trash and recycling containers will be on site in various locations encouraging self-vigilance and a prettier natural environment.

2. Also describe the extent to which the site or project design minimizes negative impacts on the environment and surrounding neighborhood and integrates sustainable elements. :

Hay bales will be in place along the river to prevent any sediment run-off during construction. The natural topography will be used almost exclusively. This area has a natural slope for water run-off, the trails are well beaten dirt paths, the native plants will be used in the landscape and the structures will be visually conducive to the scenery.

F. COMMUNITY SUPPORT (0-5 points):

1. To what degree can you demonstrate community support for the project? Can you provide letters of support and/or survey analysis? If yes, please include supporting documentation with this

application. :

Yes: Survey analysis , letters of support, (Zunk, Sandy, Lisa, businesses...) Facebook screenshot,

G. FINANCIAL COMMITMENT (0-10 points):

1. What is the source of local matching funds for the project? A Resolution to Apply must be submitted with this application to indicate a commitment of local match funding for the project. :
The city's share of matching funds is a property match, volunteer labor, equipment and expertise/professional services.

2. Project applicants are encouraged to develop project applications involving partnerships between the project applicant, other agencies, or non-profit organizations. Project applicants are also encouraged to demonstrate solid financial commitment to providing necessary project maintenance and upkeep. To what extent does the project involve partnerships with other agencies or groups? Are donations and/or funding from other agencies or groups secured? :

The city has developed relationships with various agencies, SOLVE, Luckiamute Watershed Council, The Falls City Alliance, the school district, FACES after school program, OSU, WOU and volunteers. Falls City has three parks that we maintain with city budgeted dollars and volunteers. Furthermore, the City won a grant from Heal Cities to refurbish a city staircase that is a part of the trail system and we also are working with a grant from the Ford Foundation for rehab of the lower park here in town. This is an effort between Falls City and Dallas Cohorts to light the Falls City Lower Park and sign the Rickreal Trail System in Dallas.

3. To what extent has funding been secured to complete the project?:

Funds are being added to the 2015-2016 budget cycle. Project funds will be held in a separate line item banked for the year. Moving forward we will budget for 2016-2017 and 2017-2018 phases of this development.

H. ACCESSIBILITY COMPLIANCE:

1. Does your agency have a board or city council adopted/approved ADA Transition Plan and/or Self Certification? :

No

2. How will your proposed project meet current accessibility standards?:

This project complies with ADA standards and is some aspects, specifically designed just for handicapped individuals.

I. READINESS TO PROCEED:

1. Have you submitted a signed Land Use Compatibility Statement with this application? :

yes

2. Have you submitted construction or concept plans with this application?:

yes

3. List required permits and status of permit applications for the project (i.e. Corps of Engineers, Division of State Land, Building Permits, etc.). Describe any possible delays or challenges that could occur in receiving permits. :

Building permit for the structure is attained through the City of Falls City. Land use and planning fees go through COG

4. Have you submitted a completed Appraisal with this application conforming to Uniform Standards

of Professional Appraisal Practice (USPAP)? Or, conforming to Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA / Yellow Book) if Federal funding will be involved? :
Yes

5. Do you have Proof of a Willing Sell or Donor? If yes, please submit documentation with this application.:
Yes

6. How will you be able to legally ensure that the project site will be managed for public outdoor recreation for a minimum of 25 years?:
This grant does that. Plus, these properties have been used for recreation for centuries; a huge court battle ensued when someone tried to change that, so the city feels confident that turning these properties into a public park for perpetuity is the right thing to do.

J. ACTIVE AND PAST GRANTS PERFORMANCE:

1. Describe your performance and compliance with all active and past OPRD grant awards. :

Description	Qty	Unit	\$/Unit	Cost	Match	Request	Source of Funding
Tx lot 3600	1	acres	\$85,000.00	\$85,000.00	\$0.00	\$85,000.00	
6x6x24 Pressure Treated	2	1279.8/MBF	\$92.24	\$184.48	\$0.00	\$184.48	
6x6x16 Pressure Treated	8	1059.5/MBF	\$50.91	\$407.28	\$0.00	\$407.28	
GLULAM 5-1/2x11-7/8	40	LFT	\$11.10	\$444.00	\$0.00	\$444.00	
GLULAM 5-1/2x11-7/8	40	LFT	\$11.10	\$444.00	\$0.00	\$444.00	
GLULAM5-1/2x11-7/8	120	LFT	\$11.10	\$1,332.00	\$0.00	\$1,332.00	
GLULAM5-1/2x7-1/2	72	LFT	\$7.66	\$551.52	\$0.00	\$551.52	
GLULAM5-1/2X6	32	LFT	\$6.15	\$196.80	\$0.00	\$196.80	
2X8X20 2&BTR S4S DF	34	MBF	\$12.77	\$434.18	\$0.00	\$434.18	
CEDAR 2X8 TK S1S2E	160	LFT	\$3.23	\$516.80	\$0.00	\$516.80	
2X6X12 T&G SELECT DECK	80	MBF	\$13.66	\$1,092.80	\$0.00	\$1,092.80	
2X6X14 T&G SELECT DECK	160	MBF	\$15.94	\$2,550.40	\$0.00	\$2,550.40	
2X6X12 CHOICE 2&BTR DF	9	MBF	\$6.51	\$58.59	\$0.00	\$58.59	
MISC HARDWARE ALLOWANCE	1	EA	\$500.00	\$500.00	\$0.00	\$500.00	
COLUMN CAP 6-6	6	EA	\$44.45	\$266.70	\$0.00	\$266.70	
ECC-66	4	EA	\$44.45	\$177.80	\$0.00	\$177.80	
HANGER Z-MAX 6X12 INV FLANGE	4	EA	\$25.55	\$102.20	\$0.00	\$102.20	
SUR26 ZMAX 2X6 SKEW HANGER	40	EA	\$5.79	\$231.60	\$0.00	\$231.60	
HURRICANE TIE	40	EA	\$0.96	\$38.40	\$0.00	\$38.40	
ZMax 4X4 ADJ POST BASE	8	EA	\$6.00	\$48.00	\$0.00	\$48.00	
1/2"X8" HEX BOLT AND NUTS	50	EA	\$2.93	\$146.50	\$0.00	\$146.50	
1/2"X8" HEX BOLT AND NUTS	50	EA	\$2.93	\$146.50	\$0.00	\$146.50	
ZMax 4X4 ADJ POST BASE	8	EA	\$6.00	\$48.00	\$0.00	\$48.00	
1/2X2 3/4 ANCHOR BOLTS	8	EA	\$1.55	\$12.40	\$0.00	\$12.40	
NAIL FRH 3-1/4X.131 GALV 4K	1	EA	\$65.40	\$65.40	\$0.00	\$65.40	
8" TIMBER LOK	60	EA	\$0.95	\$57.00	\$0.00	\$57.00	
DECK SCREWS STR/DRV 21/2 5#	3	EA	\$28.00	\$84.00	\$0.00	\$84.00	
CEDAR 4X4X8 C&BTR S4S	4	MBF	\$42.89	\$171.56	\$0.00	\$171.56	

CEDAR 2X6 C&BTR S4S	96 MBF	\$4.15	\$398.40	\$0.00	\$398.40	
CEDAR 2X4 C&BTR S4S	192 MBF	\$2.17	\$416.64	\$0.00	\$416.64	
CEDAR 2X4 C&BTR S4S	64 MBF	\$2.17	\$138.88	\$0.00	\$138.88	
CEDAR 2X2X4' C&BTR S4S	280 MBF	\$2.37	\$663.60	\$0.00	\$663.60	
#3 2 SQ ROLL FELT	8 RL	\$25.91	\$207.28	\$0.00	\$207.28	
16" 26ga SKYLINE PAINTED	1000 LFT	\$1.72	\$1,720.00	\$0.00	\$1,720.00	
10' 4" RIDGE	4 EA	\$19.91	\$79.64	\$0.00	\$79.64	
SKYLINE GABLE TRIM	8 EA	\$18.93	\$151.44	\$0.00	\$151.44	
SKYLINE EAVE FLASHING	8 EA	\$7.16	\$57.28	\$0.00	\$57.28	
PANHEAD SCREWS	1 EA	\$92.69	\$92.69	\$0.00	\$92.69	
STITCHER #12 X3/4"	200 EA	\$0.09	\$18.00	\$0.00	\$18.00	
SCREW WOODFAST #9 X1"	500 EA	\$0.07	\$35.00	\$0.00	\$35.00	
CLASSIC RIB STEEL ROOF PANEL	20 1360 SQ FT	\$34.95	\$699.00	\$0.00	\$699.00	
Concrete rebar	15 yards 50 sticks	\$100.00 \$4.00	\$1,500.00 \$200.00	\$0.00 \$0.00	\$1,500.00 \$200.00	
Yellow Book Report Review	1 dollars	\$800.00	\$800.00	\$0.00	\$800.00	
South Valley Engineering	1 bid	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	
Contractor	1 15% TTL. Project Cost	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	
Property	1 acres	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	Falls City
Invasive Removal Labor	BOLI wages 2 plus fringe pr. hr.	\$822.24	\$1,644.48	\$1,644.48	\$0.00	Volunteers
Ground Prep Labor	BOLI Wages 1 Plus Fringe pr. hr.	\$2,021.60	\$2,021.60	\$2,021.60	\$0.00	Volunteer
Power Equipment	BOLI Wages 5 Plus Fringe pr. day.	\$500.00	\$2,500.00	\$2,500.00	\$0.00	Donation
Foundation Form Labor	BOLI Wages 2 Plus Fringe pr. hr.	\$274.80	\$549.60	\$549.60	\$0.00	Volunteers
Concrete Pour Labor	BOLI Wages 2 Plus Fringe pr. hr.	\$274.08	\$548.16	\$548.16	\$0.00	Volunteers
Structure Construction Carpenters	BOLI Wages 2 Plus Fringe pr. hr.	\$1,950.80	\$3,901.60	\$3,901.60	\$0.00	Volunteers

Contractor	1	15% ttl project cost	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	Volunteer
After Construction Clean-up labor	2	BOLI Wages plus Fringe pr. hr.	\$274.80	\$549.60	\$1,644.48	(\$1,094.88)	Volunteer
Totals				\$159,201.80	\$37,809.92	\$121,391.88	

Total Project Cost: \$159,201.80
Total Match for Sponsor: \$37,809.92
Grant Funds Requested: \$121,391.88

AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: RESIGNATION
DATE: 4/3/2015

SUMMARY

Interim City Manager Hanken has submitted his 15 day resignation notice.

BACKGROUND

In November of 2014, the Falls City Council hired Mr. Hanken as the Interim City Manager to run the day to day operation of the City, get a new City Attorney hired, prepare a budget for the next fiscal year, and to begin the process of recruiting a part-time replacement City Manager. In addition, Mr. Hanken worked with the Mayor to assist him understand the administrative processes so that he could better fulfill his role as City Manager pro tem.

Mr. Hanken has accepted a position out of state and will be leaving us on April 17th.

PREVIOUS COUNCIL ACTION

None

ALTERNATIVES/FINANCIAL IMPLICATIONS

To Be Determined

STAFF RECCOMENDATION

None Provided

EXHIBIT

Letter of Resignation

PROPOSED MOTIONS

None Provided

DATE: April 2, 2015
TO: Mayor Terry Ungricht and
Falls City Council Members
FROM: Jon G. Hanken, Interim City Manager
City of Falls City
SUBJ: Resignation



I am providing my 15 day resignation notice as Interim City Manager with the City of Falls City. As you are aware, I have been actively pursuing full time positions and have tentatively accepted another position. My last day will be Friday April 17th.

Thank you for the opportunity to serve the citizens of Falls City. I wish you success in your recruitment efforts.

AGENDA REPORT

TO: CITY COUNCIL
FROM: JON G. HANKEN, INTERIM CITY MANAGER
SUBJECT: CITY MANAGER RECRUITMENT
DATE: 4/2/2015

SUMMARY

The recruitment process for the part-time City Manager position has begun.

BACKGROUND

Staff has advertised for a part-time City Manager and the advertisement will run in the Polk County Itemizer-Observer on April 8th and 15th.

A tentative timeline for filling the position is provided below.

- Advertise position began April 2, 2015
- Position closes April 29, 2015
- Review applications by May 14, 2015
- Interviews conducted by May 29th, 2015
- Background checks completed by June 15th, 2015
- New Manager starts on July 1st, 2015

PREVIOUS COUNCIL ACTION

Council has had previous discussions related to the duties of the City Manager.

ALTERNATIVES/FINANCIAL IMPLICATIONS

To Be Determined

STAFF RECCOMENDATION

None Provided

EXHIBIT

Copy of Advertisement, Profile and Duties of City Manager

PROPOSED MOTIONS

None Provided

City Manager - Falls City, Oregon

The City of Falls City (pop. 950) seeks a part-time City Manager (20-24 hrs per week). Salary range is \$22-\$25 per hour. A Bachelor's degree in public/business administration, accounting or related field and administrative/management local government experience or equivalent is recommended, but not necessary. Prior experience working in a small town environment is preferred. Responsibilities include: supervising three (3) FT employees, oversight of City departments, capital projects, and a \$1.8 million budget. Candidates can view position profile at www.fallscityoregon.gov. Submit cover letter, resume, and 5 work related references to Mayor Terry Ungricht, City of Falls City, 299 Mill Street, Falls City, OR 97344. Electronic applications can be sent to: mayorungricht@fallscityoregon.gov. Applications must be received on or before 4:00 p.m. Wednesday, April 29, 2015.

Pease run this ad in the paper on 4-8-15 and 4-15-15.

City of Falls City

City Manager Profile

20 - 24 Hours Per Week

Education and Experience

A Bachelor's degree in public/business administration, accounting or related field and administrative/management local government experience; or equivalent is recommended. Master's level coursework in public administration or related field, including internship placements in local government settings may be used to meet the local government experience requirement. Prior experience in a small town environment with limited staff is preferred.

Skills and Past Performance

Administrative Ability

Candidate must be a "hands-on" manager with good overall knowledge of municipal operations, policies and procedures. Excellent communication and interpersonal skills are required to communicate effectively with the community and the City Council. He/she must work well under pressure and possess the ability to multi-task and prioritize effectively. In working with staff, he/she needs to be an effective supervisor who is able to establish clear expectations, provide productive feedback and foster an atmosphere of teamwork and collaboration.

Council Relations

Candidate must have the ability to work effectively with the Council and to keep them informed and to provide them with the necessary information, options and recommendation to be able to make informed decisions. The individual must be able to carry out the intentions and directions of the Council in a positive manner and to effectively move forward on the goals and objectives established by the Council.

Budget and Finance

Candidate must have a strong financial and accounting background. The individual should have knowledge of local budget law and be able to prepare a balanced budget and to manage effectively within budgetary constraints. Experience in grant writing, procurement and administration is desirable.

Community Relations

The individual must be able to relate to and work with all citizens and project a positive image of the City. He/she should be comfortable working in a small town environment and be willing to understand the culture of the community.

Intergovernmental Relations

Must be able to relate to and develop good working relationships with other governmental entities, including other cities, the County, schools, state and federal agencies.

City Manager Duties

(A) There is hereby created the Office of City Manager, who shall be the administrative officer of the city. The City Manager shall hold office for an indefinite term and shall serve at the pleasure of the City Council, and shall be responsible to the City Council for the proper administration of the city. The City Manager may be removed from office at any time with or without cause by majority vote of the entire Council. The City Manager shall be chosen without regard to political considerations and solely on the basis of ability, as determined by the Council.

(B) The City Manager shall be required to give a fidelity bond in an amount fixed by the City Council conditioned upon the faithful performance of his or her duties. The premium of the bond shall be paid by the city.

(C) The City Manager shall have general supervision of administrative affairs of the city and the work of all city departments, and general supervision of all nonelective officers and employees of the city, except the Offices of Municipal Judge and City Attorney. The Council may, by motion, resolution, or ordinance, provide rules under which the City Manager shall conduct his or her office and the affairs of the various departments of the city.

(D) The duties of the City Manager shall be as follows:

(1) To recommend to the Council ordinances and policies designed to maintain or improve the efficiency of city government;

(2) To perform any other duties as prescribed by City Charter or ordinance, or as the Council may require;

(3) To submit to the Mayor and Council a list of interested citizens to fill any position appointed by the Mayor or elected by the Council;

(4) To prepare the annual budget for consideration by the Council and Budget Committee;

(5) To act as administrative head of all departments of the city government, and oversee the operations of the departments, and keep Council apprised as to the functioning of the departments;

(6) To act as manager with authority to recruit, hire, discipline, and terminate the employees under the City Manager's supervision following existing or subsequently issued guidelines, policies, and handbooks as adopted by the Council by resolution or ordinance, to establish and revise duties and job descriptions and to set salaries and grant merit increases and promotions within the constraints of the approved budget. Authority to grant across-the-board cost of living increases shall remain with the Budget Committee and Council;

(7) To prepare agendas;

(8) To act as business agent of the City Council in connection with city business;

(9) To act, within the adopted budget by line item as approved by the City Council, as purchasing agent for all departments of the city;

(10) To coordinate the enforcement of all city ordinances relating to enforcement of city ordinances under the advice of the Council;

(11) To ensure that provisions of all franchises, agreements, contracts, leases, permits or other agreements, and privileges granted by, or entered into, by the city are enforced and observed;

(12) To maintain general supervision over all city property and its use by the public or city employees;

(13) To advise the Council as to the needs of the city and to prepare and furnish all reports requested by the Council;

(14) Keep accurate personnel records/files;

(15) To perform and/or assist with general reception duties; and

(16) To perform any other duties as may be prescribed by the City Council.

(E) The City Manager shall attend all Council meetings, and shall normally participate in all discussions coming before the Council, but shall have no vote.

(F) The Council may enter into a contract with the City Manager stating terms and conditions of employment.

(G) The salary of the City Manager shall be determined by action of the Council.

(H) The performance of the City Manager shall be evaluated by the City Council annually or as recommended by the Council. The Mayor shall, on behalf of the Council, coordinate the obtaining of written and oral information to assist the Council in the evaluation.

(I) The City Manager may request that the Council appoint an ad hoc Personnel Committee to assist with personnel issues. The function of the Personnel Committee shall be an advisory one.
(Ord. 94-459, passed 11-15-1994; Ord. 478, passed 1-31-2000; Ord. 482, passed 5-22-2000)

Falls City Fire Department

March 2015

March Calls, 2015

- ❖ *Medic - 5 (Sw) /4 (FC) = 9 total*
- ❖ *Fire - 1*
- ❖ *Rescue/MVA - 0*
- ❖ *Public Service - 0*
- ❖ *Drills - Fire - 4, Medic - 2*
- Total number of SWF calls were (6)

***Number of Volunteers on the roster as of 03/31/15 - (36)*

F.C. Volunteer Association Points of Interest :

- *Falls City Medics are in the process of recertifying this year; we will finish the transition classes in the next two months.*
- *Three of our members (John, Jon, and Mary) participated in Western Display Fireworks class on March 14 in Canby OR. The class covered recertifying and had a new segment on how to set up and conduct a shoot from the beginning to the end.*

Public Works Staff Report Though February 28th March 27th

Sat 28 Routine Water and Sewer.

Sun 1 Routine Water and Sewer.

Mon 2 Routine Water and Sewer, Park maintenance, reconnect 5055 Way mire ,turn off broken water service 201 Montgomery I have class all week, CEU to renew certifications

Tue 3 Routine Water and Sewer, post goal setting agenda, repair water service 201 Montgomery. Working with community service in upper park.

Wed 4 Routine Water and Sewer, W/O 22 North Main reread meter. Mowing the upper park, change chlorine solution at the Water Treatment Plant.

Thru 5 Routine Water and Sewer, took water and waste water samples, W/O reconnect 23 South Main, W/O low pressure complaint, read 50 psi at residents out side faucet.

Fri 6 Routine Water and Sewer, mowed lower park.

Sat 7 Routine Water and Sewer.

Sun 8 Routine Water and Sewer.

Mon 9 Routine Water and Sewer, clean Glaze Creek intake, did state reports waste water DEQ, Water Cross Connection Program, State Fire Marshall report.

Tue 10 Routine Water and Sewer, went back to Glaze Cr. Water level is low for this time of year, community services works are racking leaves Harding Park, get bid for painting upper park rest rooms, clean U/V Waste Water Treatment Plant.

Wed 11 Routine Water and Sewer, finish Harding Park. Starting cleaning grounds lower Cemetery, W/O reread 234 Prospect.

Thru 12 Routine Water and Sewer, working in cemetery, W /O leak investigation 19100 Bridgeport Rd.

Fir 13 Routine Water and Sewer, mowed lower cemetery, clean limbs upper cemetery, mowed city grounds,

Sat 14 Routine Water and Sewer, heavy rain.

Sun 15 Routine Water and Sewer,

Mon 16 Routine Water and Sewer, sewer maintenance, ran grader, Chamberlain, West Blvd, First, delivered 50 plus shut off notices.

Tue 17 Routine Water and Sewer, clean U/V system, upper cemetery mowing, Parks Meeting, Dallas gas, parts, for grader hose.

Wed 18 Routine Water and Sewer, repair grader.

Thurs 19 Routine Water and Sewer, cut tree down for hills grant, took, VOC, SOC and sewer samples, physical shut offs 5, 2 left off for non payment.

Fri 20 Routine Water and Sewer, W/O reconnect on prospect, mowing City grounds, clean U/V system.

Sat 21 Routine Water and Sewer,

Sun 22 Routine Water and Sewer.

Mon 23 Routine Water and Sewer, working on gravel filter WWTP, grading roads Hopkins, Terrace, Montgomery, meet Steve Miles, with Orenco System.

Tue 24 Routine Water and Sewer, meeting with a representative from USDA, WTP sight visit, meter reading.

Wed 25 Routine Water and Sewer, finish meters, rereads, high and low composition .

Thurs 26 Routine Water and Sewer, open Upper Park, ran grader North side of town.

Fri 27 Routine Water and Sewer, finish staff report, follow up on leak Bridgeport, try to meet on Saturday, call Les Schwab make appointment for fixing flat on grader,

Library Director's Report
March, 2015

Attendance totals for the Wagner Community Library March 2015 271; the breakdown is as follows:
Adults 163 and Youth 108, regular hours.

The monthly programming has become more popular. For the March *Lego Build-In*, participants weighed in at eighteen. On April 25, 2015, Wagner will continue with the last Saturday theme. Featured will be "I Spy" with age differentiated cards. The Lego forum will also be available during the I Spy activity. Difficulties with the Chemeketa billing procedures and borrowed book notifications continue. If you receive an overdue notice, bring it directly into the library without passing go. Fines can be handled administratively if they are addressed before the collection process begins. In the past, Chemeketa has offered a web presence. The changes there have delayed the elementary Seuss activity posting.

New Users, student research projects, and exciting donations have put the juice into Spring library work. Several titles addressing women's history circulated during March. The Library display in April will include poetry & diversity.

Respectfully submitted,

Cynthia Hovind, Director
Wagner Community Library